



TGS



BOARDING HANDBOOK *2026*

HEAD OF BOARDING'S WELCOME

Dear Parents and Guardians,

It is with great pleasure that I welcome you to the Townsville Grammar School boarding community. This year, we are proud to accommodate 110 boarders and counting, and we are excited to see our boarders arrive back to our dorms once again. At the same time we extend a warm welcome to all of our new faces and families joining us this year; each of whom contributing to the diverse and vibrant life within our boarding houses, and wider School community.

As Head of Boarding I am proud to work with a team of committed boarding professionals, many of whom bring a wealth of experience and expertise to their roles. Our team, comprising of Heads of Houses, Boarding Assistants, Gap Assistants, chefs, nurses, cleaners and drivers, all work collaboratively to provide the highest standard of care, supervision, and guidance for every student. Each member of our staff understands the great privilege and responsibility that comes with caring for young people at this formative stage of their lives, and they approach their work with integrity, compassion, and professionalism.

At Townsville Grammar School, our people and the pastoral care that they provide are at the very heart of what we do. We are dedicated to fostering a safe, nurturing, and inclusive environment where each boarder feels known, valued, and supported. Our staff encourage students to develop independence and character through consistent routines, reflective guidance, and opportunities for leadership and growth.

We view mistakes as natural parts of learning and help students to see them as opportunities to build character and personal responsibility. We all **enter good, exit better.**

Open and transparent communication with parents and guardians is one of our core values. Should you wish to discuss any matter related to your child's boarding experience, please do not hesitate to contact our team. Contact details for all boarding staff are included within this Handbook. This year we are also working to extend our parent support opportunities to foster greater connection and collaboration with our boarding families, I hope that by working together these programs will continue to build the quality of our boarding provision long into the future.

This Handbook provides essential information about daily routines and expectations, that ensure a consistent approach within our community. I encourage you to read it carefully and to discuss its contents as a family. We ask that the guidance contained within is adhered to for the safety, comfort and respect of our community.

We look forward to welcoming you and your family into our community and to working together to ensure that your child's time at Townsville Grammar School is one of personal growth, academic achievement, and a strong sense of belonging.

Mr Rich Freeman
Head of Boarding



TERM DATES 2026

BOARDING PARENTS & COMMUNITY EVENTS	
Wednesday 14 January 6:00pm	'Preparing For Grammar Boarding' Webinar Online
Tuesday 27 January 11:00am	New Boarders and Parents Information Session Roberts Room
Tuesday 27 January 2:00pm	Boarder Parent Support Group Meeting Dining Room
Tuesday 27 January 4:30pm	Principal's Welcome Function MS Plaza
Wednesday 11 March 7:00pm	Boarder Parents Online Forum Focus: Health And Wellbeing
Monday 20 April 2:00pm	Boarder Parent Support Group Meeting Dining Room
Tuesday 21 April 10:00am	Boarder Parents Morning Tea Tide Café
Wednesday 20 May 7:00pm	Boarder Parents Online Forum Focus: Managing Technology
Sunday 12 July 6:00pm	Boarding Parents Drinks Function
Monday 13 July 2:00pm	Boarder Parent Support Group Meeting Dining Room
Wednesday 26 August 7:00pm	Boarder Parents Online Forum Focus: Managing Study Expectations
Monday 5 October 2:00pm	Boarder Parent Support Group Meeting Dining Room
Wednesday 4 November 7:00pm	Boarder Parents Online Forum Focus: Positive Relationships

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.
- Mutual respect and open-mindedness foster good interpersonal relationships and celebration of difference.



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 and video calls to a specific time of the day and week, especially in the early part of the year or their boarding experience.
- Avoid calling during Prep and mealtimes or just before bedtime. Try to call ahead of positive moments such as activities and recreation time
- Focus on the positives during communications, to reinforce their feelings of success.
- Contact the relevant Head of House, or the person on Duty, if you are concerned that your child is upset and not coping. There will be a staff member in each house who will be able to help your boarder immediately.
- Text and messaging apps are 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. To confirm times please check the Daily Schedule section.

Communication will not be possible during meal times and Prep sessions.

Mobile phones and other connected devices belonging to Year 7 - 10 boarders are collected and securely stored each evening and can be collected after breakfast (Year 8-10) or after School (Year 7) each day.

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 airconditioned dining room and attendance at all meals is expected except for weekend brunch, which is optional.

- Morning and afternoon teas are served in the dining room.
- Arrangements for late meals are made electronically via Reach with the Catering Manager. Requests for early meals, cut lunches, meal packs for School activities etc must be made 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 and notices.
- Good table manners are expected
- Mobile phones must be switched to silent and not used in the dining room.

Personal Areas

Bed linen including mattress protectors, fitted sheets, pillow cases and flat sheets) are provided by the School, with the exception of a pillow and blanket

- Beds are to be maintained in a neat and tidy state.
- 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 and shelves are to be kept neat and organised.
- 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, therefore key personal care skills must be practiced at home prior to arrival
- 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 and sanitiser 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.

Academic tutorial sessions are supported by boarding, teaching and tutoring staff, and are available as part of the School's tutorial calendar and during boarder prep.

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. Junior prep is held in a classroom environment, and where possible, teaching staff and additional external 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, bags and uniforms are to be prepared for school next day.

Once all Prep has been completed, boarders should have a book, journal or mindfulness activity packed and available for use. Boarders have their diaries checked and signed by the duty tutor and are encouraged to make effective use of them for the planning and scheduling of assessments.

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 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 or senior study space.
- 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 and be approved by boarding management in accordance with our visitors and contractors policy.

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

ACADEMIC ASSISTANCE

- Director of Curriculum - Ms Amy Byrnes
- Heads of Faculty
- Heads of House (Day School)
- School Psychologist - Mrs Renee Crossley
- School Counsellor - Ms Bree Dimmock
- Careers Counsellor - Ms Rachel Harte
- Head of Faculty Educational Support - Ms Minnelese Coetser
- Form Teachers and Subject Teachers
- Boarding Heads of House - Ms Jenny Cadogan and Mr Andrew McKinnon

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*

**24hr Nurse on call for boarding staff*

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 with the School Doctors who attend the Health Centre twice weekly, and physiotherapist once per fortnight. 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

boarding assistant. Older Boarders are supported by the organisation of a taxi or uber at the family's expense. The exceptions to this are for X-ray and blood test bookings, or if boarders are accompanied in an emergency, significant procedure 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, and are to be stored securely in medical cabinets on each floor. **All prescribed medications are to be kept in the Health Centre**, except for EpiPens, Asthmatic puffers and emergency medication.

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 Medical History is shared fully with nursing staff, especially in relation to any previous or ongoing health conditions. e.g. allergies, asthma, nutrition, chronic illnesses and immunization 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 utilise the school's own supply to ensure boarder safety. Boarders are not permitted to keep large quantities of medication in their possession. Should you feel the need to provide your own supply, this medication must be clearly labelled with the Boarder's name, medication dosage, and be written by a Pharmacist in English. All medication is held by the Health Centre, or first aid cabinets at the direction of the Nurse in Charge.

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

All medication given to students by nursing or boarding staff is logged electronically to ensure appropriate dosage. Parents are encouraged to communicate with the nursing team which medications can or cannot be dispensed.

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.

Boarders have access to two hospitals in Townsville – the Mater Private Hospital and Townsville University Hospital. As waiting times can vary significantly between the two, it is our preference that boarders who are unwell are taken to the Mater, which is also the closest and quickest facility.

The cost to access Mater Emergency is \$310 for an adult and \$280 for 15 years and under. This fee is not claimable under Medicare or private health insurance. The flat fee may not be charged for the consultation of a patient who returns with a condition related to a recent Emergency Department visit within a seven-day period.

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. This is itemized, and signed in and out as required.

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.

However, some event locations or activities may present opportunities for personal spending on concessions or other optional purchases.

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, however the Head of Boarding may do so with written 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

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 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.

Any transport provided to boarders is at the discretion of the boarding management team and will only be approved during weekdays due to staffing availability. Where transport is required, parents must always consult boarding before booking or paying for memberships or registrations to ensure availability of drivers and transport.

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 – 9
7:00am	Rise and Shine, Year 10 – 12
7:00 – 8:00am	Breakfast, Full School Uniform (Cooked Breakfast from 7:00am)
8:00 – 8:15am	Room Inspections Mobile Phone Returns (Years 8 – 10) Prepare for School and depart
8:15am	Boarding Houses closed
8:40am – 3:30pm	School
10:30-10:55am	Morning Tea
12:35-1:15pm	Lunch
3:20 – 5:00pm	Afterschool Programs and In-House Activities Personal exercise and town leave
5:20 – 6:20pm 5:20 – 6:50pm	Junior Prep & Homework Support (Classroom) Senior Prep (Study Spaces and Bedrooms)
6:20 – 7:20pm	Dinner

YEARS 7 - 9	
7:00 – 8:15pm	Recreation, relaxation and house activities Additional Prep
8:15 – 8:45pm	Supper, Recreation Time & Showers
By 8:30pm	Mobile Phone Collection Duty Jobs Completed Junior Common Areas Closed
8:45 – 9:00pm	Reading Time
9:00pm	Lights Out

YEARS 10 - 12	
7:30 – 9:30pm	Prep (optional) Supper, Recreation Time & Showers
By 9:30pm	Mobile Phone Collection Duty Jobs Completed Senior Common Areas Closed
9:30 – 10:00pm	Reading Time & Study
10:00pm	Year 10/11 Lights Out Study (negotiated with staff member on duty)
10:30pm	Year 12 Lights Out

Sunday evening routine includes an informal prep environment and concludes 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)
9:00am – 12:00pm	Town Leave
11:00am – 12:30pm	Brunch Buffet Served 11:00-12:00. Cold platters only from 12:00pm
6:00 – 6:30pm	Dinner
9:30pm (Junior) 10:30pm (Senior)	Lights Out
SUNDAY	
7:30am – 9:30am	Breakfast (Continental)
Wake up – 11:00am	Junior Device Free Time
9:00am – 12:00pm	Senior Town Leave (3h max)
11:00am – 12:00pm	Brunch Buffet Served 11:00am-12:00pm. Cold platters only from 12:00pm
1:00pm – 4:00pm	Junior Town Leave (2h max)
6:30pm – 7:00pm	Dinner
7:00pm	In-house Prep and room inspections 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. Any late arrivals to the start of term or early departures to the end of term must be communicated with the Deputy Principal and Head of School.

REACH

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 School App, the following website, or via the TGS Portal. Each child and parent has a unique profile and username and password, this will be sent 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 by all boarders to 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 between parents and boarders.

Parents are to review and, if satisfied, 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 Head 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 before 6:30am or beyond the relevant lights out time.

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 within their boarding house.

WEEKEND LEAVE

All overnight 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 8:00pm on Sunday, or before houses close at 8:15am on Monday Mornings.

Any changes to weekend leave arrangements must be communicated to the Head of House or Head of Boarding on responsibility – 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 exams 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 Deputy Principal, North Ward. Boarding houses are closed during all holiday periods and all boarders must depart no later than, and arrive back no earlier than the travel days and times listed in the School calendar.

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.

An electronic copy of transport tickets must be sent to the Boarding Administration Office or attached to the Reach leave request for safe keeping. Transport for boarders travelling via air, rail, bus and ferry terminals is provided and organised by Boarding Administration once the End/Start of Term Arrangements Leave Request is submitted.

VISITORS

It is of paramount importance that our boarding facilities are safe and secure at all times and kept in accordance with Child Safe Standards. As such we have a stringent visitor policy that we ask all families and visitors to adhere to. Visitors are to report to Boarding Reception or the Person on Duty, before entering any boarding house. Visitors can contact the Person on Duty by calling the duty phone number listed in the handbook or on the external notices at Boarding Reception and house entry points.

Boarding parents and guardians are required to sign in, collect a parent visitor lanyard and acknowledge any restricted persons criteria in line with the Child Safe Standards and Blue Card changes. Upon exiting the house parents shall sign out and hand over the lanyard. Hosts or parents collecting boarders do not need to sign in unless entering the building.

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 parental permission for the student to drive a car.

- 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.
- All car keys to be stored securely in Boarding Reception, only to be collected upon departure of approved leaves.

These permissions can be obtained by completing and returning the Boarding Student Permission to Drive a Motor Vehicle form to the Head of Boarding. This form can be located in the 'Boarding Dashboard' Teams Page or 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		
THE STRAND / NORTH WARD SHOPS / LANDSBOROUGH ST SHOPS		
Monday – Thursday 3:30pm – 5:00pm	Year Group	Expectations
	7	Semester 1 No leave unless with a staff member Only one (1) visit per week Semester 2 Groups of 4 (min) Must have a phone Smart casual dress, must have a phone, must wear hat Only one (1) visit per week
	8&9	Group of 4 (min) Must have a phone Smart casual dress, must have a phone, must wear hat Only one (1) visit per week
	10	Group of 3+ Must have a phone Smart casual dress, must have a phone, must wear hat Only one (1) visit per week
	11&12	Group of 2+ Must have a phone Smart casual dress, must have a phone, must wear hat
Friday 3:30pm – 5:00pm	7-12	As above for groups size and phones Smart casual dress, must have a phone, must wear hat
Saturday 9:00am – 12:00pm (All) 1:00pm – 4:00pm (Seniors) Sunday 9:00am – 12:00pm (Seniors) 1:00pm – 4:00pm (All)	7-9	Groups of 4+ Smart casual dress, must have a phone, must wear hat 2 Hour Maximum duration – Once per day
	10	Groups of 3+ Smart casual dress, must have a phone, must wear hat 3 Hour Maximum duration – Once per day
	11&12	Groups of 2+ Smart casual dress, must have a phone, must wear hat 3 Hour Maximum duration – Once per day

OFF-CAMPUS PERMISSION FORM

INDIVIDUAL EXERCISE PERMISSIONS (YEAR 11/12)

We have implemented policy-associated procedures whereby boarders are able to leave the campus for the purpose of exercising in specific locations and under a set of clear expectations including minimum group sizes. 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 for exercise around the block, The Strand, Yarrowonga Drive and Castle Hill locations, so long as the leave meets other time and safety expectations.

Should you wish to give permission for your son/daughter to exercise alone off-campus, please complete the relevant permission form which can be located in 'Boarding Dashboard' Teams page and in boarding reception, 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 exercise off-campus unaccompanied. I acknowledge that the granting of this privilege may be withdrawn by the Head 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
- ☐ Formal clothing for formal dinners and events.*
- ☐ 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 Formal Hat
- ☐ 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

- ☐ Blanket/doona only (bed linen provided)
- ☐ Pillow
- ☐ 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

*suggested clothing: dress/skirt/dress pants (girls) and collared shirt and longs (boys) – dress jeans and tailored shorts also appropriate.

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
- Small 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:

- Illicit materials – Vapes, cigarettes, alcohol
- Sharps – including knives, scalpels or tools
- Matches, candles or lighters
- Small fridges (large common room fridges are supplied)
- Personal televisions or monitors
- Large speakers
- Games Consoles – handheld devices are appropriate
- Skateboards, scooters or electric transport
- Electric heaters or fans (reverse cycle air conditioning operates throughout the boarding houses)
- Offensive material – shirts, posters or music
- Aerosol spray cans
- Cooking appliances including air fryers, stoves and rice cookers

LAUNDRY:

- The School provides an on-site laundry service for boarder clothing.
- Laundry will be serviced daily during the week, generally with a 24-48 hour turnaround. Laundry staff prioritise school uniforms and casual clothing. Clothing can be collected each afternoon between 3:20-3:55pm.

- 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 in a clear location (collar or waistband)
- All bed linen is laundered via an external contractor weekly with a seven-day turnaround
- 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.
- Labels should clearly state the boarder's name and surname.



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 Head of Boarding.

Head of Boarding – Mr Rich Freeman

07 4722 4930

0418 734 418

richard.freeman@tgs.qld.edu.au

Boarding Reception

Assistant to the Head of Boarding –
Mrs Zita Siandri

07 4722 4925

boarding@tgs.qld.edu.au

Head of House – Girls' Boarding

Ms Jenny Cadogan

07 4722 4949

0455 477 220

jenny.cadogan@tgs.qld.edu.au

Head of House – Boys' Boarding

Mr Andrew McKinnon

07 4722 4949

0455 433 355

andrew.mckinnon@tgs.qld.edu.au

Health Centre – Nurse on Duty

07 4722 4944

Monday – Friday: 8:00am-5:00pm

health@tgs.qld.edu.au

North Ward Campus School Reception

07 4722 4900







WWW.TGS.QLD.EDU.AU

CRICOS #00564G

BONUS INTRA MELIOR EXI
