

## CONTACTS

TELEPHONE NUMBERS:  
(Area Code 07)  
(International Code 617)

### North Ward Campus

Reception .....	4722	4900
Principal, Mr Timothy Kelly .....	4722	4926
Deputy Principal/Head of School, Mr Connor Barrett .....	4722	4981
Director of Curriculum, Dr Carolyn Moores .....	4722	4946
Director of Boarding & Co-Curriculum, Mr Jaye Beutel .....	4722	4930
Director of Enrolments, Mrs Kristell Scott .....	4722	4973
Director of Marketing, Ms Julie Plath .....	4722	4940
Business Manager, Mr Greg Walsh .....	4722	4931
Assistant Business Manager (Finance), Mr Garry Bodinnar .....	4722	4929
Assistant Business Manager (General), Mr Tony Gordon .....	4722	4905
Co-ordinator of Student Wellbeing & Development, Ms Yvonne West .....	4722	4947
Careers Advisor, Ms Kathryn Tebble .....	4722	4993
Head of House – Hodges, Ms Kelly McBean .....	4722	4921
Head of House – Miller, Ms Jacinda Laing .....	4722	4954
Head of House – Rowland, Ms Mia Ohlin .....	4722	4962
Head of House – Whight, Mrs Lizzii Watson.....	4722	4979
Year Level Co-ordinator - Year 7, Mrs Debbie Winkel.....	4722	4983
Director of Music, Mr Samuel Blanch .....	4722	4938
Director of Sport, Mr Andrew Thompson .....	4722	4950
Head of Educational Support, Mrs Sue-Ellen Alloway .....	4722	4989
Head of Library & Information Services, Ms Helen Bourne .....	4722	4904
School Psychologist, Mrs Charmain Newman .....	4722	4903
Lost Property, Mrs Rebecca Kent .....	4722	4911
Assistant to the Head of Boarding, Mrs Zita Siandri .....	4722	4925
Health Centre, North Ward, Mrs Katie Gowland .....	4722	4944

### Annandale Campus

Reception .....	4412	4800
Head of Junior School, Mr Noel Nethery .....	4412	4860
Assistant Head of Junior School, Mr Chris Gray .....	4412	4856
Director of Early Education, Miss Cyndi Friend .....	4412	4858
Outside Hours School Care, Miss Joanne Stockwell .....	4412	4857
School Shop, Mrs Brenda Tsakissiris .....	4412	4849

### North Shore Campus

Reception .....	4412	6600
Head of Campus, Mr Giles Derrett .....	4412	6603
Director of Early Education, Ms Cyndi Friend .....	4412	6601
Outside Hours School Care, Miss Joanne Stockwell .....	4412	6604

Email: [tgs@tgs.qld.edu.au](mailto:tgs@tgs.qld.edu.au)  
Website: [www.tgs.qld.edu.au](http://www.tgs.qld.edu.au)

## FOREWORD

This Handbook is designed to provide information concerning the School and its operation. It focuses on the processes which occur across the **Annandale, North Shore and North Ward Campuses**. It is hoped that the information available will contribute to the welfare of students. The process of education is a combined operation with 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.

The School's Annandale Campus encompasses students from Pre-Prep to Year 6. The North Shore Campus encompasses students from Pre-Kindy to Year 6. The North Ward Campus comprises the Middle School (Years 7 - 9) and the Senior School (Years 10 - 12).

### School Badge



The School Badge was designed in 1902 by a Sydney architect using ideas suggested by Townsville Grammar School staff and students.

The background to the badge is symbolic of the Southern Cross. The three turrets in the badge are set on the Rock of Christianity surrounded by the Sea of Plenty. The central turret symbolises spiritual values while the two side turrets are symbolic of intellectual and sporting values.

### OUR PURPOSE

To inspire our young people to develop a great love for discovery today, so that they can live life with purpose and passion tomorrow.

### OUR INTENT

To always remain faithful to *Bonus Intra Melior Exi* - to come in good, to go out better.  
Every Opportunity | To provide students with opportunities and support to achieve their personal best.

### WHAT WE VALUE

**Connection** | Through talking, working and dreaming together, we grow together both as individuals and as a community.

**Curiosity** | We constantly ask 'why'? We actively seek creative and innovative answers, solutions and outcomes for ourselves and others.

**Inclusiveness** | We encourage the freedom of individuality, difference and uniqueness that provides a sense of belonging and enables our people to thrive.

**Humility** | Personal achievement through honest endeavour with accountability, grace, respect and integrity.

**Courage** | Developing strength of character through learning to face life's challenges with the resilience to continue to strive for personal best.

### 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

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## **ABSENCE – ANNANDALE & NORTH SHORE**

If your child is unable to attend School, you are able to advise using one of the following methods:

1. Townsville Grammar SZapp/Schoolzine App (available to download for free to any smartphone – link available on the TGS website news or Social Links sections)
2. Email to [an.reception@tgs.qld.edu.au](mailto:an.reception@tgs.qld.edu.au) for Annandale
3. Email to [ns.reception@tgs.qld.edu.au](mailto:ns.reception@tgs.qld.edu.au) for North Shore
4. Telephone the Annandale office on 4412 4800 or North Shore office on 4412 6600 on the day of absence.

If students are to be absent and parents know about this in advance, early advice to the School, is required. If a student has to leave the School grounds during the day, please advise by phone, email or provide the student with a note. Students will not be allowed to leave the School grounds without being accompanied by a parent or guardian and must be signed out and, if returning on the same day, signed back in at the front office.

## **ABSENCE – NORTH WARD**

If your child is unable to attend School you are able to advise using one of the following methods:

Townsville Grammar SZapp/Schoolzine App (available to download for free to any smartphone – link available on the TGS website news or Social Links sections)

Email on [nw.reception@tgs.qld.edu.au](mailto:nw.reception@tgs.qld.edu.au)

Telephone the North Ward office on 4722 4900 on the day of absence.

If a student has to leave the School grounds during the day, please advise by phone, email, SZapp/Schoolzine or provide the student with a note. This note should be presented to the School Receptionist.

Students should sign out via the Self-Registration Kiosk, preferably using their School issued ID Card, located in the main administration area whenever they depart or re-enter the School grounds.

No student is permitted to leave the School grounds without parental consent.

If a student is going to be away for an extended period (overseas visit, sporting trip etc.) an application for leave should be addressed to the Deputy Principal/Head of School (North Ward).

Only the Deputy Principal/Head of School (North Ward) can approve extended leave of absence by a student.

If students are to be absent and parents know about this in advance, early advice to the School is required.

## **ABSENCE DURING TERM TIME**

All requests for leave, e.g. early departure at the end of term, long weekends, family holidays, sporting trip etc. must be directed in writing to the Head of School (North Ward)/Head of Junior School/Head of Campus in advance of the leave.

There are two categories of leave granted by the Head of School (North Ward)/Head of Junior School/Head of Campus:

- 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 **Assessment Policy (North Ward)** in the School Handbook and on the School's website. All students need to submit the *TGS Assessment Variation Request*, and where students are in Years 10, 11 and 12, a medical certificate 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 to arrange extensions to timelines and for the opportunity to undertake the missed test on an alternative day.

**Leave during term time may involve academic consequences where assessment is compromised.**

It is School policy that tests are **not** normally rescheduled. Tests 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 on leave.

## ACADEMIC AWARDS

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

**Writing Competition (Years 3-6)** - The Junior School Writing Competition is held in Term 3. Students respond to a set stimulus sheet and may be required to write a narrative or persuasive text.

The girl and boy competition winners from each Year level are awarded the **Colin Bingham Medal**, with certificates of High Distinction and Distinction 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.

### MID-YEAR

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.

**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 4 Very High Achievements (VHAs) and not less than a Sound Achievement (SA) in all subjects. One of the VHA results must come from either English or Mathematics, and at least 2 of the VHA results must come from English, Mathematics, Science and Humanities & Social Science.
- Year 7 students who gain a minimum of 4 Very High Achievements (VHAs) and not less than a Sound Achievement (SA) in all subjects. One of the VHA results must come from either English or Mathematics, and at least 2 of the VHA results must come from English, Mathematics, Science and Humanities.
- Year 8 students who gain a minimum of 5 Very High Achievements (VHAs) and not less than a Sound Achievement (SA) in all subjects. One of the VHA results must come from either English or Mathematics, and at least 2 of the VHA results must come from English, Mathematics, Science and Humanities.
- Year 9 students who gain a minimum of 4 Very High Achievements (VHAs) and not less than a Sound Achievement (SA) in all subjects. One of the VHA results must come from either English or Mathematics, and at least 2 of the VHA results must come from English, Mathematics, Science and History.

- Year 10 students who gain a Very High Achievement (VHA) in at least 4 subjects.
- Years 11 and 12 who gain a VHA in at least 3 **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 and 9 students who gain a minimum of 7 Very High Achievements (VHAs) and not less than a Sound Achievement (SA) in their remaining subjects. At least one of the VHA results must come from either English or Mathematics.
- Year 8 students who gain a minimum of 8 Very High Achievements (VHAs) and not less than a Sound Achievement (SA) in their remaining subjects. At least one of the VHA results must come from either English or Mathematics.
- Year 10 students who gain a Very High Achievement (VHA) in at least 4 subjects.
- Years 11 and 12 who gain a VHA in at least 4 **QCAA** subjects.
- IB students who receive 4 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 9 Very High Achievements (VHAs) or 8 Very High Achievements (VHAs) and a High Achievement.
- Year 8 students who gain either 10 Very High Achievements (VHAs) or 9 Very High Achievements (VHAs) and a High Achievement.
- Year 10 students who gain a Very High Achievement (VHA) in at least 5 subjects and 1 High Achievement (HA).
- Years 11 and 12 who gain a VHA in at least 5 **QCAA** subjects and 1 HA.
- IB students who receive at least five results of a 6 or 7 standard and one result of 5 standard.

*N.B. Where a senior student elects to include an IB subject in their senior program of study, a 6 or a 7 will contribute as a VHA equivalent.*

**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, Head of House and Deputy Principal/Head of School (North Ward) are eligible for this award.

**Awards Criteria:** 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. Students who receive 'Very Good' as a rating across all subjects are awarded a Pro Summa Diligentia. Students in Years 10, 11 & 12 who receive 'Very Good' for all subjects with the exception of one, where the rating is 'Good', receive a Pro Diligentia. Students in Years 7, 8 & 9 who receive 'Very Good' for all subjects with the exception of two, where the ratings are 'Good', receive a Pro Diligentia.

**Alan Morwood Awards** are presented to Year 12 students who have achieved a Cum Laude Award in each of their six years at Grammar 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 QCAA and IB students for this award.

## **SPEECH NIGHT**

**Guiding Principles:** Speech Night prizes (Academic Awards and Subject Prizes) are determined on the basis of:

- Results available up mid fourth term
- Levels of achievement, i.e. number and quality of VHAs, or 6s and 7s for IB students
- Rank order performance across subjects.

### **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 4-10, QCAA and IB Years 11-12)** are awarded on the basis of a quantitative and qualitative review of criteria as listed above.

Heads of Faculty are responsible for recommending Subject Prize winners to the Director of Curriculum for ratification.

Junior School class teachers are responsible for recommending Academic Award winners to the Head of Junior School for ratification.

### **Academic Awards (Years 5-12)**

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

A Speech Night Prize Reading Assembly is held in fourth term to announce the names of Academic Award winners and Subject Prize winners. Teachers and Heads of Faculty will not disclose subject ranks 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.**

### **Subject Prizes (Years 7 – 10, QCAA and IB Years 11 – 12)**

Speech Night Subject Prizes are awarded on the basis of a rank order of academic performance in a subject cohort.

Subject Prizes are not awarded for Year 7 Music or H&PE.

The Principal reserves the right not to award a Subject Prize where the top ranked student is not a VHA 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 Years 9 and 10, i.e. to the top student in Mathematics at this level.

One prize is awarded for English in Year 10, i.e. for the top student across English/English Literature 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 Night timelines, these awards are normally based on results available at the end of Term 3.

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 Speech Night when the recipient is also an Academic Award or Subject Prize winner.

In Year 6, the Dux must receive a VHA in each of the four KLA areas of English, Mathematics, Science & Humanities and Social Science.



## ACADEMIC CHARTER

At Townsville Grammar School we believe that teaching and learning is our core purpose. We believe that the achievement of enhanced academic outcomes and personal best performance is a product of shared values, practices and commitment to excellence.

### At Grammar we believe that:

- Excellence is a product of personal best effort.
- Academic honesty and integrity are not negotiable.
- Students must accept responsibility for their own performance.
- Excuses for academic underachievement are always unacceptable.
- Teachers play a pivotal role in the management of optimal student learning experiences.
- Girls and boys learn differently and teaching practices must recognise not only differences in what boys and girls can do, but what boys and girls want to do.
- Engaging and authentic teaching and learning practices will integrate learning technologies to enable our students to be more fully prepared for life beyond school.
- Families and the boarding environment play a key role in enhancing student learning outcomes.
- The School accepts responsibility for reporting to parents in a manner that is both timely and meaningful.
- The School accepts responsibility for promoting an academic culture where learning and scholastic achievement are highly valued.

## ACADEMIC HONESTY AND INTEGRITY

The qualities of respect, responsibility, character and honesty underpin the concept of academic integrity and parents can play a pivotal role in supporting these virtues.

All students must:

Be honest and responsible about their own work

Acknowledge all references

Use their own words and ideas.

**Breaches:** Depending on the age of the student and the nature of the honesty/integrity issue, penalties can include a Saturday detention or a suspension. Academic consequences will also apply and this will normally involve submission of original work within 24 hours or re-sitting a comparable test (See the School Assessment Policy).

**Plagiarism** refers to representing the ideas or work of another as your own. The usual reasons students plagiarise include:

Lack of confidence in their own abilities

Trouble planning and using their own time

Competing demands such as work, sport and School

Not wanting to do the 'work'

Wanting to get an academic advantage over other students.

Extensions to assignments can often assist students with the first three of the above situations. Should a student realise that their commitments will preclude them from having adequate time to complete the upcoming assessment, they need to speak to their class teacher in the Junior School and in the Middle or Senior School, the Head of Faculty up to three days **before** the assessment is due. The request will be considered and if judged to be valid, the student will be given an extension of time to complete the task by the Head of Faculty.

Students in Years 7-11 will need to complete the Assessment Extension request on Moodle. If the student is in Year 12, an AARA application is also required. This application will need to be approved by the Director of Curriculum before an assignment extension is applied.

**Collusion** refers to supporting malpractice by another candidate, for example allowing work to be copied. In the case of collusion both parties are involved: one person knowingly supplies work to another student

who decides to present the work as their own. The student who colludes is as much in the wrong as the student who relies on the work of others. Penalties apply to students who are involved in collusion. Students need to understand their own responsibility in relation to assessment and demonstrate honesty.

**The Principal reserves the right to exclude students from Cum Laude and/or Speech Night Awards for serious breaches of Academic dishonesty or malpractice.**

*See the School website for the complete Assessment Policy – North Ward. (Welcome → Policies & Forms)*

## **ACADEMIC STREAMING**

Each year Mathematics students in Years 8 to 12 are placed in classes based on their performance as measured by their level of achievement from the previous year and teacher recommendation.

In Mathematical Methods in Years 11 and 12, VHA and HA students are grouped into “top” classes and the other students are placed in mixed performance classes. The groups are streamed to allow the top group to engage in extension work while the mixed group consolidates concepts as required.

In Years 8 and 9 students in Extension Mathematics are grouped into “top” and “middle” groups based on performance.

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 and Extension students who will be best suited to General Mathematics in Years 11 and 12. Mathematical Methods SL is offered to students capable of undertaking Mathematical Methods or IB Mathematics in Year 11. Mathematical Methods HL is offered to students in Year 10 who demonstrate the aptitude to study Special Mathematics or IB Mathematics in Years 11 and 12.

Students may be moved in response to their performance. Although these moves are made in the best interests of the student involved, they sometimes cause anxiety. **Parents are reminded that all decisions about class placements are made solely by the Mathematics Faculty. For obvious reasons it is not appropriate for a parent to attempt to influence these decisions, otherwise the streaming process will lack credibility.**

## **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.

# ACCOUNTS & ADMINISTRATION

## TERMS AND CONDITIONS OF ENROLMENT

### 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. 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 by the due date on the statement.**

### SIBLING DISCOUNT

Where more than one child from a family is enrolled in Prep to Year 12, a tuition discount is applied to the younger children's fees.

2<sup>nd</sup> child 10%

3<sup>rd</sup> child 25%

4<sup>th</sup> child 50%

e.g. A family with four children currently enrolled in the School (Prep to 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.

There is now a **Family Tuition Fee cap meaning that there is a maximum annual Tuition Fee for each family** regardless of the number of children you have concurrently at the School. The Family Fee ceiling 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 Fee amount – whichever is the smaller amount.

### OTHER DISCOUNTS

A discount of 2.5% applies for a semesters tuition fees 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.

### 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 child's withdrawal, otherwise one half terms fees will be payable.** 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 22 October 2021, otherwise one half term's fees will be payable for the following year.

## **HOLDING FEES FOR EXTENDED LEAVE OF ABSENCE**

Where extended leave of absence is requested for students for travel and/or other reasons, 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 term's 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 term's 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:

- Over the counter at the North Ward Campus office, by cash, cheque, credit or debit card
- By telephone to North Ward Campus on 4722 4976 for card payments
- By mail or facsimile using a completed statement of account remittance advice for card payments or by enclosure of cheque or money order
- By BPAY and Internet banking using BPAY information provided on the fee statement
- 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 is tax deductible. Donations to the Building Fund are not used for recurrent expenditure, but are held for Capital Development Works, 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. Funds are used for the benefit of the School.

## **AEROSOL CANS / LASER TORCHES / OTHER ITEMS OF DANGER**

For reasons of public safety aerosol cans are not to be brought to School or into 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.

## **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.

## **ALCOHOL, TOBACCO AND ILLICIT DRUGS**

*See the School website for complete Alcohol, Tobacco and Illicit Drugs Policy*

## **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](http://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 your child 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:

Pre-Prep Centre	Annandale	Pre-Prep students
Prep Centre	Annandale	Prep students
Front Office	Annandale	Years 1 – 6 students
OSHC Office	Annandale	Outside Hours Care/Vacation Care students
Early Education Centre Office	North Shore	Pre-Kindy & Pre-Prep students
Prep Centre	North Shore	Prep Students
Front Office	North Shore	Years 1 – 6 students
OSHC Office	North Shore	Outside Hours Care
Health Centre	North Ward	Years 7 – 12 students

## **ASSEMBLIES**

School assemblies are generally held on Monday mornings (North Ward) and Monday afternoon (Annandale & North Shore). 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 – NORTH WARD

Please see the website for copies of the policies. There you will find the following documents:

- Year 7-10 Assessment Policy
- QCAA Year 11,12 Assessment Policy
- General rules for the IB Diploma

### 1. SPECIAL CONSIDERATION PROCEDURES

There may be times during the course of the year when students require emergent special consideration due to illness, bereavement/representative sports and/or other unforeseeable life circumstances that may impact on their opportunity to engage in learning and be assessed fairly.

- In this situation a student/parent/house parent/guardian must complete the **TGS Assessment Variation Request** (found on the School website) and submit to the Director of Curriculum for consideration.
- In the case of Years 10–11 students, available documentation, such as medical certificates are important to support such a request, or parental letters explaining the circumstances are required for other reasons.
- For Year 12 students, AARA documentation is required with supporting information.

### 2. EXAMINATIONS - ABSENCE

#### 2.(a) **Illness or similar unforeseeable circumstance (Special Consideration):**

*Procedure for Absence on the day of the Examination*

##### **YEARS 7-9**

When ill or legitimately unable to attend School, and absent from examinations, parents/house parents/guardians should:

- Ring the School to notify of absence
- Email or deliver the completed **TGS Assessment Variation Request** to the Director of Curriculum email: [carolyn.moores@tgs.qld.edu.au](mailto:carolyn.moores@tgs.qld.edu.au) who will ensure notification is given to relevant Heads of Faculty and Subject teachers, outlining conditions for the special consideration.

##### **On return to School the student must:**

Follow up with the Subject teacher to organise a new timeline to sit the missed examination. (Preference is given to lunch or after School to avoid further disruption to learning).

##### **YEARS 10-11**

When ill or legitimately unable to attend School, and absent from examinations, parents/house parents/guardians should:

- Ring the School to notify absence
- **Attach the medical certificate/letter** explaining circumstances **to the TGS Assessment Variation Request** and email or deliver to the Director of Curriculum email: [carolyn.moores@tgs.qld.edu.au](mailto:carolyn.moores@tgs.qld.edu.au)  
Heads of Faculty and Subject Teachers will be notified and assessment conditions explained.

##### **On return to School the student must:**

Follow up with the Head of Faculty to organise a new timeline to sit the missed examination. Preference is given to lunch/after School/or Wednesday Periods 5 & 6 (Years 11 and 12) to avoid further disruption to learning.

##### **Year 12**

When ill or legitimately unable to attend School, and absent from examinations, parents/house parents/guardians should:

- Ring the school to notify absence.

- Attach the AARA documentation, as completed by a medical practitioner, and email to carolyn.moores@tgs.qld.edu.au.

**On return to School the student must:**

Follow up with the Head of Faculty to organise a new timeline to sit the missed examination. Preference is given to lunch/after School/or Wednesday Periods 5 & 6 (Years 11 and 12) to avoid further disruption to learning.

2 (b) **Unexplained Absence:**

Where no attempt has been made to explain the absence through special consideration.

**YEARS 7-9**

**On return to School:**

The student will need to sit the missed examination. The student is to proceed to the Head of Faculty or Year 7 Year Level Co-ordinator on his/her return to School to negotiate to complete the examination.

The examination should be completed by the student at lunch time or after school and, as conditions have changed, the student's response/s will be assessed according to the altered conditions.

**YEARS 10-11**

**On return to School:**

The student will need to sit the missed examination. The student is to proceed to the Head of Faculty on his/her return to School to arrange to complete the examination.

The examination should be completed by the student on Wednesday Periods 5 and 6 (Years 10 and 11 specifically) or after school.

In the case of failure to explain absence for an examination in Years 10-11, the HOF is empowered to make judgements about LOAs based on existing evidence of student work. The examination response (for which there is no Special Consideration) will be assessed according to the changed conditions of the item.

***A satisfactory explanation of an absence, through the submitted TGS Assessment Variation Request, (and in writing to the Principal) at the time of the commencement of the absence, may enable the student to complete the task (or a similar one) without consequence.***

### **3. ASSIGNMENTS – SUBMISSION**

- The responsibility lies with the student to ensure successful submission of the assignment in the scheduled class. If no class occurs on the due date, the work must be given to the subject teacher on that day (e.g. by 3.30 pm). Assignments may not be handed to office staff and should have Turnitin! Originality Reports attached (if appropriate).
- If a student is absent on the day an assignment is due, endeavours should be made to submit the assignment either electronically, prior to the due date (if absence is known in advance) or by other means. If this is not possible, the student must send notification via the TGS Assessment Variation Request to the Head of Faculty that the assignment is unable to be submitted. It must be submitted the next day.

### **4. ASSIGNMENTS – EXTENSIONS IN ADVANCE**

- Students are to approach the appropriate Head of Faculty or Year 7 Year Level Co-ordinator to negotiate the completion of a TGS Assessment Variation Request, if they wish to apply for an extension of time in advance of due date.
- This form needs to be signed by the student and a parent/house parent/guardian as well.
- All advanced extensions must be negotiated no later than 3 days prior to the due date. Applications the day before are generally inappropriate.
- The final decision to permit an extension, and the length of any extension will be made by the relevant HOF/Year 7 Year Level Co-ordinator after consultation with the subject teacher. If the student is in

Year 12, an AARA application is required. This application will need to be approved before the assignment is accepted. In cases where it is not, the student will not receive a result.

## **5. ASSIGNMENTS – LATE SUBMISSION**

- Students should be aware that there are consequences that will be enforced for those who submit assignments after the due date without an Extension in Advance or Special Consideration. In the event that an extension in Advance has not been granted, the student will be required to submit drafts or his/her current work in progress on the due date, which will be marked according to the criteria and a result assigned.
- In the case of Years 7-9 students, the draft may be updated the next day without penalty.
- In the case of Years 10-12 students, in some circumstances, subject teachers may (after discussion with their HOF), selectively update this draft with a “final copy” of an assignment submitted by the student after the due date.
- It should be noted that computer problems associated with the completion or submission of assignments will not be accepted as valid reasons for lateness. A lost file, email failure, printer failure, lack of printing credit or "down" computer is not an excuse for failure to submit an assignment.
- To avoid loss of work, students are advised to make and retain an initial print-out of the work, and to back up their work on U drive/USB, well before the due date.
- In the event of a technology failure, a hand written copy or draft is to be submitted with a note of explanation from the parent/house parent/guardian.
- Students should note that a late submission will mean that the conditions of the task have changed and the task will be marked accordingly. Assignments could be marked more critically as the student could have benefitted from more time, e.g. expectation of more content and analysis, error free.

## **6. ASSIGNMENTS – NON-SUBMISSION**

If a student fails to submit **any** work on the due date, specifically drafts, class notes etc. the following procedures apply:

### **YEARS 7-9**

- Subject teacher will discuss non-submission with the student, during the lesson, and contact a parent/house parent/guardian. The subject teacher will negotiate with the student expedient submission of the assignment.
- The Head of Faculty will be notified for recording purposes.
- If an assignment is not submitted to the subject teacher as negotiated, the student will write the assignment at a detention as determined by the HOF and submit whatever is completed. Submitted work will be marked against the full suite of assessment criteria.
- An assignment which is initially a ‘non-submission’, when completed, will have been completed under changed conditions and will be marked accordingly. Assignments could be marked more critically as the student could have benefitted from more time, e.g. expectation of more content and analysis, error free.
- Names of students who are repeat offenders with failure to submit work on time will be given to the Director of Curriculum and disciplinary consequences will follow.

### **YEARS 10-11**

Subject teacher will discuss non-submission with the student, during the lesson, and contact a parent/house parent/guardian.

- The Head of Faculty will be notified for recording purposes.
- The student must submit the assignment electronically on the day the non-submission is discussed, or in a negotiated detention with the teacher.
- The submission of a late assignment, after an initial ‘non-submission’ will mean that the conditions of the task have changed and it will be marked accordingly.
- Continual inability to submit work will result in an interview with the Director of Curriculum and can impact on requirements for completion of a QCE.



## YEAR 12

A non-submission can impact the requirements for completion of a QCE and may result in no grade awarded for the subject in question.

## ATTENDANCE POLICY

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, in the absence of any obvious physical problems, that parents should not let their children 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, the Head of School, parents and the child. In the case of students in Year 11 and 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.

## BELL SCHEDULE – ANNANDALE & NORTH SHORE

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

## BELL SCHEDULE – NORTH WARD

MONDAY			TUESDAY – FRIDAY		
8:40am	Warning Bell		8:40am	Warning Bell	
8:45 – 9:40am	Period 1 (plus roll marking & notices)	(55)	8:45 – 9:40am	Period 1 (plus roll marking & notices)	(55)
9:40 – 10:30am	Period 2	(50)	9:40 – 10:30am	Period 2	(50)
<b>10:30 – 10:50am</b>	<b>Morning Tea</b>	<b>(20)</b>	10:30 – 10:55am	Form	(25)
10:50 – 11:40am	Period 3	(50)	<b>10:55 – 11:20am</b>	<b>Morning Tea</b>	<b>(25)</b>
11:40am – 12:30pm	Period 4	(50)	11:20am – 12:10pm	Period 3	(50)
<b>12:30 – 1:10pm</b>	<b>Lunch</b>	<b>(40)</b>	12:10 – 1:00pm	Period 4	(50)
<b>1:10 – 2:00pm</b>	<b>Assembly</b>	<b>(50)</b>	<b>1:00 – 1:40pm</b>	<b>Lunch</b>	<b>(40)</b>
2:00 – 2:40pm	Period 5	(40)	1:40 – 2:30pm	Period 5	(50)
2:40 – 3:20pm	Period 6	(40)	2:30 – 3:20pm	Period 6	(50)

Year 11 & 12 students may be required to remain at School on Wednesday afternoons (Periods 5 & 6) for Year Level Meetings, assessment purposes or other designated activities.

CEREMONIAL BELL TIMES		
8:40am	Warning Bell	
8:45 – 9:45am	Period 1 (plus roll marking & notices)	(60)
9:45 – 10:45am	Period 2	(60)
<b>10:45 – 11:15am</b>	<b>Morning Tea</b>	<b>(30)</b>
11:15am – 12:05pm	Period 3	(50)
12:05 – 1:00pm	Period 4	(55)
<b>1:00 – 1:40pm</b>	<b>Lunch</b>	<b>(40)</b>
1:40 – 2:30pm	Period 5	(50)
2:30 – 3:20pm	Period 6	(50)

Ceremonial Bell times at North Ward are detailed in the Diary for special events.

## 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.

## BLAZERS - NORTH WARD

Years 7-12 students may purchase their own School Blazer and be entitled to have various achievements embroidered on the School Blazer. Alternatively, designated students may borrow School Blazers from the School. Such students will be representing the School in a public forum or involved on School service. Arrangements for this should be made through the Operations Officer (GH Building). 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.

### COMPULSORY BLAZERS:

- School Prefects are required to purchase a School Blazer
- Other Year 7-12 students may purchase their own School Blazer

## BLAZERS - EMBROIDERY

Students are to complete a "Purchase Order" available from the Head of School. Students are to complete and return the order form to the Head of School for ratification. The blazer will be sent to be embroidered with the associated cost to be covered by the General Purpose Levy.

### ELIGIBILITY

School Captain  
School Vice Captain  
Junior School Captain  
Boarder Captain  
Boarder Vice Captain  
Prefect  
Senior  
Swimming Captain  
Cross Country Captain  
Athletics Captain  
Rugby Captain  
Netball Captain  
Rowing Captain  
Rowing Vice Captain

Debating Captain  
Music Captain  
Middle School Music  
Captain  
Symphony Orchestra  
Leader  
Senior Choir Leader  
Big Band Leader  
Celtic Strings Leader  
Lezom Vocal Ensemble  
Leader  
Guitar Orchestra Leader  
Girls' Choir Leader

**Senior School:**  
Rowland Captain  
Rowland Vice Captain  
Whight Captain  
Whight Vice Captain  
Hodges Captain  
Hodges Vice Captain  
Miller Captain  
Miller Vice Captain

**Middle School:**  
Rowland Captain  
Rowland Vice Captain  
Whight Captain  
Whight Vice Captain  
Hodges Captain  
Hodges Vice Captain  
Miller Captain  
Miller Vice Captain

## **POLICY**

- No School Blazer for Junior School students
- Embroidered in gold
- Title embroidered under the pocket
- Title then year
- Titles embroidered in chronological order
- Wording to be embroidered as it appears above - see 'Eligibility'

## **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 finalized 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 5.30pm 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. TGS and our boarders' families expect that their children 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.
- Host families are responsible for transporting boarders to and from venues; expectations regarding times of attendance and expected 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 well-being.

### **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 well-being and personal growth in our boarders.
- Academic personal best can be realized 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**

See the Boarding Handbook with regards to information pertinent to Boarders.

## **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.

## **BREAKFAST@GRAMMAR – NORTH WARD**

Due to the number School activities which take place before School, breakfast can now 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 7.30am-8.40am for breakfast. Details of the Breakfast Menu are available on the School's website. (Enrolments→Commencement Pack→Tuckshop)

## **BRING YOUR OWN DEVICE (BYOD)**

Students on the North Ward Campus can access a secure storage facility with the Operations Officer in the Lost Property Office, located in the GH building. Students can drop off their devices during breaks and arrange collection during the day or after school. This facility is useful, when students are concerned about the storage of their device due to particular activities on a School day.

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 tests these must be removed due to their ability to receive and transmit information. Smart watches must not be used to send messages during lessons, as per mobile phone guidelines.

**See the School website for complete Bring Your Own Device (BYOD) Policy**

## **BULLYING**

**See the School website for complete Bullying Prevention and Management Policy**

## **BUS CODE OF CONDUCT AND BEHAVIOUR POLICY**

It is paramount that the conduct of Grammar students on buses is exemplary for not only their own and others safety, but also that the name of Townsville Grammar School students is held in 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:

- walking around the bus - (all students are to be seated and buckled up if belts are available)
  - throwing of objects
  - yelling, screaming, swearing or unacceptable remarks
  - rude gestures
  - bullying of any kind
  - use of mobile phones/electronic devices in an inappropriate manner
- N.B.** No Junior School student is to use a mobile phone on the bus.

This Code of Conduct and Behaviour Policy applies to all students catching either Townsville Grammar School buses or Sunbus buses to and from home and/or between campuses of a morning or afternoon on any given day, and travel to and from Sport and co-curricular activities.

**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.**

Parents are required to sign the Townsville Grammar School Bus Policy detailed in the School Diary.

## **BUS SERVICES**

Townsville Grammar School offers students the opportunity to utilise its exclusive Bus Service for travel to the Senior Campus in North Ward with an internal service offering Junior School students a connection to the Annandale Campus from North Ward and North Shore Campuses. These connections are timed in conjunction with the major services to ensure smooth travel to all campuses.

For Annandale and North Shore students, bus services are offered to students subject to demand. Arrangements and alterations are conveyed to parents as early as possible after negotiations are completed.

The School currently runs a number of bus routes using its own bus fleet and chartered buses from Sunbus. Campus to Campus bus routes are also available free of charge to Junior School students. Information regarding all school bus routes is available on the School's website (Useful Links→Bus Routes).

## **COSTS**

There are three alternative methods of payment for Bus Travel:

TGS Term Pass for unlimited travel ( <i>valid for one term only</i> )	\$275.00
TGS Travellers Tickets (book of 50 tickets)	\$180.00
Casual Traveller Tickets	\$ 4.00
Campus to Campus Bus Service – Junior School students (P-6) only	Free of Charge

***The School reserves the right to revise fee charges at any time***

All tickets are available from the School Office and ONLY the 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.

## **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.**

Queensland Transport Bus Pass applications are available from Sunbus for students who live 4.8km or more from their nearest State High School, or 3.2km from the nearest State Primary School. These passes entitle students only to travel the distance to their nearest State High School or Primary School. Students may be either eligible for a Full Pass or a Partial Pass, depending on their location. The Partial Pass must be presented to the School in order to obtain Bus Tickets at a discounted price.

Students eligible for a bus pass (including students from Magnetic Island) must obtain the appropriate passes from Sunbus and present the passes for use of the Bus Service.

**For all enquiries regarding pick up times and bus routes serviced by Sunbus, please view the website [www.sunbus.com.au](http://www.sunbus.com.au) or contact Sunbus direct on (07) 4771 9800.**

**N.B. All School bus services are subsidised by the School to assist in keeping these services affordable.**

## CALENDARS

At the commencement of each School year a calendar containing key dates particularly pertinent to parents is issued by the School.

## 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.

## LOCATION

Locations are dependent on the needs of student groups and the availability of appropriate venues. Current locations as follows:

Year 3 - School Sleepover & Reef HQ visit

Year 4 - T.B.A.

Year 5 - Magnetic Island

Year 6 - Camp Gedling Herveys Range

Year 7 - Atherton Tablelands

Year 8 - Camp Kanga - Proserpine

Year 9 - Magnetic Island

Year 11 - Leadership Conference

Other details about each camp relating to **equipment, times, activities** and **educational objectives** together with consent and medical forms are mailed or sent out via students prior to each camp.

## EXEMPTION FROM CAMP

If a student is **unable** to attend camp for medical, personal or other reasons, a written request for such exemption needs to be directed to the Head of School and as soon as possible **before** the camp. **Students granted exemption cannot be supervised at School/Campus for the duration of the camp (Years 7, 8 and 9) but can be supervised at the Junior School (Years, 3, 4, 5 and 6).**

## 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.

## REFUND/CREDIT

Should a student be unable to attend camp for reasons **approved in advance by the Head of School/Head of Campus**, 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, families 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**

Boarder 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 or Deputy Principal/Head of School/Campus.

## **CAREER GUIDANCE PROGRAM OVERVIEW CAREER ADVISOR – NORTH WARD**

Townsville Grammar School recognises the importance of providing students with quality career guidance and education to help them achieve their career goals.

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 transition from school to future study, training or employment. In addition, the Career Advisor employs current career theories and practices to develop career development programs for students across Years 9 to 12. These programs play an important role in the senior years of learning as it helps students to prepare for entering into the workforce and labour market that requires people to work in globalised, technological-advancing and economically restructuring environments.

The Career 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 Career Advisor will be available if students require tertiary advice and information after the release of their ATAR in December.

The School's dedicated careers 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.

[www.townsvillegrammarschoolcareers.com](http://www.townsvillegrammarschoolcareers.com)

An integral component of the School's career education program is work experience. Students in Years 10, 11 or 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 school holiday period. Students will need to arrange 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 Career 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.

## Career Development Program Overview

The table below outlines the focus and components of the School's career development and support programs across Years 9 to 12.

	YEAR 9	YEAR 10	YEAR 11	YEAR 12
	<b>DISCOVERING</b> <i>Self and career options</i>	<b>EXPLORING</b> <i>Work environments, values, interests &amp; abilities</i> <b>PLANNING study and career pathway</b>	<b>DECIDING</b> <i>post-school pathways</i>	<b>APPLYING</b> <i>post-school pathways</i>
<b>TERM 1</b>	TAFE Applications – Trade Taster	CPD Unit 1: Work Experience Preparation  Work Experience Placement	Student Careers Information Session 1 – QCE, ATAR, AARA,  QCAA Academic Integrity course	Student Careers Information Session 1 – Tertiary courses & scholarships
<b>TERM 2</b>		CPD Unit 2: Explore Interests and Careers  Career Action Plan	Student Careers Information Session 2 – Future Career Pathway Plans  Career counselling: Future Career Pathway Interviews  Career Action Plan	Student Careers Information Session 2 – QTAC Guide  Parent workshop: QTAC Information Evening  Scholarship Writing Workshop  Med Panel Mock Interviews
<b>TERM 3</b>	Careers Presentation: Introduction to QCE, QCAA and ATAR  Subject Selection: Subject Talks  Subject Selection Evening  Career Action Plan	CPD Unit 3: Subject Information & SET Planning  Subject Selection: Subject Talks  Career Interviews: SET Plans  Subject Selection Evening  TAFE Applications	Student Careers Information Session 3 – TAFE, CQU, SUN, SBTAs  TAFE Applications	Student Careers Information Session 3 – QTAC Application Process  Career Interviews: Tertiary Application Process  Student Careers Information Session 4: Interstate TACs  Student Careers Information Session 5 – Additional Tertiary Considerations
<b>TERM 4</b>	Parent Communication: Year 10 Work Experience Program	CPD Unit 4: Entrepreneurship	Career Interviews: SET Plan Review	Student Careers Information Session 6 – Accepting Offers & Changing Preferences  Career counselling: tertiary and vocational pathways

## CHANGE OF ADDRESS AND NORMAL HOME ROUTINES

As records about each student are used for emergency contact, medical details, and mailing addresses, data on them must be kept up to date. Therefore, parents are obliged to inform the School of any **changes** of circumstances including phone numbers, doctor's name, address, next of kin, guardianship details, work contacts, allergies etc., so that we are well informed to cater for your child's needs.



Please note that parents can update details online 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 School. Confidentiality will be respected.

## **CHEWING GUM**

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

## **CHILD PROTECTION POLICY**

*See the School website for complete Child Protection Policy*

## **CO-CURRICULAR ACTIVITIES – ANNANDALE**

Numerous non-sporting co-curricular activities are conducted 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.

Examples of co-curricular activities which may be on offer include:

- Art Club
- Band
- Chess Club
- Choir
- Drama Club
- Fitness Club
- Homework Club
- Orchestra
- Scottish Country Dancing
- Sporting Clubs
- STEM
- Tennis Instruction

Please note there will be differences on activities offered between campuses.

## **CO-CURRICULAR ACTIVITIES – NORTH SHORE**

Co-curricular activities are conducted before school for interested students from Years 1-5, subject to demand and the availability of staff. The scheduled time and days for these are communicated at the start of each term. Consideration should be given to the commitment and independence required to participate in each activity.

- Art Club
- Dance Club
- Chess Club
- Fitness Club
- Choir
- Drama Clubs
- Sporting Clubs

## **CO-CURRICULAR AWARDS**

The School's Cultural Awards Ceremony is held each year as an opportunity to acknowledge **outstanding performances** and contributions by students in **School** co-curricular Sport, Music, Performing Arts, Dance, Visual Art, Debating and Public Speaking activities.

Students in Years 5 - 12 may be eligible for these awards.

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. **N.B. Cultural Awards are not participation awards.**

N.B. Cultural Awards **only** 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 Cultural Award.

## ART

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

## DANCE

Awarded to a student who has made an **outstanding contribution to co-curricular dance** at the School. 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.

## 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.

## MUSIC

Awarded to a student who has made an outstanding contribution to co-curricular Music at School. The students will have shown dedication, initiative, responsibility and a positive, supportive attitude to rehearsals and performances, in the spirit of the Music Charter.

Cultural Awards in Music will be determined on a points system, with a minimum 100 points required for an award. To be eligible for an award in Music, a student should normally be a member of two ensembles, with eighty-five percent attendance and no unexplained absences from rehearsals or performances in Terms 1, 2 and 3. A student who is a member of one ensemble may be considered for if he/she participates in other performance opportunities such as soirees.

Points will be awarded as follows:

Rehearsal attendance: 1 point per rehearsal. Performance attendance: 2 points

Bonus points: Perfect attendance in a term: 4 points

Soiree performance: 5 points

Assembly performance: 10 points

SHEP (or equivalent) participation: 15 points

Membership of an ensemble that receives 1<sup>st</sup> prize in the Eisteddfod: 10 points

Eisteddfod: 1<sup>st</sup> prize (solo): 15 points

Eisteddfod special prize (solo): 20 points National or State competition finalist: 25 points

National or State competition 1<sup>st</sup> prize: 30 points

AMEB diploma (AMus, LMus): 30 points.

The Director Music may award bonus points (maximum 5 per ensemble) for a student who demonstrates consistent leadership in rehearsals and assists with setting-up, packing-up and care of the Music resources.

## PERFORMING ARTS

Awarded to a student who has made an **exceptional contribution to co-curricular Performing Arts** at the School either on stage or backstage.

## THE 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 member of staff 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 12 month period since the previous year's Cultural Awards Ceremony.

This is the highest Cultural Award presented by the School.

The Perry Award is presented to the boy and girl who have made the most outstanding contribution in one or more of the Arts within the School's co-curricular program and/or in the Townsville Community.

Where nominees are of equal merit a preference will be given to students on the basis of seniority, e.g. for equally regarded nominees in Year 11 and Year 12, the Perry Award would be awarded to the Year 12 student and a 'Highly Commended' Award presented to the Year 11 student.

All 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.

## **CODE OF CONDUCT - GENERAL**

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 Grammar 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 guiding School 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.

## **CODE OF CONDUCT - SPORT**

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 Behaviour 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, good sportsmanship, 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 whole hearted 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 bad sportsmanship. 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 his/her 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.

## **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 children much about values consistent with the Grammar School education. Many of these are co-ordinated by various Community Service Groups within the School.

## **COMMUNICATIONS, CONCERNS AND COMPLAINTS**

*See the School website for the complete Communications, Concerns and Complaints Policy*

## **CURRICULUM**

See the School website for curriculum details and offerings at Annandale, North Shore and North Ward Campuses or contact Director of Curriculum, Assistant Head of Junior School or Head of Campus North Shore.

## **CYCLONE EVACUATION PROCEDURE**

*See Evacuation Procedures*

## DATES 2021

<b>Term 1, 2021 (10 weeks)</b>	
Tuesday 19 January	SMT Meeting. New Staff Induction.
Wednesday 20 January	Staff Day #1
Thursday 21 January	Staff Day #2
Friday 22 January	Staff Day #3
Monday 25 January	Staff Day #4
Tuesday 26 January	Australia Day Public Holiday
Wednesday 27 January	<b>Day 1 Term 1</b>
Thursday 1 April	<b>Last Day Term 1</b>
Friday 2 April	<b>Good Friday</b>
<b>TERM 2, 2021 (9 weeks)</b>	
Monday 19 April	Staff Day #5
Tuesday 20 April	<b>Day 1 Term 2</b>
Monday 26 April	Anzac Day Public Holiday
Monday 3 May	Labour Day Public Holiday
Thursday 17 June	<b>Last Day Term 2</b>
Friday 18 June	Staff Day #6
<b>TERM 3, 2021 (10 weeks)</b>	
Monday 12 July	Staff Day #7
Tuesday 13 July	<b>Day 1 Term 3</b>
Thursday 16 September	<b>Last Day Term 3</b>
Friday 17 September	Staff Day #8
<b>TERM 4, 2021 (8 weeks)</b>	
Monday 4 October	Queen's Birthday Public Holiday
Tuesday 5 October	<b>Day 1, Term 4</b>
Friday 26 November	<b>School concludes (Prep - Year 11)</b>
Monday 29 November	Staff Day #9
Tuesday 30 November	Staff Day #10

### **DELIVERY OF MESSAGES/BELONGINGS TO STUDENTS**

At Townsville Grammar School we encourage students to be responsible for organisation of their daily School routine. This includes remembering School 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.

## **DETENTIONS – NORTH WARD**

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

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**

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 daily basis. **Parents are asked to sign the diary each night at the completion of your child's homework.**

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

## **DIARIES – NORTH WARD**

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 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 new one from the School Shop. The replacement cost is \$20.00 in Semester One. During Terms 3 & 4 replacement diaries are available at a reduced cost of \$10.00 and \$5.00 respectively.

Parents are encouraged to read and sign the diary on a regular basis. Parents should contact their child's Head of House if such checks indicate problems with completion of set work. Subject-specific problems can be addressed directly to the relevant Head of Faculty.

## **DISEASES - EXCLUSION PROCEDURES**

Parents **MUST** observe these actions if their children should contract any of these diseases. If students have signs/symptoms of ANY of the below, please keep children 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 children from the School until all blisters have crusted, there are no moist sores, and the child feels well (at least 5 days after eruption first appears).

**Coronavirus (COVID 19):** COVID testing to be completed. Public Health Unit will be involved and respond accordingly. Exclude until receipt of a medical certificate of recovery.

**Exclude anyone who is immunosuppressed for their own protection.**

**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 &/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:** The aim is to prevent Head Lice spreading by early detection and treatment. If you find that your child has Head Lice or eggs (nits), you should treat the infestation immediately and also inform the School accordingly. Similarly, **if the School finds that a child 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.

**It must be pointed out that the School has the right to exclude children whose heads are infested, so a strong appeal is made to all parents to co-operate so that such action will not be necessary.**

**Hepatitis A:** 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:** Exclude for at least four days from the appearance of rash or until a medical certificate of recovery is produced.

**Immunocompromised students/staff should be excluded until 14 days after onset of rash in last case occurring in the School.**

**Ringworm, Scabies, Pediculosis (lice), Trachoma:** Exclude until the day after appropriate treatment has been 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 24hours. 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 5 days after starting appropriate antibiotic treatment, or for 21 days from the start of coughing.

## **DRIVING TO SCHOOL**

Students who hold a drivers licence and wish to drive to and from School should apply in writing via the relevant application form.

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.**

## **DUTY OF CARE**

Once children 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 children travelling to and from School we ask that Parents advise their child:

- not to 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 the permission from the Head of School 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 office staff are informed of any changes.

## **EDUCATIONAL SUPPORT**

### **ANNANDALE AND NORTH SHORE**

Educational Support is offered for students at the Annandale Campus and North Shore in the areas of Literacy and Numeracy in Years 1 – 6. Parents will be contacted if your child requires learning support and this may be in the form of individual, or small group tuition. This may occur within the classroom or at the Learning Support Centre.

### **NORTH WARD**

At the North Ward Campus, the Educational Support Team performs a vital role in supporting students with individual learning needs. The team works collaboratively with parents, teachers and students to tailor learning experiences and adjustments that focus on the social, emotional and educational development of these students during their important years of adolescent growth.

***See the School website for further information about Educational Support and the School's "Students with a Disability Policy"***

## **ELECTRONIC DEVICES**

***See the School website for the Bring Your Own Device (BYOD) Policy***

## **ENROLMENT POLICY**

***See the School website for the complete Enrolment Policy***

***See also Accounts & Administration – Terms and conditions of enrolment***

## **EVACUATION PROCEDURES**

Teachers regularly advise their students about emergency procedures (eg fire, bomb, lockdown) and practice drills are carried out to reinforce their understanding of procedure. Parents visiting the School or assisting in classes need to familiarise themselves with emergency procedures and evacuation routes.

### **EVACUATION OF DAY STUDENTS**

- In the event that Ed Qld Schools are closed by a directive from the State Education department, this School will also close.
- Where possible parents will be notified by means of the local radio stations, by SMS and/or via School Social Media.
- 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.



## **CYCLONE/Tsunami EVACUATION PROCEDURE**

Townsville Grammar School will close in the event that Ed Qld Schools are closed as directed by the State Education Department, 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.

**N.B. 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 Director of Boarding.

## **WET WEATHER PROCEDURES**

From time to time Townsville experiences very wet weather. Townsville has been known to have 150 mm in an hour and up to 500 mm in one day. When this occurs, localised flooding takes place and many roads and suburbs are cut off.

In the event of this weather phenomenon occurring the following procedures are set in place:

Where possible,

- Parents will be advised by SMS and/or School Social Media in the event of School closure
- Listen to local radio stations before school starts. Advice as to the situation will be broadcast. On some occasions all schools will be closed
- The Principal/Head of Junior School/Head of Campus will let students know whether they can go home during the day. Until this time no student should leave the School. Parents will be advised by SMS and/or School Social Media and local radio if the School is to be closed
- Bus companies will also be advised. In most cases they will endeavour to get students home.

## **EXCURSIONS**

As a part of the educational program at the School, excursions may be planned by teachers for the 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 your child’s 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 given 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.

## **FIRST AID PROGRAM**

**At each year level every student will experience some age specific Basic First Aid training.** The training will be:

- Providing students with relevant and accurate information about First Aid.
- Enhancing students capacity to deal with First Aid related incidents in a variety of contexts through a focus upon the following:

– Dialling 000

- Seek an adult for support
- Danger and Response
- Emergency Care and Resuscitation
- Water awareness and Lifesaving
- Soft tissue injuries.

**See the School website for more information on the First Aid program Whole School Approach.**

## **FLOWER DELIVERIES**

**No flowers 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).

## **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. Form Periods are held Tuesday – Friday mornings.

## **FUND RAISING – NORTH WARD**

Fund raising 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.

It is equally important that the opportunity for School-based fundraising is not compromised by unauthorised interest groups competing with the School community.

N.B. The sale of pre-purchased take-away foods (e.g. pizza delivery) is not permitted.

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 Community Service representatives in Years 6 and 9, or through Interact Board members. Each request will be dealt with on a case by case basis with the final approval given by the School Principal.

## **GOVERNANCE AND MANAGEMENT**

Townsville Grammar School, along with the seven other Grammar schools in Queensland, is governed by a Board of Trustees. Four 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-Kindy to Year 12) are the responsibility of the Principal. The Principal is assisted by the Senior Management team which includes the following positions:

Deputy Principal/Head of School (North Ward)  
 Director of Curriculum  
 Director of Boarding & Co-Curriculum  
 Head of Junior School

Business Manager (Board Secretary)  
 Director of Enrolments  
 Director of Marketing

## 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 hair policy are problematic, the Head of 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.

## HEADS OF FACULTY

Students or parents with queries or concerns with respect to individual subjects are encouraged to contact Heads of Faculty in the first instance.

HEADS OF FACULTY	
Assistant Head of Junior School	Mr Chris Gray
Head of Campus (North Shore)	Mr Giles Derrett
Head of Teaching & Learning	Dr Paul Welch
Careers Advisor	Miss Kathryn Tebble
Co-ordinator of Student Wellbeing & Development	Ms Yvonne West
Art	Mrs Mary Phillips
Business and Humanities	Mrs Naomi Agostino
Design and Technology	Mr David Newton
Drama and Dance	Ms Fiona Perry
Educational Support	Mrs Sue-Ellen Alloway
English	Ms Katie Watson
IB Co-ordinator	Ms Emma Crassini
ICT & e-Training	Mr Simon Ward
Library & Information Services	Ms Helen Bourne
Mathematics	Mr Michael Moores
Modern Languages	Mrs Marlene Barrett
Music	Mr Samuel Blanch
Science	Ms Bianca Battoraro
Physical Education	Mr Rana Lobley
Year 7 Year Level Co-ordinator	Mrs Debbie Winkel

## HOMEWORK

*See the School website for the complete P-12 School Homework Policy and 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).

The Houses compete against each other in swimming, cross country and athletics. At the Junior School, House competition also includes debating, public speaking and chess.

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

Students are allocated a House on enrolment. Students whose parents have a past association with the School are encouraged to join the same House.

## **IMMUNISATION**

The Queensland Health School Based schedule is conducted by Queensland Health Child and Youth Services. Queensland Health nurses administer vaccines to students in Years 7 and 10.

Vaccines administered in Year 7 are Human Papillomavirus (HPV), Diphtheria, Tetanus and Pertussis (Boostrix).

The vaccine administered in Year 10 is Meningococcal ACWY.

## **INFORMATION TECHNOLOGY FACILITIES – ANNANDALE & NORTH SHORE**

The students have access to laptops in lessons as arranged by the Class Teacher. Each classroom is set up with at least three desktop computers for student use. 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 White Board. Full Lab set ups are available at the Annandale Campus.

## **INFORMATION TECHNOLOGY FACILITIES – NORTH WARD**

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 are 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 Thursday, 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 wireless 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.

**Students are provided with a download quota per month. Students who exceed their monthly quota should consult with the IT Service Manager review their usage and to request additional quota.**

Email in the School is provided both for curriculum purposes and for family contact. Within the School, email can be accessed through Outlook. The School's email site is available outside the School at <http://webmail.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 and Acceptable Use Policy Agreement in the Student Diary. Both students and their parents are required to sign this Agreement.

## **INTERNET, EMAIL & COMPUTER NETWORK ACCEPTABLE USE**

*See the School Diary for 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 the School's Jewellery 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. 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 Music.

### **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.

## **LATE ARRIVALS**

Students should organise themselves to ensure they arrive at School well before the first bell.

## **ANNANDALE AND NORTH SHORE**

All students arriving late to School are required to report to the office.

## NORTH WARD

Parents of North Ward students should provide a note to the Receptionist if their child has been delayed for good reason, e.g. medical appointment. Students arriving late place themselves at a distinct disadvantage in preparation for the rest of the day. Students who arrive late **must** sign in via the Self-Registration Kiosk, preferably using their School issued ID Card, giving reason for their late arrival. A late slip will be produced from the system for students who will present this to their teacher to gain entry to the classroom. Unacceptable reasons may result in School sanctioned discipline.

## LEADERSHIP – JUNIOR SCHOOL

Captains are elected in the Junior School at the end of Term 4 in readiness for the following year. A Junior School boy and girl Captain are elected, as well as House Captains and Vice Captains, a boy and girl Music Captain and a boy and girl Community Service Captain and a Community Service team.

Induction of leaders occurs at a special induction Assembly diarised in the School Calendar.

## LEADERSHIP – MIDDLE SCHOOL

Leaders will be elected in the Middle School towards the end of Term 4 in readiness for the following year and by. 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.

## LEADERSHIP – 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.

Leaders are selected towards the end of Term 4 in readiness for the following year.

School	#	Reports to:
<i>Senior Leadership Group</i>		
School Captains	2	Principal Deputy Principal/ Head of School
School Vice-Captains	2	Principal, Deputy Principal/ Head of School
Boarding Captains	2	Above + Head of Boarding
School Prefects	Up to 20	Principal, Deputy Principal/ Head of School
House	# / House	Reports to:
House Captains	2	Head of Sport, Head of House
House Vice-Captains	2	Head of Sport, Head of House
General	# / House	Reports to:
Academic Leaders	2	Director of Curriculum, Head of House
Service Leaders	2	Director of Enrolments, Head of House
Boarding House Leaders	2 - 4	Head of Boarding
Wellbeing Leaders	2	Co-ordinator of Student Wellbeing & Development, Head of House
Junior School Liaisons	2	Head of Junior School
Hospitality Leaders	2	Head of Hospitality, Head of House
School Spirit Squad	2	Principal, Head of House
Social Co-ordinators	2	Head of House, Head of School

Co-curricular Leaders	#	Reports to:
Netball Captain	1	Head of Sport & PE, Director of Netball
Rowing Captains	2	Head of Sport & PE, Director of Rowing
Rugby Captain	1	Head of Sport & PE, Director of Rugby

Swimming Captains	2	Head of Sport & PE
Cross Country Captains	2	Head of Sport & PE
Athletics Captains	2	Head of Sport & PE
Music Captains	2	Director of Music
Debating Captains	2	Co-ordinator of Debating
Symphony Orchestra Leader	1	Director of Music
Celtic Strings Leader	1	Director of Music
Senior Choir Leaders	2	Director of Music
Big Band Leader	1	Director of Music
Guitar Orchestra Leader	1	Director of Music
Girls' Choir Leader	1	Director of Music
Lezom Vocal Ensemble Leader	1	Director of Music

## LEAVING THE SCHOOL EARLY

### ANNANDALE AND NORTH SHORE

If a student has to leave the School grounds during the day, parents are required to advise by phone, email or provide the student with a note. All students must be signed out by parent or guardian at the front reception.

### NORTH WARD

If a student has to leave the School grounds during the day, parents are required to advise by phone or provide the student with a note. This note should be presented to the North Ward School Receptionist.

Students should sign the Temporary Leave Book located in the main administration area whenever they depart or re-enter the School grounds.

No student is permitted to leave the School grounds without parental consent.

**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.

## LIBRARIES –ANNANDALE & NORTH SHORE

### 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 to 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: three 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 for details on how to access these.

## **ON-LINE 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 Annandale and Term 3 at North Shore. 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.

## **LIBRARY – P F ROWLAND MEMORIAL LIBRARY – NORTH WARD**

The Library is open: Monday - Thursday 8:00am – 4:30pm

Friday 8:00am – 4:00pm

NB: Earlier closing time at North Ward for the last day of each term - (Terms 1-3: 3:30pm; Term 4: 3:00pm)

## **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) on the School's home page, on the School website and through the Library e-resources page on Moodle. Library staff are also available to assist users in locating suitable resources.

## **STUDENT BORROWING**

- **Loan Period:** 2 weeks (extensions are available on request).
- **No. of Items:** Up to six items altogether, fiction and/or non-fiction.

## **EXCEPTIONS:**

- At times, certain non-fiction resources which are required for research assignments might be reserved for use at School only and won't be available for individual borrowing. This is to ensure that resources are available for all students to use.

## **OTHER RESOURCES**

- An extensive range of online resources can be accessed by students and staff via Moodle, using the Library e-resources page and scrolling to encyclopaedia, ebooks, smart copying links, research skills and guidelines, databases and links to additional resources.
- Reference books are only available in the library.
- Newspapers are only available for use in the Library.

## **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 Junior School, Head of Campus or one of their deputies will activate the alarm.



**Notification:** The Principal, Deputy Principal, Head of School 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 School, Head of Campus 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 School, Head of Campus 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 School, Head of Campus or one of their deputies after Police/Emergency Services have given the "all clear".

## **LOCKERS AND BAGS**

**Students attending TGS 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 a variety of counterproductive reasons. Such reasons included hygiene and storage of unacceptable or banned items, vandalism accentuated by people entering the Campus after hours and a considerable burden on teaching and maintenance staff 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, Deputy Principal/Head of School or classroom teacher. Electronic Devices (BYOD) can be kept safely in the Lost Property Office (GH Building) 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 the contents of their children's School bags contribute towards the training of habits of care and tidiness. As all bags look similar, an identifying key tag is useful to assist children collect the correct bag.

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

## **LOST PROPERTY**

Lost property which has been located can be claimed from the Operations Officer located in the GH Building (North Ward), the Learning & Leadership Centre (Annandale) and the front office 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.

## MEDICAL & DENTAL APPOINTMENTS

Parents are encouraged to arrange medical and dental appointments out of School hours where possible. If this is unavoidable then students should follow the procedures outlined in "Absence".

## MEDICAL CONDITIONS

Parents are asked to advise the School of any medical conditions or allergies their child may have. A medical information form will be sent home for completion during the first week of the academic year.

## MEDICATION - ANNANDALE AND NORTH SHORE

The use of all medication by students during the course of the day is strictly controlled by our staff.

A Medical Form for each student is to be completed and returned to the Head of School/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/legal guardian **MUST**, in the first instance, make a written request to the Head of School/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 child** is to carry medication on his/her person, or to keep it in school bags.

It is requested that **all** Prep and primary school students requiring inhalers for asthma, present a letter of consent from their parents for them (the students) to administer their own medication. **Inhalants only are permitted to be carried and are to be used by the owner exclusively.**

If your child has a specific health problem, please discuss this with the Head of School or Head of Campus and his/her 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

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.

Under **no** circumstances are students to give medication to other students.

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

- inform the School of any relevant details related to the medication provided, and
- wherever possible, promote their child's own responsible management of that medication.

## MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES

With the distinction between mobile phones and personal computers diminishing, Townsville Grammar School has clear expectations from students when it comes to the use of such devices:

NB: Students at the Annandale and North Shore Campuses are required to hand their mobile phones in to their classroom teacher upon their arrival at School. Phones can be collected at the conclusion of the School day.

**See the School website for the complete "Bring Your Own Device Policy"**

## MUSIC CHARTER

At Townsville Grammar School we believe that our core purpose in Music is to provide our students with a foundation for life-long growth in music through opportunities in Curriculum Music, Ensemble membership and Instrumental tuition.

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

Further, we endeavour to expand the music opportunities available to all students and to enhance the quality of the musical life of the School and the community.

### AT GRAMMAR WE BELIEVE THAT:

- Music is an academic discipline and an art form
- Our faculty members and tutors aim to be inspiring teachers as well as musical and intellectual leaders
- Diversity in musical style and genre should be embraced
- Students should be encouraged to develop an analytical, creative and intuitive understanding of music as a universal language
- Musical excellence is achieved through dedication and perseverance
- Unexplained absence from lessons, rehearsals and performances is never acceptable
- Care of the Music Centre and its resources is a collective responsibility
- Musical performance is enhanced by observance of appropriate performance etiquette and attire
- Audience members should be attentive and respectful when listening to musical performances
- Families and the boarding environment play a vital role in facilitating students' participation in the Music program.

## MUSIC - INSTRUMENTAL & VOCAL TUITION

Music is a highly valued and integral facet of school life at Townsville Grammar School. The Music Faculty provides an extensive program in the co-curricular area. Students have the opportunity to enter the Instrumental Music Program and to perform in a large variety of vocal and instrumental groups on both campuses.

### INSTRUMENTAL/VOCAL MUSIC TUITION PROGRAM

Individual specialist lessons are available as follows:

**Strings:** Violin, Viola, Cello, Double Bass

**Woodwind:** Piccolo, Flute, Oboe, 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

### GROUP TUITION

Some instruments, such as Recorder, Modern Guitar and Drum Kit lessons may be taken in groups of two students.

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

Parents wishing to enrol their child for Instrumental or Vocal lessons should complete a "Music Tuition Enrolment Form" and return it to the Director of Music or the Junior School Music Co-ordinator.

### INSTRUMENTAL/VOCAL TUITION FEES

Fees are set annually based on the minimum recommended fee set by the Music Teachers Association of Queensland (MTAQ).

In 2020, individual lessons will be at the rate of **\$44** per half hour lesson. Group lessons will be at the rate of **\$22** per half hour lesson with two students in the group. Fees are calculated at 16 lessons per semester.

Enrolment is for a whole semester (two terms) comprising of sixteen individual or sixteen group lessons and will be charged to school accounts early in Terms 1 and 3.

Failure to pay fees will result in tuition being discontinued.

### **WITHDRAWAL POLICY**

There will be **no refund of fees** if a student withdraws from lessons during the semester. 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 notice** directly to the Director of Music **two weeks prior to the end of Semester 1**.

### **LESSON TIMETABLE**

Timetables for instrumental/vocal lessons will be available during Week 2 of each term and are displayed on the Notice Board inside the Music Centre, and sent to each student's School email. Any modifications to the timetable will be emailed to the student's School email address. Lessons will rotate on a weekly basis so that no student regularly misses the same School lesson. Students are required to check the timetable each week and arrive promptly at the allotted time.

It is the responsibility of the student to consult the timetable and to check their School email regularly to know when the lesson is scheduled. Music Tutors will not collect students from their classrooms. Students attending instrumental lessons should enter and leave the Music Centre via the rear door. Instruments should be stored on the instrument shelves located outside the teaching studios.

### **CONTACT**

The contact details of the relevant music tutor 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 24 hours in advance. If a student is absent from School, or will miss his/her lesson for a valid reason such as illness, family emergency or suspension, the tutor must be contacted personally prior to the commencement of the School day. 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.

Lessons missed through the absence of the teacher will be made up or credited.

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.

Students receiving vocal/instrumental lessons will receive a report at the end of each Semester.

### **PRIVATE MUSIC LESSON DURING CLASS/FORM PERIOD TIME**

At the end of the music lesson students must report to the main Administration Receptionist who will record the student's attendance before class or form period.

### **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.

## **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.

## **RENTAL OF INSTRUMENTS**

The School has a number of instruments available for hire. Rental application forms may be obtained from the Music Centre. Instruments are available for hire are:

Piccolo, Oboe, Bass Clarinet, Bassoon, Alto Saxophone, Tenor Saxophone, Baritone Saxophone, French Horn, Trombone, Violin, Cello, Double Bass.

Rent is usually for a period of one year or at the discretion of the instrumental teacher in consultation with the Director of Music. Rental fees are \$150 per semester.

Insurance for hired instruments is the responsibility of the hirer.

## **YEAR 3 STRINGS PROGRAM – ANNANDALE & NORTH SHORE**

All students in Year 3 participate in the Year 3 Strings Program and each student is issued with either a Violin, Viola, Cello or Double Bass (limited). Students and parents choose for the year. The cost of the program is \$75 per term and will appear on the account statement. This cost includes instrument, Tutor and books.

## **MUSIC – ENSEMBLES**

A variety of Music ensembles rehearse each week. The weekly rehearsal schedule is available on the weekly planner.

***The School's Music Ensembles include:***

### **MIDDLE/SENIOR SCHOOL ENSEMBLES**

- Grammar Singers (Years 10-12 Choir)
- Grammar Mezzo (Years 7-9 Choir)
- Girls' Vocal Ensemble (Years 10 - 12)
- 'Lezom' Boys' Vocal Ensemble (Years 10 -12)
- Middle School Boys' Choir
- Symphony Orchestra
- Chamber Orchestra
- Intermediate String Ensemble
- Big Band
- Concert Band
- Celtic Strings
- Clarinet Ensemble
- Flute Ensemble
- 'Cello Ensemble
- Chamber Music Ensembles
- Brass Ensemble
- Percussion Ensemble
- Chamber Music
- Recorder Ensemble
- Guitar Orchestra

### **JUNIOR SCHOOL ENSEMBLES**

- Majors Choir (Years 4-6) - Annandale
- Minors Choir (Years 1-3) - Annandale
- Boys Choir - Annandale
- Junior School Band
- Junior Strings
- Clarinet Ensemble
- Flute Ensemble

- Guitar Ensemble
- Recorder Ensemble
- Saxophone Ensemble
- Year 3 String Program (all Year 3 students)
- Years 1-6 Choir – North Shore

The Director of Music may invite Junior School students to join a Middle/Senior School Ensemble.

Membership of an ensemble is a year long commitment and is subject to punctuality at rehearsals and performances, and appropriate conduct.

Students seeking to be excused from a rehearsal should make personal, direct contact with the Ensemble Director.

**There is no such thing as unexplained absence from a rehearsal or performance.**

### **PRIORITY OF SCHEDULED LESSONS AND REHEARSALS**

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

### **CONCERT PARTICIPATION**

Participation in scheduled performances such as Eisteddfod, Grammar Sings, Showcase Concert and Speech Night is implicit in the expectations of ensemble membership.

All Students who are performing in concerts and soirees are expected to arrive at least thirty minutes prior to the commencement of the concert. Performers should remain until the conclusion of the concert and assist with any packing up as requested by the Music Staff.

In cases where a student seeks to be excused from a performance, parents should apply to the Director of Music at least three weeks before the performance.

### **MUSIC PERFORMANCE UNIFORM**

#### **North Ward Campus**

All members of music ensembles at North Ward require a current Music Performance Uniform.

#### **Girls**

Girls' Performance Uniforms should be purchased through the School Shop.

- TGS Gold Top
- TGS Black Skirt

The School owns the scarves for the girls' performance uniform. These are kept in the Music Centre and are distributed for performances.

The skirts are sold unhemmed, and should be hemmed to be 5-7cm from the floor when standing in shoes. Arrangements can be made for Georgio Clothing to hem the skirts at low cost.

The sizing for the blouse and skirt align with the sizes for the School Uniform.

The Girls' Music Performance Uniform also includes the following items which need to be purchased separately:

- Pantyhose – sheer, black
- Court shoes – black.

Simple earrings may be worn but no other jewellery or watches are permitted.

When a girl outgrows her Performance Uniform, or leaves the School, the TGS Performance Uniform can be re-sold through the School Shop's second hand system.

#### **Boys**

To be purchased from the School Shop.

- TGS gold bow tie

To be purchased separately:

- 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

As the shirt is worn with a bow tie, correct neck fitting is essential.

When a boy leaves the School, the TGS Gold Bow Tie may be re-sold through the School Shop's second hand system.

### **Junior School**

The performing attire required by ensemble members of the Junior School is generally School Uniform unless otherwise directed for a particular performance.

### **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 Music.

For further information, please contact the Director of Music.

### **OFFICE HOURS – ANNANDALE & NORTH SHORE**

The Annandale and North Shore offices are open 8.00am – 4.00pm term time only. Messages may be left on the School's after hours voice mail service telephone number:

- Annandale - 4412 4800
- North Shore – 4412 6600

### **OFFICE HOURS – NORTH WARD**

North Ward Office hours are from 8.00am to 5.00pm in term time and generally 9.00am to 3.00pm during vacations.

The School switchboard is also in operation during these hours. After 5.00pm, messages may be left on the answering machine.

Boarding House dormitory numbers may be dialled direct, as may those direct numbers listed in School publications.

The North Ward office is closed each year for a two week period between Christmas and early January.

### **OUTSIDE SCHOOL HOURS CARE - ANNANDALE**

**Before School Care** is available from 7.00am - 8.30am. Bookings for this are made by contacting the Office or Co-ordinator on Ph: 4412 4857. A light breakfast is offered. A supervised program of play is available for the session. Prep children in Before School Care, are escorted to the classrooms at 8.30am.

**After School Care** is available from dismissal at 3.00pm until 6.00pm for students who require this service. Prep students who attend After School Care are collected from their classroom at the end of School day. Bookings are made by contacting the Outside School Hours Care Office.

**Fees:** Charges for this child care service are included on your fee statements which are issued monthly and may be charged at a cheaper percentage rate with the entitlement of CCS (Child Care Subsidy) through Centrelink. Please ensure you have been assessed for child care assistance.

**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) and students may attend for hours required. The cost will be included on fee statements and all families who are eligible for childcare subsidy via Centrelink 136150.

**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.

## **OUTSIDE SCHOOL HOURS CARE- NORTH SHORE**

**Before School Care** is available from 6.30 - 8.30am. Bookings for this are made by contacting the Office or Co-ordinator on Ph: 4412 6604. A light breakfast is offered. A supervised program of play is available for the session. Prep children in Before School Care, are escorted to the classrooms at 8.30am.

**After School Care** is available from dismissal at 3.00pm until 6.00pm for students who require this service. Prep students who attend After School Care are collected from their classroom at the end of School day. Bookings are made by contacting the Outside School Hours Care Office.

**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 (6.30am-6.00pm) and students may attend for hours required. The cost will be included on fee statements and all families who are eligible for childcare subsidy via Centrelink 136150.

**Bookings** for all Before School Care, After School & Vacation Care are made by either contacting the OSHC Office on 4412 4857/44126604 or by email [oshc@tgs.qld.edu.au](mailto:oshc@tgs.qld.edu.au)

**Fees:** Charges for this child care service are included on your fee statements which are issued monthly and may be charged at a cheaper percentage rate with the entitlement of CCS (Child Care Subsidy) through Centrelink. Please ensure you have been assessed for child care assistance.

## **PARENT INVOLVEMENT – ANNANDALE AND NORTH SHORE**

Children 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 and maths activities, playing and making games, listening to children read, cooking and 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 Dad's 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**

The **pickup** and **set-down** zones are **not parking spaces**. Parents are asked to pull in only if children are ready to be picked up, so that a flow of traffic is possible. As children are advised to assemble under the shelter areas by 3.10pm, it is recommended that cars not use the pick-up point before this time. Traffic is



one way and is designed to maximize safety, and your co-operation in ensuring children 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 be left clear at all times unless an authorised disabled person's sticker is displayed on your car.

Prep children may be picked up from 2:50pm to minimise congestion. No cars are to use the access driveway on Macarthur Drive unless permission has been specifically granted. Off-site parking is available at the Annandale Central Shopping Centre.

## **PARKING – NORTH SHORE**

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**. Children will assemble adjacent to this zone after 3.00pm for pick up.

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

## **PASTORAL CARE AND POSITIVE EDUCATION**

The Pastoral Care of students at TGS is managed by the **Heads of 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.

Each year level of the North Ward Campus is under the care of a **Year Level Co-ordinator (Year 7) / Head of House**. They are 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.

*See the School website for more information on the Positive Education Program*

## **PASTORAL CARE CHARTER**

At Townsville Grammar School we believe that a child's personal growth and well being 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.

### **At Grammar 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-Kindy to 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 official guide and companion dogs, and where special permission has been attained from the Head of School.

## PHOTOGRAPHS

A number of School photographs are taken throughout the School year. These include:

Student ID Photos  
Form Class  
Co-curricular groups

Boarding  
Leaders  
Year 12 Graduation

Unless notified otherwise at the time of enrolment, within the Enrolment Contract with Townsville Grammar, you have given permission for your child 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.

## PRIVATE STUDY – YEARS 11 – 12

- Students in Years 11 and 12 can elect to have 2 periods of Private Supervised Study in preference to Home Study on Wednesday, Periods 5 & 6. The expectation should be clear to both supervising staff and students that this is a quiet study period.
- Students are to be prompt to this class, and bring necessary study books to the designated study room. Rolls are marked for each class. **Students are not to leave the supervision of the supervising teacher.**
- **Library Access:** Any student wishing to work in the library must see Ms Bourne prior to Tuesday, 3.20pm to book in. If approved by Ms Bourne, the student must give the supervising teacher a note from Ms Bourne.
- For students who are working in the Library and have provided the supervisor with a note the roll is to be marked **LIB**, not present or absent by the supervising teacher.
- **Computer Rooms:** Any student wanting to work on a computer needs to see the Director of Curriculum for permission before the start of Period 5. Students will show the signed note to the supervising teacher and the teacher in the computer room. This will not happen often as students can elect to be placed in a computer room for Private Study.
- **One-off Appointments:** Students who need to leave School should show the Deputy Principal a parental letter of explanation and sign the LEAVE book.

## PUBLICATIONS

### THE PRINCIPAL'S NEWSLETTER

This is generally published monthly during term time. It is an informative and up-to-date publication which clearly articulates policy, happenings and any changes to routine. The Principal's Newsletter can also be accessed via the School's Website.

### ANNANDALE UPDATE & NORTH SHORE NEWS

The Annandale Update and North Shore News provide regular communication between School and home, and are distributed regularly via email. They convey items of news, interest, reports, details of upcoming events and activities, and generally inform about happenings within the Junior School. The Annandale Update and North Shore News can be accessed via the School's website. A small number of hard copies will be available at the Annandale & North Shore Reception areas.

### PRINCIPAL'S ANNUAL REPORT

This is available in booklet form and is distributed at Speech Night. Additional copies may be requested at any time by phoning Reception.

### SCHOOL MAGAZINE

This is published annually and contains a full record of activities for the year. It is normally provided to each student on the last day of the School year. **No early issue of Magazines can occur for students departing before the end of term.**

### THE GRAMMARIAN

This mid-year publication is distributed to past, present and future members of the School community.

## REPORTING

Formal Reporting will take the format of an Interim Report at the end of Term 1 and Term 3 and Semester Reports at the end of Term 2 and Term 4 for all students Prep – Year 12. At the end of Semester 2, Year 12 students receive a Queensland Certificate of Education (QCE) if eligible.

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 their child's progress at any time. Parents should approach the Head of House, Director of Curriculum (North Ward), class teacher/Head of Junior School (Annandale) or class teacher/Head of Campus (North Shore) when requiring an informal report on their child.

Parent-Teacher Interviews are held in Term 2 and Term 3 at North Ward and Term 1 and Term 2 at Annandale and North Shore. Online booking arrangements will be available to parents and communicated prior to scheduled evenings.

## SCHOLARSHIPS AND BURSARIES

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

- Academic Scholarships
- Boarding Bursaries
- General Excellence Bursaries
- General Excellence Bursary (Leadership)
- International Baccalaureate Scholarships
- Music 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 2022 would need to apply for a scholarship entry in January 2021. This is done by applying on-line through the School's website in, or prior to January.

Music Bursary applications for 2022 close on the 19 April, 2021 and 16 September 2021. Boarding Bursary applications for 2022 close on the 30 July 2021. Any further enquiries are welcomed by the Director of Enrolments, Mrs Kristell Scott, on (07) 4722 4973.

Further details regarding Scholarships and Bursaries, are available on the School website.

## SCHOOL BAGS

The School Shop 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.

## SCHOOL DISCOS

These are often utilised as fundraising opportunities for touring teams/groups etc. and are supervised by Heads of School, Heads of House and teaching staff.

A School Disco for Year 3 – 6 students (Annandale Campus) is held in the Junior School Plaza as detailed in the School Calendar.

**Parents are required to arrange a prompt collection of their children at the conclusion of these discos.**

## SCHOOL HOURS

<b>Annandale</b>	<b>North Shore</b>	<b>North Ward</b>
Prep - Year 2 8:45am - 3:00pm	Prep - Year 2 8:45am - 3:00pm	Years 7 - 12 8:40am - 3:20pm
Years 3 - 6 8:30am - 3:00pm	Years 3 - 6 8:30am - 3:00pm	

### ANNANDALE AND NORTH SHORE

Arrival times for students - whether walking, riding or being driven - **must be after 8:00am**, but before 8.25am for Years 3 - 6 students and 8.40am for Prep - Year 2 students. This ensures that there is adult supervision available for the children.

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 Children 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.

### SCHOOL SHOP

The School Shop is situated on the Annandale Campus, in the building at the University Road end of the Pre-Prep car park. The Shop is open every School day from 7:30am until 9:30am, or by arrangement with the Shop Convenor on 4412 4849. All uniform items, except shoes, can be purchased. Both new and good quality second hand items are available.

A range of Townsville Grammar School merchandise is also available for purchase, ranging from umbrellas, coffee mugs, wine glasses, address books, through to crested ties and pens.

All School Uniform items can be purchased online through the Flexischools link on the TGS website. Deliveries to the North Ward Campus can be requested through this online system.

### SICK CHILD PROCEDURES – ANNANDALE AND NORTH SHORE

Should your child become sick, we will make every effort to contact you. It would be appreciated if your child 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 indicated on the record card 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.

### SICK CHILD PROCEDURES – NORTH WARD

The School employs Registered Nurses who are rostered on duty at our Health Centre, primarily as a service to our boarders who obviously 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 like throat lozenges or analgesics.**

The Health Centre is not a dispensary for students who come to school with pre-existing coughs and colds and other minor ailments. For obvious reasons children 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 then 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's collection from the Health Centre only. Students reporting to Reception will be asked to go to the Health Centre for all medical concerns.

Your support is sought in either keeping your children 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 phone Sr. Katie Gowland at the Health Centre on 4722 4944.

## **SMOKING**

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

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

## **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 inform the School receptionist.

## **SOFT DRINKS**

Students are not permitted to bring soft drinks or any other form of carbonated drink to School.

Fund raising activities involving the sale of soft drinks are limited. Such events are optional for students and the School tuckshop will operate as normal on these days. Bottled water is available as an alternative to soft drink.

## **SPORT**

At TGS 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.

## **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 their son or daughter and other 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 three types of competition:

#### **CLUB SPORT (YEARS 2 – 12)**

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

Rowing: Years 8 - 12

Netball: Ages 7 - 18

Rugby: U8 -18

Touch: Years 7-12

(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 (Rugby, Netball and Touch) 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.

#### **INTERSCHOOL SPORT (YEARS 5 – 6)**

Year 5 – 6 participate in the Townsville Primary Schools Competition on Friday afternoons from 12noon – 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.

#### **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 (Year 7-12) is available for a designated period via Parent Lounge prior to the commencement of the seasons.

#### **WET WEATHER POLICY – NORTH WARD**

In the event of inclement weather, the Director of Sport and PE 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 by TGS APP.

## **SPORT CHARTER**

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

### **AT GRAMMAR WE BELIEVE THAT:**

- Participation and competition in Sport helps to foster and develop personal growth and a healthy balanced life-style.
- 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.
- Sportsmanship reflects 'strength of character' and is a highly valued personal trait.
- 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'.

## **SPORTS AWARDS**

To celebrate the sporting achievements of TGS students, an annual Co-curricular Awards Assembly will be held at North Ward (Centenary Gymnasium) and Annandale (Junior School Plaza) as per the School Diary and Calendar. Information for North Ward Sports Award eligibility is collated from October (in the previous year) until the end of Term 3 in the current year.

The following awards may be presented:

### **TRI-REPRESENTATIVE MEDALLIONS**

For students from 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 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.

### **MOST VALUABLE PLAYER (MVP)**

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.

Junior School students are recognised with a "Merit", "Striving" and "Coach's" certificate at their Sports Assembly.

### **JUNIOR, MIDDLE AND SENIOR SCHOOL SPORTSMAN AND SPORTSWOMAN**

#### **(AGES 10 YEARS - 18 YEARS)**

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 (NORTH WARD)**

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 (North Ward) and Sports Master (Annandale) are responsible for recommending award winners to the Principal and Head of Junior School for final ratification.

## **SPORT – CLUB SPORTS PRESENTATIONS (ROWING, NETBALL, RUGBY)**

Club Presentations are compulsory events for all students participating in Rowing, Netball and Rugby. 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.

## **SPORT – 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 and PE/Junior School Sportsmaster to gain approval to attend trials.**

Please note the following regarding transport:

- Due to the fact that Townsville District trials for students in Years 7 - 12 are held during school time, transport (TGS Bus) will be provided for those students attending, provided there are sufficient numbers.
- Given that Townsville District trials for students in Years 5 – 6 are held after school and the fewer number attending, parents will be responsible for transport to and from trial venues.
- Parents are responsible for transport to and from all North Queensland Regional trials.

Primary & Secondary School District Trial Dates and State Carnival Dates are available upon request from the Director of Sport/Junior School Sports master.

On selection in any level representative team, parents must pay the costs involved (uniform, travel, etc.) to the School **prior** to travelling with that team. These costs are paid directly to the School by the due date indicated in the relevant paperwork. These fees are **not** able to be debited to your School account. A copy of this paperwork should be submitted with payment to the School. School endorsement, age verification and School stamp paperwork is to be handled by the Director of Sport and PE.

## **STUDENT NAME POLICY**

At Townsville Grammar School, School documentation will refer to the child using their legal name, ie. name provided on their Birth Certificate.

A school report is a legal document and the student must be properly identified using their legal name, ie. 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 (Qld 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.

Should your child be “known as” a different name to that appearing on his / her Birth Certificate, e.g. using a middle name as first name, the School can record the middle name in brackets after the legal name: John (William) Smith. Parents need to contact the School, in writing, to have this change made. The child can ask at School ceremonies or events that their name be read out as their “known as” 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.

## **SUNSMART POLICY**

*See the School website for the complete Sunsmart Policy*

## **SUPPORT GROUPS**

**TGS Parents Network** is the main formal parent support group within the Townsville Grammar community. The Parents Network provides a networking opportunity for parents to support the School in achieving its educational objectives. This may involve assisting in providing educational and recreational facilities for our students.

The Parents Network is also the umbrella group for other parent sub-groups such as the Black & Gold group, the Friends of Rugby and the Friends of Music.

Importantly, the Parents Network provides a social opportunity for parents and builds a sense of our community spirit. Meetings are held each term and are noted in the School Calendar. For consistency, all meetings are scheduled at the North Ward Campus.

**Black & Gold Supporters** group is an informal association of parents who organise social events in the School Calendar such as the Black & Gold Ball.

The **Past Grammarians Association** convenes reunions and social functions for students who have passed through the School. The Association attempts to maintain contacts between fellow students and to keep them informed of the current activities occurring at the School.

The Past Grammarians Association also maintain the **Past Grammarian Online Community**. This is a private and password protected website that allows Past Grammarians to update their details, keep in touch with the School and fellow past students. To access the online community, go to the TGS website and click on the ‘Past Grammarians’ button.

Enquiries about the PGA can be made to the President, John Short, via [alumni@tgs.qld.edu.au](mailto:alumni@tgs.qld.edu.au)

**Boarder Parents Support Group** - The goal of this group is to work with the School to support our boarding students and enhance their experience as boarders. The meetings will provide boarding families with a forum in which they can seek information about procedures in our boarding routine and a forum to provide feedback.

## **SWIM@GRAMMAR**

Townsville Grammar School students have the opportunity to access coaching during Terms 1, 2, 3 and 4 at the School’s North Ward facility.

## TEXT BOOK SYSTEM – NORTH WARD

Some Faculties 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 the staff in the Library.

## TOGS AND SUN SHIRT POLICY (P – 12)

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

At North Ward, TGS sports shorts may be worn over togs 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 MUST wear TGS togs (No shorts). Students representing the School at Interschool carnivals MUST wear TGS togs (No shorts).**

Given that PE is not a compulsory subject in Years 10, 11 & 12 students are permitted to wear plain, black, one piece togs at the Senior Interhouse Swimming carnival.

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

Only the following School colours, or combination thereof, are permitted: Black, Gold, Blue and White

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 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 TGS togs or plain black one piece togs. TGS sport shorts or TGS 'Bummers' may be worn over these togs.

## 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 the School fees payable for that family 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**

A domestic tour is conducted biennially for selected students from Years 7-9 who play Club Netball. An international tour is conducted biennially for selected students from Years 10-12 who play Club Netball.

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**

An international tour is conducted biennially for selected students from Years 7-12 who play Club Rugby, for TGS.

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.

### **TUCKSHOP – ANNANDALE**

The Annandale Tuckshop uses an online ordering system for student lunches, available through the School website or [www.flexischools.com.au](http://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 recess and lunch.

### **TUCKSHOP – NORTH SHORE**

North Shore Tuckshop uses Tuckshop online, available through the School website or [www.flexischools.com.au](http://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 North Shore is a cashless Tuckshop, online orders will be delivered to classes for First Break only. If parents wish to order for both breaks, additional appropriate choices (e.g. exclude hot food) will be refrigerated ready for second break. Payment processing is detailed above as for Tuckshop Annandale.

## **TUCKSHOP - 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.

**Tuckshop Menus appear at the end of this handbook and are available on the School website.**

## **TUTORIALS – NORTH WARD**

The School provides a range of after hours tutorials. These tutorials are generally held Monday to Thursday from 3:30pm 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**

The wearing of the School Uniform is a unifying influence for the School community. The uniform reflects School pride and spirit. It affects the perception of the School held by the general community. **Consequently the wearing of correct School Uniform will be strictly enforced.** 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 eg. belts done up properly, shoe laces tied etc.

The School jumper is the only item 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 reason to the classroom teacher (Annandale and North Shore), Head of School (7-12).

**N.B. The School Uniform is to be worn to all School functions unless directed otherwise.**

Students must wear a 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 child 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 North Ward 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 Shop. **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 ultra violet 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 Shop.

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.

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

The School tracksuit **must not** be worn with any part of the School academic/formal uniform.

## UNIFORM – ANNANDALE AND NORTH SHORE

All School Uniform requirements (excluding shoes) are available from the School's own clothing shop.

### EEC – PRE-KINDY, PRE-PREP & PREP

- TGS sports polo shirt (N.B. not House polo shirt)
- TGS Black sports shorts (unisex style)
- Grey bomber jacket with School logo
- Grey slouch hat with School logo
- Black tracksuit pants (during colder months)

- Black sandals (velcro or buckle - no surf style sandals)
- Sports shoes – good quality runners or cross trainers (lace-up or Velcro) worn with white ankle length sports socks. N.B. no volleys or skate shoes.
- TGS togs – Prep only

### YEARS 1 – 6 DAY UNIFORM

#### Boys

- Pale blue short sleeve jack shirt with School logo on pocket
- Charcoal shorts
- Short grey socks with black and gold bands
- Grey bomber jacket with School logo
- Grey slouch hat with School logo
- Black sandals (Years 1 – 2 only)
- Black leather lace-up shoes (velcro option permitted for Year 1 only)

### YEARS 1 – 6 DAY UNIFORM

#### Girls

- Manila short sleeve jack shirt with School logo on pocket
- Plaid skirt
- Plaid pinafore with School logo
- Short manila socks
- Grey bomber jacket with School logo
- Grey slouch hat with School logo
- Black sandals (Years 1 – 2 only)
- Black leather lace-up shoes (velcro option permitted for Year 1 only)

### YEARS 1 – 6 P.E. & SPORT UNIFORM

BOYS & GIRLS	PE	INTERSCHOOL	INTERHOUSE
TGS sports polo shirt	✓	✓	
TGS House polo shirt (not compulsory Prep - 2)	✓	✓	✓
TGS black sports shorts	✓	✓	✓
Plain White sports socks (above the ankle bone)	✓	✓	✓
TGS bucket hat	✓	✓	✓
TGS grey slouch hat			✓
School sports jacket (during colder months)	✓	✓	
School track pants (during colder months)	✓	✓	
TGS togs	✓	✓	✓
Sunshirt (TGS or plain in black or gold)	✓		
TGS 'Bummers' - (worn under TGS sports shorts) Not to be visible unless worn for cross-country, track and field events.		✓	✓
Sports shoes – good quality runners or cross trainers (lace-up) worn white ankle length sports socks. Velcro permitted for Year 1 students. N.B. no volleys or skate shoes.	✓	✓	✓

Specific Uniform requirements for sport (e.g. Hockey, Netball, soccer etc.) are available from the Junior School Sportsmaster.

### CLUB SPORT

The following items are required and are to be purchased through the School Shop:

- TGS Netball dress
- TGS Bummers
- TGS Rugby training shirt
- TGS Rugby shorts
- Black football socks

**Years 1 – 3** - Permitted to wear Sports Uniform to School on the days they have .P.E.

**Years 4 – 6** - To wear School Uniform to School and change in and out of their Sports uniform on the days they have P.E.

**Years 4 – 6** - Permitted to wear Sports Uniform to School on Friday Sports days.

The TGS bucket hat may only be worn with the sports uniform i.e. during P.E. or School sport and is not a substitute for the grey slouch hat

## UNIFORM – NORTH WARD

All School Uniform requirements (excluding shoes) are available from the School's own clothing shop.

<b>GIRLS DAY UNIFORM</b>	<b>MIDDLE SCHOOL</b>	<b>SENIOR SCHOOL</b>
Manila short sleeve blouse with School logo	✓	✓
Charcoal or plaid <b>knee length skirt, or</b>	✓	✓
Charcoal School slacks (optional)	✓	✓
Short manila socks	✓	✓
Black jumper with School logo	✓	✓
Black leather lace up shoes	✓	✓
Ivory Panama with School hat band	✓	✓
Ivory Panama with Year 12 Prefect hat band (Year 12 only)		✓
School cravat for Years 7 - 9	✓	
School cravat for Years 10 - 11		✓
Complimentary Seniors cravat (Year 12 only)		✓
<b>BOYS DAY UNIFORM</b>	<b>MIDDLE SCHOOL</b>	<b>SENIOR SCHOOL</b>
Pale blue short sleeve stand up collared shirt with School logo on pocket	✓	✓
Pale blue long sleeve stand up collared shirt with School logo on pocket	✓	✓
Charcoal knee length shorts	✓	✓
Charcoal front pleated long pants (worn with plain grey or black socks)	✓	✓
Long grey socks with black and gold bands	✓	✓
Black jumper with School logo	✓	✓
Black belt with plain buckle	✓	✓
Black leather lace up shoes	✓	✓
Grey Akubra with School hat band	✓	✓
Grey Akubra with Year 12 Prefect hat band (Year 12 only)		✓
School tie for Years 7 - 9	✓	
School tie for Years 10 - 11		✓
Complimentary Seniors tie (Year 12 only)		✓

## YEARS 7 – 12 P.E. & SPORT UNIFORM

<b>Boys &amp; Girls</b>	<b>PE</b>	<b>Interschool</b>	<b>interhouse</b>
TGS sports polo shirt	✓	✓	
TGS House polo shirt	✓		✓
TGS black sports shorts	✓	✓	✓
Plain White sports socks (above the ankle bone)	✓	✓	✓
TGS bucket hat or cap	✓	✓	✓
School Sports Jacket (during colder months)	✓	✓	
School Track Pants (during colder months)	✓	✓	
Boys & Girls	PE	Interschool	interhouse
TGS togs (see Togs & Sunshirt Policy)	✓	✓	✓
Sunshirt (TGS or plain in black or gold) optional			
TGS 'Bummers' (for PE – can be worn under TGS sports shorts)	✓	✓	✓
Sports shoes – good quality runners or cross trainers (lace-up) worn with white ankle length sports socks. N.B. no volleys or skate shoes.	✓	✓	✓

Specific Uniform requirements for sport (e.g. Hockey, Netball, soccer etc.) are available from the Director of Sport & PE.

The following items are required if involved in Club Sport and are available through the School Shop:

- TGS Rugby training shirt
- Black TGS Sports shorts
- Black TGS Rugby shorts
- Black football socks
- TGS Netball dress
- TGS 'Bummers' (Netball)

Club Rowing uniforms (e.g. 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 sports in full TGS sports uniform, including socks, shoes and cap.

Students are **only permitted to wear their full Sports Uniform** travelling to and from School **under the following circumstances**.

### **YEARS 7 – 12 H.P.E. UNIFORM CHANGING PROCEDURES**

Students travelling to School via private transport may be in the Sports 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 Sports 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 Sports Uniform while at the bus stop, library or walking home.

Students who are in Sports Uniform in other class times, without permission or have HPE within that session, will be sent to the Heads of House office for a yellow uniform slip. Names of these students will be sent to the relevant HPE teacher so that they are aware.

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 YLC prior to the start of school, or at recess at the latest. HPE uniform is not to be worn for any other lessons.

### **THEATRE BLACKS**

Students are permitted to change into black tights/shorts/pants and a black shirt at the beginning of a Year 7-9 Performing Arts class or a Year 10-12 Drama class and change back into their School uniform at the end of the lesson.

As this is NOT a prescribed TGS uniform item, students are not permitted to be in 'Theatre Blacks' before school and after school or during morning tea or lunch, nor are students permitted to mix and match 'Theatre Blacks' with any other School uniform item e.g. sport or school shorts.

### **VALUABLES**

Musical instruments, calculators, and other valuable pieces of equipment, should be engraved with the name of the owner. Students should not leave such equipment unattended. They are encouraged to leave such items with the Office Staff (Annandale & North Shore), the Deputy Principal/Head of School (North Ward) or **Head of House** 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 PE teacher. Under no circumstances should they leave valuables in the North Ward change rooms. Once students have changed into their sports uniform they need to take their sports 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 child's name, class and purpose and the money should be given to either the Office (Annandale & North Shore), the Heads of House, Deputy Principal/Head of School (North Ward) 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.**  
- **NB: 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 as follows:
  - - closed in shoes
  - - appropriate shorts or pants
  - - shirt (e.g. singlet, 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.

## **WEBSITE**

The School's Website address is: [www.tgs.qld.edu.au](http://www.tgs.qld.edu.au)

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

## **WET WEATHER PROCEDURES**

**SEE EVACUATION PROCEDURES – PAGE 33**

## **YEAR 12 JERSEYS**

Year 12 Jerseys may be worn as part of the "Sports Uniform". They are not to be worn with the day uniform. Since they are a recognisable part of the sports uniform nicknames or other messages are not to be inscribed on these items of clothing. **Only surnames are 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.



## TUCKSHOP MENU 2021 – NORTH WARD

(Current as of January 2021 – subject to changes throughout 2021)

**Breakfast Menu available (7:30 – 8:40am) - See the School's website [www.tgs.qld.edu.au](http://www.tgs.qld.edu.au)**

Fresh fruit salad cups	\$4.00
Natural yoghurt, berry swirl & granola	\$4.00
2 slices Raisin Toast with butter	\$2.50
<b>Superfood Balls</b>	
Superfood Balls – Salted Caramel	\$3.50
Superfood Balls – Peanut Butter	\$3.50
Superfood Balls – Cacao & Vanilla	\$3.50
Coconut Chips (assorted)	\$2.80
Coconut bites – Vanilla	\$2.80
<b>Protein bars / Nut bars (assorted)</b>	
Protein bars / Nut bars (assorted)	\$2.90
<b>Mungalli Yoghurts</b>	
Mungalli Passionfruit Yoghurt	\$3.10
Mungalli Rainforest Honey Yoghurt	\$3.10
Mungalli Mango Yoghurt	\$3.10
<b>Chicken Fried Rice</b>	
Chicken Fried Rice Small	\$3.00
Chicken Fried Rice Large	\$6.00
Salad of the day / daily specials	\$6.00
Pumpkin Soup & wholemeal roll	\$4.00
Rice paper rolls with sweet chilli sauce	\$6.00
Frittata with salad garnish	\$6.00
Ham and salad wrap	\$5.50
Chicken and salad wrap	\$5.50
Ham, tomato & cheese sandwich/toastie	\$5.50
Egg & lettuce sandwich	\$4.00
<b>Gluten free sandwiches/wraps/pizzas available (add)</b>	
Gluten free sandwiches/wraps/pizzas available (add)	\$2.00
<b>Outback Pies</b>	
Outback snack size Pie	\$1.50
Outback Sausage Roll	\$4.00
Outback Beef Pie	\$4.50
Outback Creamy Chicken and Mushroom Pie	\$4.50
Outback Beef, Bacon & Mushroom Pie	\$4.50
Traditional Pastie	\$4.50

Pizza	\$3.50
Garlic Bread	\$3.50
Hot Chips with Gravy	\$4.00
Nachos (beef/chicken)	\$5.50
Chicken Bites	\$3.50
Mac and Cheese	\$4.00
<b>Flavoured Milk</b>	
Flavoured Milk 300ml	\$3.00
Flavoured Milk 500ml	\$4.00
Iced Tea	\$4.00
<b>Kyneton Flavoured Spring Water</b>	
Kyneton Flavoured Spring Water 300ml	\$3.00
Kyneton Flavoured Spring Water 500ml	\$4.00
<b>Mungalli Creek Fresh Orange Juice</b>	
Mungalli Creek Fresh Orange Juice 300ml	\$2.70
<b>Mulgalli Creek Apple Juice</b>	
Mulgalli Creek Apple Juice 300ml	\$2.70
<b>Mungalli Creek Apple Blackcurrent Juice</b>	
Mungalli Creek Apple Blackcurrent Juice 300ml	\$2.70
Mungalli Creek Apple Blackcurrent Juice 500ml	\$3.80
<b>Emma &amp; Tom's Smoothies</b>	
Emma & Tom's Green Power Smoothie	\$3.90
Emma & Tom's Extreme C Smoothie	\$3.90
Emma & Tom's Brewed White Tea	\$3.90
Emma & Tom's Brewed Green Tea	\$3.90
<b>Zooper Dooper</b>	
Zooper Dooper	\$1.00
Paddle Pop	\$2.00
Frozen Yoghurt	\$2.00
Cyclone	\$2.00
Bulla Cups	\$1.50

**STUDENTS CAN CHECK THE TUCKSHOP BLACKBOARD DAILY FOR SEASONAL AND VARIED SPECIALS**



## TUCKSHOP MENU 2021 – ANNANDALE

(Current as of January 2021 – subject to changes throughout 2021)

Monday – Friday Small Break 10:30 – 10:55am Main Lunch Break 1:00 – 1:45pm

SANDWICHES			
Plain Butter			\$1.50
Vegemite & Cheese			\$3.00
Vegemite			\$2.50
Ham			\$4.50
Ham & Cheese			\$5.00
Ham, Cheese & Tomato			\$5.50
Ham & Salad			\$6.00
Chicken			\$4.50
Chicken & Cheese			\$5.00
Chicken, Cheese & Tomato			\$5.50
Chicken & Salad			\$6.00
Salad (tomato, carrot, beetroot, lettuce, cheese)			\$4.50
Egg			\$3.50
Egg & Lettuce			\$4.00
Cheese			\$2.50
Cheese & Tomato			\$3.00
Sao's – Vegemite			\$1.00
Sao's – Cheese & Tomato			\$1.50
GLUTEN FREE			
Gluten Free Sandwiches available – add			\$2.00
Ham & Salad Packs			\$6.00
Chicken & Salad Packs			\$6.00
Pizza			\$3.00
Chicken Bites			\$3.50
SNACK BAGS			
Carrot, Celery & Cheese Sticks			\$2.50
Cheese, Salami & Jatz Crackers			\$3.50
Corntos (Cheese, BBQ) or Rice Sticks			\$1.50
WEEKLY SPECIAL			
Monday			
Breakfast:	Toast \$1.00	Add	\$1.50
	Cheese		
Chicken Nuggets	6 for \$4.00	or	3 \$2.00
for			
Sweet Chilli Chicken Wraps			\$6.00
Tuesday			
Baked Beans or Spaghetti Jaffle			\$3.50
Toasted Sandwiches – add 20c			
Wednesday			
Hot Dog with Tomato Sauce			\$4.00
Hot Dog with Tomato Sauce & Cheese			\$4.50
Cookie			\$0.60
Thursday			
Chicken Burgers (chicken patty, lettuce & mayo)			\$6.00
Chicken & Gravy Roll			\$6.00
Friday			
Cookie			\$0.60

HOT FOODS (AVAILABLE FOR BOTH BREAKS)	
Single Serve Pizza	\$3.00
Lasagne	\$5.00
Macaroni Cheese (Gluten Free)	\$5.00
Shepherd's Pie	\$5.50
Chicken & Vegetable Pie	\$5.50
Meat Pie (Gluten Free Available)	\$5.50
Sausage Roll (mini)	\$3.00
Party Pie	\$1.50
Vegetable Lasagne (Gluten Free)	\$5.00
Croissant (Ham & cheese)	\$5.00
Tomato Sauce	\$0.50
SALAD PACKS	
Ham or Chicken (with lettuce, carrot, tomato, cheese, cucumber and beetroot)	\$6.00
Garden Salad (all of the above fillings)	\$5.50
Salad on a plate (lettuce, carrot, beetroot, cheese, tomato, cucumber, boiled egg, & a slice of bread)	\$5.50
Meat (Chicken or Ham) & Salad on a plate	\$6.00
Fruit Salad - small	\$2.50
Fruit Salad - large	\$4.00
Fruit (apple, mandarin, banana)	\$1.00
VEGETARIAN	
Mini Quiche	\$2.00
Vegetarian Pastie	\$5.00
Salad Packs	\$5.50
Boiled Egg	\$1.00
Sandwiches (see sandwich section)	
Garlic Bread	\$2.50
Vegetable & Ricotta Roll (Gluten Free)	\$4.00
CAKES	
Muffins	\$1.50
DRINKS	
Plain Milk 200ml	\$2.00
Flavoured Milk – small 300ml	\$3.00
Spring Water 600ml	\$2.00
Juices – Apple or Orange - small	\$3.00
Popper (Apple, Orange, Apple/Blackcurrant)	\$1.50
FROZEN SELECTION	
Chocolate Paddle Pop	\$2.00
Banana Paddle Pop	\$2.00
Paddle Pop Shake	\$2.00
Cyclone Paddle Pop	\$2.00
Quelch Ice Block	\$0.50
JELLY	
Jelly Fruit Cup	\$1.50

For your convenience, Townsville Grammar Junior School uses Tuckshop Online, available through the school website or [www.flexischools.com.au](http://www.flexischools.com.au) You can log onto the website at any time to place orders, up until 9:00am on the day of the order. Online ordering is available for both recess and lunch.



## TUCKSHOP MENU 2021 – NORTH SHORE

(Current as of January 2021 – subject to changes throughout 2021)

<b>SANDWICHES/BURGERS</b>	
Vegemite & Cheese	\$3.00
Ham	\$4.50
Ham and Cheese	\$5.00
Ham, Cheese & Tomato	\$5.50
Ham & Salad	\$6.00
Chicken	\$4.50
Chicken and Cheese	\$5.00
Chicken, Cheese & Tomato	\$5.50
Chicken and Salad	\$6.00
Salad (tomato, carrot, lettuce, cheese)	\$4.50
Cheese	\$2.50
Curried Egg	\$3.00
Garlic Bread roll	\$1.00
<b>TOASTED SANDWICHES</b>	
Toasted ham and cheese	\$5.00
Toasted chicken and cheese	\$5.00
Toasted cheese and tomato	\$3.00
Toasted cheese	\$2.50
<b>BURGERS</b>	
Mini Beef & Cheese Burgers	\$3.50

<b>HOT FOOD</b>	
Homemade Spaghetti Ravioli	\$5.00
Party Pie	\$1.50
Chicken Goujons	\$3.50
Tomato Sauce	\$0.50
Bacon & Cheese Roll	\$3.00
<b>FRUIT</b>	
Fruit (red apple, mandarin)	\$1.00
<b>VEGETARIAN</b>	
Vegetarian Pasties	\$5.00
Boiled Egg	\$1.00
Vegetarian Pasta	\$4.50
Cheese & Tomato Roll	\$3.00
<b>CAKES</b>	
Homemade Cup Cake	\$1.00
<b>DRINKS</b>	
Plain Milk 200ml	\$2.00
Flavoured Milk UHT – small 200ml	\$2.50
Popper – Apple and Orange	\$1.50
<b>SNACKS</b>	
Weis Frozen Yoghurt Bar	\$2.00
Cheese, Salami & Jatz Crackers	\$3.00

For your convenience, Townsville Grammar North Shore uses Tuckshop Online, available through the School website or [www.flexischools.com.au](http://www.flexischools.com.au). North Shore is a cashless Tuckshop and no other items outside the above menu can be purchased.

You can log onto the website at any time to place orders, up until 9:00am on the day of the order.