

# BOARDERS Handbook



**IPSWICH**  
GRAMMAR SCHOOL

# *Exceptional* **PERFORMANCE**

We will challenge ourselves and our boys to be exceptional performers. This is a statement of intent, an aspiration, and a call to action. We understand that we may falter at times but we are compelled to commit to this standard. In doing so we will generate the energy and purpose that are fundamental to great schools.



*This is Ipswich Grammar School*

Our school motto is *Labore Et Honore* – By this we mean that we will achieve success by working hard and behaving honourably.

Our school values enable us to support our boys' journey to manhood through:

*Resilience*

We tackle tasks with determination and perseverance.

*Honour*

We conduct ourselves with dignity and respect.

*Belonging*

We are proud of who we are, what we believe in, and the experiences we share.



## *Introduction*

As a Boarder you will live in a community with over 100 other students at Ipswich Grammar. Inevitably a precise set of rules has to operate to ensure the smooth running of the Boarding House. These rules ultimately protect your rights and also maintain a high standard of personal conduct. As is the case in society, it is essential that citizens know the rules; thus parents and students are requested to read these thoroughly.

Primarily the object of Ipswich Grammar's Boarding House is to provide a suitable atmosphere in which learning can take place. There is much more, however. You will be able to participate fully in the sporting and cultural life of the school, be part of school life, and make new friends - friendships which often last a lifetime.

Students from different nations, states, backgrounds, and religions reside together in the Boarding House. This is where the real education takes place including, learning to be tolerant of others and learning to appreciate other people.

Students enter Ipswich Grammar at a crucial stage of emotional and physical development. We aim to develop the whole person, imparting skills, ensuring that students who depart are responsible young men and an asset to the community.

## *Director of Boarding, Boarding Parents & Boarding Masters*

Essentially the resident staff take the place of parents while you are a Boarder. Resident staff ensure that a Boarder acts according to the rules and regulations and also take a real interest in the Boarder's personal development. Staff do care; they are resident staff because of their interest and concern for young people. Boarding Masters assist in the day to day running of the Boarding Houses and report in to the Director of Boarding. Boarding Masters perform various duties ranging from overseeing meals, to supervising after school activities and study. The staff are rostered on weekdays and weekends twenty-four hours a day to ensure active supervision of students in their care. Nursing personnel are also available twenty-four hours a day to cater for all health requirements.

You should get to know the staff quickly and turn to the staff if you have any trouble or difficulty. They will respect your confidence and will be able to help you.

## *Student Leadership and Seniors*

Seniors are chosen as student leaders each year: These young men are chosen because of their leadership qualities and are usually school prefects as well. They assist the Boarding Master by helping boys on their floor to adjust to boarding life and help them wherever possible.

Seniors have a level of authority and may issue you with a demerit for minor infractions. They should be shown respect for their position. If you feel their requests are unreasonable, report your case to the Director of Boarding or a Master. Remember that respect is mutual - Seniors will respect you and that should be reciprocated.

Seniors are an integral part of the boarding house administration and in some cases, will perform the tasks of the Duty Master if they are otherwise engaged.

## *Code of Conduct*

The Code of Conduct clearly defines the limits of behaviour. It has been designed to protect students' rights as well as maintaining high standards of personal conduct.

Stepping outside limits has consequences, so you are advised to study this carefully. Offences may result in detentions, restricted leave, suspension or exclusion.

Major breaches of school discipline are:

1. Persistent disobedience of lawful authority
2. Theft of private or school property
3. Smoking
4. Drinking alcohol

5. Bullying
6. Cheating & Plagiarism
7. Absence without leave; falsifying leave details
8. Matches, cigarette lighters, knives, firearms, fireworks, aerosol cans and pornographic material, instructions for preparation, or the actual preparation, of explosives, are strictly forbidden.
9. Any form of substance abuse will be treated as an extremely serious offence.

These rules apply to all students and set the tone for the entire school. Please refer to official Ipswich Grammar Code of Conduct document.

### *Tolerance*

In a community as multicultural as ours and it is important to be tolerant and respectful of qualities that make us individuals rather than focusing on differences. All of us have strengths and weaknesses and need to be accepted as individuals.

Boarding staff are vigilant about bullying and will take appropriate action against any such incidents. Should an incident occur the school has an anti-harassment policy, which extends to behaviour in the boarding house. Families will be provided with this policy upon confirmation of their son's enrolment as a Boarder.

### *Discipline*

Discipline is the process of learning the values of society - in the case of the school, learning appropriate behaviour. Reward is as much a part of discipline as punishment. Often discipline will involve advice given to students by Masters and Seniors. It is expected that you will learn from the advice - and not repeat the behaviour. We accept that you will make mistakes - everyone does, but it is important you learn from these mistakes and those lessons inform your future decisions. As young men you are expected to accept the consequences of your actions. Ipswich Grammar Boarders have a proud history of being honourable and hard working.

As a non-denominational school religious instruction is not a part of the school curriculum, however we do live by Christian principles. The principle that is most applicable to our Boarding House is the principle of treating other people, as you would have them treat you. This ensures that the boarding experience is a pleasant experience for all. Ultimately human behaviour is judged as being right or wrong. You will soon learn at Ipswich Grammar what acceptable behaviour is.

The discipline hierarchy starts with a caution by a Senior or Master, continuing with a school demerit. Serious offences will result in a letter being sent home, and, as stated earlier, leave

restriction, suspension or exclusion. If a Boarder has a complaint about a punishment received, they should see the Master on duty or the Director of Boarding. The system has been designed to look after you and your rights.

### *Sport and Recreation*

A wide range of sports and activities are offered at Ipswich Grammar including rugby, track & field, debating, basketball, tennis, chess, soccer, cricket, cross country and swimming. Boys are encouraged to participate in at two sports and activities. The most important thing is to compete and enjoy it.

Boarders also have the opportunity to participate in various sports and activities run by Duty Masters. These include swimming training, weights, gymnasium activities, golf, squash, cycling, running, touch football and tennis. Any gear you have that would enable you to participate in any of the above sports should be brought with you when you come to school eg golf clubs, squash racquet, or special clothing.

Sport and recreation are vital for our physical and social development as there is a lot to be gained by being involved in sporting, cultural and recreational activities. However, you should never lose sight of the fact that your primary purpose in being at school is to develop academically and to do your best.

### *Care of the Boarding House*

It is a fact that when there are a large number of boys together there is boisterous behaviour. This behaviour can result in damage to buildings, fittings and furniture. We ask Boarders to treat the buildings with respect, just as they would treat their own homes. Vandalism is a serious problem in our society and anyone caught defacing buildings or causing wilful damage will be dealt with accordingly. Breakages must be reported, and the boy concerned is expected to meet the cost of repairs

### *Study*

We have a regular study routine at Ipswich Grammar and forms the basis of our evening activities during the week. If you are coming from primary school, you will notice an increase in the amount of homework you're given however lessons at the start of the year will assist you in how to make best use of your time.

Duty Masters supervise study and move around the study rooms to assist students. You may also consult fellow students in the second half of study, but only for a short period of time as it can distract others. Boys consulting each other may leave the room and work together in the foyer outside.

Our aim is to provide a suitable environment in which you can concentrate and complete your work with any assistance you might need.

Boys also study on Sunday nights therefore if you take weekend leave, you should be back no later than 6pm so any homework you have is completed before lights-out and you are ready for the new week.

Tutors are available focussing on the core subjects of Mathematics, English, Science, Geography, Australian Studies, Legal Studies, Business subjects and Computer studies. These tutorials are available each night for boys experiencing difficulty in a particular subject. As workload increases in senior school, we allow Year 12 students to study in their bedrooms for one hour after normal Prep has finished. Rooms are equipped with a personal workstation for each boy however this privilege may be withdrawn if it is found that the individual has demonstrated a lack of self-discipline either distracting himself or others.

### *Safety – General*

Safety is the responsibility of us all. Everyone must follow safe practices and procedures as well as adhering to any safety policies and rules of the school. Every person has the responsibility to himself and his fellow students to do his utmost in preventing accidents, and developing and maintaining a co-operative spirit of safety.

### *Safety – Electrical*

Electrical safety is the responsibility of everyone in the school community. The school ensures that all electrical maintenance and testing is performed in accordance with Workplace Health and Safety Regulation 148 and that the school-owned equipment is safe for normal use. When any electrical hazard is identified, action will be taken to isolate or remove the faulty equipment until proper repairs are completed. It is the duty of everyone to report faults in the electrical supply or in the electrical equipment at the school.

Boarders are welcome to bring personal items with them into the Boarding House. Electrical items permitted include MP3 players, CD players, computers, portable refrigerators. Note that none of these items are compulsory.

Parents are responsible for ensuring that all personal equipment is safe before bringing it into the Boarding House. If you're uncertain, the item should be checked by a qualified electrician. Any equipment not considered safe by the school will be returned to the parents.

Electrical equipment must be used safely and correctly in accordance with the manufacturer's instructions. Boys are not to attempt repairs or modifications to equipment. It is important that everyone uses common sense. Electrical equipment should not be operated in bathrooms, apart from electric shavers.

## *Security*

To protect your personal property we advise you to lock valuables in your locker and to lock the door when you are not in the room. Keep your keys in your possession, and hand them to the Master on duty if you are involved in sports training. It is also advisable to hand in your keys to the Master on duty when going on leave.

On the bottom floor of the Towers windows are fitted with security grills and the fire doors are fitted with alarms that are automatically activated once opened. A guard patrols the school premises at night and the sleepover Master also activates an additional front door alarm after 9.30pm. If entering the boarding house late, ring the night bell located by the front door alerting the Duty Master.

## *Language*

People are often tempted to believe that rough language is a sign of maturity. We don't agree and while we accept casual language, we don't tolerate swearing. Always address the Duty Master as 'Sir'. Show respect for the Boarding Masters and they will reciprocate by addressing you by your given name.

## *Banking*

The amount of money a boy spends personally is at the discretion of his parents. We feel that pocket money of somewhere between \$10 and \$15 per week is appropriate, depending upon the boy's age and commitments. You should budget carefully to ensure you have sufficient funds to cover your requirements. Where a banking problem exists parents should raise the matter with the Director of Boarding or Boarding Parents.

Any money a boy has in his possession should be in his wallet, locked in his locker and should be limited to ten dollars at a time.

If your parents give you larger sums of money for travel or special purchases it must be handed to the Director of Boarding for safe keeping. Don't waste your money, don't borrow or lend money. Work within your own budget, one you have discussed with your parents.

Note that buying or selling any items is also prohibited between Boarders at school. Your property is your own, and should you wish to dispose of it, you should consult your parents.

## *Radios, Lights and Air Conditioners*

Radios and air conditioners are not to be left on unattended. When lights are not being used they should be turned off - including those in bathrooms.

## *Church*

Although Ipswich Grammar is a non-denominational school, we do have a number of different religions represented within our boarding community. We respect the wishes of parents and ensure that boys attend church as guided. There are a number of churches and centres for worship in easy walking distance from School.

## *Change of Status*

When you enrol as a Boarder you are making a commitment and it reserves your space in the Boarding House for the year. While we appreciate circumstances can change, we do require one term's notice of a change of status to day boy. Queries regarding this should be directed to the Business Manager.

## *Dormitories - General Information*

At Ipswich Grammar we have taken the concept of a dormitory and created a boarding house closer to a home situation. Boys live in three and four person bedrooms with private ensuites and each boy is supplied with a key to his bedroom and to his locker located in the room. While cleaners attend to the room every day, they will not tidy up after you. Only you are responsible for the tidiness of your room. The following rules apply to the bedrooms:

1. The door must be unlocked when boys are in the room, and locked upon vacating.
2. The room must remain tidy at all times. Regular inspections occur between 7am – 7.30am. Other inspections are at the discretion of the Master on duty.
3. Rubbish bins are to be emptied every morning.
4. As the rooms are equipped with fire detectors, aerosol sprays, bar heaters, toasters and sandwich makers are forbidden as they may set the fire alarms off. Also forbidden are lighters and matches. (See Code of Conduct)
5. Food is not to be consumed in the rooms. Food may be stored in the rooms for consumption in the common areas.
6. Posters may be attached to brickwork and woodwork, but not to any painted surface.
7. Wallets or personal belongings of considerable value must be stored in the personal locker located in the room. No more than TEN dollars (\$10) should be in a student's possession at any time.
8. No coat hangers, ropes, wire are to be attached to any fittings, for any purpose.

## *Room Inspections*

From time-to-time, random room inspections in the Boarding Towers will take place conducted by the Director of Boarding, Heads of Year and other staff. These inspections will ensure that no items that breach school rules are in the possession of Boarders. Any Boarder who is in the possession of banned items will receive disciplinary consequences as outlined in various school polices.

## *Room Selection FAQ's*

'Who will be my new roommates?'

Boarders come from all over the state, country and overseas. Like you, they are new, and want to make friends and settle into their new life.

'What procedures are used for room selection?'

We usually try to match boys with common interests, and sometimes match boys with common backgrounds.

'May I change rooms?'

Ultimately, yes if there is a personality clash, yet part of the exercise of boarding is learning to cope and to be tolerant of others.

## *Nursing and Medical Care*

The Health Centre facilities are available to all students. Primarily, the Health Centre is for the Boarders, however day students also receive nursing care should they become ill or injured while at school.

Phone, email or letters regarding any visits to doctors, physiotherapists or other specialists will be made to the parents of boarding students. With serious illness or injury, we will contact parents immediately so please ensure your contact numbers are always kept up to date.

The Health Centre offers short stay day care during the hours of 07.30 -17.00 but should the student need prolonged care or have an infectious disease then alternative arrangements have to be made. It is strongly recommended that all boys be immunised as a preventative measure against common communicable diseases. Consideration should also be given to an annual flu vaccine prior to the cold and flu season. The influenza vaccine is offered to all boarding students and a form is posted out during term 1 every year.

It is vital that the school has a complete medical history on all students. This is kept in strict confidence by the nursing staff. An annual up-date form will be sent home at the end of the year.

1. There is a registered Nurse on call to attend to boys should they become ill.
2. Boys who become ill at night must wake the Master on duty who will contact the registered Nurse on call.
3. Any boy who is involved in an accident must report to the Master on duty and be seen by the Nursing Staff.
4. The Health Centre is open for general illness assessments and medication at set times each day. Boys are asked to be on time for these consultations.
5. Every effort will be made to ensure appointments with doctors/physiotherapists other specialists do not occur in class time. This is not always possible due to the nature of professional bookings. Urgent cases will be made immediately at either of the two medical centres here in Ipswich.
6. The Nursing Staff must make all appointments. If parents make these then the boy must inform the Nursing Staff. Parents making appointments for their sons are requested to make them between the hours of 08.30 and 12.00 noon if possible. Any student going to an appointment has to obtain an "exeat" and a letter to the doctor from the Nurse on duty. On return to school, these must be presented to the Health Centre staff in order for doctors instructions to be followed.
7. All medication is to be kept in the Health Centre. Asthma reliever medication eg: Ventolin is the only exception.
8. All students who are ill during school time will inform their teacher who will ensure the student is allowed to see the Nurse on duty.
9. Pharmacy items - on commencement of boarding parents are asked to either contact Ipswich Medical Day & Night pharmacy directly or complete a pharmacy permission form, giving permission to share contact details with the pharmacy for the purpose of setting up an account. All costs of pharmacy items are the direct responsibility of the parent to keep you informed of any medication prescribed or recommended for your son. International students are asked to pay cash or use a debit card to pay for pharmacy items.
10. All non-urgent private dental, physiotherapy and specialist medical officer costs are the responsibility of the parent. No appointments will be made for your son unless you have given your expressed permission in writing. Our preferred method of contact is e-mail [healthcentre@ipswichgrammar.com](mailto:healthcentre@ipswichgrammar.com)
11. Any boarding student who has ever had a serious allergic reaction excluding anaphylaxis must have an allergy action plan completed by a medical officer outlining the plan of treatment. These plans are available from the Health Centre or from [www.allergyfacts.org.au/actionplans.html](http://www.allergyfacts.org.au/actionplans.html)

12. Any boarding student who has ever had an anaphalytic event must have an anaphylaxis action plan completed by a medical officer and two (2) epi-pens prior to commencement of boarding. 1 epi-pen will be kept in the boarding tower and 1 will be kept in the Health Centre. Anaphylaxis action plans are available from the Health Centre or [www.allergyfacts.org.au/actionplans.html](http://www.allergyfacts.org.au/actionplans.html)

13. Any boarding student who has had Asthma in the last 12 months prior to commencement of boarding must have an asthma action plan completed by the treating Medical Officer, 2 Ventolin reliever puffers and a spacer. 1 reliever puffer to be kept on the students' person at all times and 1 spare in the Health Centre. Asthma action plans are available from your GP or Asthma Association Queensland.

Preferred General Practitioners are Ipswich Medical Centre because they fit our students in at short notice. They are a bulk billing practice for Medicare and AHM students

Ipswich Medical Centre

163 Brisbane Street

IPSWICH QLD 4305

PH: 0738122099

Ipswich Medical Day and Night Pharmacy

163 Brisbane Street

IPSWICH QLD 4305

PH: 0732813700

### *Infectious Diseases*

Ipswich Grammar abides by the recommendations of Queensland Health and the National Health and Medical Research Council in all cases of infectious diseases in the Boarding School community. Parents should be aware that if their sons' contract or are waiting for pathological confirmation any of the diseases listed in these documents, boys will be isolated whilst waiting for a result and parents arrive to take them home. If this proves inconvenient, the emergency contact person on the student's enrolment application will be contacted to come and pick the student up.

### *Hygiene*

You are responsible for your own personal hygiene while at Ipswich Grammar. Ensure your clothes are sent to the laundry regularly, including towels - laundry bins are located in the foyers. Wear pyjamas to bed every night and turn sheets and pillowcases in every week. If you have a problem with bed-wetting, speak to the Student Counsellor or Director of Boarding.

There are two allocated shower times each day and you should shower at least once a day, preferably twice. You should always shower twice a day in summer or if you have been involved in any sports training or physical education.

It is recommended that each boy has 2 toothbrushes and 2 tubes of toothpaste. One to be used in the boarding tower and one in his school locker to be used after breakfast each day. Dispose of razor blades appropriately and never share razors, hairbrushes, toothbrushes or drinking vessels.

If you become aware of a Boarder who is having difficulties with hygiene, report it to the Duty Master, Director of Boarding or Counsellor.

## *Meals*

We share three main meals a day, supplemented by morning tea and afternoon tea.

Breakfast consists of cereal, yogurt, fruit, hot dishes, toast and tea or coffee. You are responsible for placing your used dishes on a trolley. Once you have finished and have been directed by the Duty Master you may then depart and should return to your dormitory to prepare for inspection.

In summer, we usually have salads for lunch, and in winter it is soup and hot dishes. Dinner is a two course hot meal served cafeteria style.

Certain conventions should be observed in the dining room: no food, crockery or cutlery is ever to be taken out of the dining room. Appropriate table manners should be displayed. Overall noise in the dining room should be minimal and the dress code of neat casual clothes with shirt tucked in and clean shoes should be maintained.

Water to maintain adequate hydration is essential. If you are well hydrated you are less likely to suffer from headaches and fatigue. We recommend that you have 2 named water bottles that you can wash out every evening and leave to dry overnight and refill every morning ready for the school day.

Please note that Boarders are required to attend every meal. Once finished, you will report to the laundry for collection of clothes.

## *Vacation and Travel Arrangements*

The Boarding House closes during school vacations. Travel arrangements made by parents should always be made as early as possible to ensure you can travel precisely at the end of the term. Parents are responsible for their son's travel arrangements.

There may be special occasions when parents want their sons to leave early. This arrangement must be made with the Director of Boarding who will notify the relevant Year Master.

International Students should be aware of Student Visa Attendance requirements as set out in the National Code of Practice, and ensure that they do not leave school early or return late from holidays. Once travel arrangements have been made, the Year Master and Director of Boarding must be advised of the details.

### *In Loco Parentis*

This Latin phrase means that the boarding staff and teachers act in place of parents while you are at school. Just as at home, you cannot come and go as you please.

In order for you to go home or to any other venue, we must have written or verbal permission from your parents, and if applicable, the host family. Young people are not allowed to write notes giving this permission even if they are 18 years old.

All boys must fill out appropriate leave books by the Thursday prior to departure.

### *Bounds*

You are in our care when you become a Boarder. We must know where you are twenty-four hours a day. Never leave the school grounds without the permission of the Duty Master.

The Towers are locked during the school day for security reasons therefore all books and other materials you require during the day must be kept in your book locker. During class times you should not move beyond the area of the school buildings and immediate grounds.

### *Clothing and Uniforms*

The Clothing Store is located behind the Great Hall and is open 8am – 3.30pm on Monday, Wednesday and Friday.

The store operates on cash, cheque or credit card. Boarders can obtain money from their bank accounts.

Convenor: Mrs Michelle Owens Direct Telephone/Fax: 3813 9692

Email: [mowens@ipswichgrammar.com](mailto:mowens@ipswichgrammar.com)

## *Boards' Uniform Requirements*

*All are available from the Ipswich Grammar Clothing Store*

<b>Terms 1 and 4 – Summer Uniform</b>	<b>QTY</b>
Grey shirts	5
White shirts (Year 12 only)	4
Grey shorts	3
Grey socks (knee high)	5
Black belt	1
Shoes – plain black leather lace ups	1 pair
Sports shoes – non-skid soles	1 pair
Grey synthetic hat	1
House/PE shirt	1
PE/Sports shirt	2
PE red shorts	2
PE red hat	1
Red swimmers or swim shorts	1
Sunrash shirt (Year 7)	1
PE Socks	3 pair
Tracksuit	1
Name tapes (all items of clothing MUST be labelled)	1 set (200 labels)

  

<b>Terms 2 and 3 – Winter Uniform</b>	<b>QTY</b>
Grey Trousers	3
Jumper or Vest	1
School tie	1
Blazer	1
Black/Grey business socks	5

<b>Additional Items</b>	<b>QTY</b>
Casual clothes - T-shirts, shorts and sweat shirts, thongs	Numerous
Warm casual clothes, such as jeans, tracksuit pants and track tops	Numerous
Neat smart slacks, shirts and shoes for social outings	Numerous
Winter Pyjamas	2 pair
Summer Pyjamas	2 pair
Underpants	6 pair
Singlets	4
Garters	2 pair
Handkerchief	10
Bath towel	2
Swimming towel	1
Sun hat	1
Suncream	1
Umbrella	1
Raincoat	1
Net wash bags	2
Water bottles (with name)	2

### **Personal Items**

Toiletries
Coat and trouser hangers
Shoe polishing kit
Doona (sheets supplied)
Pillow (pillowcase supplied)
Sleeping bag
Personal electrical goods
Posters or wall hangings
Family photographs
Musical instruments

### **Years 7-9 – Items for Camp (all items to be named)**

Plastic mug
Plate
Bowl
Knife, fork and spoon

## *Nametapes*

Nametapes are compulsory on all items of clothing. This includes all casual clothing and footwear. Nametapes may be ordered from the Clothing Store preferably at least 3 weeks prior to commencement. Parents should ensure that all clothes are labelled before student enters boarding.

Nametapes need to be sewn on with edges turned under. Due to health regulations, 'hot water and other laundry agents' are used in the washing process. If name labels are NOT sewn on and the cut ends not turned under, the labels either fray or come off in the laundry process.

The importance of clear labelling of clothes is stressed to facilitate their return as unnamed clothes cannot be returned to the rightful owner

There are two main operations of the laundry: washing of personal clothes and bed linen. Clothes that require washing are to be placed in laundry bins in the foyers. Washed clothes are placed in your locker and you will then take their clothes back to the dormitory and put them away.

Boys have to make their beds every day, and change the sheets once a week on a Thursday. As the boys hand in their sheets, they collect the same number of sheets and pillowcases and return these to their rooms.

Clothes are washed using industrial machines with regulated water temperature. This method can be damaging to some designer brand clothes, particularly jeans. To avoid this problem boys are able to use the machines on the ground floor of the towers, hand wash the item or take clothes when going home on leave. This point is stressed, as damage caused to expensive clothes can be very upsetting for boys and parents.

Tower laundries and machines are not to be used for any item of school uniform or sports wear. Dry cleaning of blazers and ties is available through Ipswich Dry Cleaners and can be organised via the laundry.

## *Responsible Reporting*

There is an unwritten rule in many school yards which states that you shouldn't 'dob' on your mates. We try to promote mateship at school, but there is a time when the school boys' code goes too far - when a boy is committing illegal acts of which you have knowledge. The real test of friendship means that you will do something to prevent a person making mistakes. Our aim at school here is not to inflict punishments all the time, rather, to educate you about principles of honesty and decency.

If you are concerned about something happening, see a Senior, the Duty Master or the Director of Boarding or the Boarding Parents. Ipswich Grammar also has counsellors on site who can assist with any such issues.

## *Change of Status*

When you enrol as a Boarder you are making a commitment and it reserves your space in the Boarding House for the year. While we appreciate circumstances can change, we do require one term's notice of a change of status to day boy. Queries regarding this should be directed to the Business Manager.

## *Leave*

You are allowed to walk into town one afternoon a week and - twice if you are in Year 12 - if you have a legitimate reason. You may also visit the corner store to make minor purchases with the Duty Master's permission after 4.30 pm. Unlike some other private schools, there are no set leave weekends laid down. Most boys stay at school most weekends, as sporting commitments and distance makes travelling home impractical. It is strongly recommended that you spend at least the first few weekends at school. This enables you to adjust to the new routines.

Sundays of the week leading up to and during examination sessions are study days and there is no leave granted. Compulsory attendance is also required at the GPS Track and Field, the swimming, and cross-country championships for certain year levels.

Leave books are delivered to the Dining Room each day and it is your responsibility to fill out the leave slip giving all particulars of your proposed visit by 1.30 pm Thursday. Approval is only given if written or telephone permission is given by parents or guardians prior to Friday 1pm. Alternatively, parents can approve all weekend leave home in advance. If you are going to an address not your home, two permissions are required: from your parents and the host family. The Director of Boarding must ascertain evidence of adult supervision or no leave will be given.

Leave is usually granted from Friday 3pm until Monday 8am It is your responsibility to check out with the Duty Master and take the Leave Slip with you, then check back in upon returning, tendering the Leave Slip with the reverse side filled out, to the Master on duty.

Note that these regulations must be followed. The reason is simple: we have to account for your whereabouts.

Special evening leave is available for Seniors on weekends however parental permission is always sought in these matters.

To apply for Leave parents should become familiar with and use the appropriate form found in the Boarding section on the school website.

### *Newspapers and Magazines*

Two newspapers are delivered to each tower every day. As these are for everyone's use, they should not be removed from the Boarding House. You may read and borrow magazines from the library, it is open until 4.30 pm every weekday.

### *Motor Vehicles*

Boarders are not permitted to drive to school. In some extreme circumstances, permission may be granted however if that permission is granted cars are to be locked and keys handed to the Director of Boarding.

### *Mobile Phones*

Boarders must take full responsibility for use of their mobile phones and their security. The Boarding House accepts no responsibility for calls made on the Boarder's phones. We strongly recommend that all mobile phones use a pre-paid system to more easily monitor spend.

### *Lockers and Valuables*

All personal items of any value should clearly be named and locked in your locker. Never borrow anyone else's possessions without permission.

## *Boarding House Routines*

### **Monday to Thursday**

6.30 am	Master on duty arrives in tower. Relieves sleepover Master
6.40 am	Rising bell
7.00 am	Rooms checked and inspected
7.30 am	All boys must vacate dormitories
7.30 am	Breakfast
7.40 am	Messages and information given
8.10 am	Boys prepare for school
10.20 am	Boys report to dining hall for morning tea
1.20 pm	Boys report to dining hall for lunch
2.55 pm	School finishes – boys allowed back to boarding house; Change for sports training; Town leave (one per week)
3.15 pm	Extra-curricular commence; report to dining hall for afternoon Tea.
4.30 pm	Sports practice ends; Town leave finishes; Boys should shower before prep and evening meal
5.20 pm	Bell rings to leave tower and proceed to prep
5.30 - 6.30 pm	First half of prep
6.30 – 7.10 pm	Dinner
7.10 – 8.10 pm	Second half of prep
8.10 – 9.10 pm	3rd prep for years 11 – 12; Phone use between 8.35 pm and 8.50 pm
9.00 pm	Lights out Years 7 – 10; Seniors return to towers; Seniors allowed extra prep in own rooms
10.00 pm	Lights out Years 11 - 12

Note: This program is the standard format for weekdays. Variations to this program are uncommon, as routine forms the basis of consistent study.

Immediately after examinations, boys may have a few nights off and study then recommences operating under a Sunday timetable. Support groups of the school may also organise recreational excursions during this time.

## **Friday**

6.30 – 2.55 pm	As per Monday – Thursday routine
3.00 pm	Return to dormitories; Leave check out
5.30 – 6.30 pm	Prep
6.30 pm	Dinner
7.00 – 9.30 pm	Friday night activities
10.00 pm	Lights out Years 7 – 10; Years 11 and 12 must be in their own rooms
10.30 pm	Lights out Years 11 – 12

For Friday night activities, boys may watch television in the boarding towers, play on the ovals, in the gymnasium or in the pool area. The gymnasium and pool areas are supervised by the Duty Master

## **Saturday**

7.00 am	Rising bell
7.20 am	Towers should be cleared.
7.30 am	Breakfast
	Boys must check out for sports leave, special leave and overnight leave with the Master on Duty.
8.00 am	Preparation takes place for sports fixtures; May depart on school buses for away games
12.00 pm	Lunch
5.30 pm	Dinner
6.30 pm	Boys report to the tower

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The program then closely follows the Friday night routine

Variations to the routine may include:

- A closed dance with Ipswich Girls' Grammar each term
- May receive invitations from other private schools to attend dances;
- Other special activities e.g. year group dinners to restaurants

**Sunday**

8.30 am	Rising bell
9.00 am	Breakfast
	Free time until lunch
1.00 pm	Lunch
	Free time until dinner
5.30 pm	Dinner
6.00 – 7.00 pm	Prep
7.00 pm	Study ceases for all levels
9.00 pm	Lights out Years 7 - 10
10.00 pm	Lights out Years 11 - 12

Free time on Sundays may be used to attend church, visit family at Ipswich Girls' Grammar, Gymnasium activities, informal sports on the oval or use the swimming pool

## *For your Parents*

Going to boarding school may be the first time some boys have spent any significant amount of time away from home, family and friends. Below are a number of items that you should discuss with your son so he is prepared for the change. There are also a number of independently motivated life-skills that a new Boarder must be proficient in if they are to make a speedy and pleasant transition to boarding.

Some suggested personal skills needed are:

- Appropriate socialising and mixing skills with peers
- The organisation of study times and achieve set study goals
- Picking up and putting away, as well as the organisation and caring of one's belongings; e.g. how to fold casuals neatly and pair socks
- Basic knowledge of sewing such as buttons, name tags and simple hems
- The ability to make a bed in a neat and tidy manner
- The structuring of leisure time in such a way as to avoid getting bored or having little to do
- The budgeting of funds
- The ability to work well in a small group situation e.g. assisting with supper distribution and clean up.

These last three are often major problems experienced by new Boarders and for younger boys. Many young people experience difficulty adapting to living in dormitories, especially in relation to the number of other people continually surrounding them.

The following are issues that you should discuss with your son to help prepare him for the change in living conditions.

- Personal hygiene - it is essential that all Boarders know the importance of showering daily, changing underwear and socks regularly, using clean linen and towels, hanging towels appropriately to air and dry, the need for soap, toothpaste, shampoo and deodorant.
- Physical and psychological changes - younger students need to be prepared for the physical and psychological changes they will experience during adolescence.
- How to deal with routine - just as dealing with the routine of working lives for adults can be stressful, dealing with the day-to-day routine of boarding life can be difficult for some Boarders. It would be helpful to talk over with your son how the routine can work to his advantage and also strategies for coping with that routine.
- Academic expectations - often Boarders coming from other schools, especially smaller schools, at first may find the academic program of a bigger school difficult or daunting. It helps if both you and your son have discussed what appropriate expectations and goals both

of you have so that Boarders don't hold an unrealistic idea of what they are expected to achieve.

- The reason for changing schools and entering boarding- it is important that your son knows why he is entering boarding and is aware of the opportunities offered by Ipswich Grammar.
- Expressing concerns - it is important that individual Boarders learn to express any concerns, difficulties or problems (as well as joys and achievements!) to staff. If a boy hides his concerns or does not express them to anyone, it is difficult to identify potential problems. It is essential that your son realise that having difficulties, or just bad days, is normal and that it is not weak to express those problems.
- Hosts - you will have to complete a Leave Permission Form, which outlines whom you will allow your son to visit or stay with on leave. The school does not permit overnight leave with young hosts. Parental supervision and a family environment are expected for all weekend leave. Discussion of who is and who is not a suitable host while your son is at boarding school would be helpful.
- Security - in a boarding situation where there are a lot of people and there is the potential for theft, Boarders need to be aware of the importance of taking care of their own property by making sure everything is named and is not left lying around, as well as ensuring that money and valuables such as mobile phones are in a secure place (in lockers or lodged with staff). Engraving equipment is available at the boarding office. Boarders should also be aware that the practice of 'borrowing' other people's property without their permission is not acceptable.
- Conflict - in a community situation it is important that everyone has respect and tolerance for other people's space, feelings, privacy and property. However, it is inevitable that at times conflict between different people will arise and some discussion on how to deal with conflict would be helpful.
- Budgeting - it is important that your son knows how much money he will receive as a weekly allowance or per term and what type of things he is allowed to spend it on. Learning how to make choices about what to spend money on is a vital life skill.
- Communication with home - it would be helpful to negotiate how often you would like your son to communicate with home and by what means. Facilities for email are also available (these are vetted by the Computer Department).

## *Homesickness*

It is perfectly normal for young people living in completely new surroundings to feel strange and to want to go home. Often homesickness reflects a very positive relationship with family and friends and the home environment. In our experience, it is important to acknowledge:

- 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
- It is important for you, as parents, to emphasise the need for complete involvement in and out of the classroom. Involvement in sport, games, music and other activities is essential and should be encouraged whenever possible.
- Initially a complete break with the family of about one week is encouraged. Telephone calls should be kept to a minimum. Please discourage your son from ringing you constantly in the early stages. In our experience a Boarder who is apparently coping with the problem quite well, after ringing home, suffers a severe setback.
- It is important for you to realise that you will hear of the worst of your son's homesickness. Boarders will tend to write or ring when they are feeling at their lowest. Encourage your son to tell you some positives along with the negatives.
- Poor grades and difficulty with work are often closely related to homesickness in the early stages. Boarding Masters are available to help support this
- A recurrence of the problem is quite common after the first few weekends out or term vacations. However, it is usually overcome very quickly on returning to school. We encourage you to let your son experience as much as possible the normal activities of the boarding house, particularly during weekends, and therefore suggest that you do not prolong the break by taking them out too often during 'settling in' times.
- Please encourage your son to see his Director of Boarding or a School Counsellor if the problem seems to be reaching intolerable levels. Often discussing the problem with someone not directly involved is of great assistance. It is also our aim to help you and your son cope with the difficult settling in period. Understanding, patience and firmness are the most important qualities necessary for quick and relatively smooth adjustment to the new environment.
- As well as your son experiencing homesickness it is not uncommon for you, as parents, to also feel homesick for your son. 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 son because your daily routine continues. Acknowledging the sense of loss for you is just as important.
- When a boy goes to boarding school there is a change in the structure of parenting because the daily dependence of the boy is no longer present. Your son will quickly establish an increasing level of independence and often parents are caught unawares of this sudden move of their son from childhood towards the adult world. If your son is making this transition well it is a sign that, as parents, you have prepared him well for adulthood.

## *Conclusion*

It's a lot to learn, and it may all seem a little daunting. You will be surprised how quickly you adjust, however. The experience of boarding is enriching and rewarding. You will quickly learn to be independent and be able to organise your own activities and meet your responsibilities. Always ask if you have trouble. Resident staff will help you at all times. We all sincerely hope your time at Ipswich Grammar will be a rewarding and satisfying one.

**Mr John Beaumont**

**Director of Boarding**

## *Boarding House Contacts*

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F 07 3280 1311

Boarding Towers

P 07 3813 9640 (follow prompts for the appropriate tower)

Health Centre

P 07 3813 9639

F 0732813277

E [healthcentre@ipswichgrammar.com](mailto:healthcentre@ipswichgrammar.com)



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