



TOWNSVILLE GRAMMAR SCHOOL

BOARDING START OF TERM INFORMATION

Term 1, 2026

Dear parents and guardians,

We look forward to warmly welcoming you all on Boarders' Travel Day, **Tuesday 27 January**, in preparation for the commencement of the 2026 School year.

Our Boarding Houses will be open from 9:00am Tuesday, with staff on hand to assist with settling in our new and returning boarders. This is a perfect opportunity to get rooms organised and set up and to attend the planned events to ensure boarders and families alike are ready to start the year well.

CALENDAR OF EVENTS – BOARDER'S TRAVEL DAY TUESDAY 27 JANUARY

Whether you are new to the Grammar family or a returning member, the first travel day of the year is no doubt the busiest, therefore, please be aware of the following important events being held on this day.

Event	Venue	Time
Boarding Houses Open	Boys & Girls Floors Parker-Hall Building	From 9:00am
Boarding Families' Luncheon	Dining Room Parker-Hall Building	1:00pm
Boarder Parent Support Group Meeting	Dining Room Parker-Hall Building	2:00pm
New Students' Orientation & Information Session (Years 7 – 12, Full School Uniform)	Gymnasium	3:00pm
Principal's Welcome Function	Middle School Plaza	4:30pm

Boarders are to be back in House by 5:15pm, where their evening schedule will commence.

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

HOUSEKEEPING

Below is a checklist for all housekeeping tasks we require your support with on Boarders' Travel Day.

Can we please ask that you see to the relevant tasks before departing? Once your child or children are settled you are more than welcome to take them out for the afternoon.

Prior to Arrival	
☐	Ensure all clothing has been clearly labelled
☐	Refer to the packing list to ensure all of the required items for that term's activities have been purchased or left at home
☐	Ensure arriving Boarders have appropriate hair styles, colours and that grooming is of a school standard (Refer to the School Handbook)
☐	Spend time reading through the boarding handbook, routines and expectations
☐	Download the TGS App and set up your Reach Account (refer to Reach information letter)
Boarding Reception	
☐	Collect any Box of Books textbook and School Locker uniform orders that have been delivered for collection (If applicable).
☐	International students to submit their passport for secure storage, in addition to any valuable items or money you wish for Boarding to hold for you child.
☐	Confirm any individual transport arrangements with Mrs Siandri if you have requested this.
☐	Confirm that you have a current copy of the 2026 Boarding Handbook, School Handbook and that your contact information is correct
Boarding Houses	
☐	Introduce yourself to Heads of House – Ms Jenny Cadogan and Mr Andrew McKinnon
☐	Confirm room location, begin to unpack and set up bedroom
☐	Collect padlock for boarders' locker
☐	Ensure all contact details have been saved into boarders' and parents phones.
Health Centre	
☐	Introduce yourself to one of our friendly Nurses; Sr Kaite Gowland, Sr Susan Scott, Sr Sam Jhinku who will guide you through any outstanding medical questions
☐	Deposit all relevant scripts, doctors' notes and medications directly to health centre. Note that no medications are to be stored in the boarding houses. All medications should be clearly labelled in English by a Pharmacist
☐	Provide Medicare card, health insurance information (if applicable), and consent forms for immunisations (Y7 and Y10), setting up a pharmacy account and non-prescription medications

NEW BOARDERS' INDUCTION PROGRAM

To make the transition to boarding as smooth as possible, we have several orientation opportunities during the opening weeks of term for new boarders. These are detailed below under calendar of events, and each provide a unique opportunity to support new students or their families. New boarders will also undergo a thorough induction program during the opening weeks to provide them with the specific supports required to thrive in boarding. A summary is detailed below.

Monday		Tuesday	Wednesday	Thursday
Week 1		Travel Day Schedule School and Boarding Orientation	IT and Reach Set Up Clinic	Swim Test
Week 2	Laundry and Ironing	Room Organisation	Calendar Planning and organisation	Personal Care and Hygiene
Week 3	Y7 Prep with Ms Finlay	A-Team Introduction and Goal Setting	1-1's with Heads of House	A-Team Study Skills Session

INCOMING TRANSPORT

Please be sure to arrange any transport needs well in advance by contacting TGS Boarding Reception. If you have not yet provided incoming flight itineraries to your Head of House, please do so as a matter of urgency to ensure that transport is arranged for a prompt pick up. It is strongly encouraged that no new boarders arrive without parent or guardians.

There is limited staff only parking on campus, parents may park temporarily to drop off luggage, but must park off campus. Parking is available on Paxton St, with moving trolleys available to assist families in moving in.

MEDICAL INFORMATION

All new boarders must attend the Health centre on travel day or in the week preceding to confirm all medical information with our nursing team. This is regardless of ongoing conditions or medications. Health Centre staff will require consent for several procedures throughout the year.

If your child does have any medical conditions, concerns or recent injuries, this should be raised in advance of your arrival to ensure continuity of care with our boarding team.

Medications must be handed over to nursing staff for safe storage and management. Under no circumstances should controlled, prescription or over the counter medications be stored in

boarders' rooms without the Nurse in Charge's permission. To discuss questions further, please call the health centre on 4722 4944 or email health.centre@tgs.qld.edu.au.

PRE ARRIVAL CHECK INS

I look forward to welcoming you to TGS Boarding as your child commences their exciting journey as boarder at Townsville Grammar School. In the weeks prior to your child's arrival our heads of house will be in touch to arrange a short phone or teams call to get to know each new boarder. This is to assist in their initial rooming and general transition to boarding.

For further commencement information, including handbooks, packing lists and resources please visit the Townsville Grammar School commencement website, via <https://www.tgs.qld.edu.au/enrol/commencement-information>

Please take some time to read through these documents.

You will receive notification of your REACH login and password during the week before School commences in 2026. REACH is the Boarding Management System that we use. For you, as parents, REACH is a very useful leave management tool. You will receive more information about its use and functions closer to you joining us. Further information is available in the commencement section of the website.

The first day of boarding school can be an unnerving experience for both new boarders, and parents, so we have structured the day to give time to become familiar with their new 'home away from home' and make connections with staff and continuing boarders and their families.

Please don't hesitate to contact the relevant Head of House or Boarding Reception should you have any questions or concerns.

Kind regards,



Richard Freeman

Head of Boarding

Check List

1. Where: Parker-Hall Building and Boarding Reception

Who: Mr Dan Fox (Head of Boarding)

Ms Jenny Cadogan (Head of Girls' House)

Mr Rich Freeman (Head of Boys' House)

Sr Katie Gowland (Nurse in Charge)

Mrs Zita Siandri (Assistant to the Head of Boarding)

What:

Boarding Reception – Mrs Siandri

- ☐ Collect textbooks (pre ordered from Box of Books).
- ☐ Overseas boarders - submit your passport and other important travel documentation for safekeeping.

Boarding House – Head of House – Mr Freeman and Ms Cadogan

- ☐ Collect lock for your locker (new boarders).
- ☐ Boarding House and Room Allocation.

Health Centre – Sr Katie

- ☐ Submit your child's Medicare card.
- ☐ Submit completed yellow medical form.
- ☐ Inform of any important medical information.
- ☐ Duplicate private health insurance card.
- ☐ Present all medications (clearly labelled by a pharmacist).
- ☐ Update Health Centre Info in Parent Lounge

You should have received in your Commencement Pack:

1. The Boarding Handbook
2. The School Handbook
3. Boarding Contacts magnet

We would encourage you to read these handbooks with your children and become familiar with their contents. The Boarding Handbook has been updated to include routines and expectations – some which have changed.

To help with the packing, we would like to remind parents that:

- Boarders need to be selective in what they bring as there is limited storage space. In particular, boarders need to be circumspect regarding the volume of clothing they bring to school.

- All clothing must be labelled with **sewn on name tags** placed at the top of the garment in the centre back. Extra tags and a small sewing kit should be left with your child.
- Returning boarders are to bring their locks back to School.
- Boarders are to return to School with appropriate hair colour and style (Refer School Handbook) and boys are to be clean shaven.