



# Rockhampton Girls Grammar School

Est 1892



# 2020

# International Parent Student Handbook

Board of Trustees of Rockhampton Girls Grammar School *trading as*  
Rockhampton Girls Grammar School  
CRICOS Provider Number: 00508E

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## GIRLS GRAMMAR SCHOOL MOTTO

*'Non Scholae, sed vitae'*

Not only for School, but for life we are learning.

## GIRLS GRAMMAR SCHOOL SONG

What are we working for, here at our lessons,  
Why join together in book lore and play?  
Forty years on will be answered these questions,  
If our School Motto speaks truly today.  
Not only for school, but for life we are learning --  
Life with its duties, its pleasures, its cares.  
Hearts bright with hope, with ambition high burning,  
Hearts of true women our school time prepares.

### **Chorus**

*Do your best! Do your best! Do your best!  
Give again our dear School's ringing cry,  
Sounding north and south and west -  
Non Scholae, sed vitae.*

Forty years on when afar and asunder  
Parted are those who are singing today  
When we look back and forgetfully wonder  
What we were like in our work and our play.  
Then it may be there will often come o'er us  
Whispers of notes like the catch of a song.  
Visions of girlhood will float then before us,  
Echoes of dreamland will bear them along.

### **Chorus**

## OUR SCHOOL

We warmly welcome you to the Rockhampton Girls Grammar family. Girls Grammar enrolls students from many countries all over the world and prides itself on preparing young women to be global citizens with a capacity for deep intercultural understanding.

Our campus caters for students 5 years old through to the final years of Secondary schooling. Students are able to board on site from Year 6 (11 years of age).

Our programs assist international students to meet tertiary academic entry standards and develop study, language and cultural skills. This ensures a successful and smooth transition to the next phase of their study in Diploma or Degree courses at Universities or Higher Education facilities in Australia or overseas.

To assist international students, we offer an orientation program and a full range of support services. Students are supported by the School nurse, the Director of Student Wellbeing, the Director of Learning and an experienced and supportive boarding staff. While academic success is vital, personal wellbeing is just as important to us as we support young women on their journey towards adulthood.

Our international students board with Australian students, many of whom come from properties throughout Central Queensland. We have five boarding houses, which sensitively and appropriately reflect the different requirements of each age group. Boarding provides a 'home away from home' and in our boarding house friendships are forged for life.

As one of Australia's oldest schools, our College has been providing opportunities for International students for over 100 years. We warmly invite you to discuss how we can help you achieve your dreams.

We greatly look forward to welcoming you to Rockhampton.



## OUR HISTORY

In 1883 a movement began to establish a girls' grammar school in Rockhampton and, with a decision by the Trustees of the Rockhampton Grammar School to close their female department, the Rockhampton Girls Grammar School began to take enrolments.

The prime site on the Athelstane Range was selected as being appropriate and in 1891 construction commenced on the School building, designed by Mr E M Hockings, to accommodate 50 day and 20 boarding students.

Girls Grammar opened its doors to the first four boarders and thirty-three day students on 11th March, 1892. With Miss Helen E. Downs as foundation Headmistress, the School was officially opened on 19 April 1892.

The building was enlarged three times - in 1897, 1899 and again in 1901 - to meet growing demands as students were enrolled from kindergarten to matriculation.



On the departure of Miss Downs, the School presented her with a gold replica of the School badge. On her death she bequeathed it to the School to be worn by the Head Prefect who was to be known as the Helen E. Downs Prefect. Prue McKeague was a senior Boarder who died during the Christmas holidays in 1985. At the suggestion of her classmates and the Old Girls Association, a platinum replica of the Helen E Downs badge was commissioned which is worn by the Prue McKeague Prefect.

### OUR VISION

Women can achieve anything.

### OUR MISSION

To enable each young woman to know her strengths and to enthusiastically embrace her future.

### OUR VALUES

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment;

- in which individuals actively engage in their learning
- where School values are embraced
- where mutual and self respect is paramount
- where community and global citizenship is fostered
- where excellence in every endeavour is sought and celebrated



### KEY CONTACTS

School Telephone Number: (07) 4930 0900 FAX Number: (07) 4930 0999 Website: [rggs.qld.edu.au](http://rggs.qld.edu.au)

Inquiries	Email	Phone
<b>Enrolments:</b>	<a href="mailto:Enrolments@rggs.qld.edu.au">Enrolments@rggs.qld.edu.au</a>	(07) 4930 0912
<b>Reception:</b>	<a href="mailto:Reception@rggs.qld.edu.au">Reception@rggs.qld.edu.au</a>	(07) 4930 0900
<b>Student Services:</b>	<a href="mailto:StudentServices@rggs.qld.edu.au">StudentServices@rggs.qld.edu.au</a>	(07) 4930 0905
<b>Dean of Studies:</b>	<a href="mailto:JohnFry@rggs.qld.edu.au">JohnFry@rggs.qld.edu.au</a>	(07) 4930 0909
<b>Dean of Students:</b>	<a href="mailto:RyanCheers@rggs.qld.edu.au">RyanCheers@rggs.qld.edu.au</a>	(07) 4930 0908
<b>Boarding Enquiries:</b>	<a href="mailto:StaceyMcCarthy@rggs.qld.edu.au">StaceyMcCarthy@rggs.qld.edu.au</a>	(07) 49300942 0418 185 748
<b>Accounts:</b>	<a href="mailto:AccountsReceivable@rggs.qld.edu.au">AccountsReceivable@rggs.qld.edu.au</a>	(07) 4930 0964
<b>Library:</b>	<a href="mailto:Library2@rggs.qld.edu.au">Library2@rggs.qld.edu.au</a>	(07) 4930 0949
<b>Health Centre:</b>	<a href="mailto:HealthCentre@rggs.qld.edu.au">HealthCentre@rggs.qld.edu.au</a>	(07) 4930 0929
<b>P&amp;F Uniform Shop:</b>	<a href="mailto:RGGSShop@rggs.qld.edu.au">RGGSShop@rggs.qld.edu.au</a>	(07) 4930 0944

## BOARDING CONTACT DETAILS

Each House has its own full time experienced supervisor/s as well as a network of part time staff who are there to help you at all times. There is always one member of staff sleeping at night in each boarding house. The Boarding Supervisor is also available to help you follow schedules, manage health concerns, develop friendships and become an active member of the Boarding School Community.

**The Head of Boarding is Ms Stacey McCarthy.**

### Contact Details

Phone 0418 185 748 (all hours)

Email [StaceyMcCarthy@rggs.qld.edu.au](mailto:StaceyMcCarthy@rggs.qld.edu.au)

If you are unable to reach the Head of Boarding during business hours, please call main reception 4930 0900.

Boarding Reception is not open during the hours of 8.00am – 3.00pm weekdays.

### Dorm Contact Numbers:

Lower Jackson 49300939

Upper Jackson 49300937

Lower Kollar 49300940

Upper Kollar 49300941

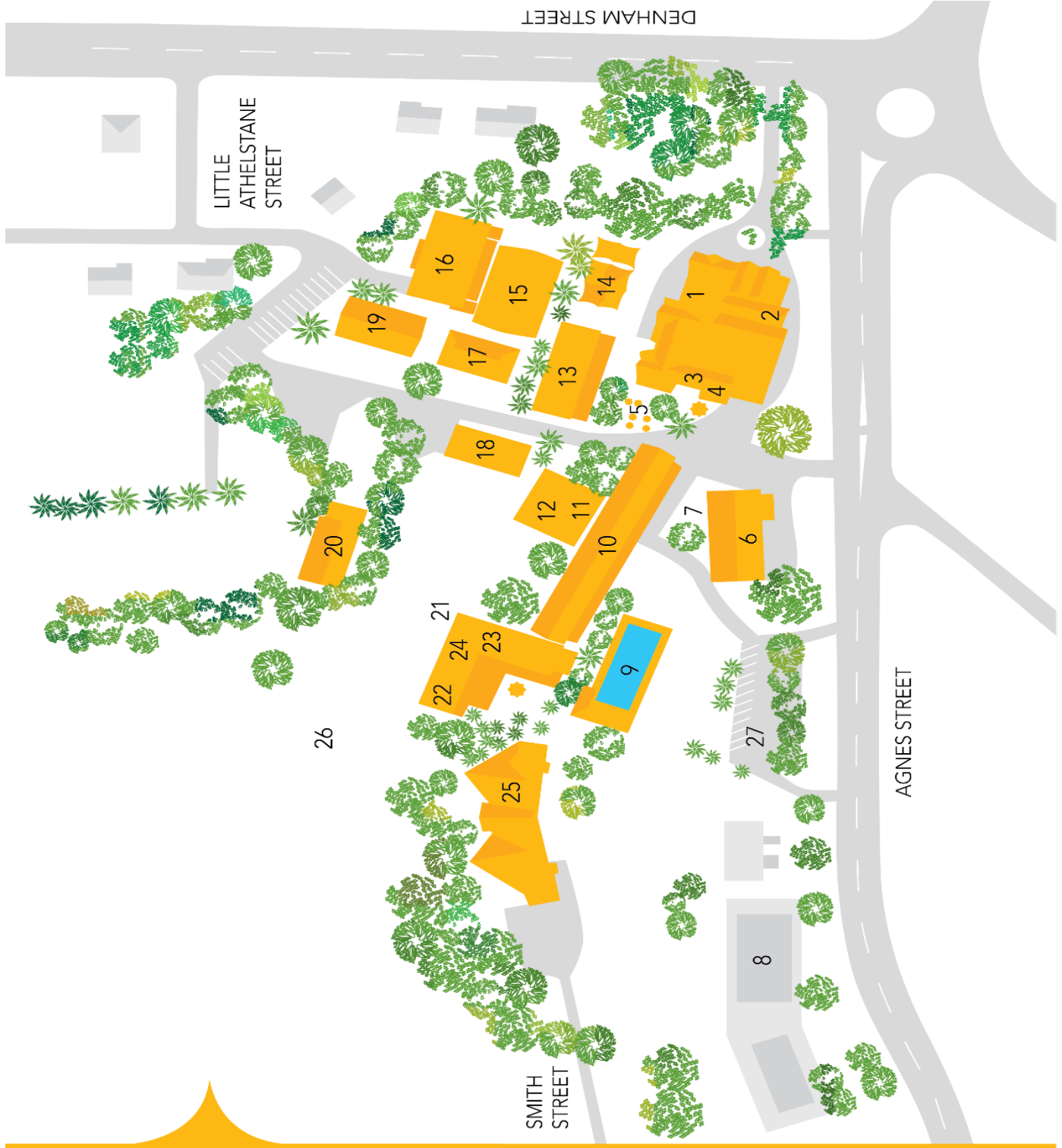


**If you are unable to make contact with Dorm Supervisors/Dorm, please call the Head of Boarding.**





# CAMPUS MAP



Rockhampton Girls  
Grammar School  
Est. 1892

## KEY

1. RECEPTION / STUDENT SERVICES
2. PATERSON HALL
3. DINING ROOM
4. KITCHEN
5. TERRACE
6. MCKEAGUE HALL / SCIENCE LABS
7. LITTLETON PLAZA
8. MULTIPURPOSE COURTS
9. POOL
10. LUCK HOUSE
11. GRANT CLASSROOMS - UPPER LEVEL
12. ART ROOM - LOWER LEVEL
13. PRIMER HOUSE
14. SAILS COURT
15. CAB UNDERCOVER AREA
16. MAUD BENDALL CAB
17. P&F SHOP
18. DISCOVERY CENTRE
19. HEALTH CENTRE / H2 CLASSROOM
20. EARLY LEARNING CENTRE
21. MOURITZ MULTIPURPOSE HALL
22. BOARDING OFFICE
23. DOROTHY MULDER LIBRARY
24. JACKSON HOUSE FLOORS 1 AND 2
25. KOLLAR HOUSE
26. SPORTS GROUNDS
27. STAFF CAR PARK

## SCHOOL DAY SCHEDULE

There are six 50 minute lessons each day. Students meet with their Care Mentor for 30 minutes each day.

Assemblies take place each week for Years 7-12 and there is one lesson in which cross age meetings may take place or guest speakers may present as part of the Personal Development / Care Program.

Teachers use all the available time to maximise learning opportunities for students. Students are required to attend all calendared school days and the School urges families to support teachers by ensuring attendance until the final day of each term. The Term dates are available in this handbook and on the Girls Grammar website.

The timetable follows a regular pattern to avoid disruption to academic programs. Special events are detailed in the Student Planner and in School calendars.

Care Program	8.20am - 8.50am
Lesson 1	8.50am - 9.40am
Lesson 2	9.40am - 10.30am
Morning Tea	10.30am - 10.55am
Lesson 3	10.55am - 11.45am
Lesson 4	11.45am - 12.35pm
Second Break	12.35am - 1.20am
Lesson 5	1.20pm - 2.10pm
Lesson 6	2.10pm - 3.00pm

## SUBJECT INFORMATION

Responding to the recent Government initiative Education Training Reforms for the Future (ETRF) and in recognition of the diverse nature of students in our care, the school offers vocational education alongside a broad general education. The Vocational program will provide an alternative pathway to tertiary entrance via a combination of QCAA and vocational subjects.

Subject combinations are available according to subject selection lines, which are constructed after consultation with students.

Within timetable limitations, subject changes may be made at the end of a Semester. Evidence of application to work and study in the subject being exited is required. Parents and students are strongly advised to seek and follow staff guidance before requesting a subject change. All subject change requests require student and parent/guardian discussion before being approved by the Director of Learning. This is a simple procedure able to be carried out at the School by the students.

**Middle School** subject information can be found by following this link: <https://www.rggs.qld.edu.au/middle-school>

**Senior School** subject information can be found by following this link: <https://www.rggs.qld.edu.au/senior-school>



## CAREERS AND SUBJECT GUIDANCE

All Secondary students are given general advice in choosing subjects through talks to the whole year group by the Girls Grammar Leadership team and input by individual subject teachers, especially our Care Mentors and Work Experience staff. A range of up-to-date information in the Careers Section of the Learning Resource Centre is maintained by the Student Careers Committee and liaison teacher.

The Dean of Senior Studies seeks a range of careers information opportunities in which Girls Grammar girls are encouraged and assisted to participate.

## ASSESSMENT YEARS 7-12

Rockhampton Girls Grammar School has a policy of assisting students to plan their study time effectively. For this reason, students will receive an outline of the semester's assessment in each subject via TASS Student Café. No assignments will be given outside this outline without permission from the Dean of Senior Studies. Any change to the semester outline will be communicated to students through subject teachers. Further Curriculum information is available by following this link: <http://rggs.qld.edu.au/curriculum/>

## COCURRICULAR PROGRAM

All students are expected to participate in at least one (1) cocurricular activity each term. Each term the school will publish a Cocurricular Schedule. Teaching staff provide activities for students to consider. There is a broad range of activities to entice student interests, increase physical and creative activity and to enrich experiences. More information is available by following this link: <https://www.rggs.qld.edu.au/co-curricular>

## TEXT BOOK HIRE 7 - 12

Girls Grammar has a Text Book Hire Scheme so that families are not required to purchase text books. This scheme allows us to allocate all text books to all secondary students for all subjects. It also allows materials to be supplied at Primary levels.

### Collection

Bring your subject/timetables with you when collecting textbooks from the Library; this will make the selection process quicker for students and families. All textbook loans will be processed by library staff through the V-Library Circulation program. Students are to clearly name their individual textbooks on the hire slip, found on the inside cover of each textbook. Students must be text book prepared for the first day of academic classes of the school year.

## STUDENT LEADERSHIP OPPORTUNITIES

Leadership through service is the guiding principle of students wishing to take on leadership responsibilities. The student body (Year 4-12) elects students from Year 12 (Prefects) to lead all Committees and Councils. The election of Prefects takes place in Term 4 for the following year. The election of Year level leaders in Years 4-11 takes place in Term 1. Year level leaders are elected by their year level group.

Leadership occurs within our School community in many ways. Leadership can mean organising and speaking at School Assemblies; spending time with your new 'Little Sister' or making sure a student feels they are being heard. Leadership is about knowing, understanding and respecting the School community; building trusting relationships, learning about others and learning about yourself. Students in Years 4-11 may stand for election to Student Council as Year Level Representatives. Students in Year 12 will have had the opportunity to stand for Prefectship in Term 4 of Year 11.

All students at Year levels 4-12 are involved in vertical House groups led by Prefects. All students will also be members of one of the Student School Committees or Student Councils.

### Student Councils

The Primary School, Middle School, Senior School, Boarding and ATSI Student Councils organise Community Action and Social events for students.

### Student Committees

Student Committees include around 20 students with representatives from Years 4 to 12. Committees are led by Prefects and include: STEM, Cultural, Humanities

## GIRLS GRAMMAR TERM DATES 2020



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Term 1 (10 Weeks)		
Mon	27 January	Australia Day Public Holiday
Tue	28 January	Boarders Return Day Family BBQ
Wed	29 January	<b>P-12 Term 1 classes commence 8.20am</b>
Mon	24 February	Boarders Long Weekend
Fri	3 April	<b>Term 1 concludes for Prep to Year 12 at 12.35pm</b> 7-12 Parent/Teacher/Student Learning Conversations
Term 2 (10 Weeks)		
Sun	19 April	Boarders Return Day
Mon	20 April	<b>P-12 Term 2 classes commence at 8.20am</b>
Sat	25 April	ANZAC Day Public Holiday - Dawn Service & Street March
Mon	4 May	Labour Day Public Holiday
Thu	11 June	Rocky Show Holiday- to be confirmed
Fri	26 June	<b>Term 2 concludes for Prep to Year 12 at 3.00pm</b>
Term 3 (9 weeks)		
Sun	12 July	Boarders Return Day
Mon	13 July	<b>P-12 Term 3 classes commence at 8.20am</b>
Fri	11 September	<b>Term 3 concludes for Prep to Year 12 at 12.35pm</b>
Sat - Fri	12 – 18 September	<b>Year 12 Mock External Examinations</b>
Term 4 (8 weeks)		
Mon	5 October	Queen's Birthday Public Holiday. Boarders Return Day
Tue	6 October	<b>P-12 Term 4 classes commence 8.20am</b>
Fri	20 November	Speech Night School concludes for Year 12 at 1.00pm
Fri	27 November	School Party <b>Term 4 concludes for P-11 at 12.35pm</b>

## PRE-ARRIVAL

### Before Departure

A few weeks before you leave home, you should ensure that you have the following:


- Airline tickets and valid passport with student visa
- eCoE (Confirmation of Enrolment) and CAAW (Accommodation & Welfare Form)
- Copies of important documentation, including passport, visa, airline tickets
- Letter of Offer or Confirmation of Enrolment Contract issued by Girls Grammar
- Receipts of any related payments you have made including tuition fees, health cover etc
- English translation of prescriptions for any medications you are carrying
- Personal identification such as an identity card, including an English translation
- Health insurance details if purchased prior to entry
- Enough Australia currency in cash for the first few days. You can open a bank account before you leave for Australia. For more information visit:  
[www.nab.com.au/personal/help-and-guidance/moving-to-australia](http://www.nab.com.au/personal/help-and-guidance/moving-to-australia)

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

### At the airport: Customs & Immigration

When you arrive in Australia, certain items need to be declared. You will need your passport and incoming passenger card to pass through immigration. You then collect your luggage from the baggage hall and proceed to the baggage examination area:

 **Green Channel:** if you **do not** have any items to declare

 **Red Channel:** if you **do** have items to declare

### DO NOT BRING THE FOLLOWING ITEMS TO AUSTRALIA:

- Cereal seeds, dried beans and peas
- Food such as poultry, fish and dairy products, fresh fruit and vegetables
- Soil and sand
- Live plants, animals and insects

**If there are any changes to your travel schedule (e.g. flights are delayed, missed connecting flight), please notify the Head of Boarding on mobile number: 0418 185 748**

For more information on planning your travel please follow this link to Study in Australia:  
<https://www.studyinaustralia.gov.au/english/live-in-australia/plan-your-departure>

## INTERNATIONAL STUDENT ACCOMMODATION

- Girls Grammar does not offer homestay accommodation
- Boarding house accommodation is available for international students from Year 6 to 12 only
- Students in Year 4 to 5 or students in Year 6 to 12 who are not enrolled to board at Girls Grammar, must have their accommodation arrangements approved by the School. Please refer to Condition 8532 below.

## CONDITIONS RELATING TO YOUR VISA

Visa labels will no longer be affixed in passports (as of 24 November 2012) – all visas will be electronic. Instead of a visa label, visa holders will be issued with a visa grant notification that will explain the conditions of the visa including period of validity and entry requirements.

### Condition 8202 - Satisfactory attendance/academic requirements

- Students must remain enrolled in a registered course
- Students must attend for at least 80% of the contact hours scheduled for your course based on daily attendance record, including late arrival to/early departure from the School. Attendance requirements are monitored daily and calculated over a semester.



- Where a student's attendance falls below 80%, previous contact and counselling with that student has not been successful, and the criteria for compassionate and compelling circumstances have not been met, the student will be identified as not achieving satisfactory attendance. If the student fails to attend at least 80% of classes, the Department of Immigration and Border Protection (DIBP) will be notified. This may result in the student's visa being cancelled. Medical Certificates will need to be provided to DIBP, if the student's absences are due to illness.
- Contact hours means the total number of hours for which students are timetabled to attend classes for teaching purposes, course-related information sessions, supervised study sessions and examinations. On a normal School day, there are 5.5 contact hours per day.
- Students must achieve an academic result that is certified by Girls Grammar to be at least satisfactory for the duration of the course. If Girls Grammar certifies that a student has not achieved satisfactory course progress or attendance and reports this information to the Department, the Minister may be required to initiate cancellation of the visa, unless exceptional circumstances can be demonstrated as to why the visa should not be cancelled.
- Absence due to illness, medical appointments and failing to arrive back to School for the start of a term or leaving School early at the end of a term, count as an absence.
- All absences must be notified in writing. Medical certificates are required if an absence is due to illness for 3 or more consecutive days.

Please refer to [https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7\\_b66eb656e4af47eb80facc5110c9c0aa.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7_b66eb656e4af47eb80facc5110c9c0aa.pdf) for a full copy of the course progress and attendance policy.

#### **Condition 8105 – Permission to work**

- If the visa was granted on or after 26 April 2008, students already have permission to work automatically included in the visa (see note).
- If the visa was granted before 26 April 2008, applications for permission to work must be made on form 157P 'Application for a student visa with permission to work' (see note).

NOTE – A student cannot work more than 40 hours per fortnight when the course is in session (other than work which has been registered as a part of the course). A week begins on a Monday and ends of the following Sunday.

#### **Condition 8533 – Notifying address, change of address**

- Parents must inform Girls Grammar of residential addresses overseas
- Girls Grammar is required by law to keep parents residential addresses. If parents/guardians do not provide correct and current address details and Girls Grammar is unable to contact you, it may lead to the automatic cancellation of the student visa.

#### **Condition 8532 – Working with Children Check – Queensland Blue Care System**

- If a student is under 18 years of age and do not live with a parent, legal guardian or blood relative, you must reside in school boarding. During school vacation, you must obtain approval from Girls Grammar for your accommodation, support and welfare arrangements if you do not travel home. In this instance, your homestay parent must provide either a Police Check clearance or Suitability Notice from Blue Card Services.
- If a student wishes to change these arrangements, approval must be obtained from Girls Grammar prior to the proposed change taking place.
- Once the change has been approved, a standard letter titled 'Student Visa Application Under 18 – Education Provider's Confirmation of Appropriate Accommodation/Welfare' will be completed. A copy will be placed on the student's file and the original sent to DIBP.

#### **Condition 8501 – Adequate arrangements for health insurance**

- A student must maintain approved Overseas Student Health Cover (OSHC)
- From 1 July 2010, it is a visa requirement that students must obtain OSHC for the total proposed duration of their student visa.
- If the length of the student's visa is extended, the OSHC policy must be renewed.
- Students can renew their OSHC with the Girls Grammar Enrolments Officer.
- If a student allows their OSHC to expire, the visa is automatically in breach and the School must report this to DIBP.

- There are other conditions which need to be upheld as well as the ones listed above. Information can be obtained from the DIBP website: <https://www.homeaffairs.gov.au>

### Changing education provider

- Students must remain with the education provider originally enrolled with the full 6 months of the principal or main course
- If a student is intending to change education provider, you must contact the School immediately. In most circumstances the new education provider will be restricted from enrolling the student if 6 months of the main course of study for which the visa was granted, has not been completed.

### Education Services for Overseas Students Act 2000

Section 175: Giving information to relevant bodies & Use of Personal Information

Please note that personal information may be made available to Commonwealth the State agencies and the ESOS Tuition Protection Service in accordance with the ESOS Act. The provider is required to tell the Department about certain changes to the student's enrolment and any breach by the student of the student visa condition relating to attendance or satisfactory academic performance.

Relevant websites for your information:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

<https://www.legislation.gov.au/Details/C2018C00210>

## ARRIVAL/ORIENTATION

If the student is enrolled as a Girls Grammar Boarding student, a representative from the School will meet the student at the airport, assist with the collection of luggage and transport back to the School. Boarding staff provide the new student with orientation of the campus, key people and locations and ensure she understands how to seek assistance. Follow up meetings will occur over the following weeks while she settles in.

### LIVING IN ROCKHAMPTON

There's more to the Rockhampton Region than clear skies and sailing! With a thriving community, plenty of natural attractions to check out, an average of over 300 days of sunshine each year and the friendliest people in Queensland, the Rockhampton Region offers locals and visitors alike a world of possibilities.

The Region is home to over 100,000 people and is the traditional home of the Darumbal Aboriginal people. The Region has 3 major localities including Rockhampton, Gracemere and Mount Morgan. The Region lies on the Fitzroy River - one of the largest river systems in Queensland - and is approximately 600 kilometres north of the Queensland capital Brisbane.

Rockhampton is the main urban centre of Central Queensland. There are numerous small towns and villages in the rural hinterland. Rural land is used mainly for cattle raising, pineapple growing, fruit growing, forestry and mining. Power generation and tourism are also important industries.

The Rockhampton Airport offers over 15 direct flights a day to Brisbane, Sydney and Townsville and is proving to be Central Queensland's gateway to Australia and one of the most successful regional airports in the country.

The Region is supported by a number of industries including administration, retail, hospitality, agriculture, mining, manufacturing and construction.

Whichever way you look at it the Rockhampton Region is a fast growing Region which is working to become the most liveable community in the world.

### Climate and Seasons

Summer	December to February	27 – 36°C
Autumn	March to May	18 – 25°C
Winter	June to August	10 – 25°C
Spring	September to November	20 – 30°C

Follow this link to learn more about our area <https://www.rggs.qld.edu.au/living-in-rockhampton>

## SUNSMART SCHOOL

Girls Grammar is a SunSmart School. Hats are compulsory at all times when outside (except if raining). Rash vests are part of the swimming uniform and are worn by all students in swimming activities. Sunscreen should be worn every day. Shoe string straps are not allowed on free dress days or as casual wear for boarders.

Students attending beach trips or excursions need to be mindful not to get sunburnt. Failure to take sufficient steps to avoid burning, may result in a student being declined the right to attend swimming activities. Sunburn is a serious health risk, particularly in Central Queensland, and sensible attitudes to health are expected at all times.

## WATER

Hydration is essential for brain function. We encourage all students to drink regularly throughout the day. Non-spill water bottles may be taken in to class and are sold at the Uniform Shop. Cold water bubblers are located around the School.

Please ensure you read through the Study in Australia website by following this link: <https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety> . Here you will find valuable information and tips on preserving your personal safety and dealing with the elements in Australia.

## UNIFORM

The School uniform is a symbol of our community and part of the proud tradition of the School.

The Rockhampton Girls Grammar School uniform includes the following:

### P-12 School Dress

Prep – Year 6 wear the dress for both for normal and formal occasions. The dress is optional for students in Years 7-12. The length of the dress should come to the top of the knee.



### 7-12 Formal School Uniform

Students in Years 7-12 will wear skirt and blouse combination and blazer as formal wear. As formal wear outside school, the skirt should be worn with white fold-down socks only and blazer. As day wear the skirt may be worn with white socks or navy coloured tights. The length of the skirt should come to the bottom of the knee. All Secondary students must possess at least one outfit of the formal uniform.



### P-12 Sports Hat

Years P – 5: navy sports hat with School badge embroidered in gold at front.

The Sports hat is to be worn in all P-12 Physical Activity and Health and Physical Education classes. The Sports hat is also worn by students in Years P-5 to and from school, and at any time during the day when a student is outside (except when it is raining).





## 6-12 Panama Hat

Students in Years 6-12 wear the Panama Hat to and from school, and at any time during the day when a student is outside (except when it is raining).

## 7-12 Blazer

Students in Years 7-12 must have a blazer. The blazer is worn with formal uniform to all formal events and every Wednesday, when Assembly is held. Colours signifying student achievement are embroidered on the blazer (student's right side, aligned right).



## P-12 School Tie

The tie is worn every day, either with the dress or the formal uniform.

- Students in Years P-11 wear the cross-over navy blue tie on both the dress (and formal shirt 7-11)
- Year 12 wear the navy tie with 5mm gold edging ribbon to signify that they are Seniors on the dress and the formal shirt



## School Badges

The School badge to be worn in centre of the tie at the cross-over. Prefect, Senior and Year level Leader badges should be worn instead of the standard School badge.

For students in Years 7-12, Badges being superseded may be worn under the crest on the blazer.

Year 6 Leaders Badges are provided to all Year 6 students. These are worn under the School badge in the centre of the tie.

House badges are worn on the tie on the wearer's right and name badges under the school badge in the middle of the tie. House badges and Name Badges are worn at School but are not to be worn on formal group occasions. Students in Year P-3 leave their name badges at school.

Badges from other schools/sources are not to be worn with School uniform, without permission of the Principal.



## School Shoes P-12

The Clarks Ingrid is the only T Bar shoe which will be permitted to be worn as uniform. These are available through CQ Podiatry.

## Tights/Socks P-12

Razamatazz 40 Denier Soft opaque or Girl's opaque in 'Ink Navy' or standard white fold-down cotton (not sports) may be worn with the dress or the formal uniform. As formal wear, white fold-down socks are required. Girls Grammar sports socks are compulsory for HPE and cocurricular activities.



## Jewellery/ Make-up and nail polish/ enhancements / tattoos

Make up, nail polish and false nails are not to be worn to school. A simple watch and one pair of sleepers or studs (plain gold, silver or pearl), to be worn in the lower lobe of the ear only. Religious talismans may be worn under the dress or formal shirt. No visible additional body piercing is permitted. Tattoos must not be visible while in uniform.



## Hair P-12

Hair styles should be neat and appropriate for a work environment. Long hair (covering collar) should be tied up with a white, navy or marigold ribbon or hair tie. Multiple or obviously unnatural hair colours (including excessively blonde or dark), hair extensions, beading or excessive braiding, are not permitted with the School uniform. The Principal will determine whether hair colour is acceptable and may direct a student to adjust her hair colour. White, navy or marigold ribbons may be purchased at the Uniform Shop. White ribbons are worn on all formal occasions.



## Sports Uniform P-12

The Sports uniform consists of navy shorts and a white, blue and gold sports shirt. Students in Year P-3 may wear their sports uniform all day on days when Physical Activity is scheduled. Students in Years 4-12 will change into HPE uniform for Health and Physical Education or Physical Activity classes. The Sports uniform is only permitted to be worn to and from school on Sports Carnival days.



## Sports Shoes P-12

Sports shoes for Physical Education must be predominantly white and designed for physical activity (i.e. not Dunlop Volleys).



## Swimwear P-12

Only Girls Grammar swimwear may be worn. Specific sizing requirements can be individualised through the P&F Uniform Shop. The Girls Grammar rash vest is a compulsory uniform item. Girls may choose to swim in Sports shorts over swimmers.

House swimming caps may be worn in swimming classes. However, when representing the school, the Girls Grammar Swim Caps must be worn (as pictured).



## House Shirts P-12

House shirts are required by all students. Students are allocated to the same House as other family members (current or past).

- Downs – Green
- Paterson – Red
- Smith – Blue
- Williams – Yellow



## Cocurricular Uniforms

Each school cocurricular group has a specific Girls Grammar Uniform. Please see the shop for details in relation to Cattle Club, Agricultural Science, Dance Company, P-6 Cheerleading (pictured), Netball, Waterpolo, Basketball, Touch Football, AFL, Rowing, Equestrian, Athletics etc.



## School Bag, Sports Bag and Travel Bag

Only Girls Grammar School bags may be used to transport belongings to school. There is a range of styles and sizes in the P&F Uniform Shop for library, sport, swimming and daily use.



## Girls Grammar Lanyard

The Girls Grammar lanyard may be purchased from the P&F Uniform Shop. Only the School lanyard may be worn with the School uniform.

## Year 10-12 Cardigan

The cardigan may be worn by students in Senior School (Years 10-12). The cardigan does not replace the blazer on formal occasions, including assemblies. The School jumper may be worn with either the cardigan or the blazer in cold weather.



## Year 12 Jersey

The Year 12 Jersey is worn casually, as arranged by the year level, throughout their Year 12 year.

## 'All In' or 'All Out' of Uniform

The uniform needs to be worn perfectly or not at all. Students should change completely out of uniform in preference to mixing and matching items of uniform. The only exception to this is that the HPE shirt may be worn with casual pants when not attending School or at casual school functions such as leadership retreats or weekend shopping. The pride with which the School uniform is worn is a strong indicator of a student's desire to continue to be a member of the Girls Grammar family.

## THE P&F UNIFORM SHOP

Uniform items are available from the P&F Uniform Shop – Phone 07 49300944  
Email [RGGSShop@rggs.qld.edu.au](mailto:RGGSShop@rggs.qld.edu.au)

The Uniform Shop is operated by the RGGGS Parents and Friends Association. Located in the centre of the School, the shop stocks all approved uniform items (except sports shoes). The shop sells uniforms (new and second hand), stationery and toiletries. The shop convenor will be pleased to assist you with your particular needs.

The P&F Uniform Shop gives all families the option of setting up a trading account. This account operates on the basis of a cash, cheque (payable to RGGGS P&F Trading Account) or money order payment as a credit at the shop. A statement is issued to trading account families at the end of each semester.

The shop is open on school days during the year at morning tea and lunchtime, as well as for extended times during the first and last weeks of the summer holidays. Please contact School Reception to confirm opening times 4930 0900.

School badges, House badges, Girls Grammar lanyards and Girls Grammar water bottles are also available from the P&F Uniform Shop.



## ADDITIONAL INFORMATION FOR BOARDING STUDENTS

### WELCOME TO BOARDING AT RGGS

Welcome to the Boarding School Community at Rockhampton Girls Grammar School. Our Boarding facilities at Girls Grammar have been established since 1892. The Boarding Community is a “home away from home” where we hope you will feel a sense of belonging, where you are happy, where you can actively be engaged in your learning and grow in a caring environment. At Girls Grammar we want you to be Clever, Confident and Connected.

The aim of this booklet is to give you some guidelines on the everyday running of the Boarding Houses. It outlines the main features in the day-to-day life and routines of a boarding student, as well as providing contact details of key staff and detailing school policy and practice in a number of important areas.

### Boarding Houses 2020

Girls Grammar has two boarding Houses, Jackson and Kollar.

Year 6+7+8	Lower Jackson House
Year 8+9	Upper Jackson House
Year 10+11	Lower Kollar House
Year 10+12	Upper Kollar House

Most of the younger year levels have a shared room until they are in Year 11 and Year 12. Every house has a number of common areas where you are able to socialise and interact with others. These common areas include a kitchen with a full sized fridge, a microwave, a toaster, a kettle and a place for you to iron your clothes. Another common area in the dorm is a comfortable lounge room where you are able to relax, play board games or watch TV or DVDs.

Some tips -

- Learn to manage your time effectively including your commitments
- Develop responsibility for self and for others in the community
- Take advantage of academic programs and establish good working habits in a structured environment
- Experience a vast selection of extra-curricular activity which takes place within and outside of the school day. Girls Grammar has so many opportunities – take advantage of them.

When you board at RGGS, you don't just join a school, you become part of an extended family. Living in a community like RGGS, you will be in a safe environment to develop your life skills and hopefully enjoy the experience and be happy.

### BOARDING CONTACT NUMBERS

#### Dorm Contact Numbers:

Year 12	49301782
Year 11	49301781
Year 10	49301781
Year 8-9	49300928
Year 6-7	49300927

**If you are unable to make contact with Dorm Supervisors/Dorm, please call the Head of Boarding.**



### ROOM ALLOCATION

Depending on year level, most of the lower year levels will share a room with one other person. At the start of each term or semester (depending on the House Supervisor), boarders are allocated to either a new room or a new roommate. The room allocations are drawn up by the House Supervisor and confirmed by the Head of Boarding.

Various factors are considered when allocating rooms and roommates for students.

Consideration is given to such factors such as:

- friendship
- supportive students with less confident students
- study habits
- sporting commitments
- past behaviour
- previous room tidiness
- past room placements

If for some reason students have concerns at any stage regarding their room allocations, students or parents can contact the **Head of Boarding**.

### **FRIENDSHIPS AND LIVING TOGETHER**

Here are a few tips that boarders can follow in terms of how to live together harmoniously which in turn will help with friendship.

- Try not to judge people by first appearances; take the time and effort to find out what they are really like.
- Be supportive in a friendship.
- Always include other people.
- Be helpful and kind.
- Try to have a circle of friends – rather than just one best friend
- Make the right choice – not the choice of others
- Be assertive only when you need to be.

### **BOARDING BIG SISTER PROGRAM**

The Big Sister Program is a supportive system in place for all new boarders of Girls Grammar. Each new boarder is allocated a boarding girl to help her through her first weeks of boarding life. They are expected to be there for the new boarding girls.

### **HOMESICKNESS**

Most students feel homesick at some time. It often happens when you are tired, stressed out or having friendship issues. It can also be a challenge if there are family problems, academic issues, or missing out on a hometown or family events. Boarding can be daunting as the people, responsibilities, program and surroundings will be unfamiliar when students first arrive.

### **Strategies to help with Homesickness**

- Busy yourself with a daily routine.
- Help someone less organised than you.
- Join in school activities at lunchtime and after school.
- Contact your parents and friends by email and share what you have been doing and enjoying.
- Find a member of staff or friends to talk to, especially in the evening.
- Remember: A problem shared is a problem halved
- The sooner you tell someone the sooner you will be helped.

### **CHILD PROTECTION**

Every student has the right to feel safe and free from harm while at School. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust.

### **Who should I tell if I am not feeling safe at school or at home?**

Anyone on staff. If you do not feel like talking to a member of staff you may like to write or email him or her a letter.

### **What will happen if I report what is happening to a member of staff?**

If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Principal.

### **What if I don't want the member of staff to tell the Principal?**

The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student of the School then the law says that the matter must be reported to the Principal and it may have to be reported to the Police. If the staff member has no choice about reporting what you have told them to someone else he or she will explain to you exactly what will happen next.

### **What should I do if I require more information?**

The School's complete Child Protection Policy is available on the School's website [https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7\\_64bcb4ea8b77470a9cf281efce160150.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7_64bcb4ea8b77470a9cf281efce160150.pdf) or at the School reception. You are free to discuss the Policy with the Principal if you wish to clarify any matters.

**Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.**

## **PERSONAL DEVELOPMENT & STUDENT WELLBEING**

Students will have access to a Care Group Mentor who will work closely mentoring students. The Care Group Mentor will form the main line of communication between the School and home regarding all day school related information, and will assist the student in all areas: Academic progress, friendship issues, work load issues etc. The Boarding House mistresses are the first connection point for students and families regarding any areas of concern in relation to boarding.

### **Student Wellbeing Program**

Students from Prep to Year 12 will engage in a range of learning experiences through the care program designed to facilitate social, emotional, and moral development. Student wellbeing will be supported through education in the following key focus areas: understanding the core values of our School, acquiring and fostering positive values, building healthy relationships and interpersonal skills, developing resilience, promoting cyber safety awareness, and development of effective problem-solving skills.





## TIPS FROM EXPERIENCED BOARDERS

- When packing for boarding school make sure to include things that will make you feel at home i.e. favourite music, stuffed animals and photos.
- When you arrive at school for the first time, focus on the positives such as the long weekend because this will take your mind off of homesickness. Also don't phone home at night.
- Try phoning home in the morning or after school when you are less tired and more positive about everything.
- If you get homesick don't be afraid to talk to someone about it because it will definitely help
- Join in lots of activities.
- When making friends just be yourself and you will find friends easily.
- Try to be friends with everyone.
- Don't dwell on the small stuff and let the minor things affect you but do focus on the bigger picture and move forward.

## ROUTINES

### MORNING DUTIES

Most dorms have rostered jobs that the girls must complete before leaving dorms for school or an outing. These jobs include such things as cleaning or tidying of the dorm kitchen, lounge room and emptying of the bins.

Cleaners clean the common area of the main Boarding Houses on weekdays; however, boarders are expected to tidy their own rooms each day before school. They must also make sure to switch off electrical units in their room i.e. fans, lights and stereos.

Boarders are expected to:

- Make their own bed each day
- Put clothes in the wardrobe
- Hang towels to dry
- Take and pick up their laundry
- Have a tidy study space
- Clear the room floor of any objects and rubbish.
- Vacuum if necessary
- Change linen once a week or fortnight and take the dirty linen to the laundry for washing

Years 6 – 9 must use the school laundry for all of their washing. Years 10 – 12 can wash their own clothes if they wish in the dormitory laundry that the school has provided. Regardless of year level, all girls must name every personal item of their clothing and linen clearly. The School is not responsible for un-named items being lost.

### WEEKDAY ROUTINE

#### Morning

6.45am	Dorm supervisor wakes all girls
7.00–7.30am	Breakfast in dining hall – students must attend in uniform and be neatly groomed as well as drop off and collect laundry
7.45am	Cupboard and room inspections commence
8.00am	Roll Call /Dorm Meeting
8.15am	All girls must leave for school wearing their school uniform correctly.  Before leaving for school, rooms must be tidied with beds made, common areas in each dorm clean and tidy and each girl must complete her duty roster in her dorm.

#### Afternoon

3.00-3.15pm	Afternoon tea is provided in Terrace area. Dorms open for boarders' return from school. Students change into casual clothes.
3.15-4.45pm	Students sign out at each dorm for organised activities such as sports or co-curricular activities. Depending on the year level of the student, students from Grade 9 to 12 are allowed to go with a friend/s for a walk down to Allenstown Shopping

Centre or to the gardens for up to 45 minutes or 1 hour depending on their year level privileges.

- 4.50-5.30pm First Prep commences in the Library for Years 6 – 9. This prep allows the girls to work in a small group or have a quiet discussion about school work.
- 5.45-6.30pm Dinner (all girls must come to dinner) Girls are to be dressed in neat casual clothing and enclosed footwear. No thongs, singlets or short shorts.)

**Girls should shower after dinner before second prep commence unless they have late sporting commitments. Second Prep for most Year Levels is a silent prep where students are encouraged to work independently unless wanting to have some help with work.**

### Evening

- 7.00-8.00pm Second Prep commences (supper available) for Years 6-8
- 7.30-8.30pm Second Prep commences (supper available) for Years 9-12
- 8.00pm Years 6/7/8 return to dorm to have supper, clean teeth, toilet etc.
- 8.30pm Years 9&10 return to dorm to have supper, clean teeth, toilet etc.
- 8.30pm Lights out for Years 6-8 and the girls must also hand their own personal mobile phones in to duty supervisor to be placed in a staff office in the dorm
- 9.00pm Lights out for Year 9 and the girls must also hand their mobile phones in to their duty supervisor
- 9.30pm Lights out for Year 10
- 10.00pm Lights out for Years 11-12
- 10.00pm All quiet

### Saturday

- 8.00-8.45am Breakfast
- Beds must be made and rooms tidy as well as finish your rostered duty before you may leave the dorm for shopping or any other weekend activity.
- 9.30am Morning Activities Commence (Girls are able to go to Stockland)
- 12.30pm Lunch
- 1.30pm Afternoon Activities Commence
- 5.30pm Dinner  
Supper available later
- 9.45pm Bed time for Years 6 – 9; For Years 10 – 12 Lights out may be later than on weekdays at the discretion of the Dorm Supervisor.

### Sunday

- 9.00–10.00am Brunch (snacks available throughout the day – provided to dorms)
- 1.00–4.00pm Activities Commence
- 5.00-5.30pm Clean up – Dorms and grounds, prepare uniforms and shoes for Monday
- 6.00pm Dinner
- 7.00-8.00pm Study period for years 6-8 (in class)
- 7.30-8.30pm Study period for years 9 (in class)
- 7.30-8.30pm Year 10 – 12 study period

Sunday night routine after 6.00pm will be the same as weekday night routine due to a school day next morning.

## CATERING

### Meal times

At Girls Grammar, we offer a variety of food, placing an importance of eating together as a community. Catering is provided by the in-house team led by our chef. The Catering Manager will look after you at meal times. You will have a wide choice of hot and cold food with plenty of fresh fruit, vegetables and salad at meal times. Please inform the Head of Boarding if you have any special dietary needs.

Boarding staff will also bring a late tea to each Boarding House for sick students or students who miss out on tea due to sporting commitments or school related activities. The kitchen has supplies of milk and fresh fruit.

- All meals are to be attended.
- Food is only served in the Dining Room and Terrace area.
- No food should be taken from the Dining Room to any other part of the school.
- Crockery or cutlery is to stay in the Dining Room.
- Any medical or dietary requirements will be accommodated. Early or late teas may be arranged by the Dormitory Supervisor. Each dorm must clean the dining hall on their rostered day.



## STUDY (PREP)

Prep provides you with an excellent opportunity to revise and reflect on the day's class work. It is a time for completing homework, organising study time and working on and completing assignments. Here at Girls Grammar we have a strong focus on ensuring that academic activity is at the heart of the working week.

Prep sessions are compulsory and you should arrive on time with all the appropriate equipment and books to complete set homework and coursework.

The amount of work will vary slightly from day to day, and this will invariably increase as you progress through the school.

Note - if you have no prep to complete, you should use this time for quiet study.



### Organisation

- Prep runs in two sessions:
  - Year 6-8 between 4.45pm - 5.45pm and 7.00pm - 8.00 pm
  - Year 9 between 4.45pm - 5.45pm and 7.30pm - 8.30pm
  - Year 10-12 between 5.00pm - 6.00pm and 7.30pm – 9.00 pm
- Prep for Years 6-9 takes place in assigned classrooms, supervised by Boarding Staff. Years 10-12 may study in the students' own room, or in a designated area.
- Rolls are taken at the beginning of prep. Any student arriving late must report to her supervisor.
- Prep is for individual study; therefore, silence is required.
- No food or drinks (except water in spill proof drinking bottles) are permitted in the prep rooms.
- Use of computers for social networking is not permitted during prep.
- If girls have no homework/assignments/study they must bring a book to read/study. Under no circumstances are they to disturb other girls.

### CHURCH SERVICES

Parents/guardians who would like their daughters to attend services are asked to nominate the denomination and frequency of Church attendance on the Permission for Boarding House Leave Form. Transport is provided for Church attendance.

### COMMON ROOMS AND DUTIES/ROSTER

The common room and kitchen area in each dormitory is available for use during free time. You will be allocated certain duties in your boarding house but none of these duties are very difficult. Since most dorms have a roster system, you will take turns doing simple chores.

- Food may be stored in the common rooms in airtight containers. It can be consumed in the Common Room but not in bedrooms.
- The kitchen area is to be left clean and tidy.

### CLOTHING, LINEN AND PERSONAL REQUIREMENTS

#### Boarders Uniform

School uniform must be worn during school hours. After School, boarders may change into casual clothes. The School uniform must not be worn with other items of clothing (i.e. casual footwear with School dress). However, the Sports shirt may be worn with jeans as casual wear. The Boarders' t-shirts may be purchased from the P&F Uniform Shop and can be worn as casual wear. This is a compulsory item for boarders in Years 6-10 as Boarders are expected to wear these on activities including shopping.

All clothing items are to be clearly and permanently labelled. Please refer to your confirmation letter for your laundry number.



## General

Casual clothes are required for out-of-school wear (a reasonable number only please). Casual clothes need not be fashion statement garments. Simple shorts and T-shirts are appropriate. All clothing must be marked with name tags or clearly with laundry marker. All students must be adequately attired whenever they are outside of their bedroom or bathroom. The wearing of PJs, boxer shorts or other night attire as an outer garment is not allowed in the Dining Room.

## Foot Wear

Students may choose not to wear footwear when moving around their Boarding House. Covered footwear must be worn in the Dining Room and in any other part of the school.

## Underwear

- 9 briefs
- 5 bras

## Nightwear

- 2 pyjamas/ nightdresses

## Shoes

- 1 dress pair
- 1 casual pair
- 1 shower thongs

On occasion the girls hold formal dinners and a smart casual dress and shoes would be appropriate.

## Linen (minimum)

- 2 sets of sheets
- 2 pillowcases
- 2 bath towels
- 1 beach towel
- 1 blanket/doona (preferably dacron – not feathers)

Linen packs may be purchased through Glenda Lisle. For a small cost all linen will also be labelled with your daughter's name and laundry number and delivered to the School at the start of 2020.

## Sundries

- ribbons for long hair
- hairbrush
- raincoat/umbrella optional
- 2 mesh laundry bags for small articles (available from P&F shop)
- bag/basket for washing
- basic sewing kit
- shoe polish
- portable shower rack/bag
- toiletries
- permanent clothes marker and name tags
- chain and locks for cupboard – Luck and Jackson Houses only
- a 4-6 plug power board with long cord
- front loader washing powder
- bedside table lamp

## Other requirements

- 1 packet of velcro sticky dots (Luck and Kollar) and blue tak to put up posters/pictures in the bedrooms.
- The school will supply a laptop computer and students should not bring one from home.

### GAL's Great Affordable Linen Packages

Glenda Lisle

PO Box 261, Rockhampton, QLD, 4700

P 07 4937 3514 M 0418 659 033 F 07 4937 3504

[grosvenorpark@bigpond.com](mailto:grosvenorpark@bigpond.com)

[boardinglinen.com](http://boardinglinen.com)

## LAUNDRY SERVICES

The School has an on-site laundry service. Each dorm is allocated a day when the laundry staff will wash sheets and towels for students in each dorm. These will be ready for collection at the end of the school day. The school laundry is open only at allocated times and each student has her own laundry number and a clothing box in the laundry where clean clothes are to be collected.

Every item of clothing must be named and sewn-on tags are preferable to laundry marker pens which tend to fade.

- Students in Years 6-9 are required to make use of the School laundry service for all their washing needs.
- Students in Years 10-12 may use the domestic laundries in Luck and Kollar House if they wish. These are out of bounds to younger students.
- For students in higher grades, all clothes placed in the washing machine must be machine washable and to be tumble dried or hung on the clothes line outside Kollar House. The school cannot be held responsible if delicate items are damaged through machine washing and drying.



## BOARDERS' COMMITTEE

Regular Boarders Committee Meetings are scheduled each term. The Head of Boarding and a representative from each Year Group attends this meeting which is chaired by the Boarding Prefect. This forum gives the girls the opportunity to discuss any issues regarding boarding. Minutes are kept and copies given to the attendees and the Heads of each Dorm.

## LEAVE PROCEDURES FOR BOARDERS

Leave for boarders is processed online through the RGGs Boarding School System which connects families to the boarding houses to make requesting and granting of leave efficient, effective and secure.

Enter the following <https://boarding.rggs.qld.edu.au> into your browser, login using parent lounge username and password, and follow the steps to input your leave request.

All overnight leave involving parents and host families will need to be submitted via the electronic system by parents. This is a simple process, enabled by email notifications generated by the system. The Head of Boarding will be responsible for granting and approving leave.

If a request for leave involves missing school time, a separate request must be made and approved by the Deputy Principal. Please email the Deputy Principal, [DeputyPrincipal@rggs.qld.edu.au](mailto:DeputyPrincipal@rggs.qld.edu.au). Once approval is granted, parents will be able to make application for leave via the boarding school electronic system. This allows the leave to be recorded on the boarding system.

## TRAVEL DETAILS

### Rail

- Free rail travel is available to eligible students (details available on request).
- Please contact Reception 49 300 900 if you wish to discuss options for rail travel for Boarders' Long Weekends or end of term travel.

### Bus

- All travel for buses must be arranged by parents
- Once a booking has been made, parents are required to fax or email the travel arrangements to the school. This allows us to make arrangements to transport the girls to the bus depot.
- Greyhound operate out of their terminal on the south side of Rockhampton. Biloela Coaches and Emerald Coaches now offer a service to the school. Girls are picked up and dropped off at the school.

### Airport

- All travel on planes must be arranged by parents. Once the booking has been made the parents are required to fax or email the travel arrangements to the Dorm Supervisor or Head of Boarding & Student Welfare.

## END OF TERM TRAVEL

Early notification is required for end of term travel. RGGS will email all families two weeks before the end of each term requesting travel information. This is essential so that catering staff can be notified and transport can be arranged for those girls not travelling with parents or family.

## VISITORS

### Official host/Visitors' Card

Host/Visitors' Cards are to be completed by parents/guardians for their daughters. This card includes the names, addresses, telephone numbers and relationship of people who may visit the student at School. No names should be included of people unknown to the family.

If, as the year progresses, additional names are to be recorded on Host/Visitors' Cards, the school should be notified in writing and a supervisor will add the name and sign the card on parents' behalf. Parents will need to contact the School to have names removed from the official visitors' register.

Parents are welcome at any time and should feel free to make requests to the Head of Boarding to take their children out at any time.

Visitors are always welcome at the school, but follow these strict guidelines:

- 3.00pm to 4.30pm on weekdays
- 10.00am to 4.30pm on Saturday and Sundays
- Visitors must sign the Visitors' Book
- Visitors must remain in the designated visitors' area in the courtyard outside Jackson and Kollar Houses.

## SIGN OUT SYSTEM

It is important in the Boarding House that the whereabouts of each girl is known at all times, to ensure her safety. Therefore, each Dorm has a sign-out book. The following instructions apply to all girls:

- The 'Sign Out Book' must be filled in whenever a girl is leaving the Boarding house to visit another dorm or any facility on premises.

## LOOKING AFTER YOU

### HEALTH CENTRE

Open: 8.00am-4.00pm School days.

### Appointments

All health-related appointments are coordinated from the Health Centre. The School Health Care Coordinator and Boarding staff liaise to arrange the most appropriate transport and escort arrangements for you. Students in Years 6-8 are accompanied by an adult.

## EXERCISE

All girls are encouraged to keep active. Many girls participate in team sports and other outside activities. A range of co-curricular activities are available for boarders, including fitness, swimming, running, gym and boot camp.

Girls are permitted to go for morning and afternoon walks under the following conditions and at the discretion of the supervisor:

Years 10-12                      Minimum of two girls for up to one hour

Years 6-9                         In groups with a supervisor in attendance

All girls **must** sign out in the Dorm and follow an agreed walking circuit.

## BEHAVIOUR AND DISCIPLINE

It is very important when living with others that you have respect for other students, their belongings and when necessary, their privacy. It is also imperative that you have respect for and treat the dorm, its furniture and grounds with all due care and attention. If anything is damaged or broken then students should report it to a member of staff immediately.

A number of duties are allocated to students on a daily basis in order to ensure the smooth running of the house and students are expected to carry these out sensibly. If students misbehave or conduct themselves in a disrespectful way consequences may be put into effect which may include the temporary withdrawal of privileges within the house. More serious breaches of behaviour will be forwarded to the Head of Boarding. In the event of a serious breach of discipline or anti-social behaviour parents will be contacted and an interview with the Head of Boarding and the Principal may need to occur.

## TRANSPORT

Transport provided by Girls Grammar will incur a cost for each trip. The cost varies upon travel distance. The cost of all transport will be added to your daughter's account. If your daughter needs out of hours' transport, there is a \$50.00 charge for transport between the hours of 11.00pm-6.00am.

It is of high importance that we need to know where students are at all times. Therefore, a student must always inform staff before leaving the Boarding House for any reason. Students who have a mobile phone must carry it with them so that they can be contacted in case of emergency.

## MONEY, VALUABLES AND POSSESSIONS

All boarders must respect the property of others. Do not borrow other people's things without specific consent - borrowing without permission is viewed as theft. The school cannot accept responsibility for items on loan to people which then go missing. Please ensure you keep your valuables safe. Overseas boarders should hand in their travel tickets and passports to The Head of Boarding for safe keeping. It is a wise idea to keep a record of the serial number of any items of particular value (e.g. iPods, MP3 players, hair straightener etc.). In addition, valuables should be fully insured before being brought to school. Clothing and valuables should be clearly marked with the owner's name.

We strongly advise all boarders to open their own bank account with a local bank (Commonwealth, Westpac, National Australia Bank etc.).

## SHOPPING

### Saturday

Leave is granted for students to shop each Saturday at Stockland Shopping Centre, subject to the following conditions:

- A bus leaves the school at 9.30am and returns at 12.30noon
- Seniors may extend their leave of absence with the approval of the Boarding Supervisor
- Year 11 and 12 girls (only) may wear casual clothes. Other levels wear the Girls Grammar Boarders' shirt or Sports shirt.
- Appropriate behaviour

Supervisors are in attendance and girls are expected to remain within the shopping area at all times.



## Weekdays

Senior girls are permitted one extra shopping excursion per week. Girls must notify the Kollar House Supervisor to seek permission.

**Note:** All other year levels are only permitted to go shopping during the week with permission from the Head of Boarding. We request parental support in limiting the number of shopping outings students request each week.

## FIRE SAFETY AND ALARM ACTIVATION

Fire alarms are located throughout the Boarding Houses and are very sensitive. If you use a hair straightener you are required to use this in the bathrooms.

Please note that aerosols are not permitted in the Boarding House as these set off the fire alarms. If students use aerosols (deodorant, spray tanning, insect repellent) in the dorms and the alarm is activated, a charge will be incurred for the call out fee at a cost of \$1300.00.

## TECHNOLOGY USAGE

### COMPUTERS

The School provides you with a laptop. Only School computers may be used. Girls Grammar provides a secure network for Girls Grammar laptops. The ICT Acceptable Use Policy (see link below), must be adhered to at all times. The Internet is shut down at night and on School-provided computers access is monitored. Computers must be turned off at lights out. Skype and Facebook are good ways to stay in touch with your family, when the use of social media is permitted (3.00-5.00 in the afternoon).

Please refer to the ICT Acceptable Use Policy by following this link: [https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1\\_c30a34af2dc3434793ccfb9fd3e97d16.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1_c30a34af2dc3434793ccfb9fd3e97d16.pdf)

### LIBRARY (LEARNING RESOURCES CENTRE)

The Learning Resources Centre is situated in Lower Jackson House.

Hours: Monday to Friday 8.00am to 4.00pm.

Internet, intranet, photocopying and printing facilities are available for your use at the LRC.



**Phones are not to be taken to the dining room. If you have a phone in the dining room it will be taken from you and handed to the Head of Boarding.**

- Students (day and boarding) are not to use mobile phones during lesson times
- No mobile phones are permitted during prep time
- Mobile phones should be labelled/engraved with owner's name
- Mobile phone numbers must be registered with each Dorm Supervisor
- All students are required to hand in their mobile phones overnight. The Dorm mistress will securely store these for students.
- Students may use their own mobile phones but not in prep times or after lights out. Parents are requested not to call at these times. Urgent contact is to be made via the Boarding Supervisor or Head of Boarding.
- While staff understand that mobile phones are a means of communication, staff will not be responsible for their security in the Boarding House. Girls will have to take full responsibility.

- Boarding staff have the right to confiscate mobile phones if they are used during prep times, meal times and/or after lights out.
- Mobile phones that are used inappropriately will be taken from you and given to Head of Boarding, where you will need to discuss with her the mobile phone policy and use before your phone is returned to you.

**All Senior Boarders are expected to make a contribution to the leadership of the Boarding House. This expectation requires each Senior to:**

- be a good ambassador for both the school and boarding and represent the ethos of the school in the general and boarding community
- be committed to achieving her personal best in the day school and boarding
- show leadership, tolerance and friendship to all girls
- encourage all girls to wear the uniform well
- escort younger girls when needed
- assist at lunch time
- organise boarding activities (e.g. silver service dinner, high tea, senior Talent Quest, and other recreational activities)
- encourage a positive and friendly school climate
- lead the school as House Prefects, Student Council representatives and committee members
- act as 'big sisters' to new students
- show initiative
- report to staff any incidents or concerns about students

Senior students are permitted some additional entitlements subject to the fulfillment of their expected roles.



## MOBILE PHONES POLICY

### 1.1.1 PROCEDURES

The school recognises that if used responsibly, mobile phones can provide an appropriate form of communication between students and their families. Their presence in the school can, however; have negative consequences including theft and loss. They can promote isolation, cyber bullying and inappropriate use of social media. After a review of the use of mobile phones, feedback from parents and to ensure that the girls focus is on the core business of learning and developing healthy friendships, the following procedure has been developed since 2017.

### 1.1.2 PRIMARY SCHOOL STUDENTS

Mobile phones should not be brought to school. Communication regarding illness, early pick up or emergent situations must be made through student services.

In the event your child requires a mobile phone it must be:

- A parent initiated request to the Deputy Principal
- Handed in at the front office upon arrival at school. The phone must be clearly labelled with the child's name
- Collected from the front office at the end of the day
- In emergent circumstances, used at the front office

### 1.1.3 MIDDLE SCHOOL STUDENTS

Due to an increased amount of unsupervised travel between home and school in the middle years, middle school day students are permitted to bring phones to school under the following circumstances:

- They are handed in to the front office under the same conditions as above  
OR
- They are to be turned off and kept in the student's locker and they are not to be used during the day. They may be turned back on at 3:00 upon the completion of the day's program

Sports days, excursions and camps are treated as school days.

### 1.1.4 SENIOR STUDENTS

The school recognises that the Senior Phase of Learning is one of preparation for movement into adult work or learning. Senior students are permitted to carry mobile phones. These must be turned off during lessons, in study times, examinations or when stored in a locker.

### 1.1.5 BOARDING SCHOOL STUDENTS

Year 6-9 students must hand their phones into the supervisors before they leave to attend school.

Phones may be collected at 3:00pm or at the end of the day's instruction. They will be handed in at 8pm.

Students may only have one phone.

Phones are not to be taken to:

- Meals
- Study

Year 10-12 students may take their phones to school but will follow the expectations as laid out for the day school. They may leave them with the boarding supervisors.

### 1.1.6 RESPONSIBILITIES

Mobile phones are brought to and kept at school, and used entirely at the owner's risk. The school cannot accept any responsibility for the loss, theft, damage or health effects (potential or actual) resulting from mobile phone use. Students and parents should recognise that technology items are highly prized targets for theft. The school grounds are not secure.

### 1.1.7 PROCEDURE

Procedure to deal with violations of this policy:

- On the first instance, the student will be asked to take the phone to the office for collection at the end of the day
- On the second instance, the student will be asked to take the phone to the office for collection by the parent (day) or boarding head (boarder)
- On the third instance, permission to carry a phone will be withdrawn for the remainder of the term

## KEY POLICIES

It is important you read and understand each of the following policies which relate to international students in Australia.

**By signing and returning your Written Agreement to initiate enrolment of your daughter you are agreeing to accept the Policies contained in the links below.**

### CODE OF BEHAVIOUR

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1\\_2cda8bbea5f449b08e59b649323c3093.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1_2cda8bbea5f449b08e59b649323c3093.pdf)

### INTERNATIONAL ACCOMMODATION AND WELFARE POLICY

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1\\_ba6ef2400a644e80ba4ae5a831570e0b.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1_ba6ef2400a644e80ba4ae5a831570e0b.pdf)

### INTERNATIONAL COMPLAINTS AND APPEALS POLICY

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1\\_120f90288ccf4aa1b7f23eaae0b98803.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1_120f90288ccf4aa1b7f23eaae0b98803.pdf)

### INTERNATIONAL COURSE PROGRESS AND ATTENDANCE POLICY

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1\\_1e59abf878c44300b9820cb005753ef6.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/5c25a1_1e59abf878c44300b9820cb005753ef6.pdf)

### INTERNATIONAL CRITICAL INCIDENT POLICY

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7\\_9f7ef58ca20d4c288aaf14e31cb5e9a5.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7_9f7ef58ca20d4c288aaf14e31cb5e9a5.pdf)

### INTERNATIONAL FEES REFUND POLICY

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7\\_ef1d6e6804f54f8e9c9e13c1b5a26310.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7_ef1d6e6804f54f8e9c9e13c1b5a26310.pdf)

### INTERNATIONAL STUDENT DEFERMENT SUSPENSION AND CANCELLATION POLICY

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7\\_438395c7101f4418ac705b4429348091.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7_438395c7101f4418ac705b4429348091.pdf)

### INTERNATIONAL STUDENT ENTRY REQUIREMENTS POLICY

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7\\_fb741f146f5c4c9abb4910022968610e.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7_fb741f146f5c4c9abb4910022968610e.pdf)

### INTERNATIONAL TRANSFER REQUEST ASSESSMENT POLICY

[https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7\\_baaffb08f9024500b326d7340cd8d637.pdf](https://d8980768-c8a9-4939-befd-549ca84d29e0.filesusr.com/ugd/24d4c7_baaffb08f9024500b326d7340cd8d637.pdf)

### CHILD PROTECTION POLICY

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Please contact the Rockhampton Girls Grammar School on if you have any questions.



# Rockhampton Girls Grammar School

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