



The Rockhampton Grammar School

Established 1881

BOARDING ORIENTATION BOOK



Welcome to RGS Boarding

Dear Parents and Boarders

RGS is a place of opportunity for all students to grow in character and scholarship and discover pathways to successful futures. In accordance with the vision of the Founders, the purpose of boarding is to facilitate access to these opportunities for students who live some distance away from the School. However, RGS Boarding becomes so much more than accommodation, with a kindred spirit and identity of its own, as Boarders attain independence and in many cases grow to love their lives in their second home. As the custodians of RGS Boarding, we look forward to sharing with you the responsibility of supporting your boarding child(ren) on that journey.

Yours in Boarding



Stewart Norford
Director of Boarding



Daniel Bradford
Head of Boys Boarding



Raquel Mangin
Head of Girls Boarding

The Rockhampton Grammar School

The School provides a disciplined, challenging and stimulating learning environment to inspire our students to become successful lifelong learners, responsible local and global citizens, and men and women of strong ethical and moral character. We promote high standards of scholarship and work with all members of the School community to pursue personal excellence in their intellectual, physical, creative and emotional development. Every student grows in character and scholarship: *Macte Virtute et Litteris*

Mission Statement for Boarding

RGS Boarding is a safe and secure environment in which boarders develop the abilities needed for success in the Primary and Secondary School and a productive, responsible adult life beyond, with each boarder contributing affirmatively to a mindset of cooperation, respecting individual differences and community values, learning to value opportunities and appreciate their individual role.

Aims

Provide an affirmative and supportive educational setting and create a community of academic and vocational learners.

Engender School and community spirit and pride through caring for one another, accomplishments, commitment to education and other worthwhile pursuits.

Develop a strong sense of RGS boarding community, and of belonging for all boarders, and of contributing affirmatively to that community through endeavour, cooperation, charitableness, service and leadership.

Engender an appreciation of and contribution to the wider community, creating principled, responsible global citizens.

Facilitate a diverse engagement in the RGS community: curriculum including vocational education, co-curriculum and socially. Promote participation in cultural and physical pursuits, rather than passivism.

Facilitate character growth and tolerance through the sharing of differing interests and backgrounds.

Inspire boarders to challenge their own and collective limits and achieve their greatest potential.

Maintain a discrimination and harassment free environment for boarders in which their rights are upheld.

Develop self-esteem in every boarder, through goal setting, accomplishments and discipline.

Develop resilience in every boarder, providing challenging pathways to success.

Engender fair play and sportsmanship.

Engender integrity, dependability, and trustworthiness.

Support each boarder in developing independence and organisational capability.

Develop the leadership potential of every boarder.

School Contact Details

Title	Name	Email	Telephone	Mobile Phone
HEADMASTER	Dr Phillip Moulds	headmaster@rgs.qld.edu.au	49 360615	
DEPUTY HEADMASTER	Mr Bill Weigall	beigall@rgs.qld.edu.au	49 360649	
HEAD OF THE SECONDARY SCHOOL - Students	Alison Wright	awright@rgs.qld.edu.au	49 360625	
HEAD OF THE SECONDARY SCHOOL - Academic	Reniece Carter	rcarter@rgs.qld.edu.au	49 360609	
HEAD OF PRIMARY	Geoff Hadwen	ghadwen@rgs.qld.edu.au	49 360850	
HEAD OF YEAR 7	Michelle Rundle	mrundle@rgs.qld.edu.au	49 360791	
HEAD OF YEAR 8	John Crossland	jcrossland@rgs.qld.edu.au	49 360621	
HEAD OF YEAR 9	Rod Peckett	rpeckett@rgs.qld.edu.au	49 360622	
HEAD OF YEAR 10	Jonathan Burr	jburr@rgs.qld.edu.au	49 360627	
HEAD OF YEAR 11	Persephone Cook	pcook@rgs.qld.edu.au	49 360663	
HEAD OF YEAR 12	Nicholas Blevin	nblevin@rgs.qld.edu.au	49 360646	
SCHOOL PSYCHOLOGIST	Rosie Akers	rakers@rgs.qld.edu.au	49 360714	
SCHOOL PSYCHOLOGIST	Alicia Casey	acasey@rgs.qld.edu.au	49 360716	
HEALTH CENTRE	Lisa Geddes Katrina Brose	healthcentre@rgs.qld.edu.au	49 360638	
NURSE MANAGER	Melanie March	mmarch@rgs.qld.edu.au	49 360693	
CHAPLAIN	Tom Henderson-Brooks	thenderson- brooks@rgs.qld.edu.au		0424 464 441

Director and Heads of Boarding

Position	Name	Email address	Mobile Phone
Director of Boarding	Stewart Norford	snorford@rgs.qld.edu.au	0419 713 706
Head of Girls Boarding	Raquel Mangin	rmangin@rgs.qld.edu.au	0400 311 424
Head of Boys Boarding	Daniel Bradford	dbradford@rgs.qld.edu.au	0447 360 007

Boarding Heads of Year

Position	Name	Email address	Mobile Phone
Head of Years 6, 7 and 8 Girls	Raquel Mangin	rmangin@rgs.qld.edu.au	0400 311 424
Head of Years 6, 7 and 8 Boys	Matthew Oakes	moakes@rgs.qld.edu.au	0428 132 334
Head of Year 9 Girls	Rennell Little	rlittle@rgs.qld.edu.au	0419 030 961
Head of Years 9 and 10 Boys	Walson Carlos	wcarlos@rgs.qld.edu.au	0436 842 097
Head of Year 10 Girls (Acting)	Melanie Clarke	mclarke@rgs.qld.edu.au	0488 066 493
Head of Year 11 Girls	Desley Macklin	dmacklin@rgs.qld.edu.au	0458 066 461
Head of Years 10 and 11 Boys	Tim Hodgetts	thodgetts@rgs.qld.edu.au	0428 903 346
Head of Year 12 Girls	Hayley Diamond	hdiamond@rgs.qld.edu.au	0419 713 997
Head of Year 12 Boys	Daniel Bradford	dbradford@rgs.qld.edu.au	0447 360 007

SCHOOL HOUSE	Wheatcroft (Boys Years 6, 7 and 8 Dormitory)	4936 0685
GIRLS HOUSE OFFICE		4936 0634



2021 TERM & SIGNIFICANT DATES

Term 1

18 January:	Student Free Day for Leadership Team, Department Heads and new teachers
19 - 22 January:	Student Free Days for all teaching staff
25 January:	Student Free Day for all teaching staff
26 January:	New Boarders' Welcome Day & Australia Day Holiday
27 January:	New Students' Orientation and Year 11 Orientation. Continuing boarders return
28 January:	First day of Term 1 – All students meet under the Spaceframe for Assembly at 8.30am
20 - 22 February:	Boarders' long weekend
22 February:	Student Free Day – Secondary only
1 April:	Last day of Term 1

Term 2

19 April:	Student Free Day. Boarders return
20 April:	First day of Term 2 – Classes start at 7.50am if you have an early period
26 April:	ANZAC Day Holiday
1 – 3 May:	Boarders' long weekend
3 May:	Labour Day Holiday
10 June:	Rockhampton Show Holiday TBC
25 June:	Last day of Term 2

Term 3

12 July:	Student Free Day. Boarders return
13 July:	First day of Term 3 – Classes start at 8.30am
14 - 16 August:	Boarders' long weekend
16 August:	Student Free Day – Secondary only
3 September:	Student Free Day (Primary & Secondary) TBC
6 - 17 September:	Year 12 Mock Exams TBC
10 September:	Last day of Term 3 for students (P – 11)
13 – 14 September:	Student Free Days

Term 4

4 October:	Queen's Birthday Holiday. Boarders return
5 October:	First day of Term 4 – Classes start at 7.50am if you have an early period
23 – 25 October:	Boarders' long weekend
22 October:	Last day in class for Year 12 students
25 October:	Student Free Day (Year 7 – Year 11)
	Year 12 External examinations commence - until 17 November TBC
19 November:	Last day for Year 12
23 November:	Primary School Speech Night
24 November:	Secondary School Speech Day
25 November:	Last day of Term 4 for students (P-11)
26 Nov - 1 December:	Student Free Days

Boarding House / School Expectations

- To provide a framework for happy and peaceful communal living, within which students can develop their individuality and tolerance of the needs of others.
- To allow students to develop increasing responsibility for themselves as they progress through the different stages of boarding.
- To ensure the safety and security of the students.

Students are expected to:

- Behave with consideration for others (staff and pupils) and their property at all times.
- Comply with the routines and procedures of the Boarding House.
- Play their part in ensuring the safety and security of all in the Boarding House.
- To raise issues of concern through the appropriate channels.

Before leaving the House each day:

- Check personal presentation. Uniforms at appropriate length clean and ironed.
- School shoes polished
- Hair clean and neat
- Adherence with school policy on jewellery
- Beds are to be made
- All personal items of clothing are to be placed in the spaces provided
- Desks are to be left in tidy order
- Lights and fans are to be turned off
- Scheduled dormitory duties are to be carried out

Sanctions are imposed when students fail to meet the expectations as outlined above. These sanctions will be:

- Clearly explained and displayed.
- Commensurate with the transgression.
- Aimed at providing the student with the opportunity to consider the full implications of his/her failure to meet expectations.
- Here again, respect is the guiding principle: respect for the boarding environment and all who live in the community; and respect for self in being organised for the day ahead.

Nature of Parent-Boarding School Communication

Running a home with several children and running a house with fifty children are simply not comparable. Consequently, not only routines and expectations are different but the culture of both environments can be very different. From time to time disagreements on issues will occur. As always, the communication that follows should be open and frank but also based on mutual respect and a sense of empathy and generosity.

We see ourselves in partnership with parents working towards a common goal where division is fertile ground for those younger and less mature. We accept that parents have choices about the schooling of their children and that equally not every child is suited to a boarding life or, for that matter, boarding at our School. It is the best interest of the child that must be paramount. To this end the School has provided the Boarding Heads of Year with phone and email. Our advice is that on personal and conflict resolution issues, initially a direct conversation is best because tone and context are much harder to misinterpret.

So much of what we do in Boarding depends on the student doing the right thing and abiding by our guidelines. Serious breaches of trust in boarding will result in suspension. The student will return to School only after consultation between the student, parents and the relevant Head or Director of Boarding and/or the Headmaster.

Boarder Requirements

Wherever possible all articles should be durable and capable of being machine laundered. Some extra name tags should be left with Judy Moore in laundry sorting room. All articles should have the student's name tag sewn on including their laundry number. Name tags can be ordered through the Red & Black Shop.

Linen

- 1 or 2 pillows and 2 or 4 pillow cases
- 2 towels for showers
- 1 towel for swimming
- 2 single sheets fitted or flat
- 2 optional top sheets flat
- 1 blanket or doona with 2 removable washable covers recommended

Sleepwear/Underwear

- 10 sets of underwear
- 2 sets of sleepwear
- 1 dressing gown & slippers. optional

Miscellaneous

All personal effects should be labelled

- 1 sleeping bag (School camps, weekends at *Ritamada*). optional until required
- 1 shoe cleaning outfit with black shoe polish OR Scuff Stuff
- toiletries: brush, comb, toothbrush, toothpaste, deodorant, soap, shampoo, conditioner, razors.
- Wire coat hangers are supplied. Other coat hangers at parent's discretion
- 1 pair of thongs
- 1 pair of swimming togs or board shorts and top
- 1 rashie sun protection swimming shirt
- 2 durable small to medium padlocks for cupboards. Combination locks are preferred
- 2 cotton mesh laundry bags (from the Red & Black Shop)
- 1 water bottle (any description 500ml – 800ml approximately). optional
- 1 personal fan. optional

Boys After School/Out of Class Wear

All outfits must conform to standards of decency and modesty expected in the School.

- 3 shirts, casual shirts – with or without collars. for dinner in dining room
- 3 pairs of thigh length shorts or sports shorts, not board shorts
- 1 pair of casual shoes for dining room and shopping etc.
- 2 t-shirts, for after school
- 2 pairs of casual shorts
- 1 pair of BLUE denim jeans
- 2 pairs of mid-thigh length BLUE denim shorts
- 1 Years 10-12 modest semi-formal outfit appropriate for evening functions such as mocktails, etc.

Girls After School/Out of Class Wear

All outfits must conform to standards of decency and modesty expected in the School.

- 3 casual blouses with sleeves
- 3 casual shirts – with and without collars
- 2 casual skirts or simple, neat dresses in easy care fabrics
- 1 pair of casual shoes for dining room and shopping etc.
- 2 t-shirts, for after school
- 2 mid-thigh length casual shorts
- 1 pair of BLUE denim jeans
- 2 mid-thigh length BLUE denim shorts
- 1 Years 10-12 modest semi-formal outfit appropriate for evening functions such as mocktails, etc.

Boarding School Rules & Expectations

ABSENCES

Boarding Heads of Year/Head of Boarding/Director should be notified of all student absences ahead of time.

In the Secondary School, a request for extended leave form is required for absences longer than 2 school days. This can be obtained from respective Day School Heads of Year.

Please note – Boarding Heads of Year cannot grant leave from the Day School. Leave intentions must be communicated with respective Day School Heads of Year, with Boarding Heads of Year included in communications.

All absences are recorded by the School and followed up. Unexplained absences are not acceptable.

Where foreseeable absences are for more than a day or two and will impact substantially on the learning process, where possible the student should be proactive in seeing subject teachers prior to the absence, to notify them in person and ask about work that can be done whilst away, in order to keep pace with the class. For sudden absences, such as illness, the parent can request the Head of Year to ask teachers to forward work. The emphasis is on proactiveness by the student to ensure that the disruption to classwork and learning is minimised.

Early leave at the end of term is contrary to the complete education of RGS students. After examinations at the end of term, important learning experiences occur such as reviewing assessment, commencing work for the following term, or character development programs. The Heads of Boarding request that you support these integral learning experiences and not take your child home prior to the end of term. Requests to the contrary should be emailed to the respective Day School Head of Year and Boarding Head of Year for approval. Such requests put pressure on the entire boarding House regarding attendance at the end of term, because other boarders might question why they should be at school while the absent student is not.

AEROSOLS

Aerosol cans/sprays when used inappropriately can trigger the Fire Alarm particle detectors on the ceiling of all dormitories. Once activated, the alarm system might call out the fire brigade, and the cost of a call-out for a false alarm (in excess of \$1000) will be billed to the family of any boarder who intentionally activates the alarms with spray deodorant.

ASSESSMENT SCHEDULES

At the beginning of each semester parents may access a copy of their child's assessment schedule for each subject which is available on Parent Lounge via the School's web site. With this information parents can continue to play an active and informed role in their child's education. This schedule will cover major and minor examinations, tests and assignments.

BAD NEWS

It can be very difficult for a child who is far from home to receive bad news. We encourage you in such a case to contact your child's Head of Boarding or the Boarding Head

of Year so that we can ensure the news is broken as gently as possible and that your child has friends nearby to support him/her. The School Counsellor and/or Chaplain also has a vital role to play in this area and will be made available if possible.

BANK ACCOUNTS

Ideally every student should have an account with a bank which has an ATM in Rockhampton. This allows students to have money available when needed without having to keep it in the Boarding House. We recommend internet access of the account by the parent. This allows parents to assist their children with the management of their funds. Regular deposits are encouraged so that the child does not have access to large amounts of money. Cash can be withdrawn via the School canteen EFTPOS facility with Boarding Head of Year consent.

BED LINEN

This should be provided by parents. Students should have 2-4 pillowcases, 2 sets of sheets and 2 doona covers. Students must change linen weekly and it can be laundered by the School laundry. Boarders/parents are responsible for ensuring that all items are clearly marked with their name and student number.

BIKES

Bikes, other than those used for training purposes, are not permitted at School. Training bikes must be locked in an area designated by the Head of Year and safety equipment must be worn when out riding.

Skateboards are not permitted as there is no suitable area on the School campus for their safe use.

BIRTHDAYS

Birthday cakes can be delivered to the School Office or the Boarding House. Contact Head of Year for advice and or arrangements.

BOARDER LONG WEEKENDS

In most School terms we have designated long weekends. These weekends are normally in line with public holidays or student free days. As not all students are able to go home or to host families, the Boarding House does remain open. These long weekends represent an opportunity for senior students especially, to catch up or get ahead on assignments. Years 6 to 10 boarders are encouraged to go home and catch up with family or to stay with a friend's family.

BOARDER PARENTS' ASSOCIATION

Boarder parents have an Association of which all our parents become automatic members. Notification will be sent of meetings held early each term via Zoom.

BULLYING

Bullying in the day school and boarding will not be tolerated, and incidences will be dealt with according to School Policies.

CALENDAR

Please refer to the calendar on the RGS website for major events throughout the school year.

CAPRICORNUS QUARTERLY

Each term the School produces a magazine called CAPRICORNUS QUARTERLY covering the major events of that term and highlights coming events. This document is sent in hardcopy to all boarding parents automatically at the end of each term or can be accessed on the school website.

CARS

Having a car at school is a Year 12 privilege, but will be approved for Year 11s where necessary, with restricted use. The Year 12 Boarding Heads of Year maintain checks and controls, but the onus is on trust and responsibility by the student. There is a remarkably good record of responsible operation established in recent years. Details of the operating contract for a vehicle for Year 11/12s is available from Year 11/ 12 Boarding Heads of Year.

CHURCH SERVICES

Children who wish to attend services are encouraged to do so.

COCURRICULAR PROGRAM

The School offers a very wide array of sports and club activities for your child to become involved in. At all times we strongly encourage your support in ensuring that your child finds some activities that allows them both a break from the normal daily routine as well as an avenue for building upon their self-esteem.

Where your child's interest extends beyond the RGS cocurricular program, and the School does not offer that activity the School is happy to assist in ensuring your child joins and participates in the local club competition (e.g.: gymnastics, etc.). If you have any concerns regarding this please contact Mr. Todd Wells Director of Co-curriculum, or refer to the School website for the relevant person in charge.

OFF CAMPUS OUTINGS

At times throughout the year, boarding staff organise off campus outings to the botanical gardens, local parks or the beach, the majority of these outings are free-of-charge, but some will incur a cost from time-to-time. Students may take their own spending money to purchase food or drink whilst on these outings.

CONTACT INFORMATION

Please notify the Front Office in writing as soon as possible of any change of address, email or telephone (mobile and land line) number. It is important that we are able to contact parents at any time. If you are going to be out of communication for any reason, please provide a contact

telephone number of a suitable person who can act as guardian for your child during your absence. Parent email addresses are vital to our communication structure and should be given along with updates to the Boarding Head of Year.

COUNSELLING

The School has Psychologists and a Chaplain available for confidential discussion and advice by arrangement with Heads of Boarding and Heads of Year. For ongoing concerns, both our counsellor and local doctor can suggest referral to an external provider where necessary.

COVID-19

The School takes very seriously its great responsibility to all staff and students to minimise the possibility of COVID-19 infection. To this end we follow the directions of Queensland Health and the Australian Health Protection Principal Committee (AHPPC). The directives that directly affect the operation of RGS Boarding are summarised in the below document, which is constantly being updated in accordance with communiques from those authorities.

http://rgs.qld.edu.au/files/file/RMP_Term_3_2020.pdf

What has resonated from the threat of COVID-19 is the essential need for good hand hygiene, with frequent washing of hands and application of sanitiser being an expectation, self awareness about having symptoms of common cold or flu or any other virus or secondary bacterial infection, and taking responsible measures to minimise the possibility of others in the community contracting whichever contagious illness.

If a boarder has cold or flu-like or secondary bacterial infection signs or symptoms, they are required to get a COVID-19 test, and be isolated for the interim period prior to being notified about test result. It is a responsibility of parents of boarders who are tested, to arrange interim accommodation for their child until test result and also until symptoms abate, and the best alternative may be at home, requiring travel to and from School at short notice.

DAY STUDENTS

It is important that boarders make every effort to become friends among the day student community. This helps to prevent any undue division between the boarders and day students in the School. Day students are not permitted in the boarding houses at morning tea and lunch.

Day Students visiting the Boarding House after school must sign the Visitor's Register available in the office after consultation with a relevant boarding staff member on duty.

DENTIST

The School does not have an appointed dentist but students and parents may request appointments and the Health Centre will support (transport/taxi voucher) the request.

DIARY

Each child is issued with a School diary. This diary is used to record all homework, assignments and tests etc.

DINING ROOM

Dress and Behaviour

Students and staff should be of the understanding that when in the Dining Room, they are not eating in their own home kitchen, but rather in a very public place akin to a restaurant. The expectations outlined below are no more than would be called for under such circumstances, and allow all who choose to eat there to do so in peace, quiet and with dignity. Students and staff are asked to co-operate by adhering to the following expectations regarding dress and behaviour:

Behaviour –

- Being grateful to those who provide quality food for us and maintain a clean eating area
- Being responsible for our personal presentation in the Dining Room
- Being responsible for any mess we create by cleaning up after ourselves and putting away items
- Being responsible for our behaviour in the Dining Room by using our manners and minding our language
- Being conscious of limiting waste by reducing our use of plastics and non-recyclable items (Styrofoam plates)

Dress

- To be presentable for the Dining Room you must –
- Wash your hands every time
- Brush your hair and/or tie your hair back neatly
- Wear your PE sports uniform with trainers or
- Wear your full day uniform including tie, black school shoes or
- Wear good casual clothes including appropriate length shorts and shirts with sleeves, with or without collars for boys and girls
- Wear plain back leggings with no mesh panels with RGS Dance attire or PE Shirt
- Wear RGS Netball dress with PE Sport Shirt over the top or an RGS jacket
- Shoes – fully covered Monday – Friday

The following are **not to be** worn in the Dining Room:

- Singlets
- Cap or hat
- Sandals, slides, thongs, football boots, bare feet or just socks
- Sporting apparel, including crop tops, football jerseys, football shorts and gym wear
- Swim wear (bikinis, one piece, rashies and skins)
- Shirts or shorts with inappropriate slogans
- Clothing that is see-through
- Miniskirts, strapless tops, hot pants, midriff tops, short shorts,
- Pyjamas/slippers/boxers shorts/Peter Alexander shorts and shirts

- Dirty clothing from being at sport/Agriculture/work (those arriving from sports or other physical activities should have showered before entering the Dining Room).
- From Friday dinner on weekends students may wear thongs and casual clothing

Routine/Hours

The Dining Room is open Monday to Friday at the following times:

Breakfast	All Year Levels	6:00am – Continental 6.30am - 8.30am cooked Mon to Fri
Morning Tea	All Year Levels	10.10am - 10.30am (Mon, Tues, Thurs, Fri) 10.30am – 11.10am (Wed)
Lunch	Years 7 to 9	12.30pm - 1.10pm
	Years 10 to 12	1.10pm - 1.50pm
Afternoon	All Year Levels	3.10pm – 3.45pm
Dinner <i>Indicative times only</i>	Years 6 to 8	5.10pm – 5.35pm Mon, Tues, Wed, Thurs
	Years 9 and 10	5.45pm – 6.10pm Mon, Tues, Wed, Thurs
	Years 11 to 12	6.20pm – 6.45pm Mon, Tues, Wed, Thurs
	Years 6 to 12	One Sitting 5:15pm - 6.50pm Fri

The Dining Room is open Saturday and Sunday at the following times:

Breakfast	Saturday and Sunday	7.00am – Continental 8.00am - 10.30am cooked
Lunch	Saturday and Sunday	12.00pm – 1.30pm All Year Levels
Afternoon Tea	Saturday and Sunday	3.10pm – 3.45pm All Year Levels
Dinner <i>Indicative times only</i>	Saturday	5.15pm – 6.15pm All Year Levels
	Sunday	5.15pm – 5.40pm Years 6 - 8 5.50pm – 6.10pm Year 9 - 10 6.20pm – 6.50pm Year 11 & 12

DOCTOR

The School has its own appointed doctor. Parents may direct their child to be seen by other doctors but must make this arrangement through the Health Centre. Taxi bookings can be made through the Health Centre.

DRESS CODE

- School uniform is worn on weekdays until 3.10pm. Boarders can change into casual clothes at the end of the school day or remain in their uniform, however it must be full school uniform with school shoes.
- Year 6-9 students must wear full school uniform, including hat, for off campus leave to the shops after school, whilst senior students have the option of full school uniform or changing into appropriate casual attire.
- Boarders may wear casual clothes at any time out of School hours, including weekends. Whilst a reasonably flexible range of personal dress styles is allowed, we do require students to meet a particular standard of presentation, especially in public.
- Year 6-9 students must wear full PE uniform for off campus leave to Stockland on Saturdays.
- Footwear must be worn at all times when moving around the campus. This is a Workplace Health and Safety requirement.
- RGS cap to be worn with RGS PE uniform only
- Girls may only wear one earring in each ear. Boys are not permitted to wear earrings.

DRIVING LESSONS

Driving lessons may be taken after School or in spares with parental permission. Lessons should not be taken at a time when a student has a School commitment.

FIRE DRILL

The campus is protected by a sophisticated alarm system. This ensures the safety of all the children and staff. The boarders are instructed on how to evacuate in an emergency and emergency drills are practised on a regular basis.

FLU VACCINATION

Authorisation notes are sent out to all parents regarding Flu Vaccination. The School recommends all boarding students have the vaccination. Allergies must be noted on this form.

FOOD

A nutritionally well-balanced diet is provided at all times and fresh fruit, bread and spreads are available at every meal and throughout the day.

Where boarders are vegetarians or have allergies and intolerances, parents should provide a letter to that effect. The chef will prepare suitable meals. The dining room will further meet special requests based on medical advice.

GRAFFITI

Offenders will be asked to remove graffiti in their own time and in the event that the property cannot be restored to its original condition, they will be asked to pay for its replacement.

HEALTH CENTRE

The School provides a 24 hour on-call service for all boarding students. Clinic hours are as follows:

Monday to Friday	7.15am to 8.45pm	
Saturday	8.00am - 9.15am	6.30pm - 7.15pm
Sunday	10.00am – 11.45am	6.30pm – 7.45pm

In the event of ill health, a student is transferred to this Centre where they come under the care of Health Centre Nurses.

Parents will always be contacted by the nurse on duty when there is reason for concern. In minor cases, the children are asked to telephone home themselves.

If an infectious disease is contracted, the patient is sent home if the family resides close by.

Students needing assistance outside clinic hours contact their Boarding Head of Year.

When attending the Health Centre all students must be attired appropriately i.e. pajamas are not acceptable wear to be worn to and from the Health Centre.

New Year 6, 7 and 8 students may be accompanied to medical appointments outside the School. Year 9 and up is on request of student or parent.

Students requiring hospital treatment will be accompanied. Parents will be informed by the staff member on duty in the Health Centre at the time.

It is recommended that each student be covered by Private Health Insurance but this is not essential unless a student is from overseas. Overseas students must join the Medibank Private Overseas Scheme.

HOME SICKNESS

Students and families will be well supported by Boarding Staff according to the needs of the individual.

LAPTOPS AND COMPUTERS

Students may bring their laptops to School providing they understand that they are brought to School at the owner's risk. All students will have Tablet PC computers provided by the School.

All students must adhere to the computer policy outlined by the School.

If computers are being used for non-academic purposes, then this should be outside designated prep times and only age-appropriate material should be viewed.

Any breach of the policy and procedures could result in the privilege of being allowed to use a laptop at School being withdrawn.

LAUNDRY

The School operates a full laundry service at no extra cost to parents. Boarders may prefer to use the washing machines in some dormitories.

LEAVE

RGS Boarding Leave Policy and Guidelines

Boardingware

The official means of arranging leave, including parent consent where required, is via Boardingware, the student leave management system used by RGS Boarding.

When a parent or their son/daughter submits leave into the Boardingware system, there are parameters set up to ensure that all necessary information is entered. This includes:

1. Who the leave is with; Parent or specified Host
2. The purpose of the leave
3. The details of Host, including contact phone number(s)
4. The day(s), estimated pick up time and return time.
5. The means of transport. Sometimes someone else is picking up or dropping off the student, and this is not a problem so long as it is confirmed.
6. For older students, a clear indication of any party that is to be attended, confirming that the Parent has contacted the host of the party.

The relevant Boarding Head of Year and Head of Boarding will be notified of the leave via the Boardingware notification system. At this point if all necessary information is given by the parent and the parent has endorsed any leave submissions made by their son/daughter, the Boarding Head of Year will give final approval for the leave. If there is further information required, the Boarding Head of Year will contact the parent before giving final approval. There are occasions when notice is not possible because of a change in circumstances, and it is acceptable, although not favoured, to contact by email, text or to phone the Boarding Head of Year, or in their absence the Head of Boarding. Details of the leave will be entered directly into Boardingware and approval granted. Notes of communication with Parents are included in the leave entry.

Leave with Parents

All reasonable requests for leave with Parents will be approved, especially if the guidelines in the agreement below are followed.

Parents will be reminded of the Parent Agreement of RGS Boarders on Leave at the beginning of each year. Our policy

is not about restricting leave, but rather about leave being consented to after the circumstances of the leave are clear to all. Ultimately it is about all stakeholders: Parents, Boarding Head of Year or Head of Boarding and Host where applicable, knowing the whereabouts of the Student and that they are safe and in good care.

Parent Agreement of RGS Boarders on Leave

The notification of leave to the Head of Year by the Parent incorporates acceptance of these aspects of responsibility for their Boarder Son or Daughter.

As the Parent of an RGS boarder on leave I accept

1. That I am responsible for the welfare and conduct of my Son and/or Daughter for the duration of the leave, until such time as I ensure that they are signed back in to the Boarding House.
2. That I am expected to know the whereabouts of my son and/or daughter for the duration of the leave, and ensure adequate supervision.
3. That I am aware of the nominated time of return to the Boarding House, and that if the leave:
 - o is extended beyond the nominated time, anything more than several hours and certainly if more than a day later (i.e. overnight)
 - o concludes much earlier than the nominated time, anything more than several hours and certainly more than a day earlier

I will notify the Boarding Head of Year or Head of Boarding:

4. That I am responsible for ensuring that my son and/or daughter wears the appropriate uniform to any school event that they attend whilst in my care.
5. That the School does not condone smoking or under age consumption of alcohol.
6. That the School does not grant permission for Boarders on leave to travel in a car driven by provisionally registered (P Plate) drivers except by express written consent of the parents of the Student and also the parents of the provisionally registered driver.

Leave with Hosts

At the discretion of Boarding Head of Year or Head of Boarding, Hosts will be initially asked to acknowledge the Host Agreement of RGS Boarders on Leave when taking a boarder on leave. Our policy is not about restricting leave, but rather about leave being consented to after the circumstances of the leave is clear to all.

Leave with Hosts initially requires four-way communication between Student, Parent, Host and Boarding Head of Year or Head of Boarding, prior to approval.

1. The Student intending to go on leave, and/or the Parent, must request leave via Boardingware or discuss the proposed leave with the Boarding Head of Year or Head of Boarding prior. A couple of days' notice is ideal, or further in advance. Host

leave will not be granted without reasonable notice. The onus of notifying the Boarding Head of Year or Head of Boarding lies increasingly with the Student as he/she matures.

- Submitting leave via Boardingware and a phone call to the Boarding Head of Year or Head of Boarding to enquire about/discuss the leave.
- A phone call from the parent to the intended Host to enquire about/discuss the leave, ensuring that the Host accepts complete responsibility for the Student for the duration of the leave as per the Host Agreement for RGS Boarders on Leave, see below. In some cases, such as with Years 11 & 12 Students attending a party, this in turn requires contact with the host of the party to ensure they are aware of their responsibility for the Student on leave.
- The Host will acknowledge the host Agreement for RGS Boarders on Leave if requested.

Host Agreement for RGS Boarders on Leave

The Host will acknowledge the conditions of their responsibility for the Boarder on leave in their care. At the discretion of Boarding Head of Year or Head of Boarding, this may be done by:

- the Host receiving a copy of the agreement when signing out the Student
- an email from the Host to the Boarding Head of Year or Head of Boarding
- an understood carry-over acknowledgement for regular and reliable Hosts.

As the Host of an RGS boarder on leave I accept

1. That I have been in contact with the Parent of the Boarder to discuss the leave, where applicable.
2. That I am responsible for the welfare and conduct of the Boarder for the duration of the leave, until such time as I ensure that they are signed back in to the Boarding House.
3. That I am expected to know the whereabouts of the Boarder for the duration of the leave, and ensure adequate supervision.
4. That I am aware of the nominated time of return to the Boarding House, and that if the leave:
 - is extended beyond the nominated time, anything more than several hours and certainly if more than a day later (i.e. overnight)
 - concludes much earlier than the nominated time, anything more than several hours and certainly more than a day earlierI will notify the Boarding Head of Year or Head of Boarding.
5. That I am responsible for ensuring that Boarders wear the appropriate uniform to any school event that they attend whilst in my care.

6. That the School does not condone smoking or under age consumption of alcohol.
7. That the School does not grant permission for Boarders on leave to travel in a car driven by provisionally registered (P Plate) drivers except by consent by email of the parents of the Student and also the parents of the provisionally registered driver.

Minimum Age of Host

The minimum age of a responsible Host is difficult to define. Some older siblings of students are quite responsible upon leaving school; however, this is customarily not the case. We therefore recommend a minimum age of 21 for Hosts. More importantly, when information about unsatisfactory circumstances of leave with a particular Host comes back to us, we will proactively communicate this to the Parent with a recommendation that leave with that Host is not consented to in future. This can be avoided by parents not consenting to leave with Hosts, including family members, whose level of responsibility is in doubt.

Leave Times and Negotiation

Leave may be requested for any time and duration within reason. There are no recommended times for periods of leave. The Student may come and go from the boarding house at times that suit the Parent(s), within reason, being considerate of prep times, quiet time and final roll check prior to lights out in respective dormitories; please check with the Boarding Head of Year or Head of Boarding. Leave arrangements should not disrupt the learning process; only under extenuating or special circumstances should leave be requested during school time or prep times in the evening. Any leave where boarders will be absent from the day school needs to be applied for through appropriate Day School Head of Year Returning from leave during Prep time is disruptive.

Proposed leave should also take into consideration the student's commitment to the co-curricular program, deferring to any training, rehearsals, games or performances. Such commitments can of course be met by the Student whilst on leave.

Notice of Weekend Leave with Parent or Host

Weekend leave should be notified no later than Thursday morning prior, preferably Wednesday, allowing sufficient time for the leave request to be processed and any necessary checks to be made.

Requests for leave requiring train bookings should be finalised by Wednesday. Late bookings are possible but are problematic for relevant Boarding and Queensland Rail Staff.

Signing out

All student leave must be negotiated with the Boarding Head of Year or Head of Boarding prior to a student signing out. This ensures that staff are fully aware of student movements, especially relating to hosts. There will be occasions where leave entered into Boardingware has not been seen by a parent and therefore parent approval has not been granted. A Boarding Staff member will therefore contact the parents to obtain the necessary permission. The student will not leave boarding unless full details of leave are obtained and parents have given approval. If a student does

not sign out and goes on unapproved leave, there are serious consequences.

A Parent or Host is required to pick up and return the Student in person to and from the boarding house. Parents and Hosts must sign Students in and out electronically using Boardingware. Boarding staff will assist with this process as there are various leave types such as Host Leave, where a staff member can only sign the student out. This ensures that staff are fully aware of the student movements, especially relating to hosts.

There may be circumstances in which the Parents or Host requests that the Student signs themselves out and meets them to collect. This must be negotiated with the Boarding Head of Year or Head of Boarding prior to the student departing and the parent/Hosts accepts responsibility from the moment the student is signed out by boarding staff on duty.

The imperative requirement that is never waived is signing out via Boardingware with the assistance of a boarding staff member. Staff are on duty in the boarding house or in close proximity. Leave must be negotiated with the Boarding Head of Year or Head of Boarding prior, and then the Student must sign out. Not signing out is a serious offence that will be dealt with accordingly.

Amount/Frequency of Leave

The amount or frequency of leave is at the Parent(s) discretion. The only consideration is that leave should not diminish the opportunity of the individual student to attain the highest outcomes which they are capable of, and maintain an extensive connection with the boarding community.

Social outings to the movies and dinner etc. are not appropriate on Sunday – Thursday nights. Leave with family is always negotiable however.

Return to the Boarding House from Leave

When leave is notified and/or the Student is signed out, a projected time of return to the boarding house should be indicated, and then as that time, approaches the Boarding Head of Year or Head of Boarding should be notified if that return time is to be amended.

The Student must sign in, indicating their return to the boarding House. The Boarding Head of Year or Head of Boarding reserves the right to insist that Parent or Host signs in the Student personally.

Leave Approved by Boarding Staff

Leave will be controlled/granted by the Boarding Head of Year or Head of Boarding where the Student remains in the extended care of the Boarding Head of Year or Head of Boarding but is off campus, such as shopping, co-curricular activities and excursions. The Boarding Head of Year or Head of Boarding will ensure satisfactory supervision of the Student by relevant staff, to ensure a duty of care is always provided. The Boarding Head of Year or Head of Boarding acts in loco parentis and will exercise due judgement in granting such leave.

Saturday Shopping Leave for Years 9-12

Student leave is permitted to Stockland Rockhampton Centre each Saturday during term time. Year 6 - 8 students must return by 10.30am, whilst Year 9 - 12 students must return on the 1.00pm bus from Stockland. RGS Bus Transport is provided.

Year 6 – 9 students wear red, black and denim: dark blue denim jeans or thigh-length dark blue shorts/PE shirt/sport shoes.

Year 10 to 12 wear good casuals, no rubber thongs.

Leave Suspensions

From time to time, due to inappropriate behaviour, students may be denied all or some forms of leave, in consultation with parents. This reinforces that leave is a privilege that is afforded to students who maintain a relationship of trust within the residential community. The term for a leave suspension in Boardingware is called 'gating'. A Boarding Head of Year can submit information into Boardingware to alert all relevant Boarding Staff of the gating and the parameters set for the student. This information can also be sent to parents via Boardingware.

Transport by Private Vehicle with a Provisional Licensed (P Plate) Driver

Students will not be granted permission to travel in cars driven by provisionally registered drivers except by express emailed consent of the parents of the student and also the parents of the provisionally registered driver.

Leave supervised by Staff

From time to time outings are arranged and supervised by staff, and consent for these is authorised by the staff *in loco parentis*.

Leave Functions / Parties

Attendance by boarders at non-RGS functions and parties requires a parent to make decisions based on knowledge provided from their child and through communication with adult hosts prior to granting leave for their son/daughter. Details to be established include -

- name and contact number of the adult host/s
- location of function /party
- time and date of function / party
- contacting the adult party host to ensure adequate supervision will be provided at the function / party.
- contacting the adult party host to ensure that they have been advised of your son/daughter's attendance at the function / party
- contacting the adult party host to ask about whether alcohol will be present at the function / party
- making inquiries with relevant adult hosts regarding overnight accommodation arrangements and travel arrangements to and from the function / party.

Please note – Boarders will not be permitted to return to dormitories if alcohol is known to be available at a function / party. Overnight leave with a host must be organised.

LIBRARY

Books and novels are available for loan. Boarders are welcome to spend quiet time in the library.

LUNCHES

Lunches are provided for Years 7-12 boarders in the Dining Room. Morning tea is provided Tuesday, Wednesday and Thursdays in the Dining Room for Year 7 with morning tea delivered on Monday and Friday to the Birkbeck Building. All other boarders obtain morning tea from the dining room.

MEDICAL APPOINTMENTS

All medical appointments must be communicated to the RGS Health Centre to ensure the health records of students are current and reminders can be given to the students and to Boarding Staff. The RGS Health Centre can also make appointments for students and arrange a staff escort for the appointment. Taxi vouchers are issued by the Health Centre for travel to and from the appointment. The cost of the fare(s) is charged to the students school account.

MEDICATION

Students are not allowed to keep ANY medication in the dormitory. This is a strict school rule. The only exception is medication for life threatening conditions such as Epipens and asthma reliever medication (eg salbutamol). All other medication MUST be left at the Health Centre for the nurses to store and administer. For example, this includes all antibiotics, acne medication and non-prescription medication (eg Panadol, nurofen, naturopathic products, vitamins and minerals). If a student is found to have medication in the dormitory, it will be removed and sent to the Health Centre for safe keeping and administration. The medications provided by the Health Centre are listed on the Student Medical Form that you filled out at enrolment. These are provided to the students after assessment of their condition if the RN on duty believes it will be of assistance. Please ensure that you fill out the Student Medical Form in its entirety and note any allergies the student may have. If a student is on regular medication that requires a script, all scripts are kept in the Health Centre and filled when required. RGS uses the services of AFS on Cambridge. If a student requires medication or any pharmacy items it is ordered from them and the parent/guardian will be billed directly from AFS.

MOBILE PHONE POLICY

There will be specific guidelines according to the age level of the Boarding student but the following is the general policy for safe use of mobile phones in the Boarding House:

- Do not give out your number or friends' number to people you do not know. Keep your security or pin number private.
 - If you get texts which upset you, do not reply, do not delete but keep a record and tell an adult.
 - If you receive an embarrassing or rude text or image about someone do not forward it to others.
 - Distributing sexual images of other young people is harassment and is illegal. If you receive something of this nature tell an adult immediately.
- Ask permission before
 - taking a picture of your friends
 - before sending it on to someone.
 - Once sent you have lost control of the information and it could be made public before you know it!
 - A mobile phone is a valuable piece of equipment. Ensure that you have it locked away when you go to School.
 - Mobile phones should not be taken into communal wet areas for privacy concerns and water damage.

The positive aspect of having a mobile phone is that students can use them in case of emergency and also have more readily available contact with home from their personal phone.

Year 6-9 boarders are required to hand their phones to the dormitory staff before school, before prep and prior to retiring in the evening. Senior Boarders are permitted to have their phones on a more regular basis with the overarching aim of encouraging responsible phone use. There are guidelines in place to support students including no use of phones after lights out and phones turned to Do Not Disturb at bedtime for consideration for others.

MOVIES CENSORSHIP CLASSIFICATION

The School reserves the right to determine the appropriateness or otherwise of any movie to be shown on the premises. "R" rated videos will not be shown and Years 6, 7 and 8 are limited to PG only. The Head of Year will oversee censorship of movies and determine appropriateness. Movies on student laptops etc. are subject to the same restrictions.

NAME TAGS

All clothing must be named in a prominent spot with a woven or permanently printed name tag or student number. It should also be discreetly named in a non-obvious place.

NEWSLETTERS

Each fortnight the School puts out a newsletter covering the events over that period. Boarding parents may ask for this newsletter to be emailed directly to them by contacting newsletter@rgs.qld.edu.au. The information is also available via our web site.

Each Boarding House sends out news relating to their community, at the discretion of the respective Head of Year during the term.

NEWSPAPERS

These are available on a daily basis from the Library.

PARENT-TEACHER MEETINGS

These meetings are conducted at the beginning of Term 2 and 3. Parents coming to the School during Term time, who wish to talk to teachers, are welcome to make appointments via the relevant Head of Year. At least two weeks' notice should be given so that the appropriate arrangements can be made.

PASSPORTS

Should be handed to the relevant Head of Boarding for safekeeping.

PERSONAL PRESENTATION

At all times boarders should be well groomed – neat and tidy and appropriate to the situation. Boy boarders are to wear their shirts tucked in and ties properly adjusted. All shoes must be clean and polished. All students are to wear their school hats when leaving the campus in uniform.

Hair must be neat and tidy at all times and comply with the School's expectations regarding style and colour. Boarders should refer to the School's dress and appearance guidelines regarding all other aspects of appearance. Please note that if uniform is being worn outside of School hours the guidelines are to be observed.

PHOTOGRAPHS

It is important for the children to have some of these treasured possessions with them at Boarding School and therefore we encourage this at all times.

POCKET MONEY (See Bank Accounts/Money)

It is requested that students are not over indulged with pocket money. The amount needed by boarders differs according to the personal items needed by individuals and their age. Some only require money for an occasional ice-cream, soft drink, treat or visit to the movies at the weekend; others need more. It is the parents' decision/responsibility to determine the amount and Head of Year will advise when required to do so.

POSTAL MAIL AND EMAIL

Mail is posted daily and incoming mail is distributed each weekday afternoon. Each boarder also has an email facility provided.

POSTERS

All boarders have space for the display of posters and personal memorabilia etc. provided they are suitable for display.

PREP (HOMEWORK)

If a student is required to miss an evening session, they will need to make up that time in the afternoon prior to their activity. Prep sessions are supervised and staff are there to ensure that help is available. Students need only ask and help will be provided.

Year 11/12 students have the option of completing their prep hours by attending Flexi-Prep from 4.30pm – 8.30pm in the Senior Research library Monday – Thursday. Prep times will be notified by Boarding Heads of Year at the commencement of the year.

RELATIONSHIPS

A co-educational school is clearly the most natural of educational environments. However, there is a need to conduct relationships that may develop, in a mature and responsible manner.

It is the School's policy that relationships will not involve physical contact on the School premises. Further, students will at all times remain in the areas designated when in each other's company.

SECURITY OF PERSONAL EFFECTS INCLUDING VALUABLES

All personal effects are the responsibility of the student and parents. The School's insurance does not cover these. This includes money, mobile phones and valuables. Each student area includes lockable cupboards and/or under bed storage. Keyless padlocks are strongly encouraged to enable students to lock their valuables away.

When boarders bring valuable into the dormitories, they invite security problems. These include but are not limited to UE Booms, computers, cameras, iPad, Hair Straighteners, jewelry, swags, blenders/juicers, bar fridges, gaming consoles etc. Please check your insurance cover on all valuables especially in the case of very expensive items and be aware of the risks involved. Please keep a record of all serial numbers of these items. Ensure that lockable cupboards have padlocks and items are to be locked up or not brought into boarding.

SHOWERS

Boarders are expected to shower at least once each day, and preferably morning and night. When they have been physically active, a subsequent shower is required as part of their education in personal hygiene.

SLEEP

This is a most important aspect of the child's health, growth and well-being. Those who choose to disrupt the sleep patterns of others by refusing to observe bed times and disrupt others by interrupting their sleep clearly demonstrate that they are not yet ready to live in a communal environment. This behaviour is considered a very serious offence. At first counseling will be our response but more serious sanctions would follow if it continued.

LIGHTS OUT

Years 6, 7 and 8	8.00pm - 9.00pm
Years 9 and 10	9.00pm - 10.00pm
Year 11	9.30pm - 10.30pm
Year 12	At the discretion of staff on duty and depending upon each boarder's academic work load. In senior boarding no visitors are allowed into rooms after 10.30pm. Music after this time is via headphones only.

The above times may vary at the discretion of staff. Quiet independent study is always permissible.

SMOKING POLICY/DRUGS POLICY

The School is a smoke free zone and this applies to all visitors, staff and parents. Boarders caught smoking, or in the company of others smoking, will be disciplined. Smoking in a Boarding House is viewed as an extremely serious breach of Health and Safety regulations and will be dealt with accordingly.

The School has a 'zero tolerance' policy for drugs used or brought onto campus. Students who are in any way involved with illicit substances have no place at the School.

STORAGE

Space of this nature is scarce in most Houses. Consequently parents are advised to send only those items needed. Inexpensive fold down bags are a practical option and are available from stores such as The Reject Shop and The Warehouse.

Overseas students, and those having to travel very long distances by public transport, may request to store their items during holiday periods.

Once again, the School accepts no responsibility for the items stored even though every precaution will be taken.

SUN SAFETY

The School views this aspect of life very seriously, particularly in our geographical area. All boarders must have sun protection when in areas where sun exposure is harsh and prolonged.

Boarders should always wear hats and apply sunscreen to protect them and be aware that this issue is a personal health responsibility, for which they should accept ownership.

SUPPER

Supper is available in the Houses Sunday – Friday evenings. Students can have toasted sandwiches, fruit, Milo, biscuits and other food as arranged by boarding Heads of Year.

On Saturday evenings, Pizza delivery is arranged by Boarding Staff on duty. Students can order a selection of pizza, garlic bread and soft drink from 3.00pm -5.00pm on Saturday afternoon for a 7.00pm -7.30pm delivery.

SWIMMING POOL

Boarders should not enter the pool enclosure unless an adult supervisor is present.

While in the pool enclosure, boarders should comply with the regulations regarding behaviour that are clearly displayed on the front gate and around the pool.

During Terms One and Four the pool is opened by House staff on the conclusion of Prep depending on demand.

Pools can be very dangerous places and we all have a responsibility to be aware of each other and to act in a sensible and considerate manner.

On weekends the pool is open at the discretion of House staff.

TELEPHONE CONTACT

Parents and friends are asked to not call during Prep time and after quiet time and lights out.

Heads of Year are accessible at all times via mobile but please be conscious of their need for private time.

We strongly recommend the purchase of a mobile phone which is carried by the student during off-campus activities. A pre-paid inexpensive model/plan is recommended.

Email is the preferred way of communication with staff.

TELEVISION

Television sets and DVD players are in the common rooms of each dormitory. Selected Foxtel channels and streaming services such as Netflix are available on dedicated RGS channels, enabling age and content restrictions to set. Viewing hours are set with weekends being more flexible. All programs and DVD's are first checked by Boarding Staff to ensure they are appropriate for the viewer's age.

THEFT

Unfortunately, this occurs periodically. Where boarders do not take advantage of the security measures we offer and bring valuable items to the campus, we take no responsibility for security.

We ask that parents and guardians be supportive in these matters and check with their insurer to get the most appropriate cover for the dormitory their child is in.

Where a child is found responsible for theft, this is handled on an individual basis. Where counseling has been given and the offence repeated, the student's future at the School comes under serious review.

TRAVEL ARRANGEMENTS

Travel for Off-Campus School Activities

RGS Transport drivers and boarding staff drive RGS Buses to and from the campus for School organised activities and transport connections. Bookings for off campus activities are made by students via the designated booking form available at the Transport Office downstairs in School House. A minimum of 48 hours' notice is required.

Where arrangements have been made with RGS Transport and the bus does not arrive for the return pick up at the designated time, boarders are to wait 15 minutes and then call their Boarding Head of Year.

Under no circumstances are students to walk (alone or in groups) back to the School. Students should have the Head of Year and Head of Boarding phone numbers in their mobile phone and call if there are any doubts or concerns. Please understand that the bus service is not a 'taxi type' service. It can be delayed from time to time.

Travel for Activities organised outside the School

Whilst participation in non RGS activities (such as club sport) is appropriate in some circumstances, transport cannot be provided to non RGS activities. Exceptions are considered on a case by case basis, but this service cannot be expected. In the case of appropriate activities with organisations outside the School, the student and parents must arrange transport with the organisation, often by approved local parents involved with the activity.

RAIL TRAVEL

Queensland Rail provides complimentary travel to home destination and from School for holidays and weekends for boarders.

This service customarily suits families on the Gladstone and Miriam Vale (Agnes Water) line; the Tilt Train runs daily including weekends.

The Spirit of the Outback runs on the western line to and from Longreach, though the times do not coincide with weekends. Complimentary bookings on trains require:-

1. At the beginning of each year, a once-off application to travel to and from Boarding School from home. This application is done through Liam Mulry at the School.
2. A request to Liam Mulry for a booking each time travel is required. For weekend leave this request must be made by Wednesday evening at the latest. It is unreasonable for any family to expect a booking to be completed by Liam if less than two days' notice of intended travel is given.

RGS Bus bookings for Holidays and Boarders Long Weekends

At the beginning and end of term (except the start and end of the year) and for designated boarders' long weekends, RGS bus(es) service the route from RGS all stops to Emerald, Capella, Clermont, Alpha and Monto. Parents are notified by email a few weeks prior each time the bus runs, and bookings are made by email to Tricia Roth.

Bookings are the responsibility of the parent, who then also notifies the Boarding Head of Year of the intended leave and travel arrangements.

