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Communication
Our Commitment

As an Anglican school we are committed to the belief that each person is uniquely important. We seek to foster a community in which students can feel confident to discover and express their individual strengths, and enjoy the fulfilment of participating in a positive learning community.

We strive to nurture the academic, cultural, physical, social and spiritual dimensions of each child in our care.

We provide an environment in which students are challenged to become the men and women they are capable of being: confident, creative, self-reliant, thoughtful and sensitive to the needs of others.

They will be keen to take on new challenges, feeling a strong sense of responsibility for their community, willing to make decisions for themselves and acting with integrity.

Our students are encouraged to think deeply about their international world and the part they can play in making it a better place.

From the Headmaster

From the very start of the life of this school boarding has been a fundamental central feature. The distinctive educational experience of living and working at school continues to be shared by over 80 boys and girls from Grade 5 to Grade 12 along with the many staff who make up this unique learning community. Boarders live in the very heart of the senior campus providing the life blood of our school.

I trust that this handbook provides its readers with an appreciation of the life of a Launceston Grammar boarder as well as practical information and advice by which to navigate.
Communication

There are two pay telephones in both houses as well as an in – phone only in the Boys’ House. Mail can be collected from the Residential Co-ordinator.

It is recommended that all domestic boarders should have either Phone Away or Home-Link even if they have a mobile telephone. Overseas students should also have the equivalent card for use in contacting home.

All students at Launceston Grammar have an email address and this can also be used for communication home. Boarders are not permitted to send or read emails during prep time unless it is important for work reasons. Boarders have access to email every afternoon and during the weekends.

Many students now have a mobile telephone and parents/guardians are reminded that the Boarding House will take the usual precautions with regard to the security of these devices. It is requested that parents should only have pre-paid accounts for their child’s/ward’s mobile telephone. This adds an extra element of security.

Students at Launceston Grammar are not permitted to use or to have turned on mobile telephones during school hours without permission. This includes texting. Students are asked to turn their mobile telephones off during any service in the Chapel, examinations and assemblies.

In addition boarders are required to have their telephones turned off during meetings, meals and during prep (see daily routine page 17), whether they are working in a classroom, the computer laboratories or their own rooms. All boarders are to turn their mobile telephones off at bed time.

Junior boarders (Grades 9 and below) are required to hand in their mobile telephone, along with any other electronic devices such as iPads, iPods, computers, etc. to the duty tutor at bed time. These are returned the next morning.

Older boarders are also required to hand in these devices in rare cases, where inappropriate use is a continuing issue. These devices may be held for a period of time.

*Parents/Guardians are requested to refrain from making calls to their children/wards during the times mentioned above.*
Computers

Boarders at Launceston Grammar have access to the school network out of school hours. The School's computer laboratories are open until 4.30pm on most week day afternoons. In addition the School Learning Hub is open most afternoons and students have access to the computers located there. During this time boarders may send and receive emails.

During prep time after 7.00pm boarders may, with permission, work in one of School's computer laboratories. This lab is supervised by a boarding staff member. A student using a computer laboratory during prep may not use email, Facebook, nor access chat rooms, unless permission is sought on the grounds of this being necessary for an assignment, etc. An example of this is a student emailing work home for the weekend.

Each of the Boarding Houses has a small number of computers connected to the School’s computer network. These are available in the evening for senior students and for use over the weekend.

Parent Groups

All boarding parents are automatically members of Parentlink, which is the School's parents' support group. Most parents attend the regional visits (see next page) which occur throughout the year. There is a general boarding parents’ meeting each term. The dates for these are on the School Calendar.
Regional Visits

During the year the Headmaster holds a series of Information Evenings at various venues around the state. This is an opportunity for past families, present families and future and prospective families to meet with the Headmaster, the Head of Boarding and other staff to discuss boarding matters and to meet with prospective boarding families.

Boarding Reports

The Boarding House issues two written reports during the year. These reports reflect a number of the aspects of the daily life of the boarder. Senior students are consulted and have an input into the format for these reports.

An example of a blank report form is pictured to the right.
Events
Closed Weekends

There is just one closed weekend where students are required to stay in for the whole weekend. This is held early in the first term and parents/guardians will be notified of the arrangements for that weekend during January.

This weekend is an important time for returning boarders to re-focus and for new boarders to become part of the community. During the closed weekend activities are organised for boarders to encourage interaction between the various year groups.
Co-Curricular Activities

Since its foundation Launceston Grammar, has sought to educate the whole person. It provides a large variety of activities to assist each student to become more fully the person they are capable of being.

Boarders at Launceston Grammar have a long and successful history of participation in all aspects of the life of the School.

Co-Curricular Activities include:

- Sport
- Drama
- Music
- Dance
- Debating
- Chess
- Community Service
- Future Problem Solving
- Sony / Grammar Holiday Camp
- Model United Nations
- Tournament of the minds
- Lions Youth of the Year

**Sport**

At Launceston Grammar sport is seen as being an integral part of social and physical development of each child. There is an expectation that all students, including boarders, will be involved in a winter sport or activity and a summer sport or activity. In particular cases an exemption from this expectation can be sought through their Boarding House Co-ordinator. Many boarders are involved in more than two sports and/or activities. In addition a number of boarders are involved in playing sport with outside clubs. The School’s requirement in this case is that selection in a school team must take precedence over selection in a club team and that a student at Grammar will not only play a sport for a club where the same sport is offered at the School. This does not apply to representative teams.

**Music and other activities**

The Music Department at Grammar is located close to the boarders’ dining room. All boarders have the opportunity to access the music practice rooms during the afternoon, after prep (senior students only) and during the weekend.

A number of boarders are usually involved in the annual School Musical production, either on stage, in the orchestra or with the backstage crew.

Boarders often participate in Debating and Public Speaking, with inter-school debating taking place on an evening during the week.
Formal Dinners and Socials

Throughout the year there are a number of formal dinners and socials that are run within the Boarding House, in addition to socials and formals run by the School as a whole. These functions are very important for the House as a whole and are compulsory.

In general, the dress for these functions is jacket and tie for senior boys and collar and tie for the junior boys and the equivalent for the girls. Parents and guardians are requested to ensure that their children/wards are provided with the necessary attire for these occasions.

Long Weekends & Public Holidays

The Boarding Houses closes for long weekends. These are listed in the School Calendar. On these weekends the Boarding House will close at 5.00pm on the Friday evening. All students are required to leave by that time. The only exceptions to this will be students who have school sport on the Friday night or the Saturday morning.

Homestay for International Students commences on the Friday.

As a general rule, the Boarding House remains open on public holidays which fall on days other than Mondays and Fridays.

For long weekends the normal requirements for submission of leave information will apply.

After long weekends the Boarding Houses re-open at 4.00pm on the afternoon prior to the recommencement of school.
Staff and staffing duties
Boarding House Structure

The Boarding House (Hawkes House) is the responsibility of the Head of Boarding, who is delegated authority by the Headmaster. Both the Girls’ House and the Boys’ House has a Co-ordinator who is responsible for the day to day running of their respective Houses. The other key member of the Boarding House Management Group is the School Nurse. This group meet regularly to review management issues with regard to boarding and to discuss the progress of boarders as a whole or individually.

Within each House there are a number of Tutors who assist with the daily routine and are also available to assist students with academic and personal issues. Each tutor in either of the Houses is also assigned to a particular year group within that house. The tutors are rostered on for duty at various times during the week and on week-ends. A number of the tutors will be either registered teachers teaching at either Launceston Grammar or another school or are students studying education at the University. Tutors are usually studying at the University or the Australian Maritime College. Normal checks as to character that are mandatory for all registered teachers in Tasmania are also required by the School for all tutors, this includes a police check.

Another key staff member is the Residential Co-ordinator who is responsible for all domestic issues within the Boarding Houses.
The Health Centre

The Health Centre is currently staffed by 2 Registered Nurses. The Residential Co-ordinator, who has Senior First Aid qualifications, also assists in the Health Centre.

Our mission is to promote and maintain the physical and emotional wellness of our students. We encourage students to visit the Health Centre and to know that help and advice are always readily accessible.

**Doctors:**
We use the Northern Suburbs Medical Practice which is located at Mowbray Heights (within walking distance). Accounts are sent directly to parents. If parents request a different practice the students are sent by taxi. Younger and/or new boarders will be accompanied by a member of the Health Centre staff.

**Pharmacists:**
Student’s prescriptions are made up at the local Capital Chemist in Mowbray Heights. The account will be added to the month’s fees.

**Referrals:**
We have access to Allied Health Professionals for example physiotherapists, podiatrists, dentists or counsellors. We are happy to accommodate personal requests.

**Medical Forms:**
It is imperative that staff are aware of all medical conditions and medications. Parents are requested to complete the medical form fully. Confidentiality is always assured.

**Communication:**
We have a close link between parents and staff, ensuring that health and pastoral needs are addressed effectively and promptly. Parents are notified if their children are unwell. We welcome your calls and visits to the Health Centre should you have any concerns you wish to discuss.

**Counsellor:**
The School has a qualified Counsellor on staff to whom a boarder may be referred or who may self-refer.
The Grammar Shop

The Grammar Shop sells all uniform items, including sports uniform, as well as stationery. Parents and guardians of boarders can have an account established with the Grammar Shop and the monthly balance will be added to the school account.

Chapel & School Chaplin

As an Anglican School, Launceston Grammar is proud of its religious heritage, and sees that the religious life of the School, including Chapel Services, is an integral element of the formation of each and every student. As such, all students are expected to attend Chapel services as required.

In the Boarding House Chapel services are usually held on Wednesday evenings after dinner. The format and venue for these services vary, to give each boarder insight into the different aspects of Christian Worship. There is often a large degree of student participation and input into these services.

The Chaplain, who is responsible for all aspects of the religious life of the school, has his office in the Boarding House and is easily accessible to all boarders. The Chaplain can be contacted during school hours on (03) 6336 6031.

Parents and friends of the School are welcome to all Boarders’ Chapel Services.

The Residential Co-ordinator

Launceston Grammar has a Residential Co-ordinator whose role is to look after all of the domestic arrangements within the Boarding Houses. These include overseeing cleaning and maintenance. The Residential Co-ordinator is also responsible for the laundry service and the distribution of mail within the House.

The Residential Co-ordinator is the contact person for booking accommodation at Poimena. (refer to page 22 for further information on Poimena)

Boarders will see the Residential Co-ordinator for laundry, dry cleaning and mail. The school has an onsite laundry service 4 days per week.

Parents can contact the Residential Co-ordinator at any time during school hours with regard to any of these issues.
Organisation and student care
Daily Routine

The daily routine is established to ensure the smooth operation of the boarding community as well as to assist the individual boarder to comply with their various school commitments.

The order of the day is typical of the week days in the House. Times for Friday nights and weekends tend to be more flexible but reflect those during the week.

**Boarding House – Order of the Day – Monday to Friday Afternoon**

<table>
<thead>
<tr>
<th>TIME</th>
<th>GRADES 10 TO 12</th>
<th>GRADES 5 TO 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700</td>
<td>Wake – up</td>
<td>Wake – up</td>
</tr>
<tr>
<td>0730 – 0830</td>
<td>Breakfast available</td>
<td>Breakfast available</td>
</tr>
<tr>
<td></td>
<td>Prepare for school</td>
<td>Prepare for school</td>
</tr>
<tr>
<td></td>
<td>Showers</td>
<td>Showers</td>
</tr>
<tr>
<td>0845</td>
<td>First Bell – all students to Tutor Groups</td>
<td>First Bell – all students to Tutor Groups</td>
</tr>
<tr>
<td>0905</td>
<td>Classes</td>
<td>Classes</td>
</tr>
<tr>
<td>1040</td>
<td>Morning tea available</td>
<td>Morning tea available</td>
</tr>
<tr>
<td>1105</td>
<td>All students to Assembly, Chapel or House/Tutor activities</td>
<td>All students to Assembly, Chapel or House/Tutor activities</td>
</tr>
<tr>
<td>1125</td>
<td>Classes</td>
<td>Classes</td>
</tr>
<tr>
<td>1300</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1345</td>
<td>Classes</td>
<td>Classes</td>
</tr>
<tr>
<td>1530</td>
<td>Classes finish</td>
<td>Classes finish</td>
</tr>
<tr>
<td>1530 – 1600</td>
<td>All boarders sign-in</td>
<td>All boarders sign-in</td>
</tr>
<tr>
<td>1600 – 1745</td>
<td>- sports training/matches</td>
<td>- sports training/matches</td>
</tr>
<tr>
<td></td>
<td>- afternoon leave confirmed</td>
<td>- afternoon leave confirmed</td>
</tr>
<tr>
<td></td>
<td>- free time</td>
<td>- free time</td>
</tr>
<tr>
<td></td>
<td>- tutoring in Learning Hub (Tue,Wed,Thurs)</td>
<td>- tutoring in Learning Hub (Tue,Wed,Thurs)</td>
</tr>
<tr>
<td>1750</td>
<td>Assembly / roll call</td>
<td>Assembly / roll call</td>
</tr>
<tr>
<td>1800</td>
<td>Dinner</td>
<td>Dinner</td>
</tr>
<tr>
<td>1830</td>
<td>Prep (in bed areas)</td>
<td>Free time</td>
</tr>
<tr>
<td>1850</td>
<td></td>
<td>Supervised prep</td>
</tr>
<tr>
<td>1905</td>
<td>Computer rooms open</td>
<td>Computer rooms open</td>
</tr>
<tr>
<td>2020</td>
<td>Finish prep</td>
<td>Finish prep</td>
</tr>
<tr>
<td>2020 – 2145</td>
<td>Supper / Free time</td>
<td>Supper / Free time</td>
</tr>
<tr>
<td>2045</td>
<td>Free time</td>
<td>Grades 6 to 8 – shower/prepare for bed</td>
</tr>
<tr>
<td>2100</td>
<td>Free time</td>
<td>Grades 6 to 8 – in bed quiet reading time</td>
</tr>
<tr>
<td>2115</td>
<td>Free time</td>
<td>Grades 6 to 8 – lights out</td>
</tr>
<tr>
<td>2130</td>
<td>Free time</td>
<td>Grade 9 – shower/prepare for bed</td>
</tr>
<tr>
<td>2145</td>
<td>Shower/prepare for bed</td>
<td>Grade 9 – in bed quiet reading time</td>
</tr>
<tr>
<td>2200</td>
<td>Grade 10 bed – quiet reading time</td>
<td>Grade 9 – lights out</td>
</tr>
<tr>
<td>2220</td>
<td>Lights out – Grade 10</td>
<td></td>
</tr>
<tr>
<td>2230 – 2300</td>
<td>All lights out</td>
<td></td>
</tr>
</tbody>
</table>
The boarder and the day school
Pastoral Care

An important element in boarding at Launceston Grammar is the support which is available to boarders. This support goes beyond out of school hours and includes academic support. As boarders are living away from home the responsibility of “in loco parentis” is an important one. A considerable effort is put into helping a boarder to maximise their potential in all aspects of their school life. The support that boarders also receive from their friends, peers and older students is a hallmark of boarding at Launceston Grammar.

The School employs a qualified counsellor to whom boarders can be referred. Boarders may also self-refer. In a number of cases parents and guardians may be aware of and/or concerned about issues affecting the progress of their child or ward. In these cases parents and guardians should not hesitate to contact the respective Co-ordinator, the school nurses or the Head of Boarding.

Disciplinary issues, when they arise, are dealt with in the first instance by the tutor on duty. When required issues will be referred to the respective Co-ordinator and then onto the Head of Boarding if there is a continuing repeat of the behaviour in question or if there is a general pattern of unacceptable behaviour. In the case of serious incidents the students concerned will be referred to the Deputy Headmaster directly.

The School has a published policy with regard to bullying and harassment and this is followed in the boarding community.

As mentioned above the boarders have access to the School Counsellor.

Meals and the Dining Room

The food at Launceston Grammar is provided by a professional catering company. The menu is monitored constantly to ensure nutritional value and balance. Boarders usually have a choice of three hot dishes for dinner and a salad bar is available for all lunches and dinners. During the term there are also a number of formal dinners which boarders are required to attend.

The Boarding Fee includes all 21 main meals during the week and weekend. In addition morning tea, afternoon tea and supper is provided from Monday to Friday and on some weekends. Fruit and hot and cold drinks are available at any time.

Should a boarder be absent from lunch for reasons such as a school excursion, etc then a packed lunch can be ordered. Similarly a late meal can be ordered if a boarder is absent from dinner for sports training or after school function.

We cater for all particular dietary requirements. Please contact the Health Centre to discuss specific needs.

All meals are served in the Dining Room.

Each House also has a kitchen for use by students to make snacks and prepare hot drinks during afternoons, evenings and weekends.
Rostered Duties

All boarders in Grades 11 and below are rostered on a number of duties during the term time. The duties allocated are appropriate to the age group. Duties are an important contribution that can be made by every boarder to the good running of the House and should be seen as such, rather than as an imposition.

In some cases students may be allocated extra duties or a work duty as a sanction for inappropriate behaviour.

‘Homesickness’ (Separation anxiety)

This is a major issue affecting the lives of all boarders and their families. All boarders, and their parents/guardians, will go through a transition period as they adjust to life as a boarder. A homesick child is not, contrary to their claims, a student who necessarily wants to leave boarding and the school. Rather it is a child who is finding that the adjustment to boarding is not what they initially expected it to be. In nearly all cases the changes are very different from what is expected by the child and their parents/guardians.

This is a very important time for the boarder concerned. At Launceston Grammar there is a policy of “name and claim”, whereby the new boarder will be counselled, in groups and individually, about what they are going through, how to recognise what is happening to them and what to do when they feel that they are “homesick”. This process is there to help all new boarders realise that what they are dealing with is common to all boarders and is a stage that all must pass through.

There is no set time frame for this phase and no set pattern for the child concerned. There are some general patterns to this time. Whilst older children may not demonstrate their unhappiness as readily as small children, it can take a longer time frame for them to fully adjust. “Homesickness” will often occur several times during the first year at particularly important times; start of terms, significant family dates (eg birthdays, anniversaries of bereavements etc), times of stress (major assignments, any illnesses, first time in trouble, etc).

As issues will often occur when the student is very emotional a full and correct perspective of the issues may be partly, or fully, absent. Communication will be a major issue at this time and early on many new boarders will be in contact with home more often than expected. This will continue until they have established their own support group of staff and peers. Should you have any concerns about your child’s/ward’s progress please contact the respective Co-ordinator or the Head of Boarding. Often a re-assuring word will be all that is needed to ease concerns.

At the same time that the boarder is passing through this phase, the parents/guardians will be going through a parallel experience. This is particularly the case for the first and last children who go to boarding school. The School sees that part of the pastoral process is giving support to parents as well as the new boarders. Please do not hesitate to contact the Head of Boarding in these cases.
Access to the Boarding Houses

During the school day
Boarding students in Grade 11 and below may only access the Boarding Houses at morning tea and lunch times. Students are not to come to the Boarding Houses during or between lessons unless they have permission from any of the following;

i) the Headmaster,
ii) the Head of Campus/Deputy Principal,
iii) the Head of Boarding,
iv) the respective Boarding Co-ordinator,
v) the Pastoral Dean,
vi) the School Nurse (in cases of illness or medical appointments).

Boarders in Grade 12 may study in their rooms during timetabled study lessons.

Outside School Hours
Boarding students can access all general areas (TV & Games rooms etc) of either Boarding House.

Flexible, Casual and Day Boarding

Flexible, Casual and Day boarding is offered and encouraged. Families often seek these arrangements due to a student’s activities such as sporting commitments, during examination periods or when parents are travelling interstate or overseas.

Day Boarding provides a longer school day for day students who wish to stay at school until the end of boarders prep time. This allows day students to use the Boarding House for after school activities, to join in the evening meal and to have supervised homework with the boarders. Any inquiries and applications should be made to the Registrar. All applications for Flexible and Casual Boarding should be made directly to the Headmaster.
Boarders’ Travel

Where possible the School seeks to assist boarders with their travel around the Launceston area. This includes travel to and from the airport and bus depot as well as to and from sporting fixtures and school training. The School provides free bus travel to major School events such as sporting carnivals, sporting fixtures in Burnie, Devonport and Hobart and the annual Founders’ Service at St John’s Church.

The Boarding House has use of a 10 seater vehicle during weekends and during weeks where the vehicle is not required for school camps. This vehicle is used for all of the various trips mentioned above. In addition it is available on weekends for short trips and to take boarders on town leave.

Where the School is unable to provide transport then boarders are expected to pay for any taxi or bus used.

Buses to, and from the city, regularly run through the shopping centre at Mowbray during afternoons and the weekend.

The State Government provides subsidised bus travel for boarders travelling between home and the School on weekends. There are services to Hobart, Burnie and St Helens, via Scottsdale and via the Fingal Valley, that also leave on Friday afternoon and return on Sunday evening. All of these services leave from the bus depot in town. The Boarding House will organise to get students from the School to the bus depot and a collect service is available on the Friday evening. Bookings for these services can be organised through the Boarding House.

The School expects that parents will make all reasonable efforts to ensure that any travel to and from the School at the beginning and end of term will be organised so that all students will be at School for all of the days calendered.

Prep

Prep (or evening study) is an integral part of the life of any boarder at Launceston Grammar. Boarders are seen to be usually well prepared and have in recent years being very well represented in the Launceston Grammar list of academic achievement. This includes a number of Grade 12 students who have finished in the top 100 in the state.

There are several reasons that boarders at Launceston Grammar are very successful academically. The main reason is that they can often receive support in a number of their subject areas from both the staff and from either their peers or in some cases older students. As always, the generous nature of so many of the senior boarders comes to the fore in these situations. The second reason is that they form teams to work together and as a consequence achieve much more than they would individually.

The purpose of prep is several-fold, namely; to reflect on material covered that day in some subjects, to
complete any work not finished during the day, to complete work necessary for the practice and/or retention of material and skills covered during the lesson, to work on any assignments, essays or laboratory practicals that may be set to be completed over a period of time, to read set texts, to revise and prepare for tests or examinations and to prepare for lessons on the following day. Music practice can also take place during this time if all written work is completed. The final purpose of prep is to inculcate strong work habits in younger boarders to prepare them for study in the senior years and beyond. This is part of the overall Launceston Grammar aim of preparing our students to be learners for life.

The structure of prep is as follows:

**Junior Prep: 6.45pm to 8.20pm**
Junior students are supervised by boarding staff in prep, which is held in two classrooms near the computer rooms. The role of the staff is to ensure that the students are working, to assist with difficulties encountered and to counsel students with regard to organisation, as well as general supervision.

After 7.00pm junior boarders may, with permission, work in one of School’s computer laboratories. This lab is also supervised by a boarding staff member. A student using a computer laboratory during prep may not use email nor access chat rooms unless permission is sought on the grounds of this being necessary for an assignment, etc.

As most of our tutors are either teachers or university students studying to be teachers the boarders are fortunate to receive a high quality of academic support.

**Senior Prep: 6.35pm to 8.30pm, as well as after 9.30pm**
The senior students of the House are expected to be more self-reliant and self-motivated than the juniors, and as such they study in their own room or cubicle. There is a tutor in both houses who is there to assist students, as well as for supervision purposes. Like the junior boarders, the seniors may, with permission, work in the computer laboratory where the juniors are. The same restrictions are in force with regard to the use of computers as with the juniors. Students who have access to the School’s wireless network can work at their desk (see page 21).

The set times for prep should not been seen as the minimum amount of time needed. This is particularly true for the senior students in the house. Most senior students will work for a part of the weekend.

In addition to prep times the Learning Hub is open on most afternoons until 5.00pm. Free after school tutoring in Mathematics, English and Science is available Tuesday, Wednesday & Thursday afternoon until 5.00pm in the Learning Hub. The computer laboratories are also open until 4.30pm most afternoons.
Student Leadership

Boarders have the opportunity to learn about and exercise leadership both in the boarding community as well as in the day school. These positions of leadership will include captaincy of sports teams, leadership positions in music ensembles as well as the possibility of the privilege of being a school co-captain or co-vice-captain, prefect, house co-captain or co-vice-captain or house prefect. The boarders tend to be well represented in these positions.

Within the Boarding House there exist leadership opportunities for Grade 11’s to be Dormitory Leaders (Boys’ House) or Dormitory Captains (Girls’ House). These are important roles which allow the leader to have a very significant part in the progress of our youngest boarders.

The ultimate roles of leadership in the Boarding Houses are those of Co-Captains or Co-Vice-Captains of Boarders. These are elected positions that reflect the views of staff as well as that of the boarders. It is not unusual that boarders who hold these positions will also have senior leadership responsibilities either in the prefect body and/or in their day house.

From time to time other Grade 12 student’s may be appointed to the position of Hawkes House Prefect. These appointments will reflect a students potential as well as their contribution to the boarding community.

Taxis

Launceston Grammar has an arrangement with the local taxi companies whereby students can have any taxi fares charged to their account via a docket system. If two or more boarders use the same taxi then the fare is split evenly. This will then be added to the student's monthly account. Only the Head of Boarding or the Co-ordinators can issue taxi dockets.

As the students sign for the dockets it is important that they take care of these dockets. If a student loses or gives away a taxi docket the parents or guardians of the boarder concerned are liable for any charge associated with that docket.

When the Boarding House is unable to provide transport then students will be issued on request with a taxi docket. This will be charged to their account.

Parent and guardians are requested to monitor their child’s or wards use of taxis.
Laundry

At present Boarders have three alternative arrangements available for their laundry:

i) Students can send laundry out to be washed and ironed. At present laundry is collected and returned twice a week. The laundry costs are billed with the monthly fee account.

OR ii) Students can take their washing home, when on leave, for washing and ironing.

OR iii) Students who are in Grades 10 and above may wash and iron their own laundry using the laundries provided in each house.

Students who do their own laundry are required to ensure that cleaning and ironing are to required standard. Should they fail to do so, students will be required to take their laundry home or put it through the laundry service.

Students in Grades 11 & 12 who can demonstrate that they can handle their laundry and ironing in the expected fashion will be allowed to do their own laundry.

The Boarding House has arranged for the students to be able to have items dry-cleaned for a special discounted price. Items for dry cleaning are to be left with the Residential Co-ordinator.

Pocket Money

The Boarding House has a pocket money account into which parents can deposit money. For junior boarders it is recommended that parents deposit about $10 per week for each term. Boarders can access their pocket money via the Residential Co-ordinator.

For reasons of security no boarder should carry or keep in their room large sums of money (i.e. more than $10). Money can, for short periods, be kept securely by the Head of Boarding or the respective co-ordinator, as well as in the pocket money account.

It is recommended that all boarders keep at least a small balance in the House pocket money account.
International Boarders

The School is fortunate to have a number of international boarders in its community. These include children of Australian Nationals living overseas, Australian Passport and Permanent Visa holders, as well as students who have come to Launceston Grammar to study who are foreign nationals. Enrolment of International Students in Australian School is governed by and subject to the ESOS Act. The academic performance of international boarders is generally like the rest of the House, is monitored closely and is usually very strong.

It is strongly recommended that all passports are stored in the Business Office, where they are securely stored in a safe.

Further information for International Boarders is available in a separate Handbook entitled “International Students’ Information Booklet”. It is available from the Registrar.

Poimena

The School has two flats available for parent/guardian (and grandparent) accommodation and welcomes parents to use this accommodation whenever they are in Launceston when visiting their children. There is a nominal charge for using the accommodation and a continental breakfast is included.

The Residential Co-ordinator is the contact person for any enquiries and for booking at Poimena.
Expectations
The Boarder and the Day School

**Classes and Daily expectations**
Boarders are required to attend all timetabled classes, assemblies, House and Tutor meetings, scheduled sports trainings and matches as well as performing arts rehearsals. Should a student be unwell they are to go to the School Nurse at the Health Centre who will assess whether the student is fit for class, physical activities, etc or not. This also applies to sports trainings.

Should a boarder need leave from class for a reason other than a medical one, the parents or guardian of the boarder concerned are required to write to the day House Head of the boarder. The Head of Campus should be contacted for extended leave from the School.

**Study Periods**
All Grade 11 students, whether they are a boarder or a day student, at Launceston Grammar are required to attend the Study Room during any study lesson.

Grade 12 boarders are allowed the privilege of studying in their own room in the Boarding House during study lessons. This privilege is given on the basis that the student concerned uses it wisely.

This privilege may be withdrawn by either the Head of Boarding or the Pastoral Dean should a boarder’s behaviour or academic performance be less than that expected of every Grade 12 student.

**House Heads/Home Room Teachers**
Parents and guardians of boarders in Grades 8 to 12 should contact their child’s/ward’s House Head for all issues involving academic progress, participation in sports/performing arts groups, and general progress in School.

Parents/guardian of students in Grade 5, 6 and 7 should contact the Homeroom Teacher for the issues listed above.

House Heads and Homeroom Teachers should be contacted by the parents if a boarder is, or to be, absent from School.

**Uniform, Hair and Appearance**
All boarders are expected to meet the School’s requirements in these important areas.

All students are expected to also meet the School’s expectations with regard to the wearing of make–up and jewellery. All these requirements are listed in the Junior School Handbook and the Senior School Handbook.
Leave Arrangements

All leave is subject to all school commitments, including sport, being met. Leave from the Boarding House is divided into three categories, namely

i) Local leave: This is to the shopping area in Mowbray. Unless arranged otherwise, all leaves to Mowbray is for about 30 to 45 minutes only. This will allow the student time to walk to Mowbray, purchase what is needed and to walk back. There are two newsagencies, a sports store, a post office as well as Woolworths and Coles. There are also a number of shops which sell take away food.

Junior boarders wishing to go on local leave are to be in groups of 3 or 4, or be in the company of a staff member or adult approved by the parents/guardian. Local leave is at the discretion of the duty tutors.

ii) Town leave: This leave is to either town or to the residence of a person whom the parent/guardian has given prior permission for their child/ward to visit. In these cases if the leave is sought in the afternoon after school the leave would normally end by 5.45pm.

Parents/guardians may organise for their children/wards to go on dinner leave during the week with an approved adult. Please contact your respective Co-ordinator or the Head of Boarding to confirm any travel arrangements in which any person other than the host is driving.

On weekends town leave will have a set completion time. Leave to anywhere other than the city proper will require prior approval from parents/guardians. For junior boarders seeking leave to the city the same rules with groups apply.

Sporting fixtures and school events are covered by this leave.

Town leave can only be approved by either of the Co-ordinators or the Head of Boarding.

(iii) Overnight leave: This covers all leaves to places outside the Boarding House for a period of one night or more. This includes leave to home.

_all overnight leave must be confirmed in writing in advance to the Head of Boarding or Boarding Co-ordinators._

Approved destinations
Parents and Guardians may submit a list of persons to whom they are happy for their children/wards to go on leave. In cases where a boarder seeks leave to an approved destination the Boarding House WILL NOT check with the host. For any person not on the approved list the Boarding House expects contact, in the first instance, with the host concerned.
Parties
As for overnight leave, written confirmation is required for any boarder who is going on leave from the Boarding House to any host holding a party. The only exception is when the parents or guardians of a boarder are taking the boarder concerned to a party.

The Boarding House will contact the host of any party to which a boarder is invited.

Cancellation of Leave Privileges
Students who have committed a major offence in either the Boarding House or the day school may have some, or all, of their leave privileges removed for a period of time. This is know as gating (i.e. the students are limited to the school grounds other than for classes, medical appointments or, in some cases, school sporting fixtures). Unless negotiated beforehand, leave may not commence until any detention or gating is served.

Drugs and Alcohol
Launceston Grammar has very clear expectations with regard to use of drugs and alcohol by students under the care of the School. There are set policies and procedures in cases where students transgress in this area. Students involved in the misuse of drugs or alcohol place their position at the school in jeopardy.

The School reserves the right to withdraw the enrolment of any student in cases where there has been a serious breach of the rules.

Boarders are not to consume nor have in their possession alcohol, illegal drugs nor as a general rule, prescription drugs purchased over the counter. Prescription medication and/or medications purchased over the counter are to be stored in the Health Centre unless the student has been given permission by the School Nurse to have these in their possession. This will mainly apply in cases where students need to have quick access to these, such as epipens or ventolin.

Students who are 18 years old or over are not allowed to have nor consume alcohol on school grounds nor at any School function. Boarders in this category are also not to consume alcohol nor go to licensed premises whilst on leave unless this is confirmed in writing by their parents/guardians in advance (see leave arrangements pg 29).

It is illegal in Tasmania to supply children under the age of 18 with alcohol.

Students of any age are not to smoke on school premises and the law in Tasmania states that it is illegal to supply tobacco products to any person under the age of 18.
Boarders and Cars

For all Launceston Grammar students education in the appropriate use of motor vehicles is an important part of their development, as well as being a major legal responsibility for the School.

Permission to bring a motor vehicle to the Boarding House must be sought in writing from the Head of Boarding by the parents/guardians concerned. A driver may only carry as many passengers as she/he has seat belts for. Students are not to be carried on the back of utilities or trucks, nor in the boot or storage area of any car or station wagon. This stipulation applies whether the passengers are boarders or day students, including siblings. Parking rights at the Boarding House must be strictly observed.

Vehicles may only be used to go on leave, to go to classes at co-operating schools, to attend religious services or to attend sporting fixtures (including club fixtures). Any passenger who is a boarder must be confirmed in writing by both the parents/guardians of the driver and of the passenger concerned.

The keys for any vehicle owned by a boarder must be surrendered to the Head of Boarding on arrival at school and permission must be sought any and every time a vehicle is to be used.

The privilege to bring a motor vehicle to the Boarding House may be revoked temporarily or permanently for any misdemeanour involving the use of any vehicle.

Boarders must have written confirmation from their parents or guardians to be a passenger in any vehicle, particularly if the vehicle is driven by a probationary licenced driver (i.e. a “P-plater”).

Clothing and Uniform

All boarders are expected to maintain their school uniform in good serviceable order. This includes the cleaning and appropriate pressing/ironing of all items.

All non – uniform items are to be similarly kept in good order as well as clean and where necessary ironed/pressed.

School shoes are to be polished regularly and also kept in a good state of repair.

Repairs

A seamstress works in the Boarding House one day a week for any necessary repairs and alterations. This service will normally be free of charge, however, should the cost of repairs be above normal or expected costs then a charge may be incurred.

Students should speak to the Residential Co-ordinator for any repairs or alterations.

Clothing

It is recommended that **ALL** clothing items including footwear and bed linen be clearly named.

All boarders are required to have a pair of rubber thongs for use in the shower areas.
Aerosols

Aerosol cans are banned in both Boarding Houses, and as such all deodorants, etc must either be of a roll on or pressure pump type. Should an aerosol based medical treatment be needed this will be stored in the Health Centre.

I.C.P.A.

A number of boarder parents are members of the Isolated Children’s Parents Association (ICPA). This group exists to inform and to lobby governments at various levels with regard to issues facing children from isolated regions, whether these students are government or private school educated, boarding or day school students. The Tasmanian branch of this association also sends delegates to national conferences.

The Association can also assist with information with regard to the various remote area allowances available to students.

Launceston Grammar is a corporate member of this association.

Please contact the Head of Boarding for contact details.

Scholarships, Bursaries and Fees Assistance

Launceston Grammar offers a number of scholarships in the categories of

1) Academic Scholarships
2) Music and Performing Arts Scholarships
3) “All-Round” Scholarships
4) Special Scholarships (including three Boarding scholarships) The four Boarding Scholarships are:
   i) The Victorian Scholarship for a Boarder resident in Victoria.
   ii) The International Scholarship for overseas students. This is a Scholarship for Grades 11 and 12 only.
   iii) The Sheila Atkinson Scholarship for a boarder either entering or continuing in the School in Grade 11. This scholarship is tenable for Grades 11 and 12.
   iv) Regional Boarding Scholarship for students who intend to enter the School as a Boarder at the Grade 11 & 12 levels. These Scholarships are primarily designed for students who need to leave their local area to complete Grades 11 and 12.

In addition the School offers bursary assistance to enable students, who might not otherwise be able to attend Launceston Grammar to do so.

Details of all Scholarships and Bursaries may be found in the booklet dealing with this area. Please contact the Registrar, on (03) 6336 6052 for further details.
Government Assistance

The Commonwealth and Tasmanian State Governments offer varying levels of assistance to students from remote areas. This assistance is mainly based on the distance that a student is required to travel to and from school. There are other special case considerations. Students in Grades 11 and 12 attract more funding, as in many cases the student concerned will need to leave home to finish the final two years of school.

Students of Torres Strait Islander or Aboriginal descent may well qualify for Further assistance through Abstudy funding.

Please contact Centrelink for information on the assistance available from the Commonwealth Government.

Students from the Bass Strait Islands in Grades 11 and 12 may qualify for special allowances from the Tasmanian State Government.

Please contact the Department of Education or your local Members’ of Parliament Office for further details.

Department of Education Student Accommodation Allowance

The Student Accommodation Allowance provides financial assistance to students in Grades 11 or 12 who must live away from their usual Tasmanian home in order to study at a secondary school. The allowance is limited to a maximum of two years unless special circumstances exist. The allowance is not means tested. Application forms are available from the School Business Office.
Map of the Senior School Campus

The Boarding Houses are accessed via the Bank/Joffre Street entrance.
Map of Launceston Grammar’s Campuses and Sporting Facilities