WELCOME TO CANBERRA GRAMMAR SCHOOL

Canberra Grammar School is an Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

The School is in the process of becoming fully co-educational. It educates students from Pre-School to Year 12 and is currently extending its offering to girls, who have been educated in the Primary School since 1975 and who will now be represented across the range of School life by 2020. In 2016, co-education was extended to Years 3 and 4, and in 2017 CGS will have its first intake of girls in Years 7 and 11.

AT CANBERRA GRAMMAR SCHOOL, WE ASPIRE FOR OUR STUDENTS TO BE INTELLIGENT, INNOVATIVE AND INTERNATIONAL; TO BE CONFIDENT, CREATIVE AND COMPASSIONATE YOUNG LEADERS OF THE FUTURE.

The School respects and nurtures all students as individuals, seeking to inspire, support and celebrate the efforts of all in realising their intellectual, spiritual, cultural, social and physical aspirations.

Building on the professional expertise of its staff, the commitment of its community and the resources of the nation’s capital, Canberra Grammar School aims to be the most dynamic and distinctive centre of learning in Australia.

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WELCOME TO CGS BOARDING

Canberra Grammar School was founded for boarders and maintains a passionate belief that boarding provides the beating heart of its campus and community. With over 80 boarders from regional Australia, from nations overseas and from Canberra’s parliamentary, diplomatic and defence communities, we have a vibrant and diverse student body, living in a friendly home away from home with all the resources of the School and Australia’s capital on the doorstep.

The School has undergone much positive change over the last few years, starting in 2012 with the relaunch of our boarding programme which created an outstanding 21st century boarding experience in which boarders can learn and flourish in our modern, freshly refurbished accommodation provides comfortable, well-equipped individual rooms or double rooms for younger boarders, all with wi-fi internet access, study spaces and modern fully-renovated bathrooms.

In 2015 we then opened The Snow Centre for Education in the Asian Century, a flagship building which houses classrooms for the teaching of Asian languages, geography, history, economics and culture, creating another learning and studying space that boarders to which easy access.

It is also exciting to announce that, after 40 years of co-education in the early years of the CGS Primary School, CGS will be going co-educational from Pre-School to Year 12. The first intake of Year 3 and 4 girls joins this year, and girls will enter Year 7 and 11 in 2017 with the aim to being co-ed across all years by 2020.

Our commitment to co-education includes boarding, and while we will take expressions of interest for girls from 2018 onwards, we do not intend to reduce boys’ boarding numbers nor to accommodate boys and girls together in the existing boarding hours. We will always be committed to providing 24/7 pastoral care from highly qualified Housemasters, Housemother, tutors, nursing staff and counsellors. Boarders live within minutes of the School’s academic, sporting and cultural facilities, which include a heated indoor swimming pool, tennis courts and weights gym, as well as an extensive library, IT facilities and state-of-the-art theatre. They also have access to the School’s health clinic, doctors and nurses.

In addition, by living in Canberra, boarders have all the advantages of the national capital — including proximity to top universities, libraries, cultural and sporting institutions — but with the safety and ease that comes of living in a much smaller city than Sydney or Melbourne, and at a much lower cost.

With the varied and changing needs of modern families in mind, we provide a range of boarding options including full boarding, weekly boarding (in which students stay for up to four nights a week) and flexi-boarding (in which students board from time to time according to family need).

Our chief aims in boarding, as in every aspect of School life, are to respect and nurture all students as individuals, and to inspire, support and celebrate the efforts of all in realising their aspirations. We invite you to join us and welcome you to the community of CGS Boarding.

Dr Justin Garrick
Head of School
WELCOME FROM THE HEAD OF BOARDING

I’d like to welcome all the new and returning families to CGS Boarding. We start the new school year in great shape, with the boarding house full. It is terrific to see so many new faces who are excited by joining the Manaro House experience.

We have a stable and experienced team with all our resident tutors, health clinic staff, and the many members that make up the boarding team continuing to stay on for the upcoming year. We do of course have a new Year 12 Leadership Team who, led by Owen Rabak, Angus Williams and Eddie Stewart, have already injected so much effort and energy into making the experience the best it can be for all the students.

We are also working hard on renewing our systems and facilities. 2015 saw the introduction of ‘Reach’ and this year will see the completion of our vision for this software with the installation of ‘self-service’ kiosks for the students to sign-in and out of the Boarding House with ease. We have also, thanks to a kind donation from an Old Boy, installed new pizza ovens and a food preparation area in the Common Room surrounds. This will complement the BBQs and continue to make the Common Room a hub for the CGS Boarders. Thanks to the CGS Housemother Ms Jen Warren, the outdoor BBQ area will also soon be protected by shade cloth, and because of many parents the second hand uniform sale was a success. The final addition to the area is a new purpose designed outdoor ping pong table made possible by a generous gift from the CGS Parents & Friends Association.

2016 will be another exciting year and I look forward to working with my team, the Boarders Parents Committee and of course all the students to make it as big a success as the last one.

Warmest regards

Mr Gareth Downey
Head of Boarding
BOARDING AT CANBERRA GRAMMAR SCHOOL

With a vibrant community of students from Canberra, NSW and overseas, boarding is central to the CGS community. The mix of students brings together young people from very different backgrounds for a shared experience and develops a sense of camaraderie that is difficult to match in any other community.

Canberra Grammar School is currently the only Boys Boarding School in the ACT and will be moving towards being the only co-ed Boarding School in the future and draws students from the surrounding rural and coastal areas, overseas and local students whose families are on overseas postings with Parliament, Foreign Affairs and the Federal Police. Many of our students also take advantage of our weekly boarding option to return home each weekend and spend time with their families. The nature of Canberra’s workforce and our mix of students lead to a dynamic environment and a need to be flexible in our approach, where we aim to nurture the individual but also recognise there is also a need for routine in order to provide the best care for more the 85 students.

While boarders lead busy lives between study, co-curricular and socialising, CGS still offers a variety of extra-curricular activities to keep them stimulated throughout the year. This includes trips to the ski fields, Jamberoo Water Park, attending sporting fixtures and many other events held at the School.

Our boarding facilities are excellent with Years 7-8 in twin rooms and 9-12 in single rooms. The bathrooms are modern and well-equipped. The students share main meals with the boarding staff in the beautiful dining hall which is serviced by a recently renovated kitchen. In addition, afternoon tea and supper are offered in the Boarders Common Room to provide a focal point to meet after school and prep.

Ultimately, the aim of CGS Boarding is to provide all boarders with the best facilities and individual care possible, and to develop strong relationships with and between students to ensure they enjoy a positive, modern boarding environment throughout their time at Canberra Grammar School.

CGS BOARDING HOUSE STRUCTURE

The Boarding facilities are divided into three areas; the Common Room and Office, Blaxland House and Jones House.

The Common Room and Office

This area is a meeting place for all the students and offers activities including pool, table tennis, table football and Foxtel. Snacks, chilled water and cooking facilities are also readily available here.

The Office

The office is the meeting place for parents with staff. The Housemother and Tutors on Duty can usually be found here for sign in and out, and any other queries. There is also a first aid kit and bathrooms for visiting parents.

Blaxland House

Blaxland House was originally a separate Boarding House, it now houses 43 students from 7-10 and up to four exchange students at various stages during the year. The building has three floors and includes a small common area for students to meet. Three Resident Tutors live in self-contained apartments on each floor.

Jones House

As with Blaxland, this was originally a separate house. It now contains 42 single rooms for Year 11 and 12 students. It also has a large bunk room to house up to 10 exchange students at various times in the year. It is spread over three floors and has a Resident Tutor apartment on each floor.
Manaro House

Not all boarders are members of Manaro House, which is the Pastoral and Co-curricular House, where the Head of Boarding also serves as the Housemaster. Most boarders choose to join Manaro in order to feel “part of the action” although some short term boarders opt to remain part of their current day house.

Boarding Staff

The Boarding Team is led by the Head of Boarding (Mr Gareth Downey) and the Assistant Head of Boarding (Mr Justin Abrahams). They are supported by the Housemother and a team of Resident Tutors, non-Resident Tutors, Academic Tutors, Health Clinic Staff and Laundry Manager. The Catering team is supplied by an external company with a full-time dedicated Manager and Head Chef.
CALENDAR

Term Dates 2016

Term 1
» Wednesday 27 January – Boarding House opens for Year 12 only at 4pm
» Thursday 28 January – Friday 29 January, Year 12 Special Programme
» Sunday 31 January – Boarding House opens for Years 7-11 at 4pm
» Monday 1 February – Welcome Day
» Tuesday 2 February – First day of Term 1
» Friday 11 March – Boarding House closes at 6pm
» Monday 14 March – Canberra Day – Boarding House opens at 4pm
» Thursday 24 March – Boarding House closes at 6pm
» Friday 25 March – Good Friday
» Monday 28 March – Easter Monday – Boarding House opens at 4pm
» Friday 8 April – Last day of Term 1
» Saturday 9 April – Boarding House closes at 10am

Term 2
» Monday 25 April – ANZAC Day - Boarding House opens at 4pm
» Tuesday 26 April – First day of Term 2
» Friday 10 June – Boarding House closes at 6pm
» Monday 13 June – Queen’s Birthday - Boarding House opens at 4pm
» Friday 24 June – Last day of Term 2
» Saturday 25 June – Boarding House closes at 10am

Term 3
» Monday 18 July – Pupil Free Day – Boarding House opens at 4pm
» Tuesday 19 July – First day of Term 3
» Friday 23 September – Last day of Term 3
» Saturday 24 September – Boarding House closes at 10am

Term 4
» Friday 7 October – Boarding House opens for Year 12 only at 4pm
» Sunday 9 October – Boarding House opens for Years 7-11 at 4pm
» Monday 10 October – First day of Term 4
» Friday 2 December – Last day of Term 4
» Saturday 3 December – Boarding House closes at 10am

Term Dates 2017

Term 1
» 30 Jan – 7 April

Term 2
» 24 April (could be 26 April) – 23 June

Term 3
» 18 July – 22 September

Term 4
» 9 Oct – 1 Dec
WHAT TO BRING TO BOARDING

Boarders are away from home for long periods of time and deserve the opportunity to feel at home in their surroundings. For many, this may mean they try to recreate their bedroom or for others it may just need a few special belongings.

When deciding what items to bring consider the costs or difficulties associated with transport, the size of your room and storage and the likely hood of using an item.

Clothes

School Uniform
All items are CGS unless otherwise stated
» 1 x Navy Blazer
» 3 x trousers
» 3 x shorts
» 1 x belt (brown or black depending on year group)
» 2 x ties
» 4 x shirts (plain blue or striped depending on year group)
» 2 x navy sweater
» 5 x long socks
» 1 x shoes (brown or black depending on year group)
» 1 x bucket hat; and
» 1 x school bag.

Sports/PE Uniform
» 2 x PE Shorts
» 1 x swimming uniform
» 1 x tracksuit
» 2 x navy PE shirt
» 1 x sports shoes (non-marking)
» 4 x white sports socks of your choice; and
» Other items dependent on co-curricular commitment.

Casual Clothes
Teenagers grow quickly and fashions change. Our laundry service is very efficient and there is little time for the students to wear lots of different items. Generally if a student has too many clothes they forget to pick them up from the laundry or even worse, forget to put them into the laundry. Try to minimise the items they bring to boarding. Please also consider the typical weather and the activities they enjoy and also any outdoor education camps or excursions that might be happening during each term.

As a general guide, Terms 1 and 4 have hot weather (in excess of 40°C) but it can still be cool at night. Terms 2 and 3 are much colder and temperatures as low as -10°C can be experienced, but it does tend to be very pleasant and dry during the day. Overall, Canberra does not experience high average rainfall but significant storms do happen and a raincoat is valuable in these circumstances.
CGS recommends

» 10 x underwear
» 5 x socks
» 2 x nightwear
» 4 x t-shirts
» 2 x collared shirt
» 2 x shorts
» 2 x long pants
» 1 x thongs
» 1 x warm slipper/ugg boots
» 1 x casual shoes
» 1 x waterproof; and
» 2 x jumper/sweater.

Academic Equipment

Please ensure students have a selection of pens, highlighters, pencils, rulers and a suitable calculator (please note the Board of Studies and IB have specifications that a calculator must meet to be approved for use) available. They should also have a note book or folder for each subject and the appropriate text books and required reading. The text books are ordered through campion.com.au. Each student receives a guide for the following year in term 4 and new students will receive this information from the School Registrar.

Other items

» Wet Pack – toothbrush, toothpaste, brush, non-aerosol deodorant, nail clippers, shampoo.

» Bedding – items can be supplied but mist students prefer their own pillows, doona and doona covers.

» Sports equipment – many of the facilities are available for the boarders to use in the evenings and on weekends so even if they don’t choose these sports for co-curricular they may which to bring items such as tennis, badminton, table-tennis or squash racquets; soccer and rugby balls and bicycles. Bicycles must also be accompanied by a helmet (it is the law that all cyclists wear helmets), a lock and pump. Bicycles can be stored on campus in a lock up shed.

» Electrical Equipment – all electrical equipment will be tested and tagged during Term 1. Personal computing devices, a small music system and alarm clock are all acceptable. Students should not bring TVs (there are three TV rooms in the Boarding House) and gaming devices (although the latter can be used during the weekend in communal areas with permission). Fans and desk lamps are provided.

» Books/games – reading books is actively encouraged and students can bring these to the Boarding House but is worth noting that the library has a comprehensive stock of books for all ages. Board games and playing cards are acceptable.

» Personalisation of rooms – photos and posters are allowed and encouraged but any item on display must be age appropriate for the all the members of the House.

» Pets – no pets of any kind are allowed.
BEHAVIOUR AND STANDARDS IN CGS BOARDING

Dress codes and appearance

Students are required to follow the School rules regarding uniform during school hours and for school events as laid out in the school diary. In addition to the correct uniform it should also be clean and neat. As Boarders have a laundry service they should set the standard in this regard. Shoes should be polished and garments ironed. The School sun-hat should be worn outside during Terms 1 and 4.

Dress codes also apply to the Boarding House and its environs. Students should have footwear on at all times outside of the Boarding House. Clothing should be clean and neat. Offensive or provocative t-shirts/garments should not be worn. No student should ever be shirtless outside the boarding house. Hats should be worn outside during Term 1 and 4. Clothing should be respectable and appropriate for the occasion and the Boarding House Staff will be the judge of this.

At meal times in the dining hall students need covered shoes (not slipper/ugg boots). Singlets are not permitted and on Wednesday and Sunday nights a collared shirt must be worn. Students should not enter the dining hall with muddy sports clothes and hats should never be worn indoors.

It is strongly recommended that students wear casual clothes if they are on leave but if they do wear items of uniform off campus it must be worn in a manner that matches the school rules.

Rooms

Students are to leave their room each morning in a neat state. This also applies when departing for leave. They are expected to change their sheets on the allotted night and keep the room free of excessive laundry.

Minimum requirements to pass room inspection:
» Student Present in the Room at inspection
» Blind up
» Window Open
» Laundry in bag or preferably taken to the laundry
» Bed made
» Floor clear
» Towels on rails
» Desk clear
» No rubbish on the floor; and
» No food items in the room.
Laundry
Canberra Grammar School offers a comprehensive laundry and mending service to all students. All items are washed and ironed (as necessary).

» All items except socks and undies to be clearly named
» Socks and undies washed together in named sock bag (the cost of which is charged to the school account)
» Laundry drop off and collection happens before and after school
» All uniform items can be washed but occasionally dry cleaning is required (the cost of which is charged to the school account)
» Small repairs can be made by the Housemother but larger repairs may need to be outsourced
» Bed linen – most students prefer their own doona, cover and pillows but they will be provided with clean sheets and pillow cases on Tuesday nights
» Doona covers should be submitted to the laundry weekly during summer
» Spare doonas and covers are available; and
» Two towels are provided each week and more can be used on request.

The laundry turnaround time is generally very quick and it is therefore expected that students will never need to wear dirty or crumpled uniform.

Cleanliness
It is essential that students maintain high standards of personal hygiene and cleanliness. This applies to their rooms and clothing. In addition to being a matter of personal pride it is also necessary in a communal living area. Many teenagers are forgetful and also choose not to follow a personal hygiene routine. This can lead to conflict in shared rooms and isolation. Bodies, rooms and clothes must be kept clean, and students with difficulty in this regards can be helped by the nursing staff and Housemother.

Manners and etiquette
Manners are important to harmonious communal living. Good manners are essential after school and help to build respect.

All students are expected to:

» Say please and thank you to all
» Not to interrupt each other in conversation
» Introduce them when meeting someone new
» Shake hands when meeting someone new
» Do not use adult’s first names until invited to do so
» Open and hold doors for each other and staff
» Allow staff/adults through doors first
» Offer their seat for staff/adults or injured students
» Invite staff/adults ahead of them in dining queues
» RSVP to invitations
» Turn up to events and activities they have promised to attend
» Contact staff/coaches/organisers if they are unable to attend
» Dress appropriately for occasions
» No electronic devices in the dining hall; and
» Eat using cutlery and do not start eating until everyone on their table is ready to start.
General Behaviour & Discipline

Living in close proximity with your peers is one of the most rewarding and most challenging aspects of the CGS boarding experience. Individuals who treat others with respect will find they are in turn well respected. Students need to learn to be tolerant of others and respectful of privacy. The boarding staff and the rules should be observed and to do otherwise creates tensions and mistrust which leads to an unpleasant environment. Every student should strive to make the Boarding House a positive environment.

Due to the nature of boarding and the closeness of the community and the subsequent impact they have on others, some behaviours are unacceptable:

» Bullying or victimisation
» Stealing
» Unauthorised leave at any time
» Consumption or possession of alcohol or illicit drugs
» Having unauthorised visitors in the boarding house; and
» Entering someone else’s room without permission.

All boarders are subject to the School’s policies and failure to adhere to these policies will bring sanctions. The same is true in Boarding and all students are expected to adhere to these or sanctions will be imposed. These include, but are not limited to: loss of privileges, additional duties, restriction on leave, detentions and suspension.

Canberra Grammar School operates under a philosophy of Positive Human Relations. Students are to act in ways to:

» Enhance the welfare of others
» Protect the property rights of others and the School
» Protect the fabric of the School; and
» Enhance the reputation of the School.

HEALTH CLINIC

The CGS Health Clinic is staffed by Registered Nurses and is available to students and staff.

 Registered Nurse  Monday to Friday  8am – 5pm
 Housemother  After hours, Saturday and Sunday
 Health Centre  +61 (2) 6260 9866
 Email  Kerrie.Jesiolowski@cgs.act.edu.au

The registered Nurses are able to provide:

» Primary health care to students
» First aid for the school community
» Health promotion; and
» Referrals to allied health professionals.
Staff

MS KERRIE JESIOLOWSKI

Registered Nurse – Health Clinic Coordinator
Monday to Friday
8am – 5pm

MS FIONA JAMES

Registered Nurse
Monday and Tuesday
8am – 5pm
Thursday
12:30 – 5pm

Medication

In accordance with school policy all Medication including pain relief, antibiotics, cough mixture, herbal and traditional medicine and prescription medication should be clearly labelled, in original packaging and handed into nursing staff at the Health Clinic. **Medication is not to be kept in the Boarding House.**

Reasonable exceptions to this may include asthma medication, emergency allergy medication (such as epipens, diabetic medication), and any boarder’s medication that may be required overnight at the discretion of the Registered Nurse.

These guidelines and policies are in place to ensure medications are stored safely and cannot be accessible to others. It also ensures that the correct student receives the appropriate medication as prescribed, and the safety of all other students.

The Health Clinic has a basic supply of over the counter medications (for example panadol, nurofen and antihistamines). If a boarder requires any other medications, or pain relief is sought on a regular basis, this will be purchased from the pharmacy and charged to their parent’s account.

Illness

Boarders who become unwell and cannot attend school will be cared for in the Health Clinic. The Registered Nurses in the Health Clinic stay in regular contact with parents to update them on the progress of their child.

If the nurse deems a student too unwell to return to the Boarding House overnight, they will remain in the Health Centre under the care of the housemother. A medical appointment may be made for a student if clinically indicated. In an emergency, an ambulance will be called for transportation to The Canberra Hospital.

What to do if your child is unwell?

Boarders who are unwell or require medical advice should report to the health clinic at 8am. If too unwell to attend school, students will remain in the Health Clinic for observation and treatment. Students are not allowed to remain in their rooms if they too sick to attend School.

If it becomes apparent that a student will require an extended period out of school or the Boarding House, arrangements may need to be made for him to be collected by parents/guardians.

Medical

A General Practitioner (GP) visits the Health Clinic twice a week and urgent cases are accommodated at the Yarralumla Surgery.

Cost of consultation for a boarder with a Medicare Card bulk billed (no charge)
For an overseas student without a Medicare Card – $90.00
For an exchange student without a Medicare Card – no charge
If the visiting GP is absent the charge may be at the discretion of the covering Doctor.

If a student has been receiving medical treatment during the holidays or for a chronic condition, it is most important that the treating Doctor or health professional sends a report to the nursing staff, in particular specifying any prescriptions, medications or ongoing treatment required.
After-hours and weekend medical treatment
If a student requires medical attention after-hours or during the weekend they will be escorted by a boarding staff member to either an appointment at Canberra After Hours Locum Medical Service (CALMS – cost $90, Medicare rebate $37.05) or The Canberra Hospital Emergency Department.

Multi-disciplinary services
Working alongside staff at the CGS Health Clinic, other services available to Boarding students include:
» General Practitioner
» Physiotherapist
» Podiatrist
» Orthodontist
» Dentist; and
» Counselling/Psychiatry/Psychology.

These services are provided by external qualified professionals.

Students seeking medical attention should first attend the Health Clinic for assessment of their needs. Should the Health Clinic or the visiting GP recommend additional services from an external qualified professional, this will be discussed with a parent/guardian, before an appointment is made.

Students with a specialist appointment will be accompanied (where possible) by the Housemother. Transportation to an appointment can be made by via foot, taxi or school vehicle – each requiring permission from the student’s parent/guardian.

Billing
Payment for external appointments can be paid for at the time of the appointment using the credit card details supplied the parents. The invoice is then mailed to parents.

Appointments
The Health Clinic will arrange appointments for boarding students and will organise transport as required. Where possible, appointments are made outside of class time. The Health Centre will contact parents to gain consent to make a specialist appointment and to provide an approximate cost.

When parents make appointments for their child(ren) please ensure feedback is relayed to the Health Clinic staff and visiting GP to maintain continuity of care.
DAILY ROUTINE

With a large number of students to mobilise each day it is important that everyone in the House sticks to the daily routines. This is especially important for the meal times and roll calls. From time to time variations to the daily routines are made for special events or circumstances and students are notified of these in advance. It is important to note that the routines do vary slightly between year groups.

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<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>ROLL</th>
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<tbody>
<tr>
<td>AM</td>
<td></td>
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<tr>
<td>6:45</td>
<td>Wake-up, showers</td>
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<td>7:00</td>
<td>Senior on Duty to wake all students</td>
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<tr>
<td>7:15</td>
<td>Roll – Full Uniform</td>
<td>7-10</td>
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<td>7:15</td>
<td>House Chores</td>
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<tr>
<td>7:30</td>
<td>Breakfast</td>
<td>ALL</td>
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<tr>
<td>8:00</td>
<td>Final preparations for school</td>
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<tr>
<td>8:15</td>
<td>Inspection of rooms – students in their own rooms</td>
<td>ALL</td>
</tr>
<tr>
<td>8:30</td>
<td>Boarding House CLOSES</td>
<td>All students at school</td>
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<tr>
<td>8:50</td>
<td>Period 1</td>
<td></td>
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<tr>
<td>10:45</td>
<td>Morning Tea @ kitchen</td>
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<td>11:05</td>
<td>Period 3</td>
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<tr>
<td>PM</td>
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<tr>
<td>1:00</td>
<td>Lunch @ Dining Hall</td>
<td>ALL</td>
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<tr>
<td>1:50</td>
<td>Pastoral time / Assembly</td>
<td></td>
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<tr>
<td>2:25</td>
<td>Period 5</td>
<td></td>
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<tr>
<td>3:25</td>
<td>Boarding House OPENS</td>
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<tr>
<td>3:25</td>
<td>Afternoon Tea @ Common Room</td>
<td></td>
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<tr>
<td>3:30</td>
<td>Free-time/Training: Houses are QUIET</td>
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<tr>
<td>6:00</td>
<td>Dinner @ Dining Hall</td>
<td>ALL</td>
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<tr>
<td>7:00</td>
<td>Prep 1: 7-10 Library 11 and 12 in own rooms</td>
<td>ALL</td>
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<tr>
<td>8:15</td>
<td>Supper @ Common Room</td>
<td></td>
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<tr>
<td>8:30</td>
<td>Prep 2: Years 7/8 to leave at 9:00</td>
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<tr>
<td>9:00</td>
<td>Years 7-10 hand in their devices which are placed in the ‘lock-box’ overnight.</td>
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<tr>
<td>9:30</td>
<td>Lights out Years 7/8</td>
<td>7/8</td>
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<tr>
<td>10:00</td>
<td>Lights out Years 9/10</td>
<td>9/10</td>
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<tr>
<td>10:30</td>
<td>FINAL lights out.</td>
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SATURDAY ROUTINE

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<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>ROLL</th>
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<tbody>
<tr>
<td>AM</td>
<td></td>
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<tr>
<td>7:30</td>
<td>Breakfast</td>
<td>ALL</td>
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<tr>
<td>8:00</td>
<td>Casual Leave</td>
<td>7/8 in groups of 3 Manuka ONLY</td>
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<td></td>
<td></td>
<td>9/10 in pairs</td>
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<td></td>
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<td>11/12 may take leave on their own</td>
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<tr>
<td>PM</td>
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<tr>
<td>12:30</td>
<td>Lunch @ Dining Hall</td>
<td>ALL</td>
</tr>
<tr>
<td>1:00</td>
<td>Casual Leave</td>
<td>7/8 in groups of 3 Manuka ONLY</td>
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<td>9/10 in pairs</td>
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<td></td>
<td></td>
<td>11/12 may take leave on their own</td>
</tr>
<tr>
<td>5:30</td>
<td>ALL Casual Leave concludes</td>
<td></td>
</tr>
<tr>
<td>6:00</td>
<td>Dinner @ Dining Hall</td>
<td>ALL</td>
</tr>
<tr>
<td>6:30</td>
<td>Evening Leave</td>
<td>11 and 12 ONLY</td>
</tr>
<tr>
<td>8:30</td>
<td>Supper @ Common Room</td>
<td></td>
</tr>
<tr>
<td>9:45</td>
<td>Lights out Years 7/8</td>
<td>7/8</td>
</tr>
<tr>
<td>9:45</td>
<td>Evening Leave concludes</td>
<td></td>
</tr>
<tr>
<td>10:15</td>
<td>Lights out Years 9/10</td>
<td>9/10</td>
</tr>
<tr>
<td>10:30</td>
<td>Lights out Years 11/12</td>
<td>11/12</td>
</tr>
</tbody>
</table>

Years 7-10 hand in their devices which are placed in the ‘lock-box’ overnight.
**SUNDAY ROUTINE**

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>ROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30</td>
<td>Breakfast</td>
<td>ALL</td>
</tr>
<tr>
<td>9:00</td>
<td>Roll Call @ Boarding Office</td>
<td>ALL</td>
</tr>
<tr>
<td>9:15</td>
<td>Casual Leave 7/8 in groups of 3 Manuka ONLY</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td>9/10 in pairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/12 may take leave on their own</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>Brunch @ Dining Hall</td>
<td>ALL</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>Casual Leave 7/8 in groups of 3 Manuka ONLY</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td>9/10 in pairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/12 may take leave on their own</td>
<td></td>
</tr>
<tr>
<td>5:30</td>
<td>All Casual Leave concludes</td>
<td></td>
</tr>
<tr>
<td>6:00</td>
<td>Dinner @ Dining Hall</td>
<td>ALL</td>
</tr>
<tr>
<td>6:30</td>
<td>Rooms Cleaned</td>
<td></td>
</tr>
<tr>
<td>7:00</td>
<td>Chapel</td>
<td>Full Uniform</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rooms inspected</td>
</tr>
<tr>
<td>7:30</td>
<td>House Meeting</td>
<td></td>
</tr>
</tbody>
</table>

**WEEKLY ROUTINES**

As can be seen from the schedules in this book each day is highly structured. The same is true of the weekly routines. Below are some key events:

<table>
<thead>
<tr>
<th>DAY</th>
<th>ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Chapel during Pastoral Period</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Tutor Group/Mentor Group</td>
</tr>
<tr>
<td></td>
<td>Mentor Groups for Dinner</td>
</tr>
<tr>
<td></td>
<td>Monaro SRC Meeting</td>
</tr>
<tr>
<td></td>
<td>Sheet Exchange after Dinner</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Assembly</td>
</tr>
<tr>
<td></td>
<td>Family Dinner – collared shirt</td>
</tr>
<tr>
<td></td>
<td>Shortened Prep</td>
</tr>
<tr>
<td></td>
<td>Activities after Prep</td>
</tr>
<tr>
<td></td>
<td>Weekend Leave Requests due</td>
</tr>
<tr>
<td>Thursday</td>
<td>House Activities</td>
</tr>
<tr>
<td>Friday</td>
<td>House Meeting</td>
</tr>
<tr>
<td></td>
<td>BBQ or Casual Dinner</td>
</tr>
<tr>
<td></td>
<td>Seniors Leave available</td>
</tr>
<tr>
<td>Saturday</td>
<td>Seniors Leave available</td>
</tr>
<tr>
<td>Sunday</td>
<td>Student House Meeting</td>
</tr>
</tbody>
</table>
DUTY AND CHORE ROSTERS

Senior students are given duties such as supervision of younger students and accompanying staff on playground duties. These duties are assigned by the Duty #1 and the Head of Boarding. It is very important that students attend these duties or arrange for appropriate cover.

Junior students have daily chores to complete. These chores are assigned by the Duty #1 and the Head of Boarding. Each student is part of a team of students from different age groups with an assigned leader. The group is given a chore which they complete every day for half a term. Once this is completed the groups rotate to another chore.

Chores and duties are assigned in order to lighten the burden on staff but to also instil a sense of responsibility and pride in the House and surrounds.

TERM SCHEDULE

Term dates are set by the School two years in advance. It is expected that all students are present for the whole term. As a general rule the Boarding House opens the afternoon of the day before term starts. Some modifications are made to this to accommodate Year 12 in their exam periods. The Boarding House close at 10am the day after the last day of term to allow for travel. It is worth noting that Presentation Night usually falls on the last day of Term 4 and is a compulsory event.

All students are expected to remove all items from their rooms at the end of each term. Storage for some items is available but it is a good opportunity to reduce the amount of unnecessary items each student has and to take home seasonal clothing and sporting equipment.

Most terms include some period of assessment for most year groups and it is imperative that students remain abreast of the key dates for their subjects and courses.

Long Weekends

The Boarding House closes for public holiday weekends that fall within term time. Easter varies from year to year and sometimes marks the end of the term. Canberra Day Holiday is held around the second Monday of March and the Queen’s Birthday Holiday is around the second Monday of June. Anzac Day (25th April) and Australia Day (26th January) can also impact when term starts.

These dates will be advertised in the School calendar and students are expected to leave the Boarding House by 6pm the evening the long weekend begins and return after 4pm on the final day of the long weekend. They may travel home, stay with a local guardian or relatives or with friends. We strongly encourage families that have the ability to host overseas students do so as this benefits their integration into the boarding community and will often give them a cultural experience they would otherwise miss out on.
TRANSPORT

The Boarding House possesses one seven seat vehicle for boarder transport. Priority for transport is given to medical issues and appointments, school sport and school activities and only if it is possible external activities. Many students have become reliant on this transport and we are forced to choose between a boy missing his activity and providing duty of care for the rest of the students in the Boarding House. We recommend that parents/guardians encourage their child(ren) to find alternative and reliable transport to these venues with other students or parents. Whilst we have supervision in place to minimise the times when we are unable to provide transport there will be occasions when your son will need to find his own way on public transport or taxi to off-campus venues.

Priority is given to the following activities:

» Medical emergencies and appointments
» End of term travel to airport, bus depot etc; and
» CGS Sport, especially with multiple students.

There is low priority given to:

» Activities where alternative transport exists
» Non-CGS Sport
» Non-CGS activities
» Social appointments
» Night or day-leave pick-ups and drop-offs; and
» Last minute requests.

Alternative Transport:

» Many venues can easily be reached by bicycle - there is a covered bike shed
» Public transport - the Housemother is happy to help with planning
» Parents of other students attending the same activity; and
» Taxi - we have cab charges that can be added to your account - the Housemother will help with this.

Please consider the difficulties of providing transport for all of our 85+ students when organising activities for your child(ren) and please impress upon them the need to arrange suitable and reliable alternatives to the boarders van as it will often not be available.

INTERSTATE/OVERSEAS TRAVEL

At the beginning and end of each term we will assist in transport to and from the boarding house. This can include booking buses or trains and arranging transport to the Airport or Jolimont Bus Interchange. Students and parents should discuss their particular needs with the Housemother as they are busy times to coordinate.

Some key points:

» Passports and tickets should be handed in to the Housemother for safekeeping
» Not all Bus companies will accept unaccompanied minors
» The Housemother can assist with bus passes and student discount schemes; and
» Travel should not be arranged without consulting the school diary and end of term dates.
ACADEMIC PERFORMANCE

Many students find the routine of boarding helps them to stay on top of their work and gives them greater opportunity to study with others. We also find that for some the number of distractions increases and the lack of parental supervision can make it hard for them to focus. Boarding does not cure all academic issues nor does it cause them all. The student is an individual and has individual needs. The Pastoral team liaise with their teachers to monitor performance and in particular, effort and we provide opportunities for the students to get assistance in planning, tutoring and motivation.

Academic conferences

Academic conferences are an ideal time to discuss the progress of your child with their teachers but due to the distances involved it is not always possible to attend. If you are unable to attend please consider calling the teachers for a discussion and, particularly for older students, it is possible for them to attend on their own or with a member of the boarding staff. If you are visiting Canberra at other times you may wish to arrange a meeting with select members of staff. This can be done by contacting the Head or Assistant Head of Boarding.

Reports

Reports are an important tool for teachers to record and communicate students’ progress. They are accessible online through CGS Connect. Each year group has a separate report schedule which is aimed at proving feedback at the time those students need it most. If you have any queries about reports you can contact the Director of Academic Education, the Head of Boarding or the class teacher.

Tutoring

Private

Students can attend private tutoring off-campus by applying for leave. The tutor will need to be added as a Host.

Students can also have a private tutor come to school and use an appropriate classroom after seeking permission from the Head of Boarding.

All private tutors possess an up to date Working with Vulnerable People (WWVP) card.

Resident

Our resident tutors are a mix of teachers, university students or in the workforce. They all have abilities that can be useful for students studying. This may come in the form of direct tutoring on a subject, help with planning and organisation or advice on study habits. Students just need to ask for help.

We also provide an excellent Maths tutor and an ESL tutor twice per week. They are able to help any students who need it.

Pastoral

Manaro House has a team of teachers who are involved in the pastoral care of the students in the House. Generally they are not boarding staff. They are all dedicated to the care of our students and will be able to help them with subject specific and general study skills.

Departmental

Many Departments including English, Maths and Science run regular department based tutorials before and after school. Students are encouraged to attend these regularly to access more personalised help in those subject areas. Students should also approach classroom teachers for additional help which can happen during breaks and before or after school.

Senior Students

Most of our senior students are happy to help younger students with their work in subjects they have particular strengths in. There is also an ongoing roster of senior students who attend junior prep to help when needed.

Prep

Prep is the scheduled study time. It is run after dinner on Sunday to Thursday. Fridays and Saturdays have no scheduled prep. This time is supervised and the seniors are allowed to study in their rooms whilst the
Use of Devices

Devices can be used in prep but it is not always necessary depending on the nature of the work. Students have access to the School WiFi network but certain applications and websites are blocked. These include inappropriate websites at all times and the restriction of access to social media during prep time. It is recommended that you limit the amount of data the students can access through their phone plan as this allows them to bypass our safety feature on the network.

Exam Periods

During exam or assessment periods Years 7-10 are not allowed to return to the Boarding House. They will be supervised between exams in their usual classrooms or the exam hall. Generally only Year 10 and above are permitted to leave school between exams. Year 11 and 12 will be provided with limited access to the Boarding House between exams when supervision is possible. This will generally only be possible for the Year 12 mid-year and trial exams. During the final HSC and IB exam period the students will have full access to their rooms although we would still recommend variety in their study locations.

Time management and organisation

Most students have enough time to complete their work in prep, some need help and guidance in this regard. Tutors work with the students to set goals and plan their term and even their prep. We insist on the use of the school diary. There is a strong correlation between effective diary use and good organisation. Tutors check each student’s diary weekly and whenever they are at home parents should look at the comments and usage. Other tools such as year or term planners in their room, electronic diaries and the use of alerts on their phone should be used in conjunction with the diary not instead of.

Who to contact?

If you have any concerns about your child(ren)’s performance or progress the best person to discuss this with is the Head or Assistant Head of Boarding for general enquiries or class room teachers for specific subjects. Whilst a phone call is advantageous it is probably easier to make initial contact with a teacher through email as they may not be in their office for much of the day.

MEALS

Diet

The menu is approved by a dietician to provide the necessary intake of nutrients for students of school age. Specific dietary requirements should be included in the application forms. Students with allergies will also need to highlight these on their medical forms.

Servings are portion controlled but some students will require extra helpings due to their activities. Guidance is given by kitchen and boarding staff.

Meal times

The normal meal times are highlighted in the daily routine and it is very important that students attend meal time for the necessary nutrition but also for socialisation and announcements. Any student that misses a meal will need to seek permission for an exemption.

Meal Etiquette

At certain meal times the students are requested to wear uniform or semi-formal wear. At all times they must have closed footwear (not ugg boots or slippers), no singlets or hats. The only exception to these rules is during the informal BBQs. Staff and guest should be invited or allowed to the front of the queue and students should wait for others on their tables to collect their food before starting.

All students are expected to clean up after themselves and take their dirty dishes to a central collection point for the ‘slush’ team.
LEAVE

Types of Leave

One area that often causes confusion is the term ‘leave’. There are three categories of leave; leave from School, casual leave and approved leave.

- **Leave from School** – only the Head of Senior School can approve leave from School. This must be applied for in writing, well in advance of the leave dates.
- **Casual Leave** – Off-campus to a regular, well known location e.g. Manuka Shops.
- **Approved Leave** – Off-campus and missing a meal/roll call or overnight e.g. visiting parents on the weekend.

There are a number of subcategories of leave which are available to different age groups at different times.

<table>
<thead>
<tr>
<th>LEAVE CATEGORY</th>
<th>WHO CAN APPLY?</th>
<th>WHEN CAN IT BE TAKEN?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASUAL LEAVE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casual Leave</td>
<td>All (depending on numbers of students)</td>
<td>After school, before dinner</td>
</tr>
<tr>
<td>- Manuka</td>
<td></td>
<td>Weekends between roll calls but not after dinner</td>
</tr>
<tr>
<td>Casual Leave</td>
<td>All (depending on numbers of students)</td>
<td>Weekends between roll calls but not after dinner</td>
</tr>
<tr>
<td>- Civic</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APPROVED LEAVE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overnight</td>
<td>All students</td>
<td>Weekends</td>
</tr>
<tr>
<td>with Parents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overnight</td>
<td>All students</td>
<td>Weekends</td>
</tr>
<tr>
<td>with Host</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Leave</td>
<td>All students</td>
<td>Weekends and midweek by negotiation</td>
</tr>
<tr>
<td>Senior Leave</td>
<td>Year 11 and 12 only</td>
<td>Friday and Saturday Evening</td>
</tr>
<tr>
<td>School Excursion</td>
<td>All</td>
<td>Any time</td>
</tr>
</tbody>
</table>

Application for Leave

ALL WEEKEND LEAVE IS DUE BY 9PM WEDNESDAY

Leave is applied for in two ways:

- In person – this applies to Casual Leave (at the time of taking leave) and all leave after the cut-off time.
- Using Reach – Staff, students and parents can all make applications for leave on behalf of the student using our boarding management system, ‘Reach’. This can be applied for many weeks in advance but weekend leave must be applied for by 9pm on the Wednesday before the leave is due to be taken.

The CGS Portal can be reached via cangs.reachboarding.com.au/ on any device. There is also an app available for smartphones.

Student/parent created leave requests:

The first time a user logs in there will be a number of hints and instructions to guide you, there is also a ‘Help’ section.

Home Screen
Help Tab

Create a New Request

Select Boarder using drop down box (only available to parents of more than 1 student):
Complete all sections as accurately as possible.

» 1 – Type of leave

» 2 - Estimated times are fine but please contact the Duty Phone (minor) or the Head of Boarding (major) if there is to be a variation.

» 3 and 4 - Select the type of transport – if a student needs assistance with transport they must speak with the Housemother in person.

» 5 – Select the Host – For ‘overnight leave with hosts’ the host must have been created by the parent or guardian first.

» 6 – Brief explanation of leave.

» 7 – Finer details of leave request.

» 8 – Hit Save – await confirmation that leave request has been saved.

CREATING A HOST

Your child(ren) will from time to time which to stay with other families, relatives or family friends. This is absolutely fine and encouraged but it is imperative that all parties are aware of the arrangements before it is approved.

A Host can be created in the ‘Reach’ system by a parent/guardian.

Name, email, mobile are all that is required.

To create a host:

Select ‘My Account’ by clicking on your user name in the top right of the home screen:
Select ‘Host’ Tab – 1, then ‘New Host’ 2

Complete the required information and hit save. This ‘Host’ will now be available to be selected when creating leave. There is no limit to the number of hosts so consider adding all those people who may look after your child.

LEAVE APPROVAL PROCESS

Once a leave request has been created it will trigger an automatic email to both parents and, if a host has been selected, to the host. This email will include the details of the leave and it is imperative that you, as parents, check the details carefully before clicking ‘Approve’. If you do not wish to let your child on leave click ‘Reject’ – at this point you will be asked to provide a brief explanation. If a host has been selected then they will also receive an email that requires them to ‘Approve’ the leave. Once this has happened the Head of Boarding has final approval.

Gating

Gating is a term used to describe a student who is not permitted to take leave of any form. This is often a consequence of failure to abide by the sign-in and sign-out (SISO) procedures, taking unapproved leave or returning late from leave. The duration can vary depending on the circumstances. During a period of Gating – leave cannot be requested unless the student speaks to the Head of Boarding in person.

Sign-in Sign-out (SISO)

For safety it is absolutely essential we know where students are at all times. As such we require them to sign-out of the Boarding House when they leave, even if their destination is to another on-campus location. The same is true of their return to the Boarding House. The only exception is for meal times in the dining hall as the whole boarding community is in the same location.

SISO is completed by a face-to-face interaction with the Tutor on Duty or Housemother. In the unlikely event that there is no one present the student should either wait or call the Tutor on Duty or Housemother.

We are currently working on the facility for students to SISO for on-campus locations without a face to face interaction but instead using their School ID card. This would be used for early morning sports training or leaving for the school day.
PARENTS/GUARDIAN

Being the parent/guardian of a boarder can be one of the most challenging experiences. Every family will find the experience to be different. It is normal for some sense of grief at the separation and it is normal for your child to feel homesickness at some point.

Some ideas that may ease the transition include:

» Planning regular visits or trips home in advance
» Joining a parent support group – such as the CGS Boarders Parents Association or the ICPA (Isolated Children Parents Association) and engaging in networking
» Communicate regularly with your child via a variety of means (FaceTime, Google Hangouts, email and phone are all available in the Boarding House at CGS)
» Contact the Head of Boarding immediately if you have any concerns; and
» Remember that most boarders will often only call when they are upset and are unlikely to ring whilst they are enjoying themselves.

Student homesickness can manifest in many ways but it is common for many students to feel homesickness through one of three experiences:

» Physical symptoms – feeling unwell but with vague symptoms such as a sore tummy or lack of energy
» Separation Distress – missing home, family, pets and belongings; and
» Grief – sadness, feeling lonely.

The duration and frequency varies dramatically with some students feeling homesick just once to other feeling homesick for their entire boarding career. The factors that impact homesickness are varied but some common triggers include:

» Sleep deprivation – reducing technology use at night and following curfew times can have appositive impact
» Illness – this may be the student or a family member or even a pet; clear communication can alleviate worry
» Missing out on special events at home; and
» Losing contact with friends from home.

The intensity and duration can be alleviated by some of the following techniques:

Parental Contact:
» Plans for next visits
» Regular contact with parents; and
» Leave with parents or family friends and relatives.

Keeping Busy:
» Positive attitude to new experiences
» Playing sport or exercise
» Reading
» Studying
» Joining clubs; and
» Hanging out with friends.

Discussion with Staff and Students about Homesickness:
» Talking to older boarders
» Talking to boarding staff
» Talking to teachers; and
» Talking to the School Counsellor.

If you can understand the triggers for your child’s homesickness and communicate with boarding staff and your child(ren) regularly it is possible to dramatically reduce their homesickness and ultimately improve their boarding experience.
Ms Rosemary Jovanovic is the School’s full-time Senior School Counsellor and Psychologist. The boarders have access to her services and she is very important part of the welfare team. Her services can be accessed by all students and includes help with motivation, socialisation, mental health disorders and much more. If you feel your child could benefit from meeting with the Counsellor there are a few options available; contact the Head of Boarding, contact Rosemary directly or have your child contact Rosemary directly.