



## INFORMATION FOR PARENTS/GUARDIANS OF BOARDERS 2019

### BOARDING HOUSE CONTACT DETAILS

Co-Head of Boarding – Mr Craig Slavin	Telephone: (03) 6336 6072 Mobile: 0407 371 854 <a href="mailto:cslavin@lcgs.tas.edu.au">cslavin@lcgs.tas.edu.au</a>
Co-Head of Boarding – Mrs Nadine Slavin	Telephone: (03) 6336 6072 Mobile: 0417 730 009 <a href="mailto:nslavin@lcgs.tas.edu.au">nslavin@lcgs.tas.edu.au</a>
Residential Supervisor on Duty:	
- Girls' House	Telephone: 0419 154 322
- Boys' House	Telephone: 0400 704 413
Residential Co-ordinator – Mrs Yvonne Cook	Telephone: (03) 6336 6072 Mobile: 0448 395 863 <a href="mailto:ycook@lcgs.tas.edu.au">ycook@lcgs.tas.edu.au</a>
Medical Staff – Mrs Jenny Conti and Assistants	Telephone: (03) 6336 6033 Mobile: 0419 329 576 <a href="mailto:healthcentre@lcgs.tas.edu.au">healthcentre@lcgs.tas.edu.au</a>
The Reach System	<a href="https://lcgs.reachboarding.com.au">https://lcgs.reachboarding.com.au</a>
Boarding email address	<a href="mailto:boardersleave@lcgs.tas.edu.au">boardersleave@lcgs.tas.edu.au</a>

## INTRODUCTION

Launceston Church Grammar School provides a residential learning experience (Boarding) for boys and girls in single sex facilities.

Situated in the grounds of our Senior Campus, students are provided with a comfortable “home away from home”. Without having to commute to and from school, this time can be better utilised, enabling our students to be fully engaged in their school work, sporting endeavours and other co-curricular activities.

We provide a structured environment where students have access to academic support staff throughout the day and the evenings. Our supportive staff will inspire and nurture your child to make their boarding experience a positive and life changing one.

Prior to commencing, it is essential that we receive completed permission forms for each child. These can be located on the boarders’ page on our school website. Please complete each of the permission forms, save a copy and then email the completed forms to [boarding@lcgs.tas.edu.au](mailto:boarding@lcgs.tas.edu.au) before **SUNDAY 13 JANUARY 2019**.

Boarding is a unique experience and living in a community setting comes with its own challenges and rewards. To ensure that it is a positive experience and the rights of all community members are upheld it is important that policies, procedures and guidelines are put in place and adhered to. Please make yourself familiar with the expectations outlined in this document so you are able to help make your child’s year in boarding a success.

## COMMUNICATION

The success of the boarding experience for both you and your child will very much reflect the effectiveness of communication between you, your child and the school carer’s. Please contact one of the Heads of Boarding in the first instance should there be any matters causing you concern.

## USE OF TECHNOLOGY

Students are expected to use their mobile phones responsibly. They must not take and/or circulate unwanted or inappropriate pictures/videos. They must not take mobile phones into bathrooms.

Mobile phones must not be used at all at the following times:

- During evening prep/homework time
- After lights out
- During meal times

Parents/guardians are asked to avoid these times except where urgent communication is necessary, and as such, boarders are required to have their mobile telephone turned off at this time. Where urgent communication is necessary during these times, we would encourage parents to make contact via the respective Residential Supervisor on Duty by utilising the Phone Numbers for Boys’ and Girls’ Houses.

Similarly, the use of other social media is restricted during prep time and at other times, e.g. late at night.

Students in Grades 5, 6, 7, 8 and 9 will hand in their mobile telephone, computers, games, etc. at least half an hour before bedtime. In Grade 10, we transition our students to become more responsible around the self-regulation of their technology. It is an expectation that at lights out, Grade 10’s will put away their technology and retire for bed. If for any reason there are concerns by either staff or parents/guardians, the

technology will be requested to be handed in for a period of time. Students in Grades 11 and 12 retain their technology, as they are expected to have a good understanding of appropriate usage and will be asked to turn off any mobile telephones at bedtime.

If there is a concern with regard to use of computers or mobile telephones the boarding staff have the right to confiscate such technology if they feel that the student is misusing, or using it at inappropriate times.

## **UNIFORM, HAIR AND APPEARANCE**

All students are expected to meet the School's requirements in these important areas. Please ensure that you check the fit of uniforms over the holiday period in particular the length of girls' dresses, winter skirt as well as boys' trousers. Should any student return to school with a uniform that does not meet the School's expectations, a replacement one will be purchased and charged to the parent account.

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 Senior Campus Appearance Policy, which is available on the School's website <http://www.lcgs.tas.edu.au/school-policies>.

## **POIMENA ACCOMMODATION**

There is one hotel style room available that Boarding House parents/guardians can use for short-term stays when visiting their children. Situated in Poimena, next to our Art Gallery, booking inquiries can be made via our Co-Head of Boarding Mrs Nadine Slavin or our Residential Co-ordinator Mrs Yvonne Cook.

## **PREP – HOMEWORK/STUDY**

The following times are set for Prep:

Junior Boarders:	6.45pm – 7.45pm
Grades 7, 8 and 9:	6.45pm – 8.00pm
Grades 10, 11 and 12:	6.45pm – 8.15pm

Silent work is expected during Prep. There are occasions where students will work in small groups on homework tasks and these occasions are negotiated with the tutor on duty. Where a junior boarder is without homework tasks for the evening they will be encouraged to either attend silent reading or music practice.

Grades 9 and below will continue to do their week night homework in the Prep Room, under supervision of boarding staff.

Generally, the time allocated is sufficient for the completion of set homework for junior boarders, however throughout the academic year, juniors may need to allocate extra time towards their studies.

Grade 10's use this year to transition to self-directed study in their bedroom. Students will need to show that they can consistently meet the expectations of working silently with minimum supervision. As part of this process we will be monitoring their record in terms of submission of work, including their most recent reports. Where there is concern that a student is not fulfilling their potential, their privilege to study in their bedroom will be revoked until such time as their academic performance improves.

Seniors (Grade 11 and 12 students) should regard prep times as the minimum amount of time required, and are responsible for organising their own study schedule. There should, however, be no reason for

study to be continued late into the night on a regular basis. All students, but particularly Grade 11 and 12 students, should plan to use some of their weekends and free time to extend their academic competence. At any time where there is concern that a student is not fulfilling their potential, their privilege to study in their bedroom may be revoked until such time as their academic performance improves.

The Learning Hub is open on Monday to Friday before school and Monday to Thursday after school until 5.00pm. On Tuesdays, Wednesday and Thursdays tutoring by academic staff is available from 3.30pm to 5.00pm which can be very helpful when extra assistance is required. Students also have an added layer of academic support with English/Humanities and Maths/Science Teachers attending prep once a week to help with homework and study.

After reviewing procedures and to comply with duty of care and workplace health and safety we are unable to allow senior students to study in their rooms unsupervised during the day.

## **LEAVE ARRANGEMENTS**

The Boarding House has a responsibility to ensure the safety and security of all students in our care. It is important to emphasise that the whole process of allowing your child leave from our boarding community involves trust. The boarding staff trust the students in their care to supply them with accurate information about leave and they are expected to do what has been approved while on leave. If at any stage there is a breach of this trust, the privilege of having leave may be withdrawn by the Heads of Boarding or the staff member on duty.

The School operates an online leave system called REACH at <https://lcs.reachboarding.com.au> . Existing parents/guardians can continue using their username and password from last year. New parents/guardians will receive their username and password via e-mail in February. The Boarding House email address [boarding@lcs.tas.edu.au](mailto:boarding@lcs.tas.edu.au) is also still available as a back-up. The Reach System allows students to enter their leave requirements online where it can then be viewed and approved by parents/guardians and boarding staff.

Leave falls into three different categories: corner "local" leave, day leave and overnight leave.

**Boarders will not be allowed leave to Cataract Gorge or any waterways/beaches without the presence of a supervising adult.**

Apart from corner "local" leave, and leave to participate in school-organised activities, all other leave requires permission from one of the Heads of Boarding or a Senior Residential Supervisor on Duty.

**It is the parents'/guardians' responsibility to contact the host family and to make sure their child will be fully supervised and cared for when on leave.**

**Hosts must negotiate any changes to leave with the parent/guardian in the first instance who will then notify boarding staff.**

### Corner "Local" Leave

Leave to local shops is available between the end of school and the evening meal. Students can sign out and in for up to 45 minutes of corner leave with the Residential Supervisor on Duty in their respective House. Junior students are required to be in a group.

### Day Leave

Permission may be given to students to have leave to Launceston City after school, however there are conditions set, subject to their grade level. We would not expect junior students to have regular town

leave. For junior students they would typically be required to be in groups of 3 or be with a senior student/older sibling, approved host or have a boarding staff member join them. Grade 10's are required to be in groups of 2. Students must return by 5.00pm in Terms 2 and 3 and 5.30pm in Terms 1 and 4. In most cases, students would be expected to use either public transport or taxi vouchers for town leave, with boarding staff having final approval of the suitability on a case by case basis. If leave for any reason is requested on Monday to Thursday with a return time after 6.00pm and it is a non-school activity, we would expect that permission from a parent/guardian be provided at least one day earlier.

It is advisable that you discuss your expectations as to the regularity of town trips. Unless a student is attending a pre-arranged appointment or a personal fitness activity, we would not recommend more than one social trip per week for students in Grade 10 and above and for junior students one per month. We also discourage social leave being approved by parents/guardians that interferes with prep time during the week.

Students may also request leave to friends/relatives houses. It is expected that the details of this leave including contact details and transport arrangements are included in Reach and approval will be sought for leave that extends beyond the approved hosts nominated by parents/guardians.

If you wish to take your child out for dinner etc. we ask that you make contact with the respective house to advise. We also welcome you to join us for dinner in the Dining Hall from time to time if you are in Launceston. Please inform Heads of Boarding in advance so that we can inform our Catering Manager.

### Overnight/Home Leave

The School generally supports the notion of students going home as often as they wish during the term. It is understood that any boarder going on weekend leave will fulfil all sporting obligations and any other school commitments that he or she might have. ALL overnight or home leave will require confirmation from parents/guardians at least two days in advance through the Reach Boarding System. The notion of providing advance notice assists us with catering as well as arranging activities for those who commit to staying in for the weekend.

Weekend leave to a venue other than home is regarded as extraordinary leave. Because of the duty of care and responsibility a Boarding House has for students' welfare, the Heads of Boarding always consider such leave carefully. This leave includes day leave to a person other than those listed on the approved leave list. The following general principles are used to guide each individual decision.

Please note:

1. As a rule it is recommended that students do not have overnight leave during the week.
2. All overnight leave, including that to parents, will need to be confirmed in writing (preferably via the Reach Boarding System) at least two days in advance. There is a set "create leave request" button for you or your child to begin this process. Please fill the transport section in carefully and include in the notes the contact e-mail or phone number of the adult whose care your child will be left in.
3. Parents/guardians will be able to send these leave requests in as far in advance as they wish. Should there be any last minute changes these can be made online and will need to be confirmed.
4. It is most important that relevant travel arrangements, including the names of who is driving a car, are listed. This speeds up the process as well as avoiding extra telephone calls. Should any changes to pick-ups or drop offs occur, we ask that parents/guardians contact respective houses.
5. Students returning on Sunday evening should return no later than 8.30pm to limit interruptions to other boarders and lock up procedures.

6. Information given by parents/guardians in the Boarders' Leave Permission eForm will be considered in respect to approving applications for leave. The general policy is that when parents/guardians grant permission for leave to a particular host, however the heightened duty of care placed on the School, Heads of Boarding have the right to decline requests that they deem compromise this duty of care.
7. Celebrations are part of a teenager's social life and attendance at parties with alcohol poses risk to a Boarding House. Should your child be attending a party where there is known alcohol service, your child will not be able to return to the Boarding House until the day after the party was hosted. We ask that you take special care and vigilance when organising overnight leave with host families during these times. It is the responsibility of each parent/guardian to make contact with hosts to ensure that you are fully aware and comfortable with the level of care that will be provided to your child.

### Boarding eForm and Boarders' Leave Permission eForm

Boarding eForms are to be submitted electronically for 2019. We ask that you complete and submit one for **EACH** child. These forms will allow you to notify the School of the following:

- the number of days that you wish to book for your child into boarding;
- authorise laundry services
- nominating approved hosts;
- provide authorisation for local and town leave;

These forms can be located on the School's website <https://www.lcgs.tas.edu.au/boarding-house> enabling you to update them and submit them electronically at any time throughout the year.

## **HOLIDAYS & TERM BREAKS**

### Extended Leave

There may be occasions where you require your child to take an early departure from school prior to the end of term or to return a couple of days into the start of a new term due to transportation issues. We encourage this decision to be made in consultation with the academic calendar to ensure that your child is not missing exam times.

Where a student is requiring extended time away from school beyond a few days either side of the term break these requests are required to be made in writing to the Head of Campus.

### International Students – Holiday Programmes

We appreciate that it is not always possible for international students to return home for the holidays. As such, the School provides a holiday programme that provides your child with time to relax from the school year, but also the opportunity to participate in experiences that support their personal growth and allow them to see more of the beautiful state of Tasmania.

The cost of the holiday boarding programme is included in your international student boarding fees and there are no additional charges for students paying international fees. At the commencement of term we will require you to communicate with us regarding your child's plans for the upcoming term holidays. This information will be required no later than 6 weeks prior to the term break. If we do not hear from you your child will automatically be placed in the holiday programme. We understand that there may be changes to circumstances after this, however, if your child is removed from the programme after the dates shown there will be an administration charge.

***There is no holiday programme available in Term 2 holiday. All international students are required to return to the care of their parent/guardian during this holiday period.*** We believe that it is important for family connection that students return home at least every six months and that it is in your child's best interest to have some time away from the School and boarding environment, and to spend time in their native culture.

## **WEEKEND ACTIVITIES**

There are various activities organised at weekends in which students may participate. Students are usually occupied with sporting commitments on Friday afternoon and Saturday mornings. Students have access to the tennis courts, gymnasium and playing fields during the weekend. Other activities that may be organised for a weekend include trips to town, local parks, movies, bicycle rides, fishing trips, trips to various venues and cooking days, amongst others. Students are also encouraged to use their own initiative in the organisation of their leisure time. Time is available for study, extensive reading, music and individually organised outings, perhaps to concerts or exhibitions.

A schedule of dates will be provided to your family throughout the term for weekends that your child may "opt in" for these activities.

## **GRAMMAR NEWSLETTER**

Some vital information is included in the Newsletter from time to time as it is seen as the main contact and communication between the School and parent/guardian. The Grammar Newsletter is sent to parents/guardians electronically and can also be accessed via the School's website (<http://www.lcgs.tas.edu.au>).

## **POCKET MONEY**

If your child operates their own bank account it is imperative that you work with them to monitor their spending. A sufficient amount of food is provided to students through scheduled meals as well as grazing plates of fruit, bread and spreads.

Our experience shows that excess pocket money is often wasted on junk food items. Please be mindful of the quantity of money that you are providing to your child.

Each student may open an account with the Residential Co-ordinator. It is difficult to suggest the amount of pocket money to send with your child as this will depend on such things as frequency of visits home and whether articles of clothing or toiletries, etc., will be purchased from it. However, \$200.00 per term is suggested as a figure from which to work. If you would like your child's spending to be regulated, please let us know. Cash or a cheque made out to "Launceston Church Grammar School Boarders" with your child's name on the back can be handed to the Heads of Boarding or the Residential Coordinator. It is the responsibility of the Boarders to secure their valuables.

## **HEALTH DETAILS**

The Medical Staff keep details of each student's medical history. Please keep these updated. The School uses the two Medical Centres in Mowbray Heights for medical needs. We require a Medicare Card to be left at the Health Centre. Parents/guardians are asked to notify the Heads of Boarding or the Medical Staff if they will be away from home for an extended period.

A **Boarders' Medical eForm** is to be submitted electronically for 2019. This Medical Form will authorise emergency surgery or anaesthetics as well as authorise the administration of medication. We ask that you complete and submit one for **EACH** child. This form can be located on the School's website <https://www.lcgs.tas.edu.au/boarding-house> enabling you to update it and submit it electronically at any time throughout the year.

Our Medical Staff endeavour to contact parents/guardians at the commencement of the school year to discuss health concerns. Parents/guardians are welcomed to make contact with our Health Centre when medical and/or dental appointments are required.

## **BICYCLES**

Students may keep bicycles at the School. Lock-up storage is available; however, it is recommended that students with a bicycle have a chain and lock. Safety helmets must be worn at all times and we strongly recommend the use of safety garments, reflectors, etc. We also have a number of school bikes that can be borrowed by the students. It is great to have the new mountain bike track finished and accessible for boarders. If a boarder wishes to use the track they must check in first for permission by the Residential Supervisor on duty and ride the track in pairs.

## **SKATEBOARDS, SCOOTERS AND ROLLER BLADES**

Students may ride skateboards and scooters at certain times in designated areas. Safety helmets must be worn and knee and elbow pads are encouraged.

## **CARS**

Arrangements can be made for students in Grades 11 and 12 to be given permission to use a car whilst at school. For the safety of our boarding community it is important that we observe strict guidelines around the use of cars and the number of passengers allowed.

Parents/guardians are responsible for the following before a student can bring a vehicle onto school property:

- Submit a **Car Drivers Contract** and include a list of approved passengers.
- Communicate expectations to their child about the nature of vehicle use, the number of passengers allowed and expectations to ensure safe driving.
- Ensure the vehicle is mechanically sound and insured.
- Support Heads of Boarding to discourage their child to use the vehicle unnecessarily (such as driving to the local shop rather than walking).

Written permission must be gained from parents/guardians of any student who wishes to travel with a student driver.

A **Car Driver's Contract for Boarders Form** and **Permission to Travel as a Passenger with a Student Form** are to be submitted electronically for 2019. We ask that you complete and submit one for **EACH** child. This form can be located on the School's website <https://www.lcgs.tas.edu.au/boarding-house> enabling you to update it and submit it electronically at any time throughout the year.

## INSURANCE

Students' personal property is not covered by the School's Insurance Policy. It is recommended that you check with your insurance company to ensure that property is covered while your child is at school. This applies especially to the increased number of students who have a computer in the boarding house. The Heads of Boarding can store other valuable items (such as passports and money) in the safe.

## TRANSPORT/TAXI CHARGES

We do our best to personally transport students to and from their school sporting commitments and curricular activities. When a taxi is required to be used for school activities, the School will incur the cost of such transport.

For non-school activities, which includes club sport and personal appointments, parents/guardians are responsible for transport/taxi charges where school transport cannot be supplied.

If your child wishes to participate in a club sport activity or other recreational activity outside of the School extra-curricular and/or sporting programmes, parents/guardians are encouraged to liaise directly with coaches/activity organisers or other parents to negotiate potential transport arrangements. Wherever possible, this partnership helps to provide personalised care for your child to reduce the use and cost of taxi services.

## LAUNDRY

All students must store soiled garments in a laundry bag/basket.

The School operates a laundry service which is billed on a monthly basis. Students who take up this option will be required to drop off their laundry on their designated day (maximum of 2 days per week) and it will be washed and ironed and available for collection the same afternoon. Sheets and bedding will be required to be laundered weekly on a day advised by the Residential Co-ordinator.

Students from Grades 10-12 may launder their own clothes if they can maintain an acceptable level of organisation. Washing machines, dryers and airing facilities are available at each house. Students who have not demonstrated acceptable hygiene and/or organisation skills will be required to have their laundry serviced by the School.

ALL ARTICLES OF CLOTHING MUST BE CLEARLY NAMED. Name tags may be ordered from the Grammar Shop.

We ask that you complete and submit a Boarding eForm for **EACH** child. This eForm can be located on the School's website <https://www.lcgs.tas.edu.au/boarding-house> enabling you to update it and submit it electronically at any time throughout the year.