SIR FRANCIS BURT SENIOR HALL OF RESIDENCE (YEARS 10-12)

Head of Hall - Brad Evans  
(Head of Boarding)  
08 9377 8540 (office)  
08 9377 8533 (fax)  
0457 101 577 (mobile)  
brad.evans@ggs.wa.edu.au

Duty Office & Housemother (Shirley Durrant)  
08 9377 8532 (office)  
0437 101 576 (mobile)  
shirley.durrant@ggs.wa.edu.au

Student phones  
08 9377 0202 (lower floor)  
08 9378 2498 (top floor)

GRAHAM MALCOLM JUNIOR HALL OF RESIDENCE YEARS (7-9)

Head of Hall - Lewis Jones  
08 9377 9229 (office)  
08 9377 8557 (fax)  
0409 779 249 (mobile)  
lewis.jones@ggs.wa.edu.au

Duty Office & Housemother (Libby Stafford)  
08 9377 9161 (office)  
0407 086 171 (mobile)  
libby.stafford@ggs.wa.edu.au

Student phones  
08 9279 9822  
08 9378 1674

Boarding Administration  
Mrs Jodie de Freitas  
08 9377 8551  
08 9377 9218 (fax)  
jodie.defreitas@ggs.wa.edu.au

BOARDING YEAR CO-ORDINATORS

Year 12  
David Gething  
0439 558 894  
david.gething@ggs.wa.edu.au

Year 11  
Dene Lampard  
0429 999 949  
dene.lampard@ggs.wa.edu.au

Year 10  
Geoff Valentine  
0426 219 703  
geoff.valentine@ggs.wa.edu.au

Year 9  
Matthew Weston  
0402 479 886  
matthew.weston@ggs.wa.edu.au

Year 8  
James Perrin  
lewis.jones@ggs.wa.edu.au

Year 7  
Lewis Jones  
0409 779 249  
lewis.jones@ggs.wa.edu.au

OTHER SCHOOL CONTACTS

Headmaster - Stephen Webber  
Bursar - Kent Peters  
Registrar - Tamara Laurito  
School Medical Centre Sister on Duty  
08 9377 9248  
08 9377 9201  
08 9377 9247  
08 9377 9211  
24 hours  
stephen.webber@ggs.wa.edu.au  
kent.peters@ggs.wa.edu.au  
tamara.laurito@ggs.wa.edu.au

Reception/Administration  
Head of the Senior School - Dr Clayton Massey  
Director of Teaching & Learning - Dr Julie Harris  
Senior Chaplain - Rev’d Dr Philip Raymont  
Chaplain - Rev’d Lisa Perkins  
School Counsellor - Ms Linsey Allen  
School Marshal - Michael Warden  
Headmaster’s Executive Assistant - Mrs Peta Matthews  
School Clothing Shop  
Finance Office  
08 9377 9222  
08 9377 9250  
08 9377 9251  
08 9377 9245  
08 9377 8570  
08 9377 9244  
08 9377 9263  
08 9377 9248  
08 9377 9209  
08 9377 9206

The sending of correspondence via the post is encouraged. Boarders receive their mail each day, after School. Alternatively you may use the fax numbers for each Hall.

Postal address:

Boarders Name  
Malcolm Hall or Burt Hall (which ever is appropriate)  
11 Terrace Road  
Guildford WA 6935
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Dear Boarders’ Parents and Guardians

I would like to take this opportunity to formally welcome you to the Guildford Grammar School boarding community. As many of you would be aware, my own educational experience was as a boarder, an experience which has had a lasting impact on my life. My career in education began in boarding roles, including a previous role as Head of Junior Hall at the School. This affinity with boarding has been a primary motivator for working within boarding at the School.

This year we will have close to 150 boarders as members of the community, and due to the current allocation of student numbers across year groups, this means we will have continue to have Year 9 students residing in the Sir Francis Burt Senior Hall, and Year 11 students acting as ‘Hall Seniors’ in the Graham Malcolm Junior Hall for part of their year. Both of these activities provided positive outcomes for students in 2014.

In 2014 we worked to develop a ‘boarding culture’, with a tangible set of values, trademarks and behaviours and a clear set of expectations for all members of the boarding community has been established and we will including guidelines on how positive relationships can be fostered. The purpose of boarding at Guildford is:

“To provide a home away from home, giving boys the opportunity of a first class education while building strong relationships and learning lifelong values”

Open communication with parents is a priority of mine, so if there are any boarding matters you would like to discuss please do not hesitate to contact me. I am available via email (bradley.evans@ggs.wa.edu.au), mobile (0457 101 577) and office (08 9377 8540).

This Handbook contains information that will assist you in understanding the care we provide and the opportunities that exist for boarders at Guildford Grammar School. To ensure you make the most of your boarding experience, please familiarise yourself with the philosophies, practices and principles that underpin the community you will reside in this year.

Whilst we seek to nurture each boy’s individual talents and allow him to develop his own interests, boarders should understand that their own individual freedoms may sometimes need to be restricted in order to guarantee the rights and privileges of each community member. It is also important for each boy to strike a balance between pursuing his own goals and contributing to the happiness and harmony of the community.

We aim to make boarding as much like a home as we can. We provide a safe, caring and happy environment where boys find friendship in work, sport and activities. We hope that you will approach boarding positively and make the most of your time with us. Boarding is a unique opportunity to learn to be caring, independent, thoughtful and tolerant of others.

As comprehensive as this Handbook is, we do not intend for it to become a replacement for your own good judgement. We encourage you to develop qualities of consideration and respect for others, courtesy, good manners, cooperation and responsibility. If the decisions you make are informed by these values, your experience of boarding will be a positive one and you will enrich the lives of those around you.

Brad Evans
Head of Boarding/ Head of Senior Hall
THE AIMS OF THE SCHOOL

Guildford Grammar School is based on Christian values in the Anglican tradition.

OUR PURPOSE

Inspiring students to achieve personal excellence and to be outstanding citizens who work to create a just, loving and peaceful society.

OUR VALUES

At Guildford Grammar School, students and staff are guided by the following interlinked set of values:

- Excellence
- Respect
- Integrity
- Spirituality
- Teamwork
- Compassion

PRINCIPLES OF BOARDING AT GUILDFORD GRAMMAR SCHOOL

Guildford Grammar School was founded in 1896 as a Boarding School.

Boarding at Guildford Grammar School is based on the following principles:

- Boarding can only be based on open and honest trusting relationships and mutual respect for the individual.
- The full realisation of the potential of each student in our care includes emotional, intellectual, moral, social, spiritual and physical development of the individual.
- Every boarder and member of staff has the right to work, relax, play and rest free from harassment/bullying of any form. Every student has the right to develop his intellectual/academic endeavours in an environment that is positive, encouraging and in surroundings that are favourable to learning.
- Staff and students respect the right of each other to privacy.
- The communication and living of values is vital to the greater good of the boarding community.
- Opportunities are extended to all students regardless of culture, religion, ethnicity and background.
- The opportunity to serve others is embraced through leadership. It is observed in students who genuinely take an interest in other members of the Boarding community, are positive role models, approachable and who earn the respect of the community without privilege or favour.
- Boarding is an important partnership between the School, Students and Parents, all working together for the best outcomes.

GUARDIANSHIP

It is a requirement of boarding at Guildford Grammar School, that every boarder has a local guardian based in Perth. Contact the Head of Boarding or the Registrar if difficulty is anticipated in this requirement.
ORGANISATION OF THE HALLS

Boarding is provided in two separate Halls of Residence – the Sir Francis Burt Hall (Senior Hall) of Residence accommodates Years 9-12 and the Graham Malcolm Hall (Junior Hall) of Residence accommodates Years 7-9. Each Hall of Residence has a Head, Boarding Year Coordinators, Housemother(s), Residents and Duty Staff. The Head of Hall is responsible for those working in their Residence. The Head of Boarding oversees the whole Boarding program and reports directly to the Deputy Headmaster on such matters. The interaction of the Senior and Junior boys will be strongly encouraged, as will the shared experiences between the Halls of Residence.

The Head of Hall will work closely with the Heads of House (day houses), Mentors and Class Teachers. Whilst all these personnel hold the responsibility for supervising the ‘whole education’ of each boy in their care, your son’s Heads of House should be the primary contact for any issues related to the Day School and his Head of Hall for any Boarding related issues.

In-Hall noticeboards, weekly Bulletins, the School website and intermittent newsletters are the main forms of communication for the boys and parents.

Housemothers and other female staff provide motherly contact. Residents and Duty Staff provide friendly support and leadership while Senior boys are looked upon as older brothers. Their responsible action ensures the direction of each Hall of Residence.

The Senior Hall of Residence is modern, roomy and comfortable. Reverse cycle air conditioning is provided in each room. The Junior Hall of Residence is laid out according to its architectural and historical character. In both Halls, each personal area provides a bed, storage space, shelving, wardrobe, work top, chair, pin-up space, light, and two electrical socket points.

Each Hall has an office where the rostered Master on Duty is based. From here they supervise and channel communications. Each Hall of Residence has an assembly area in which regular roll calls are conducted and information is disseminated; Kitchen facilities allow boys to prepare and store snacks, and include a kettle, toaster, micro-wave oven, refrigerator and the Junior Hall also has a stove.

Recreation provisions vary in each Hall of Residence but generally include television (with Foxtel connection), Wii™ console, pool table, table tennis, sports equipment, stereo, books, daily newspapers and games. A number of computers are provided in common areas and in addition, computer network points allows access to the School network, library and internet resources via a boarder’s own lap-top or desk-top computer. A lockable and secure cabinet is provided for storage of such possessions in each Hall.
BEHAVIOURAL EXPECTATIONS

Boys who enrol into Boarding agree to abide by the expectations of common sense, consideration and respect of both fellow boarders and staff. The Head of Hall, acting in loco parentis, accepts responsibility for each boarder in his care. Behavioural expectations apply when boys have been granted leave.

Should there be a breach of expected behaviour, consequences will be implemented. Notwithstanding the process of procedural fairness and discipline being dealt with on a case by case basis:

• If a boy steals or breaks into a restricted area he may be sent home or to his guardian and, given the severity of the action, the police may be called.
• If a boy leaves a Hall of Residence or building after lights out he may be sent home or to his guardian.
• If a boy consumes or brings alcohol or illegal drugs onto the premises he may be sent home or to his guardian.

Visitors are welcome in the Halls at appropriate times. Boy’s are expected to introduce a visitor to the Master on Duty. All visitors are to be entertained in common areas. Boy’s are responsible for their visitors and they are expected to ensure they uphold the behavioural standards expected in the Halls.

As far as possible incidents that occur in day school hours are dealt with by the relevant School staff. While a boy’s Head of Hall or the Head of Boarding may be informed of problems during the school day, any correction would be similar to that of any student of School whether Day boy or Boarder. There may be times when a boy is going well in Boarding but struggling with discipline during class time. While Boarding staff may have a word with a student in these cases, the discipline is left to the day school and not carried over into the Hall of Residence.

BREAKAGES AND DAMAGE

Each family has been asked to pay a $500 bond while their son is in Boarding. All breakages must be reported to the Master on Duty. For all wilful damage caused by irregular activity (e.g. fighting, inside ball activities, abuse of recreational equipment) students will be held responsible and charges may be made against that bond. Students are asked to exercise reasonable care when using Hall equipment and furniture. At the end of each term an inspection will take place and the cost of any wilful damage charged to the parents. Any maintenance requirements need to be reported immediately so they can be attended to as soon as possible.

POCKET MONEY

Boarders in Years 7-9 are offered the opportunity to run a pocket money account through the Head of Hall. This is optional for Years 10-12. We suggest $100-$150 per term. Some boys will want to have more money to spend and parents should inform the Head of Hall if larger amounts of money are to be readily available to boys. There are circumstances in which boys need larger sums e.g. to pay a sports coach or buy a pair of shoes. No responsibility can be taken for monies not left with each Head of Hall of Residence.

LAUNDRY AND BELONGINGS

Laundry is outsourced and collected and returned daily. Clean laundry is available in the Hall of Residence Clothing Room. Boys must have all clothing clearly marked with their name. All lost property will be held in the Hall of Residence sewing room. At the end of each Semester, any unclaimed lost property will be donated to the Op Shop. A dry cleaning service is available at extra cost which is billed to accounts. Such items as long trousers should be dry cleaned rather than washed. When in doubt about anything to do with laundry, a boarder should seek advice from Hall Staff.
SECURITY OF BELONGINGS

It is the responsibility of each boarder to ensure that his belongings are kept in a secure location. Adequate lockable storage space is available in each boarder’s personal area. The identity of all valuable items should be registered with the Head of Hall. Lost belongings must be reported to the Master on Duty as soon as they cannot be found. Personal insurance of valuable items is the responsibility of the owner.

BICYCLE/SKATEBOARD/SCOOTER

Parents are asked to take full responsibility for their son’s use of a bicycle, skateboard, ripstick, scooter or rollerblades and in the case of injury or accident indemnify the School against any injury or accident to their son. Parents must supply their son with safety equipment and security chain as requested. It is a requirement of Australian Law that a bicycle helmet be worn when riding a bicycle.

FIRE ALARMS

Both Halls of Residence are fitted with government regulated smoke detectors and alarms which are monitored by a fire security company which passes all calls onto the Fire Brigade. The Fire Brigade attends every time a fire alarm is triggered on the School premises. Fire drills for each Hall of Residence are carried out to ensure students know the procedure and designated evacuation points to assemble.

ACADEMIC STUDY AND HOMEWORK

Homework or Prep time is an important element of the daily routine for Guildford Grammar School boarders. The aim is to provide an environment that allows each boy to work unhindered and uninterrupted, but with support where required. Prep times are graduated for each Year Group. It is hoped that the boys will develop positive study habits, complementing the supervised prep study with independent learning.

In 2013, all Year 10-12 boarders will undertake supervised Prep in their respective Hall of Residence. Year 7 and 8 boarders will undertake prep in the library under the supervision and guidance of a teacher librarian. Year 9 boarders will work in the Malcolm Hall Resource Room.

Supervised Prep Times:

<table>
<thead>
<tr>
<th>Years</th>
<th>Times</th>
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</thead>
<tbody>
<tr>
<td>7 - 9</td>
<td>6.30pm - 8.00pm (Monday - Thursday)</td>
</tr>
<tr>
<td></td>
<td>6.30pm - 7.30pm (Sunday)</td>
</tr>
<tr>
<td>10 - 12</td>
<td>6.30pm - 8.30pm (Monday - Thursday)</td>
</tr>
<tr>
<td></td>
<td>9.30pm - 10.30pm (Monday - Thursday, &amp; Sunday) optional</td>
</tr>
</tbody>
</table>

During Prep boys have access to computers for research and the completion of assignments.

Please refer to the student Diary for more detailed information applicable to the recommendation for study and homework. Boys should read the guidelines in the student diary regarding plagiarism.

Parents are asked not to contact their sons during Prep time. Please do not place your son in the position where he will have his phone confiscated if using it during Prep. If you need to contact your son in an emergency, please do this via the duty staff. If you need to contact your child and are uncertain of the time in Perth, a time zone converter can be found online at www.timeanddate.com/worldclock/converter.html
<table>
<thead>
<tr>
<th>Time</th>
<th>Junior Hall</th>
<th>Senior Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.30am</td>
<td>Wake up, Jobs</td>
<td>Wake up</td>
</tr>
<tr>
<td>7.00am</td>
<td>Roll Call, Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7.30am</td>
<td>move to Day House</td>
<td>move to Day House</td>
</tr>
<tr>
<td>8.00am</td>
<td>Boys in Day School</td>
<td>Mon - Fri: Halls are locked at 8.10am</td>
</tr>
<tr>
<td></td>
<td>8.10am</td>
<td>Saturday sport for Senior students</td>
</tr>
<tr>
<td></td>
<td>3.30pm</td>
<td>Junior sport training Mon &amp; Wed</td>
</tr>
<tr>
<td>3.30pm</td>
<td>sport training or local leave</td>
<td></td>
</tr>
<tr>
<td>5.00pm</td>
<td>Quiet time</td>
<td>Dinner</td>
</tr>
<tr>
<td></td>
<td>(study/TV news/shower/etc.)</td>
<td>prepare for Prep</td>
</tr>
<tr>
<td>5.30pm</td>
<td>Dinner</td>
<td>Prep</td>
</tr>
<tr>
<td>6.00pm</td>
<td>Supper</td>
<td>Supper</td>
</tr>
<tr>
<td>6.30pm</td>
<td>Free time</td>
<td>Free time</td>
</tr>
<tr>
<td></td>
<td>(showers/phone calls)</td>
<td>(in own rooms)</td>
</tr>
<tr>
<td>7.00pm</td>
<td>Supper</td>
<td>Supper</td>
</tr>
<tr>
<td>7.30pm</td>
<td>Free time</td>
<td>Free time</td>
</tr>
<tr>
<td>8.00pm</td>
<td>Lights OUT 9pm</td>
<td>Lights OUT 10.30pm</td>
</tr>
<tr>
<td>8.30pm</td>
<td>Bed or further study</td>
<td>Bed or further study</td>
</tr>
<tr>
<td></td>
<td>(in own rooms)</td>
<td>(in own rooms)</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Lights OUT 9pm</td>
<td>Lights OUT 10.30pm</td>
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<tr>
<td>9.30pm</td>
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<td></td>
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<tr>
<td>10.00pm</td>
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<tr>
<td>10.30pm</td>
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The Medical Centre is open seven days per week. A School Nurse is present at these times to attend to all injuries or medical emergencies, as well as ensuring the boarding community attend outside medical appointments.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>7.00am - 6.30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>7.30am - 12.30pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>5.00pm - 8.00pm</td>
</tr>
</tbody>
</table>

Outside of the above hours the medical centre telephone will be diverted to the Nurse on call who will attend to any boarder’s injury or illness concerns.

If a boy is feeling unwell, or is injured, he should report to a member of staff responsible for him at the time (Teacher, Head of House or sport coach during the school day, or Master on Duty in the Hall if before or after school). He will then be sent or escorted to the Medical Centre, or the Duty Nurse will be contacted. He will be assessed and the Nurse will decide whether to treat the boy immediately, refer him to a local doctor, or make an appointment for him to be seen by the Doctor when he comes to the School. If a boy is ill during the night he should wake a resident staff member who will decide upon the action to be taken. If necessary they will contact the Nurse on duty for further advice.

If the boy requires bed rest, he will be admitted to the Medical Centre. The Master on Duty and the School will be notified that he is unable to attend classes. If the boy has been seen by the Doctor or if the condition requires a day of bed rest, the parents are notified by the Nurse. If the boy is sick for an extended period of time or recovering from illness or injury the doctor may order several days off school for rest and recuperation. During these times the medical centre staff may choose to ring the nominated guardians and send the boy home with them. It is most important that contact telephone or fax numbers and Guardians contact details be kept up to date so that parents and guardians can be contacted without delay.

The Medical Centre is in charge of administering all medication. If a boy is taking prescribed medication, the Medical Centre must be informed so an accurate record can be kept. Medication should be submitted to the Medical Centre in the original packaging, including dosing requirements. No medication is to be kept in a boy’s room unless they have permission from the nursing staff. Boys should not share any medication whatsoever. All medication is dispensed from the Medical Centre. Any boy requiring daily medication must go to the Medical Centre to receive it.

All medical and dental appointments should be made through the Medical Centre, but, if made by the parents, the Medical Centre must be notified well before the appointment time. The boy will be reminded the night before that he will perhaps be missing some classes. General medical expenses are covered for Full Fee Paying Overseas Students (FFPOS) by the Overseas Student Health Cover (OSHC). FFPOS appointments with a Dentist, Orthodontist, Physiotherapist or Chiropractor are not covered by the OSHC, however, additional OSHC cover for these treatments can be arranged.

The Medical Centre offers the service of a physiotherapist who visits the School. Bookings can be made through the Medical Centre on (08) 9377 9211 and the Midland Physiotherapy Practice will charge the parents directly.

Often a telephone call and a chat can help allay anxiety by parents when their son(s) is away from home and out of their direct care. Special diets can be discussed with the Medical Centre, who will liaise with the Head of Boarding and the Chef to determine what may be accommodated.

Parents are encouraged to contact the Nurse if they have any concerns about their son’s health or personal matters. Parents are invited to call in to the Medical Centre when they are in Perth. If the Medical Centre is unattended, Nurse’s location is posted on the door.
THE CHAPEL OF ST. MARY AND ST. GEORGE

The School Chapel has been part of the life of Guildford Grammar School since 2 July 1912 when its Foundation Stone was laid. The Chapel is a place for prayer and quiet reflection.

A weekly Eucharist is held normally on a Sunday morning. Boarders are expected to attend this Service and parents, family and friends are always welcome to join us. Members of any Christian denomination are welcome to receive Holy Communion.

Our Chaplains, the Reverend Dr Philip Raymont, and Amma Lisa Perkins are available to all students and staff for advice or guidance on any matter they wish to discuss. The Chaplains can be found in the Chapel or in their office in Robinson Court. Boys are encouraged to let the Chaplains know of any issues for which prayer is requested - e.g: a sick relative.

Preparation for Communion and confirmation are held every year; such classes are voluntary.

Weekly Services are listed in the weekly Bulletin.
All meals are taken in the School Dining Hall, and all boarders dine together. There are a few exceptions, particularly in summer when Sunday’s evening meal is often a shared BBQ around the pool area or at the Hall; and the odd occasion when the Dining Hall is used for a School function. All meals are compulsory for all boys.

The menu is overseen by a dietician, ensuring the quality of meals is appropriate for adolescent and teenage boys. There is normally a choice of main course for punctual diners. Second helpings may be available after everyone has eaten. Although most meals are eaten cafeteria style, once a week a more formal dinner service is offered where the boys are seated at tables with other boys from all years to encourage conversation similar to a family situation. At all times boarders are encouraged to use an appropriate standard of table manners and to remember the essential etiquette of dining. Dress is expected to be neat and respectable. A shirt, shorts and closed footwear are a minimum. Boys who choose to wear a singlet and/or thongs will not be served.

Each boy is free to sit anywhere in the Dining Hall. All boys are expected to attend punctually and maintain a high standard of presentation. Boys who have wardens duties are responsible for the tidying of the Dining Hall after each meal. Duty staff are present to supervise each meal in the Dining Hall.

Special arrangements for meals outside the normal dining hours can be discussed with the Head of Boarding.
LEAVE

Whenever a boy leaves the Hall, he must inform the person on duty as to where he is going, this includes local leave, day leave, overnight leave and end of term leave. Leave is granted upon the belief that the School is part of the community and students will have the opportunity to immerse themselves in a positive and worthwhile way. At the same time, the School also seeks to set boundaries as would responsible parents. In a boarding environment, the flexibility offered by parents in a family context is not always possible, and therefore leave needs to be regulated with conditions.

All parents of boarders are asked to nominate approved hosts to ensure the Head of Hall can make appropriate and acceptable decisions about leave requests. At all times, the Head of Hall will have the final say for approving leave. Guidance from and co-operation with parents of both day students and boarders, and approved hosts are necessary on matters of leave. When exceptional leave is required parents should apply in writing to the Headmaster or Head of the Senior School.

The first weekend of the School year is a closed weekend and no leave will be granted. It is a time when all boys, both experienced and new boarders, can start to get acquainted.

It is each boy’s responsibility to have the phone number of the Duty Office or Head of Hall. Boys are to make contact if they foresee any changes to their leave or experience trouble whilst away from the Hall. Leaving a message is not acceptable, they must speak to someone.

**Local Leave** - where a boy leaves the Hall unaccompanied, to go to the shops in Guildford (Yr 7 - 12) or Midland (Yr 9 - 12), visit the other Hall of Residence, or enter the School grounds other than for the School day or sporting commitments, e.g. bike riding. This leave has a duration of 90 minutes. Junior Hall students must be in groups if leaving the campus. Local leave may be approved by the person on duty.

**Day Leave** - On a Saturday or Sunday where a boy is away from the Hall for an extended period of time, but not overnight. It may be to go to the city, beach or football match (Yrs 10-12), or visit approved friends and family hosts. Parental permission must be given for any day leave. This leave is entered onto our electronic leave system REACH. You will receive logon and password details once your son has commenced. If going to someone’s home, both a boy’s parents and the host must make contact with the Head of Hall to confirm the details of the leave. If leave is on a Sunday, it will commence after the morning Chapel Service, alternatively, if an evening Service is calendared, boys are expected to return in time for the Service. Day Leave concludes at 5.00pm. Day Leave may be approved by the person on duty.

If an extension of the conditions are sought (e.g. returning later than 5.00pm), approval must be sought from the Head of Hall.

**Weekend/Overnight Leave** - Available on a Friday and Saturday evening, with written permission from their parent (online electronic leave system REACH). School sporting commitments must be met before leave can commence. A ‘Leave Request’ must be completed using our electronic leave system.

**Extended Leave** - if a boy will be away from School for a number of days during term time, returning after term starts or leaving early than term finishes, parents must make a written application to the Headmaster or Head of Senior School.

The Head of Hall reserves the right to refuse leave when they are not satisfied there will be adequate parent supervision.

The Leave system is underpinned by the boys respecting the trust placed in them by their parents and the Head of Hall, whereby a boy will always give correct details about their destination and act in an appropriate and safe manner whilst on leave. Failure to uphold the conditions of leave may result in the privilege being revoked.

**APPROVED HOSTS**

On admission to the Hall of Residence, parents of boarders are asked to establish a list of approved hosts on the electronic leave system and to the Head of Hall. These lists must be kept up to date to reflect changing situations, and each year the School will ask parents to update their lists. However, parents are encouraged to add and delete names during the course of the year.

Hosts wishing to invite a student out for the day or weekend should contact the Head of Hall of Residence by the Wednesday prior to the relevant weekend.
WEEKEND RECREATION PROGRAM

Guildford Grammar School operates a most comprehensive Recreation Program for boarders. At the start of each term the Recreation Officer produces a program of the activities to be offered over the coming months. Each weekend will involve at least one activity in which any boarder may participate. Activities may include ice-skating, trips to theme parks, socials, shopping, water activities, indoor sports, trips to the cinema, and events supported by girls’ schools. The Recreation Program is posted in Halls and on the School Website at the start of term so that both parents and boys may plan their weekend and local leave.

Boys need to have signed up by Wednesday evening if they are to participate in weekend activities. Once admitted, boys are expected to attend their chosen event unless they liaise directly with the Recreation Officer in good time to make alterations. Boys who sign-up for an event but do not show up with good reason are charged for the activity. The cost of recreation events is divided between participants and included on normal School accounts to avoid problems with pocket money availability and boys having to carry extra cash. Group rates are always negotiated and prices are very reasonable. Any events costing over $20 require written parental permission (letter, email or fax) and this will be the responsibility of the student to obtain if he wishes to participate. Indicative prices for events over $20 will be shown on the Recreation Program at the start of term, but it is important to remember that the eventual costs are subject to change and outside of our control.

As decisions about participation in the Recreation Program have to be made on a Wednesday evening, it is important that boys wishing to participate in weekend activities have checked the program for events and have discussed leave arrangements with their parents/guardians prior to Wednesday night of each week. This will alleviate problems with changes to sign-ups after events have been booked.
GUIDELINES FOR THE USE OF COMPUTERS/TECHNOLOGY

Students will be required to sign the School’s Acceptable Computer Use Agreement before they can access the network. Any boy who violates the agreement will be restricted in their use of computing facilities. The computing facilities in the Hall of Residence are primarily intended for use in teaching, research and administration.

- The Internet service of Guildford Grammar School exists to provide access to curriculum related information.
- Accessing inappropriate material is not permitted. Inappropriate material includes – pornography, extreme violence, gambling, terrorism, illicit drugs materials, and hacking.
- Users will not record or process information which might knowingly infringe any patents or copyright.
- Section 85ZE of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly
  1. Use a telecommunication service supplied by a carrier to menace or harass another person or
  2. Use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.
- Boarders are not permitted to download any software in any form nor install any software on the School computing facilities.
- Boarders are permitted to download appropriate text and graphic files to Hall computers if related to the School curriculum. Boarders must ensure that their time on the Internet is used in an efficient manner.
- Boarders are not permitted to use any removable media e.g floppy disk, originating from outside the School with school equipment, unless it has been cleared by IT.

Technology is a part of everyday life. In particular a significant part of your boy’s generation. However, the boys have a responsibility to use this technology appropriately. Education and communication are necessary from staff and parents regarding the correct use of technology. Research clearly shows that technology (computers) significantly interferes with and disrupts sleep (decreased quality of sleep and REM sleep), it can be anti-social and a distraction to school work. It can also be used for cyber bullying. By technology, we refer to computers, mobile phones, iPods, PSP’s and other forms of gadgetry that the boys may choose to bring into the boarding house.

As such, technology use in the Hall will be subject to the following criteria:

- Computers are to be used during Prep time for academic purposes only. Non academic purposes include MSN, MySpace, Facebook, YouTube, movies, games, repeated searching through playlists, viewing inappropriate material or any use deemed inappropriate by staff. Computers can be used for contacting families outside of Prep time only.
- Mobile phones are not to be used during Prep, in Chapel, the Dining Hall or after lights out. Mobile phones should not be taken into the day school. Parents are asked to assist the process by refraining from calling their sons during Prep or after lights out.
- PSPs and Gameboys (or similar devices) are not to be used during Prep, in Chapel, the Dining Hall or after lights out
- USB modems are not permitted

The Head of Hall will conduct random searches of any storage device (including laptops, desktop computers, USB’s, DVD, iPods, discs or others), to ensure the are free of inappropriate materials. We understand boys may consider this an invasion of privacy, however if they have nothing to hide, are not accessing or do not possess any inappropriate material, then a search should not pose an issue for them.

Boarders and their parents will need to sign a Boarding Computer Use Agreement before a personal computer will be permitted in the Hall.
CLOTHING SHOP

The Clothing Shop stocks the complete range of Guildford Grammar School uniform requirements (except shoes), both new and a good range of second hand clothing are available.

Payment can be made by cash, cheque, Bankcard, Mastercard or Visa Card. Boarders requiring additional clothing during the year may request an authorisation form from their Head of Hall to purchase the clothing. These purchases will be charged on their school fees account. Every article of a boy’s clothing should be marked with his name on woven tapes, available through the Clothing Shop. Boarders must have a supply of spare name tapes. Extra name tapes can be ordered when needed.

General Opening Hours during Term 2015

<table>
<thead>
<tr>
<th></th>
<th>Mornings</th>
<th>Afternoon</th>
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<tbody>
<tr>
<td>Monday</td>
<td>7.45am - 9.00am</td>
<td>2.00pm – 5.30pm</td>
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<tr>
<td>Tuesday</td>
<td>7.45am - 9.00am</td>
<td>12.30pm – 4.00pm</td>
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<tr>
<td>Closed Wednesday</td>
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<tr>
<td>Thursday</td>
<td>7.45am - 9.00am</td>
<td>12.30pm – 4.00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7.45am - 10.00am</td>
<td>Closed</td>
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</tbody>
</table>

Please note the Clothing Shop is closed over the Mid-Term breaks.

Appointments for new students can be made by contacting clothingshop@ggs.wa.edu.au or (+61 8) 9377 9209.

SENIOR SCHOOL CLOTHING LIST

School uniform
1. School crested blazer
5. Pale blue, short sleeved shirts – summer
5. White, long sleeved shirts – winter
2. Navy, mycron shorts – summer
2. Grey, melange trousers – winter
1. Grey, School pullover (optional)
1. School tie
1. House tie
5. Grey, GGS long socks – summer
5. Grey, short socks – winter
2. Pairs of garters
1. School crested cap/hat
1. School approved bag/backpack (only available at clothing shop)
1. Black Belt
Shoes: Black lace-up – summer/winter (no monk-bars, coloured stitching or tabs, brogues or patent leather)

Sports Uniform
1. House, short sleeved polo shirt
1. House, long sleeved polo shirt (optional)
2. School crested taslan shorts
1. School crested taslan tracksuit
2. School crested white warm-up shirt (optional)
1. Navy bathers
1. Navy rash vest (optional)
5. Short, white sports socks
1. Sport tog bag
1. Pair white (predominantly) non-marking sport shoes

Items for particular sports teams are located in the School Handbook.

• Summer uniform is worn in Terms 1 & 4, and Winter uniform in Terms 2 & 3.
• Lady Day is Term 1 and Formal uniform is required.
The Boarders Parents’ Association is the parent body representing the interests of all Guildford Grammar School boarders and their parents. All parents/guardians of boarders are members of the Association.

The committee is elected annually and hold 4 or 5 meetings each year to discuss issues regarding boarding at Guildford Grammar School. Ideally, the committee will include a parent representative from each year. Relevant staff are also members of the committee. The aims of the BPA are to encourage discussion between staff and parents and to promote a quality boarding experience for our students.

The BPA also serves as a social network for boarding families, with a number of informal gatherings held during the year.

Parents are welcome to contact any committee member for further details or to have input into the next meeting. Meeting dates are shown in the School calendar and in the weekly Bulletins.

A full list of contacts is on the next page.
<table>
<thead>
<tr>
<th>COMMITTEE MEMBERS 2015</th>
<th>CONTACT NUMBERS</th>
</tr>
</thead>
</table>
| **Chairperson:** Monique Brown  
  kd_ml_brown@bigpond.com  
  Mackenzie Brown (9Sc) | 9880 5128  
  0408 053 700           |
| **Vice-Chairperson** Chris (Christine) Brown  
  tow.ri@hotmail.com  
  Jack McLean (11Be)  
  Tim McLean (8Be) | 9652 8090  
  0428 528 084           |
| **Secretary:** Dianne Hewett  
  mdhewett@bigpond.com  
  Kyle Hewett (11He) | 0417 105 900           |
| **Committee:**             |                       |
| **Yr. 7 -**                |                       |
| Melissa Henning            | 0429 322 070           |
| mel.henning@bigpond.com    |                       |
| Travis Henning (10He)      |                       |
| Justin Henning (7He)       |                       |
| **Yr. 7 -**                |                       |
| Vacant                     |                       |
| **Yr. 8 -**                |                       |
| Raylene Burns              | 9933 1015  
  0408 931 924          |
| kalinyafarming@bigpond.com |                       |
| Tom Burns (8Sc)            |                       |
| **Yr. 8 -**                |                       |
| Mandy Finlayson            | 0427 665 272           |
| mandy.finlayson@hotmail.com|                       |
| Matthew Finlayson (12Sc)   |                       |
| Jacob Finlayson (10Sc)     |                       |
| Zac Finlayson (8Sc)        |                       |
| **Yr. 9**                  |                       |
| Gemma Dunne                | 9686 1095  
  0438 010 382          |
| agdunne@bigpond.com        |                       |
| Ben Dunne (11He)           |                       |
| Matthew Dunne (9He)        |                       |
| **Yr. 9**                  |                       |
| Vacant                     |                       |
| **Yr. 10 -**               |                       |
| Robin Pensini              | 9189 8084  
  0457 898 084          |
| robinpensini@bigpond.com   |                       |
| Lawson Pensini (10He)      |                       |
| **Yr. 10 -**               |                       |
| Toni Screaigh              | 9641 1365  
  0438 411 365          |
| screaighs@westnet.com.au   |                       |
| Sam Screaigh (10St)        |                       |
| **Yr. 11-**                |                       |
| Gabrielle McMullen         | 9836 6044 / 9835 1014 |
| coromandel6@gmail.com      | 0408 158 295           |
| Thomas Campbell (11Ha)     |                       |
| **Yr. 11 -**               |                       |
| Stephen James              | 9880 5032  
  0429 805 032          |
| g.james2@bigpond.com       |                       |
| Benjamin James (11StG)     |                       |
| Jack James (8StG)          |                       |
WHAT TO BRING

In addition to school and sports uniform requirements, stationery, books and personal hygiene items, boys should have the following:

- Sleeping clothes/Pyjamas (2-3 sets- winter and summer)
- Casual clothes for everyday wear (roughly a week’s worth- summer and winter)
- Smart casuals for Chapel and outings (jeans/trousers, belt, collared shirt, long sleeved buttoned shirt, tie, suitably dressy shoes, socks, jumper or jacket that is not a 'hoodie')
- Footwear (1 x thongs or similar, 1 x sports sneaker, 1 x casual sneaker /slip on shoes (i.e. vans, jacks) and 1 x casual dress shoe for socials, city outings and Chapel)
- 2 House ties
- Doona and 2 doona covers (sheets are provided)(pillows are provided)
- Rug/blanket extra to doona (Optional)
- Beach towel (bath towels are provided) Swimming boys – 2 towels
- Tissues
- Sunscreen/hat and cap
- Toothpaste, toothbrush, soap/shower gel, shampoo, nail clippers, shaving needs, hair brush/comb, deodorant
- Laundry basket/hamper (ideal if it slides under the bed)
- Spare shoelaces and shoe polish
- Coat hangers
- Spare name tags
- 2 x padlocks
- Airtight containers to store food
- Microwave bowl and eating utensils for noodles etc.
- Mug and teaspoon
- Water bottle

OPTIONAL ITEMS

- Photographs/ appropriate pictures for pin up board
- Personal music devices and headphones (not speakers)
- Wet weather jacket

Boarders are encouraged to be comfortable and may have individual requirements. If there is a concern about items not listed above, please contact the Head of Hall.

WHAT NOT TO BRING

- Personal gaming stations (e.g. PS3, X-box, etc.) including games
- Personal TV’s
- Large stereos
- Large quantities of sweet foods or drinks (e.g. a large ice cream container would be ample)
- Inappropriate/unsafe recreation activities (e.g. Nerf Guns, Water Pistols, Dart Boards)