Launceston Grammar
EST. 1846

International Student Arrival Handbook

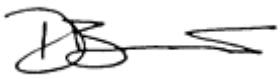
From the Principal

The staff and students of Launceston Church Grammar School welcome you to our School and hope that the years you spend with us are fulfilling and include exciting new opportunities for you.

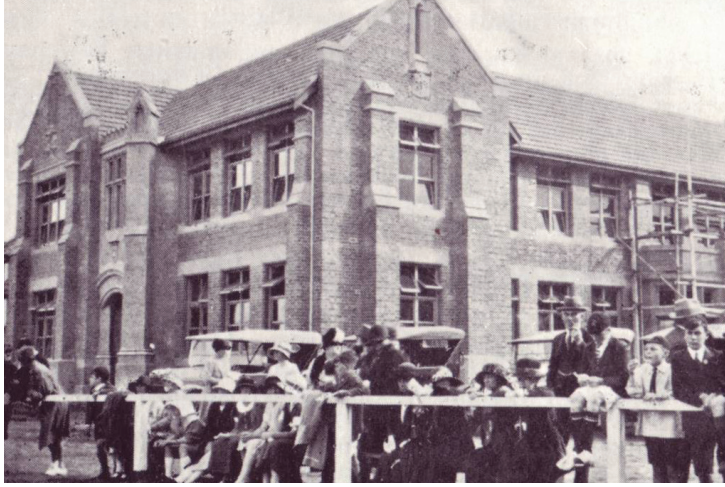
Our staff are here to support you in your learning journey and provide you with the tools you need to be successful in your chosen field of study. We encourage you to become a global learner and leader. At Launceston Grammar, you will be nurtured, challenged and inspired to serve the world with courage, curiosity, creativity and compassion so that you may understand, engage with and influence the world in which you live.

We also hope that the friendships you make will extend well beyond your time at Launceston Grammar and you will remember the School with fond memories. As a graduate of Launceston Grammar, you will become a member of our worldwide network of Alumni, and we will encourage you to remain connected to your School for the rest of your life. As the oldest continually run Independent School in Australia, our Alumni include Rhodes Scholars, Nobel Prize winners, leaders in many areas of industry, including Aviation, Law, Medicine, Engineering, Politics, Sport and Philanthropy.

In this handbook you will find valuable information about the School including its history. If you require further clarification I encourage you to speak with your International Student Coordinator, or any staff member - we are all here to assist and support you.



Dale Bennett
Principal



Our History

Launceston Church Grammar School was founded on 15 June 1846. Reverend Henry Plow-Kane was chosen as its founding Headmaster. The School began in temporary premises on the south-east corner of George and Elizabeth Streets in Launceston, but soon after began construction on the site immediately behind St John's Anglican Church, the start of an enduring and close relationship between St John's Anglican Church and the School.

The School opened with 24 boys of varying ages, at a time when Launceston was described as 'a small town with a population of about 8000 people and the town was little more than a scattered village'. It grew in the ensuing years and, in 1896, celebrated its 50th year under the Headmasters Wilkinson and Gillett with a Jubilee Service at St John's and a grand ceremony in the Albert Hall.

By 1920 the School had outgrown its site. After three years of planning the School moved from Elizabeth Street to a new 25 acre site on Stephensons' Farm in Mowbray - purchased for 2,000 pounds. The move was supervised by the ninth Headmaster, The Reverend John Walter Bethune. During World War II the School was affected by loss: Headmaster Capt. N. Roff was amongst those killed in action.

The School celebrated its centenary in 1946 under Headmaster Vernon-Jones, by which time it had built its own chapel.

It became co-educational in 1972, although 100 years before, in 1872, Edith Savigny and Mary Archer both attended the school for several years. In 1899, the enrolment was recorded as 150 boys and one girl: Joyce Wilkinson. In 1921, Charlie Irvine, daughter of the Matron, Mrs Irvine, also attended the School.

In 1981 Launceston Church Grammar School amalgamated with the Broadland House Church of England Girls' Grammar School.

Today Launceston Grammar is the oldest continuously operating school in Australia and is well known for its academic achievements.

Source: https://collections.museumvictoria.com.au/articles/2184

Orientation programmes on arrival at School

What do I need to know?

Ms Kunasegaran, International Student Coordinator

- **First days at School**
  During your first days at School, our International Student Coordinator, Mrs Kunasegaran will meet with you and provide you with information to help you settle into life at Launceston Grammar.
  You will also be supported by the Head of Boarding and Boarding staff, as well as students, teachers and other staff around the School. If you have any questions, please remember to ask someone – we are here to help!

Mr Theunis 'TJ' Pieters, Head of Boarding

- **Finding your way around your new School**
  You will be provided with a map of the School and will be assigned a 'buddy' who will help you find your way. Mrs Kunasegaran will also take you on a tour of the School so that you become familiar with your new home. This will help you know where to find our facilities and resources such as the Pool; Music Department; Dance and Drama studios; Art Department including Poimena Gallery; Head of House office; Learning Hub (Library); Health Centre in addition to your classes.

- **Where to go to seek help**
  - Boarding life and questions
    Firstly, you can ask the Head of Boarding, Mr Theunis Pieters or Boarding staff for any help. They will also provide you with access to any other relevant staff that will be able to assist you.
  - Medical questions or illness
    Please speak to the School Nurse, Mrs Nichola Johnston who is located in the Health Centre near the Boarding Houses.
  - Subject selection
    Visit the Teaching and Learning department and speak to the Director of Teaching, Mr Patrick Coleman or the staff in the Curriculum office. You can also make time to meet with the Careers Advisor, Mrs Fiona Symons (her office is in the Learning Hub). She will be your support person particularly when choosing TCE subjects and looking toward your tertiary pathway.

- General Administration questions

  The Senior Campus Administrator, Mrs Jane Ward has her office opposite the main Reception at the Senior Campus.

  The Head of Junior Campus, Mr Luke Padgett and his assistant, Miss Alex Peters, have their offices in the Broadland House building near Reception at the Junior Campus.

  The friendly staff at Reception will also be available to answer questions and help you to manage the 'sign in/sign out' register should you need to leave School to attend an appointment.

  The Head of Advancement, Mrs Kate Dean is also available to answer any questions you may have regarding your visa and enrolment.

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. Students from Grade 5 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.

Under visa condition 8202, you must meet the course requirements for the course in which you are enrolled, maintain full time enrolment and show evidence of academic progress. If your attendance falls below 80%, the School may report this to the Department of Home Affairs, and your Student Visa may be withdrawn.

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. Our International Student Coordinator gathers information about all international students and prepares reports for parents who are unable to visit Launceston for the Parent Teacher interviews.

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 you if you have missed work through absence or if you require extra support to understand key concepts with a specific subject and to gain assistance.

Uniform

The 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, all 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. Please refer to the Student Handbook on our website for further information.

Complaints and Appeals

If at any time you feel that you would like to make a complaint about an issue at School, please follow the following hierarchy and speak to the most appropriate person.

According to Australian Government legislation, Launceston Grammar must:

- respond to any complaint or appeal an overseas student makes about the registered provider or any agent or related party the registered provider engages;
- begin assessing a complaint or appeal within 10 working days of the overseas student lodging it, and finalise the outcome as soon as practicable;
- conduct the assessment of the complaint or appeal in a professional, fair and transparent manner;
- ensure the overseas student has an opportunity to present their case at minimal or no cost, and be accompanied and assisted by a support person if necessary; and
- give the overseas student a written statement of the outcome of the appeal, including the reasons for the outcome, and keep a written record of complaints or appeals on the overseas student's file.

If the overseas student's appeal relates to a decision to cancel the student's enrolment, the School must wait for the internal complaints process to be completed before they can proceed.

However, the School must not report the overseas student through Provider Registration and International Student Management System (PRISMS) for unsatisfactory course progress or attendance until the overseas student has accessed the internal and external complaints handling and appeals process, and the decision or recommendation supports the registered provider

If the overseas student is not successful in the School's internal complaints handling and appeals process, the School must advise the overseas student of their right to access an external complaints

handling and appeals process at minimal or no cost. This advice must be given to the overseas student within 10 working days of the completion of the internal complaints handling and appeals process.

Junior Campus

General hierarchy for contact for most issues

Pastoral	Academic
Class Teacher	Class Teacher
Deputy Head of Junior Campus Head of Junior Campus	IB Primary Years Programme Coordinator
Director of Student Wellbeing	Director of Teaching
Principal	Principal

Senior Campus

General hierarchy for contact for most issues

Pastoral	Academic
Pastoral Tutor / Grade 7 Core Teacher	Class Teacher
Head of House / Grade 7 Coordinator	Head of Department / Learning Area Leader
Director of Student Wellbeing	Director of Teaching
Principal	Principal

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 sometimes cannot be returned on the same day. 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.

If you feel your complaint has not been resolved satisfactorily after following all the steps above, you can contact the Overseas Student Ombudsman to ask for free advice and support: http://www.ombudsman.gov.au/about/overseas-students

Safety in Australia

Australia is a wonderful country and we are particularly proud of the beautiful State of Tasmania. There are many beautiful beaches and wilderness areas to explore but to many overseas students, these environments are quite new to them. If you are on a School Camp or Excursion, it is important to follow the directions provided to you by School staff, and particularly on Australian beaches, remember to swim between the flags.

Emergency Services: If you need urgent emergency support, the number to call is 000 – this will connect to you Emergency Services – Ambulance, Fire and Police and they will direct your call to the correct service that you need. Remember to stay calm and speak clearly.

Smoking etiquette and laws in Australia

There are laws in Australia which prohibit anyone to smoke in many public areas. Typically these are Schools; in spaces where food is served; on any transport system; and at community events. Please observe all No Smoking signs wherever you are. Of course, as a student at Launceston Grammar, you are not allowed to smoke at any time.

Electricity and power plugs

The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins, one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.

Note: In the picture to the right, the red dot indicates that the switch is on and power is flowing through that socket

Key Contacts

Junior Campus Reception
8.30am - 4.30pm phone: +613 6336 5900
email: junior@lcgs.tas.edu.au

Senior Campus Reception
8.30am - 5.00pm phone: +613 6336 6000
email: senior@lcgs.tas.edu.au

The Grammar Shop
Monday 8.30am - 12.30pm Thursday and Friday 12.30pm - 4.30pm
phone: +613 6336 6062
email: launcestonCGS@noone.com.au

Business Office
8:30am - 5:00pm phone: 03 6336 6081
email: business@lcgs.tas.edu.au

Boarding House
Mr Theunis Pieters, Head of Boarding
phone +61 422 774 875
email: tpieters@lcgs.tas.edu.au

Useful links for information prior to arrival:

Launceston Grammar School Handbook
https://cdn.lcgs.tas.edu.au/uploads/2023/02/13101129/2023-latest-handbook-version-02022023-1.pdf

Back to School
https://www.lcgs.tas.edu.au/community/back-to-school/

Boarding information
https://www.lcgs.tas.edu.au/boarding/

Launceston Grammar Overseas Student information
https://www.lcgs.tas.edu.au/enrol/international-students/

Assistance and support through an external complaint process
https://www.ombudsman.gov.au/complaints/international-student-complaints

Uniform information
https://www.lcgs.tas.edu.au/enrol/uniform/

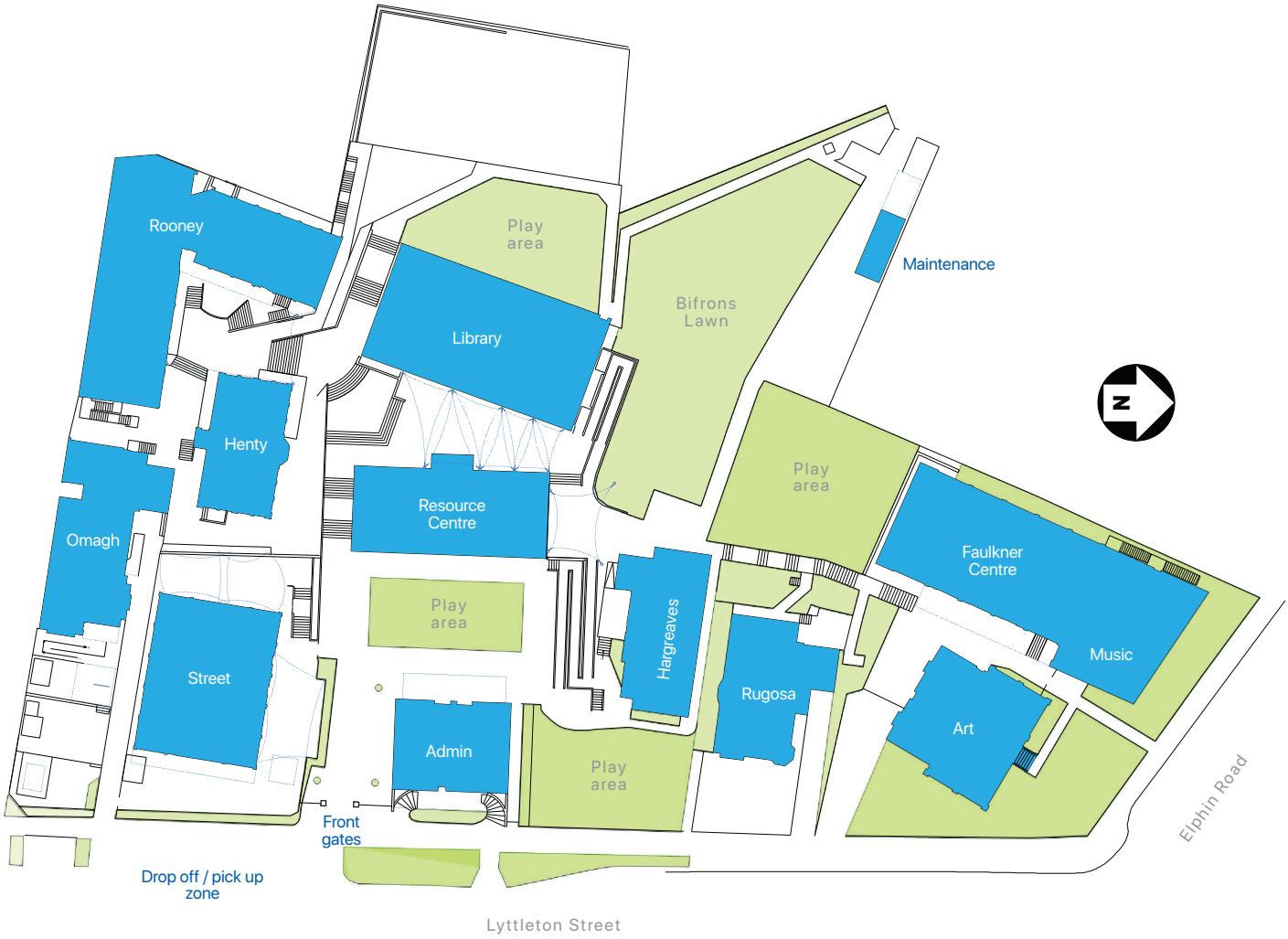
Facts about Launceston
https://northerntasmania.com.au/

(Additional School References: National Code, ESOS Act, PRISMS)

Maps of Campuses

Senior Campus

Junior Campus



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Button Street, Mowbray 7248 Tasmania Australia
P: +613 6336 6000 E: senior@lcgs.tas.edu.au **www.lcgs.tas.edu.au**

CRICOS: 00650K