

TOWNSVILLE GRAMMAR SCHOOL

Opening doors since 1888

WELCOME TO TOWNSVILLE GRAMMAR SCHOOL

Thank you for reading this electronic version of the Townsville Grammar School Prospectus. A hard copy of this and all documents relating to the School is available upon request to me at kristell.scott@tgs.qld.edu.au or phone 07 4722 4973.

Thank you for your interest in enrolling your child at Townsville Grammar School. Where you send your children to School is one of the biggest decisions you will make on their behalf and should not be taken lightly.

Townsville Grammar School is a co-educational, non-denominational school from Pre-Kindy to Year 12, with boarding available from Year 7. Our aim is to develop the vital partnership between school and family in order to help all students be happy and achieve their personal best.

On enrolling your child you will find that at Grammar, there are several factors which set the School apart: high standards of discipline and equally high expectations of student behaviour; dedicated staff who take a personal interest in their students, both within and beyond the classroom providing a balance to the academic focus of the School; and a culture of achievement within the School, where students genuinely applaud the successes of their peers.

Townsville Grammar School is located in Townsville in tropical North Queensland, Australia. The School is accessible via three campuses, with Pre-Prep - Year 6 located in Annandale and Years 7 - 12 located in North Ward. This year Townsville Grammar School opens its second Junior Campus located in North Shore. Initially, only Pre-Kindy and Pre-Prep will operate from this Campus until subsequent stages are completed. North Shore will mirror the Annandale Campus and will include the key strengths that Townsville Grammar School is known for throughout North Queensland.

School Tours are available at a time that suits you and allow you to discuss the issues that you feel are important to your child's education face to face - please contact me to arrange a time. Please also feel free to download the application form from the Enrolments section of our site.

I also encourage you to contact me: Telephone: 61 7 4722 4973 Email: kristell.scott@tgs.qld.edu.au
Mobile: 0409 054 107

I look forward to hearing from you.

Yours sincerely

KRISTELL SCOTT

Director of Enrolments

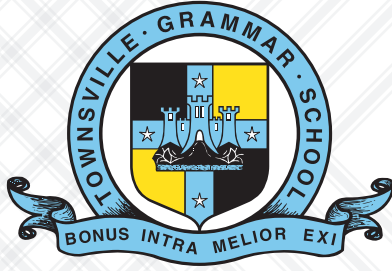
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FROM THE HEAD OF THE JUNIOR SCHOOL CAMPUSES

Thank you for your interest in Townsville Grammar School's Junior Campuses.

Annandale Campus

Situated in the heart of Annandale, one of the most sought after suburbs of Townsville, the Junior School is closely linked to the Senior and Middle School located in North Ward. Townsville Grammar School is a Pre-Kindy to Year 12 School and boasts over 125 years of educational excellence.

The Annandale Campus affords the luxury and intimacy of its own spacious five-hectare campus. With outstanding facilities and high quality staff, the Annandale Campus caters for Pre-Prep to Year 6 students experiencing the Transition Programme into the Middle School.

North Shore Campus

Located in the growth corridor of the Northern Beaches area of Townsville, Townsville Grammar has now opened a second Junior Campus at North Shore. The Early Education Centre caters for Pre-Kindy (3 year old) and Pre-Prep (4 year old) children in a safe and nurturing environment.

Over the next few years, we anticipate growing the North Shore Campus to a complete Primary School, catering for children from Pre-Kindy to Year 6.

At both Junior Campuses we ensure a wonderful balance of education, academic rigour and sporting and cultural excellence. Personal best in these endeavours is what we ask of all our students.

Don't hesitate to contact my Personal Assistant on (07) 4412 4800 to gain further information or to make an appointment for a personal tour of the School.

I look forward to meeting with you in the near future.

Yours sincerely

NOEL NETHERY
Head of Junior School

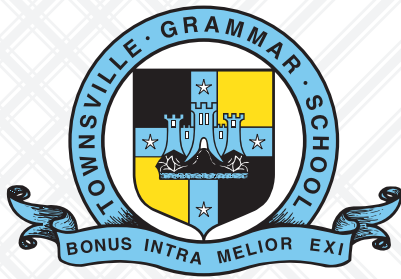
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FACILITIES AT THE JUNIOR CAMPUSES

The foundation years of education are vital in any child's education. Townsville Grammar's Annandale Campus offers streamlined education from Pre-Prep to Year 6; whilst our North Shore campus offers a state of the art Early Education Centre.

2015 has seen the opening of the Early Education Centre at our newest North Shore Campus, which caters for Pre-Kindy (3 year old) and Pre-Prep (4 year old) students.

This purpose designed facility allows a separate room for each of these aged groups with a fully qualified Early Childhood teacher attached to the Pre-Prep room. Extensive play and shade areas outside the building provide a safe and stimulating learning environment for our youngest Grammarians. Needless to say, this new facility has been designed with state of the art technology and comfort in mind.

As at the Annandale Campus, children attending the North Shore EEC Campus will wear the Townsville Grammar School Sports Uniform and hat each day.

The Early Education Centre opens from 6:30am – 6:00pm each weekday, providing long day care for those who need it. Alternatively children can enrol in the programmed sessions only from 9:00am – 3:00pm each day.

Families can choose from 2*, 3 or 5 day programmes according to their needs. The Centre is an approved and registered long day care centre enabling parents to receive reduced childcare fee's once registered with Centrelink.

Pre-Prep is the first point of entry into Townsville Grammar School at the Annandale campus. The Pre-Prep Centre, located in the heart of the Annandale Campus, is a secure environment for the exclusive use of Pre-Prep students. The Centre has been specifically designed for the Pre-Prep age group with excellent play equipment and teaching facilities.

The Prep Centre is another secure environment within the School. Situated near the Year 1 classrooms, students are transitioned slowly into Year 1 through the School's transition programme.

The Year 1 - 6 classrooms are purpose-built units, superbly resourced with state of the art technology. All classrooms have interactive whiteboards and all classes have access to wireless laptop computers. Classrooms have a quiet reading room, fully networked computers, a kitchen area, a practical learning area, a teacher preparation room and folding doors that give flexibility to be arranged into different formations according to teaching and learning needs.

Central to all learning and the School is the Tait Library which features multiple learning areas and a media room. All students, staff and parents have access to this facility. All classrooms are fully air-conditioned, as well as being designed to enhance ventilation and natural cooling breezes.

Other facilities include a large spacious Activity Room designed for Performing Arts, Before School Care, After School Care and Vacation Care programmes. A specialist Music Centre called the Arts Cottage, caters for classroom music, choirs, orchestras, bands and ensembles. Tutorial rooms are also features of this facility.

The Junior School Plaza is a large covered area where children can play and have their PE classes in a sun protected area. The Junior School Plaza also caters for much of the entertainment, concerts, soirees, parent information evenings and School Assemblies held at the Annandale Campus.

A covered area, tennis courts and netball-basketball courts complex as well as the Greg Norman Oval and the P&F Pavilion are all part of the facilities on offer.

The guiding philosophy for both campuses, and indeed for all of Townsville Grammar, is to provide a safe, caring and opportunity-rich environment in which children can begin their journey of lifelong learning.

*2 day programmes only available for Pre-Kindy.

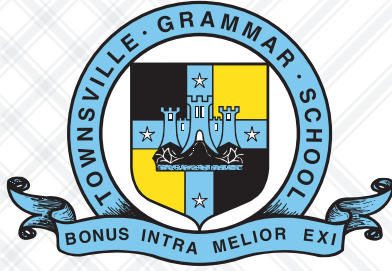
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JUNIOR SCHOOL CURRICULUM

The Townsville Grammar School Junior Campuses offer quality education for children from Pre-Kindy to Year 6.

Pre-Kindy Curriculum

Our goal is to provide a range of learning experiences for our Pre-Kindy children in an environment that provides possibilities without pressure. Through play, the children are involved in a wide variety of open ended activities that stimulate the imagination and allow for creativity.

Pre-Prep Curriculum

To incorporate what we believe are the essential learning areas to be covered each day, we have constructed the curriculum around six key learning areas for the Pre-Prep programme. These are: Social and Personal Learning, Health and Physical Learning, Literacy, Language and Communication, Numeracy, Science and Creative Arts.

Prep to Year 6 Curriculum

English: Including a strong emphasis on literacy skills through reading, writing, grammar, spelling and vocabulary development using the strong phonics programme.

Mathematics: Including strong emphasis on numeracy, mental computation, space, measurement, and data, number facts, working mathematically and problem solving.

Science: Including development of scientific concepts, processes, and manipulative skills while working scientifically.

Performing Arts: Focusing on the areas of forming, presenting and responding to develop performance skills and confidence.

History and Geography: Studying the natural and social surroundings from the local to the global perspective as well as incorporating the study of society and environment in a developmentally appropriate sequence.

LOTE (Language Other Than English): Indonesian is taught from Years 4-6 with an emphasis on speaking, listening and reading as well as cultural studies. French is also taught in Year 6 as part of the Transition to Year 7 programme.

Visual Arts: Hands on experience in building and creating using a large variety of media as well as drawing, painting, and sculpture.

Physical Education: Develops the necessary skills for individual and team sports. The School is affiliated with a wide variety of sporting bodies, which allows students to participate at the highest level possible. All students in Years 5 and 6 have the opportunity to participate in the Townsville and District Primary Sports Association Interschool Sports Competition which has a wide variety of sports on offer.

Music: Aiming to develop foundation musical skills encompassing musical literacy and playing. Individual music tuition is offered in a wide variety of instruments including strings, brass, woodwind, percussion, piano, guitar, voice and recorder. Opportunities are available to students to join choirs, orchestras, band and other instrumental ensembles.

Year 3 Strings Programme: Each student in Year 3 borrows a string instrument (violin, viola double bass or cello). They also receive one year's tuition with all related materials provided. This is a 'taste test' with the view in mind that many students may continue to play either the strings or other instruments in Year 4 and beyond.

Information Technology (IT): IT develops computer skills and its use is integrated throughout all key-learning areas. Each classroom has three fully networked computers and interactive whiteboards. The IT programme is assisted through the use of a bank of wireless laptop computers which can be accessed by any classroom.

Co-curricular Activities: A wide range of extra-curricular activities are offered for the children. These include musical groups for strings, band and recorder consort, Swim Club, Chess Club, Art Club, Homework Club, Running and Athletics Club, Tennis and Scottish Country Dancing. The School also has sporting club affiliations and participates in Club Rugby and Netball.

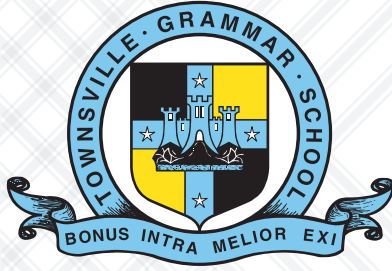
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TOWNSVILLE GRAMMAR SCHOOL - NORTH SHORE BUS ROUTE

Prep-Year 6 Students Only

This is a free service for Townsville Grammar students for 2016. To use this bus they need to be at the bus stop in their Grammar uniform. No bus passes are required.

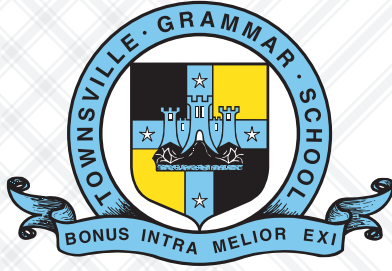
- 7.40am Stop 1** - Bushland Beach bus stop – roundabout at Lynwood Avenue/Mt Low Parkway
- 7.50am Stop 2** - North Shore - Waterway Drive bus stop (still no shelter but there is a traffic pull-over area 200m passed the first roundabout in Waterway Drive)
- 7.55am Stop 3** - North Shore Campus, Erskine Place
- 8.00am Stop 4** - North Shore - Lady Musgrave Circuit bus stop (as above, no shelter but there is a pull-over area after the first roundabout in Lady Musgrave Circuit - near Rowley Court)
- 8.05am Stop 5** - North Shore - North Shore Boulevard (at the Sunbus Bus Stop near the corner of North Shore Boulevard and Main Street - just before St Clare's Catholic School). The bus will then go via the Ring Road direct to the Annandale campus. Arrival time will be by 8.25 am.

In the afternoon, the return route will leave the Annandale Campus at 3.05pm and drop off in reverse order as above. Final drop off should be approximately 3.50pm at Bushland Beach Bus Stop, (Stop 4).

The bus driver for Term 1 2016 will be Denis Smith and his Townsville Grammar School mobile number is 0408 125 627.

Please contact **Rachael Reeves on (07) 4722 4950 or email rachael.reeves@tgs.qld.edu.au** for all enquiries relating to the Townsville Grammar School - North Shore Bus Service.





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Townsville Grammar School Bus Service 2016

The School currently runs bus routes using our own buses and leasing buses from Sunbus. These routes are outlined below:

North Ward to Annandale – Junior School (Prep – Year 6) students only

Morning service for Prep – Year 2 students departs from North Ward 8.15am and arrives Annandale at 8.35am.

Parents of Prep - Year 2 children must remain with their children up until boarding time.

Morning service for Years 3 - 6 departs from North Ward 8.00am and arrives Annandale at 8.20am. Afternoon services depart from Annandale 3.10pm and arrive North Ward at 3.35pm

Late afternoon service departs from Annandale 4.30pm and arrives North Ward at 4.55pm.

Students are to be picked up at North Ward no later than 5.00pm.

Routes serviced by Sunbus

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

There are three alternative methods of payment for Bus Travel:

| | |
|---|----------------|
| TGS Term Pass for unlimited travel (<i>valid for one term only</i>) | \$245.00 |
| TGS Travellers Tickets (book of 50 tickets) | \$156.00 |
| Casual Traveller Tickets | \$ 4.00 |
| Campus to Campus Bus Service – Junior School students (P-6) only | Free of Charge |

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

All tickets are available from the School Office and ONLY the Term Passes may be charged to Fee Accounts. All other tickets must be paid for at the time of collection. If a student loses their Term Pass, the first replacement is free, however, subsequent replacements will incur a fee.

Bus Passes

All students travelling on buses must present a Term Bus Pass or a Casual Traveller Ticket to the driver on boarding.

Queensland Transport Bus Passes are available for students who live 4.8km or more from their nearest State High School, or 3.2km from the nearest State Primary School. These passes entitle students only to travel to that school. Student may be either eligible for a Full Pass or a Partial Pass, depending on their location.

Students from Magnetic Island must obtain the appropriate passes from Sunbus. To check if your child is eligible, please contact Sunbus on (07) 4771 9800.

Eligible students will need to obtain their appropriate pass from Sunbus.

The Partial Pass must be presented to the school in order to obtain Bus Tickets at a discounted price.

Students who obtain a Full Pass from Sunbus present this card for use of the School's Bus Service.

For all enquiries regarding pick up times and bus routes serviced by Sunbus, please view the website www.sunbus.com.au

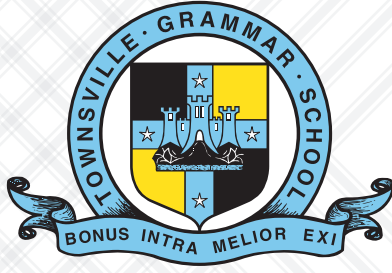
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HOW TO ENROL – PRE-KINDY TO YEAR 12

***Please send the following information to the Director of Enrolments
45 Paxton Street, North Ward. QLD. 4810.***

1. The completed Application for Enrolment Form.
 2. Application Fee of \$110 (*non-refundable and once only fee*).
The Application Fee can be paid in the following ways:
 - Credit card using the Credit Card Authority form enclosed
 - Credit card by phone (phone Kristell on 4722 4973)
 - At the School office (North Ward), by cash, cheque, credit or debit card
 - By direct deposit: **SCHOOL BANKING DETAILS**
Account Name: TOWNSVILLE GRAMMAR SCHOOL
Bank: NATIONAL AUSTRALIA BANK, STURT STREET
BSB: 084970
Account: 508996603
 3. The names, addresses and telephone numbers of two referees (*for students entering Year 2 or above only*).
 - One must be the Principal of your child's present school or, if the Principal is not available, the Deputy Principal or appropriate member of staff.
 - It is School policy that references be confidential. Therefore, we shall communicate directly with the people nominated to obtain the required references.
 4. A copy of your child's Birth Certificate/Extract.
 5. A copy of your child's Passport/Visa documents (if born outside of Australia).
 6. A recent copy of your child's Immunisation History Statement.
 7. A copy of your child's latest School Report (*for those who have attended School*).
 8. A copy of your child's most recent NAPLAN Results (*for Year 3 and above*).
 9. The completed Pre-Kindy or Pre-Prep Parent Statement Form (*for Early Education only*).
- Advice regarding acceptance of enrolment, or otherwise, and our official receipt will be forwarded to you when the above items have all been returned.
10. You will then receive Confirmation Documents and be requested to complete forms and return with;
 11. Confirmation Fee of \$300 (please refer to No.2 above for payment details).

Please do not hesitate to contact me if I can be of any further assistance in any way.

Yours sincerely

KRISTELL SCOTT

Director of Enrolments & Marketing

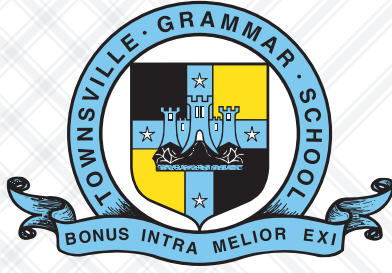
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ENROLMENT POLICY (PRE-KINDY - PRE-PREP)

As a result of increasing demand for places at Townsville Grammar School, the School has formalised the following Enrolment Policy for families seeking entry to Townsville Grammar at the Pre-Kindy and Pre-Prep level.

Waiting lists are now a regular part of our discussions with prospective families, hence the need for this written Enrolment Policy.

This Policy is regularly reviewed, and amended according to changing circumstances.

ENROLMENT POLICY

Townsville Grammar School is proud of the fact that it is an open access School, which invites enrolments regardless of gender, religion, race, academic prowess or physical circumstances. A non-refundable Application Fee of \$110 is payable upon lodgement of the Application for Enrolment form. A separate Application must be lodged for each student. Subject to all of the enrolment requirements having been met, in the normal course of events, students will be offered a place approximately six months prior to the commencement of the following school year. At that time, a non-refundable Confirmation Fee of \$300 will also be paid.

Places in Pre-Kindy and Pre-Prep will be offered, taking into account the following considerations:

1. Sibling of a student currently enrolled at the School
2. Son or daughter of a Townsville Grammar School staff member or Past Grammarian
3. Transfers from another Grammar School within the Grammar Schools Association in Queensland or AHISA school in Australia
4. Family interview with the Head of Junior School, where applicable (ie. where 1, 2 or 3 do not apply)
5. Date of application

Any applications received after offers are made will be considered on a case by case basis. Once all places are accepted, a waiting list will commence. Students on the waiting list will then be offered any subsequent positions that may become available, according to the above criteria. The School has the right to amend this policy from time to time. The Principal has the right to exercise his or her discretion in relation to all enrolment matters, including the weighting to be attached to each of the criteria above.

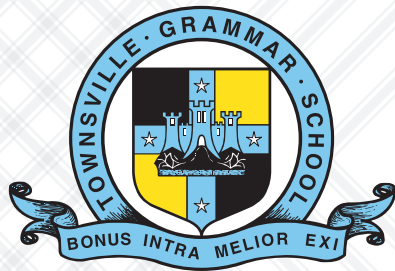
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AUSTRALIAN BUSINESS ARRANGEMENTS – 2016

1. SCHOOL FEES

Prep - Year 6 (Annandale Campus)

- SCHOOL FEES

- TOTAL PAYABLE

Years 7 - 12 (North Ward Campus)

- SCHOOL FEES

- BOARDING FEE

- TOTAL PAYABLE

| DAY STUDENTS | | BOARDING STUDENTS | |
|--------------|---------------|--------------------|----------------------|
| Per Term | Per Annum | Per Term | Per Annum |
| \$2,115 | \$8,460 | - | - |
| \$2,115 | \$8,460 | - | - |
| \$2,846 - | \$11,384 - | \$2,846 \$4,217 | \$11,384 \$16,868 |
| \$2,846 | \$11,384 | \$7,063 | \$28,252 |

Early Education (Pre-Kindy and Pre-Prep)

- Daily Fees

| 9am – 3pm | Long Care | | |
|-----------|-----------|--|--|
| \$70 | \$82 | | |

Fees are payable 10 days from date of statement. Failure to meet payments on due dates will result in surcharges.

2. SIBLING DISCOUNTS

For students in the same family attending the school concurrently the following discounts will be given to younger siblings.

1ST - 0%

2ND - 10%

3RD - 25%

4TH (and subsequent) - 50%

3. ADDITIONAL CHARGES

NEW STUDENTS (PRE-KINDY TO YEAR 12)

ENROLMENT FEE

\$110

CONFIRMATION FEE

\$300

NEW AND CONTINUING STUDENTS

GENERAL PURPOSE LEVY

YEARS 7 - 12

\$395

YEARS PREP - 6

\$365

(This levy covers such items as Student Insurance, School Diary, some local excursions, School Magazine, class reference books, photocopying and competitions.)

TECHNOLOGY LEVY (Boarders only)

\$175

BUILDING LEVY (Tax Deductible) - Optional

\$320

The Building Fund is a per family charge. It is voluntary but is tax deductible. Donations to the Building Fund are not used for recurrent expenditure, but are held for Capital Development Works.

PARENTS NETWORK LEVY - Optional

\$60

The Parents Network Levy appears on each term's fee statement. The Levy is a voluntary contribution to Parents Network funds. Payment entitles you to vote at Parents Network meetings and elections. Funds are used for the benefit of the School.

NOTE 1 - Camps, excursions and other charges are made to accounts as they arise. NOTE 2 - The building levy is tax deductible under section 78(1) of The Income Tax Assessment Act (1936)

See Terms and Conditions overleaf.

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

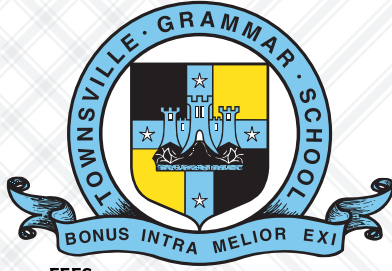
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TERMS AND CONDITIONS

FEES

Fees are paid by term in advance. There are 2 terms per semester and 2 semesters per year. Fees are set annually but may change during the year. Families are issued a monthly statement of account during the first week of each month. Fees are normally due on the first day of each term. A due date appears on all statements.

The School reserves the right to rescind scholarships and bursaries in the event of late payment of fees and to add these amounts back to the account.

Outstanding fees constitute a debt payable to the Trustees of the School. Overdue fees may be placed in the hands of a collection agency. If necessary the Trustees may take legal action to recover debts to preserve the viability of the School as a whole.

SURCHARGE

A fee surcharge of 10% is payable on fees not paid by the due date.

The surcharge appears on the fee statement for each term and should be deducted from the total to be paid if the account is paid by the due date on the statement.

OTHER DISCOUNTS

A discount of 2.5% applies for a semesters tuition fees paid in full in advance of the due date. Discounts do not apply to full fee paying overseas students.

NOTICE OF WITHDRAWAL

One half terms notice in writing is required in the event of a child's withdrawal, otherwise one half terms fees will be payable. One half term is deemed to be not less than five weeks. If a student is asked to leave the School in the first half of a term, half a terms fees will be refunded. During the last half of a term, no fees will be refunded. For students not returning the following year written notice is required by 31 October, otherwise one half terms fees will be payable for the following year.

ABSENCES DURING TERM

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

MONTHLY ACCOUNTS

The School produces monthly statements enabling Before and After School Care charges to be invoiced monthly rather than by the term. Other small charges may be picked up in each monthly run.

Parents should exercise judgement in whether small amounts, i.e. less than \$10.00 are paid on receipt of statement or left until the following month and accumulated with larger amounts. Outstanding charges must be cleared by the end of the month following the month in which they are charged.

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

CANCELLATION OF ENROLMENT

The School reserves the right to cancel a student's enrolment for non-payment of School fees.

Enrolment will be cancelled at the end of a term if fees for that term or prior terms have not been paid, unless an approved payment arrangement has been made.

PAYMENT OF ACCOUNTS

- Over the counter at the School office, by cash, cheque, credit or debit card.
- By mail or facsimile using a completed statement of account remittance advice for card payments or by enclosure of cheque or money order.
- By telephone for card payments.
- By BPAY and Internet banking using BPAY information provided on the fee statement.
- By direct deposit.

SCHOOL BANKING DETAILS

Account Name: TOWNSVILLE GRAMMAR SCHOOL
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BSB: 084970
Account: 508996603

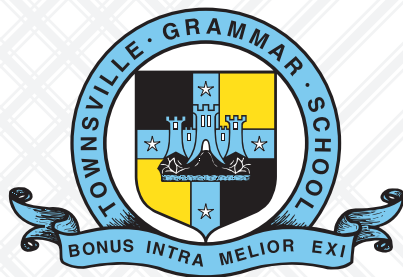
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www.tgs.qld.edu.au
An International
Baccalaureate
World School





TOWNSVILLE GRAMMAR SCHOOL

Opening doors since 1888

2016 PRE-KINDY AND PRE-PREP FEES

1. Application Fee – a non-refundable Application Fee of \$110 is payable upon lodgement of the Application for Enrolment Form.
2. Confirmation Fee – subject to all enrolment requirements being met, students will then be offered a place and at that time, a non-refundable Confirmation Fee of \$300 is required to be paid.

What are the fees? Sessions available (partial sessions are not available):

- Full Day Session \$82 per day in 2016
(drop off and pick up between the hours of 6.30am and 6.00pm and involving Outside School Hours Care)
- Set Programme Session \$70 per day in 2016
(drop off and pick up between the hours of 8.50am and 3.10pm)

Is TGS registered for Child Care Benefits (CCB)?

The Pre-Prep Centre at Annandale and the Early Education Centre at North Shore are Approved & Registered Long Day Care Centres, offering a Pre-Prep programme (Annandale and North Shore) and a Pre-Kindy and Pre-Prep programme (North Shore). This enables parents to receive reduced child care fees once they have lodged their claim with Centrelink. When the School has received details of the claim information from Centrelink, fee statements are automatically adjusted to include CCB and CCR.

The exact amount of CCB and CCR a parent receives is determined by Centrelink. If you wish to query exactly what your financial obligation will be, please contact Centrelink directly and provide them with TGS fee information (below).

What times do the Centres operate?

| 2016 | Long Day Care | Set Teaching Programme | Days | Vacation Care |
|--------------------|---------------------|------------------------|---|---|
| Annandale | 7.00am until 6:00pm | 9:00am – 3:00pm | 2, 4 and 5 day programmes are available Mondays to Fridays. | Operating approx. 50 weeks per year. Closed between Christmas & New Year and for one week at the end of January each year. |
| North Shore | 6:30am until 6:00pm | 9:00am – 3:00pm | | |

*2 day programmes only available to Pre-Kindy at North Shore.

When is payment required?

You will be billed for the sessions booked that month, regardless of attendance. This is not required in advance but does need to be paid by the end of that month.

CCB and CCR allowances will be deducted first and the parent is then required to pay the balance.

Can I start paying before I receive my first monthly account?

Yes you can. Just ring the TGS accounts department to find out your Family Code and you can make payments weekly or fortnightly – using your Family Code as the Reference number so your payment is directed to the correct account.

What method can I use to pay?

1. On your invoice you will receive a BPay code which you can use.
2. You can come to the North Ward office and pay using EFTPOS, cash or cheque.
3. You can electronically transfer fees to the School's bank account (use your family's TGS Account number, eg Scott07 in the reference section if you do this).
4. You can fax back the invoice with the credit card section completed.

PLEASE NOTE: Fees cannot be paid at either Centre. If paying in person, this needs to occur at the North Ward Office.

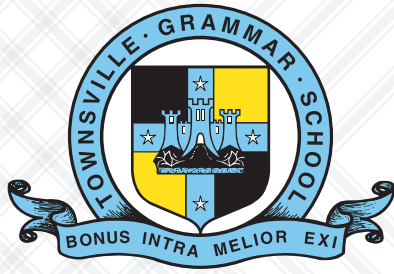
Years 7-12
North Ward
45 Paxton Street
NORTH WARD QLD 4810

Pre-Prep-Year 6
Annandale
1 Brazier Drive
ANNANDALE QLD 4814

Pre-Kindy-Early Primary
North Shore
70-90 North Shore Blvd
NORTH SHORE QLD 4818

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Opening doors since 1888

What to bring to Pre-Kindy & Pre-Prep

Welcome to Townsville Grammar School. In preparation for the year ahead, the following information may prove helpful.

Children are required to wear a full Townsville Grammar uniform and bring their own meals. If your child has an allergy to foods or otherwise, could you please let our Centre Staff know and make sure you provide correct emergency procedures and information. School uniforms can be purchased from our School Shop at the Annandale Campus or online on our website under the 'Enrolments' tab.

Children require the following:

- Townsville Grammar Sports Uniform (yellow polo shirt and black shorts)
- Townsville Grammar grey hat
- Townsville Grammar school bag
- A cot sheet for rest time
- A change of clothes
- Spare underwear

Children are required to bring their own lunchbox for:

- Morning Tea
- Lunch
- Afternoon Tea

Please do not send:

- Nut products (we are a nut free Centre due to children's allergies)
- Raw egg (due to children's allergies) - cooked egg is fine
- Drink bottles (cool water is provided for the children)
- Personal toys (we have resources at the Centre, and yours may get lost or damaged)

If you require any further information, please contact our Early Education Centre Director, Cyndi Friend:

Telephone: (07) 4722 4858

Email: cyndi.friend@tgs.qld.edu.au

Years 7-12
North Ward
45 Paxton Street
NORTH WARD QLD 4810

Pre-Prep-Year 6
Annandale
1 Brazier Drive
ANNANDALE QLD 4814

Pre-Kindy-Early Primary
North Shore
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TOWNSVILLE GRAMMAR SCHOOL

ENROLMENT CONTRACT

INFORMATION

- On receipt of this application for enrolment and the appropriate fee, a provisional position in the class nominated will be kept for your child at Townsville Grammar School (hereafter referred to as the School). This provisional position will normally be confirmed in the year prior to entry, through payment of the Confirmation Fee and provision of medical details and recent school reports.
- The Application Fee, which must accompany these forms, is non-refundable. In the year prior to entry you will be also required to pay a Confirmation Fee, which is also non-refundable.
- A current schedule of fees is enclosed in the School prospectus. However, the School can give no undertaking that the current schedule of fees may not change before the date of entry.
- Subject choices are normally made in the year prior to entry and must be returned as soon as possible to maximise your child's chances of receiving their preferred choices.

CONDITIONS OF ENROLMENT

- I/we agree that the Principal reserves the right to suspend or expel any student from the School at any time and without notice on the grounds of:
 - conduct which brings the School into disrepute.
 - failure to abide by the rules of the School and / or its policies.
 - failure to meet the academic / behavioural expectations of the School.

The policies so referred to are generally available in the current School Handbook. If a student is so suspended or expelled no refund of fees will be made.

- I/we undertake:
 - To be responsible for, and pay punctually as they fall due, all fees and expenses properly incurred in accordance with the terms set forth in the current schedule of fees and I/we acknowledge that I/we are jointly and severally liable to pay such fees and expenses. We acknowledge that an administration surcharge will be applied to overdue accounts. We acknowledge and agree that the School may cancel a student's enrolment for non-payment of School fees and agree to pay any reasonable and proper costs including legal professional costs and outlays (on a solicitor and own client basis) and/or mercantile agent costs incurred by the School in connection with the recovery any or any attempted recovery of the whole or any part of such monies.
 - That this enrolment is to be to the completion of Year 12 unless notified otherwise and agree to give one half terms notice (in writing to the Principal) before the removal of my child, or to pay one half term's fees, including boarding fees, in lieu of notice.

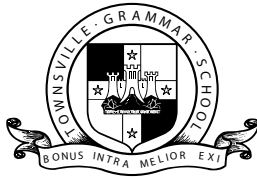
Note: *(i) One half term's notice is deemed to be not less than five weeks.*
(ii) Absence due to illness does not constitute a claim for exemption from this condition.
 - That any offer of a boarding enrolment is accepted on the condition that the student completes their schooling at the School as a boarder. A change of status from boarding to day will only be approved by the Principal where all of the following apply:
 - Five (5) term time weeks notice has been provided in writing to the Principal
 - Enrolment vacancies exist in the day school
 - The student will reside with their own parents on a full time basis or with a legally appointed guardian. Proof of such guardianship must be provided to the Principal on an ongoing basis.
 - That an offer of a weekly boarding place can only be accepted where the student resides under the direct care of their parents at weekends or with an authorised legal guardian. Ongoing evidence of the above may be required by the Principal to maintain enrolment at the School.
 - That I/we are willing for my child to take part in the various School activities, eg. sports, outdoor education and in School photographs and publications.
 - That, save for illness or misadventure, my child will not be absent from School without leave of absence being granted by the School, and that term dates, as advertised by the School, will be strictly adhered to. Unless the Principal deems otherwise, students absent from School will not receive special consideration for assessments missed during their absence.
 - To accept that the Principal and staff of the School will exercise all due care in the conduct of the School in all its activities, and will supervise to a reasonable extent all pupils' activities. Neither the School nor the Board of Trustees nor the Principal or any members of the Staff will be liable in damages for the loss by my child of any personal property.
 - To declare and warrant that I/we are the custodial parents/guardians of the child named in this Application for Enrolment and that I/we apply for this enrolment with full knowledge and consent of any and every person having any right to their custody or guardianship.

School procedures require us to ensure that there is evidence that both custodial parents agree with decisions regarding a child's education. If both signatories to this form are not the custodial parents, please indicate and provide the required evidence of consent.

I/we acknowledge receipt of the School's Privacy Statement and authorise the collection and use of our/my personal information and personal information relating to our/my child by the School in accordance with the Privacy Statement.

| | | |
|---|---|---|
| Signature of Parent/Guardian 1 Date | Signature of Parent/Guardian 2 Date | Signature on behalf of TGS Date |
|---|---|---|

TOWNSVILLE GRAMMAR SCHOOL



Application For Enrolment

AUSTRALIAN RESIDENTS FORM (International students have a separate form)

| | | | |
|--|--|--|---|
| PHOTOGRAPH | STUDENT INFORMATION | | Preferred Campus Pre-Prep - Year 6 <input type="checkbox"/> Annandale Pre Kindy - Year 6 <input type="checkbox"/> North Shore |
| | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Returning Student | | |
| | Surname _____ | | |
| | Given _____ Middle _____ | | |
| | Date of Birth _____ Grade _____ 20 _____ | | |
| Term 1 2 3 4 (Please circle) Status <input type="checkbox"/> Day Student <input type="checkbox"/> Boarder <input type="checkbox"/> Homestay | | | |

Country of Birth _____ Heritage ☐ Aboriginal ☐ Torres Strait Islander

Nationality ☐ Australian ☐ Other (please specify) _____

If not Australian, please attach your Visa documents

Primary Language Spoken _____ Previous School / Childcare Centre _____

Govt Assistance ☐ Abstudy ☐ Austudy ☐ Living Away From Home Allowance ☐ Isolated Children Scheme

Siblings Enrolled at TGS _____

You may request placement in one of our four sporting Houses only if your child has a sibling in, or is a direct descendant of a TGS Past Grammarian who was in one of these Houses, otherwise your child will be allocated to a House by the School.

☐ Whight ☐ Rowland ☐ Hodges ☐ Miller Reason _____

FAMILY ADDRESS

Correspondence (e.g. original reports, newsletters, general information etc.) ie: where the student usually resides.

Name _____

Postal Address _____ Post Code _____

Residential Address _____ Post Code _____

Account (e.g. School Fee Account)

Who is responsible for payment of Fees? _____

If this person is not a person listed above, a letter indicating full responsibility for fees is required to accompany this application.

Name _____

Postal Address _____ Post Code _____

Residential Address _____ Post Code _____

Other Address (e.g. copies of reports, newsletters, general information etc.) ie: where information is to go to another party.

Name _____

Postal Address _____ Post Code _____

Residential Address _____ Post Code _____

FATHER / PARENT / GUARDIAN 1

Title ☐ Mr ☐ Dr Other _____

Given Name _____ Surname _____

Phone (Home) _____ (Bus) _____

(Mobile)^ _____ (Fax) _____ (H) ☐ (W) ☐

Email^ _____

Occupation _____ Workplace _____

Country of Birth _____ Nationality _____

TGS Past Grammarian ☐ Yes or ☐ No Years _____

Do you live with your child? ☐ Yes or ☐ No Relationship to enrolling student _____

Marital Status: ☐ Married ☐ Separated* ☐ Single ☐ Divorced* ☐ Widowed ☐ DeFacto

MOTHER / PARENT / GUARDIAN 2

Title ☐ Mrs ☐ Ms ☐ Dr Other _____

Given Name _____ Surname _____

Phone (Home) _____ (Bus) _____

(Mobile)^ _____ (Fax) _____ (H) ☐ (W) ☐

Email^ _____

Occupation _____ Workplace _____

Country of Birth _____ Nationality _____

TGS Past Grammarian ☐ Yes or ☐ No Years _____

Do you live with your child? ☐ Yes or ☐ No Relationship to enrolling student _____

Marital Status: ☐ Married ☐ Separated* ☐ Single ☐ Divorced* ☐ Widowed ☐ DeFacto

* If there is a custody order, court order or parenting plan related to the care of this child, please provide a copy of this. Alternatively please provide evidence that both parents agree to the enrolment of this child.

^ TGS will use SMS and email to contact you regarding various school matters such as absentees and school events.

ENROLMENT & PRIVACY POLICIES

Townsville Grammar School’s Privacy and Enrolment Policies can be found on the TGS website (www.tgs.qld.edu.au) or please contact the Enrolment Office for a hard copy.

DISABILITY AND LEARNING SUPPORT IDENTIFICATION

In order for your child to maximise her/his academic success at Townsville Grammar School, it is very important that you provide us with relevant information about any special learning support that she/he has received prior to entering our School or disabilities that may impact on teaching and learning. The School subscribes to the Disability Standards for Education in accordance with the Disability Discrimination Act 1992.

Disabilities fall into one of five major categories. If your child has been identified with one or more of the following general categories of disability, please indicate below: (please tick)

☐ Intellectual ☐ Physical ☐ Social/Emotional ☐ Sensory ☐ Autistic Spectrum Disorders

Has your child ever received any special learning support in the following learning areas? (please tick)

Literacy ☐ Yes or ☐ No Numeracy ☐ Yes or ☐ No Other ☐ Yes or ☐ No

If you have indicated “yes”, please supply further details or an attached letter outlining the age of your child, ascertainment level if applicable, when she/he was receiving support, from whom she/he received it (class teacher, specialist teacher, teacher aide, tutor), and the extent of support (daily, three times a week, once a week, a few times a term, for one month, two years, since commencing school). Failure to fully disclose this information will void any offer of enrolment. Every effort will be made by the School to meet your child’s needs however where meeting these needs causes unjustifiable hardship to the School then we may need to exclude the child. Further, the School is legally required to exclude any child if it is necessary to protect the health and welfare of the students and teachers at the School.

☐ 1. Complete enrolment form with Enrolment Contract signed and initialled (back page)

☐ 2. Application Fee of \$110 per child

The Application Fee can be paid in the following ways:

- By credit card (please use section below)
- At the School office (North Ward), by cash, cheque, credit or debit card

• By direct deposit

Account Name: Townsville Grammar School
National Australia Bank, Sturt Street
BSB: 084970 Account: 50 899 6603

Cardholder’s Name _____

Card Type ☐ Mastercard ☐ Visa Other (please specify)_____

Card Number Expiry____/____

Cardholder’s Signature _____

☐ 3. The names, addresses and telephone numbers of two referees (for students entering Year 2 or above only)

- One must be the Principal of your child’s present school or, if the Principal is not available, the Deputy Principal or appropriate member of staff.

It is School policy that references be confidential. Therefore, we shall communicate directly with the people nominated to obtain the required references.

Referee 1 _____ Phone _____ Email _____

Referee 2 _____ Phone _____ Email _____

☐ 4. A copy of your child’s Birth Certificate/Extract , and

☐ 5. A copy of your child’s latest school report (for those who have attended school)

☐ 6. A copy of your child’s most recent NAPLAN results (for those who have completed this test)

☐ 7. Pre-Prep Parent Statement (for Pre-Prep only)

☐ 8. Return all items to Enrolment Office.

☐ 9. Visa and Passport document if not Australian.



TOWNSVILLE GRAMMAR SCHOOL

Pre-Kindy Parent Statement (Required for Pre-Kindy ONLY)

OFFICE USE ONLY

PARENT CODE

Child's Surname: Given Names:

Child CRN: Child's Date of Birth:

Mother's Name :

Mothers CRN : Mothers Date of Birth:

Father's Name :

Fathers CRN : Fathers Date of Birth:

1. Complete the section below if you have other children attending Child Care or School.

Sibling 1 – Name: Date of Birth: School / Centre:

Sibling 2 – Name: Date of Birth: School / Centre:

Sibling 3 – Name: Date of Birth: School / Centre:

Sibling 4 – Name: Date of Birth: School / Centre:

2. Complete the section below if the child who is intending to attend the Townsville Grammar Pre-Kindy Centre will **ALSO** attend another Centre within the week.

Name of other Centre:

Days attending other Centre:

From what Centre are you claiming Child Care Benefits (CCB)

3. For enrolment to be complete an interview with the Head of Junior School is normally required in the year prior to entering the Early Education Centre.

Parent Name: Parent Signature: Date:

If you are uncertain as to how to complete this form correctly, please ask the Centre Director for assistance.

Please ring the Family Assistance Office (FAO) on 136150 to obtain your Customer Reference Numbers (CRN).

Thank you.



TOWNSVILLE GRAMMAR SCHOOL

Pre-Prep Parent Statement

(Required for Pre-Prep ONLY)

OFFICE USE
ONLY

PARENT CODE

Child's Surname: Given Names:

Child CRN: Child's Date of Birth:

Mother's Name :

Mothers CRN : Mothers Date of Birth:

Father's Name :

Fathers CRN : Fathers Date of Birth:

1. Complete the section below if you have other children attending Child Care or School.

Sibling 1 – Name Date of Birth: School / Centre:

Sibling 2 – Name: Date of Birth: School / Centre:

Sibling 3 – Name: Date of Birth: School / Centre:

Sibling 4 – Name: Date of Birth: School / Centre:

2. Complete the section below if the child who is intending to attend the Townsville Grammar Pre-Prep Centre will ALSO attend another Centre within the week.

Name of other Centre:

Days attending other Centre:

From what Centre are you claiming Child Care Benefits (CCB)

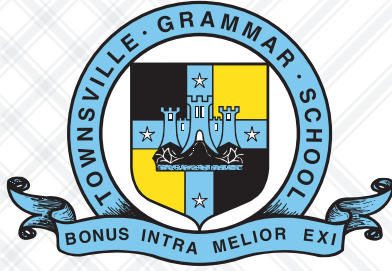
3. For enrolment to be completed an interview with the Head of Junior School is normally required in the year prior to entering the Pre-Prep Centre.

Parent Name: Parent Signature: Date:

If you are uncertain as to how to complete this form correctly, please ask the Centre Director for assistance.

Please ring the Family Assistance Office (FAO) on 136150 to obtain your Customer Reference Numbers (CRN).

Thank you.



TOWNSVILLE GRAMMAR SCHOOL

Opening doors since 1888

OUTSIDE SCHOOL HOURS CARE

Townsville Grammar School offers before and after school care and vacation care as well as vacation care for students from Prep to Year 6. This is known as Outside School Hours Care (OSHC).

For Pre-Prep students, long daycare is offered in the Pre-Prep Centre between 7.00am and 9.00am and 3.00pm to 6.00pm. The Pre-Prep Centre operates for 50 weeks per year and only closes for a short break over Christmas, therefore vacation care is not required for Pre-Prep students.

Prep to Year 6:

- Before School Care commences at 7.00am and is continuous until the start of the school day at 8.30am [8.45am for Prep to Year 2 students].
- After School Care commences immediately as the school day ends at 3.00pm. Prep and Year 1 students who are booked into After School Care are collected from their classrooms and escorted to the After School Care area.
- Vacation Care is provided between 7.00am and 6.00pm each day during the School vacation periods, except for public holidays, and for the Christmas to New Year period.

The energetic staff who run this programme and design the daily activities are employed by the School specifically for the purpose of running the OSHC programme. The activities are designed to be stimulating and, most of all, fun. Where requested, students can be given the opportunity to undertake homework. During the Vacation Care programme, each day is designed with a theme. Excursions and outings are also an eagerly anticipated part of Vacation Care.

As a complimentary service to parents, the Townsville Grammar School bus connects the Annandale Campus to the North Ward Campus for the exclusive use of Junior School students. The bus runs from North Ward to Annandale each morning, leaving North Ward at 8.00am for Years 3 - 6 and 8.15am for Prep - Year 2, and returns twice each afternoon - firstly at 3.10pm (to arrive at North Ward at 3.35pm) and a second time at 4.30pm (to arrive at North Ward at 4.55pm). The After School Hours Care children are escorted to the afternoon buses for parents who find it more convenient to pick them up from North Ward.

Outside School Hours Care is available for all students of Townsville Grammar School, and regular bookings can be made, or it can be used on a needs basis, where vacancies are available.

Further information and bookings can be made by contacting the Outside House Care Coordinator, Ms Meagan Hosford on 4725 3691, between 7.00am and 10.00am and again between 2.30pm and 6.00pm.

This service is in high demand and conditions apply.

Years 7-12
North Ward
45 Paxton Street
NORTH WARD QLD 4810

Pre-Prep-Year 6
Annandale
1 Brazier Drive
ANNANDALE QLD 4814

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TOWNSVILLE GRAMMAR SCHOOL

Educating Youth in North Queensland since 1888

Privacy Statement to All Parents and Students

COLLECTION OF PERSONAL INFORMATION

1. Policy

This Privacy Policy applies to personal information collected by Townsville Grammar School (herein referred to as 'we', 'our', 'us', the 'School' and 'Townsville Grammar') and this Policy sets out the practices, procedures and systems Townsville Grammar use to manage your personal information.

2. Kinds Of Personal Information We Collect

This Policy ensures that we comply with the Australian Privacy Principles (APPs) and the *Privacy Act 1988* as well as the requirements including public health and child protection laws. Townsville Grammar collects personal information, including sensitive personal information about students and parents or guardians before and during the course of a student's enrolment at the School. Townsville Grammar collects personal information from students, parents, prospective parents, guardians, job applicants, staff, volunteers and others including alumni, contractors, visitors and other third parties that come in contact with Townsville Grammar.

The kinds of personal information we collect is largely dependent upon whose information we are collecting and why we are collecting it. However in general terms Townsville Grammar may collect:

- (a) Personal information including names, addresses and other contact details, dates of birth, next of kin details, financial information, photographic images and attendance records;
- (b) Sensitive information including religious beliefs, government identifiers, nationality, country of birth, languages spoken (at home), professional or union memberships, Family Court Orders, criminal records, health information, racial or ethnic origins, political opinions. Unless it is agreed or otherwise allowed by law Townsville Grammar School will not disclose sensitive personal information for any other reason except for the purpose for which it was provided or a directly related secondary purpose.

Townsville Grammar only collects such personal information that it requires to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care to students.

3. How We Collect Your Information

Townsville Grammar will collect personal information about an individual by ways of application forms (and other forms completed by the individual), face to face meetings and discussions, interviews, telephone calls and other communications. In some circumstances Townsville Grammar may be provided personal information about an individual from third parties (for example, a report provided by a Medical Professional or a reference from a previous school).

Townsville Grammar will only use personal information for the primary purpose or related secondary purpose for which it was collected.

4. How We Use Personal Information

We only use personal information for one or more of our function or activities or for a related secondary purpose that would reasonably be expected by you or to which you have consented.

Our main purpose for collecting, holding, using and disclosing personal information include the following:

- (a) to provide education, pastoral care and health services;
- (b) to satisfy our legal obligations including our duty of care to students and child protection obligations;
- (c) to keep parents informed as to School community matters through correspondence, newsletters and magazines;
- (d) in our marketing, promotional and fundraising activities;
- (e) in our support of activities of Townsville Grammar and its associations such as the Parents Network and Past Grammarians Association and previous attendees Clubs;
- (f) supporting activities of the Townsville Grammar School;
- (g) supporting community based courses and activities, charities and other courses in connection with Townsville Grammar's functions or activities;

- (h) helping Townsville Grammar to improve day to day operations including staff training, systems development, developing new programs and services, undertaking planning and statistical analysis;
- (i) school administration including insurance purposes;
- (j) employment of staff; and
- (k) engagement of volunteers.

We only collect sensitive personal information reasonably necessary for one or more of the above functions or activities or if we have consent of the individual to whom the sensitive personal information relates or if the collection is necessary to lessen or prevent a serious threat to life, health or safety or another permitted general situation (such as locating a missing person) or health situation (such as the collection of health information to provide a health service) exists.

We will only disclose sensitive personal information for a secondary purpose if the secondary purpose is directly related to the primary purpose and you reasonably expect us to use or disclose the information.

5. **Security of Personal Information**

We take reasonable steps to keep your personal information accurate, up to date and complete and to protect it from misuse, interference and loss or unauthorized access, modification or disclosure. Our staff must be aware of and comply with their obligations in relation to handling of personal information.

We store personal information in a variety of formats including on data bases, in hard copy files, on personal devices (such as laptops, mobile phones, cameras and other recording devices).

The School has in place procedures to protect personal information that Townsville Grammar School holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of physical paper records and password protected access rights to computerized records, restricting access on a 'need to know' basis, ensuring different levels of security allocated to different staff based on their roles, ensuring all staff are aware not to reveal or share passwords, restricting the physical files of sensitive and health information by locking in lockable filing cabinets and/or lockable rooms and by having physical security measures around School buildings.

6. **Sending Information Overseas.**

Townsville Grammar may disclose personal information about an individual to overseas recipients, for instance when storing personal information in the "Cloud" service providers that may be situated outside of Australia or when facilitating a school exchange. Townsville Grammar has taken reasonable steps to ensure that the recipient does not breach the Privacy Act 1988 or the AAPs or the recipient is subject to an information privacy scheme similar to the Privacy Act 1988 or you have consented to the disclosure.

7. **Use or Disclosure of Government Related Identifiers**

The School will not disclose a government related identifier of an individual unless an exception under the APPs applies.

If Townsville Grammar no longer uses information we will destroy and de-identify the information in accordance with the APPs.

8. **Direct Marketing and Fundraising**

Townsville Grammar treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that Townsville Grammar continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Townsville Grammar may be disclosed to organizations that assist in Townsville Grammar's Fundraising (for example alumni organisations). We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Parties that deal with Townsville Grammar (such as parents, staff, contractors) may from time to time receive fundraising information. School publications, such as newsletters and magazines that include personal information may be used for marketing purposes. If you do not agree to this, please advise Townsville Grammar in writing to the Privacy Officer.

Should we receive unsolicited personal information we will determine whether we could have obtained that information under AAPs and if not we will destroy the information (if it is lawful and reasonable for us to do so) or we will de-identify the information.

9. **Access To Your Personal Information**

Townsville Grammar takes all reasonable steps to ensure that the personal information we hold, use or disclose is accurate, up to date and complete. These steps include ensuring that personal information is accurate, complete and up to date at the time of collection and when using or disclosing the personal information. On an ongoing basis we maintain and update personal information. You may request access to the personal information we hold about you or request that we change personal information we hold about you by advising Townsville Grammar of any update or changes that may be required. Please contact us if any of the details

you have provided change. You should also contact us if you believe that the information we have about you is not accurate, complete or up to date.

If we do not provide you with access to your personal information or we do not amend your personal information as requested, we will notify you of the reasons why. Where appropriate we will provide you with the reasons for our decisions and, if the rejection relates to a request to change your personal information, you may make a statement about the requested change and we will attach this to your records.

To make a request please write to:

The Privacy Officer;
Townsville Grammar School
45 Paxton Street
North Ward Qld 4810

Townsville Grammar may require applicants to verify their identity and specify what information is required. We may charge a fee to cover the costs of verifying an application and locating, reviewing, copying any material requested. If the information sought is extensive, Townsville Grammar will advise you of the likely costs in advance.

Note: There may be occasions when access is denied such as where the release of information would have unreasonable impacts on the privacy of others or where the release may result in a breach of the School's duty of care to a student. Where there is disagreement about the accuracy, completeness or otherwise of personal information and an individual asks Townsville Grammar to provide a statement claiming the information is not accurate, Townsville Grammar must take reasonable steps to do so.

10. **Unanimity and Pseudonym**

We do not give you the option to deal with us under a pseudonym as it is not practical for you to deal with us under a pseudonym.

11. **Enquiries and Complaints**

Further information about the way we manage and hold your personal information can be obtained by contacting the Privacy Officer. Complaints involving an alleged breach of the APPs by Townsville Grammar should be presented in writing to the Privacy Officer. Townsville Grammar will investigate any complaint and will notify you of the decision in relation to the complaint as soon as practicable after it has been made.

Should you have any queries, the School's Privacy Officer is the Director of Enrolments, Mrs Kristell Scott.

North Ward Campus. 45 Paxton Street North Ward Queensland 4810. **Annandale Campus.** 1 Brazier Drive Annandale Queensland 4814.
North Shore Campus. North Shore Boulevard, North Shore Queensland 4819

Email: tgs@tgs.qld.edu.au **Web:** www.tgs.qld.edu.au **Phone:** 07 4722 4900
