



TGS

2026

2026 SCHOOL HANDBOOK

BONUS INTRA MELIOR EXI

FOREWORD

As one of eight Grammar Schools in Queensland, Townsville Grammar School has been delivering outstanding academic outcomes and maintaining a commitment to educational leadership in North Queensland for 138 years.

A Grammar Education is an experience where students are inspired to strive for personal best and, in doing so, develop knowledge, character and a love for discovery. Townsville Grammar School is a place where young people, irrespective of their abilities, can enjoy the full Grammar experience – a balanced offering of exceptional academic instruction, extensive co-curricular opportunities, community service, leadership and School spirit.

The School motto, Bonus Intra Melior Exi - Enter good, Exit better - is the guiding philosophy in our approach to the academic, sporting, cultural and character development of all young Grammarians.

This Handbook is designed to provide information concerning the School and its operations. It focuses on the processes which occur across the Annandale, North Shore and North Ward Campuses. It is hoped that the information provided in this Handbook contributes to the welfare of students. The process of education is a relationship between School and home, each playing an important part. Parents are asked to read the Handbook and, where appropriate, discuss it with their children, to ensure clarity of purpose between School and home.

OUR STORY

Ours is a story of endurance, resilience and community.
Ours is a story of determination and endeavour.
Ours is a story of hope, compassion and contribution.
Ours is a story of an enduring commitment to a Grammar education.

OUR CHARACTER

We are rich in diversity.
We are contributing and compassionate.
We are loyal and genuine.
We are brave and dedicated.
We are spirited, yet focused.

OUR VALUES

Connection, Curiosity, Inclusiveness, Humility, Courage.

OUR INTENT

To continue to be the educational leader in Northern Australia, in line with the traditions of a broad and liberal Grammar education.

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ABSENCES & ATTENDANCE

ABSENCES

If students are unable to attend School, please advise the School using one of the following methods as soon as possible:

CAMPUS	APP	EMAIL	PHONE
Annandale	The School App is available for download from the Apple App Store or Google Play, by searching Townsville Grammar School	an.reception@tgs.qld.edu.au	07 4412 4800
North Shore		ns.reception@tgs.qld.edu.au	07 4412 6600
North Ward		nw.reception@tgs.qld.edu.au	07 4722 4900

LATE ARRIVALS

North Shore & Annandale Campuses

Students arriving late to School are required to report to Reception.

North Ward Campus

Students arriving late to School are required to report to Reception. Parents of North Ward students should advise by app, email or phone (as above) or provide a note if the student has been delayed for good reason, e.g. medical appointment. Students should organise themselves to ensure they arrive at School well before the first bell as arriving late places them at a distinct disadvantage in preparation for the rest of the day. Students must sign in via the Self Registration Kiosk with their School ID card, giving a reason for their late arrival. A late slip will be produced from the Self Registration Kiosk for students to present to their teacher to gain entry to the classroom. Unacceptable reasons may result in School sanctioned discipline.

LEAVING DURING THE DAY

North Shore & Annandale Campuses

If a student has to leave the School grounds during the day, please advise by app, email or phone (as above) or provide the student with a note. Students will not be allowed to leave the School grounds without being accompanied by a parent or carer and must be signed out and, and if returning on the same day, signed back in at Reception.

North Ward Campus

No student is permitted to leave the School grounds without parent consent. If a student has to leave the School grounds during the day, please advise by app, email or phone (as above) or provide the student with a note which should be presented to Reception. If it is known in advance that a student will be absent, please advise the School as soon as possible. Parents are encouraged to arrange medical and dental appointments out of School hours where possible. Students must sign out via the Self Registration Kiosk with their School ID Card, whenever they depart or re-enter the School grounds. To attend music lessons held during School hours, students must sign in and out through Reception.

Under no circumstances are students to leave or re-enter the School grounds wearing casual clothes during normal School hours (8:00am–4:00pm) unless otherwise approved. Failure by students to follow correct procedures with respect to attendance or dress requirements can result in School sanctioned discipline.

EXTENDED ABSENCE DURING TERM TIME

North Shore & Annandale Campuses

All requests for leave, for example, early departure at the end of term, long weekends, family holidays or sporting trips, must be directed in writing to the Head of Campus in advance of the leave.

North Ward Campus

All requests for leave, for example, early departure at the end of term, long weekends, family holidays or sporting trips, must be directed in writing to the Deputy Principal in advance of the leave. There are two categories of leave granted:

- Approved leave with no special consideration
- Approved leave with special consideration

Some types of leave may **NOT** attract special consideration. These requests for leave should not be confused with leave taken due to illness or compassionate reasons, where grounds for special consideration may exist.

For absences or extensions required due to medical reasons please refer to the Assessment Policies on the [School website](#). All students need to submit the *Assessment Extension Request*, and where students are in Years 10-12, a medical certificate (Years 10 & 11) or a QCAA medical report (Year 12) is required to accompany all requests for special consideration. The request should be submitted to the Director of Curriculum who will consult with the student and Heads of Faculty/Curriculum Leaders to arrange extensions to timelines and for the opportunity to undertake the missed examination on an alternative day.

Leave during term time may involve academic consequences where assessment is compromised. It is School policy that examinations are **not** normally rescheduled. Examinations missed due to absence without special consideration are marked zero, i.e. no exemption is made due to the absence. This will affect a student's results. It is the responsibility of the student to see all their teachers, explain their absence and to submit, prior to their departure, all assignment work due during their absence.

SICK STUDENT PROCEDURES

North Shore & Annandale Campuses

Should students become sick, we will make every effort to contact you. It would be appreciated if students could be collected as soon as possible, as it proves difficult to provide appropriate care at School. Young students are often distressed when sick and prefer to be at home or with a friend or relative. If we are unable to contact parents, the emergency contact number recorded will be called. A note advising parents of illness or a minor accident during the day may be sent home if we have been unable to contact you.

North Ward Campus

The School employs Registered Nurses who are rostered on duty at our Health Centre, primarily as a service to our boarders who do not have access to medical care from home. During School hours they are also available to day students for emergency or sudden illness situations. Day families are responsible for their own provision of non-prescription medications such as throat lozenges or analgesics.

The Health Centre is not a dispensary for students who come to School with pre-existing coughs, colds and other minor ailments. For obvious reasons students should not be sent to School with pre-existing conditions that will require treatment at the Health Centre. If they are in need of such care they should, in normal circumstances, be kept at home for rest and treatment.

From time to time, some day students may attempt to misuse the Health Centre in order to avoid classes and assessments and this places our nursing staff in a difficult situation. All students requesting to go home sick must report to the Health Centre first. The School Nurse will then assess if the student can go back to class or should go home. Students are not to use a mobile telephone to make arrangements to be collected from School. If the student is too unwell to stay at School, the School Nurse will contact a parent and organise for the student to be collected from the Health Centre. Students reporting to Reception will be asked to go to the Health Centre for all medical concerns.

Your support is sought in either keeping students at home if they are ill or ensuring that they do not present at the Health Centre for routine pre-existing reasons. If in doubt, please contact the Health Centre on 07 4722 4944.

ATTENDANCE

Regular attendance at School is essential to ensure optimal levels of teaching, learning and personal development. Absenteeism is sometimes unavoidable due to illness and other legitimate reasons. The School will provide as much support as is reasonably possible in such circumstances to facilitate a student's academic progress.

Repetitive and ongoing absences as a result of "school refusal" require intervention by both parents and the School in a partnership model. The goal of such intervention is to better understand the barriers to regular attendance and establish a plan for improved School attendance. In such situations, it is a clear School expectation, that parents should not let students stay home from School. Parent approved absences, without purposeful reasons, inevitably contribute to missed schoolwork and an exacerbated cycle of anxiety.

Where a student's absenteeism levels reach a threshold of concern, the School will instigate a case management meeting with the family. Such a meeting will normally be attended by the School Psychologist, Head of Senior School, Head of Campus, parents and the student. In the case of students in Years 11 & 12, the Director of Curriculum may also be a part of the case management team. A partnership model between home and School will greatly increase the chances of a successful outcome from such intervention.

AFTER HOURS VISITS TO THE SCHOOL

The School grounds are out of bounds at weekends or after hours unless students are involved in a School related activity. Late night and/or weekend/holiday wanderings or skateboarding through the School are never appropriate and School sanctions can be imposed.

DUTY OF CARE

Once students arrive at School, it is expected that they remain at School for the duration of the day. This enables teachers to carry out their responsibilities of 'duty of care'. Out of concern for the welfare of students travelling to and from School we ask that parents advise their child to:

- Not loiter on the way to or from School.
- Not to visit friends' homes without knowledge and permission.
- Not to speak to strangers.
- If possible, to be accompanied by a designated friend or adult.
- Seek permission if it is necessary to leave the grounds during the day.

As an essential part of our duty of care, parents are to ensure their contact details are current and the School are informed of any changes. Details can be updated via [Parent Lounge](#).

AWARDS

ACADEMIC AWARDS

The academic achievement of students is recognised at various stages in the School year by Academic Awards.

CUM LAUDE AWARDS (YEARS 5-12)

The Cum Laude Award is an Academic Award presented to students on the basis of Semester 1 results as reported in Semester 1 Reports. Results from the School of Distance Education may be included if end of semester results are available in a timely manner.

Alan Morwood Awards are presented to Year 12 students who have achieved a Cum Laude Award in each of their six years at TGS since Year 7. The Awards recognise scholars who have achieved a consistently high standard of academic excellence over the duration of their secondary schooling. The same criteria is applied to Queensland Curriculum & Assessment Authority (QCAA) and International Baccalaureate (IB) students for this award.

The Principal reserves the right to modify eligibility criteria in exceptional/unanticipated circumstances.

The **Cum Laude Award (with praise)** is presented to students in:

- Years 5 and 6 who gain a minimum of four As and not less than a C in remaining subjects. One A must come from either English or Mathematics, and at least two As from English, Mathematics, Science or Humanities & Social Science.
- Years 7 and 8 students who gain a minimum of four As and not less than a C in their remaining subjects. One A must come from either English or Mathematics, and at least two As from English, Mathematics, Science or Humanities.
- Year 9 students who gain a minimum of four As and not less than a C in their remaining subjects. One A must come from either English or Mathematics, and at least two As must come from English, Mathematics, Science or History.
- Year 10 students who gain an A in at least three subjects.
- Year 11 and 12 students who gain an A in at least three QCAA subjects.
- IB students who receive three subject results of 6 or 7 standard.

The **Magna Cum Laude (with high praise)** is presented to students in:

- Year 7, 8 and 9 students who gain a minimum of seven As and not less than a C in their remaining subjects. At least one A must come from either English or Mathematics.
- Year 10 students who gain an A in at least four subjects.
- Year 11 and 12 students who gain an A in at least four QCAA subjects.
- IB students who receive four subject results of a 6 or 7 standard.

The **Maxima Cum Laude (with highest praise)** is presented to students in:

- Year 7 and 9 students who gain either nine As or eight As and one B.
- Year 8 students who gain either ten As or nine As and one B.
- Year 10 students who gain at least five As and one B in their respective subjects.

- Year 11 and 12 students who gain at least five As and one B in their QCAA subjects.
- IB students who receive at least five results of a 6 or 7 standard and one result of 5 standard.

SPEECH DAY

A Speech Day Prize Reading Assembly is held in Term 4 to announce the names of Academic Award and Subject Prize winners. Subject ranks will not be disclosed prior to this event. Any queries concerning awards must be directed after the Assembly to the Head of Junior School or the Director of Curriculum for review. Failure to alert the School to a potential error within 24 hours of the Assembly may preclude an Awardee being listed in published documentation. Speech Day prizes (Academic Awards and Subject Prizes) are determined on the basis of:

- Results available up to mid Term 4.
- Levels of Achievement, i.e. number and quality of As, or 6s and 7s for IB students.
- Rank order performance across subjects.

Academic Awards (Years 5-6)

Years 5 and 6 who gain a minimum of three As and not less than a C in all subjects. Two of the As must come from English and Mathematics with the third A coming from either Science or Humanities and Social Science.

Academic Awards (Years 7-12)

The number of Academic Awards issued in any one year is determined by the Principal but is normally the top 10 to 15 percent of the cohort. Students are ranked using a Grade Point Average with consideration of subject time allocation factored in.

General Academic Awards (Years 5-10, QCAA and IB Years 11-12) are awarded on the basis of a quantitative and qualitative review of all subject data information. Junior School class teachers are responsible for recommending Academic Award winners to the Head of Junior School for ratification.

Subject Prizes (Years 7-10, QCAA and IB Years 11-12)

Speech Day Subject Prizes are awarded on the basis of a rank order of academic performance in a subject cohort. The Principal reserves the right not to award a Subject Prize where the top ranked student is not a A level (QCAA), a 6 standard (IB/HL), a 7 standard (IB/SL) or the subject group is less than six students. Separate prizes are normally awarded for QCAA and IB subjects.

For equity reasons, native born speakers may be ineligible for Foreign Language prizes in their mother tongue language, although their results can be considered in general Academic Award rankings.

One prize is awarded for Mathematics in Year 10, i.e. to the top student in Mathematics at this level and one prize is awarded for English in Year 10, i.e. for the top student across English/English Extension at this level.

Dux and Proxime Accessit (Years 6-12)

These are awarded on the basis of cumulative rank orders of eligible subjects. Given Speech Day timelines, these awards are normally based on results available mid Term 4.

In Years 11 and 12, weighted scores will be used to differentiate between students in QCAA subjects and IB subjects. In this way, equivalent rankings can be determined to assist the selection of Dux and Proxime Accessit. The Boarder Dux will be awarded in Year 12 each year, but only presented at the Scholars Assembly when the recipient is also an Academic Award or Subject Prize winner. In Year 6, the Dux must receive a A in each of the four Learning Areas of English, Mathematics, Science & Humanities and Social Science.

PRO DILIGENTIA AWARDS (YEARS 4-12)

Pro Diligentia Awards are presented to students in Years 4-12 who have consistently displayed commitment to achieving their personal best and made a consistent contribution to the positive learning environment. Recipients who have received the commendation of their teachers are eligible for this award. The Pro Diligentia and Pro Summa Diligentia Awards are awarded following results from Interim Reports in Term 1 and Term 3. These awards are based on work ethic as recorded on Interim Reports.

The **Pro Diligentia** is presented to students in:

- Years 4-9 who receive 'Very Good' for all subjects with the exception of two, where both ratings are 'Good'.
- Years 10-12 students who receive 'Very Good' as a rating across all subjects with exception of one, where both ratings are 'Good'.

The **Pro Summa Diligentia** is presented to students in:

- Years 4-12 who receive 'Very Good' as a rating across all subjects.

The Margaret M McKenzie Award is presented to Year 12 students who have achieved a Pro Diligentia Award each semester of their six years of secondary schooling at TGS.

WRITING COMPETITION (YEARS 3-6)

The Junior School Writing Competition is held in Term 4. Students respond to a set stimulus and may be required to write a narrative or persuasive text.

The girl and boy competition winners from each Year level at each campus are awarded the Colin Bingham Medal, with certificates of commendation also being awarded to students who have achieved a high standard in their writing. These students are acknowledged at the Junior School Writing Competition Assembly.

CO-CURRICULAR AWARDS

The School's Co-Curricular Awards Ceremony is held each year as an opportunity to acknowledge outstanding performances and contributions by students in Art, Chess, Club Sport, Dance, Debating, Drama, Public Speaking, Music, Representative Sport, Theatre or as a Tri-Representative. In addition to these, awards are also presented for the Perry Awards, Performing Arts Triple Threat Awards, Duke of Edinburgh (Bronze, Silver & Gold), McKimmin Mile, Bill Tucker Sportsman of the Year, Davida Tucker Sportswoman of the Year, Middle School Sportsman & Sportswoman of the Year, Principal's Female & Male All Rounder, Mary Agnes Donald Prize and The Chelmsford Cup. Criteria for these awards are outlined below.

Due to the nature of the Awards, the School may adjust the interpretation of criteria from year to year to ensure that outstanding students are appropriately recognised. Co-Curricular Awards are not participation awards, they relate to performances and contributions by students in representing the School in a recognised Co-Curricular activity. Students who misbehave or cause repeated disruption to Co-Curricular activities are not eligible for the relevant Co-Curricular Award.

Students awarded a Co-Curricular Award are expected to be in attendance at the Co-Curricular Awards Assembly and contribute to this special celebration of Co-Curricular activities at Grammar. Students unable to attend on the day, without a reasonable apology acceptable to the School, will forfeit their award. Emailed apologies for non-attendance need to be addressed to the Principal, who will be the final arbiter on this matter.

Art

Awarded to a student who has made an exceptional contribution to Co-Curricular Visual Art at the School. The student will have shown dedication, initiative, responsibility and a positive and supportive attitude to the promotion of Art.

Chess

Awarded to a student who has made an outstanding contribution to chess at the School. The student will have shown dedication, initiative, responsibility and a positive, supportive attitude to meetings and competitions. The student must be involved in two or more Interschool competitions have been awarded a merit for at least one of those competitions or has delivered exceptional performances at the discretion of the Co-ordinator of Chess and Director of Sport & Activities.

Dance

Awarded to a student who has made an outstanding contribution to Co-Curricular Dance at the School through their involvement in a Performance Troupe. The student will have shown dedication, initiative, responsibility and a positive, supportive attitude to rehearsal and performance.

Debating

Awarded to a student who has shown exceptional dedication to debating, outstanding commitment as a team member and represented the School in a manner that always brings credit to the School. A team/team member must have won both of the first two rounds in the Townsville Debating competition.

Music

Awarded to a student who has made an outstanding contribution to Co-Curricular Music at the School. The student will have shown dedication, initiative, responsibility and a positive, supportive attitude to rehearsals and performances. The student must be involved in two or more ensembles, for the entire year, and have a high attendance rate with no unexplained absences.

Public Speaking

Awarded to a student who has shown outstanding commitment, skill and leadership as a representative of the School in the area of Public Speaking.

Theatre

Awarded to a student who has made an exceptional contribution to Co-Curricular Theatre at the School either on stage or backstage. The student will have been involved in two or more Theatre activities throughout the year (e.g. Theatre Club, Interschool Theatre Sports, The Scene Project, Eisteddfod performances or School Productions).

Chelmsford Cup (also known as the Rugby Prize)

In 1905 Mr Rowland introduced The Rugby Prize in honour of Mr Hodges, our first Headmaster, who taught at The Rugby School. In 1907 the Chelmsford Cup was presented by Lord Chelmsford, then Governor of Queensland. It has evolved over time to become the award for the Best "All Round Boy" in Year 12.

Mary Agnes Donald Prize

This award was established in 1929 by Dr W.H. Donald in memory of his Mother. From 1930 to 1938 this prize was awarded to the girl who was considered to have best maintained the School traditions by her devotion to study and her general conduct. From 1939 to 1980 the prize was awarded to the girl obtaining the best pass in the Queensland Junior Examination. From 1981 the prize has been awarded to the Best "All Round Girl" in Year 12.

Perry Award

Since 2002, the School has awarded a Perry Award (named in honour of Mrs Glennys Perry) to recognise outstanding achievements in the cultural arena. A boy and girl recipient are presented with Perry Awards. Students must self-nominate for a Perry Award or be nominated by a staff member to be eligible for this award. Only students in Years 11 and 12 are eligible for a Perry Award.

The Perry Award relates to the two year period of Year 11 and 12. This is the highest Performing Arts Award presented by the School. The Perry Award is presented to the boy and girl who have made the most outstanding contribution in the Performing Arts department within the School's Co-Curricular program and/or in the Townsville community. If there are no suitable Year 12 applicants, a Year 11 student may receive the award.

Should a Year 11 student be awarded the Perry Award in that year, they are ineligible to receive it in Year 12. All meritorious short-listed nominees who do not receive a Perry Award will be duly recognised by a 'Highly Commended' Award. The Principal confers with a selection committee, where necessary, and is the final arbiter in the selection of Perry Awards.

Triple Threat Award

Awarded to a student who receives a Co-Curricular Award in Dance, Music and Theatre. A student who participates in all three facets of Performing Arts but may not have received a Co-Curricular Award in each area is eligible to receive a 'Triple Threat – Highly Commended' Award.

State and National Performing Arts Representative Medallions/Certificates

Students who gain selection in a Regional, State or National ensemble will receive the appropriate medallion or certificate. This applies to both School & Private ensembles. To be recognised as a State or National Representative, students must compete as part of an all Queensland or all Australian ensembles.

Tri-Representative Medallions

For students in Years 4-12 who compete for the School in swimming, cross-country and athletics. Reserves who do not compete, do not qualify. Students who are unable to participate due to a higher representative commitment such as a state or national carnival, will be recognised. Other exceptional circumstances may be considered at the discretion of the Principal.

State and National Sporting Representative Medallions/Certificates

Students who gain selection in a Regional, State or National team in their chosen sport will receive the appropriate medallion or certificate. This applies to both School & Club level sports. To be recognised as a State or National Representative, students must compete as part of an all Queensland or all Australian team. With respect to recognition of Regional, State or National representation attained through Club Sport, written confirmation/proof of selection should be sent to the Director of Sport & Activities at the time of selection.

Middle and Senior School Sportsman and Sportswoman of the Year

The Award winner is considered an exemplary ambassador of the School. The main focus in determining this award is on the level of sporting achievement. In judging the level of achievement, the profile of the sport within the School and broader

community is highly regarded, as too is the selection process. In circumstances whereby numerous students are contending for this award, preference will be given to students in the upper age groups.

Principal's Male and Female All-Rounder

The Award winner is considered an exemplary ambassador of the School and in particular, the sport program. The main focus in determining this award is on the quantity and quality of sports participated in for the School and subsequent representative honours in these sports. For this award, a student's contribution to the School's sporting program is a key determining factor. In circumstances whereby numerous students are contending for this award, preference will be given to students in the upper age groups.

For all Sportsman, Sportswoman and All-Rounder awards, the Director of Sport & Activities and Junior School Sports Master are responsible for recommending award winners to the Principal and Head of Junior School for final ratification.

Junior School Sportsperson of the Year Award

This award recognises the significant individual sporting achievements by students from 10 years of age and older. Selection is judged on an accumulated points system that includes Age Champion, Interschool Sport Merit Awards, Club Sport Best & Fairest and any Townsville, North Queensland, State or National representative honours attained through the school-based nomination process.

Junior School Cultural Awards

Awarded to students in Years 5 and 6 student who have made an exceptional contribution to Dance, Music or Drama during the year. To receive a Cultural Award, students will have shown dedication and a positive, collaborative attitude to two or more separate year long, school-based ensemble groups.

HOUSE COLOURS

House Colours are awarded for consistent endeavour in a range of House and School Activities, including Academic, Cultural, Sport and Service. Excellence and/or leadership receives extra recognition. Half Colours, Full Colours and Honour Colours are awarded over the six-year period a student can expect to be at the Middle & Senior School. After a student satisfies the criteria for Half Colours, they continue earning points and may then receive their Full Colours and Honour Colours (students are eligible to earn Honour Colours more than once). Please see [Moodle](#) for the application form and full House Colours criteria.

ACADEMIC CHARTER

At Townsville Grammar School, we encourage and foster the development of our students to become effective self-regulated learners, equipped for life-long learning. Students develop critical and creative thinking skills as well as effective collaborative and communication capabilities.

We aim to cultivate in each student:

- a love of learning,
- a spirit to achieve mastery and personal best in their chosen fields,
- and the character, integrity and qualities of leadership that prepare them for life and shape our world.

Our Academic goals are:

- to create a stimulating educational environment that fosters outstanding scholarship and a culture of deep learning,
- to foster a safe and supportive environment that enables our students to achieve their personal best.

Townsville Grammar School is a place where there is a culture of high expectations and academic challenge and rigour is present. We believe that high quality teaching is central to effective student learning. In striving for expert teaching and learning practice, we seek to develop a culture of continual improvement and skill development.

By placing our learners at the centre of our Teaching and Learning Framework, and then focusing on teaching attributes, learner traits and the pedagogical framework, we best place ourselves to remain faithful to the School's Motto – *Bonus Intra Melior Exi*.

ACADEMIC HONESTY & INTEGRITY

Please see the [School website](#) for the complete Academic Honesty & Integrity Policy.

ACADEMIC STREAMING

Year 7

All students in Year 7 study a single Mathematics subject. During Term 1, students work in mixed-ability classes while teachers gather information about their learning needs and performance. From the beginning of Term 2, students are placed into streamed classes based on ability and other relevant factors to support students and their learning. These groupings are designed to best support each student's progress and may be adjusted throughout the year if required.

Year 8 (from 2026)

Three Mathematics subjects will be offered:

- Extension Mathematics
- Mathematics
- Core Mathematics

Students are invited to study Extension Mathematics or Core Mathematics, and parental permission is required for enrolment in these subjects. Extension and Core classes are not streamed, as students undertaking these subjects generally share similar levels of ability. Students enrolled in Mathematics (the standard course) will be placed into classes that are streamed based on ability and other relevant factors.

Year 8 Extension Mathematics is designed to provide additional challenge, depth, and enrichment for students who have demonstrated a high level of mathematical achievement and engagement. Extension Mathematics follows the same termly topics as the mainstream Mathematics course to ensure curriculum alignment and flexibility. However, students in the extension class will explore core concepts in greater depth, engage with complex problem-solving and reasoning task, complete additional extension exercises and investigations and be better prepared for the demands of senior mathematics subjects, including Specialist Mathematics.

Year 8 Core Mathematics covers all the topics within the Australian Curriculum. However, the delivery and assessment are adjusted to prioritise practice and mastery of key skills that may support future progress towards General Mathematics (this course is not designed to prepare students for all senior mathematics pathways, such as Mathematical Methods or Specialist Mathematics). This course provides students with more time and support to consolidate their understanding, and build confidence and competence with essential mathematical skills. The intention of this course is to give students the best possible opportunity to strengthen their mathematical foundation and work towards future success in an appropriate senior mathematics pathway.

Year 8 Mainstream Mathematics covers all the topics within the Australian Curriculum.

Year 9 (2026)

Two Mathematics subjects will be offered:

- Mathematics
- Core Mathematics

Students in Mathematics will be placed into classes that are streamed based on ability and other relevant factors. Core Mathematics is not streamed.

Years 10–12 (Mathematical Methods and General Mathematics)

Streaming in Years 10–12 may or may not occur and is at the discretion of the Mathematics Faculty. Decisions are influenced by factors such as cohort size, overall academic strength, and identified student needs in any given year.

In Year 10, the Mathematics course is designed to accommodate the various pathways students will elect in the following senior years. General Mathematics is offered to Core students who will be best suited to General Mathematics in Years 11 and 12. Mathematical Methods is offered to students capable of undertaking Mathematical Methods or IB Mathematics in Year 11.

In Year 11 and 12, students can choose General Mathematics or Mathematical Methods, a pathway that generally follows the Year 10 Mathematics subject that has been chosen. Some students may also elect to study Specialist Mathematics, students must study Mathematical Methods as a co-requisite subject.

Movement Between Classes

Students may be moved between classes at various points in the year in response to their performance, readiness for extension, or need for consolidation. These decisions are made with the best interests of the student in mind, but the School acknowledges that such movements may sometimes cause anxiety.

All decisions regarding class placements are made solely by the Mathematics Faculty. To preserve the integrity and credibility of the streaming process, it is not appropriate for parents to attempt to influence class-placement decisions.

ACCOUNTS & FEES

FEES

Fees are paid by term in advance. There are two terms per semester and two semesters per year. Fees are set annually but may change during the year. Families are issued a monthly statement of account. Fees are normally due on the first day of each term, and a due date appears on all statements.

The School reserves the right to rescind scholarships and bursaries in the event of late payment of fees. Outstanding fees constitute a debt payable to the Trustees of the School. Overdue fees may be placed in the hands of a collection agency. If necessary, the Trustees may take legal action to recover debts to preserve the viability of the School.

Surcharge

A fee surcharge of 10% is payable on fees not paid by the due date. The surcharge appears on the fee statement for each term and should be deducted from the total to be paid if the account is paid in full by the due date on the statement.

Sibling Discount

Where more than one student from a family is enrolled in Prep-Year 12, a tuition discount is applied to the younger children's fees. The discount is applied as follows:

- 2nd child 10%
- 3rd child 25%
- 4th child 50%

For example, a family with four children currently enrolled in the School (Prep-Year 12) would receive a 10% sibling discount on the second child, a 25% discount of the third child and a 50% discount for the youngest child.

Family Tuition Fee Cap

There is a Family Tuition Fee Cap meaning there is a maximum annual tuition fee for each family regardless of the number of children you have concurrently at the School. The Family Tuition Fee Cap will take effect once all other deductions, such as sibling discounts, scholarships and bursaries have already been deducted. Once all such deductions for a family have been applied, the family will only be required to pay the lesser of the two amounts – either the discounted amount or the Family Tuition Fee Cap amount – whichever is the smaller amount.

Other Discounts

A discount of 2.5% applies for a semester's tuition fees, when the total of the account is paid in full, in advance of the due date. Discounts do not apply to full fee-paying overseas students.

Absences During Term

No allowances against fees will be made for late returns to School or absence during the term, including those due to disciplinary suspensions, or for the early completion of Year 12.

Absences – Early Education Centre (EEC) & Outside School Hours Care (OSHC)

All booked days must be paid, including absences due to sickness, School and public holidays.

Monthly Accounts

The School produces monthly statements enabling Pre-Prep, Before and After School Care charges to be invoiced monthly rather than by the term. Other small charges may be picked up in monthly accounts. Parents should exercise judgement in whether small amounts, i.e. less than \$10.00 are paid on receipt of statement or left until the following month and accumulated with larger amounts. Outstanding charges must be cleared by the end of the month following the month in which they are charged.

Payments are receipted to accounts on the date of their receipt by the School and are applied to the oldest charges on the account at that time.

Cancellation of Enrolment

The School reserves the right to cancel a student's enrolment for non-payment of School fees. Enrolment will be cancelled at the end of a term if fees for that term or prior terms have not been paid unless an approved payment arrangement has been made.

Notice of Withdrawal

One half terms' notice in writing is required in the event of a student's withdrawal, otherwise one half term's fees will be payable. Please note one half term is deemed to be no less than five (5) weeks term time notice. If a student is asked to leave the School in the first half of a term, half of a term's fees will be refunded.

During the last half of a term, no fees will be refunded. For students not returning the following year written notice is required by Friday, 23 October 2026, otherwise one half term fees will be payable for the following year.

Holding Fees for Extended Leave of Absence

Where extended leave of absence is requested for students, such as for travel, the following Holding Fees policy applies. These fees guarantee a continuing enrolment in the School, upon return. Where the absence of the student is for part of a term, the family will usually be required to pay the full term's fees for that term, regardless of the length of absence. Where the absence of the student is for one or more full terms, the family will pay 50% of the terms' fees for the term/s in which the student is absent, as a holding fee.

Should the family choose not to pay these Holding Fees, they can officially notify (giving half a terms' notice) and withdraw the student from the School. Upon return, they will then need to re-enrol the student as per the usual enrolment procedures, paying the requisite Enrolment and Confirmation fees. Re-enrolment would be subject to the usual conditions of placement availability.

PAYMENT OF ACCOUNTS

The following methods of payment are available:

- BPAY and Internet banking using BPAY information provided on the fee statement.
- By telephone to North Ward Campus on 4722 4976 for card payments.
- Over the counter at the North Ward Campus reception, by cash, cheque, credit or debit card.
- By mail using a completed statement of account remittance advice for card payments or by enclosure of cheque or money order
- By direct deposit.
- Online via Parent Lounge.

School Banking Details

Account Name:	Townsville Grammar School
Bank:	National Australia Bank, Sturt Street
BSB:	084970
Account:	508996603

Building Fund

The Building Fund is a per family donation. It is voluntary and tax deductible. Donations to the Building Fund are not used for recurrent expenditure, but are held for capital expenditure, e.g. new buildings, etc.

TGS Parents Network Levy

The TGS Parents Network Levy appears on each term's fee statement. This levy is a voluntary contribution to Parents Network funds, which are used for the benefit of the School.

ASSEMBLIES

School assemblies are generally held on Monday afternoons at all campuses. These are formal occasions and include the Principal/Head of Junior School's address, presentation of prizes, announcement of High Achiever of the Week and other relevant reports and issues.

ASSESSMENT POLICIES

Please see the [School website](#) for the complete Assessment Policies for Years 7-10 and Years 11-12.

BELL SCHEDULES

ANNANDALE AND NORTH SHORE CAMPUS BELL SCHEDULES

MONDAY - FRIDAY	
8:25am	Warning Bell
8:30–10:30am (Years 3–6)	Morning Session
8:45–10:30am (Prep–Year 2)	Morning Session
10:30–10:55am	First Break
10:55am–1:00pm	Middle Session
1:00–1:45pm	Second Break
1:45–3:00pm	Afternoon Session
2:50pm	Prep students ready for dismissal
3:00pm	School Concludes

NORTH WARD CAMPUS BELL SCHEDULES

MONDAY			TUESDAY - FRIDAY			CEREMONIAL BELL TIMES		
8:40am	Warning Bell		8:40am	Warning Bell		8:40am	Warning Bell	
8:45–9:40am	Period 1 (roll marking & notices)	(55)	8:45–9:40am	Period 1 (roll marking & notices)	(55)	8:45–9:45am	Period 1 (roll marking & notices)	(60)
9:40–10:30am	Period 2	(50)	9:40–10:30am	Period 2	(50)	9:45–10:45am	Period 2	(60)
10:30–10:55am	Morning Tea	(25)	10:30–10:55am	Morning Tea	(25)	10:45–11:15am	Morning Tea	(30)
10:55–11:45am	Period 3	(50)	10:55–11:45am	Period 3	(50)	11:15am–12:05pm	Period 3	(50)
11:45am–12:35pm	Period 4	(50)	11:45am–12:35pm	Period 4	(50)	12:05–1:00pm	Period 4	(55)
12:35–1:15pm	Lunch	(40)	12:35–1:15pm	Lunch	(40)	1:00–1:40pm	Lunch	(40)
1:15–2:00pm	Assembly	(45)	1:15–1:40pm	Form	(25)	1:40–2:30pm	Period 5	(50)
2:00–2:40pm	Period 5	(40)	1:40–2:30pm	Period 5	(50)	2:30–3:20pm	Period 6	(50)
2:40–3:20pm	Period 6	(40)	2:30–3:20pm	Period 6	(50)			

BOARDING

BOARDERS' LEAVE - HOST RESPONSIBILITY

Boarders regularly take weekend leave with local host families. The general objective of this type of leave is to allow boarders who are away from home to have a change to their routines and to experience time in a family environment, participating in family activities with their friends. Boarder families from remote locations and the School are grateful for the generosity of these hosts. It is important that host families understand the protocols and responsibilities of hosting boarders.

- Boarder leave will only be granted if approved by the parents of the boarder and confirmed by the host, using the Boarding Management System (REACH).
- All weekend leave arrangements are to be arranged during office hours and must be finalised by 8:00pm on the Thursday preceding the weekend.
- Boarders may leave with their hosts for weekend leave from 3:20pm on Friday afternoon and should return before 8:30pm on Sunday.
- Boarders should be collected and returned at the prearranged times. If these arrangements change, the parent, boarder and/or host should contact the relevant boarding house.
- Host families accept responsibility for the safety and good conduct of the boarders in their care. The School and our boarders' families expect students conduct themselves in an appropriate manner.
- Parents of boarders and the School need to be made aware of inappropriate behavior.
- Boarders on leave should not be allowed to attend parties that lack suitable adult supervision or without the explicit consent of the parent.
- Host families are responsible for transporting boarders to and from venues; expectations regarding times of attendance and behaviour should be clearly explained.
- If boarder leave is cancelled by the School (for any reason) it is the responsibility of the boarder to inform the host family.

BOARDING CHARTER

At Townsville Grammar School we believe that our core purpose in boarding is to care for and nurture the students who have been placed in our charge. We strive to make residential life a positive growth experience for all boarders by providing a safe and secure environment where our boarders are encouraged to achieve their personal best. Our Pastoral Care Framework encourages the development of individual and group character strengths and wellbeing.

We believe that:

- A safe and secure environment is our first priority, where our boarders consider their boarding house as a 'home away from home'.
- Our boarders should be provided with opportunities to participate in stimulating and challenging sporting, cultural and recreational activities so as to foster holistic well-being, personal growth and a healthy, balanced lifestyle.
- The adoption of Positive Education principles supports wellbeing and personal growth in our boarders.
- Academic personal best can be realised through the fostering of a love of learning and sound study habits.
- Every member of the boarding community has a role to play in the creation of a caring 'boarding family' where we look after each other.
- Honesty and integrity are vital for a successful boarding life.
- Our boarders need to take ownership of their behaviour, accepting responsibility for their actions.
- Independence and self-reliance are important life skills for all boarders to learn and apply.
- Pride in self engenders pride and care for our physical boarding environment.
- Mutual respect and open-mindedness foster good interpersonal relationships and celebration of difference.

BOARDING HANDBOOK

Please see the Boarding Handbook for more information, located on the [School website](#).

BOARDING HOUSES AND DAY STUDENTS

No boarder can give permission for day students to enter boarding houses. Permission can only be obtained from the senior boarding staff on duty.

BULLYING

Please see the [School website](#) for complete Bullying Prevention and Management Policy.

BUS SERVICES

BUS CODE OF CONDUCT AND BEHAVIOUR POLICY

It is important that students' conduct on buses is exemplary, not only for their own safety and that of others, but also to ensure that the name of Townsville Grammar School (TGS) is upheld with the highest regard. At all times, students must behave in a manner that demonstrates mutual respect and care for others.

The following examples of unacceptable behaviours will not be tolerated:

- Refusing to follow a driver's lawful instruction.
- Refusing to correctly wear seatbelts.
- Moving between seats or moving around the bus while the bus is travelling.
- Throwing of objects inside the bus or out of the bus.
- Willfully damaging the bus surfaces, bus seats or seatbelts.
- Placing feet on seats or climbing over seats.
- Interfering with the operation of the bus.
- Yelling, screaming, swearing, unacceptable remarks or rude gestures.
- Bullying or harassment of other passengers or the driver.
- Use of mobile phones or other electronic devices in an inappropriate manner.

This Code of Conduct and Behaviour Policy applies to all students travelling on either TGS buses or chartered buses to and from home, between campuses or for any other school related activities such as sport, Co-Curricular activities and excursions.

The consequences of unacceptable behaviour on the bus may include an immediate suspension from bus travel for a specified period of time; Saturday detention; suspension from School; or any other consequence deemed appropriate by the School.

TGS & KINETIC BUS SERVICES

Townsville Grammar School offer three bus options:

1. TGS owned & operated buses - for exclusive use by TGS students. They will only pick up and drop at designated stops, not all bus stops. The TGS bus service is free of charge to Junior School students.
2. TGS chartered buses - for exclusive use by TGS students. Buses will stop at any bus stop along the route if hailed by a TGS student at the bus stop.

Further information about TGS buses, including bus routes, can be found on the [School website](#).

3. Government school buses operated by Kinetic - these buses service multiple schools and campuses, they are not TGS student exclusive. Buses will stop at any bus stop along the route if hailed by a TGS student at the bus stop. Detailed route maps, times and further information are available on the [Kinetic website](#).

Bus Passes

All students travelling on paying service buses (both TGS & chartered) must present a TGS Term Bus Pass or a Casual Traveller Ticket to the driver on boarding.

The Department of Transport and Main Roads provides assistance under the School Transport Assistance Scheme (STAS) in situations where access to education is impeded by distance, income or isolation. Information about this Scheme including eligibility and how to apply can be found on the [Queensland Government website](#).

Costs

There are three alternative methods of payment for bus travel:

TGS Term Pass for unlimited travel (valid for one term only)	\$340.00
TGS Travellers Tickets (book of 50 tickets)	\$220.00
Casual Traveller Tickets	\$5.00
Campus to Campus Bus Service – Junior School (Prep–Year 6) students only	Free of Charge

All tickets are available from the School Reception and Term Passes may be charged to fee accounts. All other tickets must be paid for at the time of collection. If a student loses their Term Pass, the first replacement is free, however, subsequent replacements will incur a fee. The School reserves the right to revise fee charges at any time.

CALENDARS

At the commencement of each School year a calendar containing key dates is issued by the School. The School calendar can also be viewed on the [School website](#).

CAMPS

Camps are an important part of the School's program, and attendance on excursions and camps is expected. The camp experiences planned are appropriate to the age of the group attending.

Dates appear in the School calendar for each year level camp. Postponements due to adverse weather etc. will be considered only if necessary. Locations are dependent on the needs of student groups and the availability of appropriate venues. Other details about each camp relating to equipment, times, activities and educational objectives together with consent and medical forms are distributed prior to each camp.

Exemption from Camp

If a student is unable to attend camp for medical, personal or other reasons, a written request needs to be directed to the Head of Campus/Head of Senior School and as soon as possible before the camp. Students in Years 3-6 granted an

exemption can be supervised at School. Students in Years 7-9 granted an exemption cannot be supervised at School for the duration of the camp.

Consent and Medical Information

Current and accurate medical information about each camp participant is very important to camp planning. To ensure adequate preparations for student safety and welfare can be made, consent and medical forms need to be returned to the School by the nominated date before each camp. Information about medications carried, medical conditions and after hours contact phone numbers are essential.

Camp Costs

The cost of each camp is detailed in correspondence to parents and is to be paid via Parent Lounge prior to the camp. Should a student be unable to attend camp for reasons approved in advance by the Head of Campus/Head of Senior School, the camp fee is fully refundable.

Late Cancellations

Should a camp/excursion have to be cancelled at late notice, e.g. due to cyclonic conditions, local radio stations will be asked to broadcast cancellation messages as soon as possible if written or verbal notification of students is impractical.

Early Termination of a Camp/Excursion

In the event of termination of a camp program necessitating an early return of students, parents will be notified as soon as possible by the School by whatever means available at the time.

Student Behaviour

Student behaviour on School camps attracts the same expectations as for normal School activities. Students who, in the opinion of camp leaders, jeopardise their own and others' safety may be excluded from the camp. Students are normally reminded of these expectations before each camp proceeds.

Equity

The Year Level Camp program aims at equity across the School curriculum with respect to mental, physical and social abilities. Students (and staff) with particular needs will not be excluded from participating provided that these special needs are made known to camp/excursion leaders or other staff well beforehand. All such information is treated with confidentiality as is routine information requested on the excursion medical form.

Boarders

Boarders attending Year Level camps may require a sleeping bag or equivalent.

Further Information

For more information about the Year Level Camp please contact the relevant Head of House, Head of Senior School or Head of Campus.

CAREER GUIDANCE & EDUCATION – NORTH WARD

Townsville Grammar School recognises the importance of providing students with quality career guidance and education to help them achieve their career goals. Through career guidance and education programs, the School aims to equip students with the knowledge, skills and tools to explore and make decisions about their own careers.

The role of the Careers Advisor

The role of the Careers Advisor is to provide students with information, advice and options so they can make informed choices about their futures; and to support young people to transition from school to future study, training or employment. In addition, the Careers Advisor employs current career theories and practices to develop career development programs for students across Years 10-12. These programs are crucial in the senior years of education, as they help students prepare for entering a workforce and labour market that demands adaptability to globalised, technological-advancing and economically restructuring environments.

The Careers Advisor provides support to all students and their parents who require guidance regarding choice of subjects, vocational courses, tertiary courses, and apprenticeships or traineeships. Students also receive assistance with their tertiary and scholarship applications. For Year 12 students, the Careers Advisor will be available if students require tertiary advice and information after the release of their Australian Tertiary Admission Rank (ATAR) or International Baccalaureate Admissions Score (IBAS) in December.

The School's dedicated website provides students and parents with a wealth of career information, including a student secure area where students are able to complete a range of career inventories, research career interests, and develop their resume.

Work experience

An integral component of the School's career education program is work experience. Work experience is the short-term placement of students with businesses and organisations to provide industry and workplace insights. The School's work experience program is a key component of our broader career education program.

To participate, students must be at least 14 years of age. Work experience is unpaid. Students can be placed on work experience up to a maximum of 30 days in a calendar year. The Principal, in consultation with the parent/carer and student, may approve work experience of more than 30 days for a student with a disability.

Students in Years 10-12 wishing to undertake work experience should contact the Careers Advisor to ensure that they are covered by Work Cover and Public Liability insurances.

School-supported work experience may be approved for placement dates during the Easter, June/July, September and first week of December School holiday period.

Students will need to arrange the work experience placement with a host employer and advise the Career Advisor at least two weeks before the commencement of the School holiday period.

In addition, students need to be aware that School-supported work experience must take place in Queensland. Only under exceptional circumstances can students complete work experience interstate, and this must be discussed with the Careers Advisor before placement is arranged.

Alternative work experience arrangements are in place for the Townsville University Hospital and the Townsville Mater Hospital. Students interested in hospital work experience must see the Careers Advisor regarding these specific arrangements.

The Department of Education's [Work Experience Placements for School Students Procedure](#) outlines the roles, responsibilities and processes for developing and implementing the work experience program.

Career Education Program

The School's career education program across Years 10-12 is underpinned by the 12 competencies identified in The Australian Blueprint for Career Development which focuses on three main areas of learning:

- **Personal management:** young people understand themselves, build their experiences and achievements and develop their capabilities.
- **Learning and work exploration:** young people locate, investigate and consider opportunities in learning and future work options.
- **Career building:** young people make and adjust career action plans and manage their life choices, changes and transitions.

At the core of the School's Career Education Program is the provision of intentional career development learning that focuses on the knowledge, skills and attitudes that a young person needs to make sound choices and effectively manage their own career.

CHANGE OF ADDRESS & NORMAL HOME ROUTINES

As records for each student are used for emergency contacts, medical details, and mailing addresses, data must be kept up to date. Therefore, parents are asked to inform the School of any change of circumstances including phone numbers, doctor's name, address, next of kin, guardianship details, work contacts and allergies etc, so the School is well informed.

Please note that student details can be updated via [Parent Lounge](#).

In cases of accident, illness, bereavement or separation, teachers can adjust expectations and make allowances for changed behaviour and performance of students in their care. This information should be passed on to the appropriate Head of Campus or Head of House. Confidentiality will be respected.

CHEWING GUM

Chewing Gum is banned at the School. A detention will be issued for those who are found to be chewing gum.

CHILD PROTECTION POLICY

Please see the [School website](#) for the complete Child Protection Policy.

CO-CURRICULAR

Performing Arts and Sports & Activities are a vital part of the life of the School and we offer an extensive Co-Curricular program. In addition to the information below, please see the [School website](#) for information about Co-Curricular, including timetables and general information.

PERFORMING ARTS

Performing Arts is divided into three main disciplines: Dance, Music and Theatre. Each is considered a highly valued and integral facet of school life at Townsville Grammar School with a variety of opportunities available to students at all campuses.

PERFORMING ARTS CHARTER

At Townsville Grammar School we believe that our core purpose in Performing Arts is to provide our students with a foundation for life-long growth in the arts through opportunities in Co-Curricular Dance, Theatre, Ensemble membership, Instrumental tuition and Vocal tuition.

We strive to make Performing Arts a positive experience for all students by providing a program that fosters in students an understanding that the arts can enhance and enrich their lives.

Furthermore, we endeavour to expand the performance opportunities available to all students and to enhance the quality of the performing arts life of the School and the community.

At Grammar we believe that:

- Dance, Music and Theatre are academic disciplines and art forms.
- Our staff members and tutors aim to be inspiring teachers as well as performance and intellectual leaders.
- Diversity in performance style and genre should be embraced.
- Students should be encouraged to develop an analytical, creative and intuitive understanding of Dance, Music and Theatre as a universal language.
- Performing Arts excellence is achieved through dedication and perseverance.
- Unexplained absence from lessons, rehearsals and performances is not acceptable.
- Care of the Music Centre, the Performing Arts Space, the Dance studio, and associated resources are a collective responsibility.
- Dance, Musical and Theatrical performances are enhanced by observance of appropriate performance etiquette and attire with attentive and respectful audience members.
- Families and the boarding environment play a vital role in facilitating students' participation in the Performing Arts program.

PERFORMING ARTS - JUNIOR SCHOOL CAMPUSES

Junior School Dance Program

Dance troupes are available at both Junior School Campuses as follows:

- Junior Dance Black (intermediate students who are selected to perform)
- Junior Dance Gold (advanced students who are selected to perform)
- Junior Dance Blue (fun class for students from Years 1–6 to develop technical skills and build confidence)

Junior School Choirs and Ensembles

Music ensembles are available at the Junior School Campuses as follows:

Annandale Campus:

- Majors Choir (Years 4–6)
- Minors Choir (Years 1–3)
- Adagio Strings
- Andante Strings
- Allegro Strings
- Annandale Flute Ensemble
- Annandale Guitar Ensemble
- Annandale Recorder Ensemble

North Shore Campus:

- Senior Choir (Years 4–6)
- Junior Choir (Years 1–3)
- Meno Mosso Strings
- North Shore Guitar Ensemble

Year 2 Recorder Program

All Year 2 students will participate in a Recorder Program. These students do not need to complete an enrolment form. Students will have a 30-minute group lesson once a week. Instruments and tutor books will be provided by the School for the year.

Year 3 Strings Program

All Year 3 students will receive tuition on a string instrument (violin, viola, cello, or double bass) for \$150 per Semester. These students do not need to complete an enrolment form. Students will have a 30-minute group lesson once a week. Instruments and tutor books will be provided by the School for the year.

Year 5 Marimba Fusion and Drumline Program

All Year 5 students will participate in a Marimba Fusion Program. These students do not need to complete an enrolment form. Students will have a 30-minute group lesson once a week. Instruments and tutor books will be provided by the School for the year.

PERFORMING ARTS - SENIOR SCHOOL CAMPUS

Senior School Dance Program

Dance troupes are available as follows:

- Grammar Gold: Performance troupe for students in Years 10–12 (audition entry)
- Grammar Black: Performance troupe for students in Years 7–9 (audition entry)
- Grammar Blue: Casual dance classes for any interested students in the styles of Jazz/Musical Theatre and Contemporary styles

Middle and Senior School Choirs and Ensembles

Music ensembles are available as follows:

- Grammar Singers: choir for students in Years 10–12
- Mezzo Choir: choir for students in Years 7–9
- Senior Girls Vocal Ensemble: choir for female students in Years 10–12
- Lezom Boys Vocal Ensemble: choir for male students in Years 9–12
- Cadenza Chorale: choir for students in Years 9–12 (audition entry)
- Symphony Orchestra
- Maggiore Strings
- Minore Strings
- Big Band
- Wind Orchestra
- Celtic Strings
- Woodwind Ensemble
- Brass Ensemble
- Recorder Ensemble
- Grammar Guitar Orchestra
- Taiko Drumming

Boys in the Middle School may be invited to join Grammar Singers when their voice changes.

Senior School Theatre Program

Theatre opportunities are available as follows:

- **Theatre Club** is an opportunity for students in Years 7–12 to participate in a number of activities such as The Scene Project and the Townsville Eisteddfod.
- **Theatre Sports Competitions** (both intraschool and interschool) will run throughout the year and students in Years 7–12 will have the opportunity to apply for these competitions.
- **The Scene Project** is a project by Queensland Theatre and an opportunity for students in Theatre Club to participate in a workshop with a professional actor, create a unique script and perform this script in front of an audience.
- **School Productions** are run each year with alternating Middle School productions (Years 7–9) and whole School productions (Years 7–12).

PERFORMING ARTS – TERMS & CONDITIONS

Enrolment and Withdrawal Policy

Enrolment is for a whole year and parents can sign students up for Performing Arts groups through Parent Lounge. Year 12 students will end their enrolment in Week 3 of Term 4.

Fees

Some Performing Arts groups and activities have a fee associated. There is an annual fee of \$50 for Grammar Blue and \$80 for Grammar Gold/Black. Some performance opportunities, such as the School productions, will include a show levy to help cover the cost of costumes and venue hire. These fees will be outlined to parents and students prior to the commencement of rehearsals for such performances. Failure to pay fees will result in removal from these activities and there will be no refund of fees for early withdrawal from a group or activity.

Rehearsal Schedules

The rehearsal schedule for Performing Arts is available on the [School website](#) and on the noticeboards in the Middle School and the Music Centre. Membership of a Performing Arts group is a year-long commitment and is subject to punctuality at rehearsals and performances, and appropriate conduct.

Notification of Absence from Rehearsals

If a student is absent from School or will miss a rehearsal for a reason such as illness, family emergency or suspension, the teacher/ensemble director/dance instructor must be contacted personally via email by the student's parent prior to the commencement of the rehearsal. Multiple unexplained absences may result in removal from a group and prevent students from receiving Co-Curricular Awards.

Priority of Scheduled Rehearsals

Scheduled rehearsals take precedence over all other incidental meetings. Students are responsible for negotiating alternate times for meetings, detentions etc. with their classroom teacher.

Punctuality

Punctuality is important to the successful operation of the Performing Arts program. Students who are habitually late or frequently miss rehearsals may be removed from a group.

Performance Participation

Participation in scheduled performances such as the Eisteddfod, Showcase Concert, Co-Curricular Awards Ceremony and Speech Day is implicit in the expectations of group membership. All students who are performing in concerts and shows are expected to arrive at least thirty minutes prior to the commencement of the performance unless otherwise directed. Performers should remain until the conclusion of the concert and assist with any packing up as requested by the Performing Arts staff. In cases where a student seeks to be excused from a performance, parents should apply to the Director of Performing Arts, or their Dance/Music/Theatre teacher, at least three weeks before the performance.

Practice

In order to participate effectively in the Performing Arts program, regular individual practice is vital and strongly recommended.

For Dance, students are encouraged to engage in regular practice, fitness and flexibility training. Each teacher will specify the minimum requirements deemed necessary for their own students. For Music, students are encouraged to rehearse their instruments daily, as well as follow directions provided by their ensemble or choral director. For Theatre, students are encouraged to learn their lines and practice their parts in preparation for performances.

Dance Room Use

Students are able to use the dance room to practise with permission. No other performances spaces (PA1, PA2 or the PA Space) may be used for rehearsals without teacher supervision.

Practice Room/ Music Centre Use

Students are able to use the practice rooms at the Music Centre during lunchtimes and before/ after School where they are not already in use by an instrument/vocal tutor. Students must ask permission to use the practice rooms from the Director of Performing Arts or the Head of Music. No food or drink (other than water) may be consumed in these rooms.

Performing Arts Space Use

Students are able to use the Performing Arts Space during lunchtimes and before or after school where it is not already in use by another teacher. Students must ask permission to use the Performing Arts Space from the Director of Performing

Arts and must have teacher supervision while rehearsing. No food or drink (other than water) may be consumed in this space. PA1 and PA2 may also be used for lunchtime rehearsals with teacher supervision.

Bio Box and Costume Rooms

Students are not permitted to be in the Bio Box. Students are not permitted to be in the Costume room without teacher supervision and permission from the Director of Performing Arts.

Rental of Costumes

The School has a number of costumes and props available for hire for performances and exams. Rental application forms may be obtained from the Director of Performing Arts. There is a deposit required per item for rental and this will be refunded after the return of item in appropriate condition. For more information, please contact the Director of Performing Arts.

Rental of Instruments

The School has a number of instruments available for hire, subject to availability. Rental application forms may be obtained from the Music Centre. Rent is usually for a period of one year or at the discretion of the instrumental teacher in consultation with the Director of Performing Arts. Rental fees are \$150 per semester or \$50 over the Christmas holiday period. Insurance for hired instruments is the responsibility of the hirer.

Instruments available for hire are:

Bass Clarinet, Alto Saxophone, Tenor Saxophone, Baritone Saxophone, Trumpet, French Horn, Trombone, Double Bass, Guitar. For more information, please contact the Director of Performing Arts.

PERFORMING ARTS - PERFORMANCE UNIFORMS

DANCE - All members of Dance groups at North Ward require a current Dance performance uniform which can be purchased through The School Locker	
Girls	Boys
<ul style="list-style-type: none"> TGS Dance Singlet <p>To be purchased separately:</p> <ul style="list-style-type: none"> Black dance tights Black socks 	<ul style="list-style-type: none"> TGS Dance Singlet <p>To be purchased separately:</p> <ul style="list-style-type: none"> Black dance tights or pants Black socks

MUSIC - All members of music ensembles at North Ward require a current Music performance uniform which can be purchased through The School Locker	
Girls	Boys
<ul style="list-style-type: none"> TGS black top TGS black skirt TGS gold sash <p>The skirts are sold unhemmed and should be hemmed to be 5-7cm from the floor when standing in shoes. Please note the skirt should sit on the waist (most narrow part), not the hips. Arrangements can be made for Georgio Clothing to hem the skirts at low cost.</p> <p>The Girls' Music Performance Uniform also includes the following items which need to be purchased separately:</p> <ul style="list-style-type: none"> Pantyhose – sheer, black Court shoes – black (matte, not shiny) <p>Simple earrings may be worn but no other jewellery or watches are permitted.</p>	<ul style="list-style-type: none"> TGS gold bow tie <p>The Boys' Music Performance Uniform also includes the following items which need to be purchased separately:</p> <ul style="list-style-type: none"> Plain black button-up long-sleeved shirt, with black buttons Plain black formal trousers (no pin stripe or denim) Plain black belt Black socks Black shoes <p>As the shirt is worn with a bow tie, correct neck fitting is essential.</p>

THEATRE - All members of Theatre groups at North Ward require Theatre Blacks for performances that are not in specific costumes.

Unisex

These consist of:

- Black pants/tights (should be full length)
- Plain black shirt with no logos (may be short or long sleeved)
- Black socks
- Black closed in shoes

INSTRUMENTAL/VOCAL TUITION PROGRAM

The Instrumental Music Program will continue to offer a wide variety of private instrumental and vocal tuition opportunities for students across all three campuses. This program is overseen and managed at the North Ward campus by the Director of Performing Arts and overseen at the Annandale and North Shore Campuses by the Junior School Music Co-ordinator. Individual specialist lessons are available as follows:

Strings: Violin, Viola, Cello, Double Bass

Woodwind: Piccolo, Flute, Clarinet, Bassoon, Saxophone, Recorder

Brass: Trumpet, Trombone, French Horn, Euphonium, Tuba

Percussion: Drum Kit, Orchestral Percussion

Piano: Classical, Modern

Voice: Classical, Modern, Music Theatre

Guitar: Classical, Modern, Electric Guitar, Bass Guitar

Some instrumental lessons may be taken in groups of two students. More information can be found on the [School website](#).

Enrolment

Parents wishing to enrol students for Instrumental or Vocal lessons should complete a Music Tuition Enrolment Form which can be found on the [School website](#).

Fees

Fees are set annually based on the minimum recommended fee set by the Queensland Music Teachers Association (QMTA). Individual lessons will be at the rate of \$48 per half hour lesson and group lessons (if available) will be at the rate of \$24 per half hour lesson, with a maximum of two students in the group. Fees are calculated at 16 lessons per semester.

Billing and Withdrawal Policy

Enrolment is for a whole semester (two terms) comprising of 16 individual or 16 group lessons and will be charged to School accounts early in Terms 1 and 3. The exception to this will be for Year 12 students, who will end their music tuition enrolment in Week 3 of Term 4, with a total of 12 individual or group lessons (not 16) occurring in Semester 2.

To cater for beginning students in the Junior School, there will be no penalty for withdrawing Junior School students within the first four weeks of a semester when starting a new instrument. The Junior School Music Co-ordinator must be advised in writing of withdrawal. There will be no refunds if a beginning Junior School student withdraws from lessons following this four-week period. For North Ward students, there will be no refund of fees for early withdrawal within a Semester.

Rollover to Semester 2

Students who enrol for Semester 1 will automatically be re-enrolled for Semester 2. If a student does not wish to re-enrol for Semester 2, parents should forward written (email) notice directly to the Director of Performing Arts (North Ward) or Junior School Music Co-ordinator (Annandale and North Shore) at least two weeks prior to the end of Semester 1. If this withdrawal date is missed, and a student decides to withdraw before the end of Week 1 of Term 3, parents will be charged for 4 lessons in Term 3. If a student withdraws after the end of Week 1 of Term 3, there will be no refund of fees for Semester 2.

Lesson Timetable

Timetables will be emailed and displayed on the Music noticeboards at the relevant campuses. Lessons will rotate on a weekly basis so that no student regularly misses the same school lesson (the exception to this is Years 5 & 6 at the Annandale campus who will have set lesson times each week). Junior School students will be collected from class by their tutor at their lesson time.

North Ward students are required to excuse themselves from class, sign out at the main office, and arrive promptly at the Music Centre by the scheduled lesson time. Students should not be arriving more than a few minutes before their scheduled lesson time and should enter the Music Centre through the back door so they do not disrupt lessons that may be occurring in the main room.

Contact Details of Tutors

Contact details of music tutors are provided on the timetable that each student receives.

Notification of Absence from Lessons

Where students have advance knowledge of activities such as excursions, in-class assessments, exams and family events occurring in scheduled lesson times, the lessons can be rescheduled providing that notice is given to the instrumental/vocal tutor at least one week in advance. If a student is absent from School or will miss their lesson for a reason such as illness, family emergency or suspension, the tutor must be contacted personally prior to the commencement of the school day, and where possible a make-up lesson will be offered. If the lesson is scheduled for earlier than 8:30am then the tutor must be notified the previous evening.

If the tutor is not contacted with sufficient notice, the lesson will be forfeited. Leaving a message or contacting anyone other than the tutor is not considered valid notification. Lessons missed through forgetfulness will be forfeited. If adequate notice is given for a missed lesson, or the lesson is missed through the absence of the teacher, the lesson will be made up. If a makeup lesson is scheduled and not attended, or declined, the lesson will be forfeited. Lessons missed through the absence of the teacher will be made up or credited. If a makeup lesson is scheduled and not attended, or declined, the lesson will be forfeited.

Priority of Scheduled Lessons

Scheduled instrumental lessons take precedence over all other incidental meetings. Students are responsible for negotiating alternate times for meetings, detentions etc. with their classroom teacher.

Private Music Lesson during Class/Form Period time

Before and after their music lesson, students must report to the main Administration Receptionist who will record the student's attendance.

Punctuality

Punctuality is important to the successful operation of the Instrumental Music program. Students who are habitually late or frequently miss lessons may be removed from the program.

Exam Policy

Students with scheduled assessments that occur during timetabled instrumental lessons must contact their tutor as early as possible to arrange for the instrumental lesson to be rescheduled.

Ensembles

As students become ready, they are expected to join Ensembles in the School. Where applicable, advanced Junior School students may be invited to join a Senior School Ensemble such as Symphony Orchestra, Big Band or Wind Orchestra.

Practice

In order to participate effectively in the Instrumental Music program, all students are encouraged to engage in regular, daily practice on their instruments. Parents may need to establish and supervise regular practice routine. Each teacher will specify the minimum requirements deemed necessary for their own students.

For students who wish to progress, it is recommended that they consider taking public examinations where appropriate.

Soirees and Recitals

Students learning an instrument or receiving singing lessons are encouraged to perform at the Soirees and Recitals held at the Junior School and in the North Ward Music Centre each term.

Busking in the Community

Students who perform music by busking in the community are not permitted to wear any TGS uniform, or identify themselves as TGS students, without the permission of the Director of Performing Arts. For further information, please contact the Director of Performing Arts.

SPORT & ACTIVITIES

It is our intention to provide students with the opportunity to play a variety of sports in a healthy, respectful, safe and competitive environment. In all situations it is our aim to involve students at a level of sport which is challenging, whilst also enabling students to experience enjoyment and success.

The School provides a wide and varied sporting program within the constraints of staffing and expertise. Sport is provided at a Club, Interhouse, Interschool and Representative level throughout the year.

Further details regarding the sport program are available on the [School website](#).

SPORT CHARTER

At Townsville Grammar School we believe that physical activity is important to the personal development and well-being of young people.

- Participation and competition in Sport helps to foster and develop personal growth and a healthy balanced lifestyle.
- A sporting culture where personal achievement and team performances are valued and recognised is important.
- Personal best performance in Sport can only be achieved through dedication and perseverance.
- Students must accept responsibility for their decisions and performance on the 'field of play'.
- Boys and Girls deserve equitable opportunities to participate in sport.
- Pride in our sporting uniforms plays an important part in creating a sense of belonging at TGS.
- Committed coaches and officials play a pivotal role in the management of an optimal sporting program.
- Effective communication with all our stakeholders will enhance our sporting program.
- Healthy competition is provided where our students have the opportunity to win, but not at 'all costs'.

SPORT CODE OF CONDUCT

Townsville Grammar School provides a wide range of sporting activities at varying levels to provide for the diverse needs of our student population. This Code of Conduct serves as a practical guide for all the key parties to ensure these educational experiences keep several key principles of the School firmly in perspective. The goal is to respect a balanced development of students with the ideals of fair play, friendly rivalry, and sound skill development being paramount.

Guidelines for Players

- Players are expected to be modest in success and generous in defeat. Players are also expected to acknowledge, willingly and openly, good play by either team/school.
- Players should be wholehearted in their approach to games and should adhere strictly to the letter and the spirit of the rules or the laws. The referee or umpire's decision is, of course, final.
- Players shall never resort to verbal or physical abuse.
- Players should be punctual and presented in accordance with the specific sport uniform guidelines. At the conclusion of the game, staff, referees, umpires and other officials (scorers, touch judges, etc.) should be thanked.
- Players should not applaud the opposition's mistakes.

Guidelines for Parents and Spectators

- Barracking should be enthusiastic and positive but not designed to heckle, denigrate or unsettle opponents. For example, barracking during a free throw or kick at goal and so forth is always not appropriate. Barracking should be for the School only. Negative comments are totally unacceptable.
- Good play by either team should be recognised by applause.
- It is never right to express disapproval of a referee's or umpire's decision, irrespective of their age.
- Vocal support for any team should never encourage violence or rough or illegal play.
- Coaching by spectators from the sideline is to be actively discouraged by the coach present and encroaching on the field of play is totally unacceptable and must be dealt with by the officials immediately.
- Adults must remember that games at School level are organised for the benefit of the students concerned and not for adults.
- Adults – parents, students and others – are expected to set an example by their self-control and deportment at matches.
- Recognise and support the value and importance of coaches. They give of their time and resources to provide recreational activities for students.

WET WEATHER POLICY – NORTH WARD

In the event of inclement weather, the Director of Sport and Activities will inform students of decisions pertaining to game and training cancellation. This will give students time to contact parents and organise alternate arrangements. Parents can access this information through the School App.

INTERHOUSE CARNIVALS

Interhouse Carnivals provide an opportunity to foster the values of the School and build School spirit. As such, it is compulsory for all students to attend and participate in these carnivals. Parents are welcome to attend and lend support to students. Students who participate in Interhouse competitions do so on the understanding that these serve as the selection tool for Interschool carnivals.

Students who do not participate in Interhouse Carnivals (Swimming, Cross Country and Athletics) are not eligible for Interschool selection, unless they are absent due to a higher representative commitment such as Regional, State, National or International Championships. In this circumstance, students must provide their most recent and official personal best results for Interschool selection consideration. Non-participation at Interhouse Carnivals for any reason can adversely affect eligibility for higher representative honours.

It is the School's expectation, that if selected, students will represent the School at the relevant Interschool Carnivals. Students who withdraw from Interschool teams or events may not be endorsed for further representative selection by the School.

INTERSCHOOL CARNIVALS

Students who are selected for Interschool Carnivals are expected to participate in a Swim@Grammar/Run@Grammar personalised training program leading up to the interschool carnivals. Dates for all Interschool Carnivals are diarised in the School calendar and can be found on the [School website](#).

SPORT COMPETITIONS

To provide a diverse, yet progressive Sports program students are eligible to enter Club Sport and Interschool competitions.

Club Sport

TGS teams are entered in the local club competition in Rowing, Netball, Touch Football and Rugby.

Netball:	Ages 7-18
Rowing:	Years 8-12
Rugby:	U8-17
Touch Football:	U7-U16

(There may be opportunities for students in lower year levels to participate based on their age).

It is an expectation that students play Club Sport for the School and not a rival club. If the School has a team available for students to play in, students who choose to play for a rival club will not be endorsed for representative trials in that sport or eligible for any major School sports awards.

Students wishing to participate in Club Sport must have parental consent and must sign on via an online registration process. This process is detailed to students and parents via School publications. All registrations will require parental/guardian permission and full payment of associated fees.

Club presentations are compulsory events for all students participating in Rowing, Netball, Rugby and Touch Football. These will normally be held in the Centenary Gymnasium. Player levies will cover the cost of these events. Dates for these events appear in the School calendar. Parents of players are invited to attend these events. Most Valuable Player (MVP) is announced at presentations, these students are not necessarily the best-performed player or team member but the student regarded as the most positive and consistent with their attitude and performance at both games and training.

Interschool Sport (Years 5-6)

Students in Years 5-6 participate in the Townsville Primary Schools Competition on Friday afternoons from 12:00-2:30pm. As many students as possible will be given the opportunity to participate. Training sessions for these Interschool Sports teams are held on Wednesday afternoons between 3:15-4:15pm. Those students not selected will compete in an Interhouse Sports program at School. Students will be transported to/from venues via School or chartered buses. Junior School students are recognised with a "Merit", "Striving" and "Coach's" certificate at their Sports Assembly.

Interschool Sport (Years 7–12)

These competitions are played home and away or at a central venue. The sports and teams offered are dependent on staffing and expertise. Online registrations for all interschool sport (Years 7–12) is available for a designated period via Parent Lounge prior to the commencement of the seasons.

REPRESENTATIVE SPORT

For chosen sports, students have the opportunity to compete for selection in representative teams.

- District - Townsville
- Region - North Queensland (Proserpine, Charters Towers, Ingham)
- State - Queensland
- National - Australia

All students must nominate through the Director of Sport & Activities and Junior School Sports Master to gain approval to attend trials. Primary & Secondary School District Trial Dates and State Carnival Dates are available upon request from the Director of Sport & Activities and Junior School Sports Master. For further information, please contact the Director of Sport & Activities.

CO-CURRICULAR ACTIVITIES

Numerous Co-Curricular activities are conducted before, during lunch and after School for interested groups of students, subject to demand, and availability of staff. The scheduled times and days for these are communicated early in the School year. Please see the [School website](#) for Co-Curricular details and offerings at Annandale, North Shore and North Ward Campuses or contact the Director of Performing Arts or Director of Sport & Activities.

CODE OF CONDUCT

The student Code of Conduct provides a framework within which students are able to develop the positive social behaviours which are acceptable within the broader community and expected of a TGS student. The Student Code of Conduct provides an outline of the behavioural expectations for students when they are on the School campuses, moving to and from School, travelling on public and contract transport services and when attending sporting events, School functions, excursions, or any other School related activity. For obvious reasons, the Code of Conduct cannot address specific issues, but provides guidelines for all conduct. The Code of Conduct should be read in conjunction with the following values of:

- Respect for self.
- Respect for each other.
- Respect between staff and students.
- Respect for the fabric, ethos, history and facilities of the School.
- Honesty and Integrity in behaviour and conduct at all times.

Students are expected to:

- Follow the directions and instructions of all School staff (teaching and non-teaching).
- Be considerate of the safety and welfare of themselves and others.
- Be punctual and prepared for each class with an awareness of specific needs for different classes.
- Contribute positively to the learning environment by working responsibly, not distracting other students, completing assignments and submitting them on time.
- Show respect and courtesy to all members of the School community.
- Respect personal and community property.
- Show pride in the achievements of themselves and their School.
- Be well groomed and dressed appropriately, as per School Uniform Policy.
- Obey all campus and classroom rules.
- Respect the rights and privileges of all students, School staff, and volunteers.
- Conduct themselves in a way that does not disrupt the day to day operation of the School and/or wider community.
- Conduct themselves in a way that does not bring the name of the School into disrepute through any action – intended or unintended.

CONTACTS & OFFICE HOURS

NORTH WARD CAMPUS

The North Ward office is open 8:00am–4:00pm term time and from 9:00am–3:00pm outside of term time. The office is closed over the week between Christmas and New Year. Messages may be left on the School's after-hours voice mail on 07 4722 4900. Boarding House dormitory numbers and numbers listed in School publications may be dialled direct.

YEARS 7-12 & BOARDING	<ul style="list-style-type: none">Acting Principal, Mr Connor BarrettDeputy Principal, Ms Amy ByrnesHead of Senior School, Mrs Sandra HughesBusiness Manager, Mr Greg WalshDirector of CurriculumDirector of Advancement, Ms Julie PlathHead of Engagement, Ms Noemi ZanellaSchool Psychologist, Mrs Renee CrossleySenior School Counsellor, Ms Bree DimmockCo-ordinator of Student Wellbeing & Development, Ms Yvonne WestDirector of Sport & Activities, Mr David EnfantieDirector of Performing Arts, Mrs Sarah CrawfordHealth Centre (North Ward), Nurse on Duty	<div>4722 4926</div> <div>4722 4981</div> <div>4722 4991</div> <div>4722 4931</div> <div>4722 4946</div> <div>4722 4973</div> <div>4722 4940</div> <div>4722 4903</div> <div>4722 4932</div> <div>4722 4947</div> <div>4722 4956</div> <div>4722 4938</div> <div>4722 4944</div>
45 Paxton Street North Ward Qld 4810		
Phone: 07 4722 4900 International: +61 7 4722 4900 Email: tgs@tgs.qld.edu.au		

ANNANDALE CAMPUS

The Annandale office is open 8:00am–4:30pm term time only and closed outside of term time. Messages may be left on the School's after-hours voice mail on 07 4412 4800.

PRE-PREP-YEAR 6	<ul style="list-style-type: none">Head of Junior School, Mr Martin TaitHead of Campus, Mr Chris GrayDirector of Early Education, Ms Cyndi FriendOutside Hours School Care (OHSC)	<div>4412 4860</div> <div>4412 4856</div> <div>4412 4858</div> <div>4412 4857</div>
1 Brazier Drive Annandale Qld 4814		
Phone: 07 4412 4800 International: +61 7 4412 4800 Email: tgs@tgs.qld.edu.au		

NORTH SHORE CAMPUS

The North Shore office is open 8:00am–4:30pm term time only and closed outside of term time. Messages may be left on the School's after-hours voice mail on 07 4412 6600.

PRE-PREP-YEAR 6	<ul style="list-style-type: none">Head of Junior School, Mr Martin TaitHead of Campus, Mr Giles DerrettDirector of Early Education, Ms Cyndi FriendOutside Hours School Care (OHSC)	<div>4412 4860</div> <div>4412 6603</div> <div>4412 6601</div> <div>4412 6604</div>
North Shore Boulevard Burdell Qld 4818		
Phone: 07 4412 6600 International: +61 7 4412 6600 Email: tgs@tgs.qld.edu.au		

COMMUNITY SERVICE

Throughout the course of the year, the School, in its pastoral role, supports various charities (internationally, nationally and locally) in their fundraising ventures. Although such activities are voluntary, we believe that such support teaches students much about values consistent with the Grammar School education. Many of these are co-ordinated by various Community Service Groups within the School.

COMMUNICATIONS

WEBSITE

<http://WWW.TGS.QLD.EDU.AU>

The Townsville Grammar School website provides links to parent and student information and other portals in the footer of the Home page. Other functionalities of the website include enrolment information, general School information and events.

SCHOOL CALENDAR

<WWW.TGS.QLD.EDU.AU/CALENDAR>

Students in Years 3-12 are provided a School Diary and each family is provided with a hard-copy wall calendar each year, which lists major School events, activities and meetings. Please note, from time-to-time events may need to be changed, and therefore the printed diary and calendar may not be accurate. Event changes will be notified to students and parents via our regular communication channels, however, please note, the most up-to-date calendar **is online**.

NEWSLETTERS

<WWW.TGS.QLD.EDU.AU/CONNECT>

Principal's Newsletter – Twice per term, communicated via email and the School App, and available on the website.

Junior School Newsletter – Every two weeks, communicated via email and the School App, and available on the website.

Boarding Newsletter – Every week via email from the Boarding Office.

Club Sport Newsletter – Every week during the season, communicated via email and the School App.

STARTING SCHOOL INFORMATION

<WWW.TGS.QLD.EDU.AU/ENROL/COMMENCEMENT-INFORMATION/>

This link provides all information regarding the commencement of School, either at the beginning of the School year, or during the year for those families who join us mid-term.

SOCIAL MEDIA

We encourage parents to follow TGS on Facebook and Instagram to keep up to date with School events and activities, as and when they happen. Whilst it is not considered compulsory for parents to be using this technology, it is encouraged, as it is a wonderful way to share our news and build School community and spirit.

TGS APP

Townsville Grammar School has an App that can be downloaded to from the Apple App Store or Google Play. Much of the information that is available on PARENT LOUNGE is also available on the App, however the App also provides you with alerts, that can be tailored to your needs. You can also access Parent Lounge via the App. Information available:

- Absentees
- School Notices - general, year level and Co-Curricular
- Newsletters
- Co-Curricular information
- School Calendar
- Events
- Boarding (connects to REACH)
- Parent Lounge
- Campus & EEC contact information

How to download & set your app so that you only receive the information that is relevant to you:

- Search Townsville Grammar School in the Apple App Store or Google Play.
- Download the App.
- Go to the SETTINGS icon at the bottom of the screen.
- Select NOTIFICATIONS - enable this. You will now receive all general School notices. This includes communications regarding weather events, buses, starting School information etc.
- Select SUBSCRIPTIONS - select the areas that are relevant, your child's Year level, and any Co-Curricular in which they are involved.

URGENT/IMPORTANT COMMUNICATIONS

In the case of severe weather events or other incidents, urgent/important information will be communicated via the following, where feasible and possible:

- School App notification
- School website notice on the header of the Home page
- Posts to TGS Facebook and Instagram
- School email (in some instances)

SMS MESSAGING

At times, SMS messaging will be used to inform parents of upcoming events, TGS newsworthy items, School excursion information and changes to School routine as a result of bad weather. SMS messaging will also be used to inform parents of any unexplained absences. It is therefore essential that mobile telephone contact details are accurate. Should there be any change to your contact details, please update via Parent Lounge or contact the School.

TGS ONLINE PORTALS

Parent Lounge forms part of a suite of Online Portals used by TGS. Together with Student Café and Moodle, Parent Lounge provides access to School data and interaction outside of business hours.

Student Café provides students with access to Academic Reports, Tours and Attendance, as well as timetables and class details.

Moodle is our Learning Management System for students, providing access to a range of class materials, online exams, and activities specific to classes.

PARENT LOUNGE

[Parent Lounge](#) provides parents and families with an online portal, with access to a range of information and services. Parents are provided with a Username and Password on enrolment, and logging in will provide access to the following services:

- Check attendance records
- View student timetables
- View current and past academic reports
- View individual subject results
- Email class teachers
- Book and view Parent Teacher Interview appointments
- Electronically accept and pay for tours, excursions and School activities
- Check and pay account statements online
- Update student and family details and medical information
- Access School notices and policies
- Access the Sports Portal for handbooks, fixtures and results

EVENT LIVESTREAMS

WWW.TGS.QLD.EDU.AU/LIVESTREAM

Throughout the year, some School events are livestreamed, and these can be accessed via our website and Facebook.

CURRICULUM

Please see the [School website](#) for curriculum details and offerings at Annandale, North Shore and North Ward Campuses or contact the Director of Curriculum (North Ward) or Curriculum Coordinator (Annandale and North Shore).

HEAD OF FACULTY/CURRICULUM LEADER

Students or parents with queries or concerns with respect to individual subjects are encouraged to contact the relevant Head of Faculty/Curriculum Leader in the first instance. See the following as a guide:

ANNANDALE & NORTH SHORE CAMPUSES		Hospitality	Mr John Evans
Head of Campus (Annandale)	Mr Chris Gray	IB Co-Ordinator	Mr Bruce McNalty
Head of Campus (North Shore)	Mr Giles Derrett	Library & Information Services	Ms Helen Bourne
Curriculum Co-Ordinator	Mrs Tammy Haupt	Mathematics	Mrs Robyn Johnson
NORTH WARD CAMPUS		Modern Languages	Mrs Marlene Barrett
Business and Humanities	Ms Naomi Adams	Music	Mrs Kate Hardacre
Careers Advisor	Ms Rachel Harte	Physical Education	Mr Andrew McKinnon (Term 1) Mr Rana Lobley (Term 2-4)
Dance and Drama	Ms Donna Crick	Technologies & Next Gen	Mr Andrew Annett
Design and Technology	Mr David Newton	Science	Ms Vivien Maclean (Term 1-3) Ms Bianca Battoraro (Term 4)
Educational Support	Ms Minnelese Coester	Visual Arts	Ms Athena Costopoulos
English	Ms Katie Watson	Year 7 Curriculum Co-Ordinator	Ms Rachael Pearson
Head of Teaching & Learning	Dr Paul Welch		

DELIVERIES TO STUDENTS

At Townsville Grammar School, we encourage students to be responsible for organisation of their daily School routine. This includes remembering lunches, assignments and making arrangements for after school transport etc. before leaving home.

Students are encouraged to arrange receiving messages from their parents by calling at the front office during breaks to collect any message they anticipate receiving i.e. doctor/dentist appointments. Whilst it is understood that unforeseen circumstances can arise, parents and students are reminded that requests for staff to deliver messages or belongings during class time can be impracticable. There are instances where delivery of URGENT messages is required, however due to staffing logistics, we may not be able to guarantee delivery of non-urgent messages.

No flowers (inc. balloons/gifts) for day students will be accepted at the front office of Townsville Grammar School. Flowers for boarders should be delivered to Boarding Reception (Parker Hall Building).

DETENTIONS – NORTH WARD

Students and parents are advised that failure to comply with the School regulations, uniform requirements, or Code of Conduct, may result in School sanctioned detentions. These will vary according to circumstance and, ultimately, the discretion of the Head of Senior School.

Detentions may occur at lunchtime, after school, or on Saturday morning. Holiday detentions may be imposed for students who incur sanctions in the final weeks of term. Students attending such detentions must do so in full School Uniform, unless advised to the contrary.

DIARIES

ANNANDALE AND NORTH SHORE CAMPUSES

School diaries are supplied to students in Years 3–6 for daily use. It is expected that these diaries remain in good condition and entries are appropriate. Students will be asked to replace diaries which are not in a satisfactory condition.

The diaries remain one of the main forms of communication between staff and parents. It is expected that staff view and sign the diaries on a regular basis. Parents are asked to sign the diary each night at the completion of the student's homework.

Communication between parents and teachers of students in Prep–Year 2 is via email, telephone or face to face meetings.

NORTH WARD CAMPUS

Students are issued with a School diary at the beginning of the year. The initial cost is included in the General Purpose Levy. This diary contains a complete calendar. It is also used as an organiser in conjunction with assessment planners. Parents can check all key dates by referring to this diary, or the separately issued School calendar.

Heads of House/Year Level Coordinators and Form Teachers undertake regular diary checks. Students are required to look after their own diary. Students must not mark, disfigure, graffiti or otherwise deface its contents. They are not to insert additional photos into their diary. If they lose or abuse their diary, they will be required to purchase a replacement. The replacement cost is \$20.00 in Semester 1. During Semester 2 replacement diaries are available at a reduced cost of \$10.00 (Term 3) and \$5.00 (Term 4).

Parents are encouraged to read and sign the diary on a regular basis. Parents should contact the students Head of House/Year Level Coordinator if such checks indicate problems with completion of set work. Subject-specific problems can be addressed directly to the relevant Head of Faculty/Curriculum Leader.

DRIVING TO SCHOOL

Students who hold a drivers licence and wish to drive to and from School should apply in writing via the Students Driving to School Form & Policy (available on [Moodle](#) or from the Middle School Office). Students given permission to drive to School do so on the understanding that cars are not to be used during the day. Parking around the School is limited therefore student drivers are encouraged to use the car park adjacent to our Music Centre.

No student is to drive a car, motorbike or other motorised vehicle on the School premises at any time unless they have been given specific permission from the School. Boarders may not have a motor vehicle while in boarding without the express written consent of the Head of Boarding.

EDUCATIONAL SUPPORT

The team of Educational Support specialists at Townsville Grammar School work collaboratively with parents, teachers and students to tailor individual learning experiences and ensure appropriate adjustments are made for students with a disability and/or learning difficulties. The team focuses on the social, emotional, and educational development of students throughout their schooling years.

Junior School (Prep–Year 6)

Learning Support is offered for students in the areas of Literacy and Numeracy. Parents are contacted if students require additional support in either or both areas. This support may be provided through individual or small group tuition, either within the classroom or in the Learning Support Centre.

Senior School (Years 7–12)

Educational Support is available for students in Years 7–12 who require additional assistance to access the curriculum and demonstrate their learning.

Students in Years 7–10 who have been identified as benefiting from additional support are eligible to access Literacy Support as an alternative to studying a foreign language.

For students in Years 11–12, applications are made to the Queensland Curriculum and Assessment Authority (QCAA) to obtain approval for Access Arrangements and Reasonable Adjustments (AARAs) for assessments and examinations.

The Educational Support team works closely with teaching staff to promote independence, self-confidence and academic success for all learners. Please see the [School website](#) for further information about Educational Support.

ENROLMENT POLICY

Please see the [School website](#) for the complete Enrolment Policy. Information can also be found in the Accounts & Fees section of this Handbook.

EXCURSIONS

As a part of the educational program at the School, excursions may be planned by teachers for classes. All excursions support the curricular life of the School. The costs associated with some of these excursions (excluding lunch provision) are generally included as part of the General Purpose Levy. We encourage student participation in such field trips and advise that your permission is required, especially when bus travel is necessary.

Parents will normally be informed of such outings with respect to information pertinent to the particular excursion. Parents should ensure that teachers are informed of particular ailments or medical conditions which may affect the student's capacity to participate in the excursion. Any life-threatening allergies or the like should similarly be communicated to the teacher taking the excursion. Please note that students departing the School on a curriculum-related excursion will not normally be permitted to leave unless in full School Uniform, including hats.

FORM CLASS – NORTH WARD

Students are placed in a Form Class at the start of each year. Each Form Class is assigned a Form Teacher and Form periods are held Tuesday–Friday afternoons.

FUNDRAISING – NORTH WARD

Fundraising for charities, sporting groups and tours often utilise chocolate sales. The School's policy is that sales conducted at School must be a School-based fundraising venture e.g. sporting tours, Interact.

There are a number of reasons that such sales are restricted. These include problems of students spending lunch money on chocolate and the related health issues linked to "Red Zone" food sales being restricted within the School. The sale of pre-purchased take-away foods (e.g. pizza delivery) is not permitted.

It is equally important that the opportunity for School-based fundraising is not compromised by unauthorised interest groups competing with the School community. Any student utilising the School for external fundraising needs to have permission.

It should be noted that the School receives a large number of fundraising requests from individuals within the School. Such requests for participation are to be made through the Head of Senior School or through Interact Board members. Each request will be dealt with on a case by case basis with the final approval given by the Principal.

GOVERNANCE & MANAGEMENT

Townsville Grammar School, along with the seven other Grammar schools in Queensland, is governed by a Board of Trustees. Six are nominated by the Minister of Education and appointed by the Governor, while others are elected by subscribers to the School. Subscribers are those who have contributed to the School's Building Fund. An election of subscriber representatives is held every four years.

The Board of Trustees determines the strategic direction of the School and approves an annual budget overseen by the Principal. The implementation of Board policy and the overall management of the School (Pre-Prep-Year 12) are the responsibility of the Principal. The Principal is assisted by the Senior Management team which includes the following positions:

- Deputy Principal
- Director of Curriculum
- Head of Junior School
- Head of Senior School
- Business Manager (Board Secretary)
- Director of Advancement

HAIR POLICY

Hair must be kept clean and tidy at all times. Haircuts, hairstyles and hair colour must not bring undue attention to the student while representing the School. Allowing students to adopt popular fads or trends is not always compatible with the School's Hair Policy and students presenting with unacceptable hair styles are expected to make any requested adjustment, without question. Where issues relating to the Hair Policy are problematic, the Head of Senior School/Head of Junior School is the final arbiter.

Girls

Long hair must be tied back with School sanctioned hair ties and accessories e.g. neutral or School coloured and positioned to accommodate the wearing of the School Panama. Hair colour must be consistent and natural. Undercuts and noticeable layering is not permitted.

Boys

Hair must not be shorter than a 'number 3'. Hair must be conservatively cut and styled to sit above the shirt collar. Hair must not be undercut, visibly layered or long in length on the top. The use of excessive product e.g. to keep long hair in position, is not acceptable. The length of a boy's fringe must not pass his eyebrows and impede his vision.

Beards and moustaches are not permitted. Boys must present clean-shaven every day and sideburns must be no longer than the centre of the ear. Noticeable stubble will result in the student being asked to shave in the School toilets with a shaver and cream provided by the School.

HEALTH & SAFETY

ACCIDENTS AND INJURIES

All accidents or injuries to students occurring at School are reported, recorded and, if necessary investigated. When necessary, First Aid is administered by a trained staff member. In the case of serious injuries, the Queensland Ambulance Service will be contacted, along with parents. It is vital that emergency contact details are accurate, and up to date medical records are provided to the School. This is a parental responsibility. The Ambulance service will be called to tend to serious injuries incurred whilst at School or on official School activities.

ACCIDENT INSURANCE SCHEME

The School provides student accident insurance (24 hours/day, 52 weeks/year basis), and further details are available through the Finance Office. This cover is funded through the General Purpose Levy.

AEROSOL CANS & LASER TORCHES

For reasons of public safety aerosol cans are not to be brought to School or Boarding. Students are encouraged to use either pump sprays or roll-on deodorants.

Laser torches are not to be brought onto School premises. Any item which is found to be detrimental to the welfare and safety of the general community will be removed from a student.

ALCOHOL, TOBACCO & ILLICIT DRUGS

Please see the [School website](#) for complete Alcohol, Tobacco and Illicit Drugs Policy.

EXTREME WEATHER PROCEDURES

CYCLONE PROCEDURE

The cyclone season officially starts on 1 November and ends on 30 April, but cyclonic events can occur outside this period. Cyclones affect coastal areas and communities and adjacent inland areas. The School can be impacted by gale force winds, rain and in extreme cases rising water levels from storm surges. The parts of this procedure cover what to do before, during and after cyclone season and before, during and after a cyclonic event.

Pre-Cyclone Season

The School Cyclone Procedure covers measures the School will take to prepare for Cyclone Season including grounds preparation, reviewing disaster plans and ensuring sufficient stock level of critical items.

Cyclone Season

During Cyclone Season the School monitors the Bureau of Meteorology for cyclone forecasts and maintains critical items stock levels. If a cyclone watch is announced, it may indicate that gale force winds may impact Townsville in 24 to 48 hours but School will continue as normal while staff continue to monitor developments.

If the cyclone watch is upgraded to a cyclone warning it may indicate that gale force winds may impact Townsville within 24 hours. Staff will continue to monitor the situation and if a cyclone threat is imminent the Principal, Deputy Principal and Head of Junior School inform staff, students and parents not to attend School.

Evacuation

The School will close in the event that Education Queensland schools are closed as directed by the Queensland Department of Education, due to the threat of an approaching cyclone/tsunami.

Where possible, parents will be notified by SMS, by School social media or by means of the local radio stations. Students will be sent home via bus services or collected by parents. Teacher supervision will be provided until all day students are evacuated. Students from the Annandale Campus who are normally collected from the North Ward Campus, will be collected and transferred to North Ward.

Any parents anxious about a weather situation are at liberty to make personal choices regarding attendance. Boarders will return to their respective dormitories and follow the "Evacuation of Boarders" procedure under the direction of the Head of Boarding.

WET WEATHER AND FLOODING PROCEDURE

Heavy rain and flooding may affect student and staff access to campuses or access to external events and activities such as sport or other co-curricular activities.

In the event of this weather phenomena occurring the following procedures should be followed:

- Listen to local radio stations and check School social media before School starts. Advice as to the situation will be broadcast. On some occasions all schools will be closed.
- If localised flooding occurs staff and students who are 'flood-bound' must let the School know as early as possible.
- If flooding begins to occur during a School day no one should leave until permission is granted by the Principal.
- Bus companies will also be advised. If weather conditions allow they will endeavour to get students home.

STORMS AND LIGHTNING PROCEDURE

Storms and lightning may affect outdoor sporting and Co-Curricular activities, morning tea and lunch outdoor activities, OSHC outdoor activities as well as the use of electrical equipment by staff and students such as landline phones, desktop computers, electrical musical instruments and power tools. In the event of this weather phenomena occurring the following procedures are set in place.

Managing activities during storms and lightning

Staff will assess weather conditions prior to having students engage in outdoor activities. If thunder and lightning are considered a risk:

- Staff and students to seek suitable shelter.
- Cease aquatic activities, evacuate the pool and avoid contact with water.
- Avoid using electrical and other sports equipment.

HEAT, HEATWAVE & ULTRAVIOLET RADIATION PROCEDURE

Townsville and the surrounding districts regularly experience extreme hot weather and heatwaves. Ultraviolet radiation comes from the sun but can't be seen or felt. When the ultraviolet (UV) index is high it starts to cause skin damage. Hot weather and heatwaves can be dangerous because they pose health risks especially to young children and people with underlying health conditions.

Heat, heatwave and high UV conditions may affect outdoor activities including sporting and co-curricular activities, morning tea and lunch outdoor activities as well as OSHC outdoor activities. Students and staff undertaking outdoor activities should be protected from high UV conditions and over-exertion in hot weather, especially with intense or endurance activities.

Predisposed medical conditions

It is important to know if staff or students have a medical condition that may predispose them to heat illness. Participants and officials who present with an illness such as a virus, flu or gastro or who are feeling unwell are at an extreme risk of heat illness if exercising in moderate to hot weather.

Heat Illness Symptoms

Heat-related conditions cover a wide range of symptoms ranging from dehydration, swelling of hands and feet, prickly heat and heat cramps, through to heat exhaustion, to the more severe and potentially fatal heat stroke.

- Symptoms of heat exhaustion include dizziness, headache, confusion and nausea.
- Symptoms of heat stroke are similar to heat exhaustion but with a dry skin, confusion and collapse.

Animals can also be affected by heat-related illness. Any animals in the care of the School should be monitored and sufficient food, water and shelter provided to safeguard their welfare including over holiday periods.

Ultraviolet Radiation:

Students and staff who are exposed to the sun are at risk of being overexposed to ultraviolet radiation (UVR) – especially in Queensland.

Managing activities during heat, heatwave or high UVR conditions:

1. Follow the School's SunSmart Policy (available on the [School website](#)).
2. Assess risk by reviewing the weather conditions before and during supervised outdoor activities.
3. Manage risk by implementing controls to support the safety of students and staff.
4. If weather conditions are causing high levels of risk, consider if the activity can be modified or even cancelled.

Strong Wind

The Bureau of Meteorology (BOM) categorises a strong wind as a prolonged speed above 22-27 knots or 37-50 km per hour, gusts can be 40% stronger. The use of marquees in these conditions needs to be considered in managing risk for the event and organisers should check BOM wind forecasts on the morning of the event and be prepared to modify the event if strong winds are forecast.

The below speeds are used as a guide for determining whether modification or cancellation of outdoor activities and programs may be required.

- Outdoor program activities and events must be reviewed and modified if required at 20 knots or 37 kph in open unprotected areas.
- In the event of a strong wind warning (22-27 knots or 37-50 kph), temporary structures such as marquees must be lowered and secured immediately.

HEALTH

MEDICAL CONDITIONS

Parents are asked to advise the School in a timely manner via Parent Lounge of any medical conditions or allergies the student may have.

Medication – Annandale and North Shore Campuses

The use of all medication by students during the day is strictly controlled by our staff. A Medication Authority Form for each student is to be completed and returned to the Head of Campus at the beginning of each school year and updated accordingly when necessary. Should medication prescribed by the student's medical practitioner be required to be administered while the student is at School or involved in School approved activities, a parent **MUST**, in the first instance, make a written request to the Head of Campus accordingly. Forms are available upon request.

All medication, with clear administrative instructions and the written request **must** be delivered to the Office. All medications required to be returned home are to be collected from the Office. All oral medications are to be kept securely in the Office. No student is to carry medication on their person, or to keep it in school bags.

It is requested that all Prep-Year 6 students requiring inhalers for asthma, complete a Medication Authority Form to administer their own medication. Inhalants only are permitted to be carried and are to be used by the owner exclusively.

If the student has a specific health problem, please discuss this with the Head of Campus and teacher. If it is imperative that regular medication has to be administered during class time, please give adequate instructions in writing for its administration to the Office. Records of medication taken whilst at School are recorded in the Office.

Medication – North Ward Campus

Students are requested not to bring medication to School unless it has been prescribed by a doctor to be taken during the day. This medication should be taken to the School Nurse in the Health Centre who will then dispense it as necessary. Parents need to complete a Medication Authority Form and return to the Health Centre. Under **no** circumstances are students to give medication to other students.

In the case of asthma inhalers, it is the responsibility of the parent to:

- Inform the School of any relevant details related to the medication provided
- Wherever possible, promote the student's own responsible management of that medication

ANAPHYLAXIS MANAGEMENT

A student with diagnosed anaphylaxis or mild to moderate allergic reactions should have an Action Plan completed by their medical practitioner. Action Plans are standardised templates developed by the Australasian Society of Clinical Immunology and Allergy (ASCIA) and are available on their website (www.allergy.org.au).

This provides the School with details on how to best manage a student's allergies, ensuring staff respond rapidly and most appropriately to a student's needs whilst at School or on excursions.

It is the responsibility of parents to provide the following to each area of the School the student attends (*see designated areas below*):

- An ASCIA Action Plan as described above – annually
- Required medication (e.g. EpiPen, Anapen, antihistamines or other medications prescribed in the Action Plan)
- Notification in writing if a medical condition/treatment changes
- Auto-injectors accessible for use whilst at School. A supply should be handed to the relevant designated areas the student attends. It is not recommended that these items are stored in students' school bags.

Designated areas for retention of Action Plans and medications:

Annandale Campus	North Shore Campus	North Ward Campus
Pre-Prep students: Pre-Prep Centre Prep-Year 6 students: Prep Centre & Front office Outside School Hours Care (OSHC)/Vacation Care students: OSHC office	Pre-Prep students: Early Education Centre Office Prep-Year 6 students: Prep Centre & Front office Outside School Hours Care students: OSHC office	Years 7-12 students: Health Centre

DISEASES - EXCLUSION PROCEDURES

Parents MUST observe these actions if the student should contract any of these diseases. If students have signs/symptoms of ANY of the below, please keep students home and consult your family Doctor. In some instances, the School may request a letter of clearance to return to School after illness.

Chicken Pox	Exclude infected students from the School until all blisters have crusted, there are no moist sores, and the student feels well (at least five days after eruption first appears).
Coronavirus (COVID 19)	Exclude until well.
Cold sores	Not excluded unless the person cannot maintain hygienic practices to minimise the risk of transmission (e.g. too young). If attending School, sores must be treated and covered with a dressing where possible.
Conjunctivitis	Exclude until discharge from eyes has ceased, unless deemed non-infectious by a Doctor.
Diarrhoea and/or vomiting	Exclude until there have been no loose bowel motions or vomiting for a minimum of 24 hours.
Glandular fever	Exclusion NOT necessary.
Hand, foot & mouth disease	Exclude until all blisters have dried and all oral/throat lesions have healed.
Head lice	<p>The aim is to prevent head lice spreading by early detection and treatment. If students have head lice or eggs (nits), you should treat the infestation immediately and also inform the School accordingly. Similarly, if the School finds that a student has head lice, it will be brought to the attention of parents immediately for treatment. Contact your local pharmacy or GP practice for advice on the correct treatment for head lice.</p> <p>It must be pointed out that the School has the right to exclude students whose heads are infested, so a strong appeal is made to all parents to co-operate so that such action will not be necessary.</p>
Hepatitis A	The Public Health Unit will be involved and respond accordingly. Exclude until receipt of a medical certificate of recovery.
Influenza & influenza-like illness	Exclude until well.
Measles	<p>Exclude for at least four days from the appearance of rash or until a medical certificate of recovery is produced.</p> <p>Immunocompromised students/staff should be excluded until 14 days after onset of rash in last case occurring in the School.</p>
Ringworm, Scabies, Pediculosis (lice), Trachoma	Exclude until the day after appropriate treatment has commenced and, if requested, evidence of same provided to the School.
School sores (Impetigo)	Exclude until the student has received appropriate antibiotics for at least 24 hours. Appropriate evidence of prescription of medication is to be provided to the School, preferably by way of Doctor's letter/certificate. The student may then be allowed to attend School, provided that appropriate treatment is being applied and that sores on exposed surfaces, such as scalp, face, hands or legs, are properly covered with occlusive dressings.
Streptococcal sore throat (including scarlet fever)	Exclude for at least 24 hours after commencing antibiotic treatment and student is well.
Whooping cough (Pertussis)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from the start of coughing.

FIRST AID PROGRAM

At each year level every student will experience some age specific basic First Aid training. The training will provide students with relevant and accurate first aid information and will focus on the following:

- Dialling 000
- Seek an adult for support
- Danger and response
- Emergency care and resuscitation
- Water awareness and lifesaving
- Soft tissue injuries

IMMUNISATION

Queensland's School Immunisation Program (SIP) provides the opportunity to have Year 7 and Year 10 students vaccinated for free through all Queensland secondary schools. Year 7 students are offered: Human papillomavirus (HPV 1 dose) and Diphtheria, tetanus, pertussis (whooping cough) combined vaccine (1 dose). Year 10 students are offered Meningococcal ACWY plus Meningococcal B (dose 1 & dose 2). Immunisation consents cards are available from the School or from the [Queensland Health website](#).

LOCKDOWN PROCEDURE

Lockdown is the securing of persons - students/staff/visitors/contractors on site - within buildings in response to a potential threat of harm or injury.

Potential threats include:

- dangerous persons
- toxic spill/fuel fire via accident on site or nearby streets
- dangerous wildlife

Alarm activation: The alarm is clearly distinguishable from other alarms. The Principal, Deputy Principal, Head of Senior School, Head of Junior School, Head of Campus or one of their deputies will activate the alarm.

Notification: The Principal, Deputy Principal, Head of Campus or one of their deputies should be the first point of notification by any member of the school community who is witness to, participant in or made aware of a threatening incident.

All teaching/supervision staff will remain in the room they are occupying with their students until the "threat event" is over. Secure doors and windows, seat students on the floor - **REMAIN CALM**.

Students and/or staff outside a classroom, e.g. on the oval, must move to the closest room even if it is already occupied, when the alarm is sounded, or they are notified of a "threat event".

Any visitors/contractors on site are the responsibility of the staff member they are with and together must proceed to the closest nominated lockdown area.

Staff not in charge of students/visitors/contractors at the time of a "threat event", are to remain in the area they are occupying unless asked to fill a support position by the Principal, Deputy Principal, Head of Junior School or one of their deputies.

If the alarm sounds at a lunch break, recess or during class change-over, everyone is to move into the closest room and follow lockdown procedures.

The Principal, Deputy Principal, Head of Junior School or one of their deputies will advise Police and Emergency Services of the situation and hand over control to them when they arrive on site. Staff will provide assistance to the Emergency Services as requested. The **All Clear** will be given by the Principal, Deputy Principal, Head of Junior School or one of their deputies after Police/Emergency Services have given the "all clear".

SMOKING/VAPING

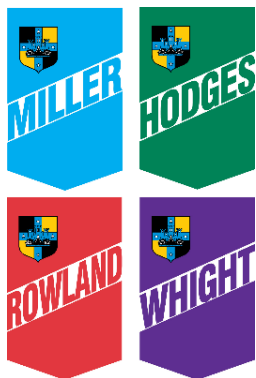
The School buildings and grounds have been designated a smoke-free zone. No smoking or vaping by teachers or students is allowed in these areas. Visitors are likewise not to smoke or vape on the School premises.

Students are not to smoke or vape at any time while in School uniform or engaged in School related activities.

HOMEWORK POLICY & GUIDELINES (PREP-YEAR 12)

Please see the [School Website](#) for the complete Homework Policy & Guidelines.

HOUSES



There are four Houses in the School. They are named after past Headmasters of the School - Hodges (green), Rowland (red), Miller (blue) and Whight (purple). Students are allocated a House on enrolment. Students whose parents have a past association with the School are encouraged to join the same House.

At the North Ward Campus, the Houses compete against each other in swimming, cross country and athletics, whilst at the Annandale and North Shore Campuses the House system is used for student engagement and competitions.

House uniforms are **compulsory** for Interhouse sporting activities. Students not properly attired in House uniform will be excluded from events.

INFORMATION TECHNOLOGY

BRING YOUR OWN DEVICE (BYOD)

Please see the [School Website](#) for the complete Bring Your Own Device (BYOD) Policy.

INFORMATION TECHNOLOGY FACILITIES

Annandale & North Shore Campuses

The students have access to laptops in lessons as arranged by the Class Teacher. Each pair of classrooms share the use of a printer to print class work and individual student's work. Colour printing is also available for students when deemed necessary by the Class Teacher. Each classroom is fitted with an Interactive Smart Board and iPads are also available for student use at each campus.

North Ward Campus

Townsville Grammar School provides computers, laptops and printers for student use in a variety of locations around the campus. Each classroom has access to a bank of laptops which is available for class use, four specialist computer rooms and computer facilities are available in the Library. In addition, students may bring their own electronic device (BYOD) and utilise the School's wireless network under the School's Bring Your Own Device (BYOD) Policy.

From Monday to Friday, the Library is available during Library opening hours for student use of library computers.

Students are only permitted to use the computer rooms during class time if they are supervised by a teacher. A Computer Room is open several evenings per week to support Boarding students in their use of Information Technology. Boarders with their own devices may access the Internet through the School's network.

Each student is issued with a login name which allows them to use the network software applications and printers. Students also have space on their school Microsoft OneDrive account where they may store their work. Common shared areas are available for distribution of shared and class files. Students should only store data files (no non-curricular executable or script files such as .exe or .com or .bat) and these should be regularly checked and older files deleted. Music, video and game files that are for entertainment purposes and non-curricular are not permitted. Such files will be deleted with zero notice.

Students are able to use their School Microsoft OneDrive account for file storage. The use of USB drives and other external storage devices is highly discouraged due to the high risk of data loss.

Students may arrange with their teacher to have their password reset or they may attend the IT Service office during break times to reset their password in person.

All students are provided with Internet access for curriculum purposes only. All access is electronically monitored and logs are kept. Students who fail to adhere to the conditions of use will have access restricted or denied for varying amounts of time.

Email in the School is provided both for curriculum purposes and for family contact. Within the School, email can be accessed through Outlook. Access to School email from outside the School is available at <https://portal.tgs.qld.edu.au>, or through installation of the MS Office app onto a personal device.

Students using computer resources need to be aware that these facilities contain a substantial investment in hardware and software. Therefore, the expectation is that, at all times, students use these resources with the utmost care and concern. In the event of damage to equipment, students are to notify their teacher immediately. Where student negligence plays a part in the damage, part or all costs of repair will be met by the parents of the student concerned.

Privileges, conditions of use and responsibilities are outlined in the Internet, Email & Computer Network Acceptable Use Agreement which is in the Student diary and on the [School website](#). Both students and their parents are required to sign this Agreement.

INTERNET, EMAIL & COMPUTER NETWORK ACCEPTABLE USE

Please see the School Diary or [School website](#) for the complete Internet, Email & Computer Network Acceptable Use Agreement.

JEWELLERY & MAKEUP

Jewellery has both safety and security implications when worn to School. A simple wristwatch may be worn. Girls are allowed to wear one pair of simple earrings, e.g. small studs or sleepers, and one simple ring only. Earrings must be in the lobe of the ear only. Boys are not allowed to wear any jewellery, e.g. necklaces, rings, bracelets etc for any reason including sentimental, religious or other. Jewellery may in some cases be confiscated until the end of term for repeat offenders.

It is essential that the spirit of this policy is not compromised through visible body piercings and quite specifically, tongue, nose and eyebrow attachments, nor covering of piercings. These draw undue attention to the student thus compromising uniform standards and expectations.

The wearing of apparent makeup with School uniform is not appropriate. Fake eyelashes are not to be worn. Only clear nail polish is permitted.

Some minor concessions to this policy may be allowed for girls participating in public music performances when wearing the School performance uniform. These concessions will be clearly communicated by the Director of Performing Arts.

Definition of an approved style of stud

Single post earring, of gold or silver appearance only. Maximum diameter of stud should be 3mm. Smaller acceptable, but larger not allowed.

Definition of an approved style of sleeper

Single hoop earring able to be turned entirely through the hole in the earlobe, of gold or silver appearance only. Maximum diameter of hoop should be 12mm. Smaller acceptable, but larger not allowed.

The final decision on these matters and subsequent suitability of appearance and hence ongoing attendance at the School always rests with the Principal.

LEADERSHIP

JUNIOR SCHOOL

Leaders are elected in the Junior School at the end of Term 4 in readiness for the following year. A Campus Leader (boy & girl) are elected, a boy and girl Leader for each House, a boy and girl Music Leader, a boy and girl Earlyact Leader and an Earlyact Team. Induction of leaders occurs at a special induction Assembly diarised in the School Calendar.

MIDDLE SCHOOL

Leaders will be elected in the Middle School towards the end of Term 4 in readiness for the following year. A boy and girl Captain and Vice Captain for each House and a boy and girl Music Captain will be appointed each year. Induction of leaders occurs at a special Induction Assembly diarised in the School Calendar.

SENIOR SCHOOL

Since its foundation in 1888 Townsville Grammar School has a proud history of producing fine leaders across all walks of life including the professions, academia, industry, the military, sport and in the primary industries. An important element of a Townsville Grammar School education is the development of the students' leadership skills and competencies.

A range of leadership opportunities are offered to students in their Senior Year and are selected towards the end of Term 4 in readiness for the following year.

LIBRARIES

Townsville Grammar School Libraries provide well-resourced and welcoming learning hubs, promoting a love of literature and fostering the development of information skills for life-long learning.

P.F. ROWLAND LIBRARY – NORTH WARD

The P.F. Rowland Library collection includes books, magazines and journals as well as e-resources including online encyclopaedia and electronic databases containing research journal articles.

P.F. Rowland Library – North Ward Opening Hours:

Monday–Friday	8:00am–4:00pm
Last day of each term	8:00am–3:30pm

Student Borrowing

Loan period: Two weeks (extensions are available on request)

Number of items: Up to six items including fiction and/or non-fiction

Locating Resources:

Students have access to a wide range of resources housed in the Library and online. Information about Library resources can be accessed via Oliver (the Library Catalogue), the [School website](#) and through the Library e-resources page on Moodle. Library staff are also available to assist users in locating suitable resources.

Online Library Catalogue: Students can access the Library catalogue through Oliver on the School Portal and through the School's website via Student Links, both on campus and remotely.

TAIT LIBRARY - ANNANDALE & NORTH SHORE LIBRARY

The Tait Library and the North Shore Library collections include books, kits, equipment for various curriculum areas, puppets, charts and maps as well as e-resources including online encyclopaedia, such as Britannica online and World Book. Students and staff are invited to recommend titles they would like added to the collection.

Tait Library Annandale Opening Hours:

Monday–Friday	8:00am–3:30pm
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North Shore Library Opening Hours:

Monday–Friday	8:00am–3:30pm
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Student Borrowing

All students may borrow resources from the Library before school, after school and during lunch break when the library is attended. Resources may be borrowed for two weeks at a time and kept through all holiday breaks except for Christmas. Students may extend their loans and make reservations as necessary.

Students from Prep–Year 4 must have a Library bag when borrowing. Generally, the following borrowing limits apply:

- Prep: one item
- Years 1 & 2: two items
- Years 3–6: up to six items

Reimbursement is sought if a resource has been lost or damaged and borrowing privileges may be suspended until reimbursement has been received.

E-Books and audio books

We have a large selection of E-Books and audio books available. Please ask Library staff for details on how to access these.

Online Catalogue

Our catalogue is accessed directly via the [School website](#) and School Portal.

Book Club & Book Fair

A Book Fair is organised in Term 1 at the Annandale Campus and Term 3 at the North Shore Campus. Book Club runs every term except the term when Book Fair takes place.

Parent Library

A collection of books relevant to parents is available for loan. Parents are also most welcome to borrow books from our general collection.

Volunteers

Parent volunteers are always welcome in our Library, particularly to help with the covering of new books.

LOST PROPERTY

Lost property which has been located can be claimed from Reception (North Ward), the Learning & Leadership Centre (Annandale) and the Reception at North Shore. Parents are asked to ensure that all items of equipment and clothing are clearly labelled with the student's name. This will assist in ensuring prompt return.

All property suspected of being stolen should be reported to the relevant Head of House or Class Teacher immediately.

MOBILE PHONES, SMART WATCHES & HEADPHONES

North Ward Campus

Mobile phones are permitted to be visible before 8:00am and after 3:20pm. They are **not** to be seen or used between these hours unless with teacher permission and in the presence of staff. Should a student need to make an urgent phone call between 8:00am and 3:20pm they can visit Reception to use their phone or request the use of a School phone.

Smart watches are permitted to be worn during regular School lessons. However, for examinations these must be removed due to their ability to receive and transmit information. Smart watches or any other wearable devices must not be used to send messages during lessons, as per mobile phone guidelines.

Headphones (including in-ear/over-ear headphones and ear buds) are not to be used during morning tea, lunch or class time unless a teacher has given permission to do so. No student should be wearing headphones whilst teacher instruction is occurring or whilst the class, as a whole, is being addressed or they, individually are being addressed.

Devices must utilise the School WiFi for internet access. Personal internet is not to be used.

Please see the [School website](#) for complete Bring Your Own Device (BYOD) Policy.

North Shore & Annandale Campuses

Students at the North Shore Campus are required to hand their mobile phones in to Campus Administration at the commencement of the school day and students at the Annandale Campus are required to hand their mobile phones in to their class teacher at the commencement of the school day. Use of mobile phones is not permitted while students are on campus or travelling on School buses. Should a student need to make an urgent phone call between 8:00am and 3:30pm they can visit Reception for assistance. Phones can be collected from Administration at the conclusion of the School day.

Smart watches are permitted at school but must be on Safe/School Mode whilst students are on campus or travelling on School buses.

OUTSIDE SCHOOL HOURS CARE (OSHC)

Childcare services are available at the Annandale and North Shore Campuses. Charges for these services are available on the [School website](#) and are included on monthly fee statements. Please check eligibility for childcare benefits by visiting [Services Australia](#).

Before School Care is available from 7:00–8:45am (Annandale Campus) and 6:30–8:45am (North Shore Campus). A light breakfast is offered. A supervised program of play is available for the session. Prep students in Before School Care, are escorted to the classrooms.

After School Care is available from dismissal at 3:00pm until 6:00pm. Prep students who attend After School Care are collected from their classroom at the end of School day.

Vacation Care

A program of Vacation Care operates during pupil free days, staff development days and in vacation periods as demand indicates. This program runs for the full day 7:00am–6:00pm (Annandale Campus) and 6:30am–6:00pm (North Shore Campus) and students may attend for hours required. The cost will be included on fee statements.

Booking is generally done throughout the term prior to the vacation care start date. Activities such as outings are included in the costs, morning teas and lunches generally need to be supplied by parents. The cost per day is comparable with the cost of daily tuition provided during the term, and therefore is kept to a minimum.

Bookings for Before School Care, After School Care and Vacation Care can be made by completing an enrolment form on the [School website](#) or by contacting the OSHC Co-Ordinator on 07 4412 4857 (Annandale Campus) and 07 4412 6604 (North Shore Campus).

PARENT INVOLVEMENT

ANNANDALE AND NORTH SHORE CAMPUSES

Students appreciate seeing parents involved in the life of the School. Similarly, parents benefit from the interactions they have with other parents and staff in the educational setting. Therefore, we create numerous opportunities throughout the year for participation in the life of the School.

Parents are welcomed into the classroom to help on a regular basis as voluntary assistants. They are involved in a variety of tasks such as supervising small groups in Language, English and Maths activities; playing and making games; listening to students read; cooking; helping with art and craft activities and general tidying in the classroom.

The timing and nature of such parental assistance is at the discretion and convenience of the teacher, and certain conditions such as respect for confidentiality must apply. Parents are also invited to participate in other activities such as family nights, sports days, excursions and to attend relevant calendar events.

PARENT/TEACHER INTERVIEWS

Parent/Teacher interviews are conducted at various times throughout the year and are listed in the School Calendar. Details regarding the online booking procedures are forwarded to parents prior to these interviews.

Boarding families who are unable to attend diarised Parent/Teacher Interviews are welcome to contact the School to make arrangements to meet with teachers when they are in Townsville.

PARKING

ANNANDALE CAMPUS

The pickup and set-down zones are not parking spaces. Parents are asked to pull in only if students are ready to be collected, so that a flow of traffic is possible. Traffic is one way and is designed to maximise safety and your co-operation in ensuring students and other pedestrians use the designated crossing is appreciated. Please exit only through the designated gates. Parking across the Pre-Prep car park driveway or at the entrance gate is not permitted at any time.

All disabled car parks must always be left clear unless an authorised disabled person's sticker is displayed on your car.

Prep students may be collected from 2:50pm to minimise congestion. No cars are to use the access driveway on Macarthur Drive unless permission has been specifically granted. Teachers are on duty between 3:00–3:30pm to assist with traffic flow and pedestrian movement. Parents using the pickup and set down zone are asked to remain in their car and be ready to move forward as the other vehicles leave.

NORTH SHORE CAMPUS

There is a dedicated pick up and set down zone through the internal, one direction driveway of the School. This is a No Parking Zone. Students will assemble adjacent to this zone after 3:00pm for collection.

There are dedicated car spaces available for parents who wish to park and enter the School.

NORTH WARD CAMPUS

Areas along Paxton Street and Burke Streets are designated bus zones, and we ask that parents not use these zones to pick up or set down students between the hours of 8:00-9:00am and 3:00-4:00pm. Please note double parking in these areas and the parking bays along Paxton Street is unsafe and illegal.

There are other areas close to the School that have ample parking where you can wait including:

- Paxton Street between the Pool and corner of Paxton and Landsborough Street. There are many spots outside the gate to boarding, adjacent to Morwood Oval on Paxton Street.
- From the Tennis Centre to the Sports Reserve on Burke street there are many places available, especially at the entrance to the Sports Reserve
- On Paxton Street and next to the Music Centre there is a large carpark. There are many car spaces at this venue.

PASTORAL CARE & POSITIVE EDUCATION

The Pastoral Care of students is managed by the Head of Senior School working in collaboration with and supported by a Pastoral Care Leadership Team. The School aims to provide the highest possible standards of care and concern for each individual. This involves all aspects of student welfare including social and emotional development of the students entrusted to our care.

Head of House/Year Level Co-ordinator (Year 7) is responsible for the social, emotional, behavioural and academic progress of students and initiating student progress reports and will often be the first point of contact for parents. Importantly, they provide the personal touch and promote the friendly tone for which the School is well recognised.

PASTORAL CARE CHARTER

At Townsville Grammar School we believe that a student's personal growth and wellbeing is best enhanced by a safe and caring environment where each individual is accepted, respected and valued. We believe that our Positive Education Framework provides a means for staff and students to understand their character strengths and grow as individuals and members of the School community.

We believe that:

- It is essential to provide a safe and caring environment that supports the emotional and social well-being of each individual student.
- Positive Education enables appropriate development of character strengths and personal growth.
- Mutual respect promotes good interpersonal relationships and acceptance of difference.
- Our Pre-Prep-Year 12 co-educational environment is ideally suited to the development of boys and girls into responsible young men and women.
- As students mature and grow they must progressively take ownership of their behaviour and accept responsibility for their actions.
- Staff must role-model a caring pastoral approach in their dealing with students and each other.
- It is essential that all staff cultivate positive relationships, emotion, health, engagement, accomplishment and purpose to enable all members of the School to thrive.
- A positive partnership between the School, family and the wider community is crucial to the holistic education of every student in the School.

PETS ON CAMPUS

The bringing of pets and animals onto School grounds is not permitted. Exceptions to this policy include guide, hearing or assistance dogs or where special permission has been granted by the Principal.

PHOTOGRAPHS

A number of School photographs are taken throughout the School year. These include student identification photographs, Boarding, Form Class, Co-Curricular groups and Leaders.

Unless notified otherwise at the time of enrolment, within the Enrolment Contract with Townsville Grammar School, permission is granted for students to be included in School photographs and publications, inclusive of School promotional releases. Should this circumstance change at any time, please notify the School in writing.

REPORTING

Formal Reporting will take the format of an Interim Report at the end of Terms 1 and 3 and Semester Reports at the end of Terms 2 and 4 for all students Prep–Year 11. Year 12 students receive Interim Reports in Terms 1 and 3 and a Semester Report at the end of Term 2. Final results at exit for Year 12 student are published by the Queensland Curriculum and Assessment Authority.

Informal Reporting is an on-going process and parents are encouraged to make use of this format. The School has a clear commitment to sustained academic monitoring of student performance and is constantly comparing this to student potential. Parents are encouraged to request a written or verbal report on a student's progress at any time. Parents should approach the Head of House, Director of Curriculum (North Ward), Head of Campus or Junior School Class Teacher when requiring an informal report on students.

SCHOLARSHIPS & BURSARIES

The Townsville Grammar School Board of Trustees provides for scholarships and bursaries each year in several categories:

- Academic Scholarships
- Boarding Bursaries
- General Excellence Bursary (Leadership)
- International Baccalaureate Scholarships
- Performing Arts Bursaries
- Sports Bursaries

Scholarship and bursary availability is notified via the [School's website](#) and Principal's Newsletter. The application deadline for Scholarships is usually in the January of the year prior to entry. For example, a student entering Year 7 in 2027 would need to apply for a scholarship entry in January 2026. This is done by applying online through the School's website in, or prior to January.

Performing Arts Bursary applications for 2027 close on 2 April 2026 and 6 October 2026. Boarding Bursary applications for 2027 close on 31 July 2026. Further details regarding scholarships and bursaries are available on the [School website](#) and enquiries are welcomed by the Director of Advancement on 07 4722 4940.

SCHOOL BAGS

The School Locker sells a variety of insignia School bags. It is compulsory for students to have designated School bags. The use of non-school issue bags for the carrying of books and Health & Physical Education gear is forbidden. The only exceptions are blue North Queensland School, maroon Queensland School and green and gold School sport bags and these can be used to carry sports gear, however, are not a replacement for the TGS School bag.

Lockers and Bags

Students are not provided with Lockers. This is a policy position that dates back to the early 1990s when existing lockers were removed from the North Ward Campus due to issues around hygiene; storage of unacceptable or banned items; vandalism accentuated by people entering the Campus after hours and a considerable maintenance in managing the day to day upkeep of lockers and lost keys etc.

All classrooms on both campuses have been allocated bag racks where students can store their School bags for the day and access them as required between lessons. Students are always encouraged to lock their bags where valuables are inside or to store valuable items with the Head of House, Head of Campus or classroom teacher. Electronic devices (BYOD) can be kept safely in the Middle School office on the North Ward Campus, during the School day.

No student is required to carry their bag around the campus once they have arrived for the day and deposited their bag outside their Form room.

Parents who regularly inspect student's School bags contribute towards the training of habits of care and tidiness. As all bags look similar, please ensure bags are labelled clearly with the student's name and has an identifying key tag. In discipline

related matters the School reserves the right to immediately search student's bags for contraband such as stolen goods and illicit substances.

SCHOOL DISCOS & SOCIALS

These are often utilised as fundraising opportunities for touring teams/groups etc and are supervised by Heads of Campus, Heads of House and teaching staff. A School Disco for Years 3–6 students is held as detailed in the School Calendar. Parents are required to arrange a prompt collection of students at the conclusion of discos/socials.

SCHOOL HOURS

ANNANDALE AND NORTH SHORE CAMPUSES

Prep–Year 2 8:45am–3:00pm

Years 3–6 8:30am–3:00pm

Arrival times for students, whether walking, riding or being driven, are between 8:00–8:25am for Years 3–6 students and between 8:00–8:40am for Prep–Year 2 students. This ensures there is adult supervision available for students.

Early arrivals (i.e. before 8:00am) will be deemed to be requiring Before School Care, and will be supervised, and charged accordingly, unless involved in designated Co-Curricular activities or sports training.

Students should be collected or leave the School by 3:30pm unless participating in After School Care, designated Co-Curricular activities or sports training. Supervision by teachers cannot be guaranteed beyond this time as meetings and appointments may occur.

It is necessary that Prep students are brought into the room no earlier than 8:30am, to allow for setting up of the room. This ensures a smooth and professional beginning to the day.

NORTH WARD CAMPUS

Years 7–12 8:40am–3:20pm

SENIOR FORMAL

The Senior Formal is held on the last day of Term 2 and is attended by Year 12 students enrolled at TGS only (this includes the arrivals section of the evening). Prior to the formal, parents and families are invited to light refreshments and to enjoy watching the arrivals. Further information about the Senior Formal is communicated at the beginning of Term 2.

STUDENT NAME POLICY

At Townsville Grammar School documentation will refer to students using their legal name; the name provided on their birth certificate.

A School report is a legal document and the student must be properly identified using their legal name; the name used in a passport or on a birth certificate. As a School we have a legal responsibility to properly identify each student to protect their identity and ensure full access to all future academic opportunities.

For national data collection such as NAPLAN and QCAA (Queensland Curriculum & Assessment Authority) the child's legal, birth certificate name is the only one acceptable to government organisations.

Should parents undertake a legal change of name for their child, a certified copy of Change of Name certificate issued by Births, Deaths & Marriages should be forwarded to the School and the change will be actioned accordingly.

It is possible students can be known by a preferred name, which differs from what appears as their legal name. For example, if the student's legal name is Christopher, but they prefer to be known as Chris, we can record this as their preferred name.

Parents need to contact the School, in writing, to have this change made. The student can ask at School ceremonies or events that their name be read out as their preferred name.

STUDENTS OUT OF CLASS - NORTH WARD

Students are to ensure they have the necessary books, equipment, resources etc before entering the classroom. Students will not be released from class to retrieve forgotten books, equipment, resources etc. Students have a responsibility to prepare for lessons (hydration, toileting, resources) and not request leave from lessons unless in the most exceptional of circumstances.

STUDENT SUPPORT

NORTH WARD CAMPUS

The School has a dedicated Wellbeing Centre that gives students a place to recharge and reset when experiencing difficult emotions or challenging circumstances. This space can be used if students feel overwhelmed in class and need a quiet and relaxing environment to reset and implement calming strategies. Students can enjoy listening to calming music, choose to continue working on class tasks on a laptop, enjoy quiet time on the lounge chair or bean bags or distract overwhelming thoughts through puzzles, drawing, sensory fidgets and more. Typically, the Centre is used by students for short periods of time, enabling them to return to class feeling more composed and ready to re-focus.

Student absences from class are always accounted for on rolls, including when accessing the Wellbeing Centre. Students are always supervised in the Wellbeing Centre and if they require additional support, beyond their calming time in the Wellbeing Centre, they can consult with our wellbeing staff:

School Psychologist - Mrs Renee Crossley

Senior School Counsellor - Ms Bree Dimmock

Co-ordinator of Student Wellbeing & Development - Ms Yvonne West

The Wellbeing Centre is located upstairs from the main administration office and next to IT Services.

The School Psychologist provides students with free, voluntary and confidential support in a safe and calming environment. To make an appointment with the School Psychologist, please go to Moodle/Student Information/School Psychologist/North Ward Appointments.

Referrals for case management from the Senior School Counsellor will occur from pastoral leaders in the School, in conjunction with teaching staff and parents. Case management appointments will be co-ordinated as part of the case management plan by the Senior School Counsellor.

ANNANDALE & NORTH SHORE CAMPUSES

The Junior School Counsellors are located in the library of each campus. Students can access support from:

Junior School Counsellor, Annandale Campus - Mrs Debbie Whitehead

Junior School Counsellor, North Shore Campus - Mrs Katelyn Lacey

The referral process usually commences after discussions between a student's parents and the classroom teacher. The Junior School Counsellor then contacts parents to discuss the student's needs in more detail and to explain the confidential counselling process. All Junior School students require written parental consent to access counselling services.

SUNSMART POLICY

Please see the [School website](#) for the complete SunSmart Policy.

SUPPORT GROUPS

TGS Parents Network

All parents, from Pre-Prep to Year 12 are welcome to attend the friendly and welcoming meetings where they discuss ways in which they can support the school through a range of activities and events. The Parents Network is also a great way to meet other parents across the campuses and helps to build community spirit.

Meetings occur each month (during term time) in School House at the North Ward Campus. The School Principal also attends and provides an update on the school.

There are also Junior School campus-based Parents Network committees which work toward organising parent engagement events at each campus throughout the year.

There are a number of ways in which you can be involved. If you are interested in finding out more, please visit the [School website](#) or contact our Parents Network committee via tgsparentsnetwork@tgs.qld.edu.au.

The Past Grammarians Association

All who attended Townsville Grammar School belong to our Past Grammarians Association and are invited to engage with our events, publications and news. The Past Grammarians Association meet regularly to progress the engagement opportunities for our alumni, including reunion events, publications, special projects and social media activity.

For further information, please visit the [School website](#) or contact Pastgrammariansassoc@tgs.qld.edu.au.

Boarder Parents Support Group

All boarding parents are invited to attend meetings at the beginning of each term – on boarding travel day. Agendas and minutes are emailed to attendees and available on request through emailing boarding@tgs.qld.edu.au.

SWIMSUIT & SWIM SHIRT POLICY

TGS swimsuits are compulsory for all PE students in Prep–Year 12 when undertaking aquatic units.

At North Ward, TGS sports shorts may be worn over swimsuits during School PE and Interhouse aquatic activities, although this is not the Schools preferred position. However, all competitors in timed events at Interhouse Swimming carnivals and students representing the School at Interschool carnivals MUST wear TGS swimsuits (no shorts).

Given that PE is not a compulsory subject in Years 10-12 students are permitted to wear plain, black, one-piece swimsuit at the Interhouse swimming carnival.

As per State government regulations, all Prep–Year 6 students MUST wear a sun safe swim shirt when undertaking PE aquatic activities. Students in Years 7-12 are encouraged to wear a sun safe swim shirt during PE aquatic activities.

At TGS Interhouse swimming carnivals, and as part of the School's SunSmart Policy, students must wear their TGS House shirt or an approved sun safe swim shirt when not competing in an event.

Students using the School pool for Swim Squad, fitness, Rugby, Netball and other cross training purposes are to wear a TGS swimsuit or plain black one-piece swimsuits. TGS sport shorts or TGS 'bummers' may be worn over these swimsuits.

TEXTBOOKS & STATIONERY

ANNANDALE & NORTH SHORE CAMPUSES

All Junior School students will receive a book pack on the first day of School. This will contain all exercise books, textbooks and basic stationery that students will need throughout the year. Teachers will go through these supplies during the first week and will send items home for labelling and covering during the course of the week. Each student is required to supply their own pencil case.

NORTH WARD CAMPUS

The School's textbook provider is Box of Books. Book lists, deadline dates and how to order through Box of Books can be found on the [School website](#). Stationery lists for Years 7-12 can also be found here.

Some departments operate a system whereby textbooks are loaned to students for a period of time from a few weeks to the entire academic year. This system gives students access to a much wider range of appropriate learning resources than would otherwise be possible.

Students are expected to take good care of these materials and return them when requested. If these resources are lost or damaged it is the student's responsibility to meet the costs of replacement. Students must ensure that all resources are returned if they are leaving the School. If you have any queries about this scheme, please contact Library staff.

TERM DATES 2026

TERM 1, 2026 (10 weeks)	
Tuesday, 20 January	New Staff Induction
Wednesday, 21 January	Staff Day #1
Thursday, 22 January	Staff Day #2
Friday, 23 January	Staff Day #3
Monday, 26 January	Australia Day Public Holiday
Tuesday, 27 January	Staff Day #4 (Boarder Travel Day)
Wednesday, 28 January	First Day Term 1
Thursday, 2 April	Last Day Term 1
Friday, 3 April	Boarder Travel Day
TERM 2, 2026 (9 weeks)	
Monday, 20 April	Staff Day #5 (Boarder Travel Day)
Tuesday, 21 April	First Day Term 2
Monday, 4 May	Labour Day Public Holiday
Thursday, 18 June	Last Day Term 2
Friday, 19 June	Staff Day #6 (Boarder Travel Day)
TERM 3, 2026 (10 weeks)	
Monday, 13 July	Staff Day #7 (Boarder Travel Day)
Tuesday, 14 July	First Day Term 3
Thursday, 17 September	Last Day Term 3
Friday, 18 September	Staff Day #8 (Boarder Travel Day)
TERM 4, 2026 (8 weeks)	
Monday, 5 October	King's Birthday Public Holiday (Boarder Travel Day)
Tuesday, 6 October	First Day Term 4
Friday, 27 November	Last Day Term 4 (Prep – Year 11)
Saturday, 28 November	Boarder Travel Day
Monday, 30 November	Staff Day #9
Tuesday, 1 December	Staff Day #10

TOURS POLICY

Townsville Grammar School has built many fine international, national and regional links, and is able to offer students the opportunity to participate in tours.

It is the policy of the Board of Trustees of Townsville Grammar School that no student of the School be permitted to participate in any domestic or overseas tour if School fees payable are outstanding, both at the time of the first deposit paid and thereafter. This policy does not distinguish between the source of funds (parent or student) for the Tour costs.

In addition to this, students will be eligible to participate in sport and cultural tours, provided all of the following guidelines are met:

- Only students enrolled at Townsville Grammar School are eligible to participate in sport and educational School tours.

- Students have met all academic requirements and demonstrated appropriate behaviour and dress standards on an ongoing basis.
- Student attendance record is exemplary.
- Where applicable, the student has represented Townsville Grammar School in Club competition in the current season and preceding seasons.
- Students are required to demonstrate a commitment to that sport through attendance at training sessions and games.
- Students are required to demonstrate a commitment to the particular subject that reflects the tour destination.
- Where applicable, the student is currently studying the target country's language and culture or is an IB student.
- All touring students will depart from and return to Townsville as part of the whole touring group, unless special arrangements have been approved by the School.

JUNIOR SCHOOL SPORTS TOUR

A tour is conducted for selected students from Year 6 who play Club Netball and Rugby for TGS. It is at the Principal's discretion to include students who have not represented this School in the Club competition.

Student selections are made based on skill level and playing position as well as satisfying the criteria of a commitment to their studies and impeccable classroom and School behaviour.

NETBALL SPORTS TOUR

Student selections are made based on viability of expressions of interest, age, skill level and playing position. Where students are of equal ability, preferences will be given to Year 9 students.

RUGBY TOUR

Student selections are made based on viability of expressions of interest, age, skill level and playing position. Tour eligibility will be at the Principal's discretion. Where students are of equal ability, preference will be given to students in the upper age groups.

All other sports, tours are approved at the Principals' discretion and includes travel to, and participation in, sports tournaments outside of Townsville.

TRAVEL REQUIREMENTS FOR ALL TOURS

The policy relating to overseas educational sports, music and cultural tours requires that all group members will be reserved and must travel together as one entity. Only the Principal can provide special approval for students to make different tour arrangements to that of the group. This means the use of frequent flyer points and discount schemes is generally not possible.

BILLETING - OVERSEAS INBOUND TOURS

- The only School sanctioned social event for visiting students and staff will be the post-match dinner. The School does not support, encourage or endorse private social functions organised and/or hosted by any billet family.
- The School's preferred position is that visiting Schools are hosted by families of Senior School students (Years 10 - 12).
- The School's preferred position is that no TGS family will host more than three billets at any one time.

TUCKSHOP

ANNANDALE

The Annandale Tuckshop uses an online ordering system for student lunches, available through the [School website](https://www.flexischools.com.au/) or <https://www.flexischools.com.au/>.

Parents can log into the website at any time to place orders, up until 9:00am on the day of the order. As purchases are made, the funds are taken from your pre-paid account. The account can be topped up or set to automatically top-up via credit card when the balance falls below a pre-set minimum. Each order is sent automatically to the School Tuckshop, where an easy-to-read label is produced with the student's name, class and order details. At lunch time, the students receive their order without the need for cash. Online ordering is available for both morning tea and lunch.

NORTH SHORE

The North Shore Tuckshop uses an online ordering system for students' morning tea and lunch, available through the [School website](https://www.flexischools.com.au/) or <https://www.flexischools.com.au/>.

Parents can log into the website at any time to place orders, up until 9:30am on the day of the order. As purchases are made, the funds are taken from your pre-paid account. The account can be topped up or set to automatically top-up via credit card when the balance falls below a pre-set minimum. Each order is sent automatically to the School Tuckshop, where an easy-to-read label is produced with the student's name, class and order details. North Shore Tuckshop is cashless although online ordering is available for both morning tea and lunch.

NORTH WARD

The School operates a tuckshop which is an adjunct to the boarding house kitchen and serves a range of nutritious and popular hot and cold foods. The School is committed to healthy food practices. In line with this policy, 'red zone' food and drinks are not available except on designated occasions. Students can purchase morning tea and lunch using cash or EFTPOS.

Breakfast@Grammar

Due to the number School activities which take place before School, breakfast can be purchased from the North Ward tuckshop. Muesli & yoghurt, assorted cereal, toast, croissants and juice are among the variety of food available for purchase at the tuckshop. The tuckshop is open on School days from 7:30-8:40am for breakfast.

TUTORIALS – NORTH WARD

The School provides a range of lunch time and after-hours tutorials. After school tutorials are generally held Monday to Thursday from 3:30 to 4:30pm. Students are encouraged to avail themselves of these tutorials. There is no charge for the tutorials. A timetable of subject tutorials is published on Moodle for students each Semester.

UNIFORM

All School uniform requirements (including shoes) are available from the School's supplier, [The School Locker](#), located at Shop 1B/161 Duckworth St, Garbutt.

GENERAL INFORMATION

The wearing of the School uniform is a unifying influence for the School community. The uniform reflects School pride and spirit and it affects the perception of the School held by the general community. Consequently, the wearing of correct School uniform will be strictly enforced. Whenever a student is wearing a School uniform they must obey the School rules, including when students are travelling to and from School. The School uniform requirements are:

- Parents are asked to ensure that the correct uniform is worn, and that the uniform is kept clean and presentable at all times. Worn items should be replaced when they become noticeably faded, too small, damaged or dirty to the point where they draw undue attention to the wearer. This includes the School hat.
- The School hat must be kept in good condition. Hats with holes, discoloured or are too small must be replaced. Replacement is costly, hence a student must look after the School hat.
- Uniform items should always be worn in the correct manner and function for which they were designed e.g. belts done up properly, shoelaces tied etc.
- The School jumper or cardigan are the only items of clothing to be worn over the formal School uniform. No other TGS hoodies, jumpers or jackets are permissible.
- Tour clothing is not to be worn with formal School uniform.
- A student who arrives at School wearing any item other than School uniform is asked to provide a note from parents giving a reason to the classroom teacher (Annandale and North Shore) or Head of House (Years 7-12).
- The School uniform is to be worn to all School functions unless directed otherwise.
- Students must wear a School tie on a designated tie day (as per the School diary). The tie must be worn properly for the duration of the School day.
- No items of clothing should be defaced, discoloured or altered in any manner.
- Parents are notified if a student is incorrectly attired, with the expectation that this be amended promptly.
- Students are not to 'mix and match' School, sport and non-School uniform at any time.
- Under no circumstances are students to leave or re-enter the School grounds wearing casual clothes during normal School hours (8:00am-4:00pm) unless otherwise advised.
- All items of clothing should be clearly labelled with the student's name.
- No variations to the appearance of the School uniform are permitted (including religious or cultural reasons) unless approved by the Principal.

SHOES

Students are to wear formal black leather, lace-up, heeled school shoes. No moccasin/Mary Jane/ballet flat styles permitted. The defining aspect of the school shoe is that they are durable, weather resistant and can be maintained using black shoe polish. Students with an injury or condition that prevents them from wearing formal black leather shoes, may wear a thong, sandal or similar on the affected foot. A school shoe must be worn on the non-affected foot.

SKIRTS, BLOUSES AND SHORTS

Girls' skirts and boys' shorts at the North Ward Campus must be knee length. The wearing of boxer shorts underneath skirts and shorts works against the spirit of the uniform code particularly when they become exposed and apparent. It is for this reason they are deemed as inappropriate underclothing at Townsville Grammar School.

The wearing of coloured bras with the manila School blouse draws unnecessary attention to the individual. Only white or neutral bras are to be worn with School Uniform.

GIRLS TIGHTS

During the colder months, girls are permitted to wear black opaque tights, instead of the usual manila ankle socks. As these are being worn for warmth, the tights should be opaque and have no visible patterns or textures. Appropriate tights are available through The School Locker. Footless tights, sheer stockings, patterned stockings or patterned tights are not permissible.

SUNGLASSES

Eye protection is an important component of SunSmart practice and exposure to ultraviolet radiation (UVR) is associated both with skin cancers on the eyelids and the development of degenerative changes to the eye surface.

Whilst sunglasses are an important protective device, fashion sunglasses are not appropriate in the context of our philosophy of a School Uniform. Students who wish to wear sunglasses should select glasses that are black in colour with non-mirrored lenses.

TRACKSUIT

The School tracksuit is available for purchase from The School Locker. Students from Years 1-12 can wear the School tracksuit during PE lessons, when representing the School in Club and/or Interschool sports fixtures and on educational, cultural and sports tours. Students in Pre-Prep can wear plain black track suit pants during colder months. The School tracksuit must not be worn with any part of the School academic/formal uniform.

BORROWING UNIFORMS

Items of clothing (hats, jackets, ties, etc) may be borrowed from Heads of Houses when required. It is expected these items will be returned the next day. Students who neglect to return items in a timely manner will be subject to a detention until the items are returned. Items returned damaged will need to be replaced by the student. Students who cannot comply with these requirements will not be allowed to borrow items.

ANNANDALE & NORTH SHORE CAMPUS UNIFORM

EEC, PRE-PREP & PREP - UNISEX

- TGS sport polo shirt
- TGS house polo shirt (Prep only)
- TGS black sport shorts
- TGS grey bomber jacket
- TGS grey slouch hat
- Sports shoes – good quality runners or cross trainers (lace-up or Velcro) worn with white ankle length sports socks (no volleys or skate shoes)
- Black sandals (Velcro or buckle) – optional
- Black tracksuit pants (for cooler months) - optional
- TGS swimwear (Prep only)
- TGS Hav-a-Sac drawstring bag
- TGS trolley bag

YEARS 1-6 FORMAL UNIFORM	
BOYS	GIRLS
<ul style="list-style-type: none"> • TGS pale blue short sleeve formal Jac shirt • TGS charcoal shorts • TGS short grey socks with black and gold bands • TGS grey bomber jacket • TGS grey slouch hat • Black sandals (Years 1-2 only) • Black leather lace-up shoes (Velcro option permitted for Year 1 only) • TGS backpack or trolley bag • TGS book bag 	<ul style="list-style-type: none"> • TGS manila short sleeve formal blouse • TGS Plaid skirt • TGS Plaid skirt • TGS Plaid pinafore • Short manila socks • TGS grey bomber jacket • TGS grey slouch hat • Black sandals (Years 1-2 only) • Black leather lace-up shoes (Velcro option permitted for Year 1 only) • TGS backpack or trolley bag • TGS book bag
YEARS 1-6 SPORT AND PE UNIFORM – UNISEX	
<ul style="list-style-type: none"> • TGS sport polo shirt • TGS house polo shirt • TGS black sport shorts • Sports shoes – good quality runners or cross trainers (lace-up or Velcro) worn with white ankle length sports socks (no volleys or skate shoes) • TGS bucket hat • TGS swimwear • TGS sports bag <p>Please note:</p> <ul style="list-style-type: none"> • Specific uniform requirements for sport are available from the Junior School Sportsmaster • Years 1-3 are permitted to wear the sport uniform to School on the days they have PE • Years 4-6 are to wear the School uniform to School and change in and out of their sport uniform on the days they have PE • Years 4-6 are permitted to wear the sport uniform to School on Friday sport days • The TGS bucket hat is only be worn with the sport uniform i.e. during PE or School sport and is not a substitute for the grey slouch hat 	

NORTH WARD CAMPUS UNIFORM

YEARS 7-12 FORMAL UNIFORM	
BOYS	GIRLS
<ul style="list-style-type: none"> • TGS pale blue short sleeve stand up collared shirt • TGS pale blue long sleeve stand up collared shirt • TGS charcoal knee length shorts (worn with TGS long grey socks with black & gold bands) • TGS charcoal long pants (worn with short plain grey or black socks) • TGS long grey socks with black and gold bands • TGS black jumper or cardigan • Black belt with plain buckle • Black leather lace up shoes • TGS grey Akubra hat with School hat band • TGS School tie for Years 7-11 (Year 12 receive a complimentary seniors tie) 	<ul style="list-style-type: none"> • TGS manila short sleeve formal blouse • TGS plaid knee length skirt • TGS charcoal long pants (optional) • Short manila socks • TGS black jumper or cardigan • Black leather lace up shoes • TGS Ivory Panama with School hat band • TGS School cravat for Years 7-11 (Year 12 receive a complimentary seniors cravat)

YEARS 7-12 SPORT AND PE UNIFORM – UNISEX

- TGS sport polo shirt
- TGS house polo shirt
- TGS black sport shorts
- TGS bucket hat or cap
- TGS sports jacket (during colder months)
- TGS track pants (during colder months)
- TGS Swimwear (see Swimsuit & Sunshirt Policy)
- TGS 'Bummers' (for PE – can be worn under TGS sport shorts)
- Sport shoes – good quality runners or cross trainers (lace-up) worn with white ankle length sports socks (no volleys or skate shoes)

Please note:

- Specific uniform requirements for sport are available from the Director of Sport & Activities.
- Club Rowing uniforms (TGS Zoot Suit) and specific requirements are available through TGS Rowing.
- When representing the School at sport, students are required to travel to and from sport in full TGS sport uniform, including socks, shoes and cap.
- Students travelling to School via private transport may be in the sport uniform if they have HPE (Health & Physical Education) in Period 1, 2 or double lesson during this time.
- Students are allowed to change into, or out of, their sport uniform before School (once at School), at morning tea and at lunch, provided that they have HPE in the period/s following, or before, these designated times.
- At the conclusion of HPE lessons in Periods 2, 4 and 6 students are required to change back into their academic uniform at the next available break. The only exception to this rule is if they have HPE in Period 6 and will be leaving immediately via private transport or have Club Sport training. This means that no student should be wearing their sport uniform while at the bus stop, library or walking home.
- Students who are in sport uniform in other class times, without permission or do not have HPE within that session, will be sent to their Head of House for a yellow uniform slip. Names of these students will be sent to the relevant HPE teacher.
- Students incorrectly wearing HPE uniform during the School day may be subject to a detention.
- Any student who has uniform issues and only has their HPE uniform at School must report to their Head of House/Year Level Coordinator prior to the start of School. HPE uniform is not to be worn for any other lessons.

NORTH WARD CAMPUS – BLAZERS & YEAR 12 JERSEY

Blazer

Students in Years 7–12 may purchase their own School blazer and be entitled to have various achievements embroidered on the School blazer. Alternatively, students may borrow School Blazers from the Middle School Office when they are representing the School in a public forum or involved on School service. School Blazers are a loan item and are the responsibility of the individual student. If they are lost or damaged, parents will be billed for their replacement or repair cost. A cleaning charge is included where dry cleaning of this item is required.

The following policies apply to School Blazers:

- It is optional for School Prefects to purchase a School Blazer.
- Other Years 7–12 students may purchase their own School Blazer.
- School Blazers do not apply for Junior School students.
- Student's eligible leadership titles are embroidered in gold under the blazer pocket, by year and in chronological order. Students are to complete a School Blazer and Embroidery Order Form available from the Middle School Office.

Year 12 Jersey

Year 12 jerseys may be worn as part of the sport uniform. They are not to be worn with the day uniform. Since they are a recognisable part of the sport uniform, only surnames are permitted to be inscribed; nicknames or other messages are not permitted. To do otherwise would compromise the School's uniform policy and could lead to misinterpretation of such messages. Students may choose to leave jerseys unnamed.

VALUABLES

Valuable items such as musical instruments, calculators, and other valuable pieces of equipment should be engraved or labelled clearly with the student's name. Students should not leave such equipment unattended. They are encouraged to

leave such items with the office staff (Annandale & North Shore Campuses) or the relevant Head of House (North Ward Campus) for temporary day security. Parents should make sure that valuable items are covered under their household insurance policy - check to see this cover extends to the item being used away from home.

During Health and Physical Education classes students should leave wallets, watches and other valuables with their HPE teacher. Under no circumstances should they leave valuables in the change rooms. Once students have changed into their sport uniform, they need to take their sport bag with them to the sporting venue.

Students are asked not to bring large sums of money to School. If for any reason, a student needs to do so, the money should be enclosed in an envelope clearly marked with the student's name, class and purpose and the money should be given to either the office staff (Annandale & North Shore Campuses) or the Head of House (North Ward Campus) for safekeeping during the day.

WEIGHTS ROOM – NORTH WARD

Students utilising the School's weights room need to be aware of the following guidelines/rules relating to safe use and operation of this facility.

- Students must be at least Year 10 to use this facility (with the exception of Club Sport players under the direct supervision of coaches).
- All students wishing to use the weights room must pass an accreditation/safety induction session.
- After successful completion of this session students will be placed upon an 'accredited list'.
- No solo student workouts permitted. Students must be in the room with at least one other person. Failure to abide by this rule will result in a ban from the weights room as directed by the Principal.
- Access to the weights room is absolutely restricted to accredited TGS students and staff.
- Random checks of accredited users will occur throughout the course of the year.
- Users of the room must wear appropriate exercise attire, closed in shoes, appropriate shorts or pants and shirt (e.g. singlet or T-shirt).
- Users of the room must bring a towel to wipe down the equipment after use and cover the skin contact points with the equipment whilst using it.



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