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Welcome to Great Southern Grammar, where wide-open spaces equal wide-open futures. Our campus is as expansive as our curriculum. Situated on 144 acres adjoining Oyster Harbour in Albany, we offer your child everything from science to SCUBA diving, maths to hospitality studies, and history to agriculture. It is this richness of learning, and breadth of experiences that allows your child to uncover their strengths and passions.

We believe in giving girls and boys from Kindergarten to Year Twelve a world of opportunity in a supportive, country setting. At Great Southern Grammar, we give your child the room to flourish. This handbook contains information relevant to your child. For further information, please contact your Head of Subschool.

Thank you for entrusting your child’s education to Great Southern Grammar.

Mr Mark Sawle | Principal

I join Mr Sawle in welcoming you to Great Southern Grammar.

The role of the Deputy Principal at GSG is to oversee the day-to-day operations of the School K-12; develop processes and procedures for effective communication; coordinate daily events; and attend to issues relating to duty of care. The Deputy Principal manages the school calendar, maintains standards and ensures that learning outcomes are being met. I chair the Pastoral Committee K-12, the Occupational Health and Safety Committee and am the member of the Executive in charge of Boarding and ICT.

Thank you for choosing Great Southern Grammar as your child’s place of learning.

Mr Richard Baird | Deputy Principal
Boarding at GSG

GSG is a world-class school, with co-educational boarding forming an important element of the School’s fabric. The school offers a wide range of experiences and activities to enhance residential life.

Boarders at Great Southern Grammar live in contemporary boarding houses located on a spacious 144-acre site alongside the Kalgan River and Oyster Harbour waterways. Boarding provides a unique opportunity to live within and contribute to the school community. Many wonderful friendships are developed, with close bonds serving residential students well into their adult lives.

Boarding at GSG has seen significant growth over the past few years, with the fifth on-campus boarding house now occupied.

We see first-hand the amazing experiences and opportunities available to GSG boarders, including the Yalari scholarship programme assisting young Indigenous students to attend GSG to experience a broad, liberal education.

Peace of Mind for Boarding Families

Living away from home in a co-educational boarding environment helps develop students’ sense of sharing and capacity to look after one another. However, moving away from home and local communities to an unfamiliar environment can be challenging for students and parents. GSG boarding staff are professionally trained to deal with issues that may arise. Our aim is to make this life transition as smooth as possible for all involved. While we do not replace the family home environment, we like to think of the boarding community as an extension of boarders’ homes.

The GSG boarding intake is predominantly made up of boys and girls from farming communities, including students from Indigenous and overseas backgrounds. In total, GSG has capacity to accommodate up to 148 residential students from Years Seven to Twelve.

Most residential students at GSG occupy single rooms. Boarding houses emulate large, extended homes, providing a friendly and intimate environment.

Open, effective and positive communication between boarding staff, parents, boarders and teaching staff is a vital element of GSG’s boarding success. Positive communication allows us to address concerns, as well as sharing the joy and excitement of so many successes and experiences.

I welcome you and your family to the Great Southern Grammar residential community and trust that your experience of boarding life at GSG is a positive and rewarding one.

Mr Peter Colgate | Head of Boarding
Transition to Year Seven

I take this opportunity to welcome Year Seven families to Great Southern Grammar. With many students entering GSG in Year Seven for the first time, and several of those in boarding, there will be many opportunities presented to your child. I hope that they are grasped with both hands.

Year Seven is a year of great change. Your child will meet new people and be exposed to a wider curriculum delivered by a committed Middle School team of teachers. Gone are the weekly homework sheets. Instead, your child will have regular revision of all core subject areas and will be expected to study for upcoming tests. They will become better organised, with deadlines to meet and greater expectations in terms of being more responsible for their uniforms and equipment.

Pride should be taken when wearing the Great Southern Grammar uniform. Students are expected to conduct themselves with dignity and self-respect at all times. The use of manners and common courtesies such as please and thank you should be automatic.

Communication between the School, Boarding and home is paramount to a successful year for your child. At Great Southern Grammar there are many ways to ensure the doors of communication are open. At the beginning of the year each student is issued with a diary in which they record important dates such as carnivals, as well as when homework is due and tests set. You are encouraged to make contact with your child’s Homeroom and subject teachers directly, via email or phone. All staff at Great Southern Grammar have the same format for their email addresses: firstname.surname@gsg.wa.edu.au

Parent interviews occur in Terms One and Three, and all parents are encouraged to attend, as they are a valuable point of contact with your child’s teachers. Teachers will discuss your child’s strengths and weaknesses, as well as explain how the School is catering for them.

In Term One, all Year Seven boarding students attend a weekly, compulsory prep with me to develop study and organisational skills, plan for the week ahead and identify areas requiring support/extension, both academically and pastorally. This is on top of their normal prep sessions. The move from Year Six into Year Seven is a big one and this session assists in ensuring the transition is a smooth one.

I am excited to be working with your child at Great Southern Grammar and I look forward to a productive and successful year.

Mrs Alexis Stone | Head of Year Seven
Mentors, Leaders and Opportunities

Leaving home is never easy, but it always helps to know you have a big brother or sister in the house next door. The mentor programme will provide your child with exactly that; a big brother or sister who can help guide them, answer weird questions they may have, or just generally be there for them to rely upon.

Leadership is taken very seriously at GSG. There are plenty of opportunities for students to explore, develop and excel in this area. Being the ‘new kid on the block’ doesn’t mean they won’t have any responsibilities. The mentor system has been developed to help students cope and to make them feel part of the system — our extra-large family.

Boarding Captains in both the senior boys’ and girls’ houses are always there to help out. They are people your children can take questions or concerns to, or vent to about something that is frustrating them. They are there to serve students and provide a direct link to their staff. If your child makes them aware of something bothering them, they can help or let staff know. The chances are they have been there before and will know just what to do.

The 2017 school year is very exciting, seeing further integration between Junior and Senior Houses. Mentors are encouraged to get to know you and your families. People who have experienced mentor programmes like this know that the bonds made often last a lifetime, even though mentors are only a few years older than your child.

Typically, mentors meet with your child in the first two weeks of school and write a letter to you introducing themselves. After that, at set times during the term, they will make contact. There is always time for your child to meet up with them after school in their leisure time, or on the sporting field or in the music block. What they invest into building relationships is what they get out. The Boarders’ social and quiz nights are great evenings where students have the chance to mix.
SCHOOL VALUES

Integrity | Respect | Tolerance | Compassion

Great Southern Grammar aims to provide a safe, secure and positive environment in which students can develop the knowledge, skills, self-confidence and maturity to respect and care for themselves and others.

The School aims to establish a community in which individual differences are understood, accepted and appreciated. It is the responsibility of all students and staff to support this aim and to demonstrate respect for others.

Nine values for Australian Schooling have been recognised as common values to be promoted in all schools. These are:

1. **Care and Compassion.** Care for oneself and others.
2. **Doing Your Best.** Seek to accomplish something worthy and admirable, try hard, and pursue excellence.
3. **Fair Go.** Pursue and protect the common good where all people are treated fairly for a just society.
4. **Freedom.** Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others.
5. **Honesty and Trustworthiness.** Be honest and sincere, and seek the truth.
6. **Integrity.** Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds.
7. **Respect.** Treat others with consideration and regard, respect another person’s point of view.
8. **Responsibility.** Be accountable for one’s own actions, resolve difference in constructive, non-violent and peaceful ways, contribute to society and to civic life and take care of the environment.
9. **Understanding, Tolerance and Inclusion.** Be aware of others and their cultures, accept diversity within a democratic society, being included and including others.

These values are translated in a safe and supportive environment into behaviours and attitudes that nurture each student’s unique potential.

GSG embraces a whole-school approach, incorporating the school community; classroom teaching and learning; and school policies and programmes to promote students’ self-knowledge, empowerment, responsibility and wellbeing.
Commitment to abide by GSG’s Code of Behaviour is a condition of enrolment. The Code of Behaviour includes statements of students’ rights and responsibilities.

**Rights**

Students have the right to:

- Be treated with respect and dignity
- Work in a safe and positive learning environment
- Reach their potential in all areas of school life
- Voice concerns and be heard
- Benefit from the unique physical and cultural environment of the school
- Have their property respected
- Feel valued as a member of the school community

**Responsibilities**

Students have a responsibility to:

- Treat others with respect and dignity
- Contribute to a safe and positive learning environment
- Strive with commitment to achieve their potential
- Respectfully consider the opinions of others
- Show respect and care for the physical and cultural environment of the School
- Respect their own property and that of others
- Honour the values of the School community

**Breaches of the Code of Behaviour**

Breaches of the Code of Behaviour will be dealt with by relevant personnel using strategies appropriate to the individual circumstances and nature of the breach.

School discipline practices will reflect:

- Compassionate understanding of the individual’s situation
- Consistency and fairness
- Importance of parental contact
- Clear, reasonable and relevant consequences
- Assertive management style
- Aspects, where relevant, of restorative justice practices and mediation.

Responses to breaches may include:

- Community service
- Detention
- Written or verbal apology
- Replacement of damaged property
- Reinforcement of expected standards of behaviour
- Ongoing monitoring of behaviour
- Counselling
- Suspension
- Exclusion

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*Please note: All students are to be fully involved in the school’s programmes and experiences in addition to the academic programme. This includes cocurricular and outdoor expeditions. It is expected that students playing their chosen sport will do so as part of a GSG team where possible, either at home or in competitions and carnivals. Failure to comply with these expectations will result in ineligibility for Country Week and Student Leadership opportunities.*
Uniform Rules

Students show pride in their uniform and dress as a mark of respect for self and the School. The community judges the School, in part, by the way in which individuals from the School are presented; therefore, they should take care to dress and act appropriately (eg: shirt tucked in and buttoned to the top).

1. The school uniform should be worn correctly at all times. This means that students may not mix items of sport uniform and the formal uniform.

2. Formal uniform, worn every day unless otherwise instructed includes, for boys, long or short trousers, navy socks and blazer. Formal uniform for girls includes skirt and tights or white socks, or long trousers with navy socks and blazer.

3. Presentation uniform for formal occasions requires covered legs. Boys must wear trousers and girls must wear a skirt with tights, or trousers with navy socks. Felt hats are worn on instruction.

4. Students must wear their sport hats when outside during Terms One and Four.

5. In Middle School the sport uniform can be worn to and from school on days when students have Physical Education and Sport.

6. In Senior School, on days when subjects requiring the sport uniform are scheduled, students must wear their formal uniform to and from school and change into their sport uniform at school (unless directed by the School Executive or the Director of Sport for occasions such as sport carnivals).

7. All students are expected to wear their House shirt for House sport activities.

8. For participation in aquatic activities, students are required to wear GSG racing bathers and/or school sport shorts. Sun/swim shirts and rash vests should be navy blue or black. Board shorts and other casual clothes are not acceptable. Sunscreen must be worn for outdoor activities.

9. In cold and wet weather, students are to wear the GSG waterproof jacket. No other outer garment is acceptable. Only school scarves are permitted.
10. Jewellery is limited to a watch. Students wearing rings, bracelets/bangles, ankle adornments or necklaces to school will be asked to remove them and items will be taken to the Student Services office for safe keeping until the end of the school term. Students are permitted pierced ears (no pierced noses, eyebrows, tongues) with plain silver or gold, sleeper or stud earings and one earring per earlobe.

11. Students’ hair must be neat and conservative, ranging in length from a No.2 haircut to whatever length a student wishes, providing that, once the length extends below the collar, it is tied up or back in a neat manner, and does not interfere with wearing the school hat. Students may dye their hair, providing it is a natural hair colour and consistently dyed so that all the hair is the same colour. Shaved heads, mullets, rats’ tails, unkempt hairstyles, top knots and hair braided with beads or ribbons are not permitted. If a fringe is worn, it must be above the eyebrows. Boys’ fringes may not be pinned back. If a boy intends to grow a ponytail, permission must be sought from the Head of Sub School and a discussion held with the student’s parents or guardians. The Head of Sub School has the final say on whether a student’s hairstyle is appropriate.

12. Hair accessories:
   - Ribbons, scrunchies and Alice bands (no wider than 4cm) are to be in the colours of navy, bottle green, red, white or the school tartan.
   - Hair elastics and clips are to be navy, bottle green, black or brown. Decorative hair clips are not permitted.

13. Boys are to be clean shaven at all times (sideburns must not extend more than 2cm below the top of the ear).

14. No make-up, including lip-gloss, glitter or coloured nail polish is to be worn.

15. The minimum length of hemlines on girls’ skirts is to be level with a line no more than 5cm above the crease at the rear of the knee when the student is standing upright. Bras should be skin tone or white, not black or bright colours that can be seen through the white shirt.

16. Shoes are to be all black in a plain college style, lace-up and polishable with no coloured laces or stitching, heels no higher than 3cm. Boots are not permitted. Sport shoes are to be predominantly white. All-black sport shoes or casual shoes are not permitted.
### FACES OF BOARDING

**Head of Boarding | Head of Anchorage House | Design and Technology Teacher**
Mr Peter Colgate  
M: 0429 373 942  
E: peter.colgate@gsg.wa.edu.au  
E: anchorage@gsg.wa.edu.au

**Head of Endeavour House**  
Mrs Lee-Anne Button  
M: 0427 373 942  
E: lee-anne.button@gsg.wa.edu.au  
E: endeavour@gsg.wa.edu.au

**Head of Michaelmas House**  
Mrs Karen Orr  
M: 0408 422 973  
E: karen.orr@gsg.wa.edu.au  
E: michaelmas@gsg.wa.edu.au

**Head of Eclipse House**  
Mr Brett Tompkin  
M: 0448 125 919  
E: brett.tompkin@gsg.wa.edu.au  
E: eclipse@gsg.wa.edu.au

**Head of Breaksea House**  
Mrs Angela Ferreira  
M: 0400 080 207  
E: angela.ferreira@gsg.wa.edu.au  
E: breaksea@gsg.wa.edu.au

**Catering Manager | Chef**  
Mr Nick Harvey  
T: 9844 0458  
E: nick.harvey@gsg.wa.edu.au

**School Nurse**  
T: 9844 0319  
E: nurse@gsg.wa.edu.au

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**Anchorage House Parent | Day Staff | Transport**  
Mrs Jenny Colgate  
M: 0409 008 816  
E: jenny.colgate@gsg.wa.edu.au

**Endeavour House Parent | Transport**  
Mr Steven Button  
M: 0427 414 098  
E: steven.button@gsg.wa.edu.au

**Michaelmas House Parent**  
Mr Leigh Orr  
M: 0427 422 974  
E: leigh.orr@gsg.wa.edu.au

**Eclipse House Parent**  
Mrs Caroline Tompkin  
E: caroline.tompkin@gsg.wa.edu.au

**Breaksea House Parent**  
Mr Neil Ferreira  
M: 0419 274 460  
E: neil.ferreira@gsg.wa.edu.au

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Anchorage House: 9844 0321 | Endeavour House: 9844 0331  
Michaelmas House: 9844 0389 | Eclipse House: 9844 0476 | Breaksea House: 9844 0421
Boarding Staff

Upon commencement as a residential student at GSG, each boarder is placed in a House with a team of dedicated, appropriately trained and experienced staff. All staff are required to complete their Duty of Care, Working With Children and Senior First Aid certification.

A strong team of people is involved in the pastoral care of GSG boarders. Some live on campus, while others (Nursing Staff, School Counsellor and Chaplain) live close by. All play an important role as part of the team of caring people providing support and guidance to make life away from home a little easier for residential students.

Staff ultimately responsible for the care of GSG boarders live onsite in residences attached to the boarding houses. These include the Head of Boarding, House Parents and Gap Assistants. Many other staff are involved in the pastoral care of boarding students, including House Supervisors, Gap Assistants, Tutors, Catering and Nursing staff, Bus Drivers, Recreation Officer, Laundry Staff and Teachers. All play a very important role through their support and guidance for residential students.

GSG boarding houses range in size, with the smallest house accommodating 24 boarders and the largest 36, which ensures a healthy staff/student ratio. Supervision times for in-house staff are rostered to ensure intensive supervision during key times, such as morning wake up, preparing for school, the busy after-school schedule, dinner, homework and bedtimes.
BOARDING STAFF ROLES

Head of Boarding
The Head of Boarding has overall responsibility for the daily operations of boarding at Great Southern Grammar. The Head of Boarding has a close affiliation with the pastoral care of Year Seven to Nine boarders and works closely with the Deputy Principal.

House Parents
House Parents are responsible for the day-to-day operations of their respective boarding houses. They are responsible for the welfare of the boarders in their House and work closely with their team of supervisory, nursing and catering staff. If parents need to talk with other staff at the School, this should be discussed with the Head of their child’s boarding house.

Boarding Supervisors
Boarding Supervisors, under the guidance of the Head of the boarding house, are responsible for assisting in the day-to-day operation of the boarding house in which they work, in the absence of the Head of the boarding house. Supervision in the boarding house is provided by a variety of people, including teaching staff, non-teaching staff and Gap Assistants. Boarding Supervisors on duty can be contacted via the House email or telephone at the duty desk.

Nursing Staff
The School Nurse is responsible for dealing with boarders who experience sickness or injury. The Nurse liaises with the Head of the boarding house, parents and medical practitioners and arranges medical appointments for residential students. The Nurse visits the boarding precinct every morning, between 8.00am and 8.30am, Monday to Friday.

School Counsellor
The GSG School Counsellor is available to offer support and guidance in assisting boarders with concerns of a personal or academic nature.
**Chaplain**
The Chaplain is responsible for fostering the spiritual aspects of life, and for reflecting and promoting Christian values through all dimensions of school life. The Chaplain attends a number of boarding functions in his role.

**Catering Staff**
Catering staff are responsible for providing nutritious, diverse and interesting food options to meet the demands of boarders and staff, including food allergies. They cater for special boarding events.

**Communication**
Communication with Boarding staff is vital, most of which is conducted via email. It is essential, however, that messages are effectively communicated to the correct sources at the right time and, generally, this is via staff on duty in the house.

Please note:
- Emails not of a confidential or personal nature should be sent to the boarding house email address, not to the Head of the boarding house. Heads of boarding houses are not always on duty or onsite. Examples include student change of leave plans and return times.
- Emails of a confidential or personal nature should be sent directly to the Head of the boarding house.
## RIGHTS, RESPONSIBILITIES AND RULES

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<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
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<td>I have the right to be happy in boarding and to be treated with understanding.</td>
<td>I have the responsibility to respect the rights of others and to treat them with understanding.</td>
<td>Bullying, verbal abuse.</td>
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<tr>
<td>I have the right to feel safe and secure.</td>
<td>I have a responsibility not to do anything which may threaten or cause danger to myself or others and to report any dangerous situations.</td>
<td>Fighting, daring, some practical jokes, leaving boarding without authorisation or leaving boarding after lights-out.</td>
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<tr>
<td>I have the right to be treated with respect and fairness.</td>
<td>I have a responsibility to treat all staff and boarders with respect and honesty.</td>
<td>Lack of courtesy, lying, deceit.</td>
</tr>
<tr>
<td>I have the right to learn.</td>
<td>I have a responsibility to take my learning seriously and to keep up to date academically.</td>
<td>Disruptive behaviour, being unprepared for prep, wasting time.</td>
</tr>
<tr>
<td>I have the right to expect my property to be safe.</td>
<td>I have a responsibility to respect the property of others, to take proper care of school property, and to report all found property. I have the responsibility to clearly label all my property.</td>
<td>Vandalism, stealing, interfering with, damaging or destroying others’ or the school’s property. Keeping items that have been found.</td>
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<tr>
<td>I have the right to be protected against threats to my health.</td>
<td>I have a responsibility not to smoke, drink alcohol or take drugs, or encourage any other student to do so.</td>
<td>Smoking, drinking alcohol, taking drugs.</td>
</tr>
<tr>
<td>I have the right to have a clean, pleasant, well maintained school and grounds.</td>
<td>I have a responsibility to care for the school and boarding environment, to keep it neat, clean and free of litter and graffiti.</td>
<td>Littering, not cleaning my room, not doing duty.</td>
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<tr>
<td>I have the right to feel proud of Great Southern Grammar.</td>
<td>I have a responsibility to behave such that the community will respect Great Southern Grammar.</td>
<td>Unacceptable behaviour out of school or at outside functions.</td>
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- A good standard of behaviour is required of boarders at all times.
- Boarders are required to comply with instructions given to them by Boarding staff.
- Except in special circumstances, boarders are not permitted to return to the boarding house during school hours between 8.30am and 3.10pm.
- While it is recognised that friendships will naturally develop in a coeducational situation, no physical contact is permitted.
- No male boarder may enter a female boarder’s room or house corridors and no female boarder may enter a male boarder’s room or house corridors, at any time, for any reason.
- No boarder may leave their house between lights out and morning wake up call.
- Smoking cigarettes, use of illicit drugs or possession of associated implements, and misuse of prescription drugs are strictly forbidden in the boarding house, at school or during activities within the school’s jurisdiction. Breaching this rule will result in the student’s immediate removal from boarding. See below.
- Possession, supply or consumption of alcoholic drinks is not allowed in boarding or at any boarding function. Boarders may not have in their possession containers which may have contained alcohol.
- The use of physical coercion or intimidation is not acceptable at any time.
- Boarders must respect the property of both the School and other students. No boarder is to enter another’s room, or touch or take equipment that does not belong to them, without the owner’s permission or presence.

**Drugs and Alcohol**

Drugs and alcohol are strictly forbidden. The presence of such materials threatens the safety and security of the Boarding community. Offenders face exclusion from Boarding.

**Smoking**

The possession and/or use of any form of tobacco is forbidden.

**Theft**

By its very nature, Boarding is based on trust. Boarders must be very careful to ensure they do not use or have possession of anything that belongs to others, without first obtaining permission. The explanation that the item was being borrowed is not satisfactory. All members of the Boarding community must be able to trust that their possessions will not be interfered with. It is recommended that boarders lock away any items of value.
Meals
While on campus, boarders are expected to attend all meals offered in the Dining Hall. Boarders are provided with the following meals.

- **Breakfast**: In the Dining Hall from Monday to Friday. In-house Saturday and Sunday.
- **Morning tea and lunch**: Prepared by the boarder, Monday to Friday, during breakfast time.
- **Weekend lunches**: in the Dining Hall unless other arrangements are made.
- **Afternoon tea**: Collected and distributed by the Duty Supervisor in the boarding house from Monday to Friday.
- **Dinner**: Served in the Dining Hall from Monday to Sunday. Supper is provided in the boarding house from Monday to Sunday.

The following guidelines apply to dinner in the Dining Hall:

- Dinner is served in two sittings every day of the week. Sitting One is from 5.45pm to 6.30pm and Sitting Two is from 6.30pm to 7.15pm.
- Any boarder who requires a later meal (due to sport or cultural commitments) must request it in advance via the Duty Supervisor and write on the house whiteboard.
- All boarders must sit in an orderly manner.
- Boarders must be neatly dressed and wear closed footwear in the Dining Hall.
- Boarders must display respect for, and courtesy toward, dining staff at all times.
- Students must honour their dining duty roster commitments.
- Boarders should not ordinarily enter the kitchen area.
Monday to Friday

6.50am  Rise, shower, dress, make bed, tidy rooms
7.00am  Dining Hall opens for breakfast
8.15am  Dining Hall closes. Nurse in attendance at Eclipse Meeting Room
8.15am  Morning inspection. Rooms ready by 8.15am
8.30am  Leave for school. Boarding house closed between 8.30am and 3.10pm
3.10pm  Return from school, followed by afternoon tea, clean up, sport training or leisure time
5.40pm  Dinner in the Dining Hall
6.25pm  Prepare and move to prep: Quiet time for homework/study/reading
6.30pm  Prep commences: Years Seven to Ten (except Friday night)
7.30pm  Prep concludes: Years Seven, Eight and Nine (except Friday night)
8.30pm  Years Seven and Eight prepare for bed. Lights out at 9.00pm
9.00pm  Year Nine prepare for bed. Lights out at 9.30pm
10.00pm  Securing and arming of building by Duty Staff

Note: Lights out for Saturday night is the same as Friday night

Saturday

8.00 - 10.00am Breakfast in own house
10.00am  Boarding bus departs for town to Albany Plaza
          Rooms must be tidy and beds made before going on leave
12.30 - 1.30pm Lunch in the Dining Hall
5.40pm  Dinner in the Dining Hall
10.00pm  Lights out Years Seven and Eight
10.15pm  Lights out Year Nine and Ten
10.30pm  Securing and arming of building by Duty Staff (or at the discretion of the Duty Supervisor)

Sunday

8.00 - 10.00am Breakfast in own house
9.00am  Own time
12.30pm  Lunch in the Dining Hall
1.30pm  Free time
5.40pm  Dinner in the Dining Hall
6.30 - 7.30pm Prep: Quiet time for homework/study/reading
8.30pm  Years Seven and Eight prepare for bed. Lights out at 9.00pm
9.00pm  Year Nine prepare for bed. Lights out at 9.30pm
9.30pm  Year Ten go to their rooms. Lights out at 10.00pm
10.00pm  Securing and arming of building by Duty Staff

Weekends are less formal, with routines more relaxed at the discretion of the supervisor on duty.
ECLIPSE AND BREAKSEA ROUTINES

Monday to Friday

6.30 - 8.15am Disarming of alarm by Duty Staff, students wake, dress, make bed, breakfast in Dining Hall from 7.00am to 8.15am, tidy room
8.00 - 8.30am Prepare for school; complete transport details; collect notes for appointments; see Nurse if sick; room check. Nurse in attendance at Eclipse Meeting Room
8.30am Boarders leave for school
Boarding House closed from 8.30am to 3.10pm
3.10pm Boarders return for afternoon tea, clean up and afternoon activities/relaxation
4.30 - 6.30pm Optional prep and/or quiet time in rooms (studying, relaxing, listening to music, tidying desks, bags)
6.30 - 7.15pm Dinner in Dining Hall
7.15 - 8.45pm Prep (except Friday); students to leave doors open during prep (except Year Twelve), Tutors on site
8.45 - 9.30pm Supper and clean up
9.30 - 10.00pm Rest, TV, relaxation, go to own rooms
Year Ten students in their rooms by 9.45pm. Lights out 10.00pm. Year Eleven students in their rooms by 10.00pm. Lights out 10.15pm
Year Twelve students in their rooms by 10.15pm. Lights out 10.30pm
10.00pm Dryers and washing machines off. Showers completed.
10.30pm Securing and arming of building by Duty Staff.
Lights out (except Friday at the discretion of supervisors)

Saturday

8.00 - 10.00am Breakfast in own house, various sporting and cultural activities
10.00am Boarding bus departs for town to Albany Plaza. Rooms tidy and beds made before going on leave
12.30 - 1.30pm Lunch in Dining Hall
1.30 - 6.30pm Afternoon activities: sport, movies, homework, relaxation
6.30 - 7.15pm Dinner in Dining Hall
7.15 - 10.30pm Evening activities, own time
10.30pm Securing and arming of building by Duty Staff (or at the discretion of the Duty Supervisor)

Sunday

8.00 - 10.00am Breakfast in own house, various sporting and cultural activities, own time, homework
12.30 - 1.30pm Lunch in Dining Hall
1.30 - 4.30pm Afternoon activities: sport, movies, homework/study/relaxation
4.30 - 6.30pm Quiet time/prep
6.30 - 7.15pm Dinner in the Dining Hall
7.15 - 8.15pm Compulsory prep
8.15 - 10.30pm Rest, TV, relaxation, go to own room
Year Ten students in their rooms by 9.30pm. Lights out 10.00pm. Year Eleven students in their rooms by 9.45pm. Lights out 10.15pm.
Year Twelve students in their rooms by 10.15pm. Lights out 10.30pm.
10.30pm Securing and arming of building by Duty Staff and lights out.

Weekends are less formal, with routines more relaxed at the discretion of the supervisor on duty.
Leave Arrangements

Parents are to advise the Head of the boarding house via REACH or a phone call by 9.00am Friday morning if their child is going home or with a leave host for the weekend. Clear weekend arrangements, including collection and drop off times, must be indicated.

Going Out with Family and Friends

1. Boarders have the opportunity to visit family and friends on weekends during school term. The Leave Host must be listed on the student’s REACH record in order for a boarder to be granted leave with them, unless special arrangements have been made with the Head of the boarding house.

2. On Sundays and the last day of a closed weekend, boarders are asked to return from weekend visits between 4.00pm and 7.00pm. Exceptions are made for Transwa travellers.

3. If a student will miss a sporting commitment due to weekend leave, it is the student’s responsibility to inform their coach.
In-House Visitors
1. All visitors must report to the Duty Supervisor on arrival.
2. All visitors remain in the main living areas of the house. If access to the bedroom wings is required, permission must be sought via the Duty Supervisor.
3. Parents are always welcome in our Boarding Houses, subject to notification of the duty supervisor. It is appreciated if visits during prep and meal times are avoided, where possible.

Leave and Visitors
We feel it is important to create an open house policy for parents and that they feel welcome in Houses at any time. If a boarder has a visitor at school, they should be introduced to the person on duty. If you move away from the house into the grounds, the person on duty must be informed where you are going. The boarder should also inform the person on duty when the visitor leaves.

Generally, visitors (except parents) are not permitted in dormitories. Visitors are not encouraged during the evening, other than in special circumstances. In this case, the Head of the boarding house should be informed. Parents should feel welcome in houses at any time.

Leave Hosts and Transfer Lists
Boarders will be given permission to travel and take overnight leave with people whose names appear on the boarders’ Leave Host list on REACH. Once boarders are out on leave with approved hosts, they are no longer in the care of GSG Boarding. Parents may add or delete names from the Leave Host list via REACH as they see fit during the year by either contacting the Head of the boarding house or adding to the list via REACH. It is very important that parents give due consideration to whom they entrust their child to travel with or visit when compiling this list. The age and living circumstances of those on the list must be given special consideration. For example, it may be unreasonable to expect older siblings to provide the necessary level of adult care for boarders. These situations should be discussed with the Head of the boarding house and Head of Boarding, when necessary.

It is crucial that boarders adhere to approved departure and return times for all leave. If unavoidable delays occur, Boarding must be contacted. Late return from leave without informing the duty supervisor is a serious breach of protocol.

Boarders’ Closed Long Weekends
These are listed in the School Calendar, found on the GSG website. Boarders must make arrangements to vacate the boarding house on these weekends. Leave should be from between 3.30pm and 5.00pm on the last day of classes and between 4.00pm and 7.00pm on the evening before classes recommence. Some Transwa students will arrive after 9.00pm. We appreciate that some boarders may return by 8.30am the morning of the first school day of that week.
Beginning of Term

Unless prior arrangements have been made with the Head of the boarding house, students should return after 4.00pm on the evening before school resumes and must report to the person on duty upon arrival.

Term One (to start the year), however, is different. New boarders and parents of Years Seven to Nine only arrive after 4.00pm a day earlier to settle into boarding and to share dinner together. All other boarders arrive after 12.00pm the following day and have the opportunity to enjoy the annual Welcome Lunch for boarders, parents and staff.

Leave During School Time

Leave may be for medical/dental appointments, or important family business. Permission is given by the Head of the boarding house, who advises Absentees. The boarder then signs out at the Student Services desk in their subschool to leave school grounds. They must check back in through Student Services on their return. School uniform must be worn while on leave during school time. We encourage the scheduling of non-emergency appointments (such as chiropractor or physiotherapist) outside school hours where possible.

Early Departure: End of Term

In all but the most unique of circumstances, boarders are to remain at school until the end of the last scheduled day of lessons. While travel arrangements may preclude this, the timing of the departure should be as close to the end of term as possible. In all instances, early departures must be discussed with the Head of the boarding house. It is hoped that parents support the School in emphasising the importance of attendance to the end of the academic calendar.

Private Parties

- Parent permission is required for students to attend a private party. Parents are advised to contact the responsible adults running the party to confirm that supervision will be adequate. Parents must advise the Head of the boarding house, in writing, on the Wednesday evening prior to the party to clarify that they are satisfied with all arrangements, including the level of supervision and transport. Failure to do so will jeopardise the student’s leave.

- It is the parents’ responsibility to arrange, and agree to, the transport to and from the party. Please liaise with leave hosts if you would prefer your child to stay overnight.

- The boarding bus will NOT transport students to or from private parties or party venues.

Returning from Leave

If a boarder is returning from leave on Friday or Saturday evening, they must be back at the Boarding House by 10.30pm.
HEALTH CARE

The School Nurse visits the boarding community between 8.00am and 8.30am each school day to attend to serious cases of illness and injury. Boarders report to the nurse in the meeting room in Eclipse House. The Nurse is responsible for determining the seriousness of any illness or injury and will decide if the student attends school, remains in Boarding to rest, goes home, or requires an immediate medical appointment. Arrangements for urgent medical appointments will be made through the School Nurse and parents will be contacted by the Nurse.

- If a child is confined to bed the Nurse will visit them personally.
- Parents are advised that all medical, dental and other appointments for boarders must be arranged through the School Nurse or boarding staff who will liaise to confirm the appointment details and to coordinate transportation.
- Boarders who have medical appointments will be taken to their appointment by Boarding staff.
- Appointments for ongoing treatment should be scheduled outside school hours, where possible.
- Boarders who are ill at home should NOT return to Boarding until they are well.
- Under no circumstances are boarders to have possession of any medications, including over-the-counter medications, without the consent of the School Nurse or Medical Practitioner.
- Medications are to be held by Boarding staff and given to students at the required times in accordance with the School's Medication Administration Policy.
- Any student who remains at the boarding house due to illness will not participate in any sport or other activities on that day and will not be transported on the Boarding bus.
- Boarders may visit the School Nurse at any time during the school day.

Hygiene

Boarders are responsible for their own hygiene. Boarders should shower at least once per day and ensure that they have an adequate supply of basic toiletries (eg soap, deodorant, shampoo, toothpaste, toothbrush etc). Please note that aerosol sprays are discouraged as they have the potential to set off fire alarms.

Healthy Eating Policy

Good nutrition is critical for every child’s short and long term health, including both their physical and cognitive development. Healthy eating habits learnt during childhood are usually continued throughout life and healthy behaviour can help to reduce the risk of illness. Great Southern Grammar is home for boarders for much of the year, so it is important that they have every opportunity to access healthy food and to live in an environment that supports healthy eating.

Contacting the School Nurse:
Phone: 9844 0319 | Email: nurse@gsg.wa.edu.au | Mobile: 0475 964 163
Homework, Prep and Study

Homework, or prep time, is a crucial part of the routine in the boarding house. All boarders have set homework. If completed early, they are to study or read a book silently until the official conclusion of prep time. The right of others to study uninterrupted is taken very seriously.

Boarders should be organised and ready to commence prep at the correct time. There should be no need to visit other boarders’ rooms during prep, other than in special circumstances. Movement in the boarding house should be at an absolute minimum.

**Prep: Middle School Students**

- Boarders undertake prep in the Library on selected nights. On alternate nights they work in their rooms (providing they can demonstrate the ability to do so independently) or at the tutoring table. Students must leave their doors open during prep.
- Prep is carried out in silence, unless permission has been granted for collaborative learning to take place (including in-house tutoring) or for the student to use a computer.
- At 6.25pm all books, resources and equipment are to be collected and other necessary preparations made prior to prep commencing at 6.30pm.
- Mobile devices are handed in before the commencement of prep.
- Television and DVDs are not viewed during prep, unless it is directly related to school work.
- Parents are asked to familiarise themselves with prep times and refrain from phoning students during this time, unless it is absolutely necessary.
- Please refer to the Junior, Middle and Senior School Parent Handbook for Homework Policy and Guidelines, including suggested study times.

**Prep: Senior School Students**

- Senior School students are trusted to work in their rooms during prep. They are expected to work quietly with their doors open, except for Year Twelve boarders. Mobile devices are to be handed in before prep commences. Communal spaces can also be used for collaborative study, conferencing and tutoring.
- Students who miss out on prep due to illness, sport, cultural and other commitments are expected to make up the time, especially during those weeks when several assignments or tests occur in close proximity. Students are expected to take responsibility for meeting the required hours of their study programme. Each deficit of hours can quickly accumulate and result in the following: work being rushed or incomplete; results which do not reflect ability; rising stress levels; and/or ill health.
- Parents are asked to familiarise themselves with prep times and refrain from phoning students during this time, unless it is absolutely necessary.
- Please refer to the Parent Handbook for Homework Policy and Guidelines, including suggested study times.
REACH  Leave Management System
- Boarders must personally sign out and in using REACH from their boarding house. Failure to do so may result in a boarder not being granted leave.
- Boarders leaving the House must inform the Duty Supervisor.

Fire Emergency
Within residential communities, fire is a serious threat. In order to minimise the possibility of fire in the Boarding House, the following items are forbidden:
- Candles, scented oil burners, incense
- Fire lighting devices (matches, cigarette lighters, etc)
- Accelerants of any type
- Heaters and electric blankets
- Cigarettes, vaporising devices and associated oils (which are also prohibited for legal and health reasons)

Periodic fire drills are conducted within the boarding houses. All boarders are to treat any alarms as real fires. Under no circumstances are alarms or fire directions to be ignored. The evacuation point for the boarding houses is the staff carpark located adjacent to the Dining Room.

Pocket Money
- Boarders should not keep large sums of money in their rooms. Students are able to leave sums of cash within the security of the house office.
- Boarders are encouraged to have access to bank accounts and to use their ATM cards.
- Pocket money is issued to the student by the Head of the boarding house on request.
- Should a boarder choose to keep money in their room, they do so at their own risk. The boarding house takes no responsibility for lost or stolen money.

Living Areas
All boarders are responsible for keeping their rooms in good order at all times. The following is a list of requirements for keeping a room tidy:
- Desks should be neat and clear. They should not be used as a dumping ground.
- The bin should be emptied daily.
- Clothes and shoes should be neatly put away.
- Beds should be made with covers neatly arranged.
The floor should be kept clear in the event of a fire to allow for unobstructed exit or rescue.

Cupboards are to be neat and tidy and cupboard tops should be clean and orderly.

When leaving their rooms on any day, boarders should leave their window and door partially open to allow cross ventilation, when weather permits.

Vacuuming and dusting of rooms is required weekly.

**Laundry**

- All Boarders’ clothing must be clearly named with either **stitched name labels** or **black permanent laundry marker**. Iron-on name labels are not long-lasting.
- Boarders have access to washing machines and dryers and are responsible for washing and ironing their personal clothing.
- All personal clothing should be washed regularly.
- Washing machines and dryers are not to be operated during prep or after 9.00pm (10.00pm in Breaksea and Eclipse Houses).
- Laundry areas should be left tidy after use.
- Bed linen is washed fortnightly by an external service provider on a Wednesday.

**Dining Room**

- On weekdays, boarders attend breakfast dressed for the day, meaning they must wear full school uniform (formal or sports uniform) in accordance with school uniform rules. It is not necessary for boarders to wear a tie or blazer to breakfast. They may wear a GSG sport shirt or GSG hoodie for warmth.
- Neat, casual clothing and closed footwear should be worn to the Dining Room. Hats, beanies, singlets, tank tops, slippers and thongs are not appropriate.
- Good table manners are expected from everyone in the Dining Room.
- Mobile devices are not taken to the Dining Room.
- Noise level is to be kept to a minimum in the Dining Room.

**Common Areas**

- Boarders are responsible for the tidiness of television and in-house dining rooms. Food and drink are not to be consumed on any carpeted area within the boarding house, including recreation rooms.
- Personal televisions and gaming consoles are not permitted in Boarding.

**Valuables**

Boarders who bring valuables into the boarding community such as iPhones, iPads etc do so at their own risk. It is advisable that these items bear identification and are insured.
RECREATIONAL ACTIVITIES

Recreation Officer
The School employs a Recreation Officer to provide a programme of weekend activities for boarders to enjoy. Activities (eg ten pin bowling, Laserscape) that incur a charge can be billed directly to your school account. Beach outings are regularly scheduled for Sunday mornings in Terms One and Four, weather permitting.

Water-based Activities
Weekend and after-school activities often take place near, on or in the water. The school complies with the Royal Life Saving Society Australia Water Safety Framework and has strict guidelines in place to ensure the safety of all participants.

The following factors are all taken into consideration when planning any water-based activity:

- Student capabilities
- Qualifications of adults involved
- Adult/student ratio
- Assessing the risk
- Establishing guidelines for the activity.

Boarders may use the Albany Leisure and Aquatic Centre (ALAC) to improve fitness or to recover from injury. Parents are asked to fill in the appropriate form which can be found on the school website under Boarding/Forms.

Bicycles, Skateboards and Skates
Students may bring the above items into boarding, however:

- All bikes must be roadworthy.
- Helmets must be worn at all times when riding bicycles, skateboards or skates.
- Bikes are to be locked in the bike shed when not in use.
- Bikes are not permitted to be ridden in the boarding house, nor in the recreation room.
- Boarders are not permitted to ride to school.
- Students may not use another person’s bicycle without the owner’s permission. If the item is damaged it is the owner’s responsibility.
- Students are responsible for the safe-keeping of their own bicycle.
**Travel**

**Daily Transport**

Each morning students are to apply for transport requirements online in each house. If they do not do this they risk not being taken to their activity. We endeavour to transport students to and from most of their daily commitments and appointments. From time to time we may not be able to provide this service due to time constraints or circumstances beyond our control. When this occurs, boarders will rely on leave hosts to assist.

All students are required to have the contact numbers of boarding staff (including bus drivers) on their mobile phone list so they can make contact in case of emergencies, delays or earlier pickup.

Due to increased demands placed on the bus service, we are unable to take students to watch sporting fixtures except under the following circumstances:

- It is a grand final.
- The student is injured and is supporting their team.
- The student is watching a sibling play.

Year Eleven or Twelve students may go and watch any other final, providing:

- It fits in with the daily bus schedule and is on the same route.
- Arrangements have been put in place, with written parental approval provided early on the evening before the planned outing.
- No more than three go at any one time.

The final decision rests with the bus driver in consultation with the Head of Boarding.

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**DVDs and Games**

1. DVDs may be hired within each house for boarders to enjoy on weekends.
2. The school’s DVD/Video Classification Policy, which follows the advisory and legislative provisions of the Australian National Classification Code, applies to any DVDs, footage and videos viewed in boarding.
3. All DVDs/videos/footage shown in boarding must be approved by the duty staff.
4. Personal videos/DVDs/or storage devices are not permitted in boarding without staff authorisation.
5. Material stored on external hard drives or DVDs which do not carry a classification are not to be brought into the boarding house. The IT Department carries out random checks.
6. Students may not use another person’s DVDs/videos without the owner’s permission. If the item is damaged it is the owner’s responsibility.
TRAVEL

Please note: We advise boarders and their parents that boarding staff are unable to transport boarders to any appointments on the following days:

■ The last day of the school term (except Transwa).
■ The last day of the week leading into a Boarders’ Closed Weekend, unless in an emergency.

Travel to the Albany Visitor Centre for Transwa, the Albany Airport and the Jerramungup Bus Run are the only transport options we honour on these days, as they are priority and are governed by set departure times.

Public Transport (Transwa) and Albany Airport

All Transwa and flight arrangements are to be made by parents or guardians. This includes ticket bookings, the completion of relevant travel forms, including the Travel Authorisation for Unaccompanied Child (10 to 15 years inclusive). The Boarding bus will transport the boarder to and from the bus station at the Albany Visitor Centre and the Albany Airport, within reason. Parents must advise Boarding staff of travel details, especially drop-off and collection times, well in advance.

Bus Service for Closed Weekends

Transwa operates a bus service to Ravensthorpe via Jerramungup on most Boarders’ Closed Weekends departing the Albany Visitor Centre (AVC) at 3.45pm. Our boarding bus transfers all boarders using this service from GSG Boarding to the AVC in town. Parents are responsible for booking tickets through Transwa.

GSG Boarding runs a bus service to Pingrup.

Please note: The boarding bus no longer offers a service to Jerramungup at the commencement of the closed weekend but will collect boarders on the return trip at the conclusion of the closed weekend. This service attracts a small fee to be advised upon notification of service.

Private Cars

■ Parents must complete a Driving Permission Form for their son or daughter to drive a private car. This form can be found on our website under Boarding/Forms.
■ Boarders are only permitted to drive to and from the boarding house and their place of residence. Special circumstances will be considered.
■ Please note there is a 10kph speed limit within the school campus.
■ Boarders are to enter through the Administration entrance and park in the parking bays adjacent to Eclipse and Breaksea Houses.
■ Boarders are not permitted to go to their cars during the day without staff permission.
■ Boarders are not to drive their cars during the day without staff and parent permission.
■ Boarders are not permitted to carry other students as passengers in their cars (with the exception of siblings; see below).
Boarders are only permitted to drive their siblings with written parental permission.

Boarders are only permitted to drive their siblings to and from the Boarding House and their place of residence. Special circumstances are considered.

Car keys must be left with the Head of the boarding house.

**Mobile and Gaming Devices**

Mobile and gaming devices, including computer games, are not to be used during meals, prep, TV viewing time or after lights out.

All students are to hand in their mobile phones, laptops and devices at bedtime or at the discretion of the Duty Supervisor.

Inappropriate use of mobile devices is considered to be a very serious offence. Students with mobile devices with a camera facility must use this facility appropriately. They may not take photographs or film other students, staff or visitors to Boarding without permission from the person being photographed/filmed.

Inappropriate use of a mobile device includes, but is not limited to: prank calls; photographing others without permission; sending photographs of students to others by SMS; putting such photographs on the internet; or using phones/devices after lights out.

If students use their mobile device inappropriately, the matter becomes a disciplinary issue and will be referred to the student’s Head of the boarding house and Head of Boarding, or the Deputy Principal in serious cases. This may result in the confiscation of the phone for a period of one week in the first instance, and possibly until the end of term for continued misuse. Other consequences, in accordance with the School’s Discipline Policy, apply for serious offences.

**Music Appliances**

- All music devices (eg MP3 players, iPods/smartphones) should be portable (small).

- Years Seven, Eight and Nine students are not permitted to use the above devices during prep. Students in Year Ten, Eleven and Twelve may use them only if they have headphones.

- Music played in boarding should not be excessively loud. Persistent offenders will have devices confiscated or may be asked to take them home.

- Parents are requested to arrange their own insurance for devices.

- Students may not use another person’s media/music device without the owner’s permission. If the item is damaged it is the owner’s responsibility.
Electronic Devices

- Students have access to ICT during school time and after school in the houses. Students are reminded that the conditions contained in the school’s ICT Use Agreement extend to the use of computers and other mobile communication devices used in Boarding.
- The school’s DVD/Video Classification Policy, which follows the advisory and legislative provisions of the Australian National Classification Code, applies to any item viewed on personal computers.
- Students may not use another person’s computer without the owner’s permission.
- Access to certain sites will be blocked or accessible at agreed times with the GSG IT department.
- Laptops, iPads and tablets are handed in before bedtime, or at the discretion of the duty supervisor.

Boarders’ Requirements

Please ensure that students only bring necessary items to their Boarding House as storage space is limited. Excessive quantities of clothing, sports equipment and other personal belongings lead to cluttered rooms that are difficult to keep in order. Please also encourage students to take home unnecessary items at the end of term.

The following items are required to be brought to school by boarding students:

1. Full school uniform items and school bag, school stationery and study materials. Every item of clothing and property must be clearly marked with stitched name labels or permanent black marker pen.
2. Casual clothes (including pyjamas, slippers, ugg boots and dressing gowns); appropriate footwear for school; sport and casual wear; and shirts, tops and warm jackets/jumpers.
3. Two bath towels (not bath sheets).
4. Alarm clock.
5. Small padlock to secure valuable personal items.
6. Overnight/weekend bag.
7. Laundry basket (with lid), laundry washing detergent and 12 coat hangers.
8. Personal toiletries in toilet bag, including soap in a soap container or liquid soap, shower cap (girls), tissues, deodorant, toothpaste and toothbrush, hairbrush etc.
9. Rain coat/jacket for wet weather outings and school excursions.
11. Sunblock and insect repellent.
12. Spare shoelaces and black shoe polish.
13. Sewing kit.
14. Desk lamp, personal music appliances with headphones.
15. Sleeping bag for camps.
16. Torch with spare batteries and globe.
17. Lunchbox and drink bottle.
18. Students who reside in Anchorage or Endeavour House must bring a small bedside table.
19. Students have the use of in-house kitchen facilities. Special food items and treats may be brought in and stored in labelled containers in the kitchen pantry or fridge. Food is not to be kept in rooms unless in a sealed container.

Students may bring their bike and helmet, surfboard or bodyboard, skateboard, rollerblades or other personal sporting equipment for their own use. These items must be stored in the Recreation Room, not in bedrooms.

Personal furniture is to be limited to one bedside table in Anchorage or Endeavour Houses. Bedside tables are provided in Michaelmas, Eclipse and Breaksea Houses. No other electrical equipment is to be brought into the boarding house without prior approval of the Head of the Boarding House.

**Bedding**

Boarders are required to arrive at the commencement of the year with:

- Two sets of bed linen for a King Single bed
- One pillow
- One quilt
- Two quilt covers.

Mattress protectors are provided by the school. It is advisable that Endeavour parents check with the Head of the boarding house for specific bed linen details due to bed size variations.

Please ensure bedding is clearly labelled as it is sent to a commercial laundry off campus.
**Newspapers**

Newspapers are delivered to the Boarding House each day and placed in the common areas. These are for communal use and should not be removed from this area.

**Visiting Other Houses**

Visiting other Houses is encouraged, however students must sign out and back in upon return via REACH which is accessible at the entry of each boarding house. They must also report to the duty supervisor of the house they are visiting. Footwear is to be worn when visiting. Unacceptable behaviour during House visits will result in a student being asked to leave and may place them at risk of future visits.

Boarders entering another house must remain in communal spaces and are not permitted to enter the corridors. Exceptions apply to siblings of the same gender.

**Privacy**

Communal living carries with it a loss of personal privacy. Boarders are not to assume that it is their right to enter another person’s room without seeking their permission. Likewise, boarders must be respectful of another boarder’s personal space and their property. From time to time, rooms and possessions may be subject to inspection by boarding staff.
School Day Access to Boarding House

As a general rule, boarders are not to return to the boarding house during the school day. Permission to re-enter the boarding house during the day may be given only by boarding staff or, in exceptional circumstances, upon request of the Student Services Officer.

Skateboards and Bicycles

These may be used around the school at times not disruptive to other school activities. Boarders using them must wear approved helmets. They may not be used offsite without the express permission of the Head of the boarding house. Boarders are not to use these items around school buildings, or on the roads during busy traffic times.

Vehicles

Boarders may have a vehicle at the boarding house but under controlled arrangements. Please refer to the Driving Permission Form on the website under Boarding/Forms.

Cricket Nets

The cricket nets are available for use during daylight hours, when not affecting training of other groups.

Multi-Purpose Sport Complex

Use of the Multi-Purpose Sport Complex is conducted under the supervision of a staff member to ensure equipment is returned and the facility left in an appropriate state.

Playing Fields

Living on campus has its advantages for boarders who have access to many school facilities. These include tennis courts, basketball courts, cricket nets, playing fields and the Multi-Purpose Sport Complex under staff supervision.

The playing fields are available for the use of boarders at any time that they are not being used for official fixtures or training sessions.

Tennis and Basketball Courts

Boarders have access to the hard courts at any time after school or on weekends when school teams are not training or playing. No food or drink is to be taken onto the courts. Non-marking shoes must be worn, and dress must be appropriate. Bicycles, skateboards or similar are not to be used on the tennis or basketball courts.
School Buildings
Boarders are not to enter school buildings unless under the supervision of a staff member.

Areas Between Houses
There are large courtyards between the wings of the boarding houses. These areas are for quiet outdoor recreation. As they adjoin bedroom areas and gardens, ball games, skateboarding or similar activities are not permitted here.

Kitchen
The kitchen area in each house is well equipped with fridges, stoves, ovens, microwaves, dishwashers and toasters. Eating and drinking should be confined to this area, including the dining space. It is up to boarders to keep it clean and tidy.

Television Rooms and Recreation Areas
Television rooms are provided off the main recreation area. Food and drink are not to be consumed in these areas. Boarding staff regularly check the cleanliness and condition of these rooms. Boarders may be denied access to these rooms if they are poorly maintained. Use of portable IT is discouraged in the television room.

Behaviour
All behaviour in the boarding community is governed by the principles of common sense, mutual consideration, and a respect for the rights and welfare of others. The safety and security of all residents underpins all rules and expectations.

When a student's behaviour does not meet the school's expectations, reasonable consequences will result. These consequences will be applied and tailored to encourage good behaviour and discourage inappropriate behaviour.

There are specific consequences for some transgressions, however, no set of rules can cover every situation. The Head of the boarding house and Head of Boarding will examine each situation in order to determine the best process for making boarding safe and appropriate for all.

For rule infraction, the School reserves the right to modify the severity of consequences, by taking into consideration factors such as:

- The student's previous history
- The seriousness of any damage
- The attitude since the offence
- The prior understanding of the expected behaviour.
Year Twelve Wholly School Assessed students are required to leave the boarding house on their last day of school.

WACE exam students are required to leave after their final exam. The Head of Boarding may grant exceptions to this rule if special circumstances exist.

**Semester Two Year Twelve Exams**

The Boarding House is open for Year Twelve boarders completing their Semester Two Exams during the second week of the Term Three school holidays. Boarders are able to return to the House on the Sunday from 4.00pm.

- The Boarding House remains open to all Year Twelve boarders for the duration of the Semester Two Year Twelve Exams.
- Boarding staff are rostered on to supervise the students as required.
- The usual food and beverage supplies are available both within the House and through the Dining Hall.
- Breakfast and lunch arrangements are flexible to allow for those sleeping in on mornings/days when they do not have exams.
- Students who take leave either with parents or leave hosts during the study/exam period are required to keep the Head of the boarding house informed of their plans, which are to be agreed upon by all parties, as is the case with any leave.
- Any Year Twelve student who chooses to stay in the boarding house remains bound to the usual rules and expectations applicable to GSG Boarding. Failure to comply with these arrangements may result in the student being asked to leave the boarding house.

**End of Year Exams**

- The boarding house remains open to all Year Twelve boarders for the duration of study leave and including the final exams period.
- Students are free to come and go from school to see their teachers.
- Evening meals occur as per the normal schedule in the Dining Hall.
- Students who take leave either with parents or leave hosts during the study/exam period are required to keep the Head of the boarding house informed of their plans which are to be agreed upon by all parties, as is the case with any leave.
- In some instances students may be asked to go to the Library to study.
- Any Year Twelve student who chooses to stay in the boarding house remains bound by the usual rules and expectations applicable to GSG Boarding. Failure to comply with these arrangements may result in the student being asked to leave the boarding house.
WHAT HAPPENS ON DAY ONE

It’s All About Support
The first day of boarding is always the most challenging. Boarders can be assured that we are here to support them. Staff accompany boarders to their Homeroom to meet their teacher. Over the first few days the new buddy system assures a smooth start to Middle School life. In-house leaders are a good point of contact for any questions boarders may have. Don’t forget to make reference to the Parent Handbook regarding what to bring on the first day of school. We know change can be unsettling but please know we are here to support you in any way possible.

General
Parents are advised to read the GSG Uniform Rules with their child, as breaches of the code are not accepted. Please help us to encourage students to uphold the highest standards of dress by ensuring that they leave for school looking neat and are dressed in accordance with the Uniform Rules. For consistency, uniform items must be purchased through the GSG Uniform Shop, unless otherwise stated.

Casual Clothing
Part of being a home-away-from-home means we want you to feel comfortable. That means once you have come home from school you can change into more relaxed attire. It also helps your uniforms last longer! While you have to wear uniform to school, you are allowed to wear casual clothing to evening meals and on weekends. Closed shoes are worn to the dining hall. No singlets allowed.
At Great Southern Grammar we acknowledge the big step you take in sending your child to boarding school. For some parents, this step will be as much an education for you as it is for your child. Although you are leaving your child in the capable hands of boarding staff, you still have a crucial role to play in your child’s academic, social and emotional development. The following tips have been identified to help parents cope.

Tips for a smooth first day:
- I/we have read and talked about all the information received from the school.
- My child is familiar with the layout of the school and has a map.
- My child has the correct uniform, altered to fit if necessary.
- My child knows where to assemble on the first morning.
- My child knows where to meet friends.
- My child knows where to find their Head of Year and Student Services.
- My child has a healthy lunch and recess for the day.
- My child has the required books and stationery.
- All belongings my child takes to/wears at school are clearly labelled with their name.
- We have talked about how to meet new people.
- We have talked about what to do if my child gets lost.
- We have worked out a weekly timetable that includes study, sport/recreation and time with friends.

What your child should know before coming into Boarding:
USEFUL TIPS FOR PARENTS

- How to make and wrap a sandwich and pack their lunchbox.
- How to change sheets and doona cover and to make a bed.
- How to sort washing and use a washing machine and dryer.
- How to hang clothes correctly on the washing line.
- How to use an ATM.
- How to buy from a shop using EFTPOS.
- How to iron a shirt and pants, and to tie their tie.
- How to sew on a button.
- How to polish school shoes.
- Good grooming, including hair and personal hygiene.
- Labelling clothes and personal items.
- The importance of healthy eating.

Additional Tips for Parents
In the event that your child has come to you with an issue, parents are to please contact the Head of the boarding house in the first instance. The Leaders and Mentors programme means that your child has an older confidante and he/she is encouraged to seek support from them. Sometimes all your child needs is a friendly ear.

If your child has specific medical circumstances/requirements, please ensure the Head of the boarding house is notified, as well as the School Nurse.

For information about Parent Teen Matters visit parentteen.com.au and parentingfromadistance.com.au
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What if my child wants to visit friends, family or leave hosts?</td>
<td>We encourage weekend visits to leave hosts according to our leave host policy in the Boarding Handbook. Weekend leave should be filled in by the boarder by 9.00am Friday morning. In many cases parents will email the Head of the boarding house to confirm these details.</td>
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<tr>
<td>When can I make an appointment to discuss concerns I have after orientation day?</td>
<td>Feel free to contact the Head of the boarding house via email. We appreciate open communication to assist your child’s smooth transition into boarding.</td>
</tr>
<tr>
<td>What should my child do if they are sick?</td>
<td>The School Nurse attends Eclipse Boarding House daily from 8.00am and boarders are free to see her with any ailments. All houses have over-the-counter medication on hand if required.</td>
</tr>
<tr>
<td>When should we make medical appointments?</td>
<td>All appointments must be made through the school nurse where possible. We try to avoid appointments on Fridays.</td>
</tr>
<tr>
<td>How does my child arrange transport to sport off campus?</td>
<td>Boarders will be trained in the use of the online transport booking system. Buses regularly run to and from town for scheduled and unscheduled activities.</td>
</tr>
<tr>
<td>Does my child need a mobile phone?</td>
<td>Yes. As boarders are allowed to go into town, it is important for them to be able to contact their House Parent or the bus driver in case of emergency or change of plans. It is also a means for you to contact your child during allocated times.</td>
</tr>
<tr>
<td>When is the best time to call?</td>
<td>There are key times when we prefer boarders to be focused on the task at hand. For example, before school, prep time and meal times. We encourage parents to contact their child during leisure time.</td>
</tr>
<tr>
<td>Where does my child do prep?</td>
<td>Currently boarders attend prep in the library on selected days, or in their boarding house. Occasionally boarders attend prep in neighbouring boarding houses to complete specific assignments with their peers.</td>
</tr>
<tr>
<td>My child is having difficulties academically. What should we do?</td>
<td>Once you have identified that your child has an academic issue and have notified their Homeroom teacher, we will tackle the issue using a three-pronged approach. The Head of Year will be informed and may encourage use of the after school academic support system. In boarding, tutors are available to assist with homework and study. Finally, parents can reinforce and reiterate good habits in a supportive manner.</td>
</tr>
</tbody>
</table>
### Question | Answer
---|---
What happens on the weekend? | Boarders regularly have recreation activities planned for them, as well as sporting commitments and shopping. Activities may include sporting sessions in the gym, movie nights and slippery slides, to name a few. Each term’s recreation programme will be sent to you.
How does my child obtain consumables? | Arranging a trip to the Albany Plaza using the online transport booking system is an easy way to stock up on supplies. Boarders are able to go into town up to twice a week for shopping.
How can my child take part in sport? |Registrations for sport are completed through an online booking system. For further information about what is available please email sports@gsg.wa.edu.au
Can my child visit their sibling if they are in another boarding house? | We encourage visits to other boarding houses during allocated times using the REACH sign out/in system. Maintaining strong relationships with siblings is part of GSG boarding.
Less Is More

We want boarding to be your home away from home. This means you may have items that you wish to bring with you to make your room homely. Sometimes however, less is more. The more things you have, the more you have to organise and keep tidy. Sometimes this can be a distraction. It is also advisable to leave breakables and valuable items at home.

The following list includes the main items you will need to bring to boarding:

- Doona cover, two pillowcases, two sets of king single bed sheets, two bath towels (not bath sheets).
- Full school uniform items and school bag, school stationery and study materials. Every item of clothing and property must be clearly marked with sew-on name labels or permanent black laundry marker pen.
- Casual clothes including pyjamas, slippers or ugg boots and dressing gown, appropriate footwear for school, sport and casual wear, shirts, tops and warm jackets/jumpers.
- Alarm clock.
- Small padlock, to secure valuable personal items.
- Overnight/weekend bag.
- Laundry basket (with lid), laundry washing detergent and 12 coat hangers.
- Personal toiletries in toilet bag, including soap in a soap container or liquid soap, shower cap (girls), tissues, deodorant (we encourage roll-on deodorants over aerosol cans), toothpaste and toothbrush, hair brush etc.
- Raincoat or jacket for wet weather outings and school excursions.
- Bathers, beach towel, sun hat and sunglasses.
- Sunblock and insect repellent.
- Spare shoelaces and black shoe polish, sewing kit.
- Desk lamp, personal music appliances with headphones.
- Sleeping bag for camps, torch with spare batteries and globe (only as required).
- Lunch box and drink bottle.
- Students have the use of kitchen facilities. Special food items and treats may be brought and stored in labeled containers in the kitchen pantry or fridge. Food is not to be kept in rooms, unless in a sealed container.
HOW TO ENJOY YOUR STAY

- Students may bring their bike and helmet, surfboard or bodyboard, skateboard, rollerblades or other personal sporting equipment for their own use. These items must be stored in the Recreation Room, not in bedrooms.

- Personal furniture is limited to one bedside table in Anchorage or Endeavour Houses. Bedside tables are provided in Michaelmas, Eclipse and Breaksea Houses.

- No other electrical equipment is to be brought into the boarding house without prior approval of the Head of the boarding house.
Each morning after breakfast, boarders prepare a packed lunch at the Dining Hall. Don’t forget your lunch box! Typically boarders choose from a range of breads, cold meats, salads, fruit, yogurts and biscuits/cakes to prepare a healthy recess and lunch.

One day per week boarders can order their lunch at the Canteen, which includes hot items such as soup, nachos or pastries. A selection of healthy muffins are also available.

After school, boarders have afternoon tea in their respective boarding houses. Dinner is served in the Dining Hall.

A cleaning roster is prepared each term. Boarders are required to take turns in performing breakfast clean up and dinner time set up and clean up. Each student can expect to be on roster for one full week each term.
Laundry and Washing

Learning how to do your own washing is a great skill to have before you commence as a residential student. To make your load manageable we have laundry staff who help wash and iron uniforms for the first year of boarding and for the first term of Year Eight. Your casual clothing will still need to be washed regularly and weekends are a great time to do this.

The following are points to consider regarding laundry:

- All boarders’ clothing must be clearly named with either stitched-on name labels or black permanent laundry marker.
- It is recommended that each boarder has three white shirts.
- Boarders are expected to do most of their own laundry. Help is given to students with white shirts and towels.
- Bedlinen is washed fortnightly by an external service provider on a Wednesday.
- Boarders have access to washing machines and dryers and are responsible for washing their personal clothing as required.
- All personal clothing should be washed regularly.
- Washing machines and dryers are not to be operated during prep or after 9.00pm.
- Laundry areas should be left tidy after use.
Tips from Boarders

- Remember that the other new students are probably as shy as you are. If you don’t talk first and try to make friends, it may not happen.
- Make sure you get to know as many people as possible.
- Take and make the most of your opportunities.
- Don’t bottle things up inside you. The more you talk the easier it gets. Talk to older boarders, as well as adults. They understand what you are feeling; they’ve been through it, too.
- Just be yourself. Trying to be super cool all the time is just too hard!
- Try to get involved in things and meet people right at the beginning. You don’t have to be great at everything, just give it a go.
- Get to know people and be friendly, as you are living with these people as if they are brothers and sisters.
- Talk to your parents on the phone and write emails at regular times. Remember that being separated is hard on them, too, but they are giving you a great opportunity.
- Be respectful of others’ space and give them privacy. Having people around all the time means you don’t get much time to yourself.
- Decorate your room and get a really bright quilt cover so that it looks homely.
- Bring some little snacks with you that you can eat if you feel hungry.
- Get to know the school buildings before your first day of school so that you won’t get lost and be late for your first lesson.
- Be ready to join the biggest family you’ll ever have, but still keep in touch with home. It will help you to deal with the change.
- Join sport and other after school activities. You’ll find heaps of great friends, and keeping busy will help you get over feeling homesick.
- Try not to bring too many expensive or sentimental items. It is disappointing if they go missing or are broken.
- If you are a weekly boarder and go home most weekends it can be harder to make friends, so see if you can organise to stay in for a weekend. It makes it a lot easier.
- Abide by the rules. They are there for a reason and if you fail to follow them the consequences could be serious.
- Don’t get carried away with having lots of social time. You need to be organised and work hard if you are going to make the most of this opportunity.
TIPS FROM BOARDERS

- Don’t expect it to be easy. If you have a bad day then think that the next day will be better and work towards it. There are always people who will listen, understand and help you.

- Make friends with non-boarders, too. Visiting your day mates may open up great opportunities.

- This is my first year of being a boarder. When I came here I was really quiet and scared to talk to people. I wouldn’t go to the Common Room for days. Slowly I began to make friends and started to fit in. Now I know most people’s names and everyone tends to get along. Living in a boarding house is like living in one big family. I miss home but I know that I want to be back here next term.

- Being a boarder is a good way to get to know people from other year levels because living in a boarding house you don’t just hang out with people in your own year. It is not unusual for a Year Eight to be best friends with a Year Eleven student.

- Boarding has its ups and downs; you get homesick and sometimes the food is not what you may be used to but most of the time it is like being in one big family. You make friends that you know you’ll keep for the rest of your life.

- Lots of kids go to boarding school. If the decision has been made for you to go to boarding school then find out as much as possible before you go. Talking over your worries with adults, friends and older boarders will help you. With modern technology it is easy to keep in touch so you can still feel part of the family even though you are away from them.

- If your friend has gone to boarding school, keep in touch regularly so that both of you can continue your friendship.
GSG Fast Facts

- GSG opened in 1999 and is an independent, Christian, coeducational, residential and day school for students K-12.
- GSG’s mission is to provide the young people of the region and beyond with a world-class school incorporating a liberal education, the Christian faith and a maritime heritage.
- The School’s motto is Wisdom and Knowledge. Our goal is to impart the life skills young people require to participate in the community, as well as achieve academically.
- GSG provides a balanced approach to academic, sporting and cultural excellence and encourages positive community spirit.
- Students of GSG are supported in their learning by specialists in learning support and gifted education.
- GSG boasts a comprehensive sports programme and is considered to be the leading provider of music education in the Great Southern region.
- Boarding students and families are supported by a committed, well qualified and caring staff in houses with the feel of large family homes.
- Over 810 students enrolled.
- Employing over 170 staff.

For more information, please visit Great Southern Grammar online at gsg.wa.edu.au.

The information provided in the GSG Parent Boarding Handbook is correct at the time of printing. However, the School operates in a dynamic environment and changes to routines and procedures occur during the school year. We endeavour to keep the school community informed about what is happening at the School and we encourage you to read the weekly Anchor newsletter and to visit the GSG website at gsg.wa.edu.au to keep up to date with the latest information.