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Gippsland Grammar



# **Blackwood House**

## **Boarding Handbook**

### **2022**

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## WELCOME

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**“Blackwood House acknowledges the Gunai Kurnai people; the traditional custodians of this land on which this Boarding House stands and our students and staff now reside.”**

Blackwood House is a co-educational boarding facility at Gippsland Grammar, an Anglican school with a strong reputation for academic and all-round excellence within the East Gippsland region.

The aim of the Boarding House is to provide security, stimulation, friendship, and independence in an environment away from home for all students from Year 7 through to Year 12. Whilst we cannot simulate the home environment, the Boarding House is welcoming, friendly and comfortable at both a material and emotional level for all students, which fosters the School's commitment to child safety.

As one of the few truly co-educational boarding facilities in an Australian senior school setting, Blackwood House offers a unique opportunity for students to live and work in a single building on the grounds of Garnsey Campus. Students benefit from spacious en-suite rooms, dedicated study and tutorial provision, generous common areas, an in-house dining room, and significant adult support and supervision.

Just like at home, the students have duties they must carry out for the benefit of each other. There is an expectation that all students will be responsible for themselves and also have an awareness of their fellow boarders as well as support each other in times of need. By following the simple rules of the Boarding House, as outlined in the following pages, each student is able to contribute to the running of the House in a positive and interactive way that is beneficial for all.

The boarding community is led by the Head of Boarding and supported by both male and female Supervisors. A further team care for the needs of the boarders who choose to stay in the House on the weekends by running a full and varied program of activities, whilst also enabling suitable time for study and rest. In addition, the House has a number of regular academic tutors who assist the students in their studies and support individuals in their quest to achieve their best.

When your child starts boarding, it is very important to maintain effective communication between home, school, and the Boarding House. Parents are encouraged to phone, email or write as often as possible. Staff are on duty and always available when students are in the Boarding House. The Head of Boarding is available to discuss any issues or concerns. The old adage, 'A problem shared is a problem halved', is definitely true for both the boarder and their parent. If you are concerned about your child's happiness, progress, or general wellbeing, we would welcome the opportunity to discuss the issues with you and alleviate your concern.

At Blackwood House we strive to uphold the School's values of Compassion, Leadership, Excellence, Responsibility and Respect. We actively support boarders in achieving their individual educational goals through hard work and a strong commitment to their studies. Simultaneously, we foster their development into positive, independent, responsible and confident young adults.

We look forward to nurturing your child through their boarding experience and to help them get the most out of their time with us. We hope that they will find life at Blackwood House exciting, happy and full of the promise of great things to come.

Warmest regards,



**Stuart Llewellyn**  
**Head of Boarding**



## CONTACT DETAILS

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### **Gippsland Grammar: Garnsey Campus**

Reception: (03) 5143 6388

### **Blackwood House: Office**

Office: (03) 5143 6311

Email: [boarding@gippslandgs.vic.edu.au](mailto:boarding@gippslandgs.vic.edu.au)

### **Head of Boarding: Stuart Llewellyn**

Office: (03) 5143 6341

Mobile: 0409 540 151

Email: [stuart.llewellyn@gippslandgs.vic.edu.au](mailto:stuart.llewellyn@gippslandgs.vic.edu.au)

### **Male Supervisor (Weekdays and Weekends)**

Mobile: 0429 437 133

### **Female Supervisor (Weekdays and Weekends)**

Mobile: 0458 436 311

### **Postal Address**

Blackwood House,  
Gippsland Grammar School  
PO Box 465  
Sale, 3853  
Victoria  
Australia

### **Street Address**

57 -59 Raglan Street  
Sale, 3580  
Victoria  
Australia

**Gippsland Grammar Website:** <https://www.gippslandgrammar.vic.edu.au/>

**Blackwood House VOS Webpage:** <https://vos.gippslandgrammar.vic.edu.au/homepage/4817/>

**Blackwood House Facebook Group:** <https://www.facebook.com/groups/1143113989428478/>

**Reach Boarding Website:** <https://gip.reachboarding.com.au/>



**REACH**  
Boarding School System

## BOARDING SCHOOL CULTURE

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Gippsland Grammar's aim, ultimately, is to create an environment where students can reside, and learn in a calm, focused environment, characterised by ethical behaviour and defined professional boundaries, where they feel safe and supported by the School.

As such, the School's policies and procedures (including the Child Protection Program) apply across the School and in the Boarding House.

The School appreciates that the culture required to support students in a learning environment differs to the culture required in a living environment. Whilst the Boarding House operates in accordance with the School's Child Protection Program and child safety practices, additional regulation of the Boarding House (as outlined in this Handbook) seeks to ensure boarders experience a supportive, comfortable and ultimately safe environment.

The Boarding House environment provides the experience of being part of a larger community that embraces differences and celebrates the uniqueness of our individuals. Boarders are provided with opportunities to develop a wider understanding of others and the world in which they live at a time in their lives when they are cementing their personal values and characters.

It is important that all boarders and their parents and guardians understand that developing "community" is a key function of a residential community.

The following expectations define our boarding community:

- Students from all backgrounds are welcomed into the boarding community
- All boarders support Blackwood House by fully participating in its activities and the wider opportunities Gippsland Grammar offers
- All boarders respect differences and take opportunities to understand each other
- Justice and respect form the basis of good relationships
- Students should be safe at all times

For many new boarders, going to boarding school is the first time they have spent a significant amount of time away from home, their family and their friends. A number of issues and life skills that are useful to discuss at home prior to boarding are:

- Being able to make a bed
- Being able to organise and care for personal belongings
- Being able to keep an individual room tidy
- The ability to study quietly and be respectful of others learning in the environment during prep (and other study times)
- The ability and need to socialise and mix with others
- The ability and need to budget personal funds
- Knowing the importance and value of leisure/recreation times
- Knowing the necessity of respecting peers and boarding staff
- Knowing the advantages of participating in community activities.

In addition, discussion of these other issues may help your child settle into boarding quickly and positively:

- The importance of showering each day, changing underwear and using deodorant
- The importance of ensuring that sheets and towels are washed regularly
- Physical and psychological changes that they are likely to experience
- The requirement to leave all medication and its management with Blackwood House staff
- The importance of expressing concerns directly with staff members and/or parents
- The importance of security of both personal and school property
- How to manage routines
- The importance of a balanced diet
- Being familiar with the academic expectations of the School and Blackwood House
- The importance of being aware of, and complying with key school policies and procedures
- Understanding that homesickness is natural, and seeking support when required
- Knowing how and when to communicate with home
- The importance of contributing actively as part of a close community

## Basic Expectations

Boarding is a communal living situation that requires each boarder to live co-operatively and independently in a structured environment, in accordance with the School's policies and procedures (including this Handbook).

We would like all boarders to be able to:

- Follow set routines and rules that relate to community living
- Attend to, care and maintain high standards of cleanliness in their personal spaces, Common Rooms, Bathrooms and Dining Room
- Attend to personal hygiene needs and matters of health and seek help from boarding staff if needed
- Care for individual property
- Approach conflict resolution and problem solving in a positive way
- Positively accept direction from staff
- Be respectful and honest in communications with staff
- Communicate with staff on leave arrangements, holiday arrangements and maintain sensible usage of email, mobile phones, social media and the internet
- Take responsibility for organising homework and working quietly and independently during study times

Be comfortable raising any concerns they may have, whether it be about the Boarding House, other boarders, or about staff.

## DAILY ROUTINES

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### Wake Up

All students are woken at both 7:00am and 7:30am by a supervisor. Where they wish to be woken earlier for a school event or similar this can be done but needs to be discussed prior with a supervisor and entered in the House Diary at least by the night before.

When conducting wake-up, the following procedure will be followed:

- Staff are to knock on the door and await a response from the student who resides in the room.  
Example: (Following a clear knock on the door) Good morning Jane, this is Mr X, are you awake?
- If the student acknowledges they are awake, there is no need for staff to open the door.
- If the student does not provide an acknowledgement or response, staff are to repeat the process above. If there is still no response, staff should knock again, and announce their intention to open the door.
- Should a member of staff need to open a student's door in this circumstance, they are to do so from the corridor (and not immediately enter the room). If the student is in the room, staff should ask for their attention and confirm the reason for their lack of response previously.

### Breakfast

A continental breakfast is served at the Boarding House from 7am until 8am daily. All meals are sourced from Cater Care, and the menu is planned following nutritional guidelines, which caters to the needs and likes of developing teenagers.

All students are required to attend breakfast at some point in order to prepare themselves for the school day. All students must present themselves to a staff member on duty prior to 8am on weekdays to avoid any further follow up and consequences. Breakfast is available slightly later from 8am until 10am on weekends.

### Departure for school

Students normally depart for school from 8:20am and all will be expected to have left the House by 8:35am in order to be at Mentor Groups for an 8.45am start. Students will leave Blackwood House through the Back-Tutorial Room, assisted by staff on duty, where they can communicate specific arrangements and make suitable notes in the House Diary.



## Recess

The House is not open for Morning Recess, but students have the option to collect fruit and snacks and fill their water bottles when at breakfast to take with them to School for the day.

## Lunch

Students can order a packed lunch the night before if they so wish. However, Blackwood House is open at lunchtime, under the supervision of staff, for students wishing to return. The back door is locked at lunchtimes and entry must be through the front entrance and subject to the sign in process on Reach. The timings of lunch will be from 12.50 – 1.40pm every day. All boarders who return to Blackwood House for lunch must depart a minimum of 10 minutes prior to the start of Period 5.

## Return to Blackwood House

Students are expected to return to the House promptly at the end of the school day unless different arrangements have been communicated to the Head of Boarding, or a Supervisor, and then noted in the House Diary.

## Afternoon Tea

A varied afternoon tea is served in the House from 3:30pm and is an excellent opportunity to 'catch up' at the end of the school day.

## Supervised Prep

<u>Year Level</u>	<u>Start time</u>	<u>Finish time</u>	<u>Location</u>
Years 11 & 12	4:00pm	6:00pm	Senior Study Room
Years 9 & 10	4:30pm	6:00pm	Dining Room
Year 8	4:45pm	6:00pm	Dining Room
Year 7 (Not in Term 1)	5:00pm	6:00pm	Dining Room

Formal tutoring takes place at various times during the week according to year group and subjects being studied. This is dependent on available tutors and is not always available in all subjects.

## Dinner

The main meal of the day is served at 6:15pm and students are able to select one of at least two main course options. All allergies and dietary needs should be communicated to the Head of Boarding. Junior students will be expected to set up the Dining Room in advance of House notices which start at 6:10pm daily. Following the meal all students will take turns to assist with clean up according to a weekly published roster. All students are required to attend notices and dinner each evening.



## Senior Prep

Personal Prep takes place after dinner from Monday to Thursday and is expected and encouraged, especially for Senior students. Seniors can access the Silent Study Room, or the Collaboration Room and students would normally do between 1 and 2 hours of further study. The Senior Study room should remain a positive, quiet study area at all times and

As a guide, Year 11 boarders should do a minimum of 12 hours per week over 7 days; Year 12 boarders 16 hours per week over 7 days.

## Supper

Supper is served in the Dining Room at 8:30pm and provides a good opportunity for the community to socialise at the end of the day and sometimes celebrate birthdays and other special occasions.

## Technology Hand-In

All students hand in their technological devices every school evening (Sun – Thur) at the expected time for their Year level. It is the responsibility of each student to ensure that this is done promptly each evening to avoid further consequences, which may include loss of access. The collection room will be opened at 8am the following morning for collection provided morning expectations have been met. This rule may be relaxed for Year 12's in Term 4 if they are collectively deemed responsible.

The exception to this is on the Weekends (Fri and Sat) when all students must still hand in their devices, but this can be done up to 30 minutes later than usual at the discretion of the Weekend Supervisors.

## Bedtimes

Bedtimes differ according to the age of the students. Those in Years 7 & 8 go to their rooms at 9:00pm after handing in their technology. Years 9 & 10 go to their rooms at 9:30pm after handing in their technology. Students in Years 11 & 12 are expected to be in their rooms at 10:00pm after handing in their technology. On a weekend bedtime is normally half an hour later although this will always be at the discretion of the Weekend Supervisors.

Students found outside of their rooms (or permitted areas) after bedtime will be referred to the Head of Boarding. A breach of bedtime protocol is disruptive to other students who are trying to sleep, and also creates an undue and unnecessary child safety risk.

If students require support after bedtime, they are to contact one of the Boarding Supervisors on duty by knocking on their door and waiting for a response.

## WEEKDAY ROUTINE SUMMARY:

- Wake up calls 7am and 7:30am
- Breakfast From 7am until 8am
- Depart for school from 8:20am (Must be gone by 8.35am at latest)
- Lunch From 12.50pm until 1:30pm
- Return to Blackwood House 3:20pm
- Afternoon Tea 3:30pm
- Prep From 4pm – 6pm (depending on Year level)
- Dinner 6:15pm
- Supper 8:30pm
- Technology Hand-In and Lights Out
  - Years 7 & 8 Tech hand-in @ 9pm, return to own room & lights out @ 9:30pm
  - Years 9 & 10 Tech hand-in @ 9:30pm, return to own room & lights out @ 10pm
  - Years 11 & 12 Tech hand-in @ 10pm, return to own room & lights out @ 10:30pm

## WEEKEND ROUTINE SUMMARY:

- Breakfast From 8am until 10am
- Lunch From 12:30pm until 1:30pm
- Afternoon Tea From 3:30pm until 4pm
- Dinner 6:15pm
- Supper 8:30pm
- Technology Hand-In and Lights Out
  - Years 7 & 8 Tech hand-in @ 9:30pm, return to own room & lights out @ 10pm
  - Years 9 & 10 Tech hand-in @ 10pm return to own room & lights out @ 10:30pm
  - Years 11 & 12 Tech hand-in @ 10:30pm, return to own room & lights out @ 11pm



## TERMLY ARRANGEMENTS & LEAVE

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### Beginning of Term

Blackwood House opens at 2:00pm on the day preceding the start of any given term. Students should return by 5.00pm unless a different arrangement has been communicated to the Head of Boarding.

### End of Term

Blackwood House closes at 5.00pm on the last day of any given term. Students should remove all belongings from their rooms before the vacation starts, unless a different arrangement has been communicated by the Head of Boarding.



### Exeat Weekends

One exeat weekend is scheduled each term. The exeat weekend dates for 2022 are available on the Blackwood House VOS webpage and also at the back of this Handbook.

The Boarding House closes at 5.00pm on the day of an exeat weekend and re-opens at 2.00pm the afternoon before school recommences.

### Leave

There are no restricted leave weekends at Blackwood House. The opportunity to spend a weekend, or indeed a night at home during the course of a week, is seen as a healthy aspect of a modern approach to boarding.

Whenever leave is desired, a request needs to be entered on the Reach Boarding system at least 3 days prior to departure. Depending on the nature of the leave request, it must be approved by the student's parent or guardian, and the Head of Boarding. This allows staff and parents to ensure a student's whereabouts is known, and adequately recorded.

### Weekend or Overnight Leave

Boarders who require weekend or overnight leave should enter the details on the Reach Boarding system in good time and at the very latest by Wednesday evening in the week preceding the leave.

Parents or guardians can authorise leave arrangements by responding to the email or SMS they receive or by contacting the House directly by phone, email, text or in person. It will be the responsibility of parents and guardians to ensure that their child is supervised or that any social activity is of an appropriate nature when on leave from Blackwood House.

When taking weekend or overnight leave, students must be signed out and accompanied on leave by a responsible adult. Students must not be collected by a person unless the School has received written permission from the student's parent or guardian, approving the same.

### Host Families

Boarders may wish to regularly spend a night or a weekend at a destination other than home, in which case this should be with a Host Family. The details of any nominated Host Families need to be provided to Blackwood House by parents via the relevant Approved Host & Guardian form.

Any leave requests will still need to be entered on the Reach Boarding system, but Host Families may authorise the leave. Host Families would be expected to pick up your child and to return them to the House at the end of the leave.

### Guardians

Parents who do not reside in Australia will be expected to nominate Guardians to act on their behalf.

Guardians will have the authority to request leave for students and may well act as intermediators between the School and home. The Guardian will be expected to make and communicate all vacation arrangements

for the student and in the event of illness or being asked to depart the Boarding House, will be required to provide suitable accommodation.

Details of Guardians can be provided on the Approved Host and Guardian forms.

## **Street Leave**

Street Leave is a privilege afforded to students whose conduct and contribution merits reward. When on Street Leave students are able to walk to the Sale CBD in order to purchase any items they need whilst at school and provides an opportunity for time away from the Boarding House.

Street Leave is permitted to students in Years 7, 8, 9 and 10 once per week between the completion of Afternoon Tea until 4:50pm on a Tuesday afternoon. This will allow them to be ready for afternoon prep by 5pm. Junior boarders should always remain part of a group when on Street Leave. Students in Year 11 and 12 are able to take Street Leave in a similar time frame twice per week. Any absence from compulsory prep will require equivalent attendance at Senior Prep later the same evening.

Prior to leaving the Boarding House for Street Leave, all students must sign out, and report to a member of staff on duty before and after their return.

All students are required to take their mobile phones with them if they have one when they leave the Boarding House and to ensure that they are turned on. If a late return is envisaged the students must communicate this to a staff member in the Boarding House, in advance, to let them know the circumstances.

Part time and casual boarder's street leave requests will be at the discretion of the Head of Boarding and supervising staff as it is not normally the intention of such stays.

The Head of Boarding reserves the right to refuse weekend leave e.g. if the outing is considered unsuitable or the frequency of outings is disruptive. This will be discussed with parents if necessary.

## **Street Leave Permission**

Parental permission is required in order to allow Street Leave and we ask that you complete the relevant section of the Street Leave, Transportation and Activities form at the rear of this Handbook.

## **Weekend Street Leave**

On the weekend, both Junior and Senior students will be able to have street leave for up to 2 hours each day should they require it. This will need to be discussed and approved with the Weekend Supervisors prior to going on Weekend Street leave.

Again, prior to leaving the Boarding House for Street Leave, all students must sign out, and report to a member of staff on duty before and after their return.

All students are required to take their mobile phones with them if they have one when they leave the Boarding House and to ensure that they are turned on. If a late return is envisaged the students must communicate this to a staff member in the Boarding House, in advance, to let them know the circumstances.

## **Absences**

If a boarder is to be absent from Blackwood House during term time, parents must contact the Head of Boarding as soon as possible. In addition, if a boarder is to be absent from the day school, parents or guardians must also notify the School office (03) 5143 6388.



## BOARDING KIT LIST

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The list below is indicative of what is needed in the Boarding House by full or weekly boarders and should be amended as needed by those at Blackwood House on a part-time or casual basis.

- School Uniform (as per Uniform Guidelines available on website)
- Academic equipment – including laptop and charger
- Bedding
  - 1 or 2 pillows
  - 1 or 2 doonas (summer/winter)
  - 2 sets of bed sheets including, pillowcase, doona cover and fitted king single bottom sheet
- 1 or 2 towels + beach towel (optional)
- 1 Bathmat
- 1 face cloth (optional)
- 7 sets of underwear
- 2 pairs pyjamas - summer and winter
- 1 dressing gown (optional)
- 1 pair of slippers (optional)
- 2 sets of good casual wear - for outings, events, etc
- 4-6 sets of casual wear for weekends, dinner, study, etc. which is appropriate for a school environment.
- Raincoat and / or umbrella
- 1 pair of casual shoes
- 1 pair of casual sports shoes (not for school sport)
- Coat hangers and skirt hangers
- Overnight bag
- Sports equipment (optional)
- Alarm clock
- Shoe cleaning kit
- Toiletries – toothbrush, toothpaste, brush, non-aerosol deodorant, nail clippers, shampoo.
- Swimmers
- A named lunch box / water bottle
- Sleeping bag - for camps
- 1 only 4 plug power board with emergency cut out. (optional)
- Small desk lamp / bedside light



## TRANSPORTATION

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### Cars

Blackwood House is located on Raglan Street in Sale, adjacent to the Princess Highway. The journey by car from the centre of Melbourne takes approximately two and a half hours.

When dropping off or picking up, parents and guardians are able to drive to the front entrance of the House where there is a small car park and students can access the main entrance of the House beneath the covered walkway.

If staying for a longer period parents are asked to park in one of the two lower car parks.

### Public Transport

Sale benefits from good rail and bus access from Melbourne and the journey by either method normally takes just under three hours.

The bus and rail terminus are a mere five minutes from Blackwood House and staff can usually drop off and pick up students as needed.

### Blackwood House Bus

The House has its own minibus which is used to transport students within the confines of Sale and the surrounds.

Where students depart or return from leave on public transport, they can arrange to be transported by one of the Supervisors. The details of the leave entered on the Reach Boarding system should state the precise times and details of departure and return transportation. Ideally, such arrangements should also be entered in the House Diary. Whilst every endeavour will be made to provide transport there will be times when boarders may have to make alternative arrangements and Boarding Staff will not normally leave the premises after 10.00pm



The minibus is also used to transport students to and from activities over the course of the week and throughout the weekend. The minibus is not however used for personal transportation needs nor indeed does it ferry students to and from the Garnsey Campus.

Parents are asked to complete the relevant section of the Street Leave, Transportation and Activity form in this Handbook to authorise travel for their child in the House minibus.

### Taxis

There is a taxi firm located in Sale and parents are welcome to arrange transportation on behalf of their children. Payment will need to be made by the students and it is not possible to add the bill to the school account.

### Student Cars

Year 12 students who have passed their test may drive to and from school in their cars if necessary.

Firstly, students need to seek permission from the Head of Year 12 and the relevant paperwork completed, indicating any passengers they are allowed to transport to and from school, and returned to Gippsland Grammar in good time.



Secondly, boarders who wish to have a car whilst at Blackwood House need to complete the Cars at Blackwood House Form that can be found in the rear of this Handbook.

All boarders must hand in their keys to the Head of Boarding or House Supervisors on arrival and will receive them back when departing. Those arriving on Monday morning will be expected to park their cars at the House, rather than at school. Likewise, students will not be able to access their cars on Friday morning if departing later that same day but will need to return to the Boarding House for collection.

Boarders will not normally be able to drive, or have access to, their car during the school week. Where exceptional circumstances dictate cars are used during the course of the week, or additional passengers need to be transported, the House requires verbal or written confirmation from all parents concerned.

Parents are encouraged to support the House in enforcing these expectations.



## COMMUNICATION

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### Telephone calls

The House landline provides a means of communicating with staff during working hours. If the office is not attended you are welcome to leave a message for staff, or to make contact via one of the mobile phone numbers provided. Boarders are also able to make reasonable use of the landline if they wish to contact home by speaking to a staff member.

The best time for contacting students is after dinner, which normally ends at 7:00pm, until bedtime, as listed elsewhere.

### Mobile phones

The Head of Boarding and Supervisors on duty, all have mobile phones and can be contacted directly as needed – see Contact Details on page 4.

The majority of students at Blackwood House have a mobile phone and we appreciate they are an excellent means of keeping contact between House and home. Within the boarding community, we also recognise that they are to be used with discretion during the school day and will be centrally stored for safe keeping and recharging overnight. All mobile phones must be clearly named for easy identification and are kept at the students' own risk. The School assumes no responsibility for loss or damage to mobile phones. Students are permitted to have only one mobile phone.

If you wish your child to have a mobile phone in the boarding community, please complete and return the relevant Mobile Phone Form that can be found in the rear of this Handbook.

## Email

Emails provide a further means of communication with staff and students alike, all of whom are provided with a school email address. The emails of relevant Blackwood House staff are provided within this document.

The generic email address of [boarding@gippslandgs.vic.edu.au](mailto:boarding@gippslandgs.vic.edu.au) is the most reliable way of making contact and will be accessed regularly by the duty staff.

## Social Media

We recognise the value of social media as a means of communicating with home and selected Blackwood House events may well appear on the Gippsland Grammar Facebook feed. However, all posts must accord with the School's policies and procedures, including the Information & Communication Technology (ICT) Policy and Social Media Policy.

Within the Boarding House we ask that all students acknowledge the privacy of other members of the community and that any post should be appropriate and respect the privacy of staff and students alike.

It is expected that parents will be 'friends' with their child on their Facebook, Instagram and other social networking accounts. This is a responsible way to ensure that nothing inappropriate is posted through text or image. If you have any concerns, please speak to the Head of Boarding.

Boarding Students will have access to Social Media through the School network at specified times, given they have met their other Boarding and Academic expectations.

- Juniors (7, 8, 9, 10) – between 7.00pm until 8.30pm
- Seniors (11, 12) – between 8.00pm until 9.30pm

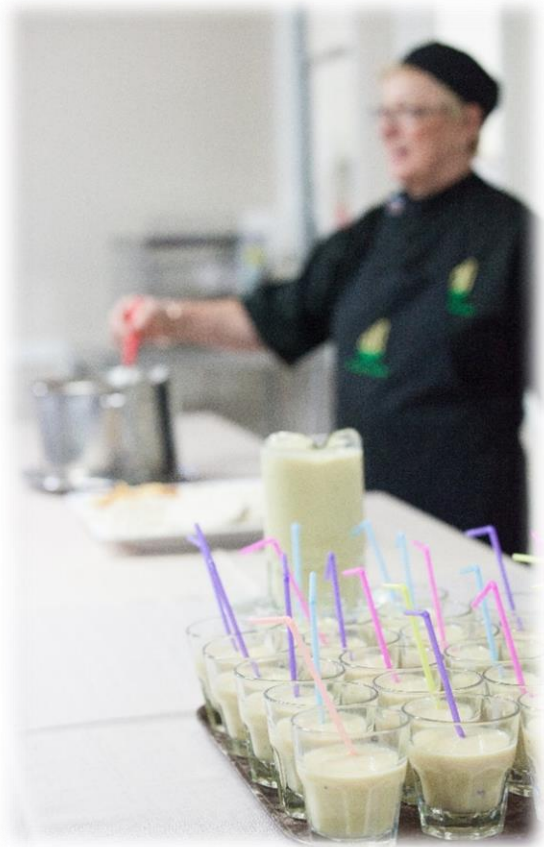
All students are required to be responsible users of technology especially when accessing social media and to follow the School's eSmart Policy, Social Media Policy and Responsible Use of ICT Agreement and Mobile Phone Policy at all times.





## HOUSE PROCEDURES

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### Activities

Blackwood House encourages students to partake in a range of activities within the community of Sale. Traditionally the House has fielded, or been part, of local netball, basketball and touch football competitions.

### Allergies

Students with severe allergies requiring an Epi-pen, must keep one Epi-pen with them. They will also be required to provide a second Epi-pen and an Anaphylaxis Action Plan (from their doctor), that will be kept in the Boarding Office.

All other allergies will be dealt with by Boarding House staff and Catering Manager. Antihistamines are kept in the locked First Aid cupboard for this purpose. These will be used with parent permission only. Otherwise, the allocation and distribution of medication to boarders will occur in accordance with the School's policies and procedures.

### Bicycles

Bicycles are allowed at Blackwood House for local use only. They must be accompanied by a helmet (it is the law that all cyclists wear helmets), a lock and pump. Bicycles must be stored on site in a lock up shed which can be accessed when needed.

### Bounds

All normal school bounds for students at Gippsland Grammar apply to boarders throughout their time at Blackwood House. In addition, and to ensure the safe and efficient running of the Boarding House, boarders are deemed to be out of bounds in the following instances:

- Male boarders when entering the female boarder corridor and female boarders when entering the male boarder corridor.
- Students absent from the Blackwood House at any time outside normal school hours (8:45am until 3:25pm) without the permission of Head of Boarding or appropriate member of staff. For example, this could include returning late from Street Leave without permission or a valid explanation.

Any breaking of bounds is viewed as a breach of trust and will be treated very seriously. As a minimum, student privileges will be withdrawn. The School retains discretion to discipline students in accordance with its policies and procedures. It is possible that students might be suspended from school and, in serious situations, exclusion from the Boarding House may occur.

### Breakage and Damage

Students are expected to exercise reasonable care when using equipment and furniture, and all damage is to be reported immediately. Students will be held responsible for intentional or unintentional damage caused by unauthorised activity and repair charges will be discussed with parents and placed on the parents' account.

### Bullying

The School and its Boarding House are 'bullying free environments' and such behaviour will not be tolerated.

Bullies thrive in an atmosphere of silence and destroy the positive atmosphere of the Boarding House. If a boarder feels that someone is acting as a bully, they should approach a boarding staff member immediately. Physical or verbal intimidation, demanding food, goods or money are all examples of bullying. Parents who are concerned about bullying should contact the Head of Boarding in the first instance.

Complaints and concerns related to bullying will be addressed in accordance with the School's Grievances Policy, and Building Respectful Relationships Policy.

Early intervention can save a bigger problem later. Positive co-operation between all sections of the Boarding House must be both the ideal and the practice. Boarders not willing to live by this ideal are likely to be asked to leave the Boarding House.

## Catering

Catering at Blackwood House is outsourced to Cater Care and overseen by the Head of Boarding. A variety of nutritious and balanced meals are served at the Boarding House, rotated over a 4-week period. The menu is approved by a dietician to provide the necessary intake of nutrients for students of school age.

Specific dietary requirements should be included in the application forms. Students with allergies will also need to highlight these on their medical forms.

The normal mealtimes are highlighted in the daily routines and it is compulsory that students attend dinner time for not only the necessary nutrition but also for socialisation and daily announcements.

Fresh fruit is available at all times. A fridge, microwave, toaster and hot water are available for student use in the Boarding House dining room.

All boarders are expected to clean up after themselves and take their dirty dishes to the dishwasher for processing. All boarders will take turns to assist at least once a week with either setting up or clearing away at mealtimes as per a weekly published roster.

## Cleaning

Blackwood House kitchens and common rooms are cleaned daily (Mon-Fri), while student bedrooms, bathrooms and corridors are cleaned every second day (Mon, Wed & Fri). Boarders are expected to make their beds and maintain tidy rooms at all times, including bathroom benchtops, especially on designated cleaning days.

## Concerns and Complaints

Blackwood House staff are committed to providing high quality care for boarders. There may be times, however, when there is cause for concern. If you have a concern, please talk to us about it. We want to know.

**Concerns:** may be raised with any member of the boarding staff at any time.

**Complaints:** should be directed to the Head of Boarding in the first instance.

Complaints and concerns will be addressed in accordance with the School's Grievances Policy, and the Make a Report Procedure where a concern relates to student safety. Complaints and concerns about the Head of Boarding should be directed to the Principal.

Any member of the school community (e.g.: parents, students, staff) can make a complaint. A complaint can be made by telephone, letter, email or in person. However, we ask that a complaint made verbally also be put in writing. Any complaint should be made as soon as possible after the event to which the complaint refers in order to facilitate investigation of the matter.

The Head of Boarding is responsible for keeping a record of all concerns and complaints received, and any action(s) taken to resolve the same, and sharing these with the Principal. Similarly, the Principal is responsible for keeping a record of all concerns and complaints received about the Head of Boarding, and any action(s) taken to resolve the same.

**All complaints will be treated seriously, dealt with promptly and responded to appropriately.**



## Dress and Appearance

Boarders must travel to and from school dressed in accordance with the published uniform guidelines. Boarders going on leave need to be in either smart casual or school uniform. It is not acceptable to wear a relaxed version of the school uniform.

Boarders are to be neatly and modestly dressed while at Blackwood House. Bare midriffs, low cut tops, short shorts or excessively short skirts are not acceptable, whilst singlet tops are not to be worn at the dinner table. Footwear is to be worn at all times outside of students' bedrooms and hats should not be worn at the dinner table.



## Duties

All boarders are expected to assist with either setup or clean up around mealtimes, at least once per week. A weekly roster is published in the dining room and all boarders are included on this and expected to participate cooperatively when it is their designated time.

## Electrical Equipment

Multiple power points are installed in every room. Boarders are to be aware that there is a limit to the electrical equipment that is both safe and appropriate. Boarders should not overload their power points with multiple power boards and double adaptors. Individual students are not permitted to bring the following into Blackwood House:

- Heaters
- Electric blankets
- Televisions, DVD or Blu-Ray players, Gaming consoles, etc
- Fridges, kettles, toasters, etc

Simple rotary fans are acceptable, and one is supplied per room.

Please note that all electrical appliances used at school must have a current electrical safety tag. This will be organised at various times throughout the year.

## Fire Drills and Evacuation

Blackwood House is fitted with a fire alarm system that is connected to the CFA. Regular Fire Drills will be held each term to ensure the safety of all students and staff in the event of a fire. Whenever the fire alarm sounds the building should always be evacuated following the directions as displayed in each of the rooms, and elsewhere in Blackwood House.

Extinguishers and fire hoses are in place in the Boarding House. It is an offence to tamper with fire safety equipment. If such equipment is misused, or an avoidable fire alarm is caused by a boarder then, at the discretion of the Head of Boarding and Principal, the boarder may be liable for costs. (The CFA call out fee is now over \$2,000.)



## Friends

Boarders are encouraged to invite friends after school or on the weekend with the permission of boarding staff. When entering Blackwood House, the guest should always use the front entrance, sign in and be introduced to a relevant member of staff.

Friends are only allowed to be in communal areas and not in bedroom areas.

Friends must also sign out, confirm their departure with staff and exit via the main foyer.



## Games

Along with table tennis, darts and pool there are a large selection of board games and puzzles for the students to enjoy in the communal lounge area.

## General Behaviour & Discipline

Living in close proximity with your peers is one of the most rewarding and most challenging aspects of the Gippsland Grammar boarding experience.

Individuals who treat others with respect will find they are in turn well respected. Students need to learn to be tolerant of others and respectful of privacy. The boarding staff and the rules should be observed and to do otherwise creates tensions and mistrust which leads to an unpleasant environment. Every student should strive to make the Boarding House a positive environment.

Due to the nature of boarding and the closeness of the community and the subsequent impact they have on others, some behaviours are unacceptable:

- Sexual activity between students and staff, visitors or other students
- Bullying or victimisation
- Stealing
- Unauthorised leave at any time
- Consumption or possession of alcohol or illicit drugs
- Having unauthorised visitors in the Boarding House
- Entering someone else's room without permission

All boarders are subject to the School's policies and failure to adhere to these policies will bring sanctions. The same is true in Boarding and all students are expected to adhere to these or sanctions will be imposed. These include, but are not limited to: loss of privileges, additional duties, restriction on leave, detentions and in some cases suspension.

## Gym and Sports Hall

There are Gym and Sports hall sessions available between 7.20-8.20pm most evenings. Students are able to access the facilities at the Garnsey campus under the supervision of staff and the opportunity to exercise at the end of the day is a welcome break for all students if required.

## Homesickness

We recognise that in most cases the Boarding House experience is the first time that students have lived away from home. This can cause anxiety for both students and their families. It is natural for students to feel homesick and this can last from a few days to a few weeks. These feelings usually subside as they develop new friendships and become familiar with their new surroundings and routines. Our staff are sensitive to the emotions and needs of adolescents, especially when they first arrive. We liaise closely with parents at all times, especially if we have any concerns.

A number of support structures exist to help your son/daughter to settle in. New boarders are paired with a Boarding House "buddy". Boarding House staff maintain regular communication with teachers.

If your son/daughter is having difficulty adjusting to boarding life, please do not hesitate to contact the Head of Boarding.

To assist your son/daughter to settle in, we recommend that you:

- Maintain contact with your child but keep parental contact to a minimum for the first few weeks.
- Be supportive and listen to your child.
- Encourage your son/daughter to take part in school and Boarding House activities.
- Encourage your son/daughter to speak to friends and others with whom she feels comfortable.
- Communicate with Boarding House staff about any concerns that you may have.



## Homestays

We are committed to providing a high standard of care and security for all our boarding students. This is why we have engaged the services of Australia's largest and leading provider of homestay accommodation, the Australian Homestay Network. All international students will join AHN to ensure a carefully selected homestay family can be engaged to care for your son/daughter should accommodation be required for exeat weekends or holiday leave.

In accordance with current Child Safety Standards, Gippsland Grammar, regularly checks and ensures the safety, general welfare arrangements and suitability of all candidates and accommodation.

## House Diary

The House Diary allows students to record specific absences and to request special travel arrangements that may be required from day to day. Ideally, whatever is recorded in the House Diary will also be communicated directly to the Head of Boarding or a Supervisor, in order to alert them to these requirements.

## House Fabric

The fabric of the House should be treated with the utmost respect. The furniture allocated to pupils will be in good condition and is to be used appropriately. Misuse of furniture will normally result in a charge for repair or replacement.

The general condition and tidiness of bedrooms is the responsibility of the respective students. Common areas should also be kept to the highest possible standard and respect other students who may share the rooms, and of those who clean Blackwood House.

The conduct of students in common or public rooms should be appropriate and respect others at all times. No common area should be used to store individual possessions. Any waste or rubbish is to be disposed of as appropriate.

## Illness

All Boarding House staff have current Senior First Aid certificates and are able to manage any emergency situation that may arise for students in the Boarding House.

Students can receive treatment during the course of the school day at the Student Support Office within the Garnsey Campus.

If a doctor's appointment is required, arrangements will be made by a Boarding staff member in consultation with parents.

In case of serious injury, if a doctor, dentist or hospital visit is required, the student will be transported by a member of staff or by ambulance. Parents will be notified as soon as practicable.

Where a student is unwell and unable to attend school they will normally return home as we do not have isolation facilities or twenty-four-hour medical care within Blackwood House

## International Students

We recognise and respect the range of different cultural and linguistic backgrounds of our international students. We encourage international students to share their cultures and acknowledge various cultural celebrations.

Students from different religious backgrounds are free to attend their own religious services. Language support is provided at school through the English as a Second Language program and through Chinese tutors at Blackwood House. The School's International Student Coordinator is accessible to the students and families for any assistance and support.



We also recognise the difficulties of long-distance separation from families. Boarding House staff regularly communicate with parents through the WeChat app and encourage families to do the same.

All international students will be supplied with a Student Safety Card identifying key contacts and information which they are expected to carry when away from Blackwood House and the school grounds.

## Laundry

There are three 10kg commercial washing machines available at Blackwood House. There are also two clothes dryers available, although boarders are actively encouraged to use the drying room or outside clothes lines provided when the sun is shining. Laundry detergent is supplied for student use or you can supply your own

Sheets, doona covers, pillowslips and towels are to be washed at least once a fortnight. Full-time boarders must do personal washing at least once per week. Part-time boarders are expected to either take their washing home or do it once per week at Blackwood House.



## Linen

All beds at Blackwood House are king singles. Bed linen is encouraged to be changed every second Friday. Those who return home are encouraged to take their sheets with them; those remaining in the House will be expected to use the washing facilities available to them.

Students should have two sets of bed sheets as outlined in the Boarding Kit List in order to put new sheets on the bed prior to washing existing linen.

Bed linen will be supplied by the Boarding House, for all international students and charged to parents' accounts, unless other arrangements are discussed with the Head of Boarding. Bed linen can also be supplied for all casual or short-term boarders if requested. There is no additional charge for this.

## Lost Property

All items must be clearly labelled and kept secure in drawers or wardrobes when not in use. Lost clothing will be collected by the staff and placed in a box located in the Boarding House laundry. Unclaimed items will be donated to local charities at the end of every term.

It is recommended that all students have their own laundry marker pen to ensure all items are always clearly labelled. Lost items of value e.g. wallets, phones, jewellery, are kept in the Boarding House office until collected by the owner.

Boarders are discouraged from borrowing other students' clothing, jewellery and other personal belongings. Students who lose borrowed items are liable for the replacement value of the item. While every effort is made to ensure the safety of articles, the Boarding House holds no responsibility for lost/stolen articles. We encourage individuals to ensure anything of value is included in your personal home and contents insurance.

## Manners and Etiquette

Manners are important to a harmonious communal living. Good manners are essential and help to build respect. All students are expected to:

- Say please and thank you to all
- Not to interrupt each other in conversation
- Ensure appropriate conversations and language at all times
- Refrain from cursing and using inappropriate language
- Turn up to events and activities they have promised to attend
- Dress appropriately for occasions
- No electronic devices in the dining room during meals
- Listen attentively to notices at dinner time
- Eat using cutlery and do not leave the table until everyone on their table has finished eating

## Media

Students are encouraged to be aware of major world and national events. Newspapers are delivered to Blackwood House on a daily basis throughout term time and pupils have access to several copies from breakfast each day.



The House has a large television in the lounge area which students can access after dinner to watch both news and entertainment programs. Disney + and a restricted Netflix account are available on the weekends for boarders to watch age appropriate movies and TV programs. Televisions are not permitted in the bedrooms. Students will be asked to remove any inappropriate posters or media.

A filtered Wi-Fi provision exists within the study areas of the House for school laptops (not mobile devices).

## Medications

It is vital that the School is aware of what medication each student is taking to enable appropriate care to be given in the event of illness or injury. The health and well-being of all our students is of the utmost importance to us, so we ask that students do not keep medications in their rooms or carry medications with them at school. Asthma puffers and Epi-pens are, of course, an exception and students with asthma or anaphylaxis must carry their reliever puffer or Epi-pens with them at all times. Under no circumstances should any student share their medication with another student.

The use, storage and distribution of medications must occur in accordance with School policy and procedure. Boarders are not permitted to self-medicate and all medication is to be handed in to the Head of Boarding or a House Parent for storage in the locked First Aid cupboard in the Staff office. Students can then access it when required.

International students need to be aware that any medication they bring is to be accompanied by a doctor's letter with full details of the medication name, expiry date, what the medication is used for, normal dosage and the time frame in which it will need to be used. This information must be written in English.

Any medicines administered, prescribed or otherwise, will be recorded on the School's database system. Parents are asked to authorise staff to dispense First Aid and over the counter medication as requested on the Authority form, and to identify if they wish for appointments with a Doctor to be made on their behalf as and when needed.

## Music

Boarders may bring their own musical instruments that can be housed in the boarders' rooms, provided the instrument is not excessively large. There is a piano onsite in the back-study room for students to access and use accordingly. Practice sessions should fit in with students' study timetables and Blackwood House routines.

Boarders are encouraged to use earphones or headphones while listening to music on portable devices. The volume must be kept to a socially acceptable level if recorded music or a radio is used to entertain a whole room or used in own rooms.

## Part-Time Work

Boarders are permitted to undertake part-time work during the course of the term if they are over the age of 15. Boarding students are required to have written permission from a parent or Guardian for working and to clearly communicate the associated travel arrangements.

Ideally, the work must not interfere with study, but special requests maybe agreed by the Head of Boarding. Students must, however, ensure they continue to meet their school and co-curricular commitments.



## Parental Involvement

Parents and Boarding House staff share responsibility for students while they are living in the Boarding House. It is important that parents and Boarding House staff work together to ensure consistency of expectations in student behaviour.

Parental support and cooperation are greatly appreciated and parents are encouraged to discuss any concerns with the Head of Boarding. Regular communication is encouraged between Boarding House staff and parents. Parents are always welcome to visit Blackwood House.



## Personal Hygiene

Guidance and help are given whenever possible by the Boarding Staff but an awareness of the following is always beneficial:

- Using clean linen and towels – changing and washing on a regular basis.
- Washing dirty clothes regularly and at the very least on a weekly basis.
- The need for soap, shampoo, and deodorant (non-aerosol), particularly during the warmer months.

Without this knowledge, it is possible that a boarder may be ostracised by their peers, creating a difficult situation for both the student and other Boarding House members in general.

## Pets

Pets are not allowed at Blackwood House with the exception of a small fish tank in the students' bedroom if desired. Suitable care and arrangements for holiday periods must be made at all times.

## Policies

A list of School Policies is available on the School website.

## Privacy

Boarders should not enter another boarder's room without the permission of the resident at any time. Boarders must not engage with the property of any other boarder without their permission.

**Staff will always knock and seek permission prior to opening the door to a student's bedroom (refer to the room searches protocol).**

## Prohibited items

The following are prohibited on school grounds:

- Weapons of any kind (this includes replica);
- Prohibited substances (e.g. illegal drugs, suspected illegal drugs, alcohol)
- Implements or instruments for the use of illegal drugs;
- Cigarettes/tobacco;
- Pornographic or offensive material (Gippsland Grammar determines what is offensive in accordance with its Anglican values/teachings);

No candles, diffusers or incense burners in rooms and no aerosol cans (roll-on or pump spray deodorants only). Also, we ask all boarders to refrain from the storage and consumption of soft drinks and fast foods on site due to health and social issues these can create.

## Posters

Each bed area has a designated pinboard for boarders to display posters, notes or photos. No blu-tac or adhesive materials to be used on the paintwork as this causes damage upon removal. Anything being displayed must be age appropriate for all members of the Boarding House or it will be removed.

## Reporting

As part of the Garnsey Campus reporting schedule, written feedback will be provided from the Head of Boarding for all Full and Part-time boarders at the end of each Semester.

## Room Allocation

Rooms are of varying size and may accommodate one or two students each depending on capacity. Each room has an en-suite bathroom and is suitably equipped with age appropriate furniture. Rooms are checked at the end of every term for any maintenance issues and suitability.

Students are encouraged to bring the minimum number of personal belongings. All students are required to pack up their rooms at the end of each term with limited storage for bedding and some personal boxes. The House will be 'spring cleaned' at the end of each term and may be let to external groups.

## Room Expectations

Each student is responsible for the care, order and tidiness of their bedroom.

All personal belongings should be placed in cupboards and draws, and otherwise kept in an orderly fashion.

Beds should be made before leaving in the morning and will be inspected on a regular basis. As a rule, the floors must be kept clear, dirty washing should be kept in a laundry bag or basket and wet washing should be placed in the drying room or outside on the clothes lines supplied, according to the weather.

Cleaners attend to the rooms and bathrooms on Monday, Wednesday and Friday mornings each week but ultimately it is the students' responsibility to look after and organise their room to the expected standard.

Failure to meet the expectation for the hygiene and presentation of a room, or an area within a room, can lead to the removal of privileges.

## Room Searches

Respect for privacy and the rights of each boarder at Gippsland Grammar are always of paramount consideration. However, on occasions it may be necessary to enter and search rooms and/or other areas in the interests of our duty of care. When this does occur, Boarding House staff should take every precaution to protect themselves, and the student(s) involved. As a minimum requirement, room searches are to be conducted by the Head of Boarding or alternatively a Supervisor, in the presence of another staff member and where practicable, the student whose room is being searched.

Searches may occur when there is a reasonable concern that a student has prohibited items or substances in their possession, when a significant theft has occurred, or where there is a genuine concern about a staff member or student's safety and wellbeing. Staff will conduct these searches in an appropriate manner and the Head of Boarding will contact the student's parents, when appropriate. A record of searches will be kept.

## School Counsellor

All new boarders will be introduced to the School's full-time Counsellor during their first term as a boarder. These services can be accessed by all students and can include help with motivation, socialisation, mental health disorders and much more. If you feel your son/daughter could benefit from meeting with the Counsellor there are a few options available; contact the Head of Boarding, contact the School's Counsellor directly or have your son/daughter contact the School's Counsellor directly at school.



## Security

**Personal Safety** - It is the responsibility of boarders to keep themselves safe at all times and to inform Boarding House staff immediately if they have any concerns. Students are permitted to leave the Boarding House, such as for Street Leave and on weekends, provided relevant permission is received. During this time, it is the responsibility of boarders to have completed an online leave request through REACH, to ensure they have informed a staff member of their absence upon departure, and to carry a mobile phone (if applicable). This procedure applies any time a student is to leave the Boarding House (other than to attend classes) and boarders are required to check in with a staff member on their return.

**House Safety** - Boarding Supervisors sleep in the Boarding House every night during term. The Head of Boarding is always on call. At night the Boarding House is wired with an alarm that is activated if an external door is opened. The building is floodlit throughout the night. Every room is fitted with a smoke detector. Excessive use of hair spray or talcum powder or steam from showering with the door open can activate an alarm and should be avoided. Intentional alarm activations will be charged to the parents of the offending student.

**Personal Items of Value** - It is recommended that students do not bring valuable belongings to the Boarding House. Jewellery, money and other valuables may be locked in the lockable cupboards in the students' own rooms. Students may bring their own security boxes. It is recommended that passports and large sums of money are stored in the locked safe in the Boarding House office for safe keeping. All personal belongings should be named e.g. calculators, radios, iPads, iPods, mobile phones, laptops, hair dryers etc. Whilst every effort is made to keep belongings safe, the Boarding House assumes no responsibility for lost/stolen items.

Every boarder has access to a lockable space and are recommended to bring with them to the Boarding House a suitable small padlock. Keys can be lodged with boarding staff if necessary.

Boarders are responsible for the security of their own items and whilst the School and House take a dim view of any theft or loss, unauthorised use or damage of any personal belongings, we are unable to accept responsibility. Parents may wish to review their domestic personal insurance policy to ensure the items brought to the House are adequately covered.

## Student Leadership

Leadership opportunities are available for boarders to develop leadership skills whilst at Blackwood House. Each year two Year 12 students are nominated as Boarding Captains. There is an application and interview process for these positions advertised at the beginning of Term 1. Their responsibilities include inducting new students into boarding life, acting as mentors for new boarders, participating in Boarder's Voice meetings, representing boarders at school functions and speaking at the Blackwood House Valedictory in Term 4

Students in all years can be asked to act as mentors to new students. Volunteers make up the members of a Boarders Voice committee to help provide feedback about food and House matters and plan activities and outings for the House throughout the Year.





## Supervision

Gippsland Grammar has a duty of care to look after the safety and wellbeing of students attending the School or boarding at Blackwood House. Supervision is one of the key elements of exercising this duty of care and preventing injuries to students during the course of School and Blackwood House related activities.

Appropriate supervision will be provided at Blackwood House at all times when students are likely to be attending Blackwood House, with increased supervision at those times when students are expected to be up and about (eg before school, after school, and before bed).

The Head of Boarding is supported by male and female Boarding House staff to ensuring an appropriate mix of supervision.

In determining appropriate supervision, the Head of Boarding has regard to each boarder's:

- age, skill and experience;
- physical and/or intellectual needs (if any);
- existing medical conditions;
- known behavioural characteristics; and
- the nature of activities being undertaken and hazards.

However, it is also an important part of being a boarder at Blackwood House that students are provided with an opportunity to develop a responsible degree of independence).



## Tutoring

Tutoring is provided at set times to all boarders who are expected to attend the relevant tutorials. Academic support is normally provided in the following subjects (although other subject's may be considered depending on needs):

English (Language & Mainstream), Mathematics (General, Further, Methods & Specialist), Physics, Chemistry, Biology, Psychology & French (if required).

## Uniform Requirements

The Gippsland Grammar School uniform is available from the Uniform Shop. More information and opening hours are available from the Gippsland Grammar website.

The uniform is very practical and easy to maintain, and boarders are expected to wash and clean as necessary using the facilities provided.

Regulation uniforms and all sports uniforms are compulsory as outlined in the school documentation. Boarders are expected to at all times be ambassadors for Blackwood House and can expect their uniform to be checked on a daily basis.

- Terms 1 and 4: Students are expected to wear full summer uniform including hat.
- Terms 2 and 3: Students are expected to wear full winter uniform.

Sports Uniforms are generally worn each Thursday unless otherwise notified.

## Visitors

Approved visitors are welcome at the Boarding House and must arrive via the main foyer to complete the sign-in process before entering. All visitors must also register their arrival and departure with the Head of Boarding (or their delegate). Visitors should only enter and depart via the main foyer.

Visitors are welcome in all common areas of the Boarding House. However, visitors other than Parents, Host Families or Guardians are not permitted to enter student bedroom areas. When permitted visitors are in student bedroom areas, the door is to remain open.

## BOARDER'S CODE OF CONDUCT

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All members of the Gippsland Grammar School community have the right to enjoy a safe and ordered environment, free of bullying and harassment, where cooperation and interaction are encouraged, individuals are valued, and property is respected. Our aim is to prepare and guide students so that they can lead their lives in a responsible and positive manner as well-rounded and responsible adults.

At Blackwood House we have our own Boarder's Code of Conduct, which applies in addition to the School's Codes of Conduct, policies and procedures. Devised by students in consultation with the Head of Boarding, it outlines the expected positive behaviour of all students with regards to how they conduct themselves within the House, the nature of their relations with other students and with staff, and the role each one has as an ambassador for boarding at Gippsland Grammar and of Blackwood House.

### **As a member of Blackwood House, I will:**

- Respect the House and furniture, whilst ensuring my bedroom area is at all times presentable.
- Contribute positively, and with initiative, to the life of the Boarding House.
- Act in accordance with the School's core values, expectations, policies and procedures, as well as the directions of Boarding House staff.
- Contribute to the culture of the House, which reflects a safe and supportive environment, free from harassment, bullying, or otherwise inappropriate behaviour in any form.
- Be punctual and comply with the House routine.
- Not possess, consume, sell, or distribute illicit substances (including drugs, cigarettes and alcohol), which I appreciate would be in breach of the School's policies and procedures.
- Undertake the duties and requests made of me with suitable commitment and a sense of service.
- Engage positively in my own learning and support others through my approach and actions.
- Be tolerant, accepting and inclusive of all boarders and students of the School, regardless of race, religion, disability, gender, sexuality, background or otherwise.
- Respect the Boarding House's protocol regarding visitors and guests and will not have visitors in my bedroom (or otherwise, in prohibited areas).
- Abide by formal sign in and out procedures, so that my whereabouts is known.

### **In my relations within Blackwood House I will:**

- Acknowledge other boarders and staff at all times.
- Support other boarders in their studies, sports and activities.
- Act with care, diligence and respect towards others at all times.
- Call out the behaviours of others that are discriminatory, harassing, violent, or otherwise inappropriate in nature. This includes inappropriate by staff contrary to this Handbook.
- Co-operate with staff and other boarders to ensure that prep and study time is not disrupted.
- Respect the views and actions of other boarders.
- Respect the privacy of other boarders and their possessions.
- Keep noise levels to a minimum, particularly before wake-up, during prep and after bedtime.
- Seek permission before entering the room of another student or borrowing another's belongings.
- Not engage in sexual activity with staff, visitors or other boarders.



**As a member of Blackwood House I will:**

- Acknowledge, welcome and host visitors to the common areas of the Boarding House.
- Respect the house and furniture, whilst ensuring my bedroom area is at all times presentable.

**Contribute positively, and with initiative, to the life of the house.**

- Undertake the duties and requests made of me with suitable commitment and a sense of service.
- Engage positively in my own learning and support others through my approach and actions.

**In my relations within Blackwood House I will:**

- Acknowledge other boarders and staff at all times.
- Support other boarders in their studies, sports and activities.
- Respect the views and actions of other boarders.
- Respect the privacy of other boarders and their possessions.

**I will be an ambassador for Blackwood House by:**

- Representing the House and School to the best of my ability.
- Acknowledging and welcoming visitors to the common areas of the Boarding House.
- Making the most of the opportunities presented at Gippsland Grammar.
- Promoting a happy and healthy living environment.
- Appreciating and recognising all who contribute positively to the House and School.
- Treating staff, my peers and juniors, with the respect and courtesy that I expect.
- Presenting myself to the highest standard throughout.

## **PROCEDURES FOR DEALING WITH INAPPROPRIATE STUDENT BEHAVIOUR**

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Procedures for dealing with inappropriate behaviour, including a breach of the School's policies and procedures (such as the Boarder's Code of Conduct) will be addressed in accordance with the School's Student Behaviour Management Policy.

Minor issues (including use of electronic devices after curfew, untidy uniform, untidy room) are dealt with directly by the Boarding Staff on duty. Student behaviour is recorded in the shift reports on the REACH leave management system. Where appropriate, and depending on the circumstances, low-level disciplinary issues will be communicated to the student's parents (such as by telephone, or a written note in the student's diary).

More serious issues (including unexplained absences from the Boarding House, inappropriate physical contact with staff or students), are reported to the Head of Boarding, who may respond to the issues directly or in consultation with the Head of Garnsey Campus or the Principal. Parents will be notified of the School's concerns, and any disciplinary action taken, accordingly.

As outlined in the School's policies, there is a zero-tolerance approach to the consumption of alcohol and drug abuse. Such matters will be treated seriously, and will be dealt with by the Principal, or their delegate.

Parents and Boarding House staff share responsibility for students while they are living in the Boarding House. It is important that parents and Boarding House staff work together to ensure consistency in expectations of student behaviour. Parental support and cooperation are greatly appreciated. Parents are encouraged to discuss any concerns with the Head of Boarding as soon as they arise.

## BOARDING HOUSE STAFF CODE OF CONDUCT

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Gippsland Grammar (the **School**) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies and procedures to uphold this commitment.

The School takes a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance, and strives to deliver an academic care model that promotes the School's core values of compassion, leadership, excellence, respect and responsibility

In addition to the Child Protection Staff Code of Conduct, and the School's Child Protection Program, Boarding House staff are expected to abide by the Boarding House Staff Code of Conduct. The Code clearly lists specific behaviours of staff towards boarders that are acceptable, and those that are not, with the overall aim to help protect its students from harm.

This Code takes into account the interests of Boarding House staff (including by having regard to other professional or occupational codes of conduct that regulate particular staff), and the needs of all students who board at the Boarding House.

### **In my role at Blackwood House I will:**

- Comply with the School's Child Protection Staff Code of Conduct (a copy of which is available on the School website).
- Comply with the School's directions, guidelines, policies, procedures and rules (including this Handbook).
- Conduct myself, behave and make decisions in a manner that demonstrates child safety and student wellbeing is at the forefront of mind, and remains a paramount consideration. This includes by maintaining professional boundaries with boarders at all times.
- Ensure students feel safe and secure at all times.
- Act with care, diligence and respect towards others at all times.
- Support and foster a culture in the Boarding House that is courteous, respectful, and free from bullying, discrimination and harassment.
- Respect the privacy of boarders, whilst ensuring that the School maintains the duty of care owed to its students.
- Ensure that everyone knows that the School rules apply in the School, the Boarding House, on Leave (including Street Leave), and on excursions at all times.
- Promptly raise any concerns about student care, safety and wellbeing in accordance with the School's Grievances Policy or Make a Report Procedure. In this respect, if a complaint or concern is discovered, this should be shared with the Head of Boarding.

### **In my role at Blackwood House I will not:**

- Act in breach of the School's Child Protection Staff Code of Conduct.
- Act in breach of the School's directions, guidelines, policies, procedures and rules (including this Handbook).
- Cross professional boundaries with boarders.
- Disobey a lawful or reasonable direction by the School.

# 2022 Dates

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## Term 1

Mon 31 January – BWH opens @ 2pm  
Tue 1 February - Term 1 starts for Year 7 - 12 students  
Fri 11 March – BWH closes @ 5pm for Exeat Weekend  
Mon 14 March – (Labour Day) - BWH re-opens @ 2pm  
Fri 8 April – Term 1 ends - BWH closes @ 5pm

## Term 2

Mon 25 April – (Anzac Day) – BWH opens @ 2pm  
Tue 26 April – Term 2 starts  
Sun 15 – Sat 21 May – National Boarding Week  
Fri 3 June – Professional Learning Day (Student free) – BWH remains open  
Fri 10 June – BWH closes @ 5pm for Exeat Weekend  
Mon 13 June – (Queen’s Birthday) - BWH re-opens @ 2pm  
Fri 24 June – Term 2 ends - BWH closes @ 5pm

## Term 3

Mon 18 July – Professional Learning Day (Student free) – BWH opens @ 2pm  
Tue 19 July – Term 3 starts  
Thu 18 August – BWH closes @ 5pm for Exeat Weekend  
Fri 19 August – Compliance Day (Student free)  
Sun 21 August – BWH re-opens @ 2pm  
Fri 16 September – Term 3 ends - BWH closes @ 5pm

## Term 4

Sun 25 September – BWH opens @ 2pm for Year 12 Practice Exam Week  
Fri 30 September - BWH closes @ 5pm  
Sun 2 October – BWH opens @ 2pm  
Mon 3 October – Term 4 starts  
Thu 20 October – BWH Valedictory Dinner  
Mon 31 October – Professional Learning Day (Student free) – BWH remains open  
Tues 1 November – (Melbourne Cup) – BWH remains open  
Thu 17 November – BWH closes @ 5pm for Exeat Weekend  
Fri 18 November – Rollover Prep Day (Student free)  
Sun 20 November – BWH re-opens @ 2pm  
Thu 8 December – Term 4 ends - BWH closes @ 5pm  
Fri 9 December – Staff Day (Student free)

**The following pages (if applicable)  
need to be signed and returned to  
Blackwood House prior to  
commencement of boarding.**

## BLACKWOOD HOUSE:

### Street Leave, Transportation & Activity Form 2022



Student Name

Please ensure you are familiar and comfortable with the expectations of Blackwood House, as listed below, but subject to change, in relation to the student Street Leave, transportation and attendance at various activities.

Please indicate you are content with the arrangements in place at Blackwood House by ticking the relevant boxes.

☐ Do you give permission for your son / daughter to be granted weekday Street Leave as identified in the House Handbook, with the understanding that this is a privilege afforded to boarders that may be withdrawn by staff if standards of conduct and co-operation do not meet expectations?

☐ Do you give permission for your son / daughter to be granted extended weekend Street Leave as identified in the House Handbook, with the understanding that this is a privilege afforded to boarders that may be withdrawn by staff if standards of conduct and co-operation do not meet expectations?

☐ Do you give permission for your son / daughter to be transported in the Blackwood House minibus to and from the train station, or to other approved activities within the Sale region?

☐ Do you give permission for your son / daughter to attend the Aqua Energy swimming pool and gym facility, or the area around Lake Guthridge or Lake Guyatt, as part of a House outing over the course of a weekend or, in exceptional circumstances, during the course of a School week?

☐ Do you give permission for your son / daughter to take part in local sporting competitions (such as basketball, netball or touch football) as part of a Blackwood House or a broader Gippsland Grammar social team?

☐ Do you give permission for your son / daughter to watch age appropriate television programs and movies should the opportunity arise whilst at Blackwood House or at a local cinema?

If so, please indicate the categories that you are happy for them to view

- ☐ G – General  
☐ PG – Parental Guidance  
☐ M- Mature  
☐ MA 15+ - Mature Accompanied (Must be over 15)

Student Signature		Date:
Parent Signature		Date:
Staff Signature		Date:

This form needs to be completed and returned to Blackwood House prior to a student joining the boarding community.







# BLACKWOOD HOUSE: Authority Form 2022



**Student Name**

*Please ensure you are familiar and comfortable with the role of staff at Blackwood House, whilst who acting in Loco parentis, will complete Indemnity Forms, authorising purchases at the School Shop, the repair of laptop computers, the administration of medicines and the booking of appointments.*

Please indicate you are content for staff at Blackwood House to authorise forms, repairs and treatments by ticking the relevant boxes.

- ☐ Do you give permission for staff at Blackwood House to complete Indemnity Forms on your behalf, using the information provided to Gippsland Grammar?
- ☐ Do you give permission for staff at Blackwood House to authorise laptop computer repairs at Gippsland Grammar if the amount is less than \$100?
- ☐ Do you give permission for staff at Blackwood House to authorise purchases at the School Shop, if the amount is less than \$50?
- ☐ Do you give permission for staff at Blackwood House to dispense First Aid, common Household medications and cold relief substances?

Staff at Blackwood House are able to make medical appointments on your behalf? Please indicate if you have a preference for a specific medical practice.

- ☐ I authorise appointments to be made at the Inglis Medical Centre if needed
- ☐ I authorise appointments to be made at the Clocktower Medical Centre if needed
- ☐ I authorise appointments to be made at either the Inglis or Clocktower Medical Centre if needed

<b>Student Signature</b>		Date:
<b>Parent Signature</b>		Date:
<b>Staff Signature</b>		Date:

*This form needs to be completed and returned to Blackwood House prior to a student joining the boarding community.*







## BLACKWOOD HOUSE: Mobile Phone Form 2022

Student Name	
Mobile Phone Make & Model	
Mobile Phone Colour	
Mobile Phone Number	

*Please ensure you are familiar and comfortable with the expectations of Blackwood House, as listed below, but subject to change, in relation to the student use of mobile phones in the boarding community.*

- Blackwood House does not accept responsibility for the security of any mobile phone brought to the Boarding House or to the Garnsey Campus
- Mobile phones are accessible from 8:00am daily until the published Technology Hand-In times – usually 30 mins later on non-School nights.
- Mobile phones are not to be used:
  - During House Notices/Meetings
  - During meals
  - During prep
  - After the allocated hand in time
  - With disregard to the privacy of another student or member of staff
- Students are only allowed to bring one mobile phone to the boarding community
- Boarders are to abide by the Acceptable Use Policy for use of mobiles at all times

**We accept that failure to adhere to these conditions may result in the immediate withdrawal of mobile phone privileges.**

Student Signature		Date:
Parent Signature		Date:
Staff Signature		Date:

*This form needs to be completed and returned to Blackwood House prior to a student bringing a mobile phone to the boarding community.*







## BLACKWOOD HOUSE: Car Form 2022

Student Name	
Car Make & Model	
Car Colour	
Car Registration	

*Please ensure you are familiar and comfortable with the expectations of Blackwood House, as listed below, but subject to change, in relation to the student use of cars whilst living in the boarding community.*

- Blackwood House does not accept responsibility for the security of any vehicle brought to the Boarding House or to the Garnsey Campus.
- As identified elsewhere, cars may only be brought to School with the official permission of the Head of Year 12, who will provide the Boarding House with confirmation all School requirements are in place. Only then may a boarder request permission to have a car at Blackwood House.
- Boarders are allowed to park a car at Blackwood House, spaces permitting, if they are driving to and from School, and will be expected to:
  - Provide the Head of Boarding or House Parent with their car keys once they arrive at School.
  - Exercise caution whilst driving at Blackwood House, and specifically near the entrance to House.
  - When arriving at School to deposit the keys and car at Blackwood House
  - When returning home, collect their car and key from Blackwood House at the end of the School day.
- Boarders will not be allowed to use cars during the course of the week. Transport will be provided to any necessary appointments in the Sale region as per usual arrangements.
- In exceptional circumstances only, a request can be made in good time to the Head of Boarding, for concessional use of a car whilst staying at Blackwood House. This will be at the discretion of the Head of Boarding.

**We accept that failure to adhere to these conditions may result in the immediate withdrawal of car privileges.**

Student Signature		Date:
Parent Signature		Date:
Staff Signature		Date:

*This form needs to be completed and returned to Blackwood House prior to a student bringing a car to the boarding community*









## BLACKWOOD HOUSE: Approved Host & Guardian Form 2022

<b>Student Name</b>	
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*Please ensure you are familiar and comfortable with the expectations of Blackwood House, as listed below, but subject to change, in relation to Host families and Guardians.*

Host Families may be nominated by Parents. They will have the authority to request leave for Students directly with the Boarding House.

<b>Host(s)</b>		
<b>Street Address</b>		
<b>Town and Post Code</b>		
<b>Home Telephone</b>		
<b>Mobile telephone(s)</b>		
<b>Email Address</b>		

Parents who normally live outside Australia will need to nominate Guardians who can accommodate their son daughter over the course of the year. They will have the authority to request leave for Students directly with the Boarding House.

<b>Host(s)</b>		
<b>Street Address</b>		
<b>Town and Post Code</b>		
<b>Home Telephone</b>		
<b>Mobile telephone(s)</b>		
<b>Email Address</b>		

<b>Parent Signature</b>		Date:
<b>Staff Signature</b>		Date:

*This form needs to be completed and returned to Blackwood House prior to a student joining the boarding community.*



A MEMBER OF



AUSTRALIAN  
BOARDING  
SCHOOLS  
ASSOCIATION



#### Garnsey Campus

(Years 7-12)

Princes Highway  
Sale Victoria 3850  
Australia

P +61 3 5143 6388  
F +61 3 5143 6347

#### St Anne's Campus

(Early Learning to Year 6)

52 Raymond Street  
Sale Victoria 3850  
Australia

P +61 3 5143 7155  
F +61 3 5143 7138

#### Bairnsdale Campus

(Early Learning to Year 6)

86 Bullumwaal Road  
Wy Yung Victoria 3875  
Australia

P +61 3 5152 3366  
F +61 3 5153 1522

#### Blackwood House

(Boarding House)

57-59 Raglan Street  
Sale Victoria 3850  
Australia

P +61 3 5143 6311



**Gippsland Grammar**  
A PASSION FOR EXCELLENCE

PO Box 465 Sale Victoria 3853

ABN 75 005 031 336 CRICOS Provider Code: 00340B

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