



TGS



BOARDING HANDBOOK 2023

TOWNSVILLE GRAMMAR SCHOOL | BOARDING



PRINCIPAL'S WELCOME

We are proud to say that boarding life has always been an integral feature of Townsville Grammar School since the School first opened its doors to students in April 1888. The boarders hold a special place at the School, and have throughout the decades. Townsville Grammar School has a full-time boarding community and a very strong commitment to boarding families.

Boarding students bring so much richness, diversity, honesty and humour to the life of the School. Irrespective of whether they arrive as Year 7s or enter as older Year 11s, or whether they are from a rural cattle property in Western Queensland or from cosmopolitan Hong Kong, our boarders quickly become a part of a family made up of special individuals. Whilst at the School, boarders are encouraged to grow as people, apply themselves as scholars and immerse themselves in sport, drama, music and community service. Not all boarders necessarily thrive from their first encounter with living away from home but very few leave boarding as Year 12 valedictorians without enormous emotion and life-long friendships.

The boarding community at Townsville Grammar School endeavours to provide a second home, in a communal environment, for the boarding students at the School. Our boarders should enjoy the friendships, the security and the care of their second home. We aim to provide an experience for our boarders which helps them to develop into young people of character by providing:

- A community where they feel safe and accepted
- Structure and discipline
- Encouragement to be involved and reach their potential in all areas
- An environment where social skills can be developed
- Opportunities to build resilience

Boarding facilities, activities, routines, health care and catering are all essential fundamentals of a good boarding environment. However, what is most important in a boarding community are the relationships that develop; relationships based on honesty, integrity, mutual respect and acceptance of difference. At Townsville Grammar School boarding is about relationships and creating a supportive, caring environment where our young Grammarians can "come in good and leave better".

We value and respect the trust you have placed in us and hope that the boarding experience provided by the Grammar community is a happy and memorable one for you and your son or daughter.

Mr Timothy Kelly
Principal

DIRECTOR OF BOARDING'S WELCOME

I am delighted to introduce you to our Boarding experience at Townsville Grammar School, and to welcome you to a wonderful family within the wider Grammar community.

We are proud to say that boarding life has always been an integral feature of Townsville Grammar School since the School first opened its doors in 1888. Our boarders hold a special place in our School community, as they have throughout the years.

Whilst we offer all of the facilities and services that you would expect of a Boarding Program, it is the intangibles that make the difference - our culture, the atmosphere of our Boarding House and the relationships between boarding staff and students. These are things that are difficult to aptly describe, but are easy to see and feel once you visit our Boarding House and School.

As Director of Boarding, I am passionate about leading a positive and enriching boarding experience for our young people, providing them with a home away from home and a boarding family in the truest sense of the word. The relationships our staff and students enjoy is one based on mutual respect with a sense of fun, within a culture of welcome, care and support. I believe this is what we achieve at Townsville Grammar School, a happy boarding community and students who are reaping the rewards of our boarding lifestyle.

TWO IMPORTANT NOTES:

- As you could imagine, boarding life is one bound by routines and expectations, all of which form part of our wider duty of care. The Boarding Handbook provides insight on what these routines and expectations are at Townsville Grammar School.
- We encourage all boarders, parents and families to be active in using our 'open door' policy, and speak with any member of our boarding team as the need arises. Heads of House are always best to be your first point of call for any concerns or feedback, however I am always available to assist in any way possible.

We value and respect the trust you have placed in us and hope that the boarding experience provided by the Grammar community is a happy and memorable one for you and your son or daughter.

I look forward to welcoming you and being part of this special journey into achieving great things.

Mr Jaye Beutel
Director of Boarding





TERM DATES 2023

TERM DATES				
	Boarders' Travel Day	Term Commences	Term Concludes	Boarders' Travel Day
TERM 1	Monday, 23 January	Tuesday, 24 January	Friday, 31 March	Saturday, 1 April
TERM 2	Monday, 17 April	Tuesday, 18 April	Thursday, 15 June	Friday, 16 June
TERM 3	Monday, 10 July	Tuesday, 11 July	Thursday, 14 September	Friday, 15 September
TERM 4	Monday, 2 October	Tuesday, 3 October	Friday, 24 November (Yrs7-11)	Saturday, 25 November

BOARDING PARENTS & COMMUNITY EVENTS		
TERM 1	Monday, 23 January	Boarding Families Luncheon
	Monday, 23 January	Boarder Parent Support Group Meeting
TERM 2	Monday, 17 April	Boarder Parent Support Group Meeting
TERM 3	Monday, 10 July	Boarder Parent Support Group Meeting
	Monday, 10 July	Boarder Parent Social Function
TERM 4	Monday, 2 October	Boarder Parent Support Group Meeting
	Monday, 2 October	Boarder Parent Social Function

BOARDING CHARTER & CODE OF CONDUCT

TOWNSVILLE GRAMMAR SCHOOL 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.



TOWNSVILLE GRAMMAR SCHOOL BOARDING CODE OF CONDUCT

All boarders have personal and community responsibilities.

A few keys to success in boarding include:

- Developing positive relationships through generosity, gratitude and understanding the needs of others.
- A positive and enthusiastic attitude.
- The ability to be resilient, tolerant, flexible and responsible.
- Engaging positively in the community and being part of our 'community'.
- Being open to new experiences, and participating with enthusiasm in the range of activities on offer.
- Being considerate and courageous.
- Developing effective study habits.
- Always striving to achieve their personal best.

Our aim is for your children to leave us as confident, independent, self-disciplined and well-rounded young adults, ready to take on the world. In short, to 'come in good and to go out better – Bonus Intra Melior Exi

Boarders are expected to:

- Follow the directions and instructions of School and boarding staff and follow all School and boarding rules.
- Be kind, caring and helpful to their fellow boarders.
- Be considerate of the safety and welfare of themselves and others.
- Be prepared and punctual for all classes, meals and events.
- Contribute positively to the learning environment by working responsibly, not distracting other students during class or prep, completing assignments and submitting them on time.
- Respect personal and community property.
- Show pride in personal achievements as well as those of boarding and their School.
- Be well groomed and dressed appropriately, as per School Uniform Policy.
- Respect the rights of all students, school staff.
- Conduct themselves appropriately in the day to day operation of boarding, the School and wider community.
- Conduct themselves in a way that does not bring the name of the School into disrepute through any action intended or unintended.



LIVING AWAY FROM HOME

One of the most obvious aspects of an education in a boarding school is that the student is living away from home. Boarders and parents who are new to boarding will appreciate that the boarding lifestyle of the 21st Century looks and feels very different to its traditional predecessor. Our team of staff at Parker-Hall Building work to provide a caring, nurturing and supportive “family-like” environment that centres on positive relationships.

Some young people may experience difficulty adapting to the communal living situation, especially relating to the number of other people continually surrounding them. Boarders learn to value tolerance and mutual respect, as they have to share their living space with others. Please note, we uphold the dignity and importance of a right to personal space and privacy at all times.

It is our experience that boarders gain independent living skills while in boarding.

This is achieved by:

- Keeping bedrooms and cupboards areas clean and tidy.
- Managing person hygiene.
- Ensuring that laundry is kept up to date.
- Developing study and time management skills.
- Making the most of school resources by joining co and extra-curricular activities.
- Managing personal leave requests.

Guidance in all of these areas is provided by our boarding staff. It also makes it much easier for your son/daughter during their settling in period if some basic preparation has been undertaken at home in these areas.

THE SETTLING-IN PERIOD

Living away from home for the first time can be a daunting experience. Therefore, it is perfectly normal for young people living in completely new surroundings and in a communal environment to feel strange and to want to go home.

As parents, you will most likely hear and experience the worst of your child's homesickness. Some boarders will tend to email or ring when they are feeling at their lowest. We ask that you please encourage your child to see

our resident staff if the homesickness is not settling down. Often discussing the problem with someone not directly involved is of great assistance.

It is also quite normal for parents to miss their child, particularly at the start of the year or term, or in a first-time boarding situation. To have a son or daughter on the phone, telling you how much you are missed just multiplies the very normal emotional commitment that parents have to their children. We suggest you follow the guidelines below to help alleviate your concerns.

- Limit your phone calls, Skype or FaceTime to a specific time of the day and week, especially in the early part of the year or their boarding experience.
- Call outside Prep and Recreation routine times or just before bedtime
- Try to limit the number of communications, to lessen the emotional impact.
- Contact the relevant House Parent, or the Person on Duty, if you are concerned that your child is really upset. There will be a staff member in each house who will be able to help your boarder immediately.
- Email is a great way for you to make contact about day-to-day events, as it removes the emotional impact of hearing your voice when a boarder has been experiencing a difficult transition or period.

COMMUNICATION WITH HOME

Mobile phones and other technological devices are a convenience that can provide huge advantage in communication and organisation, however, they also come with a range of issues in a boarding context.

If you decide to provide your child with a mobile phone, usage should be carefully managed. There are varying ways in which you, as the parent, can do this. For more insight, please speak with our boarding staff. In the first instance however, we would encourage parents to check this regularly to prevent overuse and misuse, in particular ensure that data plans are not excessive and allow your boarder to utilise the school Wi-Fi network that is safer and monitored by net-nanny type software.

So that daily routines are not compromised, the best time to contact your child is in the evening, after supper and before lights out. Please check the Daily Schedule section to ensure you are aware of the best times to contact your child. Communication will not be possible during meal times and Prep sessions.

Mobile phones and other connected devices of Years 7 - 9 boarders are collected and securely stored each evening and can be collected after breakfast each morning.

TECHNOLOGY DEVICES AND INTERNET

The entire boarding precinct is wireless networked, enabling boarders the ability to connect to their school account and internet services. Boarders are afforded an additional data allowance to assist in study, research and to communicate home or to family.

The school network is a secure and safe place for Boarders to access online content; therefore, there is no need for any personal Wi-Fi hotspot or similar devices to be used in the boarding house. After lights out each evening, the network is limited to web browsing and email only, this ensures that boarders can continue to study and complete academic tasks.

Boarder use of technology and associated devices is governed by the TGS Responsible Use of Technology Policy, as such Boarder use of the internet is monitored.

COMMUNAL LIVING

Dining Room

Meals are taken in the School's air-conditioned Dining Room and attendance at all meals is expected. except for Saturday lunch, which is optional. Morning and afternoon teas are served in the dining room or on the verandas.

Arrangements for late meals are made with the Catering Manager or the Duty Cook. Requests for early meals, cut lunches, meal packs for School activities etc. must be made through the Catering Manager in good time.

Dress in the dining room must be appropriate. Singlets or sleeveless items are not appropriate. Punctuality is a courtesy and all boarders are expected to be on time for meals. Good table manners are expected.

Mobile phones should be switched to silent and not used in the Dining Room.

Personal Areas

- Linen (including a mattress protector) is provided by the School, with the exception of a pillow and blanket
- Beds to be made.
- The floor is to be clear.
- Clothing and valuables are to be locked in lockers.
- Bags and suitcases are to be stored under their bed.
- Desks are to be kept neat.
- Bins are to be emptied daily.
- Curtains to be kept open during Prep.

Common areas

- Personal items should not be left in common areas.
- Wet towels, sports gear may be hung on the clothes lines provided.
- Common areas are to be kept neat and tidy; a house roster is used to facilitate this.
- Lights and fans are to be turned off when boarders leave their boarding house.

Personal Hygiene

- Personal hygiene is very important.
- Boarders should bring their toiletries with them and should replace items as required.
- It is recommended that Boarders wear thongs while showering and footwear at all times.
- Hand wash is provided in all Boarding Houses and in the Dining Room.
- In the interest of hygiene, Boarders should conform to acceptable hygienic standards.
- Shower after sports practices and training.
- Use roll-ons or pump-action deodorant sprays.
- Wear footwear at all times when out of the houses.
- A mattress protector is compulsory and is provided by the School.

STUDY & ACADEMICS

Within the context of an educational institution, one of the most important aspects of a student's daily routine is that of consolidating the concepts and knowledge that has been learnt throughout the school day. So, it goes without saying, that "Prep Time" is one the most significant times of a boarder's day.

Prep is completed in an atmosphere conducive to study, without interruption. Supported by staff with an academic university student or teaching background.

Academic tutorials are available after school and many of our academic staff volunteer to tutor boarders of an evening during the scheduled Prep time.

YEAR 7 – 9 PREP

Younger boarders may need additional support in their transition into boarding. As such we provide much more structure to our prep sessions for our Year 7 – 9 boarders. Prep is held in a classroom environment, and where possible, additional Study Tutors are allocated, particularly for Year 7 boarders.

The following guidelines are provided to assist boarders in achieving their personal academic best. Prep is to be used for:

- Homework and assessment preparation.
- Revision of work covered that day/week.
- Preparation for upcoming lessons.

At the end of Prep, study desks and personal areas are to be tidied, and School bags and uniforms are to be prepared for school next day.

Boarders should have a good novel to read once all Prep has been completed.

Boarders have their diaries checked and signed by the duty tutor and are encouraged to make effective use of them.

YEAR 10 – 11 PREP

Years 10 – 12 use their own room or common areas to study, however, they can also negotiate with staff on duty to utilise other study areas for collaborative work.

The fundamental purpose of Prep is for there to be a genuine commitment to individual academic efforts, and therefore, a suitable environment is paramount.

PREP GUIDELINES:

- All doors/curtains of the senior rooms must be pinned back or opened. This prevents disruptions from staff when doing roll calls and reduces non-study behaviours.
- Boarders can listen to music, through headphones if desired.
- Any boarders wishing to engage in collaborative work can do so by moving into the common areas, including the Dining Room and Tutor Room.
- No collaborative work is to be done in single rooms, unless prior consent is given by the staff on duty at that time.

TUTORIALS

Townsville Grammar School offers free academic tutoring in most subjects after school. Times and venues are published in both Parent Lounge, Student Kiosk and on the website www.tgs.qld.edu.au/academic.

If parents wish to engage a private tutor, it is important that this is arranged in consultation with the Head of Boarding. All financial arrangements are between the family and the tutor, however, all tutors must be in possession of a valid Queensland Government Working with Children Blue Card.

Parents are asked to complete and submit the Private Tutor Application Form.

ACADEMIC ASSISTANCE

- Director of Studies – Dr Carolyn Moores
- Heads of Faculty
- Heads of House (Day School)
- School Psychologist – Mrs Renee Crossley
- Careers Counsellor – Ms Kathryn Tebble
- Head of Educational Support – Mrs Suellen Alloway
- Form Teachers and Subject Teachers
- Boarding Heads of House – Mrs Jenny Cadogan and Mr Rich Freeman

HEALTH & MEDICAL

HEALTH CENTRE

Townsville Grammar School Health Centre is staffed by Registered Nurses. Concerns regarding a Boarder's health should be directed to the Nurse on Duty (NoD) in the Health Centre.

Health Centre: 07 4722 4944

Hours of Operation:

Monday – Friday: 8.00am – 5.30pm

Saturday: 9.00am – 1.00pm

Outside these hours, one of our Registered Nurses is on call for emergencies. Boarding Staff can contact the Nurse On Call at any time.

The School Nurse makes GP bookings and the School Doctors attend the Health Centre regularly. The School Doctor will bulk-bill only those boarders who have a current Medicare card.

For all external, non-emergency, medical appointments, Years 7 and 8 Boarders are escorted by a member of staff, either nurse or residential. Older Boarders are supported by the organisation of a taxi or uber. Boarders are accompanied where there is an emergency, or when a parent has requested an escort.

The TGS Nursing staff should be informed about any medical concerns or conditions. To that end, it is in the best interest of all Boarders that medications are not kept in the Boarding houses. ALL MEDICATIONS ARE TO BE KEPT IN THE HEALTH CENTRE, with the exception of EpiPens, Asthmatic puffers etc.

It is important for medical, optical and pharmaceutical purposes, that all Boarders have their own Medicare Card. The card is to be given to nursing staff for safe keeping.

It is very important in caring for each Boarder, that the yellow Medical History form be fully completed, especially in relation to any previous ongoing health conditions. e.g. allergies, asthma, nutrition, chronic illnesses and immunisation dates, as well as any mental health concerns.

CONTACT WITH PARENTS / GUARDIANS

Parents/guardians will be notified in the following circumstances:

- Hospital admission/broken bones/concussion
- Accidents requiring sutures or X-rays
- Extended absence from School to obtain consent for specialist treatment
- Longer than usual homesickness
- Other occasions at the discretion of the Doctor and the Health Centre Staff.
- After hours call outs resulting in an additional charge

PERSONAL MEDICATION

Boarders who require regular over-the-counter medication are encouraged to bring their own supply. This medication must be clearly labelled with the Boarder's name and medication dosage, and be written by a Pharmacist in English. All medication is held by the Health Centre.

EMERGENCY MEDICATION

Boarders requiring Epi-pens, inhalers, insulin or other emergency medication must arrive to boarding with these. Individual action plans and regimes need to be provided to the Health Centre staff before commencing boarding.

Some examples of conditions that require individual action/management plans include:

- Anaphylaxis
- Asthma
- Epilepsy
- Diabetes

EXPENSES FOR MEDICAL

Boarding families are asked to make provisions for their Boarders to have the means to pay for medical expenses as they are required, including:

- Non bulk-billed appointments
- Taxi or Uber charges
- Pharmacy requirements, including prescriptions
- Personal consumables such as; lip balm, lozenges, tissues, hygiene products.

It is recommended that all boarders have a bank ATM card, which can have money transferred easily from home to cover such costs.

The School does not cover any medical and transport costs for Boarders.

FINANCIALS & EXPENSES

POCKET MONEY

While it is necessary for boarders to have money for incidentals and leisure activities, it is important that their cash-on-hand be kept to a minimal amount. We would recommend that rather than having cash, boarders use bank ATM cards as means to managing their given monies or allowance.

TGS Boarding does not manage any specific pocket money routine, however our Boarding Reception can hold small amounts of cash for individual Boarders on behalf of parents each term.

BOARDING ACTIVITIES

The TGS Boarder Activities Account funds our wide range of boarder weekend activities, boarder shirt, formal dinners and outings. This account is funded through our boarding fee structure and is not an additional cost.

MEDICAL EXPENSES

It is the responsibility of boarders and their parents to pay for medical expenses at the time they are incurred. The School does not pay for:

- Medical appointments
- Medication
- Taxi transport

It is recommended that boarders have a bank ATM card that parents can electronically transfer funds into, as and when required.

TAXI TRANSFERS

The School does not cover any taxi expenses for personal boarder transport. Parents should consider how they would best like to arrange the management of this expense. There are a number of options:

- Bank ATM card
- Black and White Cabs app
- Uber Account

SCHOOL EXCURSION AND PERMISSION FORMS

Most permissions and excursion forms are uploaded to the TGS Parent Lounge for parents to access and approve. Boarding staff are not able to sign on your behalf, unless we receive written (email) permission from parents. Due to the costs involved in these events and activities, it is our preference that Boarder parents are aware of and give approval. This includes representative co-curricular forms which boarding reception or sports office will send via email to parents.



ACTIVITIES, CO-CURRICULAR & LEADERSHIP

BOARDING ACTIVITIES

TGS Boarding offers a wide range of activities for Boarders during our weekend program. These are in addition to School-based activities and co-curricular offerings.

These activities may include: Tenpin bowling, movies, NRL home games, meal outings, outdoor adventuring, shopping, picnics, arts and cultural festivals, markets, national parks, day and overnight retreats, Magnetic Island, suppers, Ninja Parc and laser skirmish.

Prior to the commencement of each term, TGS Boarding will publish a full calendar of events and activities for the term ahead. This provides boarders and their families every opportunity to plan for the term.

The activities fee paid as part of the boarding fee covers all boarder activities, with the exception of food purchases whilst at off campus events.

As well as these more casual events and activities, TGS Boarding provides a number of more formal events:

- Formal Boarding Dinners
- Boarders' Valedictory
- National Boarding Schools Week
- Boarder Leadership Retreat

TGS CO-CURRICULAR OPPORTUNITIES

There are many opportunities at TGS for boarders to maintain an active sporting or cultural life. It is expected that every boarder is engaged in at least one Townsville Grammar co-curricular offering each semester. This could be one of our growing number of TGS Club sports, inter-school competitions, cultural clubs or the musical and performing arts program. These offerings are published as and when they prepare for their respective seasons or periods. Parents will be also notified through notices and emails.

NON TGS CLUBS

While we understand that some boarders may wish to participate in local competitions, we do encourage all boarders to be involved in School offerings rather than for an outside club, this includes non-school representative teams and squads.

The co-ordination of logistics and transport arrangements for boarders involved in non-TGS clubs remains the responsibility of the parents of participants. While at times we may be able to assist with transport, this remains the exception rather than the rule, as School activities take precedence.

LEADERSHIP

Life in boarding provides both formal and informal leadership opportunities. At TGS we subscribe to the notions of shared and service leadership.

Boarding Houses elect representatives to the Boarders Council which meets regularly with Boarding Management to suggest and advise on a range of matters to make boarding a 'better place for all boarders'.

Each year two Head Boarders are appointed by the School Principal to represent boarders at the highest student leadership level. The Head Boarders also serve as co-chairs of the Boarders Council.



BOARDING ROUTINES

WEEKDAY	
6:45am	Rise and Shine, Years 7 – 10
7:00am	Rise and Shine, Year 11 & 12
7:00am – 8:00am	Breakfast, Full School Uniform (Cooked Breakfast from 7:15am)
8:00am – 8:15am	House Inspections Mobile Phone Returns Prepare for School and depart
8:20am	Boarding Houses closed
8:40am – 3:30pm	School
11:00am – 11:20am	Morning Tea
1:00pm – 1:30pm	Lunch
3:20pm – 5:30pm	Afterschool Programs and In-House Activities
5:30pm – 6:15pm	Dinner
6:30pm – 8:00pm	Prep, Year 7 – 9
6:30pm – 8:30pm	Prep, Year 10 – 12

YEARS 7 - 9	
8:00pm – 8:30pm	Prep (optional)
8:00pm – 8:45pm	Supper, Recreation Time & Showers
By 8:45pm	Mobile Phone Collection Duty Jobs Completed Jnr Common Areas Closed
8:45pm – 9:00pm	Reading Time
9:00pm	Lights Out

YEARS 10 - 12	
8:30pm – 9:30pm	Prep (optional) Supper, Recreation Time & Showers
By 9:30pm	Mobile Phone Collection Duty Jobs Completed Snr Common Areas Closed
9:30pm – 10:00pm	Reading Time & Study
10:00pm	Lights Out Study (negotiated with staff person on duty)
10:30pm	Lights Out

Friday evening routine includes an informal prep environment and commences our weekend activities program.

WEEKENDS

The weekend routines are flexible to ensure boarders can be involved in School sporting fixtures, the boarding activities program and in-house activities.

SATURDAY	
7:30am – 9:30am	Breakfast (Continental)
10:00am – 12:00pm	Town Leave
12:00pm	Lunch
5:30pm – 6:15pm	Dinner
10:00pm	Lights Out
SUNDAY	
7:30am – 9:30am	Breakfast (Continental)
10:00am – 12:00pm	Device Free Time Town Leave
12:00pm	Lunch
5:30pm – 6:15pm	Dinner
6:30pm	WEEKDAY ROUTINE RESUMES

TRAVEL, LEAVE & VISITORS

TRAVEL & LEAVE

Taking leave from the Boarding House is an important means of ensuring that boarders experience life outside the boarding community with family or approved friends. Parents/guardians are welcome to take their children on leave at any time, however, it is an expectation that all students attend all classes for the duration of the School term.

REACH

The TGS Boarding uses REACH Boarding Management System for all boarder leave. The system is a web-based application, which allows boarders to apply from any IT device and allowing parents to approve leave remotely, without any unnecessary emails or calls to boarding staff.

REACH can be accessed using the following website, or the Parent Lounge and your unique username and password, send to you via email the week before your child arrives.

<https://reach.tgs.qld.edu.au/>
All users can download the Apple and Android apps for REACH.

REACH is the process used all boarders apply for and monitor their Leave matters. It allows boarding staff to assist in travel plans and knowing the whereabouts of all boarders at any time. Therefore, it is important that the integrity of the leave processes are upheld, and that TGS REACH Boarding usernames and passwords are not shared with other boarders.

Parents are to approve all leave applied for by boarders using REACH. The names of approved hosts can be recorded by parents using REACH.

Final approval for all leave, except parent leave, is determined by the relevant Head of House and Director of Boarding.

General Leave Expectations

- Leave requests should be submitted in a timely manner, generally 12 hours before departure.
 - Leave requests should be considerate of reasonable return times to the boarding house, not too late at night or very early in the morning.
 - Hosts and family members must present to the boarding house to sign out their boarder.
 - Boarders are expected to sign out and in through the person on duty, via the REACH Kiosk of their house.
 - Heads of House and the Director of Boarding have the final approval on leave requests
- ## WEEKEND LEAVE
- All weekend leave should be submitted to REACH no later than 8:00pm on Thursday.
- Sunday evening routines, including prep, are an important aspect of preparing for the week ahead, therefore it is expected that boarders return by 6:00pm on Sunday
 - Any changes to weekend leave arrangements must be communicated to the School - a phone call to the Person on Duty ensures that our electronic records in REACH are correct and we know the whereabouts of all boarders.
- ## SCHOOL DAY LEAVE
- Leave during the school day is only granted in exceptional circumstances.
 - It is School policy that tests are NOT rescheduled. Tests missed due to absence without special consideration are marked zero – impacting school results.
 - It is the responsibility of the students to see all their teachers and explain their proposed absence on leave and that work missed is caught up.
 - It is the responsibility of the students to submit all due assignment work prior to their departure.
 - It is the responsibility of the boarders to advise their co-curricular teachers of their impending absence.

END/START OF TERM LEAVE AND TRAVEL ARRANGEMENTS

- The Boarding School opens the day before School starts (refer to the School Calendar). These days are referred to as Boarder Travel Days.
- Early departures, or late arrivals, need to be approved well in advance by the Head of School, North Ward.
- All boarders are to take holidays off the School premises during the diarised holiday period.
- The School Calendar contains relevant term dates and events to assist parents and families in planning end/start of term arrangements.
- Parents and guardians are required to make and pay for all travel arrangements.
- Tickets (or an e-copy) must be sent to the Boarding Administration Office for safe keeping.
- Transport for boarders to be dropped at and then collected from the air, rail and bus terminals is provided and organised by Boarding Administration once the End/Start of Term Arrangements Leave Request is submitted.

VISITORS

- Visitors are to report to the Person on Duty, located in the boarding house.
- Visitors contact the Person on Duty by calling the duty phone number listed on the external noticeboard at Boarding Reception.
- The host boarder should introduce the visitor to the Person on Duty. Visitors are to be accompanied by the host boarder at all times.
- Boarder hosts are responsible for the behaviour of their visitors.

PERMISSION TO SELF-DRIVE

The privilege of driving a car to school has been extended to our senior boarding students (Year 11 and 12) who possess a valid provisional driver's licence.

All Townsville Grammar School boarders who drive a car to School are bound by a set of expectations, which include:

- Written permission from parents for the student to carry other students as passengers in that car, including the names of those passengers.
- Written permission from the parents of the nominated passengers to travel with a designated driver.

These permissions can be given by completing and returning the Boarding Student Permission to Drive a Motor Vehicle form to the Director of Boarding. This form can be collected at Boarding Reception.



LEAVE LOCATIONS & EXPECTATIONS

We encourage our boarders to involve themselves in the regular academic, physical and cultural activities, however, we must, at all times, be cognisant of their safety, especially when they leave the School grounds, or are being tutored by private tutors.

Boarders have a wide range of activities, which are listed in the document, "Extra Curricular and Co-Curricular Leave". This list details the expectations for each activity and the availability of that activity. All other activities will need to follow the leave request process through REACH Boarding.

EXTRA-CURRICULAR AND CO-CURRICULAR LEAVE		
STRAND/TOWN/COLES/LANDBOROUGH SHOPS LEAVE		
Monday – Thursday 3:30pm – 5:00pm	Year Group	Expectations
	7	Semester 1 <ul style="list-style-type: none"> No leave unless with a staff member Semester 2 <ul style="list-style-type: none"> Group of 4 (min) Must have a phone Full school uniform, including hat Only one (1) visit per week (Wednesday)
	8&9	<ul style="list-style-type: none"> Group of 4 (min) Must have a phone Full school uniform, including hat Only one (1) visit per week (Wednesday)
	10	<ul style="list-style-type: none"> Group of 3+ Must have a phone Full school uniform, including hat Only one (1) visit per week (Wednesday)
	11&12	<ul style="list-style-type: none"> Group of 2+ Must have a phone Full school uniform, including hat
Friday 3:30pm – 5:00pm	7-12	<ul style="list-style-type: none"> Year 7 with a staff member As above for groups size and phones Smart casual, including hat
Saturday & Sunday 9:00am – 12:00pm Afternoons by negotiations for Year 10 -12 (5:00pm return)	7&8	<ul style="list-style-type: none"> Groups of 3+ Only with a Yr. 11/12 boarder. Must wear hats.
	9&10	<ul style="list-style-type: none"> Groups of 3+ Must have a phone Wear hats
	11&12	<ul style="list-style-type: none"> Groups of 2+ Must have a phone Wear hats
CINEMA (EVENT & BCC)		
Only available: Friday & Saturday (until 10:00pm) and Sunday (until 5:00pm)		
Year 7 – 9	<ul style="list-style-type: none"> Leave request with an adult host (ONLY) 	
Year 10 & 11	<ul style="list-style-type: none"> Leave request with taxi transport or adult host 	
Year 12	<ul style="list-style-type: none"> Negotiated with Person on Duty Taxi Off Campus Leave Permission Form Approval 	

OFF-CAMPUS EXERCISE & CINEMA PERMISSON

YEARS 11 & 12

We have implemented policy-associated procedures whereby boarders (dependent on Year level) are able to leave the campus to exercise under a set of expectations, or visit the city cinemas.

The requirement for boarders to exercise off-campus in small groups will be kept as a default position, however, if parents of Year 11 and 12 boarders wish to give permission for their son/daughter to exercise alone, leave may be granted.

Please complete the permission form below, should you wish to give permission for your son/daughter to exercise alone off-campus, and return it to Boarding Reception – boarding@tgs.qld.edu.au

OFF-CAMPUS PERMISSION FORM

Boarder Name: _____ Year Level: _____

Boarding House: _____

Parent Name: _____

Contact Phone Numbers:

Home _____

Business _____

Mobile _____

- ☐ I give consent for my son/daughter to travel via taxi unaccompanied to the city cinemas. I acknowledge that the granting of this privilege may be withdrawn by the Director of Boarding at any stage, should the privilege be misused.
- ☐ I give consent for my son/daughter to exercise off-campus unaccompanied. I acknowledge that the granting of this privilege may be withdrawn by the Director of Boarding at any stage, should the privilege be misused.

Signed: _____ Parent/Guardian: _____

Date: _____

BOARDING PACKING LIST

GIRLS - SCHOOL UNIFORMS

Academic

- ☐ 3x school skirts
- ☐ 4x school blouses
- ☐ 1x school cravat
- ☐ 1x cream school panama hat
- ☐ 3x pairs school socks (cream)
- ☐ 1x pair black lace up school shoes
- ☐ School coloured hair ribbons/ ties
- ☐ 1x TGS school bag
- ☐ 1x school jumper (optional)

Sport

- ☐ 2 x pairs white sports socks
- ☐ 2 x sports shorts
- ☐ 1 x house polo
- ☐ 1 x school polo
- ☐ 1 x school cap / bucket hat
- ☐ 1 x pair school bathers
- ☐ 1 x pair running shoes (no marking soles)
- ☐ 1 x TGS sports bag

GIRLS & BOYS – CLOTHING

- ☐ Casual after school wear
- ☐ Suitable outfit for restaurant, theatre*
- ☐ 6 x sets of appropriate underwear
- ☐ 2 x sets of sleepwear
- ☐ 1 x sun safe swimming shirt
- ☐ 1 x pair casual bathers (rash vest)
- ☐ Handkerchiefs
- ☐ Sandals / thongs casual shoes
- ☐ Casual hat

BOYS – SCHOOL UNIFORMS

Academic

- ☐ 3x pairs school shorts (longs Years 10-12)
- ☐ 4x school shirts
- ☐ 1x school tie
- ☐ 1x school akubra (with hat band)
- ☐ 3x pairs school socks
- ☐ 1x pair lace up school shoes
- ☐ 1x TGS school bag
- ☐ 1x school jumper (optional)

Sport

- ☐ 2 x pairs white sports socks
- ☐ 2 x sports shorts
- ☐ 1 x house polo
- ☐ 1 x school polo
- ☐ 1 x school cap / bucket hat
- ☐ 1 x pair school bathers
- ☐ 1 x pair running shoes (no marking soles)
- ☐ 1 x TGS sports bag

GIRLS & BOYS – GENERAL ITEMS

- ☐ Toiletries
- ☐ Coat hangers
- ☐ 2 x net washing bags (laundry)
- ☐ 2 x blue laundry bags
- ☐ 1 x water bottle
- ☐ 1 x shoe polish etc
- ☐ 1 x supply of pre-printed name tags
- ☐ 1 x small overnight bag for weekend leave
- ☐ 1 x small padlock for locker (spare)
- ☐ Raincoat / umbrella
- ☐ Beach/swimming towel

YOU ARE WELCOME TO BRING:

Boarders are welcome to bring items to personalise their space, for example:

- Photographs & mementos
- Appropriate posters
- Soft toys
- Novels
- Card games
- Pot plant
- Small personal fan
- Sporting equipment (balls, bats, racquets etc.)

PLEASE DO NOT BRING:

While we want to make you feel as if you are at home, there are some items that should not come to boarding:

- Small fridges (large common room fridges are supplied)
- Personal televisions
- Skateboards and blades
- Electric heaters or fans (reverse cycle air conditioning operates throughout the boarding houses)
- Sharps of any kind
- Offensive material – shirts, posters or music
- Illicit materials
- Console games – the School provides these to prevent the loss of personal belongings

LAUNDRY:

- The School provides a laundry service for boarders.
- Laundry will be serviced daily during the week, generally with a 24-48 hour turnaround.
- Boarding Houses are provided with ironing boards and irons for boarders to iron their uniforms.
- Laundry labels should be sewn onto all items of clothing.

- Boarders should also be supplied with a stock of additional labels and a small sewing kit so that they can sew name tags onto any additional clothing immediately after they have been acquired.
- We ask that boys have their labels printed in blue and girl in red.



CONTACT INFORMATION

Parents/guardians are welcome to contact our Boarding Team whenever the need arises. For operational questions and queries, the first point of call should be to your child's Head of House. More serious matters should be directed to the Director of Boarding.

Director of Boarding – Mr Jaye Beutel

07 4722 4930

0406 178 638

jaye.beutel@tgs.qld.edu.au

Head of House – Boys' Boarding

Mr Rich Freeman

07 4722 4949

0455 433 355

rich.freeman@tgs.qld.edu.au

Boarding Reception

Assistant to the Director of Boarding –
Mrs Zita Siandri

07 4722 4925

boarding@tgs.qld.edu.au

Health Centre – Nurse on Duty

07 4722 4944

Monday – Friday: 8:00am-5:00pm

health@tgs.qld.edu.au

Head of House – Girls' Boarding

Ms Jenny Cadogan

07 4722 4949

0455 477 220

jenny.cadogan@tgs.qld.edu.au

North Ward Campus School Reception

07 47224900







TOWNSVILLE GRAMMAR SCHOOL

NORTH WARD

45 Paxton Street
North Ward, QLD 4810
07 4722 4900

ANNANDALE

1 Brazier Drive
Annandale, QLD 4814
07 4412 4800

NORTH SHORE

North Shore Boulevard
Burdell, QLD 4818
07 4412 6600

 TGS.QLD.EDU.AU