

# 2024 Boarding Handbook



Guildford Grammar School

FOUNDED 1896

# About this Handbook

The Guildford Grammar School Boarding Handbook is compiled for the benefit of the boarding community. The Handbook is designed to be a comprehensive directory of the life, work and organisation of junior and senior boarding at the School. It is also a formal statement of the expectations that the School has of all its boarders.

## 2024 Term Dates

**Term 1:** Begins (Years K-12) Monday 29 January  
Ends Thursday 28 March  
(Mid-Term break: Friday 1 March – Monday 4 March inclusive)

**Term 2:** Begins Monday 15 April  
Ends Friday 21 June  
(Mid-Term break: Friday 31 May – Monday 3 June inclusive)

**Term 3:** Begins Monday 15 July  
Ends Friday 20 September  
(Mid-Term break: Friday 16 August – Monday 19 August)

**Term 4:** Begins (Years K-11) Monday 7 October  
(Year 12) Tuesday 8 October  
Ends Friday 6 December

### Useful information

Website: [www.ggs.wa.edu.au](http://www.ggs.wa.edu.au)

Current families: [www.ggs.wa.edu.au/parent-hub/](http://www.ggs.wa.edu.au/parent-hub/)

Address: 11 Terrace Rd Guildford 6055

Phone: 08 9377 9222  
(see all Boarding contacts on page 21)

# Welcome

**I would like to take this opportunity to formally welcome you to the Guildford Grammar School boarding community. We are embarking on a new and exciting era as our students reside in one of the most contemporary boarding facilities in the country.**

This year we will have over 160 boarders from Year 7-12 residing in our Boarding Precinct. The Precinct is made up of three Houses- Sir Francis Burt Hall (Junior Girls), Graham Malcolm Hall (Junior Boys) and our Main Boarding Hall (Year 9-12 Boys and Girls). Our Junior Boarding Houses are tailored to the needs of our younger boarders whilst the Main Hall is fully co-educational and tailored to our senior students. All three Houses are safe, relaxing and homely places for our community to learn and grow together.

Not only do we have advanced residential facilities, we are fortunate to have an amazing team of caring and supportive staff, parents and friends. It is without a doubt, the people of this community that make Guildford Grammar School boarding such a positive and collegial environment. We consistently focus on maintaining a positive boarding culture, with a set of values, behaviours and clear expectations for all members of the boarding community. This culture is well-established and embedded and you can learn more in this handbook on how positive relationships are fostered.

Our purpose:

**"To provide a home away from home, giving boarders the opportunity of a first-class education while building strong relationships and learning lifelong values"**

Open communication with parents is one of our priorities, so if there are any boarding matters you would like to discuss, please do not hesitate to contact us directly. I am available via email: [matthew.weston@ggs.wa.edu.au](mailto:matthew.weston@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



**Matthew Weston**  
Head of Boarding

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 your child will reside within.

Whilst we seek to nurture each child's individual talents and allow them to develop their 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 student to strike a balance between pursuing their 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 students find friendship in their work, sport and recreational activities. We hope that your child will approach boarding positively and make the most of their time with us. Boarding is a unique opportunity to learn to be caring, independent, resilient, thoughtful and respectful of others.

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

Our co-educational boarding program is unlike any other. It is a home and a school where students live and learn together, always sharing and living our values. It is with much excitement we welcome you and your children into our community as we Go Forward together.

**Matthew Weston**  
Head of Boarding







# Our purpose and values

## Our School Purpose

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

At Guildford Grammar School students and staff are guided by the following interlinked 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 relationships and mutual respect for the individual.
- The full realisation of the potential of each boarder 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 or bullying of any form. Every boarder has the right to develop their intellectual and academic endeavours in an environment that is positive and encouraging and in surroundings that are favourable to learning.
- Staff and boarders 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 boarders who genuinely take an interest in other members of the boarding community, are positive role models who are approachable and who earn the respect of the community without privilege or favour.
- Boarding is an important partnership between the School, boarders and parents, all working together for the best outcomes.

## Meet the boarding staff

Head of Boarding  
**Matthew Weston**

Deputy Head of Boarding – Year 12 Coordinator  
**Christopher Winters**

Year 11 Coordinator  
**Cameron Knapton**

Year 10 Coordinator  
**James Claxon**

Year 9 Coordinator  
**Ashleigh Resuggan**

Year 8 Coordinator  
**Ashlea Harvey**

Year 7 Coordinator  
**Gemma Haddleton**

Boarding House Coordinators  
**Mary O'Donovan**  
**Jennifer McPartland**

*See page 21 for Contact Details.*

# National Principles for Child Safe Organisations



**1** Child safety and wellbeing is embedded in organisational **leadership, governance and culture.**



**2** Children and young people are informed about their **rights, participate** in decisions affecting them and are taken seriously.



**3** Families and communities are **informed** and **involved** in promoting child safety and wellbeing.



**4** **Equity** is upheld and **diverse needs** respected in policy and practice.



**5** People working with children and young people are suitable and **supported** to reflect child safety and wellbeing values in practice.



**6** Processes to respond to **complaints** and **concerns** are child focused.



**7** **Staff** and **volunteers** are equipped with the knowledge, skills and awareness to keep children and young people safe through **ongoing education** and **training**.



**8** **Physical** and **online environments** promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.



**9** Implementation of the national child safe principles is **regularly reviewed** and **improved**.



**10** **Policies** and **procedures** document how the organisation is safe for children and young people.



Australian Government

For more information, please visit  
<https://pmc.gov.au/child-safety>  
<https://childsafesafe.humanrights.gov.au/>

# Child Safe Statement

**Guildford Grammar School is committed to the care, safety and protection of all students and has a zero tolerance of child abuse.**

All allegations and safety concerns will be treated seriously and consistently, in line with the School's robust policies and procedures. Guildford Grammar School wants children to be safe, happy and empowered. To protect the safety of the students in our care, all members of the school community must adhere to our Child Safe Program and Policies.

Guildford Grammar School has worked closely with Child Wise, one of Australia's leading not-for-profit child abuse prevention organisations in the development of our Child Safe Program and policies, gaining accreditation as a Child Safe Organisation in 2015.

Guildford Grammar School recognises that efforts to prevent child abuse will only be effective when considering a child's safety and wellbeing holistically and our Child Safe Policy not only focuses on the risks of abuse to children and young people, but how children's voices are heard.

Our Child Safe Program follows the 10 National Principles for Child Safe Organisations.

## Raising a Concern

Guildford Grammar School respects the rights of children and young people and encourages them to speak up.

The School provides a number of avenues for communicating concerns including:

- Email Child Safe Manager  
[Peter.Allen@ggs.wa.edu.au](mailto:Peter.Allen@ggs.wa.edu.au)
- Complaints and Feedback Form  
[External Feedback](#)

## Child Protection Policy

Guildford Grammar Schools Child Safe Policy is available on the School's website at:

[www.ggs.wa.edu.au/about-guildford/wellbeing/](http://www.ggs.wa.edu.au/about-guildford/wellbeing/)

# 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 you anticipate any difficulty with this requirement.







# Organisation of the Boarding Precinct

**Our Boarding Precinct is divided into three Halls of Residence with Boarding Reception being located in the Main Boarding House. For contact or drop offs during the school day (8:30am-3:30pm) students and parents should access this reception..**

## Room allocation

We endeavour to allocate single rooms according to year groups, with the senior cohort generally receiving a single room in the main boarding house, however, this may not always be possible.

We rotate our boarders through different bedrooms and wings of the Boarding House and Burt Hall on a termly basis so that they can experience living with as many different personalities as possible and in different locations.

This develops their ability to cope with change and is instrumental in building resilience. This rotation also enables senior boarders to reside with junior boarders, to mentor the younger members of our community and for the seniors to develop their leadership skills. You are always welcome to discuss your child's room allocation with the Head of Boarding or relevant Year Coordinator.

## Facilities

In the main Boarding House there is a space at the end of each wing referred to as The Nest – it is a space where the boarders of that wing can have afternoon tea or supper together, make themselves a hot drink or toast or watch TV, play games or simply hang out. The Nests are single-gendered areas only.

In Burt Hall on each floor there is a shared kitchen and bathroom facilities. A large common area is located in the middle of each floor, with a TV, Foxtel and a projector with gaming capabilities. The boarders have access to a table tennis table and board games as well as full access to the Media Rooms in the main Boarding House.

The Media Rooms have several televisions with access to Foxtel or for use as gaming consoles. There are also pool tables, table tennis tables, sports equipment, books and board games available for everyone.

On the ground floor at reception there is also a Parents Lounge where boarding parents are encouraged to sit and chat with each other, staff or the other boarders. Bathroom facilities, including showers are also available. The Head of Boarding and the Deputy Head of Boarding have their offices on the ground floor of the Boarding House.

## Staff

The Head of Boarding oversees the whole boarding program and reports directly to the Principal. The Deputy Heads of Boarding and the Year Coordinators work closely with the Heads of House (day houses), mentors and class teachers. Within the Boarding House, our Boarding House Coordinator, House Parents and Boarding Supervisors manage the daily routines of the community and are available to answer questions when they are on duty. Whilst our whole team are responsible for supervising the holistic education of each child in their care, your child's Head of House is the primary contact for any issues related to the day school and their Year Coordinator for any boarding related issues.

Boarding House Administrators provide assistance to the boarders, overseeing afternoon tea delivery, helping with laundry, clothing issues and being attentive pastoral care providers. Residential supervisors and Boarding supervisors provide friendly support and leadership, while senior students are considered like older siblings.

## Communication

In-House noticeboards, weekly school bulletins, the Boarding Parents Gazette and the School website [ggs.wa.edu.au/parent-hub/](https://ggs.wa.edu.au/parent-hub/) are the main forms of communication for boarders and parents.





# A day in the life of a **boarder**

During the school week, Boarders adhere to a daily routine that has been carefully refined to match student needs and responsibilities.

## Year 6

Time	Activity
6.45am	Wake up
7.15am	Roll call and breakfast in the Dining Hall
7.45am	Return to Boarding House and tidy room
8.00am	Walk to preparatory School (accompanied)
8.25am	Students in Preparatory School (8.25am - 3.15pm)
3.15pm	After school activities (Monday – After School sport training)
5.15pm	Quiet time
5.35pm	Roll Call
5.45pm	Dinner
6.15pm	Prepare for Prep
6.30pm	Prep
7.30pm	Supper and free time
8.30pm	Lights out

## Year 7-8

Time	Activity
6.45am	Wake up
7.15am	Roll call and breakfast in the Dining Hall
7.45am	Return to Boarding House and tidy room
8.15am	Walk to Day House
8.25am	Students in Senior School (8.25am - 3.30pm)
3.30pm	After school activities – Sport/Leave
5.15pm	Quiet time
5.35pm	Roll Call
5.45pm	Dinner
6.15pm	Prepare for Prep
6.30pm	Prep
7.30pm	Supper, free time and jobs
8.30pm	Phones turned in
8.45pm	Boarders in own rooms
9.00pm	Lights out

## Year 9-10

Time	Activity
6.45am	Wake up and breakfast
7.45am	Return to Boarding House and tidy room
8.15am	Walk to Day House
8.25am	Students in Senior School (8.25am - 3.30pm)
3.30pm	After school activities – Sport/Leave
5.15pm	Dinner
6.25pm	Roll Call – Prep
8.00pm	Supper, free time and jobs
9.00pm	Year 9 phones handed in
9.15pm	Year 10 phones handed in and boarders in own rooms
9.30pm	Lights out

## Year 11-12

Time	Activity
6.45am	Wake up and breakfast
7.45am	Return to Boarding House and tidy room
8.15am	Walk to Day House
8.25am	Students in Senior School (8.25am - 3.30pm)
3.30pm	After school activities – Sport/Leave
5.15pm	Dinner
6.25pm	Roll Call – Prep
8.30pm	Supper, free time and jobs
9.45pm	Boarders in own rooms
10.00pm	Lights out

# The Chapel of **St Mary and St George**

**The Chapel of St Mary and St George 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, quiet reflection and worship.**

Chapel Services are held regularly during Term on a Sunday evening at 6.15pm.

Boarders are expected to attend these Services. Many boarders are members of the Guild of Servers and therefore assist in the leadership of the services. Other boarders volunteer to do the readings and lead the prayers. Parents, family and friends are always welcome to join us. Members of any Christian denomination are welcome to receive Holy Communion or a blessing.

Our Chaplain is available to all students and staff and their families for advice or guidance on any matter they wish to discuss. Our Chaplain can be found in the Chapel or in the Chaplain's office in Robinson Court. Boarders are encouraged to let our Chaplain know of any issues for which prayer is requested – e.g. a sick relative.

Preparation for Baptism, Welcome to Holy Communion and Confirmation are held every year and such classes are voluntary.











# Dining Hall

**All meals are taken in the School Dining Hall, and all boarders dine together. There are a few exceptions, particularly in summer when the Saturday evening meal is often a shared BBQ or at the Hall; and the odd occasion when the Dining Hall is used for a school function. All meals are compulsory for all boarders.**

The menu is overseen by a dietitian, ensuring the quality of the meals is appropriate for adolescent and teenage children. 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, (predominately on a Wednesday evening), where the boarders are seated at tables with other boarders 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. Boarders who choose to wear a singlet and/or thongs will not be served. Closed in shoes must be worn in the Dining Hall at all times.

Each boarder is free to sit anywhere in the Dining Hall. All boarders are expected to attend punctually and maintain a high standard of presentation. Duty staff are present to supervise each meal in the Dining Hall.

Special arrangements for meals outside the normal dining hours, or any special dietary requirements, can be discussed with the Head of Boarding.

# Use of school facilities

**Boarders at Guildford Grammar School are welcome to use the School's facilities, provided they are appropriately supervised and it is during designated times.**

Boarders may use both swimming pools, but only with supervision by boarding staff and only when the pool is not being used for other purposes. Appropriate swimwear is required at all times.

The School Gym is available for boarders to use before and after school and on weekends, provided appropriate supervision is available by boarding staff. Training times will be allocated for male, female and mixed sessions throughout the terms.

The music rooms are available by negotiation with the Director of Music and boarding supervisors, outside of school hours. Boarders who are studying an instrument or are involved with school bands may arrange access to these rooms.

# Laundry services

**All sheets, towels and pillowcases are washed within the School's laundry facility. In order to maintain good hygiene, all boarders are expected to put these out for washing once a week.**

All personal items of clothing are washed at the School's onsite laundry. All clothes should have name tags sewn in by parents prior to arrival at

Boarding. For new clothes/uniforms bought once Term begins, the Boarding House Coordinator can facilitate the sewing in of name tags with the assistance of Laundry staff. Please order sufficient sew-in name tags so they can be kept at the Boarding House for additional purchases, and order them early as they take some time to arrive.

# The 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, Visa or Amex. For additional clothing requirements throughout the year, boarding families have several options:

- Credit card details can be kept securely in the Clothing Shop.
- An order form and price list can be [downloaded](#) and submitted by **email**.
- Parents can phone/email requirements through with payment.

Every article of a student's clothing should be marked with their 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

<b>Monday</b>	Morning	7.45am - 9.00am
	Afternoon	2.00pm - 5.30pm
<b>Tuesday</b>	Morning	7.45am - 9.00am
	Afternoon	12.30pm - 4.00pm
<b>Wednesday</b>	<i>Closed</i>	
<b>Thursday</b>	Morning	7.45am - 9.00am
	Afternoon	12.30pm - 4.00pm
<b>Friday</b>	Morning	7.45am - 10.00am
	Afternoon	<i>Closed</i>

Please note the Clothing Shop is closed over the mid-term breaks.

Appointments for new students can be made by contacting [Alison.Tucker@ggs.wa.edu.au](mailto:Alison.Tucker@ggs.wa.edu.au) or (+61 8) 9377 9209.

Clothing Shop staff will be available throughout orientation to make a personalised time for new students.

## Senior School Clothing List – Boys

- *School uniform – Boys*
  - 1 School crested blazer
  - 5 Pale blue crested short sleeved shirts – summer
  - 5 White long sleeved shirts – winter
  - 2 Navy shorts – summer
  - 2 Charcoal trousers – winter
  - 1 Navy School pullover vest or cardigan (optional)
  - 1 School tie
  - 1 House tie
  - 5 Grey GGS socks
  - 1 School formal hat (optional)
  - 1 School-approved bag/backpack (only available at the Clothing Shop)
  - 1 Black belt
  - 1 Shoes: Black lace-up – summer/winter (no monk-bars, coloured stitching or tabs, brogues or patent leather)
- *Sports Uniform – Boys*
  - 1 House, short sleeved polo shirt
  - 2 School-crested shorts
  - 1 School-crested tracksuit
  - 1 School-crested sport cap (or visor)
  - 2 School-crested white or navy warm-up shirt
  - 1 School-crested navy bathers or Jammers
  - 1 School-crested navy rash vest (optional)
  - 5 Short white sports socks with navy trim
  - 1 GGS sport tog bag
  - 1 Non-marking sport shoes

Items for particular sports teams are located on the [Parent Hub](#).

## Notes

- Summer uniform is worn in Terms 1 and 4, and Winter uniform in Terms 2 and 3.
- Lady Day is held in Term 1 and Formal uniform is required.



## Senior School Clothing List – Girls

- *School uniform – Girls*
  - 1 School crested blazer
  - 2 Dresses – summerOR
  - 5 Pale blue crested blouses – summer
  - 2 Navy shorts – summer
  - 5 White long sleeve blouses – winter
  - 2 Winter skirts - winterOR
  - 2 Charcoal pants – winter
  - 1 Navy pullover, vest or cardigan (optional)
  - 1 School tie
  - 1 House pin
  - 1 House tie
  - 5 GGS white socks with navy trim (with dress)OR
  - 5 GGS grey socks (with shorts)
  - 5 Navy tights
  - 1 School formal hat (optional)
  - 1 School-approved bag/backpack (only available at Clothing shop)
  - 1 Shoes: Black lace-up – summer/winter (no mary-jane, coloured stitching or tabs, brogues or patent leather)

- *Sports Uniform – Girls*
  - 1 House, short sleeved polo shirt
  - 2 School crested shorts
  - 1 School crested tracksuit
  - 1 School crested sport cap (or visor)
  - 2 School crested white or navy warm up shirt
  - 1 School crested bathers
  - 1 School crested rash vest (optional)
  - 1 GGS swim cap
  - 5 GGS white socks with navy trim
  - 1 GGS tog bag
  - 1 non-marking sport shoes
  - 1 School crested skorts (optional)

Items for particular sports teams are located on the [Parent Hub](#)

### Notes

- Summer uniform is worn in Terms 1 and 4, and Winter uniform in Terms 2 and 3.
- Lady Day is held in Term 1 and Formal uniform is required.

## Dress code

**It is expected that all boarders will dress themselves in activity-appropriate clothes whilst in residence. Activities that require specific dress standards include:**

### Dining Hall

Enclosed shoes must be worn at all times. No thongs or singlets/tank tops can be worn. Hats should be taken off upon entry.

### Chapel

Dress standard for services will be notified as either school uniform or smart casual. Smart casual for boys requires pants (unless otherwise informed),

enclosed shoes, a shirt with a collar and no hats or jumpers with hoods.

For girls, smart casual requires that shoulders be covered and a dress/skirt of knee length. Some types of sandals may be worn in summer but thongs should not be worn to chapel. Make-up should not be worn to Chapel and only one set of earrings is appropriate. Jewellery should be kept to a minimum.

### Recreational Activities

All boarders should wear clothing appropriate to the activity they are attending but general guidelines would require enclosed shoes, no singlets or thongs and no excessive make-up or jewellery.





# The Medical Centre

**A School Nurse is present at the following times to attend to all injuries or medical emergencies, as well as to ensure that boarding students attend external medical appointments:**

**Monday-Friday: 7.30am – 6.00pm**

**Saturday: 8.30am – 12.30pm**  
(during winter and summer sports only)

**Sunday: On call**

**Phone:** (08) 9377 9211 (24 hours)

Our Medical Centre is located on the bottom floor of Burt Hall, which is adjacent to the new Boarding House.

Medications are dispensed directly from the Medical Centre in the morning, which gives the nursing staff an opportunity to touch base with most students prior to them attending school each day.

The Medical Centre will remain open until 6.00pm each day, and as previously stated, the nursing staff will be on call 24 hours per day, 7 days per week during term time.

The following points outline some of the services provided by the nursing staff, as well as some of the requirements that parents need to adhere to while your child is in our care.

- Student Health Records: All boarding students are required to have a boarder's medical completed by their own GP prior to being accepted into boarding. All past medical considerations, illnesses, injuries, and medications are to be recorded on the relevant pages and the nurse manager is to be contacted to discuss any specific issues that may impact their day to day care.
- Medications: **All medications are to be presented to the Medical Centre for appropriate dispensing during term time.** No students are to keep any medications in their rooms without review by the nursing staff first. This includes Panadol, Nurofen or any over the counter herbal supplements.
- Appointments: All medical appointments must be coordinated through the Medical Centre to ensure the student receives a reminder slip the night before and your child's absence is therefore verified by the relevant teaching staff on the appropriate day.



**Medical  
Centre Staff**

**Vicki Bellinge**  
(Nurse Manager)

This includes doctor's appointments or appointments to any of the allied health professions such as dentist, physiotherapists or psychologists. The nursing staff should be notified by email: [medical@ggs.wa.edu.au](mailto:medical@ggs.wa.edu.au) or phone 9377 9211 during office hours.

- Chemist charges: We are fortunate to have the ongoing support of Healthlink Pharmacy which delivers all medications to the Medical Centre once a day during term time. These are then charged directly to each student's account.
- Transport: The Medical Centre will continue to use the services of the Transport Services Manager for all appointments in and around the Midland/Guildford area. This includes appointments to the orthodontist, dental therapy, physiotherapy, pathology and radiology. For all other appointments including specialist appointments, we ask that the parents arrange a guardian to accompany the student or alternatively the School can provide a member of staff to accompany their son/daughter at a nominal cost to the parents. For all queries relating to follow-up medical appointments, please contact the Medical Centre on 9377 9211.

Finally, we ask parents to ensure the Medical Centre staff are notified of any changes that are relevant to their child's medical care throughout their time at Guildford Grammar School including change of guardian details, Medicare details, relevant injuries or illnesses.

# What to bring

Each bedroom has a bed, desk, reading light and standing cupboard with designated hanging space for clothes.

In addition to school and sports uniform requirements, stationery and books, students should have the following:

- Sleeping clothes/pyjamas (2-3 sets – summer and winter)
- Casual clothes for everyday wear (roughly one weeks worth – summer and winter)
- Smart casuels for Chapel and outings
  - jeans/trousers with belt/skirt/dress
  - collared shirt
  - long-sleeved buttoned shirt with collar/blouse
  - tie
  - suitable dress shoes and socks
  - jumper or jacket that must **not** be a 'hoodie'
- Footwear
  - 1 x thongs, sandals or similar
  - 1 x sports sneaker
  - 1 x casual sneaker or slip-on shoes (such as Vans, jacks)
  - 1 x casual dress shoes for socials, city outings and Chapel
- Spare shoelaces and shoe polish
- 2 x House ties
- Laundry basket/hamper
- Coat hangers
- Small backpack for overnight stays and recreation activities
- Beach towel (bath towels are provided). Swimming students should bring two beach towels.
- Doona and 2 doona covers (bedsheets and pillows are provided by the School)
- Rug/blanket additional to doona (optional)
- Sunscreen/hat and cap
- Personal hygiene items
  - toothbrush and toothpaste
  - soap/showergel and shampoo
  - nail clippers
  - shaving needs (if required)
  - hairbrush/comb
  - deodorant
  - sanitary items

- Box of tissues
- Spare name tags
- 2 x padlocks
- Airtight containers to store food
- Microwave bowl and eating utensils for noodles etc.
- Mug and teaspoon
- Water bottle
- Clock (with alarm)
- Phone and laptop chargers (clearly labelled)

## Optional items

- Photographs/appropriate pictures for pin-up board
- Personal music devices and headphones (not speakers)
- Wet weather jacket
- Books for reading at night
- Small chain for padlocks

Boarders may bring hairdryers to be stored in their bedrooms. Hair straighteners and hair curlers may also be stored in bedrooms but must remain switched off when not in use and stored in a heat-proof pouch.

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

## What **not** to bring

- Personal gaming stations (e.g. PS4, Xbox, Nintendo Switch etc)
- Personal televisions
- Large stereos
- Large quantities of sweet foods or drinks (one ice-cream container is more than ample)
- Inappropriate recreation activities (e.g. Nerf guns, water pistols, dart boards)



# Contact

## Boarding Contacts

Head of Boarding

**Matthew Weston**

**0457 101 577**

[Matthew.Weston@ggs.wa.edu.au](mailto:Matthew.Weston@ggs.wa.edu.au)

Deputy/Year 11 Co-ordinator

**Christopher Winters**

**0438 919 410**

[Christopher.Winters@ggs.wa.edu.au](mailto:Christopher.Winters@ggs.wa.edu.au)

Year 11 Coordinator

**Cameron 0419 198 802**

[Cameron.Knapton@ggs.wa.edu.au](mailto:Cameron.Knapton@ggs.wa.edu.au)

Year 10 Coordinator

**James Claxon**

**0408 942 078**

[James.Claxon@ggs.wa.edu.au](mailto:James.Claxon@ggs.wa.edu.au)

Year 9 Coordinator

**Ashleigh Resuggan**

**0409 449 752**

[Ashleigh.Resuggan@ggs.wa.edu.au](mailto:Ashleigh.Resuggan@ggs.wa.edu.au)

Year 8 Coordinator

**Ashlea Harvey**

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Year 7 Coordinator

**Gemma Haddleton**

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Boarding House Coordinator

**Jen McPartland**

**0424 130 599**

[Jennifer.McPartland@ggs.wa.edu.au](mailto:Jennifer.McPartland@ggs.wa.edu.au)

Boarding House Coordinator

**Mary O'Donovan**

**(08) 9377 8532 (office)**

**0457 101 569 (duty mobile)**

**0457 101 576 (duty mobile)**

[Mary.O'Donovan@ggs.wa.edu.au](mailto:Mary.O'Donovan@ggs.wa.edu.au)

## Other School Contacts

Principal

**Peter Allen**

**(08) 9377 9248**

[Peter.Allen@ggs.wa.edu.au](mailto:Peter.Allen@ggs.wa.edu.au)

**Principal's Executive Assistant**

**(08) 9377 9248**

**Head of Admissions**

**(08) 9377 9222**

School Medical Centre

**Nurse on Duty**

**(08) 9377 9211**

**Reception/Administration**

**(08) 9377 9222**

**Head of the Senior School**

**(08) 9377 9250**

**Deputy Principal,**

**Learning, Leadership and Transformation**

**(08) 9377 9513**

**Chaplain**

**(08) 9377 9570**

**School Counsellor**

**(08) 9377 9244**

**Student Services**

**(08) 9377 9263**

**School Clothing Shop**

**(08) 9377 9209**

**Finance Office**

**(08) 9377 9206**

## Emergency Contacts

*Any after hours needs should be directed to either **Duty Staff 0457 101 569 / 0457 101 576** or **Mr Christopher Winters 0438 919 410**.*

## Postage

The sending of correspondence via the **post** is encouraged. Boarders receive their mail each day, after school.

Postal address: **Boarder's Name**  
**Guildford Grammar School Boarding**  
**11 Terrace Road**  
**Guildford WA 6935**





# 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 boarder to work unhindered and uninterrupted but with support where required.**

Prep times are incrementally increased for each year group and study areas and activities are tailored to meet the needs of our boarders. It is hoped that the boarder will develop positive study habits, complementing the supervised prep time with independent learning.

All boarders undertake supervised prep in the Boarding House, or in the library, under the supervision of boarding staff and/or a teacher librarian.

## **Supervised Prep Times:**

<b>Years 7 - 8</b>	6.30pm - 7.30pm
<b>Years 9 -10</b>	6.30pm - 8.00pm
<b>Years 11 - 12</b>	6.30pm - 8.30pm with optional extra time.

During prep, boarders have access to computers for research and the completion of assignments.

Please refer to the student diary for more detailed information on recommendations for study and homework. Boarders should read the guidelines in the student diary regarding plagiarism.

***Parents are asked not to contact their child during prep time.*** Please do not place your child in the position where they will have their phone confiscated if using it during prep.

If you need to contact your child in an emergency, please do this via the duty staff on mobile  
**0457 101 569.**

# Behavioural expectations and Code of Conduct

**Students who enrol into boarding agree to abide by the expectations of common sense, consideration and respect of both fellow boarders and staff.**

The Year Coordinators, acting in loco parentis, accept responsibility for each boarder in their care. Behavioural expectations apply when boarders have been granted leave.

Should there be a breach of expected behaviour, there will be consequences. The process of procedural fairness is followed and discipline is dealt with on a case by case basis.

If a boarder steals or breaks into a restricted area they may be sent home or to their guardian and, depending on the severity of the action, the police may be called.

If a boarder leaves the Boarding House after lights out they may be sent home or to their guardian.

If a boarder consumes or brings alcohol or illegal drugs onto the premises they may be sent home or to their guardian.

Visitors are welcome in the Boarding House at appropriate times. Boarders are expected to introduce a visitor to the staff on duty. All visitors are to be entertained in common areas. Boarders are responsible for their visitors and they are expected to ensure they uphold the behavioural standards expected in the Boarding House.

As far as possible, incidents that occur in day school hours are dealt with by the relevant school staff. While a student's Year Coordinator 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 the School, whether a day student or boarder. There may be times when a child 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 Boarding House.





# **VI Wellbeing program**

**VI in Latin has two meanings. In Roman numerals it means 6 and represents the important steps our boarders take along their journey from children in Year 7 to young adults in Year 12. VI is also translated as 'you' and in this way represents the crucial role we all play in managing our own lives with our personal well-being sitting at the center of this. The VI Program provides a comprehensive and individualised pastoral and well-being program that ensures all our boarders leave School with the social and emotional skills they need to succeed in a complex and challenging world.**

As part of the VI Program every boarder will engage with a different 'well-being centered' theme each year. These themes will be explored, practiced and reflected upon each Thursday night throughout a variety of activities and workshops.

## **Year 7: Looking in**

Students engage with a develop inter-personal skills such as self-confidence, resilience, managing their emotions, alleviating anxiety and developing social and emotional building blocks for life.

## **Year 8: Looking out**

Students engage with and develop intra-personal skills that enable them to build better relationships with other people. They explore ideas of bullying and how to develop kindness, gratefulness and empathy. There is a strong focus in Year 8 on digital/ social media use and how engaging with this can impact ourselves and other people.

## **Year 9: Venturing Out**

Students learn to develop further confidence by challenging themselves mentally and physically. In Year 9 all of our boarders attend an outdoor adventure camp that will see them walk a section of the Bibbulmun Track. Along the way they will explore their own spirituality and learn perseverance and resilience by overcoming challenges.

## **Year 10: Helping out**

Students engage with their community and learn the importance of giving back. In Year 10 they will reflect on what they're appreciative of and how they can help others in need. This will also involve a series of activities of service learning in our local and global contexts.

## **Year 11: Stepping out**

Students engage with a series of 'real-world' activities that are vital for them to develop into young adults. They will become prepared for life after school by attending cooking classes, preparing resumes, practicing for job interviews, opening bank accounts and most importantly they will take their first steps on their journey towards workplace or tertiary studies post school.

## **Year 12: Looking back**

By this point our senior students will have explored a variety of activities and strategies that will help them overcome the challenges that are presented within their final year of secondary school. They will be challenged to look within themselves to identify what has worked well and what has not over the past 5 years so that they can become self-motivated, independent and autonomous in managing their own well-being. They will be able to access a variety of classes such as mindfulness, meditation, yoga, cross-fit, circuit classes and many more that will help release stress and anxieties and keep them in a balanced and effective learning head space. These will be strategies they will be confident to use throughout their life.

# Technology Guidelines

**Technology is a part of everyday life. In particular, it is a significant part of our current boarders' generation and is undoubtedly a crucial resource for their educational journey.**

However, boarders have a responsibility to use this technology appropriately and to self-regulate the amount of screen time they are exposed to. Education and communication are necessary from staff and parents, regarding the correct use of technology. Research clearly shows that technology (computer or phone related screen time) significantly interferes with and disrupts sleep (decreased quality of sleep and REM sleep), it can be anti-social and a distraction from school work.

By technology, we refer to computers, mobile phones, iPods, PSP's and other forms of gadgetry that boarders may choose to bring into the boarding house.

Each breach of policy is recorded for the incident of misuse not for the device being misused. I.e. - a boarder will not receive 3 breaches of policy for each device but rather each time any of their devices are being misused.

If a communication device such as a mobile phone is confiscated it will not be returned when a boarder takes leave and parents/guardians must be aware that this may increase the risk of applying for or approving leave during a confiscation period.

## Internet network and wi-fi use by boarders

Students will be required to sign the School's BYOD Agreement before they can access the network. In addition, each personal device is required to be registered. Any student who violates the agreement will be restricted in their use of computing facilities. The computing facilities in the Boarding House 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 Boarding House computers if related to the school curriculum. Boarders must ensure that their time on the Internet is used in an efficient manner.
- Computers are to be used during prep time for academic purposes only. Non-academic purposes include Instagram, Facebook, YouTube, movies, gaming, repeated searching through music playlists, viewing inappropriate material, or any use deemed inappropriate by staff. Computers may be used for contacting families outside of prep time only.
- Mobile phones can remain with senior boarders overnight, provided they are not being used inappropriately.
- Mobile phones are not to be seen during roll-call or any time during prep (6:30-8:30pm).
- Mobile phones are not permitted during school and can be confiscated anytime between 8.30am-3.30pm.
- Mobile phones are not to be seen in Chapel or the Dining Hall.
- Parents are asked to assist the process by refraining from calling their children during prep or after lights out.
- Students may not have TV screens in their rooms.
- PSPs, computers, iPads and Gameboys (or similar devices) are not to be used after lights out, unless with the authorisation of duty staff.

### ***Consequences for breaches of these criteria***

If a boarder is found to have breached the above criteria, the following consequences may apply:

- 1st Breach – Device will be confiscated for a 24 hour period and stored at Reception.
- 2nd Breach – Device will be confiscated for a 48 hour period and stored at Reception.
- 3rd Breach – Device will be confiscated for one week (7 day period) and stored at Reception.
- 4th Breach – Device will be confiscated for the remainder of the term and stored with the Deputy Head of Boarding, only to be returned in person to the parent/guardian.

Parents/Guardians will be contacted after the second breach of policy. A record of breaches will be clearly maintained by boarding staff and accessible to boarders at all times via the Duty Office.

Any further breaches after a third will result in all technological devices being removed for a period agreed to by the Head of Boarding and the parent/guardian.



## Bicycles and equipment

**Parents are asked to take full responsibility for their child'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 child.**

Parents must supply their child with safety equipment and a security chain as requested. Bicycles will be kept in the storeroom at the base of Burt Hall. The School takes no responsibility for the loss of bicycles/scooters which are left outside the locked area provided.

## Breakages and damage

**Each family is asked to pay a \$500 bond while their child is in boarding.**

All breakages must be reported to the staff on duty. For all wilful damage caused by irregular activity (e.g inside ball activities, abuse of recreational equipment) boarders will be held responsible and charges may be made against that bond. Boarders are asked to exercise reasonable care when using Boarding House equipment and furniture.

At the end of each term an inspection will take place and the cost of any wilful damage will be charged to the parents. Any maintenance requirements need to be reported immediately so they can be attended to as soon as possible.

## Storage

**On the eastern side of Burt Hall, adjacent to the Medical Centre, there is a large storage room. This space may be used for bikes, scooters, luggage or large sports bags.**

Access to this area may be obtained by asking a boarding staff member. It is expected that this area is maintained in an orderly manner so that other boarders can access their belongings when required.

## Fire alarms

**The Boarding House is fitted with government regulated smoke detectors and alarms which are monitored by a fire security company which passes all calls on to the Fire Brigade.**

The Fire Brigade attends every time a fire alarm is triggered on the School premises. Fire drills are carried out to ensure students know the procedure and designated evacuation points to assemble.











# Security of belongings

**It is the responsibility of each boarder to ensure their 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 Boarding. Lost belongings must be reported to the staff on duty as soon as they cannot be found. Personal insurance of valuable items is the responsibility of the owner.

# Search and Confiscation Policy

**In line with our duty of care and health and safety regulations, Guildford Grammar School reserves the right to search for and confiscate items that may be harmful to students and staff or confiscated if it is contributing to poor or non-compliant behaviour.**

A confiscated item may also be sent home with parents or if an illegal item, be deposited with the appropriate authorities.

## Searches

To mitigate the risk of harmful substances entering the Boarding House, random searches may take place, but only with the Head of Boarding's prior approval.

Staff can only search student dorm areas on a strong suspicion that the student/s has in their possession a stolen item, illegal drugs/alcohol, a weapon, lighters or matches, a banned item at the School or inappropriate material.

The student will be given the opportunity to voluntarily provide the item in question to staff before a search is carried out. Two members of staff will be present for any room searches.

Students must cooperate with staff in any search. If they refuse, staff will request parent intervention. Parents will always be informed once a search is being carried out.

A search must be conducted with the student concerned being present and a second supervisor.

No student will be physically searched for items on their person. Students will be expected to comply with staff requests to cooperate. Parents will be contacted if the student is uncooperative.

## Confiscation

Staff have the right to confiscate any item that is:

- being used inappropriately as per school rules (e.g. mobile phones used after lights out etc.)
- a banned item at the School (e.g. R-rated material, laser pointers etc.)
- deemed a safety risk to students and/or staff
- an illegal item or substance (illegal drugs/items will result in police being notified)

Staff will set a period of time an item will be confiscated and when and how it will be returned, either to the student or parent.

# Building relationships

**As a co-educational boarding community, it is important that all boarders are aware of the School's expectations around building healthy and respectful relationships.**

We expect all boarding students, regardless of gender, to be positive, friendly and respectful at all times within our community. Lifelong friendships are often fostered as a result of young people boarding together and these strong ties are a strength of our boarding community.

Whilst friendships between all boarders are strongly encouraged there is an expectation that no boarding

students will conduct sexual or other physically intimate relationships whilst in residence or on the school grounds.

We are also mindful of the need for privacy in the boarding house. Boarding students should not enter the sleeping area of other boarders without their consent and may not enter the sleeping area of boarders of the opposite sex at any time.

There is an expectation that boarders who are on leave from the boarding house will also conduct themselves appropriately, respecting themselves and the wider community with whom they have contact.

## The daily 'Checklist for Success'

### Rooms

Before each day:

- Place washing into baskets in the laundry area at the end of the wings.
- Make bed
- Clear floor
- Tidy desk
- Be responsible for your belongings – lock up valuables
- Store food in airtight containers
- Respect other people's rooms: this is their personal/private space. Seek permission before entering.
- Do not move, borrow or use other people's belongings without permission.

### Prep

Students are responsible for the following for the entire duration of Prep:

- Working **quietly** at their desk in their own room
- Having the door open
- Enjoy a book/novel if all work complete
- Seek staff permission if they need to leave their room.

***If students are unable to demonstrate that they can meet these standards and are found to be in breach more than three times during a prep session, they may be made to study in a common area.***

### Lights Out

- Once in bed, students are permitted to be reading *in their room* with bed lamps only on.
- No electronic devices (laptops, mobile phones or tablets). This is time to 'disconnect' and get ready to have a good night's rest.
- Those who are demonstrating that they are still studying (Years 11 and 12) may seek permission from the Duty Supervisor to continue later.

### IMPORTANT PROCEDURES

- Be on time for evening roll call every night.
- Follow the correct signing in/out procedures and ***always notify staff when you are leaving the Boarding House.***
- If you have an allocated job on the jobs roster, ensure you complete your required task – others rely on you doing so.
- Be responsible and considerate in use of 'common areas'.

*Duty staff are aware of, and will hold students to account on these guidelines.*

*If they are recorded in the duty book as being regularly unreliable in meeting these expectations, then penalties such as being gated and long-term jobs roster positions will be implemented.*

***Duty staff will also make note of consistently high performers who will receive rewards.***





# Leave

**Whenever a boarder leaves the Boarding House, they must inform the staff on duty as to where they are going and sign in and out. This includes local leave, day leave, overnight leave, mid-term leave and end of term leave.**

Leave is granted upon the belief that the School is part of the community and boarders 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 Boarding can make appropriate and acceptable decisions about leave requests. At all times, the Head of Boarding will have the final say when 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 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 boarders, both experienced and new, can become acquainted. This is important for lasting friendships.

It is each boarder's responsibility to have the phone number of the Boarding Office, Head of Boarding and their Boarding Year Coordinator saved in their personal phone. Boarders are to make contact if they foresee any changes to their leave, or experience trouble whilst away from the Boarding House. Leaving a message is not acceptable, they must speak to someone.

## Local Leave

This is where boarders leave the Boarding House unaccompanied by an adult, supervisor, parent or teacher, to go to the shops in Guildford or Midland or enter the school grounds other than for the school day or sporting commitments, e.g. bike riding. This leave has a duration of **120 minutes** and two train stops east or west of the Boarding House. The following Local Leave rules apply to each Year group:

- Year 7 – No local leave
- Year 8 – Must be in Groups of 3 and On-Campus activities only
- Year 9 – Must be in Groups of 3 and may leave campus
- Year 10 – Must be in Groups of 2 or more
- Year 11-12 – May leave campus as individuals

## Day Leave

This is on a Saturday or Sunday where a boarder is away from the Boarding House for an extended period of time, but not overnight. It may be to visit the city, beach or sporting match, 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 login and password details once your child has commenced at the School.

If visiting an individual's home, both a boarder's parents and the host must make contact with the Boarding Year Coordinator to confirm the details of the leave, and provide an address and phone number for the request. Day leave begins at 7.00am and concludes at 5.00pm and 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 appropriate Year Coordinator.

### **Weekend or Overnight Leave**

This is available on a Friday and Saturday evening, with permission from parents through the online electronic leave system, REACH. School sporting commitments must be met before leave can commence.

### **Extended Leave**

If a boarder will be away from school for a number of days during term time, returning after term starts or leaving earlier than term finishes, parents must make a written application to the Principal or Head of Senior School.

The leave system is underpinned by the boarder respecting the trust placed in them by their parents and the Head of Boarding or Deputy Head of Boarding. Students must always give the 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.

### **Getting leave approval**

***A leave request must be completed using our electronic leave system, REACH.***

All weekend leave requests must be submitted in REACH for approval by 12.00pm Thursday prior to the weekend. The Year Coordinator reserves the right to refuse leave when they are not satisfied there will be adequate parental supervision.

### **Approved Hosts**

On admission to the Boarding House, parents of boarders are asked to establish a list of approved hosts on REACH and to the Head of Boarding. 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.

# 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 six separate activities in which boarders may participate, although some are specific to individual cohorts.

Activities may include ice-skating, trips to theme parks, socials, shopping, water activities, indoor sports, trips to the cinema, and events supported by other boarding schools. The recreation program is posted in the Boarding House and on the school website at the start of term so that parents and boarders may plan their weekend and local leave.

Boarders need to have signed up by Wednesday evening if they are to participate in weekend activities. Once admitted, boarders are expected to attend their chosen event, unless they liaise directly with the Recreation Officer in good time to make alterations. Boarders 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 boarders having to carry extra cash. Group rates are always negotiated and prices are very reasonable.

## Weekend Recreation Activities Sample

**Darlington Arts Festival**

**Bike Ride Around Guildford**

**Mary Poppins – Musical at the theatre**

**Fishing**

**City Beach – Swim, Sand, Sun**

**DIY Christmas Ornaments**

**Outdoor Cinema**

**Bounce**

**Mini Golf**

Decisions about participation are made on a Wednesday evening, it is important that boarders 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.











# Frequently Asked Questions

## Students

### ***Do I have to keep my room tidy?***

Yes. As we live in a close community, it's important to be mindful of keeping your bedroom clean and tidy, especially as you will most likely share a bedroom space with another boarder at some stage. Each morning the Year Coordinator on duty assigns green slips (for tidy rooms) or pink slips (for untidy rooms). The boarders with the most green slips are rewarded with a special dinner at the end of the term. If any boarder receives three pink slips in one week there are likely to be implications for their weekend leave.

### ***Who should be my first contact in boarding?***

For any boarding related matter, your Boarding Year Coordinator should be your first point of contact. You are also welcome to discuss matters with a Deputy Head of Boarding or the Head of Boarding.

### ***Do I need to hand my phone in at night?***

Our junior boarders (Years 6-10) all hand in their phones at night to be secured and charged for the next day. This is so that our boarders get a good night's sleep without any distractions. Our senior boarders (Years 11-12) may keep their phones in their rooms so long as they can demonstrate that they can self regulate their use. This means not using them after 10.00pm.

### ***When can I phone home?***

If you are a junior boarder you will need to hand in your phone at the allocated time each night to avoid it distracting you while sleeping. We also ask that you don't use your phone during prep/study times. Ideal times to call home are in the morning or after school between 3.30pm-5.30pm.

### ***How do students sign up and pay for recreational activities on the weekend?***

Each boarder receives an email via REACH alerting them to upcoming recreational activities. Every Wednesday we have a formal dinner (Well-dressed Wednesday) and the signup sheets for recreational activities are available for sign ups. Once your name is on the list, your account will be automatically charged for the event. Boarders are able to sign up for recreational activities using the program called Reach. Most activities cost between \$10-20.

### ***What happens if I am sick?***

If you have been assessed by our medical staff and are deemed not fit to stay in boarding you must be collected by parents/guardians or a host as soon as possible to reduce the likelihood of infection to other boarders.

### ***What do I need for my room?***

Please refer to page 14 of this Handbook.

### ***What do I do when I need new items from the Clothing Shop?***

If your parents have submitted an online credit card form the Clothing Shop can debit their card directly each time you require new clothes. Alternatively, students can pay on their own debit cards.

### ***Who washes laundry?***

All laundry including clothes, towels and sheets are washed on-site in the School's laundry. Our staff collect dirty washing daily (except weekends) and wash, dry and return generally within 2 days. Senior students have the option of using the laundry located in Burt Hall to wash their own laundry on weekends or at times that small loads are required. They must provide their own detergent/washing powder if they wish to use the Burt Hall Laundry.

### ***Who do I contact regarding after hours needs?***

For any needs between the hours of 11.00pm-6.30am you should contact the Deputy Heads of Boarding, Mr Chris Winters or Mrs Sophie Carroll.

### ***How do I submit leave?***

We use an online leave system called REACH. We will create an account that you will use to submit leave. The request is then directed to the appropriate Boarding Year Coordinator or Deputy Head of Boarding for approval. Once approved it is in the system and boarders need to advise staff when they head off on leave. Parents or hosts collecting students from the Boarding House need to enter the Boarding House and make themselves known to staff. Any questions concerning REACH may be directed to the Boarding House Coordinator.

### ***Can I bring a pet?***

No. We don't allow pets of any sort in the boarding house for a variety of reasons but mostly as it may impact other boarders living in adjacent rooms.

### ***Can I keep my own food?***

Yes, students can purchase and store some types of food in their bedroom. Fruit, milk, cheese, milo, biscuits and bread are available at any time of the day in the kitchen areas. We ask that students do not bring excessive amounts of lollies or other foods that may impact our ability to best look after your health. If unsure of what foods can be brought, students can check with their Year Coordinator or Head of Boarding.



# Frequently Asked Questions

## ***What meals are provided in boarding?***

Breakfast, lunch and dinner are provided for all boarders every day of the week. On weekdays, the Dining Hall also provides morning tea at recess and afternoon tea is served in the Boarding House. Meal times may change slightly on weekends due to other events, but at least three meals are provided every day. In Terms 1 and 4 we have a community BBQ every Saturday night.

## ***Can we order takeaway on the weekends?***

There may be the occasional time that your Year Coordinator will allow you to purchase takeaway for delivery or pick up with a staff member, but this must always be approved prior to purchasing as it is only occasionally allowed on weekends.

## ***Who do I talk to about dietary requirements?***

Any specific allergies or dietary needs should be brought to the attention of boarding staff prior to your arrival. If you have suggestions for the Dining Hall you may choose to direct this to a member of the Guildford Boarding Food Committee, which all boarders are welcome to join.

## ***What is the procedure for taking leave?***

We offer three different types of leave – local, day and overnight. An explanation of each can be found on page 23 of this handbook.

## ***How often can I go home?***

There is only one official closed weekend for the year and this is the first weekend of Term 1 when we have our Boarding Prefects' Cup, which is a fun weekend and great way to meet other boarders. For junior and new boarders we recommend not taking leave more than once every three weeks for the first few terms to alleviate homesickness and to allow you to build important new relationships in the Boarding House.

## ***How do I get to club sport?***

Some of our boarders participate in community sport at local clubs outside of Guildford Grammar School. If you wish to do this you should have a discussion with your parents and Year Co-ordinator/prior to registering. You will need to arrange a parent/host to transport you.

## ***Can I take friends home for the weekend?***

Yes, you can. Whether it's a day student or another boarder if both parties have parental approval then this is fine.

## ***How much money do we need?***

There is no recommendation for how much money you will need and this will depend on your circumstances. We do not hold cash unless under specific circumstances so you will need a debit/savings card or pre-paid debit card to spend your money.

## ***Can I bring a bike?***

Yes, you may bring a bike to boarding but it must be secured properly in our storage facility in Burt Hall. A helmet must be worn at all times. Electric scooters and motorised vehicles are not permitted on campus.

## ***Can I bring my car?***

There may be circumstances in which boarders can bring their own vehicles to school to use to attend external sports or work. Prior to bringing a vehicle to school, boarders must apply for a Boarder's Driving Agreement form from the Head of Boarding which will include the vehicle's registration, a list of approved passenger's and a signed contract agreeing to conditions for keeping the vehicle at School. Both parents/guardians and the Head of Boarding must sign and file this document before a boarder can bring the vehicle to School. Students on the second floor, however this may not always be possible, depending on the size of each cohort. We will do our best to ensure the process is enjoyable for all genders and ages.

## ***Can I go for a run/exercise in the morning?***

Yes, you can. We ask all junior boarders to communicate this the evening before going for a run/gym session in the morning. Year 6-8 students must go in pairs or groups of three or more. Year 9-12 students may go on their own. All boarders are expected to remain on campus for this exercise unless previously arranged.

## ***Can day students come into the Boarding House?***

Day students are welcome to come into the boarding house at appropriate times but must always remain in common areas. No day student or visitor may enter the bedroom of a boarding student unless prior approval is given by boarding staff.

## ***How often do we change rooms?***

Students in Year 6-11 change rooms at the end of every term. This gives them a chance to share a space with a variety of other boarders and helps encourage a cohesive community.



# Frequently Asked Questions

## Parents

### ***Can I collect my child directly from sport?***

Yes, this is possible but we ask that you communicate this directly to the Boarding House, ideally by phone, before doing so. Boarders can then be signed in and out correctly.

### ***How should we prepare for boarding?***

Moving into boarding is a significant change and something that should be discussed as a family. Sitting down and reading through this Boarding Handbook, calling your Year Co-ordinator or talking to other boarding families you know about their experience can really help. Use the checklists and ensure you have everything you need before coming to the school also helps students to start on the right foot. If you have any specific concerns for your child we recommend having an honest conversation with your Year Co-ordinator about this so that strategies can be put in place to help.

### ***What is the local community like?***

We are very lucky at Guildford Grammar School to have all of our Year Co-ordinators, Senior Chaplain, Head of Senior School and other residential staff all living on site. These people and their families help to make up our wonderful community and are available whenever you need them, not just during business hours. Throughout your time at Guildford Grammar School there will be opportunities to attend sundowners, dinners and other functions that are a great way to meet these people and get to know the community better.

### ***How will my Year 6 student get to the Preparatory School each day?***

Until the student is deemed to be independent enough, a staff member will escort them from the Boarding House to their Preparatory School classroom each day. This walk is internally through the campus and there are no major roads or cars.

### ***How many students sleep in each room?***

This depends on the cohort. In general the Year 6-9 students will have four students per room, Year 10-11 students will have two per room and we aim to provide single rooms for Year 12 students.

### ***How boarders change rooms throughout the year?***

We do our best to rotate boarders through different bedrooms during their time in residence. This helps them to develop their relationships with other members of the community and also assists in reducing build-up of unnecessary possessions. We try our best to accommodate Year 6-8 students on the ground floor, our Year 9-10 students on the first floor and our Year 11-12 students on the second floor, however this may not always be possible, depending on the size of each cohort. We will do our best to ensure the process is enjoyable for all genders and ages.

### ***When can parents enter bedroom areas?***

Parents may enter their child's bedroom on the first and last day of term. If they require entry at other times, they will be accompanied by a boarding staff member.

### ***Should my child bring their own sheets?***

Bed sheets, towels and pillow cases are provided but students are encouraged to bring their own fitted single sheet and pillow cases. Please ensure these have your child's name clearly marked with sewn on labels.

### ***What support is proved during homework/prep times and can my child access an external tutor if needed?***

The location and times of prep varies depending on the year group, but supervised prep occurs every night from Sunday-Thursday. During this time boarders have access to teaching staff and academic tutors provided by the School at no cost. If you would like to arrange one-on-one tutoring for your child you may do this but please first discuss this with your Year Co-ordinator.

### ***How often do boarders go to Chapel?***

A boarders' Chapel Service is held on significant days of the Christian calendar and regularly throughout the year. Details are included on the School calendar.



# Boarders Parents' Association

**The Boarders Parents' Association (BPA) 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 3 or 4 meetings each year to discuss issues regarding boarding at Guildford Grammar School. Ideally, the committee will include 2 parent representatives from each year. Relevant Senior School and Boarding 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 formal and 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 and social events are shown in the School calendar, the weekly Bulletins and the Boarding Gazette.

The full list of contacts are listed below.

## BPA Committee Members

*Chairperson*

**Jenny Scash-Cowcher**  
[willandra@westnet.com.au](mailto:willandra@westnet.com.au)  
**0417 011 677**  
*Macy Cowcher (11Ha)*

*Vice-Chairperson,*

*Year 11 Parent Representative*  
**Caroline Bradley**  
[cgb Bradley@bigpond.com](mailto:cgb Bradley@bigpond.com)  
**0428 544 068**  
*Clare Bradley (11Sc)*  
*James Bradley (8Sc)*

*Secretary,*

*Year 11 Parent Representative*  
**Jane Liu**  
[oytai@yahoo.co.uk](mailto:oytai@yahoo.co.uk)  
**0400 213 632**  
*Louis Mead (11SG)*  
*Harry Mead (9SG)*

*Year 12 Parent Representative*

**Blair Wilding**  
[wildings@westlink.net.au](mailto:wildings@westlink.net.au)  
**0417 977 243**  
*Angus Wilding (12Wb)*

*P & F Representative,*

*Year 12 Parent Representative*  
**Lina Stowe**  
[lina@stowe.com.au](mailto:lina@stowe.com.au)  
**0477 008 255**  
*Charles Stowe (12SG)*  
*Sophia Stowe (9SG)*

*Year 10 Parent Representative,*  
*Year 7 Parent Representative*

**Riana Georgy**  
[kianda1@gmail.com](mailto:kianda1@gmail.com)  
**0419 543 022**

*Aiden Georgy (12Ha)*  
*Ethan Georgy (10Ha)*  
*Skye Georgy (7Ha)*

*Year 9 Parent Representative*

**Dale Diepeveen**  
[pddiep@bigpond.com.au](mailto:pddiep@bigpond.com.au)  
**0429 361 061**  
*Jai Diepeveen (9Sc)*

*Year 9 Parent Representative*

**Georgie Sadler**  
**0407 823 407**  
*Rowan Sadler (9He)*

**Karley Dunne**

[karleydunne@bigpond.com](mailto:karleydunne@bigpond.com)  
**(08) 9686 1104**  
**0458 071 375**  
*Holly Dunne (12He)*

*Year 8 Parent Representative*

**Liv Mincherton**  
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**0418 477 518**  
*Caleb Mincherton (11Wb)*  
*Heidi Mincherton (8Wb)*

*Year 8 Parent Representative*

**Sandra Bolt**  
[steven\\_bolt@hotmail.com](mailto:steven_bolt@hotmail.com)  
**0419 596 885**  
*Flynn Bolt (11Fr)*  
*Lily Bolt (8Fr)*

*Year 7 Parent Representative*

**Jo Morgan**  
**0408 937 963**  
*James Morgan (7Sc)*  
*William Morgan (8Sc)*

*If you are interested in joining the BPA Committee, please contact Secretary **Jane Liu**.*



# Guildford Grammar School

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