



Rockhampton Girls  
Grammar School

Est 1892

2024

# Rockhampton Girls Grammar Boarding School Handbook





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## WELCOME TO BOARDING AT ROCKHAMPTON GIRLS GRAMMAR

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 your daughter will feel a sense of belonging, where they are happy and are actively engaged in their learning. At Rockhampton Girls Grammar, we instill the values for your daughter to be Clever, Confident and Connected.

The aim of this handbook is to provide guidance on the everyday running of our boarding houses including key staff contact details.

## HEAD OF BOARDING WELCOMES YOU

We are a small school with a big spirit and our boarding community is no exception. We pride ourselves on our enthusiasm, friendly and caring staff and welcoming approach. The school week can be full of academic challenges, so we provide a range of activities each weekend. This helps girls foster life-long friendships and create great memories which will last a lifetime. Our boarding houses are inviting and spacious with fully air-conditioned rooms and high quality furniture. We encourage the girls to decorate their rooms in a manner that reflects their individual personality. The girls have access to teachers and tutors after hours to support academic needs. All school facilities are available for boarding activities outside school hours. There is a real sisterhood amongst the girls, and we enjoy activities with a mix of age groups to help add a sense of family and belonging.



## OUR BOARDING STAFF

The Head of Boarding, Stacey McCarthy lives on site in Kollar house and is responsible for the organisation of the boarding house, staff, and students. The Head of Boarding is supported by a team of Boarding Supervisors who are responsible for the supervision of girls in the boarding house, during prep and all activities. Staff reside on each floor overnight and are on call if required. Boarding Supervisors are also available to help girls follow schedules, manage health concerns, develop friendships, and become an active member of the Girls Grammar community.

Catering, cleaning, maintenance, and transport staff are vital members of our boarding community and are managed by our Facilities and Services Manager, Kasey Mitchell. Boarding office hours are 8.30am – 4.00pm. The Boarding Administration Assistant, Matilda (Tilly) Lorroway is on duty to transport students to appointments.



**Boarding Staff**

Su Ung



*Boarding Second in Charge*

Shania Conlon



*Boarding Second in Charge / Indigenous Support Officer*

Matilda Lorraway



*Boarding Administration Assistant*

Tarnia Dale



*Boarding Supervisor*

Charmaine Farrell



*Boarding Supervisor*

Diana Bryson



*Boarding Supervisor*

Sophie Fraser



*Boarding Supervisor*

Mackenzie Winter

*Boarding Supervisor*

Mary Joan Dorante



*Boarding Supervisor*

Kirsty Dwyer



*Boarding Supervisor*

Jessica Engel



*Boarding Supervisor*

Nola Pontifex

*Boarding Supervisor*

Christine Oliver



*Boarding Supervisor*

Grace Mitchell



*Boarding Supervisor*

Tarni Anderson

*Boarding Supervisor*



**Catering Team**

Kent Reid



Catering Manager

Raelene Bendall



Cook

Natsuko Howard



Cook

Dining Room  
Attendant

Arlene Aldiss



Dining Room  
Attendant

**Other Team Members**

Giandra Brown



Laundry Assistant

Linda Knowles



School Nurse

**COMMUNICATION**

Each week the school has a Newsletter (Weekly Wrap Up) and What's On emailed to families to keep them abreast of upcoming activities and student milestones. Communication between boarding and families is encouraged, so please don't hesitate to reach out if you have any concerns. Communication is most effective by phoning or emailing the Head of Boarding.

**CONTACT DETAILS:**

Street Address:  
155 Agnes Street  
The Range Qld 4700

Postal Address:  
PO Box 776  
Rockhampton Qld 4700

Head of Boarding – Stacey McCarthy  
Phone: 07 4930 0947  
Email: [staceymccarthy@rggs.qld.edu.au](mailto:staceymccarthy@rggs.qld.edu.au)

Second in Charge – Available each weekend  
Su Ung and Shania Conlon  
Phone: 07 4930 0947  
Email: [suung@rggs.qld.edu.au](mailto:suung@rggs.qld.edu.au)  
[shaniaconlon@rggs.qld.edu.au](mailto:shaniaconlon@rggs.qld.edu.au)



Boarding Administration Assistant – Tilly Lorroway

Phone: 07 4930 0942

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

Boarding Offices:

Lower Jackson 07 4930 0939

Upper Jackson 07 4930 0937

Reception:

Phone: 07 4930 0900

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

Student Services Officer:

Phone: 07 4930 0905

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

### CONTACTING YOUR DAUGHTER

As your daughter is away from her family, we understand and encourage her to keep in touch with you. Most girls have mobile phones, and for their safety off campus, we prefer that she carries one. It can be an inexpensive phone that is suitable for just texting and calling. Refer to the school's mobile phone policy found under Resources on our school website for the conditions of use. Parent's are encouraged to call the Boarding dorm phones when their daughter is unreachable via their mobile phone on: Lower Jackson:

Upper Jackson:

Kollar: 4930 0942 or 4930 0947

In an emergency, Reception remains the appropriate means of communication between parents and students during school hours. Please contact the numbers above should you be unable to contact your daughter outside school hours.

### BOARDING LIFE

We have two boarding houses, Jackson and Kollar.

Year 6 - 8 Upper Jackson House

Year 8 – 9 Lower Jackson House

Year 10 – 11 Lower Kollar House

Year 10 – 12 Upper Kollar House

Girls residing in Jackson House share a double room whereas in Kollar House, each girl has her own room. Each floor has common areas where girls can socialise and interact with others. These common areas include a kitchen with a full-sized fridge, microwave, kettle, and ironing facilities. There is a recreational area to relax and watch movies or play games. Kollar house has lovely outdoor verandas overlooking the sports oval where the girls can hang out and chat.



### TIPS FROM EXPERIENCED BOARDERS

- When packing for boarding school make sure to include things that will allow you to 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 activities because this will take your mind off homesickness.
- Also, don't phone home at bedtime. Try phoning home in the morning or after school when you are less tired and have a more positive outlook on the day.
- If you get homesick don't be afraid to talk to someone. Supervisors can be great listeners!
- Join in lots of activities.
- When making friends just be yourself and you will find friends that match you well.
- Try to be friends with everyone – give everyone a chance.
- Don't dwell on the small stuff and let minor things affect you, instead focus on the bigger picture and move forward.
- Learn to manage your time effectively including your academic and social commitments.
- Develop responsibility for yourself and others in the community.
- Take advantage of academic programs and establish positive working habits in a structured environment.
- Experience a vast selection of co-curricular activities. Rockhampton Girls Grammar has so many opportunities – take advantage of them.

When you board at Girls Grammar, you don't just join a school, you become part of an extended family. Living in a boarding community like Girls Grammar, you will be in a safe environment to develop your life skills and hopefully enjoy the experience and leave with many happy memories and life-long friends.

## A – Z OF BOARDING

### ACADEMIC SUPPORT

Our girls have access to free tutoring most afternoons. Subject teachers offer tutoring and homework club after school. All boarders attend prep for 90min – 120mins Sunday to Thursday. Students are to hand in their phones and focus on their homework and assessments during this prep time. At Rockhampton Girls Grammar we have a Transition Officer who is a qualified teacher and works with new girls to assist in supporting them in their transition to their new school environment. This support continues with each girl for as little or long as she needs it.

### ALCOHOL AND OTHER DRUGS

As per the **ALCOHOL, NICOTINE PRODUCTS AND ILLICIT DRUGS POLICY (RGGS-056-POL)** alcohol and other drugs, including cigarettes and vapes are not permitted. This includes girls who are 18 years or older. Rockhampton Girls Grammar School has a zero-tolerance policy towards student use, possession, sale and distribution of alcohol, tobacco and illicit drugs and related instruments whilst attending school or at school-related activities. In accordance with Rockhampton Girls Grammar School **ENROLMENT CONTRACT (RGGS-011-POL)** the school can search a student's property, including lockers, dorm rooms and bags, and may confiscate banned items when the school believes it is appropriate in the circumstances. Breaches of this policy will be handled in accordance with the **CODE OF BEHAVIOUR POLICY – STUDENTS (RGGS-061-POL)**.

### BOARDERS' FOOD COMMITTEE

Boarders' Food Committee meetings are scheduled as necessary. The Head of Boarding, Chef, and any girls who would like to attend are invited to this meeting which is chaired by the Boarding Prefect. This forum gives the girls the opportunity to discuss any suggestions regarding the boarding menu.

### BULLYING AND HARASSMENT

As per the **STUDENT BULLYING POLICY (RGGS-067-POL)** the school has zero tolerance for bullying and boarding will address any issues as soon as we are made aware. We want our boarding community to be a warm, friendly, and welcoming environment for all girls. We follow the bullying policy to support girls in our care and we urge girls and families to report any instances of bullying or harassment to the Head of Boarding.

### CALENDAR EVENTS

School events and important dates are found on the Rockhampton Girls Grammar website. We have a Boarders Farewell dinner at the end of the year for the boarders to farewell the Year 12 girls. This is a very





special evening for all girls and is a chance to dress up, celebrate and reflect on the journey of our Year 12 boarders.

### CATERING & DINING AT GIRLS GRAMMAR

We enjoy and encourage eating together as a community. Catering is provided by the in-house team led by our chef. We provide a wide choice of hot and cold foods with plenty of fresh fruit, vegetables, and salad at each sitting. Please update Parent Lounge if your daughter has any special dietary needs.

Boarding staff deliver a meal for any sick students or students who miss dinner due to sporting commitments or other school related activities. The kitchen has supplies of milk and fresh fruit for girls to take back to the dorms.

Dining Expectations Include:

- All meals are to be attended in the Dining Room.
- Food is to be eaten in the Dining Room and Terrace area.
- Crockery and cutlery are to be returned to the Dining Room.
- Medical or dietary requirements will be accommodated.

Girls who are out at sporting or cultural events without hosts will be catered for. Girls will order their own lunch and collect it from the kitchen before departure.

### CHILD PROTECTION

As per the **CHILD PROTECTION POLICY (RGGS-058-POL)** and the **CHILD PROTECTION GUIDELINES (RGGS-059-GDL)** Every student has the right to feel safe and free from harm while at school. We expect boarders will respect their teachers and other students and we expect that they will receive the same respect in return. Girls should never allow themselves to feel unsafe. If you do, please report to an adult you trust.

### CHURCH SERVICES

Parents/caregivers who would like their daughter/s to attend services are asked to nominate the denomination and frequency of church attendance on the Boarding House Leave program. Transport is provided for church attendance within Rockhampton.

### CLOTHING REQUIREMENTS

As per the **UNIFORM POLICY (RGGS-070-POL)** all students must wear the uniform correctly.

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' polo shirt** is to be purchased from the 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 with your daughter's name and laundry number. Please refer to your confirmation letter for your laundry number.

Casual clothes are required for out-of-school wear. When leaving the school grounds the girls must be dressed neatly. They are to wear sandals with a back strap or closed in shoes (no crocs or slides).

All students must be appropriately attired whenever they are outside of their bedroom or bathroom. The wearing of pajamas, 'oodies', boxer shorts or other night attire as an outer garment are not allowed in the dining room. Hoodies, Panamas, beanies, and hats are not to be worn in the dining room.

### Footwear

Students may choose not to wear footwear when moving around inside their boarding house. Footwear must be worn outside the dormitories. Covered footwear or sandals with a back strap must be worn in the dining room and on excursions such as shopping (no slides, crocs or thongs).

### Special Occasions

We attend several special events throughout the year which will require a presentable outfit. Clothing must be modest and does not need to be costly. Appropriate footwear is required. Socials, Girls Rock, our Musical and Boarders Farewell are examples of the events.



## CO-CURRICULAR ACTIVITIES

Rockhampton Girls Grammar offers a range of co-curricular activities including, but not limited to:

- Choir
- Netball
- Touch football
- Oztag
- Water polo
- Rowing
- Swimming
- Rugby
- Horse riding

We offer school teams that participate in Rockhampton community and/or interschool competitions.

There are also clubs such as the following that the girls can join throughout the year:

- Walking Club
- Art Club
- Show Cattle Team
- First Nations Club

## COMMON ROOMS AND DUTIES ROSTER

The common room and kitchen area in each dormitory are available for use during free time.

Girls will be allocated certain duties in their boarding house. Houses have a roster system and girls will take turns doing simple chores. Food may be stored in the kitchens in airtight containers. It can be consumed in the Common Rooms but not in bedrooms. The kitchen area is to be left clean and tidy.

## COMPLAINTS

As per the **COMPLAINTS HANDLING POLICY (RGGS-009-POL)** all members of the Rockhampton Girls Grammar School community are strongly encouraged to maintain respectful and collaborative relationships and quickly address any misunderstanding should they arise. Boarders and their families should speak with the Head of Boarding if they have any concerns or complaints.

## COUNSELLOR

At Rockhampton Girls Grammar we have a qualified counsellor on site four days per week to support our girls. Girls wishing to access our counsellor need to contact the Head of Boarding or the Deputy Principal – Students.

## DRIVING & CARS IN BOARDING

As our girls' safety is a priority there is an Authorisation to Drive to school form **DRIVE TO SCHOOL AUTHORISATION (RGGS-259-FRM)** for parents of boarders (and day students) to complete before boarders are permitted to have their car at school. This form can be found on our website under Resources. The car is to be parked on the grassed area in the Kollar carpark. The keys must be handed in at the Kollar office immediately on arrival at school where they will be locked in the office overnight. Permission to drive vehicles is only given once the authorisation form is signed and leave has been submitted by parents. This leave must state clearly who the driver is on both the passenger and driver's leave applications. Girls are given permission to drive at the discretion of the Head of Boarding. Travel is permitted to and from home or the host's home for overnight leave, for work and appointments outside school hours. Permission won't be granted for shopping or social outings. Passengers are limited and their parents must sign the authorisation form and countersigned by the driver's parents. Having a car at school is a privilege that may be revoked if girls breach the conditions of the driving policy.

## EMERGENCY EVACUATION AND LOCKDOWNS

As per our **EMERGENCY MANAGEMENT PROCEDURE (RGGS-071-PRO)** the school has procedures in place to ensure the safety of staff and students. Scheduled drills to practise our emergency response procedures occur each year.

Fire alarms are located throughout the boarding houses, and they are extremely sensitive.

Hair straighteners can only be used in bathrooms. PLEASE NOTE THAT AEROSOLS, DIFFUSERS AND CANDLES ARE PROHIBITED AND NOT PERMITTED IN THE BOARDING HOUSE AS THESE MAY SET OFF THE FIRE ALARMS.

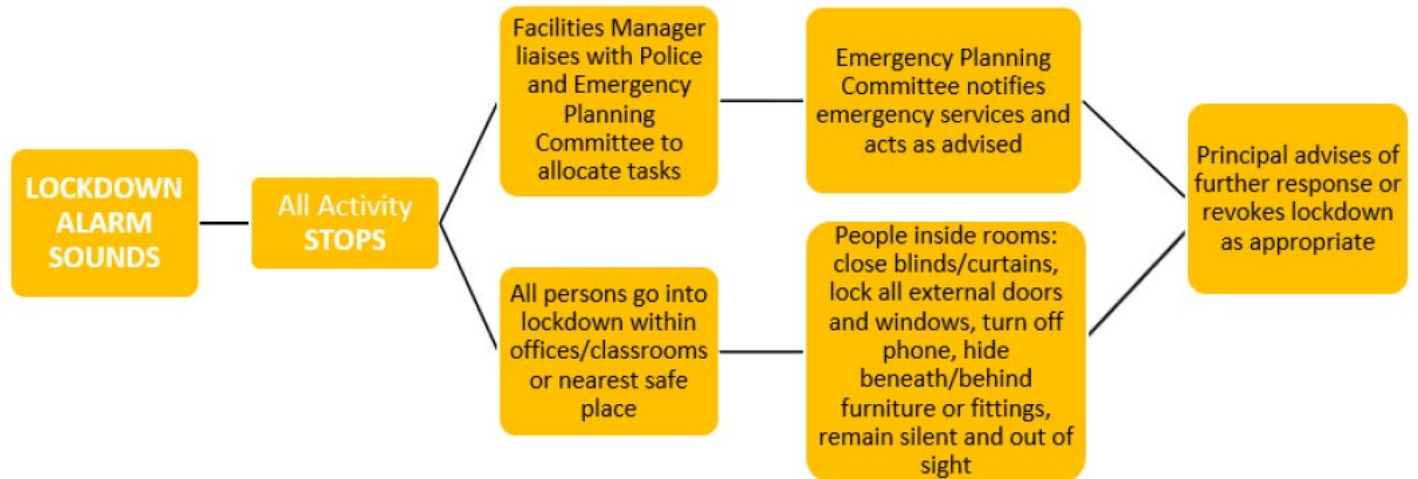
If students are not following the rules and the fire alarm is activated due to a prohibited item, a student charge will be incurred for the call out fee at the following rates:

- \$1500 - \$2000 depending on the time (outside hours etc) of the infringement.

We reserve the right to search student's accommodation and lockers for prohibited items if deemed necessary.

## LOCKDOWN PROCEDURE

### LOCKDOWN PROCEDURE FLOW CHART



## FIRE SAFETY

If you discover a fire, day or night:

- Operate the nearest button or alarm system
- Make your way as quickly as possible to the evacuation point.

On hearing the alarm:

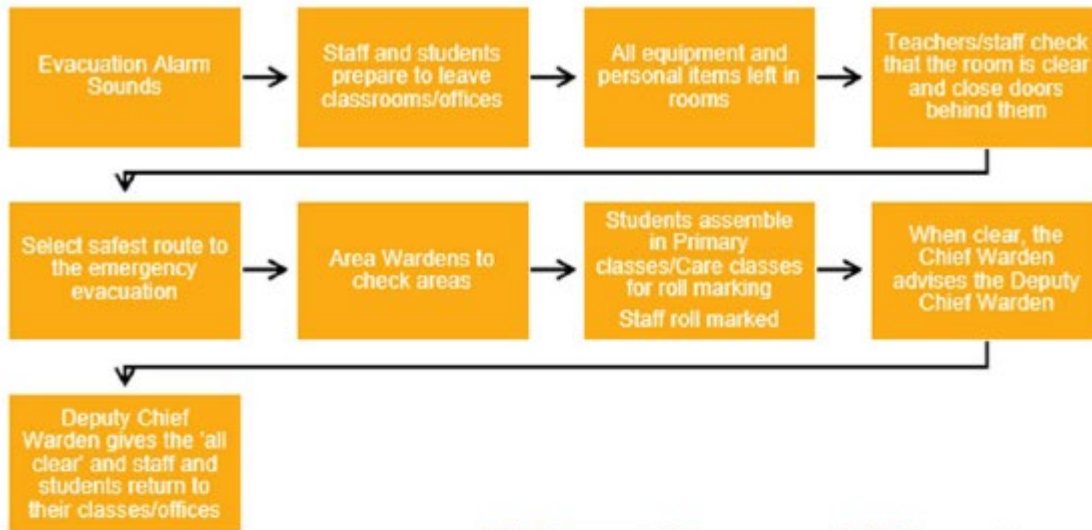
- Treat it as genuine no matter how many times the alarm has sounded previously for no apparent reason. Failure to react correctly could endanger your life and the lives of others.
- Stop what you are doing immediately. Switch off electrical equipment. Close any windows in your near vicinity and exit the room. The last person out should close the door.
- Move quickly, without running, to the designated assembly area.
- During School hours (8.00am - 3.00pm) - All students, staff and visitors should assemble on the oval in Care Groups.
- During non-school hours (3.00pm – 8.00am) – All students, staff and visitors should assemble at the upper car park in Agnes Street.
- Do not leave the Assembly Area until directed to do so by the Principal or Boarding Head of House.

Maps showing the assembly points are posted on all school notice boards and dormitory doors in Boarding. An evacuation drill will be held in the day school and in boarding each semester to ensure all new students are aware of the procedures. Teachers will remind students of the lockdown and evacuation procedures during the Care Meeting each semester.



**FIRE ALARM EVACUATION PROCEDURE**

**EVACUATION PROCEDURE FLOW CHART**



Identified Evacuation Assembly Areas and Evacuation Routes		
During School Hours (8:00am – 3:00 pm)	Non-School Hours – Boarding	OSHC – School Hours & Non-School Hours
Main School Oval (Point A on map)	Upper Car Park in Agnes Street (Point B on map)	Main School Oval (Point A on map)

**END OF TERM TRAVEL**

Early notification is required for end of term travel. Girls Grammar will email a reminder to all families two weeks before the end of each term requesting travel information be entered into ORAH, our boarding software. This is essential so that catering staff can be notified, and transport can be arranged for those girls not travelling with parents or family. The boarding houses are closed for all holiday periods.



International students must also send all details of hosts and activities planned to the Enrolments Officer and Head of Boarding each term if remaining in Australia for the holiday period.

### EXERCISE

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

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 of their Boarding House and follow an agreed walking circuit.

### FUN AND ACTIVITIES

Boarders have opportunities to participate in a variety of activities both on and off campus every weekend. They are invited to sign up for each activity so supervision, catering and transport can be arranged as required. Some activities are compulsory for the younger boarders to ensure their participation. Students regularly attend the beach, pools, Botanic Gardens and Zoo, sporting events and markets. They also have dance, movie and karaoke nights, games, and themed dinners throughout each term. There is a \$50.00 term fee to cover all the costs of activities and permission is required via Parent Lounge.

High risk activities such as the trip to Great Keppel Island (GKI) will be communicated with you so you can opt your daughter out if you wish. We visit GKI twice a year and require that if your daughter is unable to attend that alternate arrangements are made. All boarding staff are all required to supervise this activity and there will be no supervision in the boarding houses on these days.



### HEALTH CENTRE

Open: 8.00am – 3.15pm school days.

### APPOINTMENTS

All health-related appointments are coordinated from the Health Centre. The School Nurse and Boarding Staff liaise to arrange the most appropriate transport and escort arrangements for your daughter. Transport and supervision for appointments is available between 9.30am – 2.00pm weekdays.

### HOMESICKNESS

Most students feel homesick at some time. This is often exacerbated by stress, friendship issues, academic concerns, and tiredness.



Strategies to help with homesickness:

- Staying busy with a daily routine
- Assisting others
- Participating in school activities during lunch breaks and after school
- Regular positive communication with family and friends
- Seeking support from a member of staff
- Being proactive with any concerns



## LAUNDRY SERVICES

The School has an on-site laundry service. Each girl 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 and required to be picked up by students. The school laundry is open only at allocated times and each student has her own laundry number. Girls will be asked to collect their clean laundry, usually before school. Girls are to drop off their dirty laundry at dinner time each day as the laundry is washed early the next morning.

**Every item of clothing must be labelled with student name and laundry number.** Sewn-on tags are preferable to laundry marker pens which tend to fade.

- Students in Years 6 - 10 are required to make use of the School laundry service in Paterson for all their washing needs. Year 11 and 12 may also use this service.
- Students in Years 11 - 12 may use the domestic laundries in Kollar House if they wish. These are out of bounds to younger students.
- Everyone must send sheets and towels to the Paterson laundry.
- 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 clothesline outside Kollar House. The school cannot be held responsible if delicate items are damaged through machine washing and drying.

## LEAVE PROCEDURES

All overnight leave involving parents and host families is to be submitted via ORAH, our boarding software, 24 hours in advance and is approved by The Head of Boarding or 2IC.

If a request for leave involves missing school the initial request must be made and approved by the Deputy Principal – Studies who can be contacted on [JohnFry@rggs.qld.edu.au](mailto:JohnFry@rggs.qld.edu.au). Once approval is granted, parents will be able to make application for leave via ORAH. This will need to be 24 hours in advance.

## HOST LEAVE

Parents must advise host details by completing host information (name, address and contact phone number) in ORAH. Hosts must be aware of their responsibility for the safety of the boarder whilst in their



care at all times. Girls Grammar may not allow boarders to take overnight leave with young hosts including brothers and sisters under 21 years of age.

When a boarder leaves the school for host leave, the student's safety is no longer the responsibility of the school. Hosts are required to provide identification to boarding staff when collecting student/s. Boarding staff must physically sight the host collecting the student upon arrival and the hosts may be asked to provide photo identification.

#### LEAVE WITH PARENTS DURING THE WEEK

Girls Grammar requires prior notification of leave during the week which allows supervisors the opportunity to check school commitments for the period of leave requested. Boarders are to ensure study commitments and assessments are met when taking leave during the week. Return times for outings during the school week is 7.30pm for Jackson students and 8.30pm for Kollar students.

#### LEAVE WITH HOSTS DURING THE WEEK

Leave is permitted during the week providing girls are back before 6.45pm Sunday to Thursday to avoid disruptions to study.

#### OVERNIGHT WEEKEND LEAVE

Overnight leave is permitted with parents or hosts where names and contact details have been submitted through ORAH.

#### MEDICAL INFORMATION

All Medication is to be handed in at the Kollar House Office such as paracetamol, ibuprofen, hay fever medication, vitamins, iron tablets, antibiotics. It must be labelled by a pharmacist and is stored in Kollar House. All medical information is to be updated by parents via Parent Lounge immediately as required.

#### MOBILE PHONES, DEVICES & TABLETS (IPADS)

As per the **MOBILE PHONE POLICY (RGGG-063-POL)** all boarding students are permitted to have one mobile phone. Please refer to the school's mobile phone policy for guidelines on storage and use.

Additional information for boarders includes:

- Devices are not to be taken to the dining room.
- 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 Boarding Supervisor
- All students are required to hand in their mobile phones overnight.
- Boarding Supervisors will securely store these for students.

Parents are requested not to call during meal and prep times. Urgent contact is to be made via the Boarding Supervisor or Head of Boarding. Staff will not be responsible for the security of phones in the Boarding House.

Boarding staff will confiscate mobile phones if they are used outside of approved hours or being used inappropriately. Girls are not to bring a second phone to school. If caught with two phones, both will be confiscated.

#### MONEY, VALUABLES AND POSSESSIONS

All boarders must respect the property of others. Students are not to borrow other people's things without specific consent - borrowing without permission is viewed as theft. The school does not accept responsibility for items on loan to people which then go missing. Students need to ensure their valuables are safe. Overseas boarders are required to hand in their passports to Head of Boarding for safe keeping. It is recommended that families keep a record of the serial number/s of any items of value. In addition, valuables should be fully insured before being brought to school.

We strongly advise all boarders to open their own bank account with a local bank.



## PERSONAL SECURITY

The boarding precinct is a safe and secure environment for all girls, with boarding supervisors remaining overnight on each floor of each boarding house. The boarding houses are locked and fitted with Crimsafe screens. They are alarmed and a security company patrols the grounds each night. Girls are required to move in groups when off campus including on excursions.

Uber eats and other food delivery services are not permitted unless organised by staff. All these expectations are to ensure the personal safety of our boarders.

## PRIVACY AND SECURITY OF BOARDERS

Privacy and confidentiality of boarders and staff is respected. Girls are not to take photos and are not permitted to share images of others without their permission.

The girls' and families' details won't be shared with other boarders and families. This includes information around conversations with and consequences for other students when concerns are being handled by staff.

## RECREATIONAL FACILITIES

Our girls have access (with supervision) to all our facilities at Girls Grammar. This includes the pool, the undercover courts, oval, gym, music practice rooms and our halls. Many activities take place using our wonderful school and its facilities.



## EXPECTATIONS AND RESPONSIBILITIES OF BOARDERS

It is expected that boarders have respect for themselves, other girls, staff and property. Respecting other girls and their privacy is important in a boarding community. School property including furniture, buildings and grounds need to be treated with due care and attention. If anything is damaged or broken it is to be reported to staff immediately. If students breach the school's rules or expectations 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 Head of Boarding. In the event of a serious breach or significant anti-social behaviour, parents will be contacted and an interview with Head of Boarding and the Principal may need to occur.

## MORNING DUTIES

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

Our cleaners maintain the common areas of the 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 open windows and blinds.

Boarders are expected to:

- Make their own bed each day





- Put clothes in the wardrobe
- Hang towels to dry
- Pick up dirty washing and take it to the laundry
- Have a tidy study space
- Empty their own room bins (Kollar) or put them out for those doing that job (Jackson)
- Clear their bedroom floor of any objects and rubbish
- Vacuum when directed to do so
- Change linen once a week and take the dirty linen to the laundry for washing

## ROOM ALLOCATION

Students assigned to Jackson Boarding House will share a room with a fellow boarder. At the start of each term or semester, boarders are allocated to either a new room or a new roommate.



## SHOPPING

### WEEKENDS

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

- Appropriate behaviour on all outings
- Girls must remain within the shopping area at all times with supervision from boarding staff
- Year 11 and 12 girls may wear appropriate casual clothes. Other year levels must wear the Girls Grammar Boarders' shirt, smart casual pants (no short shorts or football shorts – only black, blue or white denim/linen pants permitted), appropriate footwear (no slides, Crocs or thongs).
- Seniors may extend their leave of absence with the approval of Head of Boarding
- Girls must be punctual to check-ins and bus departure times

### WEEKDAYS

Students in Years 10 to 12 are permitted one extra shopping excursion per week at the Allenstown Plaza Shopping Centre. Girls must notify the Kollar House Supervisor to seek permission. Year 10 must wear full school uniform. Year 11 & 12 can wear neat casual clothes but no crocs, slides, or thongs. Students who wish to go shopping at Allenstown must walk in groups of two or more to and from the boarding house to the plaza and vice versa.

## SIGN OUT SYSTEM

It is important in the Boarding House that the whereabouts of each girl is always known, to ensure her safety. The following instructions apply to all girls:

- ORAH must be adjusted accordingly by staff whenever a student is leaving the Boarding house to visit another House or any facility on premises. The girls must let their boarding supervisor know every time they leave their boarding house and when they return.



Visitors who are staying for any length of time at school or in the boarding precinct are to sign in and out through the SINE program at Kollar office or Reception. Hosts who are picking up girls only are not required to sign in and out however must follow the student sign out procedures.

## STUDY (PREP)

Prep provides students with an excellent opportunity to revise and reflect on the day's classwork. It is a time for completing homework, organising study time, and working on and completing assignments. 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 students should arrive on time with all the appropriate equipment to complete set homework and assessment. The amount of work will vary slightly from day to day, and this will invariably increase as students progress through the year levels.

**Note** - if students have no homework to complete this time is to be used for quiet study or reading.

## ORGANISATION

- Prep runs in two sessions:
  - Years 6 - 9 between 4.30pm - 5.30pm and 6.45pm – 7.30pm
  - Years 10 - 12 between 6.45pm – 7.45pm and 8.00pm – 9.00pm
- Prep for Years 6 - 9 takes place in assigned classrooms, supervised by boarding staff. Years 10 - 12 may study in their own room, or in a common room if group work is required.
- 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, gaming or watching movies is not permitted during prep.

## TECHNOLOGY

The School provides girls with a laptop. Only School computers may be used. Girls Grammar provides a secure network for Girls Grammar laptops. The **ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY (RGGS-024-POL)** must be always adhered to. The internet is shut down at night and computer access is monitored. Laptops must be turned off at lights out. MS Teams, Zoom and Facebook are good ways to stay in touch with family, when the use of social media is permitted (not during study).

## SCHOOL CAMPS

Camps at Girls Grammar are compulsory. Boarders are expected to attend camp. If a boarder isn't attending camp for unavoidable reasons, parents are responsible for collecting their daughter for the duration of the camp.



## TRANSPORT COSTS

The boarding levy covers some but not all transport costs. Included in the boarding levy are boarding related activities.

Students requiring transport to attend scheduled medical appointments will be provided the first two appointments per term free of charge. Charges will be levied for the third and subsequent medical appointments per term, and for emergencies, as per the existing boarder transport charges schedule.

Where a staff member is required to accompany a boarder to an appointment, the first two accompaniments per term will be free, with charges applying for the third and subsequent appointments requiring accompaniment.

Students requiring transport for work, will travel by taxi and are required to pay the charge. There will be no taxi vouchers available for work related travel. Senior girls must check with the Head of Boarding before applying for part-time work. Work should not interrupt study and they should apply for jobs in South Rockhampton.

Elite swim squad and other transport requests before 6.30am will be charged to parents. The swim squad membership needs to be organised by parents and the transport needs to be booked and paid a term ahead so that rostering can be set. The fee will be charged per term, and no refunds will be offered for non-attendance. Girls are expected to wake themselves at this early hour.

Horse riding lessons will need to be organised by parents and the transport needs to be booked and paid a term ahead so that rostering can be set. The fee will be charged per term, and no refunds will be offered for non-attendance. Communication with the Head of Boarding regarding transport availability needs to happen prior to booking those lessons.

Other school related sporting events such carnivals in Rockhampton and the Capricorn Coast will be organised for boarders and will be part of our boarding service. Anything further such as Gladstone, Emerald or Mackay will be included as part of the event and will be charged accordingly.

Before school swimming service levy	Up to 4 early morning sessions per week	\$450.00	Per term*
Horse riding transport service levy	One session per week to Teatree Park	\$135.00	Per term*
Northside transport**		\$6.60	Per trip
Southside transport**		\$5.65	Per trip
Early morning wake up and turning off alarm (prior to 6am)		\$11.55	Each occasion – no transport
Out of hours transport (10pm – 6:30am)		\$23.10	Each occasion
Staff to accompany at non-emergent appointment		\$17.80	Each occasion

Please note: Transport is not available for work or other non-medical appointments.  
Taxi or Ubers are to be arranged by families/girls for work. Girls may walk during daylight hours.  
Other travel off campus without supervision for non-medical appointments is for Year 11 and 12 students only.

\* This a term fee. No concession is given for girls not attending sessions.

\*\* For medical appointments girls are entitled to two appointments per term free of charge. Charges will be applied for any subsequent appointments. Year 9 -12 girls may be required to travel by taxi and this will be on-charged if they have met their quota of included appointments.

Medical appointments include dental, orthodontist, GP visits, hospital appointments including X-rays and imaging, chiropractor, physiotherapy and psychologist appointments.



## TRAVEL DETAILS

### RAIL

- Free rail travel is available to eligible students (details available on request).
- Please contact Boarding Administration 07 4930 0942 if you wish to discuss options for rail travel.

### BUS

- All travel for buses must be arranged by parents.
- Once a booking has been made, parents are required to email the travel itinerary to the school. We can then organise transportation to the bus depot. Please note that out of hours charges may apply.

### AIRPORT

- All travel on planes must be arranged by parents. Once the booking has been made the parents are required to email the travel itinerary to Boarding Administrator and/or Head of Boarding to organise transportation to the airport.

## VISITORS

Authorised visitors are welcomed at the following times under these conditions:

- 3.00pm - 4.30pm on weekdays
- 10.00am - 4.30pm on Saturday and Sundays
- Visitors must sign in located in the Kollar office
- Visitors must remain in the designated visitors' area in the courtyards outside Kollar House.

## WEEKDAY ROUTINE

### Morning

6.35am	House supervisor wakes all girls
6.40am - 7.30am	Breakfast in dining hall (staff supervision – usually the Head of Boarding) – students must attend in uniform and be neatly groomed. Girls collect their laundry on their way back from breakfast.
After breakfast 7.50am	Rooms and uniforms are checked by staff and phones then given to girls House Meeting – at discretion of staff

8.00am All girls must leave for school wearing their school uniform correctly.  
Before leaving for school, rooms must be tidied with beds made, common areas cleaned and duty rosters completed. The girls must open their windows and blinds each morning.

### Afternoon

3.00pm-3.15pm Afternoon tea is provided in Terrace area. Houses open for boarders' return from school. Students change into casual clothes. Staff wash uniforms.

3.15pm-4.30pm Students sign out at each House for organised activities such as sports or cocurricular activities. Depending on the year level of the student, students from Years 10 - 12 are permitted 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 year level privileges.

4.30pm-5.30pm Prep commences in the Luck classrooms for Years 6 – 9.

5.30pm-6.30pm G irls must attend dinner dressed in neat casual clothing and enclosed footwear. No thongs, slides, singlets, pyjamas or short shorts.

Girls should shower between first prep and second prep unless they have late sporting commitments.

### Evening

6.45pm-7.30pm Second prep commences for Years 6 – 9 where students work independently unless they require assistance.

6.45pm-7.45pm Prep commences for Years 10 - 12. Girls must study in their rooms at their desks with doors open and lights on. After study they have supper.

7.45pm Years 6 - 9 return to dorm to have supper, shower, clean teeth etc.

7:45pm Supper in Jackson and Kollar

8.00pm–9.00pm 2<sup>nd</sup> Prep recommences for Kollar girls

8.15pm Lights out for Years 6 - 7. Girls must hand their phones and laptops to their duty supervisor at 8.25pm to be placed in a staff office in the Boarding House. Supper for Year 9.

8.30pm Lights out for Year 8. Girls must also hand their mobile phones and laptops to their boarding supervisor at 8.40pm.

9.00pm Lights out for Year 9. Girls must also hand their mobile phones and laptops to their boarding supervisor at 8.55pm.

9.30pm Lights out for Year 10. Laptops and phones to be handed in to boarding supervisor (except Friday and Saturday night).

9.50pm Lights out for Year 11 and phones to be handed in to boarding supervisor (except Friday and Saturday night).

10.10pm Lights out for Year 12 and phones to be handed in to boarding supervisor (except Friday and Saturday night).

### Saturday

8.00am Breakfast – continental - girls must be dressed and wearing appropriate footwear

9.00am Beds must be made, and rooms tidy as well as rostered duty completed before leaving the dorm for shopping or any other weekend activity.

9.30am Morning activities commence (i.e. Stockland shopping outing).

12.30pm Lunch

5.45pm Dinner (6.00pm for Kollar house) Supper available later



8.45pm	Lights out for Years 6 - 7
9.00pm	Lights out for Year 8
9.30pm	Lights out for Year 9
	Years 10 – 12 lights out may be later than on weekdays at the discretion of the Boarding Supervisor.

## Sunday

8.00am–9.00am	Breakfast - continental (lunch and snacks available throughout the day – provided to each House)
9.00am	Hot brunch served
9.30am–5.00pm	Activities & study
5.00pm–5.30pm	Clean up – Boarding House and grounds, prepare uniforms and shoes for Monday
5.30pm	Dinner Years 6 - 9
6.00pm	Dinner Years 10 - 12
6.45pm -7.30pm	Study period for Years 6 - 9 (in class)
6.45pm–9.00pm	Years 10 – 12 study period (supper break at 7.45pm)

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

## WHAT TO BRING – ALL NAMED

**Uniforms** – as per the uniform list

### Underwear

- 10 briefs
- 5 bras
- 10 pairs of socks

### Nightwear

- 2 pyjamas

### Shoes

- 1 pair joggers
- 1 casual pair shoes
- 1 shower thongs
- 1 dining room/shopping suitable – sandals with heel strap, canvas shoes or ballet flats

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

### Linen (minimum)

- 2 sets of sheets
- 1 pillow
- 2 pillowcases
- 2 bath towels
- 1 beach towel
- 1 blanket/doona

### Sundries

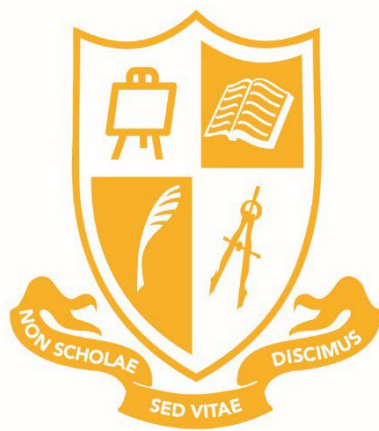
- white ribbons for long hair
- hairbrush
- 2 mesh laundry bags for small articles (available from Uniform shop)
- bag/basket for dirty washing
- portable shower rack/bag
- toiletries including tissues



- sanitary items
- permanent clothes marker and name tags
- chain and locks for cupboard – Jackson House only
- lock for school locker – combination lock is preferred
- 4 plug power board with long cord
- top loader washing powder (Kollar)
- bedside table lamp
- alarm clock
- basic sewing kit
- shoe polish
- raincoat/umbrella (optional)

#### **Other requirements**

- 1 packet of tacks/pins to put up posters/pictures on the bedroom pinboard.
- The school will supply a laptop and students should not bring one from home.
- Medication such as paracetamol, ibuprofen, hay fever medication, iron tablets, antibiotics etc are required to be labelled by a pharmacist to be handed to the Kollar House Staff.



# Rockhampton Girls Grammar School

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