



Information for Parents/Guardians of Boarding Students

1. INTRODUCTION

It is our pleasure to welcome you to Launceston Church Grammar School as a boarder or parent/guardian of a boarding student.

We have been providing a 'home away from home' for boarding students since 1846.

Launceston Grammar caters for both female and male boarding students in separate specifically designed accommodation.

Situated in the generous grounds of our Senior Campus, students are provided with a comfortable "home away from home". The close proximity of the character-rich boarding houses ensures students do not have to spend time commuting to and from school. This time can therefore be utilised for school work, sporting endeavours and other co-curricular activities, allowing our students to be fully engaged and make the most of their schooling experience.

Many families who live a fair distance from the school in Tasmania choose to have their children board for this reason. The opportunity to attend Launceston Grammar and make the most of the facilities and opportunities that Launceston Grammar provides is attractive to both local and international families.

The School has approximately 50 boarders from Grades 5 to 12 and 90% of boarders come from local, greater Launceston and regional Tasmania, with a growing number of international students from all over the world. Boarders provide a wonderful diversity to the student's life experiences and are an integral part of the culturally rich Launceston Grammar community. Living in this community helps the students forge lifelong friendships and learn to understand the different views and aspirations of others.

2. HOW IS THE BOARDING HOUSE STRUCTURED?

The Head of Boarding is the first point of contact for parents of boarders and together they work in strong partnership to provide pastoral, academic and practical day to day organisational care for the students. Parents are most welcome to discuss any aspect of boarding with the Head of Boarding or Senior Tutor at any time.

Our boarding houses are overseen by a Senior Tutor and Resident Assistants (tutors) who work different shifts to make sure that all the individual daily needs of the students are met. They are there to wake the students in the morning and get them off to school and are there when the students return in the afternoon.

All the boarding staff have the needs and wellbeing of the boarders as their focus and priority and to achieve this they value and work closely with Mum's, Dad's and/or Guardians. As a staff we therefore regard our relationship with parents as a partnership and welcome discussion about any aspect of your child's wellbeing and progress at any time.

Launceston Grammar is proud to be a member of the Australian Boarding Schools Association (ABSA), which serves to support and develop best practice in residential communities across Australia.

To support each student's learning, 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 catering for their individual needs in order to make their boarding and school experience a positive one.

3. BOARDING HOUSE - A HOME AWAY FROM HOME.

It is our desire to make boarding life as home-like as possible but we know that we will never replace parents, pets and home, so we allow unlimited access to parents and family at any time. Family members are welcome to join boarders for dinner and parents may take their children out if they happen to be in town.

Junior students share rooms and dormitories whilst the senior students, generally from Grade 10, have their own room. Students are encouraged to bring items to make their room feel more homely. We do ask that only blu-tack is used to put up photos and posters.

Please complete and submit a Boarding eForm for **each of your children**. This eForm can be located on the School's website <https://www.lcgs.tas.edu.au/boarding-house> . It can be updated and submitted electronically at any time throughout the year.

Prior to commencing as a boarding student, it is essential that we receive completed permission forms for each of your children. 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 before commencing boarding. **This must be done at the beginning of each year that your child is in boarding.**

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 understood and adhered to. Please make yourself familiar with the expectations outlined in this document so you are able to help make your child's time in boarding positive and successful.

4. COMMUNICATION

The success of the boarding experience for both you and your child will very much depend on the effectiveness of communication between you, your child and the boarding staff.

It is hoped that the following information will answer many of your questions and provide you with an understanding of life as a student and boarder at Launceston Grammar.

Hawkes House is managed by a professional team of staff under the leadership of the Head of Boarding. Each House has a senior staff member who resides within the House along with a team of tutors who are all committed to providing a warm, supportive and inclusive environment for boarding students.

Parents/guardians are asked to notify the Head of Boarding if they will be away from home for an extended period.

5. WHAT IF MY CHILD IS HOMESICK?

Nearly every boarder is homesick at one time or another, especially when they first commence. It is to be expected and often it is the parents who experience this feeling the most. Any student who joins the boarding house in later years is given a buddy from the year group who looks out for their needs and provides them with guidance and a helping hand while they settle in.

6. DAILY ROUTINES

AM

7.00	wake up
7.30	breakfast in dining room
8.00	return to house, tidy room, get ready for school
8.30	phones and technology returned when everyone is ready for school
8.35	leave for school

PM

3.30	Sign in from school and afternoon tea in the dining room/ afternoon activities
5.45	Leave house for dinner. Houses are locked
5.50	House meeting with announcements/information
6.00	Grace and dinner (students take turns to say Grace and then move to the kitchen walkway to collect dinner)
6.30	Return to house to get ready for Prep (phones handed in)
6.45	Prep – ends at different times for different age groups
8.30	Juniors hand in phones get ready for bed
9.00	In bed quiet reading/lamps on
9.00	Seniors must be quiet in rooms by this time not showering as this may disturb Juniors
9.15	Lights off for younger boarders and times vary for different age groups
10.30	Seniors should be ready for bed also and self-manage lights out
11.00	Tutors are on passive duty but students can knock on a tutor's door in case of emergency in the night

7. TECHNOLOGY

Students are expected to use their mobile phones responsibly, in accordance with the schools Mobile Phone and ICT Policy. In line with day students, boarding students must not take and/or circulate unwanted or inappropriate pictures/videos. They must not take mobile phones into bathrooms or bedrooms.

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

- During evening prep/homework time (phones are handed in for this time)
- After lights out
- During meal times

Phones and laptops are handed in at night-time and can be collected in the morning: for Junior students there is no mobile phone use between 8.30pm – 8.30am.

Phones are returned in the morning when rooms are tidy and students are ready for school. Watches that have phone and messaging capability must also be handed in.

Parents/guardians are asked to avoid calling students between 8.30pm – 8.30am except where urgent communication is necessary. Boarders are required to have their mobile telephone turned off during these hours but staff can take calls from parents/guardians and make phone calls on behalf of students in urgent circumstances between 8.30pm – 8.30am.

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 has the same restrictions as mobile phone calls during prep time and between 8.30pm – 8.30am.

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 mobile telephones at bedtime.

If there is a concern regarding the use of computers or mobile telephones, the boarding staff have the right to confiscate such technology if they feel that the student is not using it in accordance with the schools' Mobile Phone or ICT Policy i.e. misusing it or using it at inappropriate times.

Personal TV's are not permitted to be brought to school.

Students are responsible for the management and safe keeping and storage of devices when they are on leave unless they ask staff to store devices for them.

8. 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 regarding 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> .

9. 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 Head of Boarding

10. 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 read silently, revise, write notes, study, practise music or work on an artwork.

Grades 9 and below will do their weeknight homework in the Prep Room, under supervision of boarding and visiting academic staff.

The Learning Hub also has staff available in the afternoon, please see the roster regarding the staff member available on any given day.

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

Grade 10 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 in order to continue to have this privilege. 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.

At times during exam periods we can supervise students in the boarding houses in senior grades only but not during other study times.

11. 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 students 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 Head of Boarding or the staff member on duty.

The School operates an online leave system called REACH at <https://lcgs.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@lcgs.tas.edu.au is also still available as a back-up.

The Reach System allows students or guardians to enter their leave requirements online where it can then be viewed and approved by parents/guardians and boarding staff.

The Reach system has an app available which makes leave management quite straight forward.

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

Apart from corner "local" leave, and leave to participate in school-organised activities, all other leave requires permission from the Head 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. The duty house phone is the best point of contact for any changes.

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 (tutor) 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 is requested on Monday to Thursday for any reason with a return time after 6.00pm and it is a non-school activity, we expect that permission from a parent/guardian be provided at least one day prior.

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 be 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 contact the respective house to advise as well as complete leave in the Reach system. We also welcome you to join us for dinner in the Dining Hall from time to time if you are in Launceston.

Please inform the Head of Boarding in advance so that we can inform our Catering Manager.

Overnight/Home Leave

The School generally supports 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. 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 Head of Boarding and senior staff 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.

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/home will need to be confirmed 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 expedites the process as well as avoiding extra telephone calls. Should any changes to pickups 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 host, we will approve the leave, however due to the heightened duty of care placed on the School, the Head of Boarding has 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 contact hosts to ensure that you are fully aware and comfortable with the level of care that will be provided to your child.

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

Boarding eForm and Boarders’ Leave Permission eForm

Boarding eForms are to be submitted electronically for 2020. 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 your child into boarding;
- authorise laundry services
- nominate approved hosts
- provide authorisation for local and town leave
- who they may drive
- who they may be a passenger with?

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.

12. 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 and other important school events.

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 Deputy Head /Head of Campus, Mr Nick Foster.

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.

There are several long weekends throughout the year when the boarding house closes to local students.

13. 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. 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.

Students are encouraged to visit day students for the day or overnight from time to time.

There are several long weekends throughout the year when the boarding house closes to local students.

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

14. BEHAVIOUR EXPECTATIONS

All students must follow the systems and routines that are in place for the smooth running of a group of people living together. Failure to do so will result in removal of privileges.

Boys and girls are allowed in common room areas only of the other house, never in bedroom areas.

We also expect everyone to respect space and property of each other and staff who live on campus.

Students are to be actively involved in boarding life and do their duties as required, students must keep rooms clean and tidy and are provided with ample storage of items.

Students must not enter or touch another student's belongings.

15. LAUNCESTON 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 Launceston Grammar Newsletter is sent to parents/guardians electronically and can also be accessed via the School's website (<http://www.lcgs.tas.edu.au>).

16. POCKET MONEY

If your child operates their own bank account, it is imperative that you work with them to monitor their spending. Enough 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.

17. 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.

A **Boarders' Medical eForm** is to be submitted electronically for 2020. 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 Registered nurse will endeavour to contact parents/guardians at the commencement of the school year to discuss health concerns. Parents/guardians are welcomed to contact our Health Centre when medical and/or dental appointments are required. This leave needs to be submitted via Reach. We try to take students to appointments but it is not always possible so we will arrange a taxi voucher which is then charged to your account.

Students must not keep any medications in bedrooms – it must all be handed into our nurse for managing administration.

18. 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 always be worn, and we strongly recommend the use of safety garments, reflectors, etc. We also have several school bikes that can be borrowed by the students. If a boarder wishes to use the mountain bike track, they must check in first for permission by the Residential Supervisor on duty and ride the track in pairs.

19. 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.

20. 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 Head 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 2020. 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.

21. 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.

22. TRANSPORT/TAXI CHARGES

We do our best to transport students to and from their school sporting commitments and curricular activities and appointments, but it is not always possible in which case we arrange a taxi voucher.

We try to encourage students to speak with coaches to make them aware of needs of boarder transportation to and from training and games.

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.

This is the case for picking up and dropping off at buses and the airport also.

If your child wishes to participate in a club sport activity or other recreational activity outside of the School's 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.

23. LAUNDRY

All students must store dirty 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. Tutors will assist younger boarders with this if needed.

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 and BEDDING MUST BE CLEARLY NAMED. Name tags may be ordered from the Launceston Grammar Shop.

24. DINING ROOM/MEALS

Dining at Launceston Grammar is a relaxed and friendly event with boarding students and staff eating together as a community in the Dining Hall.

It is expected that all students attend all meals. An attendance list is taken at each meal. To encourage community atmosphere, mobile phones, iPods etc, are not allowed. Except for formal occasions, neat casual clothing is suitable, and footwear must always be worn.

Parents are welcome and encouraged to dine with their children at mealtimes if you are in town.

25. MEALTIMES:

Breakfast
Monday – Friday 7.30am – 8.20am Cooked breakfast served at 8.00am Saturday Continental breakfast Sunday brunch at 1.00pm
Morning Tea
Daily 10.35am in Café 1846
Lunch
Daily 1.00pm in Café 1846 (Saturday make your own sandwiches/toasties)
Afternoon Tea
Daily 3.30pm
Dinner
6.00pm (Sunday 6.45pm)
Supper
Available in houses

Fresh fruit, drinks and milk are always available to the students.

As in line with school policy, energy drinks are not to be consumed in the boarding houses and we ask students to limit sugary drinks, junk food and lollies.

At mealtimes students may sit with their friends or students from other year groups. During the week a staff member sits at the students' table. Appropriate table manners are expected from all students. After eating it is the student's responsibility to take their crockery, cutlery and glassware to the trolley. Plates should be scraped of any food into the bin, while cutlery is placed in container provided. Students take turns cleaning and wiping tables after meals.

Late dinners may be ordered for students who have sporting, co-curricular or other commitments. It is the students' responsibility to complete the order in the Late Dinner book (or inform the tutor on duty) which is kept in the kitchen walkway

Late dinners are kept in Girls' and Boys' kitchen refrigerator. The tutors on duty are responsible for taking the meal to the kitchens.

Meal packs are provided for students when excursions and camps are on.

Junior boarders attending classes at the Broadland Campus will be provided with lunch to take to school or they may collect it from the canteen area at the Junior Campus.

Formal dinners are held at different times during the term. Boarders are required to dress appropriately for these dinners. The older boys are required to wear a suit or jacket, collar and tie. The younger boys are required to wear a collar and tie, either with a jacket or good jumper.

Girls are to wear appropriate smart casual clothes.

At these dinners we sit in special groups set by staff and house captains.

The menus at Launceston Grammar are assessed by an independent Dietician to ensure they provide the recommended serves of the core food groups as defined in the Dietary Guidelines for Children and Adolescents in Australia [NHMRC 2003].

The Boarding House Dining Hall menu has a four-week rotating cycle which changes each term.

Birthdays are acknowledged with a cake.

Special diets are catered for e.g. vegan, vegetarian, gluten free and allergies. These are followed with parent permission. We have a nut minimalisation school policy.

26. DUTIES

Students take turns to help clean tables after meals, put up and take down the school flag as well as clean up after themselves in the house kitchens. Students put out rubbish from bedrooms and the kitchen when needed.

27. HOLIDAY PACK UP

In each term break students must pack up their room for any improvement works to take place in rooms. They may store some items in the house storerooms but bags and items must be labelled clearly. We regularly clear out these spaces of forgotten items due to limited space.

There are several long weekends throughout the year when the boarding house closes to local students.

28. ADAPTING TO CHANGE

Moving into community living can be challenging but staff support students in the adjustments.

When you talk with your child focus on the positives about boarding and encourage your child to try new activities and to keep busy (a good remedy for homesickness) but not over busy to be exhausted and tired.

Homesickness will settle in time but can come back after holiday breaks. It is great to have family and friends to visit and stay with.

Routines are very helpful, and boarding provides that as well as supportive staff for personal and academic assistance.

If you are ever concerned please do contact staff.

We are committed to supporting your child in your absence and will refer to the school social worker if needed.