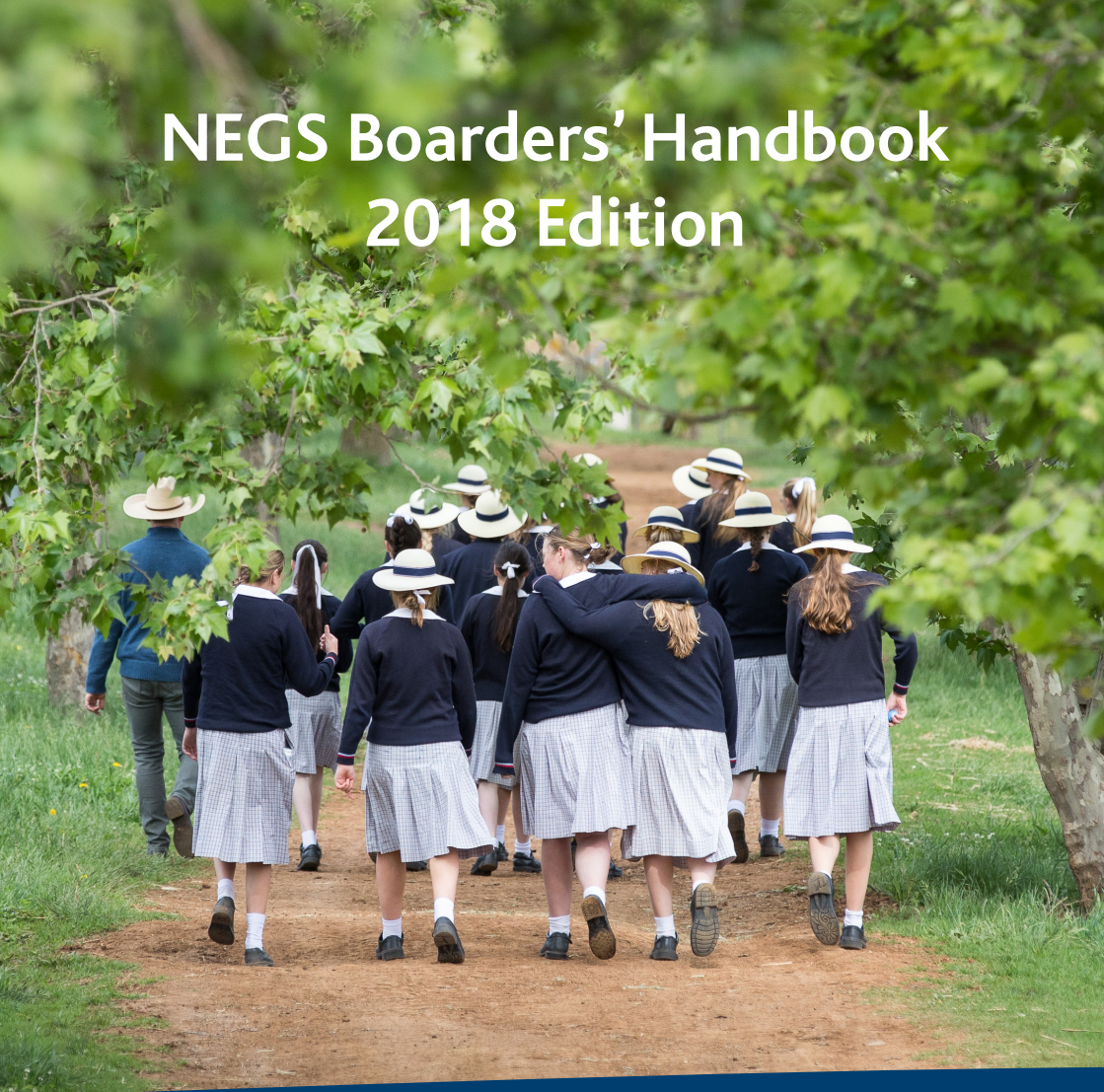


NEGS Boarders' Handbook 2018 Edition



NEGS
MORE THAN
A SCHOOL

www.negs.nsw.edu.au

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This book is to be read in conjunction with the Family Handbook.

Boarders' Handbook

Welcome to Boarding at NEGS Matilda Adamson and Bronte Hiscox - Boarding Prefects 2017

Matilda Adamson

To be a NEGS boarder is a privilege which only some can claim the experience of. Boarding at NEGS allows students to adopt crucial life skills which can assist in their future endeavours as these unique life skills are established by boarding. The close living arrangements in boarding create life long friendships for girls which is a special aspect of boarding. This close knit community of NEGS is a supportive environment and those in boarding make it stronger bringing to the community the quality of their relationships. All NEGS boarders are proud to be apart of this community and uphold their positions as supportive role models with pride.

The boarding environment caters for all the girls needs, from academic assistance to co-curricular activities and the equestrian centre which is an important asset of NEGS. The boarding staff ensure all students needs are provided for and assist the girls in any other areas they seek help in. Having approachable and qualified staff on campus makes NEGS a very special place, the staff ensure students are never bored as there are copious amounts of activities arranged such as weekend activities and boarders trips throughout the year.

Since attending NEGS I have noticed a significant change of behaviour in myself. I have learnt to respect others, take on responsibilities and have become more independent which will prepare for me life after school. The friendships I have made will carry on throughout my life and are very special relationships. The girls at NEGS uphold a supportive and encouraging reputation within the community as the quality friendships are one of a kind.

Bronte Hiscox

Boarding at any school can be very daunting to start with, but not at NEGS. NEGS is a once in a lifetime opportunity. Being a boarder at NEGS is an experience that only you can comment on, as everyone's experiences can be different. Boarding creates an environment where students can do their best, try their hardest and experience all new things.

The many people involved with boarding at NEGS are a large part of our boarding community as they are here to support and care for each other through the different times at NEGS. The people you meet as a boarder become life long friends as you have lived and learned with them for many years - it's like having a big sleepover every night with all your friends.

The boarding staff at NEGS are just like our parents when we are away from them. The staff are one of a kind, who care and look after you. Each staff member takes the time to get to know all of the girls within the boarding family. By doing this it helps the staff to know how to support and encourage you in the way we need. Each staff member goes to great lengths to ensure you get the best boarding experience possible. There are many activities as a boarder including coast weekends, socials, visits to the markets, movie nights, cooking and bushwalking. Each staff member is very approachable and appropriate to assist the students academically during prep times and during the weekend if needed.

The boarding accommodation provided at NEGS is exceptional, providing enough space for each boarder to make it their own. Some of the funniest times at NEGS are on the weekends or afternoons after school playing with your friends or hanging out watching movies and playing many different games in the commons rooms provided in each house.

Introduction

NEGS was established in 1895 by Miss Florence Green as a Boarding School and is still one of the largest girls' boarding communities in Australia. Miss Green wanted to establish a school with the aim "to educate thoroughly by modern methods, with careful attention to the religious and moral training of the pupils." The boarding community is a pivotal part of the New England Girls' School and the staff are committed to supporting Miss Green's desires.

Traditionally, NEGS has had a significant number of boarders from country NSW, along with students from all states and territories in Australia. Our international boarders have come from China, England, France, Germany, Hong Kong, Japan, Jordan, Korea, Malaysia, Papua New Guinea, Russia, Singapore, Taiwan and Thailand.

Aims and Objectives of the Boarding Community

- Staff provide an environment that will enhance learning as well as support the spiritual, emotional, cultural and physical development of the boarding students.
- Boarders are provided with opportunities to develop resilience, meaningful relationships and to be responsible for themselves and others.
- The staff at NEGS help the students develop their relationship with God through personal and communal encounters.
- Boarders learn, with the support of boarding staff, to handle conflict and to live as productive members of NEGS and the wider community.
- Our boarding staff play a very important role in promoting the value of boarding and making our School a very special environment in which to develop a sense of belonging. The staff will nurture young people with the aim of helping them to become well rounded in academia, faith development, different sporting areas, drama, music and culture.
- The self-esteem, spontaneity and curiosity of the boarders are highly valued in a safe and secure environment.

NEGS boarding students are positive in outlook, co-operative in practice, friendly in nature, competitive in action and above all, family for each other throughout the years to come.

Students are encouraged to think in an intelligent and responsible manner with the aim of being attentive to the needs of others.

Homesickness

During the initial settling-in period it is natural for boarders to experience different levels of homesickness. Whilst this can be very hard for parents and guardians we encourage students to give their parents one positive response about boarding school before ending phone conversations. If parents are receiving numerous phone calls throughout the day, we suggest you ask your daughter to ring only at a certain time each day. By doing this, it will enable her to be involved in various activities and not sit around waiting to ring or receive a call. If your daughter does phone, remember that you are only getting her side of the story.

Mobile phones are not permitted to be used during School hours or during dinner and Prep session. This can be a difficult time for all involved and parents/guardians should not hesitate to talk to their daughter's residential staff about dealing with homesickness.

Boarding Students' Code of Conduct

COMPASSION

We will always accept people as they are and display kindness and sensitivity to them.

Acceptable Behaviour

The boarders of NEGS will:

- Treat people as they would like to be treated
- Treat all people fairly and with courtesy, respect and sensitivity
- Help people who are unsure, anxious or disadvantaged
- Behave honestly in all that they do
- Acknowledge people in a positive manner
- Be punctual, organised and maintain a high level of tidiness
- Tolerate different points of view
- Celebrate others' success
- Be open to the ideas and contributions of others
- Be friendly and cheerful
- Warmly welcome all visitors and assist them in whatever way they can
- Treat people with dignity and act with integrity

Unacceptable Behaviour in Boarding

- Shouting, belittling or insulting others
- Arguing with students or staff
- Failing to help when they see a need
- Discriminating against people on the grounds of their race, gender, age, religion, disability etc.
- Talking about people behind their backs with the intention to cause hurt
- Not respecting another person's privacy
- Spreading gossip
- Leaving personal mess for others to clean up
- Vandalism
- Ignoring Safety Hazards
- Bullying in all its manifestations

Consequences of failure to comply may include:

- Counselling
- Reprimand
- Boarding Monitoring Card/ Detention Card
- Disciplinary action - Unacceptable behaviour will be referred to the Deputy Principal/HOB
- Dismissal

Student Code of Behaviour

1. Students at NEGS have the right to -
 - be given access to a broad range of school activities
 - be able to learn without distraction or interference from others
 - be shown respect, concern and interest from their teachers
 - feel safe from discrimination, harassment or indoctrination
 - have a safe and supportive environment which provides an atmospheres and facilities which will enhance their prospect of success
 - the support and assistance of staff.

2. Students at NEGS are expected to –

- behave at all times in a respectful and courteous manner which shows regard for their own safety and that of others
- conduct themselves in an exemplary manner at all times when representing the School
- be punctual to School and all lessons
- attend all scheduled lessons
- come to class prepared for work and to be responsive to guidance and advice
- interact courteously with staff and other students
- wear the school uniform correctly and with pride
- exercise self control and negotiate with other people
- respect the rights of other students to have equal access to information sources
- care for their own property and respect the property of other students and the School
- care for the environment and assist in keeping the school grounds clean and tidy.
-

Boarding House Organisation and Facilities

There are three Boarding Houses at NEGS. They are Kirkwood House, White House and Saumarez House.

NEGS does not have dormitory style accommodation. The students in Years 11 and 12 enjoy their own private bedrooms. The junior students enjoy either single room, twin share or quadruple share accommodation. Bedrooms may contain individual cupboards, a desk and/or a lockable drawer for valuables. Year 12 students remain in their allocated room for the school year. All other boarders may be allocated different rooms and room mates at the beginning of each term.

The School's facilities are occasionally used by outside agencies during holiday periods. Students are expected to clear their rooms over each vacation.

Common Rooms are supplied with televisions, DVD players, microwaves and small kitchenettes to cater for the needs of students.

Each House is run by the House Mother with the support of the Director of Boarding. All Houses also have access to Duty Mistresses. House Mothers should be the primary point of contact for parents of boarders. Year Advisors, with the assistance of a team of Tutors, oversee the academic and welfare development of the students. Your daughters will be assigned a particular teacher as their tutor and they may be contacted about specific academic and pastoral care issues.

The Director of Boarding has a supervisory role in all boarding related matters and the Principal supports all staff at NEGS.

Boarding students attend regular House meetings. These House meetings provide an opportunity to share information and remind the girls of administrative arrangements.

NEGS provides the opportunity for girls to be full, weekly or casual boarders. Casual boarders will be aligned to a specific boarding house and this is where she will stay during her time as a casual boarder. Please be aware that this may not be possible with their own Year group.

Boarding House Staff

Director of Boarding	Mrs Stephanie Thomas	P: 02 6774 8758 M: 0415823379
Kirkwood House House Mother	Miss Hayley Sommerville	P: 02 6774 8784
Saumarez House House Mother	Mrs Donna Garrad	P: 02 6774 8774
White House House Mother	Mrs Kerry Middleton	P: 02 6774 8777
Health Centre	Sister Jodie Jackson Sister Kate	P: 02 6774 8716

All NEGS employees undergo a “Working with Children Check” and NEGS has a Child Protection policy that complies with all legislative requirements. All staff are required to report any concerns of Child Protection to the Principal.

Boarding Expectations

Boarders live in a community and as such must conduct themselves in a manner that shows respect for others in the community. Consideration of others is essential.

It is expected that all boarders will be well mannered and courteous to their fellow boarders and day students, and to adults both within and outside the School Community. Boarders will respect their own, others’ and School property. They should have respect for their environment by ensuring it is kept neat and tidy. Students who are sharing a room should be sensitive to each other’s needs and the privacy of each boarder should be respected.

Smoking, consumption of alcohol or the consumption/possession of any illicit drug whilst on campus is strictly forbidden and may result in suspension or expulsion. All types of weapons are strictly forbidden on campus.

A boarder is expected to follow the rules and guidelines of NEGS and support the ethos of the school.

Boarding Guidelines

Pump and aerosol cans are not allowed in the boarding houses as some students may be allergic to these sprays. There is also a possibility that they may set off fire alarms. **The \$1600 “call out” fee may be charged to the account of any girls responsible.** Roll-on deodorants are permitted. Students are also required to bring toiletries in their original containers. Chemical products cannot be used in the Boarding House unless it is in its original container and locked away in the cleaners’ cupboard. Boarders are not allowed heaters, hair straighteners, electric blankets or fairy lights (or similar items) in their rooms.

Unfortunately, it is not possible for boarders to keep large animals at school. However, after consultation with the Director of Boarding, it may be possible to keep goldfish. It must be noted that if this is agreed upon, it is the student’s responsibility to look after this animal, both during the term and the holidays.

Absence from Boarding

If a student does not return from Leave due to illness, her parent or guardian is asked to notify the Health Centre and her Boarding House. Upon her return, it is recommended that a Doctor's certificate be produced or a letter stating the reason for the student's absence. For reasons other than illness, a letter or email to the Deputy Principal explaining your daughter's absence is required.

Visitors

Parents, relatives and the friends of the students are very welcome to visit the School, preferably out of School hours, to share some time together. Visitors must first make contact with the Boarding House Staff Member as a matter of courtesy and security. Visitors would be expected to respect the daily routines of the student, including meal times, Prep hours and lights out.

Extra Curricular Activities

There are many activities available to both the boarding and day girl students. During the week there are such things as organised sport, music lessons and horse riding lessons.

During the warmer months, the boarders are able to swim in the pool during specific hours when it is supervised by qualified staff and Year 12 students run activities such as tennis and obstacle course competitions. There are also school socials, movie nights, cooking and markets in town. In Winter the girls will have access to winter sport and a variety of other activities such as bushwalking in the nearby National Parks. The girls also have access to the school's facilities on the weekend including the tennis courts and the gym.

Students are also allowed to attend the movies in town and watch appropriately rated films. Transport to the movies are by taxis at your child's expense. Boarders are also allowed to attend the monthly Sunday markets that are held in the mall in town.

For a comprehensive list of all extra curricular activities on offer at NEGS please refer to the Family Handbook.

Prep (Homework)

All students have Prep during the week. During this period, students are expected to complete homework, assignments as well as undertake an individual study program.

Years 6 to 10 complete Prep in the library under the supervision of a Senior Boarding staff member and Duty Mistresses. Students must walk to the library in groups of three or more unless accompanied by a staff member. Years 11 and 12 undertake Prep in their Boarding House, however, they may attend Prep in the library if they wish. If students misbehave in the Boarding House, they will be sent to the library for the entire Prep session for a period of time. Academic teachers monitor the students' progress and Year Advisors are notified if the students are not completing Prep. External tutors are also available to students. To organise this, please contact the appropriate Head of Department.

Times for Prep

Year 6 and 7 students	6.30 pm to 8 pm	Library
Year 8 and 10 students	6.30 pm to 8.30 pm	Library
Year 11 and 12 students	7.00 pm to 9.00 pm	Boarding House

Boarding Requirements, Clothing, Uniforms and Laundry use

Students are required to wear the appropriate uniform at all times. Both the Academic and Boarding Staff will advise the students as to what uniform is required. All matters of the dress code are at the discretion of the Principal, Deputy Principal and the Director of Boarding.

During leisure time the girls are expected to wear neat, tidy and modest casual clothing. For off campus visits e.g. to church, movies, plays or the markets, girls are required to have seasonally appropriate clothes that are presentable such as skirts, neat jeans or pants, and suitable tops (no midriff to be exposed).

Boarding Requirements

LINEN

2 fitted sheets / 2 flat sheets / 1 mattress protector

2 pillows & 4 pillow cases

2 bath towels / 1 beach towel

doona / cover

1 wool travel rug (suitable to leave at the bottom of the bed for Fire Drills)

LAUNDRY

1 large drawstring bag

3 mesh bags (to take clothes to laundry)

coat hangers

laundry marker pen (black)

SEWING KIT

needles / thread / scissors / name labels

COMMON ROOM

dinner plate / cereal bowl / mug

knife / fork / dessertspoon / teaspoon

LOCKS

Combination lock for drawer or padlock and two keys (spare key and combination number to be given to Boarding Staff.)

MEDICATION

At no time are students allowed to keep their own medication in the boarding room unless it is signed and approved by the Health Centre.

Medication will be dispensed by Boarding Staff.

SUN SAFE

hat / cap / water bottle / sunscreen / sunglasses

TOILETRIES AND EXTRAS

shampoo / conditioner / soap / moisturiser

toothpaste / toothbrush / deodorant (roll on)

VALUABLES

Students may secure valuable items in the House Safe.

PERSONAL ITEMS

Ipod, camera,

mobile phones (must be registered in the House)

sporting equipment / musical instrument

clock radio / small fan

SHOE KIT

Black shoe polish + brush

WAITRESSING

At times students are required to waitress at school functions and will need black trousers and white collared button-up shirt.

PLEASE ENSURE ALL ITEMS ARE CLEARLY NAMED WITH SEW IN LABELS OR ENGRAVED WHERE POSSIBLE

Walking Out Uniform

Summer

- NEGS dress in excellent repair, white sheer stockings, black, lace-up clean shoes, white ribbon, blazer and straw hat
- All years are to adhere to the hair and jewellery rules
- Hats are to be worn with the Walking Out Uniform
- Students must comply with the School's Sun Safe policies
- Hats do not have to be worn before 8.00 am or after 5.00 pm

Winter

- Kilt, white blouse, tie, blazer, jumper (must not be worn without the blazer), black, lace-up clean shoes, black 15 denier stockings and hat (blue felt)
- Overcoats and scarves are not to be worn as part of Walking Out Uniform
- All years are to adhere to the hair and jewellery rules
- Hats are to be worn with the Walking Out Uniform
- Students must comply with the School's Sun Safe policies
- Hats do not have to be worn before 8.00 am or after 5.00 pm

School Uniform

Summer

- NEGS dress in excellent repair, white socks with the tops turned over, black, lace-up shoes, white ribbon, blazer and or jumper.
- Hats are to be worn during the school day when outside for Recess and Lunch or when on Town leave of an afternoon.

Winter

- Year 12 students may wear their kilt as general uniform if they so wish
- Pinafore is worn by Year 12 and below
- Year 12 and 11 wear a white blouse and tartan tie
- Years 7 to 10 wear a check blouse and blue tie
- Years 7 to 12 wear blazer, jumper, black 15 denier stockings, black lace-up shoes, scarf and overcoat
- Winter Walking Out uniform is only to be worn to school if students are going on an excursion during the school day or to a medical appointment
- All years are to adhere to the hair and jewellery rules
- Hats are to be worn to school and during the school day when outside for Recess and Lunch, or when on Town leave of an afternoon.
- Students must comply with the School's Sun Safe policies
- Hats do not have to be worn before 8.00 am or after 5.00 pm
- All uniforms must be in excellent repair. The Deputy Principal or the Head of Boarding will direct any student to replace a uniform if it is not in good repair and this will be charged to your daughter's account

Hair and Jewellery - General Rules

Hair

- Hair, if longer than collar length, is to be tied back neatly, with ribbons in school colours (white in summer and navy blue in winter)
- Hair that is too short to be tied back and falls in a student's face can be pinned back or a headband can be worn in school colours - navy only
- Dyed hair is only permitted if it is a sensible, appropriate colour and is maintained at all times. Hair is not to be dyed in the Boarding Houses
- Boarding House staff will advise the student if the colour of her hair is unacceptable and that student will be required to have her hair returned to its natural or appropriate colour.

Jewellery

- Students may have pierced ears and wear a silver ball earring of 3mm or small sleeper for Year 7 - 10 and a pearl earring of 3mm to 5mm for Year 11 and 12
- The only other piece of jewellery allowed with any school uniform is a watch; no other piercings are allowed.

Dining Room Dress - General Rules

- Students are required to wear an item of NEGS uniform on the top half of their body with appropriate other clothing to Dinner during the week
- Dress must be respectable at all times
- Students are not allowed to wear pyjamas or boxer shorts in the Dining Room
- Slippers, thongs, Ugg boots or slides are not allowed in the Dining Room
- Closed-in shoes must be worn at all times in the Dining Room
- Hair must be tied back when in the Dining Room.

Laundry

NEGS has its own laundry service on the grounds. All items of clothing must be clearly marked with the girl's names. All boarders have their own pigeon hole in the laundry and can collect their clothes from there after they have been laundered.

Saumarez House has its own laundry facilities, including a washing machine, clothes dryer and washing line. Year 11 and 12 students may wish to wash their own casual clothes but laundry detergent must be supplied by the student. However, no school uniforms are to be washed in the Boarding House laundries and should be sent every 2 - 3 days for cleaning. This ensures the uniforms are always presented at their best.

Equestrian blankets and other equipment are not to be washed in the House laundries. A weekly dry cleaning service is offered by McMahon's Dry Cleaners. Students are to take their dry cleaning to Saumarez House each Monday morning for collection and collect the dry cleaning on Thursday afternoon.

Meals and Etiquette in the Dining Hall

All meals are served in the School's dining hall. It is compulsory for all students to attend all meals or arrange for a meal to be taken back to their Boarding House. These meals have to be ordered by 4.30 pm each day unless a standard arrangement has been made with the Catering Manager. The dining hall will respond to special dietary needs. Boarders are provided with fruit and other alternatives during morning and afternoon tea.

Students and staff are to wear closed-in shoes and their hair must be tied back at all times before entering the kitchen area due to Work Health and Safety policies. Grace is spoken before and after each sitting.

A mixture of years on each table is encouraged to promote conversation. The girls are expected to observe the conventions of etiquette when eating in the dining room. Unacceptable behaviour at meals will not be tolerated and neither will inappropriate wastage of food. Mobile phones, iPods or similar items are not allowed in the dining room. Staff will mark a House Roll at each meal sitting and must account for any missing students in their care.

Barbecues are part of our Summer meals for boarders and appropriate etiquette is expected.

Health Centre Hours

The school Health Centre is staffed by Registered Nurses (RN), who maintain current registration with the Nursing and Midwifery Board of Australia, through the Australian Health Practitioner Regulation Agency.

The role of the School Nurse and Health Centre is to provide the link between the education system, students, families, the community and Health Professionals.

The School Nurse is responsible for the day to day health of all students including the physical, psychological and emotional and spiritual wellbeing.

When a student is injured or is unwell, the school nurse on duty will assess the student and refer to the relevant Health Professionals as required. The student may be able to recover from illness or injury at school, but if it is deemed necessary for the student to return home to recover, the school nurse will contact a parent and make arrangements for the student to return home. The student's re-entry to school must be arranged through the Health Centre, with full clearance from the student's Medical Practitioner.

Health Centre Operation

The School RN is on Duty at the Health Centre, Monday to Friday from 7.30 am until 4.30 pm. If a boarding student is unwell and not fit to attend class, she will be admitted to the Health Centre for the day to rest in bed. Referral to the School doctor will be arranged if necessary. After hours, the boarding staff can contact the On-Call nurse as required. The RN on call can be contacted on the Health Centre mobile number. The Armidale Hospital is for emergencies.

All medical appointments for boarding students will be made with a doctor at Integral Health Medical Practice unless otherwise specified. All students have the right to nominate an alternative Medical Practice for their appointments.

Medical Care is provided by:
School Registered Nurse
Integral Health Medical Practice
Rusden St Medical Practice

Marsh St Medical Practice
Armidale Hospital in case of emergency
Allied Health Professionals as suited to individual needs

For a more comprehensive explanation concerning the Health Centre please refer to the Family Handbook.

Communication

We encourage open communication between home and school. Our communication channels include electronic publications, official academic reports, school events and individual contact by telephone, email and personal meetings.

The staff in your child's school life will welcome your enquiries and your feedback. Appointments can be made by contacting the school.

Newsletters

The Newsletter is published fortnightly. The Newsletter, an electronic copy, is our main means of communicating important current happenings. It contains news of student achievements, information about school activities and excursions, schedules of meetings and reflections from the Principal, students and members of the school administration. We welcome appropriate items – for example, details of relevant student successes outside school – for inclusion.

Items should be emailed to tanya.graham@negs.nsw.edu.au

Information Sessions and Parent-Teacher Evenings

Both are important, for effective communication regarding school academia. Parent-Teacher evenings focus on the academic progress of each individual student with one-on-one interviews with classroom teachers. Information sessions are also crucial because they give you expert information on the bigger picture: curriculum options which will directly affect your decision-making as a family and curriculum choices and future pathways. While we recognise that many of you have to travel long distances, we believe it is essential for you to make these a priority. The key dates are in the Calendar and advised ahead of time through the Newsletter.

Formal Reporting

For students new to the School, we provide interim reports during Term One. All reports are an important guide for parents and students, and we welcome further discussions to assist your daughter/ward to work and achieve to potential. We also provide more detailed reports for all students at the end of each semester.

Akaroa

Akaroa is a periodical, which celebrates the high points of school life and other interesting achievements from the wider school community of parents and past students. It is published twice a year and distributed to current and past students. We welcome your suggestions for inclusion. Suggestions and photographs should be emailed to marketing@negs.nsw.edu.au for the attention of Rochelle Tubb.

NEGS Chronicle

The NEGS Chronicle is the annual school magazine. It provides a very broad reflection on school life, including student artwork and writing, and is distributed to students at the beginning of the year. We are proud of our students' achievements and the abilities of our staff, and trust that the Chronicle will give school families much pleasure.

Website

Much information about the School, along with photographs, can be found at: www.negs.nsw.edu.au. Calendar dates are published on the website, alongside electronic versions of various publications. The website also allows access to up-to-date information regarding events at NEGS via the NEGS Calendar. This calendar will help with forward planning for families and gives details not only of dates and times, but other relevant information as well.

Facebook

Please 'like' the NEGS Facebook page to keep up to date with great events happening at the school.

P & F Meetings

The Parents and Friends Association of NEGS holds regular meetings throughout the year. For information on dates of these meetings please refer to the NEGS Newsletter, Calendar or ring reception.

BPG meetings

These are run and co-ordinated by the Boarding Liaison parents and all parents are invited to attend. If there are any issues to be addressed at this meeting, we ask you to bring these to the attention of the Director of Boarding prior to the meeting so we can be adequately prepared. The meeting dates for 2017 are:

Swimming Carnival - 16th February
Athletics Carnival - 15th June
Boarder return date T4 - 15th October

For times please wait for Mrs Phoebe Watts email (watts.phoebe@gmail.com) when the date is closer.

Mail

Parents are encouraged to communicate with their daughters through letters and parcels and we encourage other family members and friends to do likewise. This is especially beneficial when students are new to boarding and a little homesick.

Mail and parcels should be addressed:

(Name)
(Name of House)
New England Girls' School, Uralla Road
Armidale NSW 2350

Each Boarding House has one incoming line which parents/guardians may call to contact their daughters.

Mobile phones are allowed with some restrictions in place. They are not permitted to be used during School hours, Chapel or during dinner and Prep sessions. Students are encouraged to not take their mobile phones to extra curricula activities as security of their phone cannot be assured.

Please do not make telephone calls to boarders between 5:45 pm and 8:30 pm (Year 6 -10); 6:00 pm and 9:00 pm (Year 11 - 12), as this is dinner and Prep time. Years 6 to 10 will have their phones collected each night before bedtime, longer access is allowed on Saturdays and Sundays.

Computers / Laptops

Laptops must be registered with the House Mother when the student has read and signed the document pertaining to Laptops. Laptops are to be handed in each night by the student 15 minutes before their allocated bedtime from Year 10 and below. Laptops may be collected each day before breakfast, once the students are dressed and their room is tidy.

Students must abide with the school policy when using their computers and be aware of the sites they are visiting. Failing to do this may result in their computer being confiscated.

Internet

Currently, boarders have access to the internet and email facilities in the Boarding Houses. Year 11 and 12 boarders have individual internet access in their bedrooms in Saumarez House. During the school week there is restricted access to such sites as Facebook.

Insurance

Parents are advised to approach their preferred insurance company about policies to insure their daughters' valuables, such as musical instruments, laptops, printers, DVDs, i-pods, cameras, sporting equipment, luggage and watches. Most insurance companies have a roving cover for such items in these circumstances, with various conditions throughout Australia.

Tagging of Electrical Equipment

Tagging of all privately owned electrical equipment is a mandatory Workplace, Health and Safety requirement. No electrical item is excluded from this mandatory requirement. Accordingly, all electrical equipment brought into the boarding house by the students must be tagged. If an item is not tagged then the School will organise an accredited electrician to tag these items. The cost will be \$5 per item and it will be charged to your child's account.

Naming and Security of Possessions

Please ensure everything is clearly marked, embroidered and/or engraved. Sewing name tags on all pieces of casual clothing and school uniform ensures clothing can be easily identified. A silver pen and permanent marker are also very useful to write the student's full name on clothing or any other possessions.

A padlock to lock a security drawer for each boarder is required and if this lock is a combination lock it eliminates the need for keys.

Security

We take security of your daughter/ward very seriously. A security firm is employed to oversee the security of NEGS and this firm does regular surveillance at various times throughout the day and night. Boarding staff are in contact with this firm if they have any concerns.

All Boarding Houses are locked and alarmed at night and during school hours. Kirkwood and White House are out of bounds during School hours. Saumarez House is available to Year 12 Boarders ONLY from 2.20pm during School hours (depending on their timetable).

Boarders' Leave

During School terms, it is important for boarders to be able to take leave and for parents, relatives and friends to have access to them.

NEGS wishes to maintain flexibility with leave arrangements, however, the girls should not regard leave as an automatic right. If your daughter's House Mother believes any Leave requests are interfering with

a student's commitments at NEGS, it will be recommended that this Leave is shortened or does not take place.

Individual Leave is arranged according to guidelines developed to serve the needs of a community of young people and to ensure that NEGS meets its "Duty of Care" responsibilities.

When Parents/Guardians are not contactable, the Director of Boarding and/or the Principal may give permission for Leave to take place.

All Leave must be applied for by Wednesday night before dinner (5.45pm). This is completed through the use of Boardingware and approval is carried out by the parent and House Mother online.

Students should not assume that leave is automatic - the House Mother has the responsibility to contact the host and/or Parent or Guardian to confirm arrangements. Leave must be approved by all parties before Thursday 9.30pm so the student is able to leave the school grounds.

Forms of Leave and Times

For each form of leave, with the exception of Dinner Leave, students **MUST** be signed out of the respective boarding house and signed in upon their return by the adult responsible for supervision and care for the duration of the leave. A Leave request **MUST** be completed by the student and submitted to Boardingware by the Wednesday night, prior to the leave taking place.

Weekly Dinner Leave:

All students are able to request leave for dinner with the Parents/Guardian/Host during the week. This form of leave is not a regular occurrence and tends to happen when a parent of family friend is in Armidale to visit. The supervising adult should give the Director of Boarding at least 24 hours notice as to the details of the leave, so the appropriate organisation and approval can be processed. This can only be approved by the Director of Boarding.

Weekend Dinner Leave:

Y11/12: Friday OR Saturday 6:30 pm - 9:30 pm (3 hrs)

Dinner leave is a privilege limited to Year 11 and Year 12 students. The leave allows students the freedom to have leave for dinner in town with their NEGS peers. Year 11 students **MUST** complete a Dinner Leave Request form by Wednesday night so the appropriate organisation and approval can be processed. Students are to have permission to travel in both Boarding and Day student cars if on Dinner Leave.

- Year 11 have permission to have a three hour dinner leave in a group of 2 or more on either Friday or Saturday night
- Year 12 have permission to have a three hour dinner leave in a group of 2 or more on either Friday or Saturday night - students can request this leave on the day/evening of the leave.

Upon returning to school, student **MUST** present any receipts (or movie stubs) from the evenings events to the Duty Staff.

Brunch Leave:

Y11/12: Sunday 10:00 am - 12:00 pm (2 hours only)

Brunch leave is a privilege limited to Year 11 and Year 12. The leave allows students to go downtown on a Sunday morning for two hours. Year 11 **MUST** apply for this leave by Wednesday night for approval; Year 12 may decide on the day. The students must go down town in groups (see Dinner Leave above for numbers).

Day Leave: 8:30 am - 8:30 pm Saturday (9:30 pm for Y11/12)
8:30 am - 8:30 pm Sunday

Students on Day Leave may be collected at 8:30 am and returned to the boarding house at any time before 8:30 pm. The student **MUST** be signed out into the care of an adult when they are collected, such as their parent, guardian or adult host.

Students **MUST** be back in the house by 8:30 pm (unless extenuating circumstances have occurred and extension is organised and approved by the school and parent).

Overnight Leave: may begin from Friday 3:30 pm - 8:30 pm Saturday evening
OR from Saturday 8:30 am - 8:30 pm Sunday evening

Overnight Leave is when a student is on leave for one night only with their Parent/Guardian or an approved Host. A Leave request form **MUST** be submitted by the student and this will then be approved by the school, the Parent and Host if applicable. Students **MUST** be collected and signed out from the Boarding house by the Adult Host.

Weekend Leave: 3:30 pm Friday until 8:30 pm Sunday

Weekend Leave involves Leave with the student's Parent/Guardian overnight from Friday afternoon until Sunday night 8:30pm. Students are allowed to be hosted by other adults so long as permission is granted by their parents and it is also approved by the Adult Host.

Exceptions:

Students are able to return to school on Monday morning by 8:30 am so long as this leave is approved - these students are normally dropped off by their parents or catch a local bus.

NOTE: Students and Parents/Guardians/Hosts should all be aware of the pick up and return times of the requested leave, and adhere to them at all times. **SHOULD** unforeseen circumstances alter the details of the approved leave, the relevant Boarding House it to be notified by phone or email to inform the staff member on duty of the changes.

Pocket Money

It is a part of a student's education that she should learn to be responsible in the handling of money. All boarders will need pocket money for personal expenses and some social outings. We ask that Parents/Guardians ensure that their daughter has ready access to a reasonable amount of pocket money for each term. It is suggested that approximately \$20 per week is usually adequate. However, this may increase according to the age of your daughter. Naturally, there will be weeks in which there will be very little expenditure and students will be encouraged to save their allowance.

Parents/Guardians can arrange their own keycard for their daughters and impress on them the importance of not allowing anyone access to their password. for the term.

Travel Arrangements

For end of term travel (except Term 4), the Boarding Staff will arrange bus and rail travel for students. As this is sometimes in conjunction with other Armidale schools it is very important that students and parents do not constantly change their travel plans. Any ticketing changes for Chartered Coach travel for these times of travel must be finalised four weeks before the date they leave. It is not possible to make additional travel arrangements after this time. If students fail to arrive on the day of departure without previously informing the school or Director of Boarding, they may incur a \$25.00 cancellation fee. Please contact the Director of Boarding or House Staff if further information is required.

Countrylink have a specific luggage policy as outlined below:

- There is no provision made to transport extra items such as musical instruments, computers, sporting goods, milk crates, boxes of books, bikes, saddles, science projects, art projects, swags, laundry bags etc.
- The service your daughter is travelling on to and from school and home will only allow two suitcases (20kg or less for each piece of luggage and one small carry-on bag (to be stowed under the seat).
- Any excess luggage can and will be refused to be loaded by Countrylink School Chartered Coach Service Drivers.

Excess Luggage

There are numerous ways in which the problem of excess luggage can be addressed.

1. Tamex or TNT Transport will come to the School and collect your daughter's excess luggage provided it has been packed and clearly labelled with the destination and a contact phone number.
2. Payment for this service can be made over the phone by using your credit card.
3. Excess luggage can be paid for when it reaches its destination.
4. Encourage your daughter to go through her luggage and eliminate anything that has not been worn or used in the past term.

Each boarder will be issued with a Boarders' Pass to allow free travel to their nearest home destination if living in NSW. All other travel booked will be charged to the student's account.

Coach times and destinations are posted in each Boarding House in the week of travel. Parents/Guardians are asked to be at the designated stop one hour before the arrival of the coach and the same on the return. Greyhound/McCafferty's coaches have a policy for students who are under the age of 14 years old travelling on their coaches and they will travel as an unaccompanied minor. When a student is under the age of 14 years and travelling on a plane, parents may book them as unaccompanied minors and they will be signed over to airport staff.

Private Vehicle Conveyance Application Form - NSW ONLY

These forms are available from Mrs Helen Smith (helen.smith@negs.nsw.edu.au) and may entitle parents/guardians to be subsidised for travel from school to your home destination and return, when you are accompanied by your daughter.

Taxi vouchers are sometimes required by students to attend cultural activities, medical and dental appointments and some sporting activities. House Mothers will have the required form to obtain these vouchers.

Motor Vehicles

Students in Yr12 may apply to the Deputy Principal to bring a car to school. Such applications must include parent permission.

Chapel

Chapel services are at the centre of life at NEGS. Chapel is held every Thursday for all students. At various times throughout the year the girls are also given the opportunity to attend St Peter's Cathedral, Armidale.

Boarding Routine

Monday - Friday

6:30 am	House is opened (Girls may request earlier wakeup or unlock times when reasonable)
7:00 am - 7:15 am	Wake up
7:00 am - 7:40 am	Tidy Rooms and prepare for school. No showers after 7:25 am
7:40am	Breakfast Roll Call in the Common Room
7:45 am - 8:15am	Breakfast in the Dining Room. ALL BOARDING HOUSES will be locked from this time.
8.15am - 8:30am	Students may return to the boarding house to brush teeth and collect bags.
8:45 am	Lessons for the day begin, Period 1.
8:30 am - 3:20 pm	School day
3:20 pm	Return to Boarding House. Free time, homework, sport, music, equestrian. Afternoon tea (biscuits, rice cakes, muesli bars...)
5:30 pm	Dinner Roll Call student must be back in the house and ready for dinner by this time
5:45 pm - 6:30 pm	Dinner in Dining Room (item of NEGS clothing to be worn on top half of body)
6:30 pm - 8:30 pm	Supervised Prep in the Library for Y6 - 10 (Y6/7 return from the Library at 8:00 pm)
7:00 pm - 9:00pm	Y11/12 complete Prep in their rooms (Yr11 hand in phones during Prep)
8:45 pm	Y7 hand in their Laptops, iPads and mobiles ~ 9:00 pm Lights out for Y7
9:00 pm	Y8 hand in their Laptops, iPads and mobiles ~ 9:15 pm Lights out for Y8
9:15 pm	Y9 hand in their Laptops, iPads and mobiles ~ 9:30 pm Lights out for Y9
9:30 pm	Y10 hand in their Laptops, iPads and mobiles ~ 9:45 pm Lights out for Y10

Year 6, 7 & 8 students hand in their Laptops, iPads and mobiles on the weekend

10:00 pm	Year 11/12 MUST be in their individual rooms by this time
10:30 pm	Lights out for Y11/12 - individual responsibility

Saturday

7:30 am	House is open for students to go to Equestrian Centre if necessary
8:00 am - 10:00 am	Breakfast in the House Students have access to a variety of cereals, toast, crumpets, muffins.
10:00 am - 12:00 pm	Downtown (Term 2 and 3 students do this on Friday afternoon -
3:45 pm to 5:30 pm	due to sport commitments on Saturdays)
12:30 pm	Lunch - Dining Room WINTER (Term 2/3) Walk through Lunch 11:30 am - 1:30 pm
5:30 pm	Roll Call
5:45 pm	Dinner in the Dining Room

Sunday

7:30 am	House is open for students to go to Equestrian Centre if necessary
8:00 am - 10:00 am	Breakfast in the House. Every second week Brunch is held at the BBQ area from 10.30am. Students have access to a variety of cereals, toast, crumpets, muffins.
12.30 pm	Lunch in Dining Room
1.00 pm - 2.00 pm	Hour without Power (Pool is open in Summer)
2:00 pm - 3:30 pm	SPAR visit for Y9/10 students Year 9 MUST be in groups of 4 and Year 10 MUST be in groups of 3
2:00 pm - 4:00 pm	Visiting Hours - All Visitors MUST sign in at the Boarding House and meet the staff member.
5:30 pm	Roll Call
5:45 pm	Dinner in the Dining Room
6:30 pm - 8:00 pm	Yr 6 - 10 - Prep in the House (hand in phones) Yr 6 - 8 in the Common Room with duty staff member Yr 9 - 10 in their rooms for Prep Yr 11 - 12 - Prep in the House (Yr 11-12 in their rooms for Prep; Yr 11 hand in phones) YEAR 7 - 10 students hand in their Laptops, iPads and mobiles overnight.

Bed times for Year 7 - 10 is half an hour earlier on Sunday night

Supervision of students in Boarding Houses

All boarding houses are run by the Director of Boarding who is an Academic Staff member. This is to ensure consistency across all the boarding houses and also encourages a more thorough understanding of each individual student from an educational and pastoral perspective. The Director of Boarding has the support and assistance of an enthusiastic team of boarding staff in each house, comprising of a House Mother and Duty Staff.

Facilities/activities

- Swimming pool, tennis and volleyball courts on campus
- Basketball courts
- Horse riding
- Musical and dance evenings
- Trips to movies and markets
- Weekly shopping trips
- Drama
- Inter-school socials
- Cooking
- Coast weekend trip at the end of the year

Rolls are marked in the boarding houses regularly during the week and over the weekend. This is to ensure the whereabouts and safety of all students.

The Family Handbook

For an understanding of the policies, procedures and other facilities we have in place at NEGS please refer to the Family Handbook. Here you will find information on:

1. Bullying Policy
2. Enrolments Policy
3. Code of Behaviour
4. Curriculum Overview
5. Pastoral Care
6. Excursions and Incursions
7. Health Centre – including medication information, illnesses requiring exclusion and consent forms.
8. Risk Warnings
9. Workplace, Health and Safety
10. Drug and Alcohol Policy
11. NEGS Privacy Policy
12. Child Protection Policy
13. Daily Routine and Attendance
14. Discipline Levels
15. Uniforms for all occasions
16. Business Arrangements



NEGS



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