



Launceston Grammar Hawkes Boarding Handbook

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Grammar Identity

Our vision is to develop young people so they may lead fulfilling lives and positively contribute the lives of their current and future communities.

Our mission is to find the ways in which our community may nurture, challenge and inspire our young people to explore their potential so they may optimise their learning opportunities to be great humans.

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

Hawkes Boarding Vision, Trademarks and Values

As members of the Boarding staff, we recognise the differences between learning at school and living within a residential community. As such, we have developed our own Vision, Mission and Values that coincides with the day school and is centred around supporting boarding families to care for their child at “home” in the Boarding House:

Our Vision

Home Away From Home

“To provide a safe & stable environment with a culture of trust, encouragement and respect, which nurtures every boarder to reach their full potential”.

Our Trademarks

- *Trusted and Respected*
- *Safe and Stable Presence*
- *Compassionate*
- *Resilient*

Our Values

- *Be True to Yourself* - Build a strong sense of identity. Live your values through your actions
- *Compassion* - Care for others, show empathy towards our boarders and celebrate our differences
- *A Growth Mindset* - Take your opportunities. Step outside your comfort zone
- *Do your best* - Be yourself at your best

At Hawkes Boarding, the staff aim to be:

- *Trusted and Respected* by our boarders, so we can be great role models and someone they can trust as they navigate their way through their adolescence
- *Provide a Stable presence* for our boarders in a comfortable, relaxed, friendly and structured community environment where they feel safe and secure
- *Compassionate* towards our boarders so we can be empathetic to listen to their needs within the boarding house
- *Resilience* demonstrated to our boarders to be their best by developing the whole person (socially, academically, spiritually, physically and culturally)

The Boarding Community has been an integral part of the life of Launceston Grammar for the entire 178-year history of the school. It has not merely been accommodation for boarders but a positive educational experience.

Boarding has provided a structured, supportive, and caring educational environment in which boarders develop skills and attitudes which prepare them to become contributing and caring adults in modern society.

At Launceston Grammar, we believe in maximising the opportunities for boarders by allowing them the flexibility to manage their time to experience all that living in Launceston has to offer. Some examples of these opportunities could be part-time work, outside sporting/cultural activities or even extra study programs or courses. We aim to *nurture, challenge and inspire*, and do this by planning activities and experiences

Regional Visits

During the year, the Senior Executive hold a series of information evenings at various venues around the State. This is an opportunity for past families, present families and future and prospective families to meet with the Principal or the Head of Boarding or other staff to discuss boarding matters and to meet with other prospective boarding families.

Formal Dinners and Socials

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

Long Weekends and Public Holidays

The Boarding House remains open to our Overseas students for long weekends. These are listed in the School calendar. Local boarders are encouraged to go home on long weekend, but may choose to stay in the Boarding House for School sporting commitments.

For long weekends, the normal requirements for leave through REACH (our online leave system) will apply.

After long weekends, the boarding houses re-open at 3:30pm on the afternoon prior to the recommencement of school for students that went home over the long weekend.

Flexible, Casual and Day Boarding

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

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

Specific Aims of Boarding

Academic

Boarders will be in an environment where it is possible to seek and gain guidance and assistance with academic work, work independently in a quiet and conducive atmosphere and have access to educational facilities and resources. They will be taught the necessary skills to work efficiently and independently while being encouraged to seek assistance and share ideas when appropriate. They will be encouraged to set their personal goals and to work with purpose to achieve these.

Social

Boarders and staff living in a communal situation will do so with the following social values foremost in their minds: trust, co-operation, tolerance, responsibility, respect, and loyalty and pride. These values will be nurtured within the Boarding House and developed through activities and experiences both with the boarders' families and independently. The sense of family, and being a part of a special community, will be an integral and necessary part of the boarding experience.

Physical and Cultural

Boarders will be exposed to, and encouraged to participate in, appropriate activities which enhance their bodies and minds, broaden their outlook and help in their appreciation of other's skills and beliefs. They should also experience and practice tolerance of each other's differences and appreciate other's talents and celebrate achievements together.

Spiritual

Launceston Grammar is an Anglican Church School and is based on Christian values. Boarders will be required to participate in Chapel and will be encouraged to do so in a positive and active manner. They will be encouraged to challenge and develop their beliefs and be required to strive to live by Christian principles. Boarding at Launceston Grammar will strive to develop the whole person. Your child will be given the opportunity to share, to lead and to serve in various environments and situations so that they can have the opportunity to reach their potential in all areas of their life.

Expectations

There are a number of expectations that the boarding community has of its boarders. Talking these over with your child, and understanding the importance of these, will help set a framework for them before they begin.

Launceston Grammar is an Anglican School, and as such, upholds Christian principles. We strive to emulate a Christian community in our residences, with notions of mutual respect, forgiveness, honesty, tolerance and understanding.

Boarders coming into the boarding community should understand that the nature of large group living, inevitably restricts certain aspects of their individual freedom. There is a need for all boarders to develop a sense of balance between the needs of the individual and the needs of the community.

The boarding community operates on trust. Once that trust is broken by an individual, they forfeit the basic freedoms that they are normally allowed until they can show that they are indeed trustworthy and responsible enough to use their freedom appropriately.

Membership of any community requires contribution. For the boarding community to enjoy harmony and happiness, each member of the community must contribute.

Although the relationship between staff and boarders is one of caring and supervision, boarders must take direction and discipline from staff in a respectful manner.

All boarders have the right to feel safe in their environment and as such, the school views any form of bullying or harassment as very serious. An individual's personal space and belongings should be respected at all times.

The School area is a no smoking zone. Smoking/vaping is not permitted, and boarders are absolutely forbidden to have in their possession, bring on to the premises, consume or use any alcoholic beverage or non-prescribed drug, or associated implements. This also applies to leave situations.

Care For Your Child

Pastoral Relationships

Boarding is not only a residential experience but aspires to establish a 'community' atmosphere within the context of sound Christian principles. Such a community inevitably finds itself operating in a balance between discipline and individual freedoms, the needs of the individual and the needs of the community.

It also recognises that the student's reason for being in the boarding community is to acquire the best education possible. To ensure that aim, every attempt possible is made to make the residence a 'homelike' atmosphere with accessibility to the staff by the boarders for help with problems encountered during the year.

In their relationship with boarders, the boarding staff will carry out their positions of responsibilities with understanding. The relationship is seen primarily as a pastoral relationship reflecting care and concern, balanced by firm but fair discipline. The aim is to build mutual respect and to develop maturity in your child. Staff should know each person as an important individual who is part of our community.

Head of Boarding

The role of the Head of Boarding is to oversee all aspects of Boarding at Launceston Church Grammar School.

Deputy Head of Boarding

The Boarding House has a Deputy Head of Boarding to support the Head of Boarding and boarding families. The Role of the Deputy Head of Boarding, along with their staff, is primarily one of carer/mentor, with the emphasis on working together as a team with boarders, parents and staff – to meet the boarders' needs.

It is the role of the Deputy Head of Boarding to oversee the care, supervision and development of the boarders in their care, including social, spiritual, academic and physical aspects. Importantly, the Deputy Head of Boarding works to develop a strong work ethic and character within the boarders, based on our boarding values. Staff also strive to create a positive environment for boarders whilst providing appropriate role-modelling.

The main functions and responsibilities of the Deputy Head of Boarding includes:

- Being the primary contact point for parents, the Head of Boarding, teachers and other staff on how each student is progressing in the boarding setting.
- Mentoring and giving boarders feedback on the tasks that they undertake. Counselling them when required or when asked to help them overcome difficulties, whether they be personal, social, or academic.
- Developing a strong work ethic and strong values with the boarders.
- Ensuring that each boarder is a positive and contributing member of the wider boarding community.
- Ensuring a high level of discipline and respect is upheld within boarding.
- Managing leave requests for families.
- Keeping parents informed and involved in all facets of the boarding community and their child's wellbeing.

Boarding House Assistant

The Boarding House Assistant (BHA) is an extremely important member of the Boarding Community as their role encompasses the supervision and care of all boarders. The Boarding House Assistants are responsible for knowing where the boarders are, at all times, as well as monitoring the behaviour and activities within the House. Boarding House Assistants are seen as a “significant other” by the boarders in their care and the role played by Boarding staff should not be underestimated. Launceston Grammar employs staff with a wide range of academic, sporting and cultural interests to assist in the care and academic assistance of all boarders.

Boarding ‘On-Call’ Staff

Each day, there will be a Senior Member (Deputy Head of Boarding, Senior Boarding House Assistant, or Head of Boarding) staff member who will be ‘On-Call’. On the weekends, this person is the primary contact if you need to urgently speak with someone. The ‘On Call’ roster will be visible on myGrammar. If in doubt, call the Boarding House and duty staff will direct inquiries to the Senior staff member ‘On-Call’ if required.

Staff Contacts

Communicating with Boarding Staff

Your first point of contact is your child's Deputy Head of Boarding. If there is something concerning you about your child's progress or you just want to talk about things in the boarding house, please let us know. We enjoy hearing from you, as most times what you have to say does put into perspective some of the situations that we share with your child.

Do not feel that any problem is too small and certainly do not let anything become a crisis on your part before letting us know. Please make a point of contacting or calling in to the Boarding House whenever you are in Launceston.

Do not hesitate to contact the Deputy Head of Boarding or Head of Boarding at any time during the year if you have any concerns or questions about Boarding.

Further information pertaining to Boarding can be viewed on myGrammar.

Student Leadership

We encourage all our boarders to be proactive in the Boarding Community and provide many avenues for them to share their opinions or take an active role in the community. The two main programs that we have for our boarders are The Grade10 Peer Mentor Programme and The Boarding Leadership Group.

Our Grade 10 Peer Mentor Programme begins in Grade 9 when we prepare the boarders to become mentors for our new Grade 7 and 8 boarders. The programme is centred around reminding the boarders what it was like to be new and what they felt really helped them to settle into boarding.

In Grade 12, the boarders have the opportunity to become part of the Boarding Council. The structure of this group is made up of the Boarding Captain, the Vice-Captains of Boarding and other boarders that have been identified as good role-models and leaders.

Uniform

Launceston Grammar Shop

Launceston Grammar Shop is located at the Senior Campus.

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

The School has a summer and winter uniform with students wearing the summer uniform in Terms 1 and 4 and winter uniform in Term 2 and 3. Change over dates from summer to winter are included in the School calendar. A school sports uniform is worn by students for sporting activities.

During term time, the shop is open:

Monday 8:30am to 12:30pm

Thursday 12:30pm to 4:30pm

Friday 12:30pm to 4:30pm

During school holidays please make an appointment with the Shop Manager on

Phone: +61 3 6336 6062 or

Email: LauncestonCGS@noone.com.au

Book online for your child's uniform fitting:

1. Head to <http://www.noone.com.au/school/launceston-grammar/stores>
2. Click the 'Book an Appointment' link
3. Select a date, click on a blue date circle on the calendar.
4. Complete booking details, fill in the required field information (student name etc). Please enter one appointment per student.
5. Click 'Book appointment'.
6. You will be notified of your booking request and you should receive email confirmation before the time of the appointment.

It is recommended that you make an appointment. Full uniform will be available for immediate purchase or alternatively you are welcome to use the lay-by service and collect your order prior to the start of Term 2022.

List of Uniform and Clothing Requirements

All school uniform items, except footwear, are available from the School.

The following lists are a guide only. The Uniform Shop staff will be able to assist you further with your compulsory items of clothing. Boy and girls should wear their uniform completely and correctly at all times.

Boarders MUST have all clothes/linen marked clearly. Boarders should limit their personal belongings as there is limited storage space.

Girls

- 1 School Blazer
- 2-3 Summer Dresses
- 1 School Winter Skirt
- 5 Blouses (Blue for Grades 5-11, White for Grade 12)
- 1 School Jumper
- 4 Pairs Short School Socks
- 3 Pairs of Grey Stockings
- 2 Sets of PE Uniform
- 1 Pair of Black leather lace-up shoes

Boys

- 1 School Blazer
- 2 Pairs Grey Shorts
- 2 Pairs of Uniform Trousers
- 1 Black Belt
- 6 Shirts (Blue for Grades 5-11, White for Grade 12)
- 1 School Jumper
- 2 School Ties
- 5 Pairs of Grey Socks
- 5 Pairs of Grey Summer Long Walk Socks
- 2 Sets of PE Uniform
- 1 Pair of Black leather lace-up shoes

Bring from Home/Purchase on Arrival

- 7 Sets of Underwear
- Sports Training Apparel
- 1 Outfit of Good Clothing (suitable for chapel/formal dinners)
- 1 Pair of Dress Shoes
- Casual clothes, both tidy and old
- 1 Rain Jacket/Windcheater
- 1 Pair Comfortable Walking Shoes
- 1 Pair of Slippers
- 2 Pairs of Pyjamas
- Swimwear, Swim Cap and Goggles (Boarding students have supervised access to the School swimming pool)
- 1 Pair of Thongs or Surf Sandals for Shower

Sports Wear

Parents should note that it is advisable that the purchase of items of sports clothing be left until near the commencement of that particular sports season and when boarders will be informed of the requirements.

Most items of sportswear are available from the Uniform Shop. Parents are advised to check with the Launceston Grammar Shop before buying any item of sportswear to ensure it is the correct uniform.

Laundry and Clothing

Looking at the uniform list for boarders, parents may think there is an inordinate amount of clothing required. Let us briefly describe the laundry cycle and why certain amounts of clothing are necessary. Firstly, our laundry facilities are on the school premises.

There is a laundry service offered for your child's dirty clothes and linen. Items are placed into the laundry on Tuesday/Thursday morning where they will be washed and dried. The clothing is folded and ironed, sorted and then placed in the boarder's room by the laundry staff ready for collection after school. Most washing is returned daily. Costs associated will be billed to your account.

To assist in the laundry process, we find six things which are essential to the streamlining of the laundry task:

1. Boarders must have every item of clothing marked with your child's FULL NAME (e.g. David Robertson) and black letters on white background. We suggest name tapes that have the student's name clearly on them are ordered through Cash's School Name Tapes <http://www.nametapes.com.au> We use Style 8 woven name tapes in black.
2. Name tapes should be used to mark clothing rather than laundry markers because the writing fades. Name tapes should be sewn in prominent positions. Socks need name tags sewn on the upper part – not the foot. Do not sew name tags on trade labels as they can easily be removed. On items of greater value, it may be wise to put a name tag in a hidden position as well. It would be appreciated if a number of spare name tags are left with your child so that they may be sewn onto any new clothing purchased during term time.
3. Special arrangements can be made for specific items of clothing which cannot be subject to industrial washing and drying. These details should be obtained from our laundry staff. The boarding house has its own washing machines and dryers and boarders are encouraged to use them.
4. Please remember that any clothing purchased during term will also need to be named.
5. A spare set of name tapes must be left with the laundry staff.

Lost Property

Every year the boarding community is left with a large amount of lost property, especially clothing, the majority of which is unnamed. We have found in the past that lost property accumulates through poor personal organisation on the part of some boarders. This emphasises the need for all clothing to be named.

Bed Linen

We find, as a boarding community, the diversity of individual needs concerning bedding very difficult to cater for. Therefore, each boarder is required to provide their own named single bed sheets, blankets or doona and pillow. Boarders are expected to use both a top and bottom sheet and pillowslip for hygiene reason and these should be washed each week. Parents should be aware that if your child is tall, they may have a king single bed and will require King Single bed sheets.

Support for Boarders within Boarding

Some boarders experience problems with social adjustment. Teenagers quite often set up active social patterns and enjoy a certain amount of independence. Due to the nature of the boarding community, the direct responsibility of the staff to the parents and boarders and the diversity of our “family”, some boarders, at times, find some of the day-to-day workings a bit hard to adjust to, especially early on during their time in boarding.

To help them cope with this new lifestyle, it would be beneficial to discuss with them some of the differences that might be experienced. If you want more background information, please do not hesitate to phone the Head of Boarding or Deputy Head of Boarding with your queries. It may be of benefit to encourage your child to make the contact if they are indeed worried about any aspect of boarding life.

Success in this matter lies in the understanding that a large community, such as ours, is in some respects reasonably inflexible. It is essential that boarders arrive at an understanding of what is acceptable and what is not and why these things are so. A new boarder must quickly realise that some social patterns will not fit the new situation and that they must take steps to adjust their behaviour accordingly rather than try to change the community. Our rules and expectations have been put in place with the boarders’ best interests and security in mind.

Homesickness

It is perfectly normal for boarders living in completely new surroundings, and in a structured environment, to feel homesick. Often homesickness reflects a very positive relationship with family and friends and the home environment. We have included a number of observations on this problem and feel that our suggestions may help your child to overcome this very real difficulty as quickly as possible.

- We believe it is important for them to realise that homesickness is perfectly normal and that they are likely to feel homesick from time to time, and that it is something that they should not hide from but face up to and try and talk about.
- It is important for you, as parents, to emphasise the need for complete involvement in and out of the classroom. The best way to prevent homesickness is for boarders to keep busy. Involvement in sport, games, music and other activities is essential and should be encouraged whenever possible.
- It is important for you to realise that you will hear of, or experience, the worst of your child’s homesickness. Boarders will tend to text, email or ring when they are feeling at their lowest. They may also tend to exaggerate the worst features of what they are experiencing in order to get your attention.
- Poor grades and difficulty with work are often closely related to homesickness in the early stages.

- A recurrence of the problem is quite common after returning from term holidays. However, it is usually overcome very quickly after returning to school and settling in with normal routines and friends. It is important to note that too many day outings or overnight stays over the first few weekends of term can cause great difficulty for your child making the break from home. We encourage you to let your child experience the normal activities of the boarding house, particularly during weekends, and be mindful that taking them out of boarding too often for little ‘breaks’ from boarding can actually compound the problem and prevent them from settling into their boarding life.
- Please encourage your child to see the Head of Boarding, Deputy Head of Boarding, the Health Centre staff or the School Counsellor if the problem seems to be reaching intolerable levels. Often discussing the problem with someone not directly involved is of great assistance. Encouraging your child to speak with an older student, such as one of the student leaders, who has likely experienced the same thing can also be of great comfort to them.

We do not wish to alarm you in any way, but purely make you aware of a very common and usually short term problem. It is also our aim to help you and your child cope with the difficult settling in period. It is best to deal with any problems that may arise in the early stages, as this is advantageous for all concerned.

Understanding, patience and firmness would appear to be the most important qualities necessary for quick and relatively smooth adjustment to the new environment.

Above all, please do not hesitate to contact your child’s Deputy Head of Boarding or Head of Boarding if you wish to discuss the problem.

As well as your child experiencing homesickness, it is not uncommon for you, as parents, to also feel “homesick for your child”. The following are a few observations that might help you cope with your own sense of loss.

- The sense of loss may not be as obvious for you as it is for your child because your daily routine continues. Acknowledging the sense of loss for you is just as important.
- When a child goes to boarding school there is a change in the structure of parenting because the daily dependence of the child is no longer present. Your child will quickly establish an increasing level of independence and often parents are caught unawares by this sudden move of their child from childhood towards the adult world. If your child is making this transition well it is a sign that, as parents, you have prepared them well for adulthood.
- Despite planning for many years for your child to attend a boarding school, the reality comes suddenly – one day they are at home and the next they are not. Do not underestimate the effect it may have on you, and feel free to contact your child’s Deputy Head of Boarding or Head of Boarding about your own concerns as well as those of your child.

Bullying

The Launceston Church Grammar community does not tolerate bullying or harassment in any form. Bullying is ongoing and unwanted behaviour that is deliberate and causes harm. Types of bullying are:

Verbal

- Name calling, teasing and threatening comments.

Social

- Lying/spreading rumours.
- Excluding others

Physical

- Hitting / punching.
- Damaging other's possessions.

Cyber

- Posting pictures.
- Making hurtful comments.

What should boarders do:

- Ask them to stop.
- Tell them you don't like it.
- Tell a trusted adult, Mum, Dad or Teacher.
- If your friends are being bullied let a trusted adult know.

Bullying has negative consequences for all concerned and is therefore taken very seriously. Should boarders experience bullying (either directly or as a bystander), they are expected to tell another member of the boarding community so that it can be resolved efficiently.

Family Issues

These do occur and boarding staff need to be informed immediately. This enables staff to be prepared and to provide the best possible care for your child.

Death of a Family Member/Friend and/or Community Tragedy

In the unfortunate event that the above may occur it is imperative that contact is made as quickly as possible with the boarding staff (preferably either with your child's Deputy Head of Boarding or Head of Boarding) to discuss the best strategies for informing the boys or girls involved.

Professional Support for Boarders

The School Counsellor is a professional practitioner who provides a free confidential counselling and support service to boarders and their families around a wide range of issues. These may include mental health difficulties, risk assessment, conflict resolution, grief and loss, stress management and relationship issues.

The School will also liaise with parents and external agencies where appropriate to better assist and support boarders. The service can be accessed directly by families, boarders or referred through Deputy Head of Boarding or Head of Boarding.

The School uses a psychologist who can provide developmental, cognitive and educational assessments to assist learning, engagement and positive outcomes for boarders. The School Psychologist works in collaboration and consultation with staff, school, parents and other professionals and agencies, and can assist with learning plans and educational adjustments. Generally, boarders are referred by teaching staff, but parents may contact the School if they wish to arrange a referral.

Communication

Communication is one of the most important issues for parents and their children. We have included some ideas and suggestions for making communication easy with your child.

In cases of emergency, contact can be made with your child through the School's reception or the Head of Boarding. If it is during school time, contact could be made through the school administration who can be contacted either by email: reception@lcgs.tas.edu.au or via (03) 6336 6000.

Prior to commencing in the Boarding Community, it has been suggested that parents should discuss with their child when the best times would be for them to call each other. As the boarders live in a structured environment, there are certain times that are great for a chat and others that don't quite suit. The times that we recommend are between 3.45pm and 5.45pm (if not a sport day) and after evening prep until 8.20pm.

Generally, mornings are very busy with boarders having to wake up, get to breakfast, have a shower (hopefully brush their hair and teeth), clean their room and pack their bags ready for their day at school, so this also might not be the most conducive time for you to pry out all the information you want from them.

Please also don't be worried if your child doesn't call you, this generally means that they have settled in well and are enjoying their time. You are allowed though to ring your Deputy Head of Boarding to ask them to give your child the hint that it might be time to ring home because Mum and Dad miss them!

The best methods we have found to communicate with your child is by:

Mobile Phones

Mobile phones are permitted; however, a 'Mobile Phone Policy' sheet must be completed before use in the boarding house and returned to the Deputy Head of Boarding. Mobile phones will be collected at bedtime each night and kept in the office.

Please be mindful of the amount of data that you provide your child with as we do not have the technology available to monitor your child's internet use whilst using their own data network. Mobile phones can also be used as a 'hotspot' (create an internet connection), for your child's laptop. This will allow them to connect to the internet without using our network. As the computer is now no longer on our network, we are unable to monitor how the computer is being used. If you control the amount of data they can use on the family account, this can limit their screen time.

Alternatively, parents can also choose to install Parent Control Apps to their child's phone in order to have better understanding and control over their child's internet and phone use. Apps can make it easy to track data usage and also make it possible to control the access to certain apps and create curfews for apps, screen time or internet use. A Parent Control App that has been recommended to us is called 'OurPact' and is available on the Appstore.

Mobile Phones will not be permitted to be used in the Dining Room during Breakfast, Lunch and Dinner nor are they allowed to be taken on any Interschool Recreation Activity.

Facetime/Zoom/Teams

There are many Apps available on either the iPhone or Android platforms that can now be used through a data network (Wi-Fi and internet) to communicate with your child.

Letters and Postcards

Although a letter is not as immediate as a phone call, it has an advantage in that it can be very well thought out and can be re-read days, weeks and years later. When mail is addressed to a boarder, it should be addressed as in the following example:

Mr/Miss NAME OF BOARDER
C/- Boarding Community
Launceston Church Grammar School
36 Button St
MOWBRAY HEIGHTS, TAS 7248

Student Mobile Phone and Laptop Availability

The table below is aimed to provide a brief overview of the times in which boarders have access to their mobile and laptop devices within the Launceston Grammar Boarding Community. As per our transitional philosophy, the boarders' access to devices are regulated during the early years. As they progress through the year groups, they are provided with extra opportunities to demonstrate responsible technology use.

Mobile phones and laptops are not permitted on any official interschool boarding recreational activity. Nonetheless, boarders are encouraged to take mobile phones with them when on other forms of leave from the School.

Grade	Phone	Laptop
Grade 7	<ul style="list-style-type: none"> Collected every night Collected during Prep Access per day during week: Monday to Friday 8:00am to 8:20am 5:15pm to 6:30pm 7:45pm to 8:30pm Access per day during weekend: Saturday/Sunday 10:00am to 12:30pm Up to 4 hours during afternoon/evening – timings flexible due to House events. Collected at 8:45pm. 	<ul style="list-style-type: none"> Collected every night Access per day during week: Monday to Thursday 6:30pm to 7:45pm Friday - No Laptop time Access per day during weekend: Saturday/Sunday 1 hour per day at the discretion of the supervising staff member. Sunday Prep 6:45pm to 7:30pm
Grade 8	<ul style="list-style-type: none"> Collected every night Collected during Prep Access per day during week: Monday to Friday 8:00am to 8:20am 5:15pm to 6:30pm 7:45pm to 8:30pm Access per day during weekend: Saturday/Sunday 10:00am to 12:30pm Up to 4 hours during afternoon/evening – timings flexible due to House events. Collected at 8:45pm. 	<ul style="list-style-type: none"> Collected every night Access per day during week: Monday to Thursday 6:30pm to 7:45pm Friday - No Laptop time Access per day during weekend: Saturday/Sunday 1 hour per day at the discretion of the supervising staff member. Sunday Prep 6:45pm to 7:30pm

Grade 9	<ul style="list-style-type: none"> • Collected every night • Collected during Prep • Access per day during week: 7:30am to 8:30pm • Access per day during weekend: Saturday/Sunday 10:00am to 12:30pm Up to 4 hours during afternoon/evening – timings flexible due to House events. • Collected at 9:00pm. 	<ul style="list-style-type: none"> • Collected every night • Access per day during week: 7:30am to 8:30pm • Access per day during weekend: Saturday/Sunday 2 hours per day at the discretion of the supervising staff member. • Sunday Prep 6:45pm to 8:00pm
Grade 10	<ul style="list-style-type: none"> • Collected every night • Collected during Prep • Access per day during week: Monday to Thursday 7:30am to 6:30pm 8:30pm to 9:00pm • Access per day during weekend: Friday and Saturday 7:30am to 10:15pm • Sunday Night Handed in 9:30pm 	<ul style="list-style-type: none"> • Collected every night • Collected during Prep • Access per day during week: Monday to Thursday 7:30am to 9:30pm • Access per day during weekend: Friday and Saturday 7:30am to 10:15pm • Sunday Night Handed in 9:30pm
Grade 11	<ul style="list-style-type: none"> • Collected Sunday to Thursday night • Collected during Prep • Not collected on Friday and Saturday night • Access per day during week: 7:30am to 9:45pm • Access over weekend Friday 7:30am to Sunday 9:45pm 	<ul style="list-style-type: none"> • Collected Sunday to Thursday night • Not collected on Friday and Saturday night • Access per day during week: 7:30am to 9:45pm • Access over weekend Friday 7:30am to Sunday 9:45pm
Grade 12	Boarders enter into a contract with the Deputy Head of Boarding regarding access to their phone.	Boarders enter into a contract with the Deputy Head of Boarding regarding access to their laptop.

If boarders require laptops to complete homework outside of the above times, they can negotiate with the staff member on duty.

Daily Routines

Weekday Mornings (Monday to Thursday): 7.00am - 8.35am

7:00am - Wake up for Grade 5-9 boarders

7:15am - Wake up for Grade 10-11 by knocking on door and wait for answer

7:30am - Wake up for Grade 12

- Dining Hall opens

8:00am - Morning Attendance check/roll call

- Rooms and common rooms checked

8:15am - Dining hall closes

- Devices back to boarders

8:15am - Junior School boarders to be at the 8-seater bus to leave for school

8:30am - All boarders should have left the Boarding House

Weekday Afternoons (Monday to Thursday): 3.15pm-7.00pm

3.15pm - Boarding House open

3.25pm - Boarders sign in on REACH

3.40pm - Roll Call

5.30pm - Junior Boarders to start homework in the Prep Room and Senior Boarders in their own rooms with doors open and phones outside bedrooms

6:25pm - Boarders move to the Dining Hall

6.30pm - Dinner

7.00pm - Dinner concludes and Junior Boarders to have free time until bedtime. Senior Boarders to start self-directed prep.

Weekday Evenings: 8.00pm-10.30pm

Grades 5 & 6

8:15pm - Hand in devices and start getting ready for bed (shower/teeth/toilet)

8:30pm - In bed reading

8:45pm - Lights out

Grades 7 & 8

8:30pm - Hand in devices

8:45pm - Start getting ready for bed (shower/teeth/toilet)

9:00pm - In bed reading

9:15pm - Lights out

Grade 9

8:30pm - Hand in devices

9:00pm - Start getting ready for bed (shower/teeth/toilet)

9:15pm - In bed reading

9:30pm - Lights out

Grades 10 - 12

- 8.00pm - Self-Directed Prep concludes and free time for the remainder of the evening
- 9.00pm - 10.00pm - Evening roll call will be completed during final bed check
- 10:00pm - Must be in their own rooms (no showering after 10.00pm)
- 10.30pm - Lights out

Saturday

- 8:55am - Dining Hall opens
- 9:00am - Morning Attendance check/roll call
- 1:00pm - Dining Hall opens for lunch. Attendance check/roll call
- 3:30pm - Attendance check/roll call
- 6:00pm - Dining Hall opens for dinner
- 6:30pm - Attendance check/roll call
- 8:30pm - Attendance check/roll call
- 10:00pm - All junior boarders to be in their rooms
- 11:00pm - All senior boarders to be in their rooms
- 10:00 – 11:00pm - Evening roll call will be completed during final bed check

Sunday

- 9:00am - Dining Hall opens (big breakfast served) and attendance check/roll call
- 1:00pm - Dining Hall opens for lunch. Attendance check/roll call
- 3:30pm - Attendance check/roll call
- 6:15pm - Attendance check/roll call
- 6:30pm - Dining Hall opens for dinner
- 7:00pm – 8:00pm - Boarders in own rooms to complete prep. (quiet time)

Grade 5

- 8:00pm - Hand in devices and start getting ready for bed (shower/teeth/toilet)
- 8:15pm - in bed reading
- 8:30pm - lights out

Grade 6

- 8:30pm - Hand in devices and start getting ready for bed (shower/teeth/toilet)
- 8:45pm - in bed reading
- 9:00pm - lights out

Grade 7 & 8

- 8:45pm - Hand in devices and start getting ready for bed (shower/teeth/toilet)
- 9:00pm - in bed reading
- 9:15pm - lights out

Grade 9

9:00pm - Hand in devices and start getting ready for bed (shower/teeth/toilet)

9:15pm - in bed reading

9:30pm - lights out

Grades 10 - 12

9:00pm - 10:00pm - Free time for the remainder of the evening

10:00pm - Boarders in their own rooms (no showering after 10.00pm)

10:30pm - Lights out

Catering

Chartwells are contracted to supply all our catering requirements at Launceston Grammar. They have been working within schools for many years and have a thorough understanding of what schools require from their catering department.

Outside of school hours the boarders eat all their meals in the School Dining Hall. During school time the boarders receive their morning tea and lunch, which is prepared in the Senior School kitchen and delivered to the Dining Hall or Senior School Canteen, Café 1846.

Dining is generally 'alfresco style', meaning that the boarders enter the Dining Hall at 5:55, they are served a selecting of options from the servery and sit where they like. They are encouraged to stay and interact until 6:20 which kids often do around the fireplace with couches.

The evening meal usually consists of two protein options, a vegetarian option and a choice of several vegetables and salads. Dessert is also available after dinner. Our staff are also on the lookout for those boarders who sometimes forget to eat their 'greens'.

Fresh fruit is always available within the Dining Hall, Canteen and houses.

Supper is also provided each school night.

Parents are always invited to join us for dinner in our Dining Hall. This is a great opportunity to have an informal chat not only with their child but also his friends and the staff that look after them. Please feel free to let your the Head of Boarding or Deputy Head of Boarding know that you are planning to come in for dinner and we will make sure everyone is catered for.

Dining Hall Meal times

All boarders are expected to attend all meals unless specific permission is granted to miss.

Monday - Friday

7:30am - 8:15am - Breakfast

5:40pm - 6:00pm - Boarding Community Meeting (Tuesdays)

6:30pm - 7:00pm - Dinner

Saturday

7:00am - 8:30am - Breakfast

12:00pm - 2:00pm - Lunch

6:30pm - 7:00pm - Dinner

Sunday

9:00am - 9:30am - Breakfast

1:00pm - 1:30pm - Lunch

6:30pm - 7:00pm - Dinner

Issues with Food

If boarders/staff aren't happy with a particular meal we need instant feedback.

This can be in the form of:

- The comments book in the dining hall.
- Talking to catering staff in the kitchen for that shift.
- Boarding staff on hand each day and at each meal.
- The duty report which gets entered each night from the staff on duty in each house.

Our student leadership group along with the Head of Boarding meet with our Head Chef on a fortnightly basis to discuss meals. This is a great way for boarders to have 'buy in' and for our catering department to work with our boarders in delivering a great service.

School Excursions

Take away lunches can be made available to all boarders who are required to be away from the School for the day. This may include excursions, or any other school related activity. The boarders can organise this themselves through talking to their Boarding House Assistants or Deputy Head of Boarding.

Health

Health Procedures

Health Centre Opening Times

Monday - Friday 8:00am - 4:00pm

Saturday - Sunday 24 hrs on call person, Deputy Head of Boarding or Head of Boarding.

Registered Nurse: Nicola Johnston

Telephone: (03) 6336 6033

Email: healthcentre@lcgs.edu.au

Emergency Action Plans

Emergency action plans for various boarders are displayed within each house offices. These are for boarders who may require immediate emergency assistance.

Each staff member will make themselves aware of:

- Boarders within the boarding community who have an action plan
- Nature of the action plan
- The procedure to follow should an emergency occur to one of these boarders

Medical Procedures Involving Boarders Policy

Boarders will be sent to the Health Centre by boarding staff when it is open. Should a student not be feeling well or has sustained an injury outside of the Health Centre opening hours, the boarding staff member will ring the 'On Call' senior staff member who will then contact the Head of Boarding and discuss the situation.

If it is an emergency, the 'On Call' staff will ring an ambulance.

If it is required that the boarder does not attend classes, they must remain in the Health Centre until approximately 3:45pm and will be sent back to the house when staff are on duty. The boarder will report to the Boarding House Assistant on their return. The Health Centre staff will inform the parents of the boarder's condition.

Transport for boarders going to medical/dental appointments will be organised by the Boarding Staff/Health Centre Staff.

Parents who make medical appointments should notify the Health Centre giving as much notice as possible.

Administration of Medication Policy

Boarders should not keep any medication in their rooms unless approved by the Health Centre. If medication, without prior permission, is found within a student's room then it will be removed and sent to the Health Centre.

All medication in boarding will be administered in a webster pack via the Health Centre during opening hours and by boarding staff in a webster pack in the houses after hours, if required outside of the Health Centre opening times. This may include medication such as antibiotics and other prescription medication.

Where possible, a member of the Health Centre team is the appropriate person to administer Schedule 8 drugs. If this is not possible, these drugs will be administered by the Deputy Head of Boarding.

Any medication to be issued to boarders by either the Boarding House staff or the Health Centre, must be received through the School's Health Centre with a letter of authorisation from the parents and a medical practitioner.

Medical Assistance Contacts

Mowbray Medical

3/282 Invermay Road Mowbray.

Phone: 6326 7555

An appointment is saved for LCGS Boarders each day but need to ring prior to 0830hrs.

Medical Emergency

Phone: 000 (Triple Zero)

Launceston General Hospital Accident and Emergency Department

274-280 Charles Street Launceston

Phone: 6777 6777

Launceston Medical Service

247 Wellington Street Launceston

Phone: 6388 8111

General Opening Hours: Monday - Friday: 7am - 9pm Weekends: 9am - 5pm

Walk In Clinic: Monday- Friday 6pm-9pm Weekends 1pm-5pm

Launceston After Hours Medical Service

50A Franklin Street Launceston

Phone: 63314588

Opening Hours: Friday: 6pm - 10pm Weekends: 8:30am - 10pm

Appointment is required.

Health Direct Help Line After Hours

Phone: 1800 022 222

Speak to a Registered Nurse who will advise on the right care for your concern. You may be offered a call back by a Tasmanian GP or On Call Doctor. They can do home visits if needed.

Public Health Hotline

1800 671 738

Medical Forms

Please return medical forms with enrolment forms, as it is very important we receive this information early to check and note any problems or special requests regarding your child.

Vaccinations

Please ensure your child has had all vaccinations and make sure booster doses are up to date. Recent information from the Community and Child Health Department advises Sabin (Polio) and Tetanus boosters should be updated every 10 years, following the 5-year-old pre-school vaccinations. Combined vaccinations (Measles/Mumps/Rubella) can also be given at an early age as well as a second one at age 15. Hepatitis 'A' vaccinations are now available. Hepatitis 'B' vaccinations should be given to every child at an early age. There is no cure – but prevention is possible. The risk of the spread of Hepatitis 'B' in our homes and schools is very real. The Health Centre also offers annual influenza vaccinations to all our boarders.

Medication

Health Centre staff support all boarders who require over the counter or prescription medication while in boarding. As some medications interact adversely, we ask that parents advise us of any medication that their child is taking. All medication is administered under the supervision of the Health Centre staff. This enables the Health Centre staff to monitor the effectiveness of the medication. Outside of Health Centre hours, medication will be administered by the boarding staff on duty, from a Webster pack filled by a pharmacist with the student's name, medication, dose and time to be given clearly labelled. Asthma medication must be kept by the student for self-medication.

Adrenaline Auto Injectors (EPIPENS)

Parents of boarders with anaphylaxis must provide two (2) anaphylaxis kits containing an epipen, antihistamine medication and an Action Plan. One kit is kept in the boarding house office and the other is kept by the student and taken to School each day.

Accidents

On the sports field, in the houses, or elsewhere on campus should be reported to the Health Centre staff on duty and treatment for all such accidents must be attended to by the Health Centre staff who will then contact a doctor if necessary.

Medical Appointments/Transport

All appointments must be organised through the Health Centre so that Boarding can accurately keep medical records. Transport to and from Medical Appointments can be arranged in the event that a family's Launceston-based host is unable to take the student. However, we ask that families make an effort to contribute in this regard.

Please contact the Health Centre by:

Phone: 03 6336 6033

Email: healthcentre@lcgs.tas.edu.au

In an emergency situation, an ambulance will be called immediately, and staff will accompany the student until family or the families nominated Launceston-based host can get there.

If your child needs to see a Physiotherapist, Dentist, Orthodontist, Chiropractor etc., these appointments should be made with practitioners who are located within the Launceston City area close to the School (within 10kms). Wherever possible, specialist appointments should be made at a time that family can accompany the student.

General Medical

Parents are encouraged to call in and introduce themselves to the Health Centre staff. They are more than happy to answer any questions or concerns.

If you have any concerns or wish to update us about your child's health, please feel free to call in or contact us in the Health Centre on 03 6336 6033.

Medical Costs - Australian Residents

When a boarder consults a doctor, or attends a medical appointment, their account will be sent to the parents. Any medication ordered by the doctor and supplied by the pharmacy will be charged to the boarder's school account via the Health Centre.

Medical Costs – International Residents

When a boarder attends a medical appointment, the account is sent to the Health Centre where it is processed and sent to Medibank Private. When the rebate is received by the Health Centre the outstanding balance is debited to the boarder's school account unless parents advise otherwise.

Any medication ordered by the doctor and supplied by the pharmacy will be charged to the boarder's account.

Leave Arrangements and Policies

All leave from the boarding community is permitted by the Deputy Head of Boarding, or Head of Boarding in the context of *trust*, that boarders go to the places and hosts they have arranged with the Deputy Head of Boarding or Head of Boarding.

It must be emphasised, however, that even if a leave request by a student is in accordance with the contact as set down within the leave arrangement, staff still reserve the right to permit or deny leave at their discretion.

Overnight leave on weekends is permitted for boarders when going into a family situation where there is parental supervision. The School does not allow boarders to take overnight leave with young hosts, and this may include some brothers and sisters. This policy does not call into question the integrity or responsibility of specific young hosts but acknowledges that young people and the situations in which they live may not be suitable overnight host places for boarders. All leave is subject to boarders not being required for School activities.

If a Boarding student stays with *any person* who is not an authorised host, or who has not been approved by the Deputy Head of Boarding, or Head of Boarding, or signs out to go to one place and goes somewhere else, this is seen as a severe breach of this trust and is treated as a serious disciplinary situation.

If a student, on leave, returns to the Boarding House they are then the School's responsibility and they will need to apply to leave the Boarding House again.

Under no circumstances can a student on leave return to the House after 10.00pm on any night without having made prior arrangements with the Deputy Head of Boarding or the Head of Boarding. If a student breaks this rule it is seen as a severe breach of this trust and is treated as a serious disciplinary situation.

All boarders must be signed out of the Boarding House by the person who is responsible for them. Staff should only sign boarders out on leave after sighting hosts and appropriately handing over Duty of Care.

Local Guardian (for Parents)

Parents will be required to complete a '*Local Guardian*' which outlines the people with whom you will allow your child to visit or stay with whilst on leave. The School does not permit overnight leave with young hosts. Parental supervision is expected for all weekend leave.

Please ensure that you know or have had contact with the people you put on your child host list and that they have signed the appropriate form and are comfortable with the notion that they may be supervising your child for weekends. This contract will be supervised by the Deputy Head of Boarding or Head of Boarding and can only be changed by written request from parents. Discussion of who is and who is not a suitable host would be helpful.

Generally, if a host is emailed in by a parent before 3.30pm, we can have them uploaded into The Reach Boarding Management System by 6.00pm that night. Details of the Host must be emailed to tpieters@lcs.tas.edu.au

The Reach Boarding Management System

The Reach Boarding Management System manages all leave at Launceston Grammar. All support documentation can be located within the 'Help' Section on the website. It is our expectation that boarders will always sign out of the house, no matter where they are going, and sign back in when they return.

Leave Types

Category A

Off campus leave that requires approval from either a Parent/Guardian or Deputy Head of Boarding.

Overnight Leave: This is leave that requires a student to stay overnight, away from the boarding house, either during the week or on the weekend. The Parent/Guardian must first approve the leave before being further approved by the Deputy Head of Boarding. Boarders need to return by 5.30pm on Sunday night. This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

Grade 5 - 9 Day Leave: This is a period of leave from the boarding house that does not occur overnight. For boarders in Grades 5 to 9, this leave needs to be approved by a parent/guardian and should be either with them or an approved host. This leave also needs approval by the Deputy Head of Boarding. This type of leave is to be submitted by 8pm on the Thursday prior to the Weekend.

Grade 10 - 12 Day Leave (1.5 to 5 Hours): This is a period of leave from the boarding house that does not occur overnight but is between 1.5 hours and 5 hours long. Boarders in Grade 10 - 12 need approval from their Deputy Head of Boarding. All boarders need to return by 5.30pm. This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

Grade 10 - 12 Day Leave (> 5 Hours): This is a period of leave from the boarding house that does not occur overnight and is longer than 5 hours. Boarders in Grade 10 - 12 need approval from their parents or guardians as well as their Deputy Head of Boarding. Boarders must return by 5.30pm. This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

Grade 12 Friday or Saturday Night Leave (5.30pm to 9.30pm): This type of leave is only available to Grade 12 boarders and is approved by the relevant Deputy Head of Boarding. This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

Community Sport: This type of leave is for boarders to complete if they wish to participate in Community Sport. It is available to all boarders. This leave must first be approved by Parents/Guardians and then by the Deputy Head of Boarding. This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

School Approved Activity: This type of leave takes into account any activities that are approved by either the day or boarding schools.

Holiday Travel Arrangements: This leave is designed for you to outline your child's travel arrangements. Using this type of leave for the holidays simply helps us with our organisation.

This type of leave is to be submitted at least three weeks before the holiday break.

Category B

Off campus leave that does not need the approval of either a Parent/Guardian or Deputy Head of Boarding.

Local Leave (Corner Leave): This type of leave allows the boarders to go to Mowbray Shopping Centre. It is for a period of 1.5 hours for boarders in Grade 10-12 and 1 hour for Grade 7 - 9 (this is at the discretion of the Deputy Head of Boarding). The Boarding House Assistant on duty can approve this.

Please note:

- Grade 5 - 6 boarders must be accompanied by an adult staff member and are not to be signed out by a Boarding House Assistant to go with other boarders.
- Grade 7-8 boarders must be in groups of 3 peers.
- Grade 9 boarders must be in at least pairs.

The relevant Deputy Head of Boarding may place extra conditions on this type of leave depending on age and other factors that they may be aware of.

Cataract Gorge Leave: This type of leave allows the boarders in Grade 10 - 12 the opportunity to go to Cataract Gorge. This leave is for 3 hours only. The conditions on this type of leave are that the Parent/Guardian must have completed the Gorge leave form and deemed their child competent to swim (in all conditions) and approved them to be able to go to The Gorge. A list of eligible boarders will be located within the House Office. The boarders will be required to swim within the public areas. Our On-Call person would also have had to check the weather and let the Boarding House Assistant on duty know that The Gorge is safe to visit. The Boarding House Assistant will not let any student go to The Gorge unless the above has been completed and the boarders agree to the conditions.

Recreation: This type of leave takes into account those boarders who are on Recreation. This would have been a preorganised activity that the boarders would have signed up for prior to the weekend.

Launceston Grammar Sport: This type of leave takes into account those boarders who are involved in School sport.

Category C

On campus leave that does not need the approval of either a Parent/Guardian or Deputy Head of Boarding.

On Campus Leave: This type of leave allows the boarders to go anywhere on the School Campus. Locations take into account different areas within the School, e.g. School, Health Centre, Learning Hub, gymnasium, ovals, another house, pool etc. This leave is for 1.5 hours, however, the boarders can check straight back out again once they have seen The Boarding House Assistant on Duty.

Conditions of Leave

- All leave is to be generated and monitored through our online Leave Management System (The Reach Boarding Management System).
- It is a boarder's responsibility to inform The Boarding House Assistant of their movements in and out of the boarding community.
- Boarders report to The Boarding House Assistant when leaving the house. If being collected and returned by his host or parent, the host or parent must report to the main area of each house to verify they have collected/returned the boy.
- On return, boarders must report to The Boarding House Assistant who will sign them back into the house.
- No leave will be granted unless the host list has been returned. The Deputy Head of Boarding, Head of Boarding can use their discretion to determine the suitability of hosts. There may be occasions when leave confirmation is required from both parent and host.
- Unless on leave with a parent, leave is at the discretion of the Deputy Head of Boarding, or Head of Boarding.
- Dress for all leave types is normally casual. Clothes must suit the occasion, in the opinion of the staff member giving leave. Extremes of fashion should be avoided. A well-dressed, well-groomed appearance is expected.

Conditions of Overnight Weekend Leave

- Leave is granted from 3.30pm Friday until Sunday 5.30pm with parents or hosts. Boarders are permitted to have unlimited weekends in the care of their parents. These weekends may be taken at your discretion unless they have commitments to school or boarding activities. On all occasions, School activities to which boarders have committed themselves take precedence over leave. This means that if your child is a member of a sporting team, a musical group, or the like, they will be required to fulfil all obligations before going out on leave.
- If a student is going to return late to the house (after the time determined within their leave arrangement) then they must contact the Boarding House Assistant on duty prior to their due time of return. At this point they must explain why they are going to be late and at what time they intend to return. Unexplained late returns are inconvenient for staff on duty and can be seen as a break of trust.
- Repeated unexplained late returns will be treated seriously and disciplinary action will be taken.

Holidays

Boarders are not permitted to leave for holidays earlier than the stipulated time except when permission has been granted by the Head of Campus or Head of Boarding. When returning to School after the holidays boarders are expected to be in at 5.30pm on the day prior to the beginning of the School term. If travel arrangements do not allow this, then it is necessary to seek, in writing, the permission of the Head of Campus or Head of Boarding for approval of variations.

In these circumstances, a request should be addressed in writing to the Head of Campus or Head of Boarding. If tests are missed due to early departure, then it is usually not possible to reschedule these tests for another time.

Early departure is only permitted in extreme circumstances, for example:

- Non-frequency of travel to more remote areas
- Person one-off situation (emotional instability, family crisis, or highly significant event).

In the case of travel arrangements, genuine need must be established, and it should always be with a regular host. Relevant factors for consideration may include age of the student, time of travel, difficulty with luggage, complexity of the situation and the boarder's ability to cope. Just like any weekend leave, any arrangements should be confirmed by parents in the week prior to holidays with the Head of Boarding or Head of Campus.

All Holiday and Long Weekend travel arrangements need to be entered within the online Leave Management System (REACH) as 'Holiday Travel Arrangements' with the details of the departure and arrival times clearly noted.

Travel

All travel bookings are the responsibility of the parents and must be entered into REACH. Parents book boarders' travel subsidy flights within Tasmania. Subsidised travel forms can be obtained from the front office or the registrar office. A completed copy of these must be forwarded to the School so they can be verified and submitted to the appropriate Government Department. We will provide transport to and from the airport/bus terminal for boarders. If you have any questions regarding your child's travel or need to clarify the arrangements, please contact the Head of Boarding on 0403799321 or via boarding@lcgs.tas.edu.au.

Return Time for Holidays and Long Weekends

The Houses will be open from 3.30pm on the day before school starts. Dinner will be provided at the end of long weekends and at the beginning of term from 5.30pm. If your child must return earlier because of transport arrangements, you must notify the Deputy Head of Boarding or the Head of Boarding. These details should be emailed to them directly or the relevant House email. If your CHILD does return early, they must stay at the Boarding House. Please be aware that there is no guarantee of supervision before 3:30pm.

Wellbeing

The aim of our Wellbeing Program is to transition our boarders into learning to live within a large community and then as the years progress, shift their focus to becoming a more independent person who, once leaving the structured lifestyle of the residential community, will have the ability to manage themselves.

Our program uses the five aspects of health (physical, social, spiritual, emotional and intellectual) as a basis for its formation. The activities and opportunities that we provide are also aligned with the developmental pathways of the boarders.

Recreation and Wellbeing is all about our boarders adjusting from their academic day-to-day schooling to coming home and achieving a sense of balance between study life and person and life. Some key benefits of providing your child with this healthy study-life balance include:

- Reduced stress levels at school and within the residential community
- Greater focus and concentration when needed during the day in class or on the weekends when studying
- Higher levels of satisfaction regarding their academic program
- The opportunity to participate more fully in their social life amongst their peers, whether at social events organised through the recreational program or ‘hanging out’ with mates around the House
- More time to pursue personal goals and hobbies
- Skills to help them with the transition into adulthood and independent living after school
- Improved health.

Balancing the demands of a boarding student is not an easy thing to do, so here are a few ideas to help them assess their priorities and strike a good study-life balance:

- Getting your child to set goals around what they value highly
- Managing their time effectively—review academic subject deadlines, priorities socially and success factors
- Create a boundary between balancing study and person down time where possible
- Build resilience and have a positive attitude
- Avoid stress, mental exhaustion and burnout—fatigue affects their ability to study productively
- Maintaining a healthy lifestyle by;
 - Looking after themselves
 - Eating well
 - Sleeping well
 - Exercising
 - Pursue an activity that they enjoy
 - Encourage them to find a good support system - learn to ask for help, we all need a little help sometimes
 - Enjoy their academic learning.

Organised Recreation for Boarders

Our Boarding School is connected to a broad network of schools, which includes The Friends School, The Hutchins School, St Michaels Collegiate and Scotch Oakburn College within Tasmania. This network provides a wide spectrum of activities that can involve specific year groups or multiple groups. These events can provide them with a sense of belonging within our community and can break up that sense of being confined in the boarding environment over the weekend. It is also a great way for our boarders to interact with boarders from other schools in a social setting. The cost of these activities is kept to a minimum.

How does the Recreation Process work?

- The recreation activities are created by both boarders and staff and are listed in a Recreational Calendar each term.
- Boarders can sign up for the Recreation Activity by letting the Boarding House Assistant know each Wednesday.
- Sign up for any activity can occur at any time and registration for the event closes on the Wednesday prior to the weekend that the activity is due to occur.
- If a boarder can no longer attend that recreation activity, then they have until Wednesday evening to withdraw from the activity by letting a boarding house assistant know.
- For most of the activities we need to pre-purchase the tickets for the activity. If a boarder pulls out after Thursday, or is unable to attend for any reason, then unfortunately we will still need to charge for the event to cover our costs. If the School cancels the event, i.e. small numbers, then the boarder will not be charged.
- An activity may be cancelled due to weather conditions, low sign-up numbers or if an incident occurs before or whilst at the recreation activity.
- All recreation charges are added to a boarder's account.

Community Sports/Interests

Boarders have the opportunity to participate in community clubs and activities throughout the year. Generally, most of these opportunities exist through the joining of local sporting teams. Transport to and from training sessions and games is organised by a group of parents from each team and we believe, where possible, every boarder should try and involve themselves in at least one community-based activity.

Expeditions/Camps

During your child's time at Launceston Grammar they will be involved in a number of school camps. These include Outdoor Education in Grade 7, 8, 9 and 10. There are also a number of music, art or sporting camps that become available depending on your child's involvement in co-curricular activities.

Fitness

Fitness can play an important part in a boarder's life. Every boarder is encouraged to participate in some form of organised activity to maintain physical fitness. There is generally something to suit everybody, from the teamwork of the more competitive games, to the recreational activities.

Music and Other Groups

The School Music Programme operates all year round and once a commitment to an ensemble has been made, this must take precedence over out of school activities. Within the Boarding Community we have music practice rooms available with two concert grade pianos and access to the Music Department practice rooms of an evening and weekends.

Academic

Academic Expectations

Often boarders coming from other schools, may find the academic program difficult or daunting. It helps if both you and your child have discussed, and agreed upon, appropriate expectations and goals before they commence their studies.

Prep (Homework)

Prep Times are as follows:

5:30pm – Prep starts. (Tutor to supervise Grades 5-9 in prep room, senior student to do prep in their own rooms)

6:20pm - First prep session concludes and Boarders get ready for dinner

8:00pm - Grade 7-9 Prep concludes and recreation begins.

8:00pm - Self-Directed prep concludes for Grade 10-12 students

For the above times to be effective all boarders need to be organised and exercise the necessary selfdiscipline and determination to complete all assigned homework, and in the case of senior secondary boarders, extra study and note-taking in preparation for future assessments. The establishment of good study habits and skills requires personal effort and a positive attitude. The boarding staff will aid the boarders in learning these habits and skills, however, it is the boarder's responsibility to take this on.

Boarders must:

- Be personally responsible for their efforts in Prep
- Conduct themselves in a manner which does not disturb others
- Follow established routines and expectations
- Limit movement to an absolute minimum
- Seek assistance from staff and academic tutors when required

Laptops

Laptops are a necessary part of modern education and their appropriate use is encouraged. They may be used for both academic and recreational purposes. All boarders will be provided with a School laptop. Laptops will be collected in each night before bedtime (Grade 5 to 10).

Contacting your Child's Teachers

You should first contact your child's Home Room Teacher or House Head (Senior School) to discuss any concerns you may have. They are then able to contact other staff members for you and have them contact you directly.

If you wish to contact your child's teachers, it is best to make contact through email. It is very hard to contact the academic staff by telephone as they are normally teaching. A message can be left through Reception.

Your Child's Home Room Teacher or House Head (Senior School) will also arrange meetings with teachers if you are visiting Launceston and/or if you have any concerns regarding your child's academic progress. Your Deputy Head of Boarding can also be at those meetings if prior arrangements have been made so that any plan moving forward is well supported. There will be the opportunity to meet your child's House Head mid-year to discuss your child's progress. There is also the opportunity to meet with academic staff to discuss reports.

Academic Support and Tutoring

If your child needs assistance with his academic work, there are several options available to them:

- The Deputy Head of Boarding organises the Academic Tutoring roster and any targeted tutoring that is required for boarders as well as running goal setting and reflection workshops.
- Within each House there are academic staff that can help. Your child can book a time during Prep to seek assistance with problems they may have. The Boarding House Assistants in each House are usually university students. Boarders can seek help from the Boarding House Assistants at any time.
- Your child's teachers are always willing to give extra assistance when asked. It is important that you encourage your child to seek help from their teachers.
- There are after-school programmes in the Senior Day School that provide a range of academic support services, ranging from peer tutoring to group tutoring and individual specialist help for boarders in years 7 to 12. This is available in the Learning Hub.
- Parents are encouraged to talk to the Deputy Head of Boarding or the Boarding House Assistant before deciding to engage an external tutor. These are normally expensive, and it may be that your child's concerns or difficulties can be dealt with successfully by one of the options available through the school. The Deputy Head of Boarding can assist parents in organising an appropriate external tutor if it is still deemed to be desirable.

Serious Incidents

Because of the nature and ideals of our School and the concern for boarders in our care, we need to stress the unacceptability of the behaviours set out below:

- Non-acceptance or defiance of staff directions by a student will not be tolerated; any repeated offences are treated seriously. This would give reason for the School to suspend the student from the School.
- Harassment: All boarders have a right to feel safe in their environment and as such the School views any form of bullying or harassment seriously. A violation of this may give reason for the student to be suspended from the School.
- The possession or consumption of alcohol, or being under its influence, is always forbidden to boarders. This regulation applies not only at the School but at all functions in any way connected with the School – boarders may not consume alcohol at all whilst they are residing at Launceston Grammar. Due to the serious nature of this matter, even for a first offence, the normal penalty will be suspension from the School, with the student returning home. The student will have to show a genuine willingness to partake in a rehabilitation program if they are to return to the School. A second offence may result in the parent or guardian being asked to remove the student from the School.
- The possession or use of any form of non-medical drug or hallucinogen is forbidden. Due to the serious nature of this matter, even for a first offence, the minimum penalty will be suspension from the School. For a second offence, or if the student is found to have sold or distributed any form of non-medical drug or hallucinogen, the parent or guardian will be asked to remove the student from the School.
- The possession and/or use of any form of tobacco, including vaping, is forbidden and will incur penalties up to and including suspension from the School. The student will have to show a genuine willingness to partake in a rehabilitation program on their return to the School. Persistence of this behaviour after a warning may result in the parent or guardian being asked to remove the student from the School.
- No boarder ever leaves the School grounds without the appropriate permission. This is regarded as a very serious breach of trust as a student is effectively placing themselves in a position where the School cannot accept responsibility for them. He is deemed to be absent without leave. A first offence may result in the student being suspended from the School. If a subsequent offence were to occur this may result in the parent or guardian being asked to remove the student from the School.
- Any theft by a student is considered a serious matter. Even for a first offence the student may be suspended from the School. If a subsequent offence were to occur this may result in the parent or guardian being asked to remove the student from the School.

- Boarders are not to ride as passengers in cars driven by day students. For a first offence, the student may be denied residence and for a second offence the parent or guardian may be asked to remove the student from the School.
- The School trusts that boarders do not move out of their room after 10.30pm. Any student caught engaging in any form of inappropriate behaviour between 10.30pm - 7.00am may result in their position within the Boarding Community being reviewed.

Discipline Options

From time-to-time boarders will make errors in judgment as stated above. The following gives a guide to the procedures in place to assist the boarders and to discipline them, if necessary. It should be noted that this is only a guide and that every case will be looked at individually and that relevant personal will be consulted before making a decision regarding the action to be implemented.

There are a number of different disciplinary actions that can be implemented within the Boarding Community:

- House Duty - perform duties within the Boarding House
- House Gating (this means limiting leave from the House)
 - Weekday - no Day Leave granted
 - Weekend - no Weekend Leave granted
 - May occur for more serious offences or an accumulation of many minor offences - parents to be informed immediately by the staff member implementing the gating.
- Interview with Head of Boarding
- Interview with student, parents and relevant staff
- Probation - implemented by the Deputy Head of Boarding, in consultation with the Head of Boarding. Parents will be contacted immediately and then receive a letter regarding the matter and a copy of the contract from the Deputy Head of Boarding and Head of Boarding
- School Probation - implemented by the Head of Campus
- Isolation from Classes - student is isolated at School but continues to live within the Boarding House - implemented by the Head of Campus in consultation with the Head of Boarding - for serious breaches of School rules. Parents are contacted by Headmaster in relation to any decision made in this regard. Boarders who are isolated from class are situated in the Head of Campus office.

- Suspension from Boarding (Denied Residence) – student continues to attend classes but is not permitted to stay within the Boarding Community – implemented by the Head of Boarding, in consultation with the Deputy Head of Boarding, for serious breaches of Boarding Community rules. Parents are contacted by the Head of Boarding regarding any decision made in this regard. The Headmaster is to be informed.
- Suspension from School and the Boarding Community – student to be off the School premises – implemented by the Head of Campus in consultation with the Head of Boarding – for serious breaches of School and Boarding Community rules. Parents are contacted by Head of Campus in relation to any decision made in this regard. The Headmaster is to be informed.
- Removal from the Boarding Community – A student can be, if deemed not suitable to continue living within the Boarding Community, removed from the Boarding Community, but may continue to attend the School as a day student.
- Expulsion – implemented by the Headmaster. This is a guide to the different procedures in place for boarders whose behaviour needs modifying. The level of action taken will depend on the seriousness of the offence and it is expected that parents will be included and informed of the process as it takes place.

General Information

General Dress Standards

Boarders are expected to be dressed in a neat and tidy manner, including footwear, when they are out of their room, attending the dining room and in Chapel. When leaving the campus, boarders must wear neat and tidy clothes, including footwear at all times.

Personal Hygiene

Personal Hygiene must always be of a very high standard. Boarders are to shower each day and always straight after sport or evening recreation. Boarders should ensure that their hair is washed regularly, use an antiperspirant deodorant and brush their teeth and hair each day.

Care of Room

- Each child is responsible for the care, cleaning and reporting of maintenance for their room.
- All food kept in rooms must be in an airtight container.
- Boarders are expected to care for their own clothes, and this means that they should be hung neatly or folded away. Soiled clothing should be kept out of sight in a laundry bag and shoes stored in the bottom of their cupboard.
- Belongings left on desks, on top of cupboards or under beds are to be left in such a way that is not unsightly nor will cause difficulties for the cleaners.
- Boarders are not permitted to have kettles, heaters, fridges, electric blankets, toasters, televisions or gaming devices etc. in their rooms.
- Some electrical items are accepted such as clock radios, small fans and a small stereo; however, they must be tested and tagged each year to show that they meet electrical compliance.
- The Senior Boarding House Assistance will decide what is acceptable and what is not.

Posters and Decorations

Boarders are encouraged to create a sense of ownership of their own room and area by adding pictures of home, posters and decorations. Some simple guidelines apply and there must be a balance of images and interests. Any poster, which could be considered offensive by any visitor to the House or the staff who work there, is not allowed.

Discretion in these matters is the right of the Boarding Staff and posters may be removed.

House Care

It is expected that each boarder respects the House in which they reside. Activities like ball games, running, wrestling or other ideas that the boarders think up that are likely to cause damage to the House or furniture are not permitted.

It is an expected courtesy that any damage of fixtures, furniture or fittings will be reported to the person on duty immediately. Boarders are financially responsible for any breakages.

All boarders will receive areas of responsibility for the good order of the House. It is important that each student is conscientious about their area of responsibility.

We are an Allergy Aware School

Launceston Grammar is an allergy aware school and as such boarders, parents and staff are reminded that no nuts or nut products should be brought into the school.

Whilst we do not claim to be 'nut-free', minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. This can include removing nut spreads and products containing nuts from the Boarding Community but does not include removing products that 'may contain traces' of peanuts or tree nuts.

Phones, iPods, iPads, Speakers, Laptops, Gaming Devices and Monitors

1. The Boarding Staff reserve the right to control the noise (bass) level within a boarder's room to a reasonable level and to restrict any music, lyrics or groups which are not deemed appropriate.
2. It is understood that all personal belongings are to be cared for by the boarder and that the School takes no responsibility for lost or stolen goods. It is recommended that all property is clearly named with an indelible method in more than one place.
3. Individuals respect the views of others concerning the type of music played. Headphones are essential to allow for these differences.
4. Such items are easily lost. We must remind parents that no responsibility will be accepted by the Boarding Community for any items other than those which are lodged with the Boarding Staff.
5. Personal laptops and iPads are allowed in the House.
6. Personal Gaming machines (Playstation, Xbox, etc) can be brought into the Boarding houses. Playstations and Xbox machines are to be stored in the office after use and not in the student's room. The use of an extra monitor may be discussed with the boarders.
7. All electronic devices are to be collected before bedtime for grade 5 to 10, Year 11's hand phone's in over the weekend and Year 12s always have phones, unless otherwise advised to the Deputy Head of Boarding.

Budgeting, Banking and Pocket Money

Learning how to make choices about what to spend money on is a vital life skill. It is important that your child knows how much money they will receive as a weekly allowance, or per term, and on what they are allowed to spend it.

All boarders should come to school with a card. It may be advisable to have the statements from the account sent home, so you are able to check on your child's success with budgeting. Your child should also be advised to always keep the card in a secure place.

There are no rules regarding the amount of pocket money you allocate to your child for a term. Good judgment should dictate this. For younger boarders, we would suggest around \$10.00 per week would be adequate. Larger items or expenses should always be discussed with parents.

Community Sport

Boarders have the opportunity to be involved in local community sporting teams. We have developed strong community partnerships, which will allow us to find a team for your child. The best point of contact to discuss these options is the Director of Sport.

Transport to and from training and games should be organised through the team being represented. Our recommendation is that boarders train once a week with their local sporting team as they already have a school sport commitment.

Roller Skates, Skateboards, Scooters and Bikes

Roller /Inline skates, skateboards, scooters and bikes (Grade 5-12)) are allowed onsite as long as they are ridden in accordance with the road and School rules. An Australian Standard helmet must be worn when riding and it is highly recommended that wrist guards and knee pads (Australian Standard) be worn when riding skateboards and/or scooters.

Regular servicing must be maintained to make sure that all roller/inline skates, skateboards, scooters and bikes are in safe working order. No motorised forms of skateboards, scooters or bikes are permitted.

School Facilities

Boarders have access to all of Launceston Grammar facilities whilst they are open and correctly supervised. The Swimming Pool, Sport Centre, Technology Centre, and Music Centre can be opened during parts of each weekend and during the week.

The ovals, basketball courts and cricket nets are always available.

Security Within the Houses

Both of our Houses are alarmed and secured at night. Each room within the two houses can be locked so boarders can secure their person belongings. They also have access to lockable cupboards within their rooms if they choose to use them. It is a good idea for families to consider a lockable box for other valuable items.

Poimena

The School has one flat available for parent/guardian accommodation and welcomes parents to use this accommodation whenever they are in Launceston when visiting their child up to a few days. The facility has two single beds and an ensuite.

Please contact the Head of Boarding for bookings.

Scholarships

Scholarships for 2025 may be available to assist families with the costs associated with boarding. Please refer to our website for questions and queries or contact our enrolment office on 03 6336 6052 or enrolments@lcgs.tas.edu.au.

Government Assistance

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

Boarders of Torres Strait Islander or Aboriginal descent may qualify for Further assistance through Abstudy funding. Please contact Centrelink for information on the assistance available from the Commonwealth Government.

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

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

Department of Education Student Accommodation Allowance

The Student Accommodation Allowance provides financial assistance to boarders in Grades 11 or 12 who must live away from their usual Tasmanian home in order to study at a secondary school. This allowance is limited to a maximum of two (2) years unless circumstances exist. The allowance is not means tested.

Application forms are available from the School Business Office.

Driving and Travelling in Cars

Boarders with a driver's license may only drive on the School property in the company of their parents or if special permission has been granted by the Head of Boarding.

Boarders who bring a vehicle to school must park in the parking bays provided near the back gate opposite the maintenance department shed. This area has video surveillance and LED lighting. If a boarder, with a driver's license, wishes to drive a car, or parents wish them to do so, the Head of Boarding must have a written request from the parents.

If permission is granted, the keys to the vehicle must be handed into the office where the keys will be stored within the safe.

We request that NO boarding student travels as a passenger in a vehicle driven by another student, unless permission has been granted by the Deputy Head of Boarding or Head of Boarding, in conjunction with parents.

Delivery Meals

Delivery Meals may only be called to the Houses with the permission of the Deputy Head of Boarding or the 'On-Call' staff member. Any meals that are ordered without prior consent will be confiscated.