



Launceston  
Grammar

EST. 1846



Launceston Grammar  
2022 School Handbook

Dear Parents, Guardians and Students

This handbook provides important information about Launceston Church Grammar School.

Parents, guardians and students are invited to become familiar with some of the key opportunities, procedures and policies which support our Grammar Identity and facilitate the smooth running of the School.

Parents and guardians, please ensure you take the time to read through the handbook with your child. Familiarity with the handbook will enable you and your child to take full advantage of the opportunities the School has to offer.

The information in this handbook is correct as at January 2022. Some minor changes may occur during the school year which will be communicated through the School's fortnightly newsletter which is important for parents to read.

We encourage communication between parents and the School and invite you to contact the appropriate staff member with any issues you may have.

**Richard Ford**  
Headmaster

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# Grammar Identity

Launceston Church Grammar School is  
 an Anglican co-educational day and boarding community  
 where global learners and leaders  
 are nurtured, challenged and inspired  
 to serve and shape our world  
 with courage, curiosity, creativity and compassion.

GRAMMAR IDENTITY	GRAMMAR IDENTITY IN ACTION	GRAMMAR VIRTUES
Global Learners and Leaders	Understanding, engaging and influencing our world	Wisdom Gentleness Love
Courageous Learners and Leaders	Embracing challenges in our world with sincerity and justice	Sincerity Justice Forgiveness
Curious Learners and Leaders	Exploring and examining our world	Humility Thankfulness Patience
Creative Learners and Leaders	Discovering and designing solutions for our world	Hope Joy Perseverance
Compassionate Learners and Leaders	Seeking and serving the needs of our world	Service Compassion Kindness

# Who and When to Make Contact

## Junior Campus

General hierarchy for contact for most issues of concern

Pastoral	Academic
Class Teacher	Class Teacher
Deputy Head of Junior Campus	IB Primary Years Programme Coordinator
Head of Junior Campus	Head of Junior Campus
Headmaster	Headmaster

## Senior Campus

General hierarchy for contact for most issues of concern

Pastoral	Academic
Pastoral Tutor / Grade 7 Core Teacher	Subject Teacher
Head of House / Grade 7 Coordinator	Head of Department / Learning Area Leader
Head of Senior Campus	Co-Directors of Teaching and Learning (Grade 7-9) / (Grade 10-12)
Headmaster	Head of Senior Campus
	Headmaster

Note: Contact information for staff is available on page 53 of this handbook.

## Explanation of hierarchy of contact

Though it may seem quicker to go to the higher authority in a sequence, it is more appropriate to start with the person who knows the student or the details of an incident best. Only if the matter cannot be resolved at the initial level should it progress through the hierarchy of contact.

Members of staff will endeavour to return phone calls and / or emails as quickly as possible, however teachers usually have extensive commitments throughout the day and after school. Teachers will not leave classes to receive or return calls or conduct interviews. Phone calls and emails are responded to within 24 hours.

The School is committed to attempting to resolve issues of concern specifically for parents. Often the incompleteness of information or the multiple demands on people's time prevents an immediate resolution. Parents are asked for their patience in following through matters, and with the school's best endeavours to deal satisfactorily with any issue arising. Further details can be found in our School's Concerns and Complaints Handling Policy located on the School's website.

# Learning Enrichment

Supporting students with a diverse range of learning needs is a priority at Launceston Grammar. Students identified as having learning difficulties, disability and those identified as high ability can access a variety of supports and programmes at the Junior and Senior Campus'.

## Key contact:

Head of Learning Enrichment:  
Cassandra (Cassie) Lobley

Email: [clobley@lcgs.tas.edu.au](mailto:clobley@lcgs.tas.edu.au)

## 2022 Term Dates

### Term 1

<b>Thursday 27, Friday 28 &amp; Monday 31 January</b>	Staff Professional Learning Days
<b>Tuesday 1 February</b>	Term 1 commences for Grades 7, 10, 11 and 12 with orientation for new students entering Grades 8 and 9 Junior Campus Orientation for new students 2022 (9.00am - 10.00am)
<b>Wednesday 2 February</b>	Term 1 commences for Junior Campus students EL-Grade 6 and Senior Campus Grade 8 and 9 students
<b>Tuesday 15 March</b>	Student free day for the Junior Campus and Senior Campus
<b>Thursday 14 April</b>	Term 1 concludes

### Term 2

<b>Monday 2 -Tuesday 3 May</b>	Staff Professional Learning Days
<b>Wednesday 4 May</b>	Term 2 commences for all classes at the Junior Campus and Senior Campus
<b>Friday 8 July</b>	Term 2 concludes

### Term 3

<b>Monday 25 -Tuesday 26 July</b>	Staff Professional Learning Days
<b>Wednesday 27 July</b>	Term 3 commences for all classes at the Junior Campus and Senior Campus
<b>Friday 2 September</b>	Student free day for Junior Campus and Senior Campus
<b>Friday 30 September</b>	Term 3 concludes

### Term 4

<b>Monday 17 October</b>	Term 4 commences for all classes at the Junior Campus and Senior Campus
<b>Friday 4 November</b>	Student free day for Grade 7 only
<b>Wednesday 14 December</b>	Term 4 concludes
<b>Thursday 15 December</b>	Staff Professional Learning Day

**School Calendar** - Please check the school calendar on the website:

<https://tass-web.lcgs.tas.edu.au/publiccalendar/>

# School Times

## Early Learning: 9.00am - 3.00pm

Students in Early Learning can arrive from 8.30am onwards. It is a legal requirement for parents or guardians to sign-in via the attendance system at the beginning and end of the day. Any parents arriving with their children prior to 8.30am will need to sign into Before School Care or wait in the seated area outside Broadland House.

## Prep – Grade 6: 8.50am - 3.10pm

We encourage students to arrive at the Junior Campus between 8.30am - 8.45am. This will give them enough time to prepare for the day, which starts at 8.50am. The School's duty of care responsibilities commence at 8.30am unless students are attending Before School Care which operates from 7.30am - 8.30am.

If it is necessary for your child to arrive at school between 8.20am - 8.30am, they are requested to wait on the seats outside Broadland House. Students are not to wait in other areas on the Junior Campus.

Students involved in sport or other after school activities are expected to have left the Junior Campus by 4.45pm unless their activity extends past this time. Those who are not involved in school activities will need to enrol in After School Care, with its relevant charges, from 3.30pm onwards.

## Grade 7 – Grade 12: 8.50am - 3.25pm

Students can arrive at the Senior Campus between 8.20am and 8.45am. This will give them enough time to prepare for the day, which starts at 8.50am. The School's duty of care responsibilities commence at 8.20am. If it is necessary for a student to arrive at the Senior Campus between 8.00am and 8.20am, they must go to the Learning Hub which is open from 8.00am.

Students involved in after school sport or other activities are expected to have left the Senior Campus by 5.00pm unless their activity extends past this time.

Please note most students will have commitments beyond 3.25pm on two or more days of the week.



# Communication

Educating young people is shared between the home, the School and the individual student. For this reason, clear channels of communication are vital.

At Launceston Grammar there are several ways in which parents can be kept informed about their child's progress. These include newsletters, Skoolbag, Parent Lounge, reports and parent-teacher interviews. We also encourage parents and teachers to make direct contact with one another through phone calls, emails and meetings as needed.

Communicating with teachers and staff about your child and school related matters via social media is not an appropriate method of communication at Launceston Grammar.

## Newsletters

The School newsletter is published fortnightly and informs the School community of coming events and reflects on past activities. The newsletter is emailed to all parents and copies may be viewed on the School's website.

## Skoolbag

Skoolbag is an easy-to-use desktop and mobile app that helps the School to communicate more effectively with parents, allowing them to stay up-to-date with what's happening in School life. SkoolBag allows parents to select which areas of the School for which to receive active notifications. To find out more about Skoolbag please visit the School's website at <https://www.lcgs.tas.edu.au> and follow the links to Skoolbag.

## Parent Lounge

Parent Lounge enables parents to access the following information regarding their child:

- View and update: address, contact information and student medical records
- Email Tutor / Teachers and Grade Coordinator directly
- View year-to-date student eDiary records, Co-Curricular and awards
- Book Parent Teacher Interviews
- Provide permission for excursions, trips and tours
- Download academic and progress reports
- View a record of attendance
- View student timetable and teacher list
- View assessments, tasks and notices given during each term
- View financial statements

The Parent Lounge is accessed through a link on the Launceston Grammar website.

## Email

Specific emails to parents of Grade groups and other important announcements are also sent when appropriate.

## Reports and Parent Teacher Interviews

The School is committed to ensuring all parents and guardians receive feedback on their child's progress. The reports and discussion during parent-teacher interviews enable parents to develop an understanding of their child's learning and development. It also allows parents to become partners in supporting the student's next stage of learning.

Students from Prep to Grade 6 receive one full report at the end of the academic year. There are introductory conversations at the commencement of the year and a thorough parent-teacher mid-year discussion with class teachers.

Students from Grade 7 to Grade 12 receive two full reports each year and two progress reports.

Parent-teacher interviews are by appointment. Online booking information for interviews will be provided prior to the interview dates. Parents may request an interview with a teacher at any time during the year.

## Compliments and Feedback

Parents and Students can provide any compliments or feedback through the School's [Community Compliment and Complaint Form](#). The School will review feedback provided and action in line with the School's policies and procedures.

## Updating Your Contact Details

Parent Lounge has functionality that allows parents to submit updates for contact and address details as well as a comprehensive set of medical information for each child enrolled at the School.

The Parent Lounge interface provides a simple [Edit] symbol against those entries that can be edited for the child. When edits are made, they are submitted to the School for review and acceptance.

In the case of a major change in family circumstances, we ask parents to contact the School directly and request to speak with the Head of Campus.

## Updating Your Child's Medical Details

Launceston Grammar follows best practice in the validity, integrity and security of medical and health information stored by the School. Updates to the medical record of a student can be undertaken by both the parent and the School. Wherever possible the medical record remains electronic ensuring that this sensitive information remains secure.

Updates may be made online via Parent Lounge at any time; however, for school activities such as camps and expeditions, parents will be contacted and asked to check, update and verify a student's medical record.

A student may miss the opportunity to attend an overnight high-risk activity if the medical details have not been verified within a 12-month period.

Via Parent Lounge a student's medical record can be updated and submitted for review. This includes:

- General Medical Details
- Medical Conditions including attachments
- Immunisations
- Medical Practitioners
- Supplementary Information
- Swimming Levels

## Student Appearance

Launceston Grammar has an impressive reputation, developed over many years. The School seeks community support in maintaining and enhancing this through a high standard of student appearance. Pride in the school uniform is a key part of visibly demonstrating participation as a member of the School community.

The Launceston Grammar School uniform enables students to develop not only a sense of community and belonging, it also provides a visible link from one generation of students to the next. As custodians of this legacy, students are expected to wear the uniform with dignity, pride and respect.

The Appearance Policy is designed to ensure students are adhering to workplace safety requirements and prepare them for maintaining professional dress in the workplace environment and community.

All articles of clothing are to be clearly labelled and kept in good order. Blazers are to be dry cleaned or washed and repaired at the end of each term.

## Early Learning



Boys Summer Uniform



Girls Summer Uniform



Boys Winter Uniform



Girls Winter Uniform

## Prep – Grade 2



Boys Summer Uniform



Girls Summer Uniform



Boys Winter Uniform  
(Note: optional trousers)



Girls Winter Uniform

## Grade 3 – Grade 6



Boys Summer Uniform



Girls Summer Uniform



Boys Winter Uniform  
(Note: optional trousers)



Girls Winter Uniform

## Grade 7 – Grade 11



Boys Summer Uniform



Boys Winter Uniform



Girls Summer Uniform



Girls Winter Uniform

## Grade 12



Boys Summer Uniform



Boys Winter Uniform



Girls Summer Uniform



Girls Winter Uniform

## Sports: Prep – Grade 6



Summer  
(Note: rugby top and track pants to be worn to and from school)



Winter  
(Note: rugby top and track pants to be worn to and from school)

## Grade 7 – Grade 12



Boys & Girls Sport Uniform  
(Note: optional track pants and rugby top)

Jumpers are optional for boys and girls both summer and winter.

## General Appearance

<b>Hair</b>	<p>Hair for all students must be clean, neat, well-groomed, a natural colour and of no more than one colour.</p> <p>Hair below the top of the collar or which is long enough to hang over the top of the eyebrows must be tied back and off the face using a hair elastic or ribbon which is the colour of blue, black or white.</p> <p>Hair is not to be shorter than a number 3 if a 'buzz cut' or have contrasting lengths, instead, any differences in length are to be blended in.</p> <p>Faces must be clean-shaven with sideburns not extending below mid-ear.</p> <p>Cuts or styles which, in the opinion of the School, are extreme and attract undue attention, are not acceptable. If in doubt consult the School before making radical changes to hair.</p>
<b>Jewellery</b>	<p>When in school uniform students are permitted to wear one small matching pair of gold or silver or white pearl studs approximately 4-5mm in diameter in the ear lobes only.</p> <p>No other visible jewellery is permitted other than a watch.</p> <p>Only lapel badges earned through the school can be worn.</p> <p>Studs and watches are not to be worn with any sports uniform.</p>
<b>Makeup</b>	<p>No visible makeup is to be worn.</p>
<b>Tattoos</b>	<p>No visible tattoos are allowed.</p>
<b>Bags</b>	<p>Students are required to only use Launceston Grammar backpacks and rucksacks.</p>

<p><b>Sports Uniform</b></p>	<p><b>Junior Campus:</b> Students are required to wear their full sports uniform on Physical Education and Sports days to and from school.</p> <p><b>Senior Campus:</b> Sports uniform should only be worn for Physical Education or where directed by a subject teacher. Students should not wear sports uniform to and from school unless being dropped off and picked up by a parent. All students using public transport must be in full school uniform. The only exception is if they are being picked up by a parent.</p> <p><b>Team Practices:</b> For all sports practice the standard sports uniform is to be worn.</p> <p><b>Games:</b> School track pants and rugby tops are to be worn as over garments with sports uniform. The Launceston Grammar sports jacket may also be worn.</p>
<p><b>Casual Clothes Days</b></p>	<p>On days designated as 'casual clothes' the guidelines are as follows:</p> <ul style="list-style-type: none"> <li>• Students are reminded that the day is a normal school day in every other respect except that they are not required to wear School uniform. The style of dress on these days should be suitable for the working environment with the emphasis on neatness and comfort, not decoration and poor taste.</li> <li>• Closed footwear must be worn. Open footwear such as thongs or sandals are not to be worn.</li> <li>• Students with Physical Education classes on these days must change in to their sports uniform.</li> </ul>
<p><b>Formal Uniform</b></p>	<p>Full winter uniform is to be worn at all formal occasions i.e. sporting presentation ceremonies, music concerts, annual presentation/ graduation evening etc.</p> <p>On days where the temperature is predicted to be over 25°C, students are not required to wear their blazer to and from school.</p>

School Uniform for Boys	School Uniform for Girls
<p><b>Summer:</b></p> <p>Light blue short-sleeve shirt (white for Grade 12) tucked in and buttoned to the neck</p> <p>Dark grey shorts (Prep-Grade 2)</p> <p>Light grey walk shorts (Grades 3-12)</p> <p>Light grey long-walk socks worn pulled up</p> <p>School jumper (grey) - not compulsory and worn underneath the blazer</p> <p>School tie worn done up to the neck (Grades 3-12)</p> <p>School blazer (black) (Grades 3-12)</p> <p>Black leather shoes (standard soles and lace ups)</p> <p>Launceston Grammar wide-brimmed hat (Junior Campus) and Launceston Grammar cap (Senior Campus) is mandatory outdoors in Term 1 and Term 4</p>	<p><b>Summer:</b></p> <p>School dress (blue and white stripes) no shorter than just above the knees</p> <p>Short white socks with blue stripes</p> <p>School jumper (blue) - not compulsory and worn underneath the blazer</p> <p>School blazer (blue) (Grades 3-12)</p> <p>Black leather shoes (standard soles and lace ups)</p> <p>Launceston Grammar wide-brimmed hat (Junior Campus) and Launceston Grammar cap (Senior Campus) is mandatory outdoors in Term 1 and Term 4</p>
<p><b>Winter:</b></p> <p>Light blue long-sleeve shirt (white for Grade 12) tucked in and buttoned to the neck</p> <p>School tie worn done up to the neck (Grades 3-12)</p> <p>Grey long trousers (optional short trousers for Junior Campus)</p> <p>Black or grey trouser socks</p> <p>School jumper (grey) - worn underneath the blazer</p> <p>School blazer (black) (Grades 3-12)</p> <p>Black leather shoes (standard soles and lace ups)</p> <p>Blue, black or grey gloves and / or scarf (optional)</p>	<p><b>Winter:</b></p> <p>Blue long-sleeve shirt (white for Grade 12) tucked in and buttoned to the neck</p> <p>School tie worn done up to the neck (Grades 3-12)</p> <p>School skirt (pleated blue check) no shorter than just above the knees</p> <p>Grey stockings</p> <p>School jumper (blue) - worn underneath the blazer</p> <p>School blazer (blue) (Grades 3-12)</p> <p>Black leather shoes (standard soles and lace ups)</p> <p>Blue, black or grey gloves and / or scarf (optional)</p>



## Sports Uniform for Boys and Girls

Black Launceston Grammar sport shorts  
 Striped blue and white Launceston Grammar polo top  
 Short sports socks white or white with stripes in school colours  
 School track pants  
 Black Sports Jacket

For House Sports Competitions a top in the house colour is to be worn:

### Senior Campus

- Fraser: Green
- Gillett: Red
- Roff: Gold
- Savigny: Blue
- Wilkinson: Black

### Junior Campus

Maxy-Middleton: Yellow  
 Lyttleton-Hewton: Red  
 Buesnell-Rooney: Blue

## Sport Team Uniform for Boys and Girls (Senior Campus)

In the event that a team sport is not listed below it is expected that students will wear their standard sports uniform.

### Athletics

Athletic singlet (blue and white striped)  
 Black stretch bike shorts or black sports shorts  
 Socks (white or white with school colours)  
 School track pants  
 Optional spikes

### Badminton

Black sport shorts  
 Blue and white striped polo  
 Socks (white or white with school colours)  
 Appropriate sports footwear

### Basketball

Blue singlet and shorts (provided by the school)

### Cricket

Whites (long trousers)  
 White shirt  
 Appropriate sports footwear  
 First Cap

## Sport Team Uniform for Boys and Girls (Senior Campus)

<p><b>Equestrian</b></p> <p>White shirt</p> <p>School jumper (grey)</p> <p>School blazer (black)</p> <p>School tie</p> <p>White jodhpurs</p> <p>Launceston Grammar saddle blanket</p> <p>Helmet</p>	<p><b>Football</b></p> <p>School football jumper (provided by the School)</p> <p>Black football shorts</p> <p>School football socks</p> <p>Football boots</p> <p>Mouthguard</p>
<p><b>Hockey</b></p> <p>Black sport shorts</p> <p>Blue and white striped polo</p> <p>Playing singlet (U19)</p> <p>Hockey dress (for U19 girls only)</p> <p>School hockey socks</p> <p>Appropriate sports footwear</p> <p>Mouthguard</p>	<p><b>Netball</b></p> <p>Netball dress</p> <p>Socks (white or white with school colours)</p> <p>Appropriate sports footwear</p>
<p><b>Rowing</b></p> <p>Rowing Zoot Suit (U14-Open)</p> <p>Rowing singlet (blue and white striped)</p> <p>Black bike shorts</p> <p>School rugby top</p>	<p><b>Sailing</b></p> <p>Black sport shorts</p> <p>Blue and white striped polo</p>
<p><b>Soccer</b></p> <p>Black sport shorts</p> <p>Blue and white striped polo</p> <p>School soccer socks</p> <p>Soccer boots</p> <p>Mouthguard</p>	<p><b>Softball</b></p> <p>Black sport shorts</p>
<p><b>Swimming</b></p> <p>School bathers (to be worn at NSATIS and SATIS events)</p> <p>School track pants</p> <p>School rugby top</p>	<p><b>Tennis</b></p> <p>Black sport shorts</p> <p>Blue and white striped polo</p> <p>Socks (white or white with school colours)</p> <p>Appropriate sports footwear</p> <p>Launceston Grammar cap</p>

Requests for exemption from the Appearance Policy must be made in writing to the Head of Campus.

# Hats and Sun care

## Junior Campus

Hats are to be worn outside in Terms 1 and 4. Students should have their own sunscreen (30+) in their school bag for sport and HPE lessons. Each Junior Campus classroom has sunscreen but we do prefer every student to supply their own in case of allergies. Please contact your child's teacher if you have any concerns. Sunglasses are permitted outside.

## Senior Campus

All students are required to have a Launceston Grammar cap or a cap in School colours which must be worn outdoors in Terms 1 and 4. Sunscreen is also available from Reception throughout the year.

# Uniform Infringements

## Junior Campus

At the Junior Campus, students are encouraged to wear their uniform with pride. If a student does not follow the policy the following process is applied:

- Infringement 1 - Reminder from classroom teacher and message in Record Book
- Infringement 2 - Reminder from classroom teacher and phone call to parent
- Infringement 3 - Discussion with student by Head of Junior Campus or Deputy Head of Junior Campus
- Infringement 4 - Discussion with student by Head of Junior Campus or Deputy Head of Junior Campus and meeting with parent

## Senior Campus

At the Senior Campus, infringements are issued to students who are incorrectly attired. Infringements are collated and distributed to Heads of House and the Grade 7 Coordinator at the end of each week. A student who receives two or more infringements in a week is issued with a Friday detention by the Head of House or Grade 7 Coordinator. Ongoing failure to comply with the Appearance Policy will lead to the Head of House and Head of Senior Campus meeting with the student and parents.

# Student Attendance

All registered independent schools are required to keep a register of enrolments and daily attendance for all children at the school. Schools are required to maintain a record of absence, the reason for absence and documentation to substantiate the reason for absence. It is not sufficient to state simply that a student is 'ill' or 'sick' when absent; the written explanation must outline in what way.

Students from Prep to Grade 12 are expected to arrive at school by 8.45 am and the roll is taken as the School day begins at 8.50am.

Both partial and full absences may be recorded on semester and annual reports.

## Notifying the School of Student Absence

Should your child be absent from School or late, it is imperative that before 9.00am you either:

- Complete the Absentee E-Form in the Skoolbag App;
- Email [junior@lcgs.tas.edu.au](mailto:junior@lcgs.tas.edu.au) (for Junior Campus students) and [senior@lcgs.tas.edu.au](mailto:senior@lcgs.tas.edu.au) (for Senior Campus students) listing your name, your child's name, when your child will be away and the reason for the absence;
- Phone the dedicated absentee telephone number before 9.00am:  
Junior Campus - 03 6336 5900 – a voice message may be left prior to 8.30am. You will be prompted to leave a message identifying yourself, your child's name, when your child will be away and the reason for the absence.  
Senior Campus - 03 6336 6000 – you will be prompted to leave a message identifying yourself, your child's name, when your child will be away and the reason for the absence.

Please do not contact your child's classroom teacher directly regarding absences.

If parents have not made contact with the School and a child is absent without explanation, an SMS message will be sent to the number nominated by you before 10.30am to enquire the reason.

## Late Arrivals and Early Departures at Junior Campus

Students who arrive after 8.50am or leave before 3.10pm are required to have an adult report with them to the Junior Campus Reception to complete the appropriate form. These students are considered Partial Absences and will be recorded as such. No Junior Campus student is permitted to leave the school before 3.10pm without a nominated adult to collect them and sign them out.

## Late Arrivals at Senior Campus

Students are required to self-register as a late arrival using the touch screen computer at Senior Campus Reception if they arrive after the Tutor roll call at 8.50am.

Students scan their student card or sign in using their network username and password and follow the screen prompts provided. Parents are expected to contact the School with a reason a student may be late for School.

If students arrive late without acknowledgement from a parent or guardian, a parent may be contacted asking for explanation. Students in Grade 12 who have an approved morning study line arrangement must sign in before 10.30am.

Unexplained lateness is monitored in conjunction with Heads of House and parents may be contacted to ask for an explanation when appropriate.

## Early Departures and Partial Absences from Senior Campus

Parents are required to provide prior permission for a student to leave School early or during the School day to attend an appointment. This permission can be conveyed to the School using the Skoolbag App, an email to [senior@lcfgs.tas.edu.au](mailto:senior@lcfgs.tas.edu.au) or a phone call to Senior Campus Reception.

If a student wishes to leave campus without prior permission being provided by parents, the School will need to contact parents which may delay the student's exit time from campus.

The need for permission from parents still applies to Grades 11 and 12 students even if they are driving themselves to appointments.

## Requesting a Leave of Absence from either Campus

Launceston Grammar students enjoy significant periods of holiday time (additional to that of Government schools) and families should carefully note term dates when making holiday plans. Early leave for holiday travel is not encouraged as attending School every day has a significant impact on how well students do at school.

Application for leave, only in exceptional circumstances, should be made in writing in advance to the Head of Campus (Senior) addressed to [senior@lcfgs.tas.edu.au](mailto:senior@lcfgs.tas.edu.au) or Head of Campus (Junior) addressed to [junior@lcfgs.tas.edu.au](mailto:junior@lcfgs.tas.edu.au). Leave without approval is classed as an unauthorised absence and noted on School records.

## When Students are Sick or Injured at School

At both Campuses, trained staff treat students with minor illness or injuries. More serious injuries are referred to medical personnel. Contact will be made with parents should a child need to go home or require urgent medical attention. Parents should never arrange for a sick child to leave School without first attending Reception.

## Short-Term Absences for Part of a School Day

To enable our attendance records to accurately reflect where our students are at any point in time parents are asked to provide notification of short-term absences from class via email to [junior@lcfgs.tas.edu.au](mailto:junior@lcfgs.tas.edu.au) (Junior Campus students) or [senior@lcfgs.tas.edu.au](mailto:senior@lcfgs.tas.edu.au) just as you would if your son or daughter were sick for the entire day. We request that this notification is provided by 9.00am to enable timely entry into TASS.

Once students leave their classroom they will also be required to sign out from Reception. If students return to school before the end of the day they must also sign back in at Reception. In the case of Junior Campus students, they will be required to have an adult report with them to the Junior Campus Reception. This same process applies to students who are late to school. Parental notification of this lateness should be directed to the School through [junior@lcfgs.tas.edu.au](mailto:junior@lcfgs.tas.edu.au) or [senior@lcfgs.tas.edu.au](mailto:senior@lcfgs.tas.edu.au).

Where appointments require students to be off campus during recess or lunch students are again reminded of their need to sign out from Reception and to sign in again upon their return. Students will only be allowed to sign out and leave the School grounds if Reception staff are in receipt of adequate parent notification.

## Class Attendance

All students are expected to attend every timetabled lesson punctually unless they have permission to be absent.

Senior Campus teachers mark the roll electronically every lesson and students can expect to be disciplined if they are found to be absent without permission.

Students who miss class are expected to catch up on the work covered during the lesson. It is the student's responsibility to ask the teacher for assistance in this regard.

## Aerosol Product Usage

The use of any Aerosol is prohibited due to the welfare of students with adverse reactions and sensitivity to these products.

## Infectious Diseases

If a student contracts an infectious disease or is a possible contact, notice should be given immediately to the Head of Campus.

# Before and After School

## Junior Campus Before and After School

Before School Care operates from 7.30am to 8.30am and is available to all Junior Campus students. For all enquiries please contact Reception on 03 6336 5900.

After School Care is also available for students who attend the Junior Campus. After School Care is based in the Early Learning Street building and commences immediately students are dismissed at the end of the school day. It is available from Monday to Friday until 6.00pm. Please contact Reception for further details.

## Senior Campus

Sports practices, co-curricular activities and tutoring and support sessions normally finish at 5.00pm. For some activities practice in the early morning is necessary.

Students who have not been picked up at an anticipated time after school can report to the Reception where a member of staff will help them or, if after 5.00pm, students may seek assistance from the Boarding staff.

Tutoring and support is available free of charge in the School Learning Hub until 5.00pm Monday to Thursday. Details of what subjects are available for support are listed for students in the Learning Hub.

Students not collected within 15 minutes of the end of a sports practice will, if the practice is off campus, be returned to the School by taxi at the parent's expense.

If students have not been collected from the flagpole area by 6.00pm in the summer terms, or by 5.30pm in the winter term, they should report to the Boarding House Dining Hall and wait there for their parents.

## Day Boarding

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. A charge of \$36 per day will be made for Day Boarding. Inquiries about any aspect of Day Boarding should be made to the Registrar, Carolyn Roney on 03 6336 6052 or [registrar@lcgs.tas.edu.au](mailto:registrar@lcgs.tas.edu.au).

## Vacation Care

A vacation care programme is available during each school holiday period for children aged 3-12 years. Details are emailed to all families prior to the end of each term.

# Food on Campus

## Junior Campus

### 'Confectionery-Free'

As we wish to promote healthy habits, students are not permitted to bring sweets, lollies or chewing gum to school. Healthy lunches and snacks are encouraged. Emphasis is placed on the inclusion of fresh fruit and vegetables. Drink bottles are to contain water only.

### 'Anaphylaxis Active' School

Please refer to the School's Anaphylaxis Policy via the School website. The School's overall approach is for our school community to be aware of the risks associated with anaphylaxis and to implement practical age-appropriate strategies to minimise exposure to known allergies.

The Junior Campus seeks to minimise the risk of an anaphylactic reaction involving nuts by:

- ensuring that food provided through our lunch ordering system does not contain nuts;
- requesting that nuts and nut products including peanut butter, nutella and muesli bars are not included in children's lunch boxes;
- requesting that any food that is brought to school from home, including birthday cakes and special treats does not contain nuts;
- ensuring that classroom cooking or catering does not include nuts or nut products; and
- ensuring that food on school camps does not contain allergens.

### Lunch Orders

Lunch (but not recess) can be ordered online. Meals are made in the Senior Campus Café and delivered at lunch time to the Junior Campus.

Emphasis has been placed on providing our students with a range of healthy choices.

Orders can be placed online via the lunch order mobile phone app. Visit the Flexischools website for further details ([www.flexischools.com.au](http://www.flexischools.com.au)).



## Senior Campus

### Café 1846

Students can purchase food and beverages from Café 1846 before school (from 8.30am) and at recess and lunch. Payment method is by card only. At the Senior Campus online ordering is also available.

Orders can be placed online via the lunch order mobile phone app. Visit the Flexischools website for further details ([www.flexischools.com.au](http://www.flexischools.com.au)).

### Nut Aware Campus

The Senior Campus is a nut aware campus and in accordance with our nut policy we would ask that you do not send nuts and nut products to school, this includes items such as nut bars, peanut butter and Nutella sandwich spread. As we cannot control food coming onto the campus we emphasise that we are nut aware but cannot guarantee being nut free.

### Hydration

Students are encouraged to bring a full water bottle to school each day. Around the school there are water dispensers to allow students to refill their water bottles. Water bottles filled with water may be brought into classrooms but other drinks are not permitted in classrooms.

## Lost Property

Please ensure all items of clothing are clearly labelled or named, including socks and shoes.

Named belongings which are found are returned to the owner with a reminder about taking care.

Misplaced items which are found at School and are unnamed will be taken to Reception at the Junior Campus and placed in the Lost Property room at the Senior Campus.

Students should check with Reception from time to time in case their lost item is found.

All uncollected and unnamed lost property will be disposed of or donated to charity after each term.

## Lockers

Senior Campus students are assigned a locker for storing their belongings while at School. Students will be assigned a padlock by their Grade co-ordinator or their Head of House.

Correct use of the School locker helps to ensure the security of each student's belongings.

Valuables should be locked away in the locker and not left in school bags.

Students are not allowed to take their school bag with them from class to class. Bags are to remain on the bag racks in their House area during the normal school day.

## Book Hire and Book Lists

Many textbooks that students use are available as ebooks and some are provided on book hire through the Learning Hub. Students are expected to look after the books and parents will be charged for any books that are lost or returned damaged. All other resources needed by students are outlined in the book list for each grade.

# Mobile Phones and Personal Electronic Devices

In order to maximise learning in class and social interaction in the playground, students are not permitted to use mobile phones during the school day unless explicitly given permission by staff.

- Junior Campus students are to keep their device at home or leave it at the Head of Junior Campus' Office after completing a Mobile Phone Parent Permission Form.
- Grade 7-10 students are expected to keep their device in their locker from the time of arriving on campus through to their departure at the end of the day. Devices may be checked for messages at recess and lunch however the device is not to be removed from the student's locker. In the event that a teacher asks students to bring their device to class for a specific purpose the device is to be returned to the student's locker at the conclusion of the lesson.
- Grade 11-12 students are required to keep their device in their pocket while at school unless used under the direction of a teacher.

Café 1846 and the Learning Hub are designated device free zones.

Parents are asked to not call or message students during school hours.

The School seeks to assist the development of resilience and independent problem solving and so a student should not contact parents with a problem while at school but rather seek assistance from the appropriate staff member.

The School will not accept responsibility for the theft of mobile phones, personal electronic devices or student belongings.

The inappropriate use of the camera function of a mobile phone or device may breach the Privacy Act rules. Students are expected to use a mobile phone or device in a lawful manner.

Any student found acting in breach of these guidelines can expect that a staff member will take possession of the mobile phone or device and deliver it to the Head of Campus.

At the first offence, students may collect the confiscated device at the end of the School day and a parent will be notified.

At the second offence, the student will be required to sign their device in and out of the Head of Campus' office each day for a week as well as serving a Friday detention. Parents will again be notified.

Should the above not deter the student, and the student still breaches the ruling, a letter will be sent home with the request that the device not be brought to the School.

Messaging between students outside of school hours is subject to the normal expectations of courteous interaction that apply in face-to-face conversation. Where a student uses a mobile phone or email to send an offensive message to another student outside of school hours, the School will actively intervene to protect the wellbeing of the student concerned.

# Bullying

Launceston Grammar has comprehensive procedures in order to ensure a safe, happy environment and minimise or prevent bullying. It is important that any bullying or harassment is responded to appropriately and quickly. Members of the School community at the Junior Campus should contact their class teacher and those at the Senior Campus should contact their child's Head of House or Pastoral Tutor if they are concerned about an instance of bullying. They can also contact the Head of Senior Campus or Head of Junior Campus with any concerns. A copy of the School's Harassment and Bullying Policy is available on the School's website.

# Transport Information

## Junior Campus

### Arriving and Leaving School

It is very important that our students are safe at all times. Before School and from 2.45pm onwards the main entrance in Lyttleton Street is extremely busy. We all need to work together to ensure that this area is as safe as possible.

### Reminders

- Please use our "valet system". Cars pull into the "Pick Up" Zone and parents remain in cars as students move to vehicles
- Parking over our neighbours' entrances is not permitted
- Using the car parks of local businesses is not permitted
- Please refrain from making "U-Turns" during this busy time
- Model safe behaviour at all times by using the School crossing on Lyttleton Street
- Please hold the hands of younger children as they leave the Campus

## Junior and Senior Campus

### Bus Timetables

Bus timetables for Metro buses are available at their website:

<https://cdn.lcgs.tas.edu.au/uploads/2021/12/07144436/Bus-routes-2022.pdf>

For bus services outside the metro area, fares and routes are determined by various bus companies. Contact details and current timetables are available at

<https://www.lcgs.tas.edu.au/bus-timetable>.

### Bus Passes

Metro bus passes are available for purchase online at

<https://www.metrotas.com.au/fares/greencard/>

## Bus Code of Behaviour

Students should:

- Board and leave the bus in an orderly manner
- Show courtesy to all travellers at all times
- Behave safely at all times
- Accept that the driver is in charge and obey instructions
- Respect the instructions of senior students
- If directed by the driver, occupy a specific seat
- Obey the Student Code of Conduct
- Sit safely on a seat
- Respect bus property and the property of others by not marking or damaging it
- Place bag(s) under the seat or in the storage area provided
- Observe Road Safety Rules when leaving the bus

Students should not:

- Physically or verbally annoy other passengers or the driver
- Distract the driver from their duties
- Create unnecessary noise
- Move about while the bus is in motion
- Stand on or put feet on the seat
- Extend any part of their body out of the window
- Eat on the bus
- Throw any objects either inside or out of the bus
- Alter, deface, misuse or falsely obtain a bus pass
- Give, lend or transfer their bus pass or ticket to another student

## Bicycles and Scooters

Students in Grades 5–12 are permitted to ride their bicycles or scooters to school. Helmets must be worn and the bicycles must be stored securely in the Junior Campus bicycle rack. Scooters may be stored with the class teacher at the Junior Campus or in lockers at the Senior Campus. Bicycles and scooters are not to be ridden inside school grounds, students must walk them through the School.

## **Travel Emergency Plan**

It is important that families put in place an emergency travel plan for students if circumstances change. For example, when sports matches or practice sessions are cancelled due to inclement weather. Students need to know what to do if their after school activities are cancelled for any reason. Parents may find out about cancellations via the Skoolbag app.

## **Change To Travel Arrangements**

Parents need to phone Reception if another adult is collecting their child.

## **Road Safety Procedures**

### **Driving**

Grade 11 and 12 students may drive to and from school if granted permission by a parent or guardian. Grade 12 students may park in the designated areas of the School carpark. Grade 11 students need to park off campus. A student may transport another student in their vehicle only with the permission of their own parent or guardian and their passenger's parent or guardian. An Application to Drive to School can be collected from Reception. Students are not to drive to co-operating schools for lessons between recess and lunch without the permission of the Head of House. Similarly, cars are not to be used during the day once parked at school until students are leaving the Senior Campus for the day.

### **Drop-Off and Pick-Up Senior Campus**

Parents may drop off and collect their child from the drop-off or pick-up area located in the Chapel carpark.

### **Parking**

Parking is provided for parents in the Chapel carpark and is clearly labelled as Visitor Parking. The remainder of the carpark is for the use of staff, with a small section allocated to Grade 12 students.

# Homework

Homework is an important component of the academic programme at Launceston Grammar. As a student progresses from Prep to Grade 12 the expectation of learning to be completed at home grows.

Homework is a valuable part of schooling that allows for the practicing, extending and consolidation of work done in class and challenges students to explore open-ended tasks.

From a student's earliest days at school, parents and guardians can assist in developing a positive attitude and work ethic. The following guidelines may assist:

- establish a routine i.e. a set time and place for homework;
- ensure that the environment is one in which your child can best work effectively;
- include your child in identifying the time and place as this will help them feel more responsible and committed to completing their work;
- encourage your child by asking interesting questions about their work; and
- remember that homework and the responsibility for it is your child's, not yours, and it is the on-going process of routine and effort which may be more important than the content.

Encourage your child:

- to use a variety of sources as references;
- to talk to their teacher if they have any queries about their work; and
- to communicate with their teacher if they experienced any difficulties.

It is expected that all students will spend at least twenty minutes reading each night.

In addition to tasks set by teachers, students should be using homework time to plan and manage time effectively, to be organised and to do extra tasks to consolidate their understanding and improve in areas of challenge.

## Junior Campus

As teachers and parents we can:

- encourage a love of and enthusiasm for learning;
- support the development of basic number facts, spelling and reading strategies;
- encourage a passion for reading and a love of literature;
- nurture a sense of wonder and curiosity in our surrounding world;
- support our students in being independent and taking responsibility for their own learning; and
- ensure that our children are well prepared for their transition to Grade 7.

## Homework Expectations

Early Learning	Daily reading with an adult
Prep-Grade 2	Daily reading with an adult Practise of basic number facts, spelling and reading strategies
Grades 3 and 4	Daily reading with an adult Practise of basic number facts, spelling and reading strategies Instrumental practice
Grade 5	Consolidation of number facts, spelling and reading strategies Instrumental and singing practice Yammer and Seesaw reflections Inquiry investigations
Grade 6	Instrumental and singing practice Management of own learning (Seesaw, Yammer) Inquiry investigations Personal organisational skills (timetables, schedules, study routines, time management)

## Student access to school resources - anywhere, anytime

### Junior Campus Homepage

Including Mathletics, Coding, eSafety, BTN and the Library Catalogue

<https://tass-web.lcgs.tas.edu.au/js/index.html>

### GO247 Grammar Online

Mail, OneDrive, Sway, Yammer, Word, PowerPoint, Excel, OneNote

[https://tass-web.lcgs.tas.edu.au/default\\_go247.htm](https://tass-web.lcgs.tas.edu.au/default_go247.htm) (and select GO247)

## Senior Campus

As a student progresses through the School they are expected to take a greater degree of ownership for planning their time effectively and recording their own homework tasks.

While set homework may not be given on a nightly basis by each subject teacher from Grade 7, students are expected to continue with their review of notes taken in class, revision of past units, ongoing reading and work on assignments each night as part of their homework routine.



At the Senior Campus, the homework a student completes is designed to:

- establish consistent study habits;
- reinforce subject matter learned in class;
- develop research skills;
- establish independent learning skills; and
- provide students with the opportunity to gauge their understanding by applying it independently at home.

<b>Homework Expectations</b>	
Grade 7 and 8	1 hour per night
Grade 9	1 ½ hours per night
Grade 10	2 hours per night
Grade 11	2 or more hours per night
Grade 12	2 or more hours per night

All set homework must be recorded in the Student E-Diary. Teachers and students can add work in the E-Diary and both students and teachers can record the completion of set tasks.

Some students may spread their workload over the weekend to accommodate other competing activities and expectations.

In the event of any concerns with homework, parents are encouraged to contact their child's tutor or Head of House in the first instance.

## **Tutoring and Support**

All students at the Senior Campus can attend the voluntary After-School Tutoring and Support sessions in the Learning Hub from 3.45pm to 5.00pm on Monday to Thursday. Teachers of English, Mathematics and Science are rostered to assist students. This is an ideal opportunity for students who have missed work through absence or who need extra support to understand key concepts to gain assistance.

## Change of Subject Procedure

Any student who is wishing to change a subject can only do so with the approval of the Director of Teaching and Learning in conjunction with subject teachers and parents.

Students are to go through the following procedure:

- Attend the Teaching and Learning office and collect a Change of Subject Form. At this point depending on the student's Grade and the proposed change there may be a need to meet with the relevant Director of Teaching and Learning.
- Obtain signatures of approval for the change from parent/guardian and the class teachers of the subjects involved.
- Submit the completed Change of Subject Form to the Director of Teaching and Learning's Assistant. (In person)

The form will be processed and the student is to follow-up in person with the Teaching and Learning office to ascertain if the request has been approved or not. If the subject change is not feasible or cannot be approved for any reason, the student will be informed and the parent notified. Approved changes will be entered into the timetable within one working day informing teachers of the change. Only at this point is the student able to start attending their new subject class.

**Note: Until the process has been completed, students are not permitted to change subject classes.**

# Technology

## Junior Campus

There are a wide variety of Learning Technologies distributed across the Junior Campus. In total there are well over 200 devices; iPads, Notebook Computers, BeebBots, Sphero Robots and VR Headsets. Students are provided with access to a device as outlined below:

- EL - Kindergarten have access to iPads
- Prep students have one device per two students.
- Grade 1 - Grade 2 students have a ratio of one device (iPad) per student.
- Grade 3 - Grade 6 students have a ratio of one device (Laptop) per student.

## Senior Campus

Senior Campus students participate in a technology programme enabling them to progress from watchful management, to increased independence leading to full autonomy for Grade 11 and Grade 12 students. Further detail is outlined below:

Students in Grade 7 and Grade 8 are provided with a laptop computer as part of the learning programme. Used both at school and home, the computer is fully managed and supported by the School.

In Grade 9 and Grade 10 a laptop with more functionality is supplied with a co-contribution scheme spreading the purchase price for families across two years. Once again, management, software and insurance is included. Full ownership passes to the student and family at the end of Grade 10.

Many Grade 11 and Grade 12 students continue with their existing laptop; however, the School welcomes students purchasing, connecting and managing their own device during these final two years of school.

The context of school-issued computers in education is about students having their own device, hence, the same computer at school and home, and the primary purpose for the device being to support student learning. This dismantles the notion that learning only happens between 9.00am to 3.30pm. Instead, access is available anytime and anywhere.

## Technology Responsible Use Agreement

The following guidelines covers staff and student use of all IT services and resources.

Launceston Church Grammar School provides all students, staff and members of the wider Launceston Grammar community with IT services for educational and school related use. These services include computers and peripherals, access to network resources, email, the School portal and web-based services and online content. To have access to the School's IT services, and to enable use of notebooks, tablets and mobile devices, users agree to abide by the School's Technology Responsible Use guidelines.

Members of the Launceston Church Grammar School community agree to:

1. Use IT services in an appropriate manner and for purposes which support learning and educational research.
2. Observe privacy and network security by:
  - not accessing, distributing or storing material which is in any way damaging to the reputation of the school or members of the Launceston Grammar community,
  - keeping passwords secure,
  - respecting other people's personal files, software and areas of the network not designated for my use,
  - using technology devices appropriately and in a manner that does not cause harm to individuals, the school or the wider school community.
3. Respect the state, national and international laws relating to digital information and use the IT services and resources in a lawful manner, including;
  - abiding by software licensing arrangements,
  - abiding by Australian and International copyright laws in relation to any electronic format.
4. Observe moral and ethical codes when using services and resources;
  - use online communication tools ethically,
  - use all equipment with due care and diligence,
  - report damage of equipment and relay information about inappropriate use of facilities,
  - use social networking and online services respectfully and responsibly.
5. Respect back up policy and limits imposed for internet use, storage and printing.
6. Not use the School's online services for personal gain or to the detriment of Launceston Grammar.

In agreeing to the Technology Responsible Use Agreement, members of the Launceston Grammar community understand that the school reserves the right to withdraw access to IT services from any user at any time and to monitor and log the use of IT services. This includes the transmission of https (secure) content via the web.

# Co-curricular Activities

The School offers a wide range of co-curricular activities and students are encouraged to involve themselves in a broad range of activities. Once a commitment to an activity has been made it is expected that the student remains with that activity for its entire duration.

Co-curricular activities include: sport; music ensembles and choirs; creative arts and drama activities; debating and public speaking; and overseas trips and camps.

## Junior Campus Co-Curricular

A range of co-curricular activities are available for students at the Junior Campus as part of our 'Little Extras' programme. These may include:

- Tennis
- Creative Dance
- Taekwondo
- Chess
- Drawing Club
- Coding Club
- Yoga
- Drama
- Choir
- Orchestra

## Senior Campus Co-curricular

### Chess

Chess club runs throughout the year with several inter-school competitions.

### Debating and Public Speaking

Students can compete for the school in inter school debating and public speaking competitions. Students receive coaching in order to grow their debating and public speaking competence. Further details are available from the teacher in charge, Phil Smith [psmith@lcgs.tas.edu.au](mailto:psmith@lcgs.tas.edu.au)

### Drama

There are a variety of Drama activities that operate outside of normal class times. Drama can also be selected as an elective subject in Grades 8 - 12. Further information is available from Acting Head of Drama, Marianna Hedges [mhedges@lcgs.tas.edu.au](mailto:mhedges@lcgs.tas.edu.au)

## **Duke of Edinburgh's Award**

Students from Grade 8 are encouraged to join the Duke of Edinburgh Award programme which involves learning skills, developing interests, undertaking service and the planning and undertaking of expeditions. The programme culminates in the Gold Award, which is highly recognised within employment as an outstanding achievement in its own right. Further details are available from the Duke of Edinburgh Coordinator, Mr John McLaine [jmclaine@lcfgs.tas.edu.au](mailto:jmclaine@lcfgs.tas.edu.au).

## **Music**

Music operates all year round and once a commitment to an ensemble has been made, this must take precedence over out-of-school activities.

Tuesday afternoon is a designated senior music rehearsal time and Wednesday afternoon is designated for junior ensembles.

The Music Department engages many visiting instrumental teaching staff, covering a wide range of vocal, string, woodwind, brass, keyboard and percussion instruments. Private lessons are given weekly during term time. Most students enrol in a 30-minute private or group lesson per week, but as the student progresses on the instrument, private lessons may be extended to 45 or 60 minutes. Please download the Instrumental Music Lessons form from the School's website for campus specific and sign up details.

Additionally, each student who is learning privately is encouraged to participate in an ensemble. These ensembles are graded so that each student can be placed into a group appropriate to their level of proficiency. These activities are designed to supplement and extend the work that is covered in private lessons and to provide performance opportunities at various concerts that are arranged during the year.

Soirees and concerts are held each term, allowing students and parents to see the various levels of individual instrumental accomplishment, as well as giving students concert performance experience.

Many parents and guardians enquire how they can help encourage their child with their musical studies. The most important help you can give is to organise your child into a regular practice routine. Ideally, this should be done at a set time each day – before school, after school or in the early evening. Practice should be done at least five times per week. The amount of practice time required will vary from teacher to teacher and student to student. Beginners should start with approximately 10 to 15 minutes for each practice session. The rate of progress and the amount of pleasure derived from playing an instrument depends largely upon the amount of practice, the regularity of practice and the concentration and effort that are applied during the practice routine.

Music can be selected as an elective in Grades 8 - 12.

Opportunities are also available to attend national and international music tours. A musical or major drama production which takes place in a professional venue in alternate years.

## 2022 Ensemble Enrolment

To enrol your child in Music ensembles for 2022, please visit the website to review the Ensemble Handbook and Application Form. <https://www.lcgs.tas.edu.au/community/back-to-school-2022/>

All students in Grades 7-12 need to be enrolled in this way, even if they were a member of any ensemble in 2021.

Further information is available from the Acting Director of Music, Dr Melissa Rogers, [mrogers@lcgs.tas.edu.au](mailto:mrogers@lcgs.tas.edu.au)

## Outdoor Education

Under the care, training and supervision of our highly qualified outdoor education staff, every student from Grade 7 - 10 participates in at least one week-long camp each year. This is an important and compulsory part of the School life and it is expected that all students will attend.

## Sport

The School offers three choices of activities: Blue, Black and White.

Grades 7 - 9: Students must undertake at least one Blue Sport during the year or two Black Sports.

Grades 10 - 12: Students must undertake at least one Blue Sport during the year or one Black Sport.

Students must attend all practices and matches. Failure to do so without adequate notice or good reason will affect the whole team and will result in disciplinary action. In the first instance a Friday afternoon detention will be issued.

If the School offers a sport, students are expected to put their commitment to representing the School ahead of any non-School involvement in that sport. However, students competing at an elite level e.g. State representation – may apply for consideration of their particular case.

Once a commitment to a School sport has been made, this must take precedence over out-of-school activities. This includes part-time employment. Students will not be permitted to 'drop out' of a sport mid-season except in cases of injury or illness.

For any changes to selected sports a Change of Sport Form must be completed and these are available from the Director of Sport.

*Blue Sports*

Australian Rules Football  
Basketball  
Badminton  
Cricket  
Hockey  
Netball  
Rowing  
Soccer  
Tennis

*Black Sports*

Athletics  
Cross Country  
Equestrian  
Mountain Biking  
Orienteering  
Sailing  
Softball  
Swimming  
Table Tennis

*White Sports\**

AFL Pre-Season  
Clay Target Shooting  
Golf  
Learn to Swim  
Strength & Conditioning  
Surfing  
Touch Football  
Triathlon  
Umpiring

\* White Sports are sports which can be undertaken within the community-based clubs. Students participating in these sports are expected to make themselves available for school competitions throughout the year.

Any variation to the outlined sporting program needs to be applied for in writing and approved by the Director of Sport.



## Careers

Career development is more than just deciding on subject choices and what job you get when you graduate. The goal of career counselling is to help students make decisions and give them confidence in the knowledge and skills they have to make future career and life decisions. We model our career development process from the Australian Blueprint for Careers Development, developing core skills, attitudes and knowledge individuals need to make sound choices and to effectively manage their futures. Linking student's hopes and dreams for the future and managing their skills to transition successfully to further education or training through traineeships and apprenticeships is our key goal. The School encourages students to make active choices that will give them the best benefits and outcomes for their personal future pathway.

Further details are available from the Careers Advisor, Fiona Symons on 03 6336 6058 or [careers@lcgs.tas.edu.au](mailto:careers@lcgs.tas.edu.au)

# Student Code of Conduct

Launceston Church Grammar School is committed to ensuring a safe and harmonious environment of learning and community.

The Student Code of Conduct provides a framework on which to build a secure, happy and orderly environment for the enjoyment and benefit of each student. All members of the Launceston Grammar community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority. The Launceston Grammar community's expectations about standards of behaviour are drawn from the beliefs on which Launceston Grammar is founded.

This Code of Conduct is intended to provide a set of general principles and guidelines to guide students in their interaction with staff, other students, parents and the wider Grammar Community.

This Code applies to all student members of Launceston Grammar.

## Guiding Principles

Our aim is to encourage in our students:

- consideration for others;
- a responsible attitude to personal safety;
- tolerance and respect;
- the ability to act independently when appropriate rather than succumb to peer pressure;
- accountability for their own words and actions;
- conduct that brings credit to Launceston Grammar;
- pride in their appearance and that of Launceston Grammar; and
- diligence and punctuality in their attendance at classes and in completion of set tasks.

## Acceptable Conduct

Students are obliged to:

- treat and speak to all students, staff, contractors, volunteers, parents and visitors to Launceston Grammar with courtesy and respect;
- express themselves in a virtuous and responsible manner;
- value the individual differences of others;
- listen and be open to other peoples' point of view;
- utilise services available at Launceston Grammar in an appropriate manner;
- take advantage of learning opportunities;

- co-operate with the teaching processes inside the classroom;
- seek assistance from others as required;
- listen to and act on progress reports from teachers and other staff members;
- meet assessment criteria to the best of their ability;
- take advantage of decision-making opportunities;
- wear the school uniform at School and at all School events when required in accordance with the Appearance Policy;
- uphold the reputation of the School by observing an appropriate standard of behaviour when wearing School uniform and observe appropriate personal hygiene standards;
- respect the property of other students, teachers and of the School;
- be punctual and attend all classes;
- comply with all safety policies and procedures in place at School and School activities;
- uphold the School's Virtues at all times;
- communicate with other students, staff, contractors, and volunteers in a clear, friendly and open manner;
- respect the privacy of other students, staff, contractors, and volunteers; and
- listen respectfully in the classroom and when attending any kind of School assembly, activity, presentation, class event, or public meeting.

## Unacceptable Conduct

Students must not:

- use violence of any kind at any time;
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- raise their voice when speaking to other students and staff;
- discipline or reprimand another student;
- bully or harass students, staff, contractors, volunteers, and visitors to School or School activities;
- take a photo or video recording of another student unless the student consents to the photo or video recording being taken;
- smoke cigarettes or attend School or School activities whilst under the influence of alcohol or illicit drugs;
- deliberately exclude another student or treat a student differently from other students;
- speak to other students in a derogatory or offensive manner;

- post a photo or video recording of another student on social media without consent;
- intimidate, undermine, threaten, bully or harass other students;
- disclose the personal details of a student to another person without consent; or
- bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to School or School activities.

## When Using Social Media

Students recognise the potential for damage to be caused, directly or indirectly, to Launceston Grammar and others as a result of their personal use of social media especially in circumstances when they can be identified as a student of Launceston Grammar.

When using social media, students are obliged to:

- respect a person's personal environment and must not harass other people online;
- act with integrity;
- not use social media to voice grievances about Launceston Grammar;
- be respectful to students, staff, contractors, volunteers and parents;
- never reveal confidential information relating to Launceston Grammar, staff members, contractors, volunteers, other parents, and/or students at Launceston Grammar; and
- not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of Launceston Grammar.

## Raising a Concern or Making a Complaint

Wherever possible, students are encouraged to raise concerns directly with their class teacher in the first instance. Students may also seek advice and guidance on how to raise concerns from their Head of House or another trusted adult. Concerns may include any cases of behaviour in breach of the Student Code of Conduct.

When making raising a concern or making a complaint to Launceston Grammar, students are required to act in an appropriate manner consistent with the Student Code of Conduct.

Students may also raise a concern or make a complaint by submitting an online form:

### Junior Campus Students

[Junior Campus Student's Compliment and Complaint Form](#)

Also accessible through Junior Campus Intranet page

### Senior Campus Students

[Senior Campus Student's Compliment and Complaint Form](#)

Also accessible through Student Cafe

Disputes between students and Launceston Grammar are dealt with on an individual

case basis. The procedure for raising a concern and complaint is outlined in the School's Concerns and Complaints Handling Policy located on the School's website. [www.lcgs.tas.edu.au](http://www.lcgs.tas.edu.au).

Launceston Grammar reserves the right to vary disciplinary procedures for a particular misdemeanour by weighing the interests of the individual students against those of the wider Launceston Grammar Community.

## **Consequences of a Breach of the Student Code of Conduct**

Any breaches of the Student Code of Conduct reported to the School will be investigated by the Headmaster or their representative to determine whether there has been a breach of the Student Code of Conduct or other policy.

If satisfied that a breach has occurred, the Headmaster or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, exclusion from extra-curricular programmes, suspension from Launceston Grammar grounds for a period of time, or termination of enrolment.

In accordance with applicable legislation, the Police or relevant government department will be informed of any unlawful breaches of the Student Code of Conduct.

# Parent Code of Conduct

At Launceston Grammar we aim to provide a welcoming and safe environment for all. We believe that parents are valuable contributors in our community and we aim to work in partnership with parents in the care and growth of each student. The School expects parents to support the School's Identity Statement, Virtues, beliefs and policies.

This Parent Code of Conduct outlines the way in which the School requires parents to conduct themselves when visiting the School campuses, participating in School activities and communicating with members of our community (including students, staff and other parents).

This Parent Code of Conduct applies to persons, over the age of 18 years, who are either:

- a person named in the Enrolment Terms and Conditions as the parent or guardian of a student currently enrolled at the School; and
- a family member and friend of a student enrolled at the School and participating in the activities of the School.

For simplicity all persons covered by the Parent Code of Conduct will be referred to as "Parents".

## When Visiting the School

Parents are obliged to:

- comply with all safety policies and procedures in place at the School;
- comply with the Child Protection policies of the School;
- sign in at Reception;
- only enter a classroom or attend a school related activity with permission from a staff member;
- listen respectfully, in the same way required by students and staff, when attending any kind of School assembly, activity, presentation, class event, or public meeting;
- treat all parents, staff, contractors, volunteers, students and visitors to the School with courtesy and respect; and
- accept the authority of the teacher (or teachers) when visiting a classroom and comply with reasonable direction.

Parents must not:

- use verbal or physical violence of any kind at any time;
- disparage the School's teaching or act otherwise in a manner which is disrespectful or contradictory to the School's Virtues or foundational beliefs;
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;

- bully or harass other parents, staff, contractors, volunteers, students and visitors to the School;
- take a photo or video recording of a child if that child is not their own child, unless the parent of a Junior Campus child is present at the time and consents to the photo or video recording being taken or the Senior Campus child consents to the photo or video being taken; and
- attend the School whilst intoxicated on illicit drugs or alcohol.

## When Communicating with Staff, Contractors and Volunteers

All staff, contractors and volunteers of the School are entitled to a safe and enjoyable work environment.

In order to most effectively discuss a particular query or concern, parents wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) are encouraged to make an appointment in advance.

Whilst the School will make reasonable attempts to comply with a court order, the School's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The School prefers not to become involved in family law proceedings.

Parents are obliged to:

- treat staff, contractors, and volunteers with courtesy and respect;
- communicate with staff, contractors, and volunteers in a clear, friendly and open manner; and
- respect the privacy of staff, contractors, and volunteers.

Parents must not:

- raise their voice or interrupt whilst a staff member, contractor or volunteer is trying to speak;
- speak to staff, contractors or volunteers in a derogatory or offensive manner;
- take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
- post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- assault (sexually or physically) a staff member, contractor or volunteer; or
- intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.



## When Communicating with Other Students and Parents

Parents are obliged to:

- speak to other students and parents with courtesy and respect;
- contribute to a positive and friendly culture within the School community;
- support and encourage the virtues, activities and beliefs of the School; and
- respect the privacy of other students and parents.

Parents must not:

- use verbal or physical violence of any kind at any time;
- raise their voice when speaking to other students and parents;
- speak to other students or parents in a derogatory or offensive manner;
- take a photo or video recording of another student or parent without their consent;
- post a photo or video recording of another student or parent on social media without consent;
- post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;
- intimidate, undermine, threaten, bully or harass other students or parents; or
- disclose the personal details of a student or parent to another person without consent.

## When Using Social Media

Parents recognise the potential for damage to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a Parent of the School.

When using social media, Parents must:

- respect a person's professional and personal environment and must not harass other people online;
- not use social media to voice grievances about the School;
- make reasonable efforts to ensure that their children comply with the School's Technology and Device Acceptable Use Policy;
- be respectful to staff, contractors, volunteers, other parents, and/or students; and
- never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School.

Parents must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School. This includes not disparaging the School's teaching or leadership or acting otherwise in a manner which is disrespectful or contradictory to the School's virtues or foundational beliefs.

Communicating with teachers and staff about your child and school related matters via social media is not an appropriate method of communication at Launceston Grammar. Please see pages 8-9 for preferred methods of communication.

## **Raising a Concern or Making a Complaint**

Parents have the right to raise concerns and complaints related to the education of their child or other matters relating to the School.

Parents are encouraged to direct their concern or complaint to the relevant Launceston Grammar member of staff as outlined in the School's Concerns and Complaints Handling Policy accessed from the School's website [www.lcgs.tas.edu.au](http://www.lcgs.tas.edu.au)

Parents may also raise a concern or make a complaint by submitting an online form:

[Community Compliment and Complaint Form](#)

Also accessible through Parent Lounge.

## **Consequences of a Breach of the Parent Code of Conduct**

Any parent, student, staff member, contractor or volunteer may notify the Headmaster of a possible breach of the Parent Code of Conduct.

The Headmaster or their representative will investigate the reported breach to determine whether there has been a breach of the Parent Code of Conduct or other policy.

If satisfied that a breach has occurred, the Headmaster or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter School grounds for a period of time, or termination of enrolment.

## **Parent Grade Representative**

The School's Parent Grade Representatives serve a primary role in maintaining communication between parents, while also being a valuable resource to the teacher and the grade. The Parent Grade Representatives also facilitate the social interaction among families in the school community. Details are updated during Term 1 each year and can be viewed on the School's website: <https://www.lcgs.tas.edu.au/community/parent-grade-representative/>

# Key Contacts

## Junior Campus Reception:

8.30am - 4.30pm

Phone: 03 6336 5900

Email: [junior@lcgs.tas.edu.au](mailto:junior@lcgs.tas.edu.au)

## Senior Campus Reception:

8.00am - 4.30pm

Phone: 03 6336 6000

Email: [senior@lcgs.tas.edu.au](mailto:senior@lcgs.tas.edu.au)

## Noone Imagewear:

Monday 8.30am - 12.30pm

Thursday and Friday 12.30pm - 4.30pm

Phone: 03 6336 6062 business hours

Phone: 03 9379 5037 outside business hours

<https://www.noone.com.au/school/launceston-grammar>

## Business Office:

8.30am - 5.00pm

Phone: 03 6336 6081

Email: [business@lcgs.tas.edu.au](mailto:business@lcgs.tas.edu.au)

## Individual School Contacts:

Senior Executive			
Richard Ford	Headmaster	03 6336 6014	<a href="mailto:rford@lcgs.tas.edu.au">rford@lcgs.tas.edu.au</a>
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Nick Foster	Head of Senior Campus	03 6336 6011	<a href="mailto:nfoster@lcgs.tas.edu.au">nfoster@lcgs.tas.edu.au</a>
Sheona Carter	Head of Junior Campus	03 6336 5912	<a href="mailto:scarter@lcgs.tas.edu.au">scarter@lcgs.tas.edu.au</a>
Melita Cornell	Director of People and Culture	03 6336 6004	<a href="mailto:mcornell@lcgs.tas.edu.au">mcornell@lcgs.tas.edu.au</a>

<b>Executive</b>			
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Cassie Lobley	Head of Learning Enrichment	03 6336 6076	<a href="mailto:clobley@lcgs.tas.edu.au">clobley@lcgs.tas.edu.au</a>
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Brigid Rawlings	Director of Community Engagement	03 6336 6016	<a href="mailto:brawlings@lcgs.tas.edu.au">brawlings@lcgs.tas.edu.au</a>
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<b>Pastoral and Academic - Senior Campus</b>			
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Rachel Pickering	Head of Roff House	03 6336 6028	<a href="mailto:rpickering@lcgs.tas.edu.au">rpickering@lcgs.tas.edu.au</a>
Simon Shaw	Head of Fraser House	03 6336 6086	<a href="mailto:sshaw@lcgs.tas.edu.au">sshaw@lcgs.tas.edu.au</a>
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Mark Webster	Head of Wilkinson House	03 6336 6023	<a href="mailto:mwebster@lcgs.tas.edu.au">mwebster@lcgs.tas.edu.au</a>
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Sarah Ashlin	Head of Rowing	03 6336 6053	<a href="mailto:sashline@lcgs.tas.edu.au">sashline@lcgs.tas.edu.au</a>
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## Senior Campus Staff Contacts

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# Maps of Campuses

## Senior Campus





# Junior Campus

