



ASSG100 All Souls St Gabriels School
CELEBRATING
100 YEARS IN 2020

2020 Boarders' Handbook

**ASSG School Inc
CRICOS Provider #:02025G**

Contents

<i>Welcome</i>	7
Introduction.....	8
Board of Directors.....	8
All Souls & St Gabriels Past Student Association.....	8
Parents and Friends Association.....	8
<i>2020 Term Dates</i>	9
<i>An Introduction to Boarding</i>	10
<i>Contact Us:</i>	11
An A to Z of Boarding:.....	13
Absences.....	13
Late Return after the Holidays:.....	13
Sickness or Unforeseen Absence:	13
Other Absences:.....	13
Accommodation.....	14
Activities & Sports Available.....	14
<i>Sport</i>	14
<i>Music</i>	14
<i>Horse and Cattle Clubs</i>	15
<i>Duke of Edinburgh's International Award Scheme</i>	15
<i>Weekend Activity</i>	15
<i>Outings</i>	15
Alcohol/Drugs.....	15
Assessment Policy.....	15
Banking & Pocket Money.....	16
Bounds	16
BYOD.....	16
Calendar	16
Chapel and Religious Education	17
Clinic.....	17
Code of Behaviour	17
Consequences of Unacceptable Behaviour:	18
Common Courtesies.....	18
Computers	18
Daily Routine.....	19
Saturday Variations.....	19
Damages.....	20
Drivers.....	20
DTTC	21
Duties	21
Electrical Appliances.....	21
Excursions.....	21
Facebook	21
Facilities & Activities.....	21

Pool.....	22
Grooming	22
Guidelines for Student Behaviour	22
Hair	22
Boys:.....	22
Girls:	22
Hair Cuts.....	22
Handbook & Diary.....	23
Headwear.....	23
Homework.....	23
Houses.....	23
House Rules	23
Injuries and Accidents.....	24
Instrumental Music and Voice Lessons	24
Jewellery.....	24
Girls:	24
Boys:	25
Labels	25
Laundry	26
Lockers:	27
Lost Property.....	27
Makeup.....	27
Mobile Phones	27
Newsletters	27
Parent/Teacher Interviews	27
Personal Hygiene.....	27
Personal Items	28
Room & Locker Search.....	28
Social Media:	28
Staffing	28
Storage:.....	28
Student Diaries.....	29
Student Leadership in the House	29
Television & Magazines	30
Uniform & Grooming	30
School Uniform.....	30
Uniform	31
Headwear	31
Uniform Suppliers	31
<i>Communication</i>	32
Email	32
Facebook	33
Mail	33
Mobile Phones	33
Website.....	33

<i>Medical & Dental</i>	34
School Doctor	34
Nursing Staff	34
Medication.....	34
Dental Care	34
Hospital Services	34
Specialist Appointments	34
<i>Meals & Food</i>	35
Meal Times.....	35
In The Dining Room	35
Dress:	36
Food in Houses.....	36
<i>Leave & Outings</i>	37
Authorised Hosts	37
Leave Arrangements	37
<i>Day Leave</i>	37
<i>Parental Leave</i>	37
<i>Service Station Leave</i>	37
<i>Special Leave</i>	37
<i>Town Leave</i>	38
<i>Weekend Leave</i>	38
<i>Written Permission</i>	38
Leave Process.....	39
<i>Weekly Boarders</i>	40
Obligations to be met before Leave.....	40
Quick Reference	40
<i>Amount of Leave and Weekend Leave</i>	40
<i>Restricted Leave Weekends</i>	40
<i>Departure Time</i>	40
<i>Gating (Restricting Leave)</i>	40
<i>Late Returns</i>	40
<i>Outings</i>	41
<i>Pick Up</i>	41
<i>Return Time</i>	41
Travel Arrangements.....	41
Leave Form	42
<i>Year 12 Privileges</i>	43
Town Leave.....	43
Servo Leave	43
The Quad	43
Seniors Only Outings.....	43
<i>Safety & Security</i>	44
Of the Students	44
Of the Buildings	45
Of Belongings	45

<i>Junior School Boarding</i>	46
Junior School Timetable	46
Classes.....	46
Junior School Uniforms.....	46
Junior School Discipline	46
Junior School Homework	46
<i>Rights & Responsibilities</i>	47
<i>What to Bring</i>	49
After School.....	49
Non-Uniform Clothes.....	49
Miscellaneous Items.....	49
Living Things	49
Electrical Appliances.....	49
The School Uniform	49
<i>Good Advice</i>	50
<i>What not to bring</i>	50
<i>Notes for Parents</i>	51
General	51
Guidelines	51
<i>Beating the Boarder Blues</i>	52
It will pass.....	52
Some advice.....	52
<i>Education Allowances</i>	53
Commonwealth Government Allowances	53
<i>Assistance for Isolated Children (AIC)</i>	53
<i>Youth Allowance</i>	53
<i>ABSTUDY</i>	53
Queensland Government Allowances.....	54
<i>Living Away From Home Allowance Scheme (LAFHAS)</i>	54
<i>Text Book Allowance</i>	54
<i>Conveyance Allowance – Queensland Transport</i>	54
Where to apply for these Allowances.....	54
Notes:	54
<i>A Final Word</i>	55

Welcome

Welcome to the All Souls St Gabriels School Boarding Family.

At All Souls St Gabriels School, we aim to make boarding a truly rewarding experience and this booklet attempts to make that experience a little more informed.

ASSG was founded by the Brotherhood of St Barnabas and The Sisters of the Sacred Advent and has a proud history of providing quality education to the students of Northern, Western and remote areas of Queensland, Northern Territory, WA and International students since 1920.

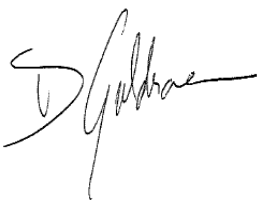
Our residential staff strive to make our dormitories a caring 'family like' environment based on trust, mutual respect, cooperation and open communication.

Our goal is to provide:

A safe and caring environment for everyone.

- Support - academically, socially and emotionally.
- Challenges - artistically, in the classroom, on the sporting field.
- Understanding of the individual, others and the bigger picture.
- A sense of pride - in themselves, in the school.
- Encouragement - to be creative, to do better, to be better and to help others do the same.
- Opportunity:
 - to participate in a wide variety of activities - sporting, academic, cultural and social.
 - to develop the whole person - Mind, Body and Spirit.
 - to develop self-reliance and independence.
 - to build lifelong friendships.
 - to grow and mature with support and guidance.

We understand that all students are individuals and as such need to be treated accordingly, but we also want them to feel a sense of belonging, and that they are a valued member of our All Souls St Gabriel boarding community.



Mr Darren Gulbrandsen
Head of Boarding

Introduction

Board of Directors

The School is an Incorporated Body (All Souls St Gabriels School Inc.) run by a School Council, which is responsible for setting policies and overseeing the management of the School. The Council is a representative of those groups interested in the School – Past Students, Past and Present Parents, Brotherhood of St Barnabas, St Gabriels Board of Governors and the local community. Mrs Diane Alford, a past parent and local grazier, is the current Chairperson. The Headmaster attends all Board Meetings and any communication with the Board should be through the Headmaster.

All Souls & St Gabriels Past Student Association

The All Souls St Gabriels Past Student Association has grown out of the amalgamation of the All Souls Old Boys' Association and the St Gabriels Old Girls' Association. Membership is not confined to past students. Parents and other friends of the School can join. Its main activity is to support the School. The Annual Reunion is usually held during the first weekend in Term 4. From 2000, all students leaving the School will have their \$110.00 Non-Refundable Enrolment Application Fee handed to the Association as Life Membership for the student of the Association.

Parents and Friends Association

The School has an active Parents and Friends Association. Any assistance you may be able to offer would be appreciated.

The Junior School Support Group (JSSG) is part of the P&F Association and plays an important role in supporting the Junior School. They fundraise during the year to purchase much-needed equipment for our Junior School.

2020 Term Dates

TERM 1	10 Weeks	
Australia Day Public Holiday	Monday	27 January
<i>Boarders' Travel Day</i>	Tuesday	28 January
First Day of Term – 8.15 am	Wednesday	29 January
Classes End – 3.00 pm	Thursday	02 April
Travel Day	Friday	03 April
TERM 2	10 Weeks	
<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	20 April
First Day of Term – 8.15 am	Tuesday	21 April
Anzac Day Service and March	Saturday	25 April
Labour Day – Normal School Day	Monday	04 May
Classes End – 3.00 pm	Thursday	25 June
Travel Day & Staff Reporting Day	Friday	26 June
TERM 3	9 Weeks	
<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	20 July
First Day of Term – 8.15 am	Tuesday	21 July
Charters Towers Show – School Closed	Tuesday	28 July
Classes End – 3.00 pm	Thursday	17 September
Travel Day	Friday	18 September
TERM 4	8 Weeks (7 Weeks Yr 12)	
Queen's Birthday Public Holiday	Monday	05 October
<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Tuesday	06 October
First Day of Term – 8.15 am	Wednesday	07 October
Preliminary Prize Giving	Thursday	19 November
Awards Day and Valedictory Dinner	Friday	20 November
<i>Classes End Year 12</i>	<i>Friday</i>	<i>20 November</i>
Classes End – Pre-Prep to Year 11	Wednesday	25 November
Travel Day	Thursday	26 November
Staff Reporting Day	Friday	27 November

An Introduction to Boarding

We hope that boarding at All Souls St Gabriels School will be a happy and rewarding time for you. Our students come from all over Northern Australia, as well as the Pacific. We believe that this experience is an enriching experience in itself.

Boarders learn self-reliance and independence as well as a tolerance of others.

Why Board?

Boarding house life provides, within a Christian environment:

- an opportunity for development of character, self-discipline, leadership and initiative.
- an opportunity to develop a set of values based upon respect, consideration, honesty and trust.
- an opportunity to learn to cope with the successes and challenges of school life in the supportive, caring and encouraging environment of the House.

The following information has been prepared for parents and their children to make the transition from home to boarding School with the very minimum of fuss.

We recognise that boarding is seldom, if ever, the same as living at home, but those students who come prepared to grasp the many and varied opportunities that boarding house life offers, thoroughly enjoy the experience and make lifelong friends. The independence and self-discipline necessary to make a happy boarder are of value forever.

Our staff aim to create a friendly and pleasant atmosphere in which the student can live happily and develop the necessary social and community skills to be a successful member of society. As in any community, certain restraints are essential, and the viewpoints of others must be considered. We do expect a high degree of self-discipline and respect for others in the boarding house community. To be a respected boarder, the student must have respect for school traditions, for staff and fellow students.

Contact Us:

MR DARREN FLEMING
Headmaster
MRS KAREN STOREY
Dean of School
MR JON TEICHMANN
Head of Enrolments and Marketing
Mr JAKE DIERY
Feetham House Supervisor
MR RHETT BUTLER
Ramsay House Supervisor
MRS JENNY CANTLE
Becket House Supervisor

MR IAN DIETRICH
Academic Dean/Deputy Headmaster
MRS WENDY FLEMING
Dean of Students
MR DARREN GULDBRANSEN
Head of Boarding
MR DAVIN MARSHALL
Page House Supervisor
MRS VANESSA HERRING
Alban House Supervisor
MRS YVONNE SCHAEFER
Chad House Supervisor

Phone Numbers

Mr Darren Fleming, Headmaster <i>dfleming@allsouls.qld.edu.au</i>	07 4787 1433
Mr Ian Dietrich, Academic Dean <i>idietrich@allsouls.qld.edu.au</i>	07 4788 2206
Mrs Karen Storey, Dean of School <i>kstorey@allsouls.qld.edu.au</i>	07 4788 2277
Mrs Wendy Fleming, Dean of Students <i>wfleming@allsouls.qld.edu.au</i>	07 4788 2278
Mr Jon Teichmann, Head of Enrolments and Marketing <i>jteichmann@allsouls.qld.edu.au</i>	07 4788 2210
Mrs Melissa Peace, Headmaster's Secretary <i>mpeace@allsouls.qld.edu.au</i>	07 4788 2205
Mr Darren Guldbransen, Head of Boarding <i>dguldbransen@allsouls.qld.edu.au</i>	0415 903 479
Mr Jake Diery, Feetham House Supervisor <i>feetham@allsouls.qld.edu.au</i>	0419 471 433
Mr Davin Marshall, Page House Supervisor <i>page@allsouls.qld.edu.au</i>	0409 071 433
Mr Rhett Butler, Ramsay House Supervisor <i>ramsay@allsouls.qld.edu.au</i>	0400 751 433
Mrs Vanessa Herring, Alban House Supervisor <i>alban@allsouls.qld.edu.au</i>	0419 771 433
Mrs Jenny Cantle, Becket House Supervisor <i>becket@allsouls.qld.edu.au</i>	0407 142 493
Mrs Yvonne Schaefer, Chad House Supervisor <i>chad@allsouls.qld.edu.au</i>	0439 764 638

School Administration Office: 07 4787 1433

School Administration Office Facsimile: 07 4787 3049

Secondary Student Services Office: 07 4788 2275

Secondary Student Services Office Facsimile: 07 4787 8565

Email: school@allsouls.qld.edu.au

Junior School: 04 4788 2242

Clinic: 0409 971 433
clinic@allsouls.qld.edu.au

School Address: PO Box 235
CHARTERS TOWERS QLD 4820

30 Dr George Ellis Drive
CHARTERS TOWERS QLD 4820

Before Leaving Home

It would help your son or daughter to settle into boarding school smoothly and confidently if he or she knows about and is prepared for the physical changes which will occur during his/her years as a boarder. He/she should also know about personal hygiene and the care of their belongings. We also suggest that students know how to make a bed and how to iron their clothes. Dormitory areas are expected to be kept neat and clean at all times.

Arrival at School

Parents may enter either from the Flinders Highway entrance (Page, Feetham, Ramsay and Chad House) or Harte Street (Alban and Becket House).

Boarders are expected to arrive at school on Travel Day, between 11.30 am and 5.00pm. New boarders may wish to arrive at 11.00 am, so that parents can help with settling in.

Parents are asked to take all possible steps to avoid late arrival, but if there is no alternative, they are asked to inform the school of details in advance. In the event of an unforeseen delay, during office hours, please contact the School Office; outside of Office Hours, please contact the Head of Boarding or the relevant Dormitory Supervisor.

An A to Z of Boarding:

Absences

It is not School policy to permit students to be absent before, or following holidays, to extend long weekends or vacation periods. Parents are expected to make arrangements which occur during holiday periods, rather than extending into the term. Appointments or arrangements which will lead to absence on those days should, therefore, be avoided. Only in exceptional circumstances will the Headmaster or Academic Dean consider any application to vary these provisions.

Late Return after the Holidays:

Students who return late to school after the term re-opening date must report to the Dean of School before taking their place in class.

Sickness or Unforeseen Absence:

Parents are asked to contact the School directly if a student is to be absent from school or a school activity. It is School policy to contact parents by telephone when a student is absent from school on weekdays, if such absence has not been notified.

Every student who is absent from school (or a school activity) must, on return, present to his or her Tutor a written statement from their parents, explaining the circumstances.

Every student who is absent from school during an assessment date when he or she is required to be present must provide a doctor's certificate explaining the absence.

Other Absences:

Any student who knows in advance that he or she is going to be absent from school for a legitimate appointment (medical, dental, or driving test, etc.) must bring a note from his or her parents to his or her Tutor.

All requests for permission to be absent from school for reasons other than those listed above should come personally from the parents, preferably in writing, well in advance of the event. Requests presented on, or just before, the desired departure date will most likely be rejected.

Any student who has to leave the School grounds during school hours must ensure they sign out or are signed out by a parent or guardian when being collected by said parent or guardian.

Accommodation

The boarding houses are:

Dormitory		Year Levels
Feetham	Boys	Years 6 – 12
Page	Boys	Years 6 – 12
Ramsay	Boys	Years 6 – 12
Alban	Girls	Years 6 – 12
Becket	Girls	Years 6 – 12
Chad	Girls	Years 6 – 12

Each year there is some variation in the framework, depending on the number of boarders in each year level.

There are a variety of accommodation arrangements within each House. Some bays accommodate 3 or 4 students, while most house 1 or 2. Wherever possible we attempt to give senior students a shared or single separate room. The House Supervisors oversee the allocation of rooms.

Activities & Sports Available

We offer a broad range of experiences beyond the classroom – Art, Sport, Music, Drama, Debating, Duke of Edinburgh Award Scheme, Outdoor Activities, Cattle and Horse clubs.

Sport

Students are provided with a range of sporting activities. The sports available include:

Interschool	Boys	Swimming, cricket, rugby league, athletics, tennis, cross country
Interschool	Girls	Swimming, softball, netball, athletics, tennis, cross country

Additionally, students involve themselves in other sports such as club soccer, rugby, basketball, netball and touch within the town on a regular basis.

All students are expected to participate in two major sports per year.

The School does provide basic sporting equipment; however, some students do own their gear (e.g. cricket gear, etc.). Students are encouraged to care for the sports equipment. It is expensive, and the School would prefer to increase the amount of gear available rather than having to replace gear that has been misused.

The Charters Towers Secondary Schools Association exists for the arranging of interschool activity in Charters Towers. The schools in turn act as secretary for the organisation. This organisation is affiliated with the North Queensland Secondary School's Sports, which is part of the Queensland Secondary Schools. Students who participate in Interschool activities in Charters Towers have access to State representation in the various sports if they are sufficiently competent.

Music

Music has developed a strong following at All Souls St Gabriels with both Choral and Instrumental music ensembles being formed.

Choirs operate both in the Senior and Junior School. The choirs perform at various school and civic functions. The school band has an extensive repertoire and performs at Headmaster's Assembly and concerts.

Instrumental lessons are available for most instruments (Brass, Woodwind, Percussion, Guitar, Strings, Voice and Dance) through the School.

Horse and Cattle Clubs

The School has an active Horse and Cattle Club, although age restrictions apply. The Horse Club members may seek permission to bring a horse to school. The Horse Club has regular instruction and training days and club members attend various agricultural shows and Pony Club days. The School encourages participation in local horse sports and other equestrian events. The Cattle Club husbands, trains and exhibits beasts in local Agricultural Shows.

Duke of Edinburgh's International Award Scheme

The Duke of Edinburgh's International Award Scheme is conducted as part of the extracurricular programme. The award levels are Bronze, Silver and Gold.

Weekend Activity

We suggest that students should spend part of each weekend in study, relaxing and participating in social activities. Our Recreation Officer will organise social activities (sporting, craft and general) on most weekends throughout the term. Every effort is made to keep these activities as low cost as possible.

All dorms have their own DVD players. Students are required to attend Chapel on Sunday evening.

Students also have some unscheduled time for their own interests. Students may take leave at the weekend, and Town leave is available to students on Saturday morning. The Horse Club, Cattle Club activities, individual sports, excursions, camps, etc. also take place at the weekend.

Outings

Outings are organised for boarders to attend the cinema, school dances, football or sporting events. Students meet the cost of these outings.

Alcohol/Drugs

Students are not permitted to consume alcohol or be in possession of alcohol while under the care of the School. Breaches of this rule are considered a serious disciplinary offence and may result in a student being asked to leave the School. The School has a Drugs and Alcohol Policy which is available upon request. The Headmaster is responsible for administering this policy.

The possession, use, or smoking of any prohibited drugs and dealing in drugs is forbidden.

Assessment Policy

Assessment conditions must be strictly adhered to and will be provided on the task sheet of the assessment.

- All assessment should be the student's own work.
- Assessment work should be neatly handwritten or typed.
- The ASSG referencing guidelines should be strictly followed.
- Extensions may be approved by the Academic Dean only. Application for extensions must be received at least two days before the due date.
- Non-submission of assessment by the due date (or away for an extended time without a medical certificate for QCAA subjects) or draft failure to submit will result in:
 - Parent/Guardians notified (documentation sent/copy kept for non-submission)
 - Time organised for students in detention
 - Academic Dean being notified
- QCAA policy on assessment for Authority and Authority Registered subject will be followed at ASSG. This can be viewed at www.qcaa.qld.edu.au.

The school publishes assessment dates in advance. Leave should not clash with assessment requirements.

Banking & Pocket Money

We suggest \$20.00 - \$25.00 spending money per week, but that is only a guide. This money should cover the following expenses: telephone credit, toiletries, taxi fares, minor stationery requirements, tickets to films or dances and incidental expenses such as purchases from town.

We encourage students to use bank debit cards to access their funds. Such a system is easy to operate and allows parents an easy way to monitor their child's account and to deposit money for them. The drawback here is that students have to be responsible for their card. Students must never give their card and their PIN to any other student.

The School Office has EFTPOS facility and students may draw up to \$20 per week on the days of operation.

As these facilities are provided, leave is not usually granted to students so that they may simply visit a bank.

Parents are requested not to give large amounts of cash to students at any time.

Bounds

Buildings not directly associated with students' use (staff residences, flats and gardens, offices, workshops, etc.), are out of bounds to all students. Students are not expected to be in classrooms before school, at break or at lunchtime.

Classrooms are generally out of bounds after school and at weekends unless they are being used for serious study. They are not to be used as common rooms.

Grassed areas around the Chapel and the quadrangle are out of bounds for students in Year 11 and below. Students should be encouraged to keep to the paths provided.

Bounds are clearly defined as all School property within the fence line.

Students must not leave the School between the time of 8.00am and 3.00p.m., without permission. Permission will be available, when merited, from the Dean of School or Headmaster.

Within the School grounds, quarters of Resident Staff, areas reserved for domestic and maintenance staff, and areas so designated from time to time are out of bounds to students.

All classroom and laboratories are also out of bounds except during school hours or at Prep times or under a Teacher's or Prefect's supervision or, when it is raining, at their discretion.

No student may enter another House or House area without direct permission from the House Staff, House Captain or House Tutor. When given, this permission is only for the Common Room.

The "Mullies" and staff residences are out of bounds.

BYOD

See Website for full details

<https://www.allsouls.qld.edu.au/senior-school/byod/>

Calendar

The school calendar is also available on the school website.

Chapel and Religious Education

The School is an independent school run on Anglican traditions. For 79 years the School was an Anglican school and retains the Anglican traditions. Brother Nathan James is our Chaplain, and Brother Robin Warsop, our Chaplain Emeritus.

All students attend Communion service once per week. A service of Compline is held every Sunday evening at 6.40pm. Senior boarders and other students take part in the services through reading lessons or serving.

All boarders should attend the Sunday evening Compline service and parents are requested to consider this when arranging weekend leave.

Parents are welcome at the services.

The Chapel Prefect has a seniority equivalent to School Vice-Captain and controls all aspects of student activity in Chapel.

Preparation for confirmation is done in classes, which are conducted outside normal school times. Participation in these classes is voluntary.

Clinic

Parents are asked to complete a medical history sheet for use at the Clinic as part of the enrolment process. If details change regarding your child's medical information, please contact the Head of Enrolments and Marketing for new medical information sheets.

A qualified nurse is on campus and responsible for running the Clinic. General medical attention may be given to all students at the School Clinic as required.

If your child is considered ill enough not to remain at school, you will be contacted to come and collect your child. If necessary, your child may be able to remain at our clinic should you not be able to collect them immediately.

It is the policy of the School to make every effort to inform parents of any accident or illness concerning their child.

Clinic contact number: 0409 971 433

Code of Behaviour

Students of All Souls St Gabriels School are to be committed to:

- Being punctual and prepared to work
- Showing respect for themselves and for others
- Demonstrating safe behaviour at all times
- Co-operating with all members of the community
- Exhibiting pride in all actions and attitudes
- Being responsible for their own learning

The Code of School Behaviour defines the responsibilities that the students are expected to uphold. It outlines a consistent standard of behaviour that will deliver the best possible outcomes for students, recognising the close relationship between learning, achievement and behaviour.

The Responsible Behaviour Plan provides a basis for:

- Positive support systems which promote high standards of achievement and behaviour.
- Clearly articulated responses and consequences for inappropriate behaviour.

Students' adherence to the code of conduct regulates their movement between identified levels of behaviour as indicated on the Flowcharts placed in all classrooms.

Consequences of Unacceptable Behaviour:

While the focus is of All Souls St Gabriels Responsible Behaviour Plan is on proactive and preventive whole school approaches, certain types of behaviour are unacceptable, and responses can include the most stringent step of exclusion.

This consequence would only be used after consideration has been given to all other responses, and the unique circumstances of the situation have been considered.

Common Courtesies

Courtesy is an important part of boarding life. Students are asked to treat others in the manner that they would like to be treated

- Use *Please* and *Thank You* at all times
- Use *Sir, Miss* or *Ma'am* when addressing adults. It is also appropriate to address adults formally by name, as in *Mr Marshall* or *Mrs Schaefer*.
- Use language that will not offend.
- If visitors come to the school take them immediately to the Main Administration Office.
- If people come to the School looking for someone, introduce yourself and ask if you can be of assistance.
- Share communal property and involve other House members in activities.
- Be honest and forthright regarding breakages.
- Greet staff and fellow students on the first encounter of the day.
- Do not jump the queue at mealtimes. If you are separated from a friend, and you want to be together, the forward person moves to the rear, not vice versa.
- Senior students do not automatically have priority at the Dining Hall.
- At any entrance (e.g. bus, door) those leaving have the right of way.

Computers

All secondary students require a device suitable to join the BYOD (Bring Your Own Device) program. Device specifications are provided as part of the stationery lists and are available on the school website. Students may use their laptops during the normal study and free time, but **not after lights out**.

Games may not be played during study times. Students found using their computers for games outside the hours designated by Dormitory Supervisors will have their laptops confiscated.

All dormitories have wireless internet. USB modems are not permitted.

Students are permitted to keep personal copies of recreational software on their computer provided that:

- The software is in keeping with the ethos of the School regarding content.
- The student (or family) is the legal owner of the software, and no violation of copyright law occurs.
- The student (or family) is responsible for providing a reliable power filter to protect computer hardware from power surges and transient spikes.
- The student (or family) is responsible for providing reliable and current virus protection software.

Daily Routine

Monday to Thursday

The weekday routine for boarders and the Senior School is as follows:

6.15 am	Rising Bell
7.00 am	Dormitory Clean up
7.15 – 7.40 am	Breakfast
8.15am	Tutor Group Roll Marking
8.30am – 3.00pm	Normal Curriculum Classes
3.00 pm	End of School Day. Day students without extra-curricular commitments on that day depart. Extra-Curricular Activities, music rehearsals, informal prep time, access to Computer Labs, Ringers Club and Library
5.00 pm	Showers, prepare for dinner.
6.00 pm	Dinner
6.45 pm	Formal supervised Prep begins.
8.00 pm	Formal supervised Prep finishes.
8.30 pm	All Primary students to be in bed
9.00 pm	Formal Supervised Prep finishes for Secondary Students Lights out for Year 7, 8 & 9
9.30 pm	All Lights out. Yr 11 & 12 may study later if prior arrangement has been made and students must have studied all evening to study later.

Friday

6.30 am	Rising Bell
7.00 am	Dormitory Clean up
7.15 – 7.40 am	Breakfast
8.15am	Tutor Group Roll Marking
8.25 – 3.00pm	Normal Curriculum Classes
3.00 pm	End of School Day. Day students without extra-curricular commitments on that day depart. Extra-Curricular Activities, music rehearsals, informal prep time, access to Computer Labs and Library.
3.00 – 5.00 pm	Boarders with organised leave depart with Hosts
5.00 pm	Showers, prepare for dinner.
6.00 pm	Dinner
6.45 – 10.30 pm	Dorm and other activities
10.30/11.00 pm	Lights out

Saturday Variations

There will be variations of the Saturday schedule based upon students sporting, recreational, leave, study and social commitments. However, the basic outline is as follows:

7.15 am	Rising Bell
8.00 am	Breakfast
9.00am – 12.00pm	Town Leave (if required and approved)
12.30 pm	Lunch
1.00 pm	Afternoon activities: Study, quiet time, recreational activities
5.30 pm	Tea
6.00 – 9.00 pm	Dorm activities, MPC, Pool, Rec
9.15 pm	All students to be in own dormitory areas.
11.00 pm	Lights out

Sunday Variations

8.30 – 9.30 am	Breakfast in the Dormitory
12.30 pm	Lunch
1.00 – 2.00 pm	Clean up time in Dorms
6.00 pm	Dinner
6.00 pm	All students on Leave should have arrived back unless prior arrangements have been made
6.40 pm	Chapel
7.00 pm	Headmaster and Senior Staff Dormitory Inspection
8.00 pm	House Meetings (when scheduled)
8.30 pm	All Primary students in bed
9.00 pm	All Yr 6, 7, 8 & 9 students in bed.
9.30 pm	All other students in bed. Lights out.

Damages

Wilful damage of the School's property is not acceptable. Student accounts will be charged for the cost of repairs in the event of wilful destruction or carelessness.

The School would much rather use its resources on improving the facilities rather than having to replace property damaged through thoughtlessness or acts of vandalism.

Drivers

Students are required to complete a contract **before** bringing a vehicle on campus. The contract is available from the Headmaster's Secretary.

Boarders are permitted to use their vehicle for:

- Travelling to and from school and home.
- Travelling to and from school-based traineeship/apprenticeship.
- Travelling to and from employment that has been approved by the Headmaster.

Boarders are not permitted to travel as passengers in Day student-driven vehicles. (*Parents of Day students should be clearly conversant with this rule, especially in cases where they entertain boarders as house guests*).

No All Souls St Gabriels School student is allowed to be driven anywhere by another All Souls St Gabriels School student unless written permission from both parents and approval from the Headmaster is given. All vehicles are to be housed at designated car spaces.

No student is allowed to drive with people under the age of 21 without written permission, which states who the driver will be, and also states that the parents will take full responsibility.

DTTC

In the senior phase of learning, ASSG has a strong working relationship with the Dalrymple Trade Training Centre (DTTC) which does involve students being transported to the centre for instruction. Students are generally transported after morning tea, and some courses may continue at the centre until after traditional school hours (after 3.00 pm). Drop off and pick up will be via organised ASSG transport, not via student's own vehicles.

While travelling to the Centre, and at the Centre, ASSG's high standards of dress and behaviour are expected, and at times, students are under the two umbrellas of ASSG Student Code of Conduct and DTTC Code of Conduct.

Alternative arrangements for drop off and pick up (i.e. parents dropping off or collecting students from the DTTC), follows normal ASSG procedures, including communication with the school. This allows all students to be accounted for at all times under ASSG Child Protection Policy.

Duties

Students are required to assist in the care of their Dormitory. They must make their own beds and maintain their lockers in a tidy condition. They also have responsibilities for cleaning the dormitory bays and other house areas.

There are other duties associated with being a boarder at the School. Students will be rostered to sweep the rooms, and emu parades are also conducted from time to time.

One of the features that students learn to appreciate about community living is that everybody has to "lend a hand".

Electrical Appliances

Students may bring hair dryers, clocks, electric shavers, fans, laptop computers and printers. For safety reasons in dormitories, students **may not** use electric blankets, heaters or jugs.

Excursions

Students are taken on excursions from time to time. Most excursions are considered an extension of classroom activities. The cost involved in some excursions is an additional charge to the parents. Many subjects do require field experience, and these trips are an integral part of the curriculum. There are other excursions such as theatre trips in which students are asked if they would like to participate. In most cases, these trips are paid for by the students before they go on them. A Medical Consent form is to be completed by parents for certain excursions.

Facebook

Like us on Facebook to see more photos and information about what is happening at ASSG.
<https://www.facebook.com/AllSoulsStGabrielsSchool/>

Facilities & Activities

In addition to organised Saturday and Weekday sport, a wide range of activities is available to boarders. The tennis courts, netball courts, ovals, Multi-Purpose Centre and pool, are available to students on weekends.

Facilities Available During the Week and Weekends

Library	Weekdays	Until 5.00pm
Music	At all times by arrangement with Music Department staff	

Ovals	Weekdays	After school
	Weekends	At any time of the day until dusk
Shirts and hats must be worn at all times		

Courts	Weekdays	After school
	Weekends	At any time of the day until dusk Shirts and hats must be worn at all times
Swimming Pool	Afternoons	According to Boys and Girls Schedule as determined by the Teacher on Duty
	Weekends	According to Boys and Girls Schedule as determined by the Boarding Staff on Duty

Pool

Use of the pool is only allowed with adult supervision. If no adult is present, you must not be in the pool surrounds. Sensible behaviour in and around the pool is expected at all times. There is to be no running around the pool, and rough or dangerous behaviour will result in the pool being closed. Footwear and shirts must be worn to and from the pool.

Grooming

We encourage our students to take pride in their appearance.

Guidelines for Student Behaviour

Our founder decreed that we should seek to facilitate the growth of students in mind, body and spirit. As a Christian School, we always work through and on behalf of the Christian ethic.

It is expected that ASSG students will be well mannered, respectful, courteous and polite to all people at all times. All students must obey all requests and instructions from any person given authority by the School. Such persons are speaking on behalf of the Headmaster.

Hair

Students are required to maintain a conservative hairstyle (which is not overtly died or streaked) at all times. Students who do not meet these expectations (including those returning from leave) will be required to remediate it at their parent/guardian's expense in a timely manner.

Boys:

The following are not permitted:

- Hair must be cut short enough to be above the collar of the shirt and must allow a hat to be worn with ease.

Girls:

The following are not permitted:

- Girls whose hair reaches the collar of their uniform are expected to have it tied up with a white "scrunchie" when they are in uniform.
- A girl's hairstyle must allow a hat to be worn with ease.

Hair Appointments - Special Events

When making appointments with hairdressers for events such as the Interschool Formal, or Valedictory Dinner for Year 12 students, parents are asked that appointments be made after school wherever possible. If this is not possible hair appointments should be made for 12.30pm or after.

Hair Cuts

Students may make their own arrangements for their hair to be cut during town leave. Extreme styles are not acceptable for boys or girls. A barber also attends the School when required at the discretion of the Head of Boarding.

Handbook & Diary

Each student at All Souls St Gabriels School is given a copy of the School's Handbook/Diary. This book serves a number of purposes:

- 1 To provide the student with a diary in which they can record their Prep and due dates of assignments, a record of extra-curricular activities.
- 2 To provide a means whereby staff can make comments (both positive and negative); for Day students' parents to read, as well as comments for Prep supervisors to note.
- 3 It provides much information about the School, its rules and regulations, its expectations and structure. It should be read in conjunction with this booklet, as it provides more information about the School than this document, which focuses on boarding life.

Headwear

All Souls St Gabriels is a "Sun Smart" school, and the wearing of hats is essential in the fierce tropical sun. All students are required to wear the correct school hat when outside whether it is the Panama or the ASSG bucket hat while outdoors.

- The bucket hat is only to be worn with PE and trade uniform.
- Hats must not have: writing on the outside, badges (other than ASSG house/seniors badge), tags, clips or any other accessories added

Homework

All students have homework. Students from Year 7 to Year 10 follow a Homework schedule where specific subjects are allocated on a specific night. Assessment work is on top of this homework. The amount and type of homework will vary from teacher to teacher. All Students will have a student diary to record any learning tasks and activities set for homework.

If any student experiences difficulties with homework, the Tutor teacher should be informed so that the student can be assisted.

Houses

On enrolment, students are allocated a House. Strong House competition operates and includes a range of sporting activities. Wherever possible, families are allocated to the same House. Each boy's House has a sister House.

Boys Houses - There are three boys Houses: Feetham, Page and Ramsay named after the benefactors of the School.

Girls Houses There are three girls Houses: Alban, Becket and Chad named after St Alban, St Becket and St Chad.

House Rules

Students may decorate their areas. Posters are permitted in dormitories. They must be in good condition and must not be offensive. The Head of Boarding is the judge of the suitability of posters. Students are encouraged to have family photographs on display.

We ask all boarders to play their part in the boarding houses in the prevention of wasted resources and unnecessary damage or wear and tear leading to extra maintenance costs. Any damage or breakage in the dormitories must be reported immediately to the staff member on duty. Any wilful damage or damage through misbehaviour will be reported to parents and charged to parents' accounts.

- For safety and health reasons **aerosol sprays** are not permitted in dormitories.

- Dormitories are out of bounds to all students during class time, lunch time and until 3.00pm unless given special permission.
- Students are to be dressed appropriately in Common Room areas.
- Students are not permitted to visit Dormitories of the opposite sex without special permission.
- The dormitory should be a place where individuals can expect their privacy to be respected, or where friends may study or sit and talk, or play board or card games.

Injuries and Accidents

In the case of minor injuries, the classroom teacher or teacher on playground duty will administer first aid. When a more significant injury occurs, the Clinic Nurse is called immediately, and parents are notified by telephone. Please ensure the School knows how to contact you during school hours and an alternative emergency contact number should also be given.

Instrumental Music and Voice Lessons

Children have the opportunity to attend private tuition and learn to play a musical instrument. Places are limited and dependent upon how many children are already in the program. The cost of these lessons is in addition to the term's fees.

Jewellery

The following applies to any time you are wearing the school uniform, on or off campus:

Girls:

One pair of plain, small sleepers or studs in the earlobe, and a small cross, worn on a simple necklace.

Acceptable earrings

- Studs: Plain silver, gold, pearl or stone stud with a maximum diameter of 5mm
- Sleepers: Plain silver or gold. Circumference must be smaller than a 5 cent piece, width no greater than 2mm

Unacceptable earrings

- Earrings which are multiple colours or made of materials other than specified above such as plastic, leather or wooden.
- Studs which have a diameter greater than 5mm, sleepers which have a thickness greater than 2mm.

No other jewellery in any other piercing is permitted other than the earlobe

Rings

Girls may wear a gold or silver signet ring or plain gold or silver band with no pattern. See images for confirmation. There are to be no variations to these options.



Necklaces

A plain gold or silver religious cross may be worn by girls and boys on a gold, silver or dark leather chain which is less than 2mm thick.

Boys:

A small cross, worn on a simple chain necklace. Other studs and earrings, rings, bracelets may not be worn.

No other jewellery or any other piercing is permitted.

Labels

All personal belongings should be labelled, as articles of clothing often are mislaid. If they are correctly labelled, then it is possible to see that they are returned to their owners. Labels with student name and laundry number should be sewn on to all articles of clothing. The School will advise the laundry number.

Laundry

Boarders **must** bring their own linen, doona, pillow and mattress protector.

The School Laundry washes all uniform items, casual clothes, underwear, pyjamas, bedding and towels. Students are allocated a laundry number, which remains his/her number for the duration of their stay at the School

It is essential that all clothing has a label affixed.

GENERAL

INFORMATION:

- Sleeves must be rolled down on all long sleeve shirts
- Socks must be unrolled before being put in your underwear bag. They will not wash clean if still rolled up
- Formal uniform must be taken to the laundry on the day following use
- All pockets must be emptied
- If you require additional washing to be done over the daily limit due to school camps, RITE training, etc., speak to the laundry staff, and they will arrange for the additional clothing to be laundered
- The Laundry will supply a Laundry Bag and an Underwear Bag, and these will be charged to the student account
- Additional name tags are requested to be provided to the Laundry to enable them to be sewn on to any new clothing. These costs will be charged to the student account. Mending charges will also apply.
- Laundry will order new tags when boarders run short
- Boarders are to collect laundry daily after school between 3.00 and 4.00 pm

LAUNDRY:

- **All boarders, including Seniors, must put laundry in every day**

LAUNDRY LIMITS:

- There is a limit of **15 items of clothing** (including underwear bag) students may take to the laundry.
- On your **LINEN ROSTER** day, a limit of **10** items of clothing plus your underwear bag can be taken to the laundry.

LINEN:

Every boarder is required to bring two (2) sets of linen (sheets, pillow cases, doona covers, etc.)

LINEN ROSTER:

Tuesday	Alban, Becket & Chad (delivered Monday afternoon)
Wednesday	Feetham & Ramsay
Thursday	Page

OPENING HOURS:

Monday to Friday – 6.00 am to 4.00 pm

TOWELS:

Every boarder is required to bring four (4) towels

UNDERWEAR BAGS:

DO NOT overload underwear bags

WET & MUDDY CLOTHING:

DO NOT put these clothes in laundry baskets with other clothes. Any wet & muddy clothes must be handed to the laundry staff.

It is advisable that only clothing that is made of both colour-fast and durable material is sent to the laundry. Mesh bags for underwear and socks are provided for purchase. Boarders are not to leave damp clothes or towels in bathrooms or hanging from windows. Lines are provided for drying clothes.

Lockers:

As part of the BYOD program, lockers and padlocks are provided for students. The initial padlock is provided by the school free of charge. The cost of additional padlocks, or where padlocks are not returned, either at the end of the school year or on departure from the school, will be charged to the student's account.

These lockers will allow students to safely store BYOD devices and other school-related materials.

Lost Property

Items that are correctly labelled with the owner's name do not become lost property because they can be returned to the owner. However, items without a name found around the school are handed to the Secondary Student Services Office.

Makeup

Makeup and nail polish are not permitted at school. Students will be instructed to remove any makeup or nail polish.

Mobile Phones

Students are permitted to have a mobile phone. They are not permitted to be used during Prep or after Lights Out, and phones will be collected during these times. Students who cannot follow these guidelines will have their phone confiscated. Dormitory staff will collect all mobile phones before Prep and at lights out. More detailed guidelines can be found in the "Communication" section of this handbook.

Newsletters

The **Souls' Schedule** is published weekly and contains information, including dates of coming events and a schedule to reflect after school commitments as well.

The **Phoenix Rising Newsletter** is published approximately every three weeks.

These publications are emailed to all school families, in addition to being available on the School website and Facebook page.

Parent/Teacher Interviews

Parents may organise an interview at any time with their child's classroom teacher by telephoning the Main Administration Office for an appointment. Student reports will be forwarded to parents at the end of Term 1, Semester 1, Term 3 and Semester 2. Formal interviews are held in Halse Hall on the day before term commences (Travel Day). Please contact the office and arrange an appointment.

Personal Hygiene

All students must shower every day. Students must shower after sport or sports training. Deodorant should be used. Underwear and socks are to be changed daily. All other clothing is to be laundered regularly.

All students must clean their teeth in the morning and before retiring to bed in the evening.

The above statements may seem obvious, but experience has taught us that some students, particularly boys unused to living in a close community, often ignore such basic hygiene habits. Staff and Seniors will assist with reminding younger students, but ultimately it is up to each student to develop good personal hygiene habits.

Personal Items

All uniform items and personal belongings should be labelled. If they are correctly labelled, then it is possible to see they are returned to their owners.

Room & Locker Search

Respect for individual privacy is maintained as a right of each boarder at All Souls St Gabriels School. However, where there is evidence that a student or students may have prohibited items or substances in their possession, it may become necessary for boarding staff to search lockers and rooms.

If a search is to be conducted, normally it will be done in the student's presence, and with a member of senior management. However, this may not always be practicable.

This information is provided to ensure that both parents and students are aware of procedures which may be implemented, and to reinforce the statements made regarding the possession of substances, literature, tapes and other associated paraphernalia which are not in keeping with the aims and objectives of the School.

Social Media:

The School uses Facebook to convey important information to students and parents:

<https://www.facebook.com/AllSoulsStGabrielsSchool>

There is also a Uniform page – All Souls St Gabriels New & Used Uniform Trader:

<https://www.facebook.com/groups/1607940666197846/>

Instagram:

<https://www.instagram.com/allsoulsstgabrielsschool>

Staffing

All areas of boarding are under the overall supervision of the Head of Boarding. Resident Boarding supervisors and some resident teaching and support staff assist in the day-to-day running of the dormitories.

Storage:

The boarding houses are occasionally used by other groups of people during some school holidays. It is essential that students have minimum clothing and belongings at boarding school, as it is easier to take care of them and transport them to and from home. Please enforce this with your son or daughter.

It is advisable that students take home belongings that are not needed before the next holidays, e.g. summer and winter clothes. Suitcases must be clearly named on the outside. Large cases are stored in the storage rooms. There is storage under the bed for overnight bags and other items.

Students' lockers need to be kept locked. A spare padlock key must be given to the Dormitory Supervisor.

The storage room is available for students to store luggage during the term holidays but all items must be cleared at the end of the school year. All items must be clearly marked and well secured. Students are reminded that no responsibility is taken for items stored in the Storage Room during the vacation. ***Computers and other electronic devices (e.g. iPods) will not be stored during the holidays.***

Student Diaries

Each student from Year 7-12 at All Souls St Gabriels School is given a copy of the School Diary. This book serves a number of purposes:

- To provide the student with a diary in which they can record their Prep and due dates of assignments, a record of extra-curricular activities.
- To provide a means whereby staff can make comments (both positive and negative).
- For parents to read, as well as comments for Prep supervisors to note.

It provides much information about the School, its rules and regulations, its expectations and structure. It should be read in conjunction with this booklet, as it provides more information about the School than this document, which focuses on boarding life.

Student Leadership in the House

Captains, Prefects and House Captains play a very important role within each House. Their duties are:

1. To be leaders of this community and directly responsible to the Headmaster.
2. To realise that their primary aim is to assist students at All Souls St Gabriels School to grow to their full stature.
3. To support other school leaders at all times in their respective offices.
4. To set an example of good conduct, sound endeavour and whole-hearted support for the aims of the School, to be beyond reproach and to set high standards.
5. To set the tone of the School in activities; to be leaders in academic effort (if not in prowess); to be leaders in full participation in the co-curricular; to be examples of purposeful energy.
6. To assist in minor discipline matters of the School in punctuality, dress, good manners, tidiness, language.
7. To assist the staff in the prevention, detection and correction of the major infringements of rules (smoking, drinking, theft, bullying, etc.).
8. To be the eyes and ears of the Headmaster; to report to him as representatives of the student body on public opinions within the School and on what they think is not right and conversely to convey to the School the purposes and reasons for the policy.
9. To demonstrate in their actions total support for the terms under which nomination to Prefectship was accepted namely:
 - (a) That as Prefects they will support the aims and objectives of the School and act responsibly on all occasions.
 - (b) That they will be responsible for the well-being of the School.
 - (c) That they will be aware of injustices and try to right them.
 - (d) That they will exercise their power justly.
 - (e) That they will be conscious that their example will be followed.

House Captains

Besides the responsibilities outlined above House Captains have additional duties.

The main role is to assist their Head of House and Tutors with the good conduct of their House. Such duties will involve assistance with the general running of the House, conducting House meetings at certain times, conducting morning dorm and uniform inspections, assisting with the waking and settling down of students, and organising House teams for all inter-house competitions. An effective House Captain will work closely with his/her Head of House and will advise the Head of House on matters affecting the dorm as well as support the decisions of the Head of House. He/She will note and help lonely students, be alert to any bullying and do all within his/her power to assist students within his/her dorm.

An effective House Captain will co-opt the assistance of other Prefects or Seniors in these matters.

Seniors

Year 12 students in each Dormitory help with the supervision of sections of the dormitory, with the good conduct of their House; assisting with the waking and settling down of students, as heads of table, as organisers of sport and other activities. In return for their responsibilities, they have certain privileges. The Senior class makes a big contribution to the spirit of the School in any particular year.

Television & Magazines

The hours during which television can be watched are at the discretion of the Dormitory Supervisor.

On Sunday night the television must be turned off while the dormitory inspection is being conducted.

Censorship of Programs

While we do not believe in blanket censorship, it is important that students are not subjected to material that is inappropriate, in a living environment for young people growing up in a boarding community.

As students mature, they need to be given greater freedom of choice, so that they can exercise appropriate judgements in their adult lives.

Senior students and the Dormitory Supervisor are encouraged to work together to obtain suitable DVD entertainment for the House, including student's own movies and DVD's. However, the Head of Boarding's decision is final. DVD selection must conform to the School criteria.

Magazines

Inappropriate magazines and compact discs **are not permitted** in the School. These include magazines and music which include nudity, crude language or references to drugs, or other illegal activities. Such items will be confiscated, and parents/guardians may be informed.

Uniform & Grooming

School Uniform

It has been well said that a school uniform is not something inflicted on students merely to suppress individuality or maintain what might well be described as an outmoded tradition. All Souls St Gabriels School, along with all the other great Public Schools, insists on a uniform for some very important reasons. Firstly, a uniform has often been described as a "great leveller", meaning students of differing backgrounds, both social and economic, are equals in the sight of the School and there is no competition in which, through no fault of their own part, a student can be allowed to feel inferior or superior to any of their fellows.

Again, a uniform gives the wearer a sense of belonging. There is strength in being a member of a respected group and corporate respect for the group is earned by each's attitude. You are part of a relatively small community whose objects should be, through your endeavour, to raise the standards of the larger outside community and thereby earn its respect. The uniform is an ever-present reminder that in being a member of this School, you are not only being instructed in classroom lore, but are also expected to make a substantial contribution as a member of a closely knit community, and the amount of satisfaction and fellowship obtained is in direct proportion to the size of your efforts and your loyalty.

Then there is also the great advantage that of all the acceptable forms of dress, the uniform you are asked to wear is probably the most economical form of dress for everyday school wear. Thus, school uniforms are worn.

Uniform

Boys

- *Formal:* long sleeve white shirt, tie, grey trousers, black leather **lace-up school** shoes (no slip-on dress shoes) white Panama hat and hatband, grey socks and blazer (worn for formal School functions, etc.)
- *Day:* ASSG Khaki shirt and khaki belted shorts, black leather **lace-up school** shoes (no slip-on dress shoes), and long grey ASSG socks, white Panama hat and hatband. In cooler weather students may wear their school jumper (grey) over their Day uniform.
- For town leave, full day uniform is worn (Year 12 may wear good, clean and neat casual clothes).
- *PE Uniform:* ASSG PE shirt and shorts, ASSG white branded socks, PE shoes, ASSG black bucket hat. Please note that Dunlop Volleys and "skate shoes" are not acceptable PE footwear.

Girls

- *Formal:* – light grey skirt, white blouse with black tie, white Panama hat, black shoes and white ASSG branded socks. Girls in Years 11 and 12 wear stockings with low-heeled black court shoes. Black blazer. (Blazer not worn in Terms 1 and Term 4).
- *Day:* Grey and white striped dress and black tie with black shoes and white ASSG branded socks, white Panama hat and hatband. In cooler weather students may wear their school jumper (grey) over their Day uniform.
- For town leave, full day uniform is worn (Year 12 may wear good, clean and neat casual clothes).
- *PE Uniform:* ASSG PE shirt and shorts, ASSG white branded socks, PE shoes, ASSG black bucket hat. Please note that Dunlop Volleys and "skate shoes" are not acceptable PE footwear.

All students require casual clothes for after school wear. Students should change out of their uniform after school. All students are reminded that they need to be either in full uniform or no uniform. Students are not to partially change out of uniform after school – they must change completely.

Headwear

All Souls St Gabriels is a "*Sun Smart*" school, and the wearing of hats is essential in the fierce tropical sun. All students are required to wear the correct school hat while outdoors.

Uniform Suppliers

The School's clothing supplier is W Titley and Co. (07 4787 2477). This company has a close working relationship with the School about school uniforms. The uniform requirements are provided on the School uniform lists.

A Facebook page (All Souls St Gabriels New and Used Uniform Trader) exists for the buying and selling of school uniforms - <https://www.facebook.com/groups/1607940666197846/>

Communication

Telephones have been installed in each dormitory. Boarders are encouraged to make contact with home regularly.

The dormitory boarders' numbers are as follows:

Alban	07 4787 7528
Becket	07 4787 7528
Chad	07 4787 4343
Feetham	07 4787 8920
Page	07 4787 3185
Ramsay	07 4787 3118

If parents encounter difficulty in getting through, and if the matter is important, they may use the following mobile numbers:

Alban	0419 771 433
Becket	0407 142 493
Chad	0439 763 638
Feetham	0419 471 433
Page	0409 071 433
Ramsay	0400 751 433
Clinic	0409 971 433

Parents may also send facsimiles to their son or daughter, the Dean of School or Dorm Supervisors through the School. The School fax number is **07 4787 3049**.

The School Newsletter, **Phoenix Rising** is sent home approximately every three weeks and is available on the School website.

The **Souls Schedule** is made available by email on a weekly basis and is available on the School Website

The School **Facebook** page (<https://www.facebook.com/AllSoulsStGabrielsSchool>) is updated regularly and is a good source of relevant information.

Reports on academic progress are sent home at the end of each semester. Parents wishing to discuss their child's progress should contact the School Office to arrange for an appointment. Parent-Teacher meetings are arranged on the Travel Day at the beginning of Terms 2, 3 and 4. At other times, parents wishing to discuss the progress of their children in Years 7 – 12 should, in the first instance, contact the Academic Dean, Mr Ian Dietrich. Junior Boarding parents should contact the individual class teacher or the Head of Junior School, Mrs Tina Akers.

Parents visiting Charters Towers may wish to contact staff during their visit. An appointment is advisable.

Email

The school issues an email address to each student for use in formal school communications with both parents and students.

Facebook

The school uses its Facebook page (<https://www.facebook.com/AllSoulsStGabrielsSchool>) for use in relevant school communications with both parents and students.

Mail

Mail is distributed daily to the boarding houses through the House Supervisor. Parcels are held at Secondary Student Services.

Mobile Phones

Mobile phones give an opportunity for greater ease in communication. Students may have their phones, but conditions apply. **The security of phones is the responsibility of students.**

Mobile phones may be used during the following times:

- Monday to Thursday:
After school until Prep commences, but also
Years 7, 8 and 9: from 8.00 pm to 9.00 pm
Years 10 – 11: from 8.00 pm to 9.15 pm
- On weekends students may have their phones collected at lights out. **Students are permitted one mobile phone and one SIM card only.** Students found with additional mobile phones and SIM cards will have all mobile phones/SIM cards confiscated.

Parents are required to inform the Dormitory Supervisor of the phone number of any mobile phone brought to the School by students. Students and parents should be aware that at all times they are **legally** responsible for **all** calls made from their phones.

Other points to note are:

- **Students are not to take mobile phones to School/classes** unless expressly requested by a teacher.
- Emergency calls may be made before school, but extended conversations before school may interfere with the student's ability to keep to the busy schedule at this time of the day.

In the days when letter writing was the main means of communication, students had time to reflect on matters before contacting their parents. We are concerned that mobile phones may enable parents to eliminate the Dormitory Supervisor from the important matters relating to the welfare of their child. It is **vital** that parents convey significant matters to the Dormitory Supervisor as the welfare of students is of paramount importance. The level of care diminishes if the Dormitory Supervisor is eliminated from communication.

Website

The School newsletter – **Phoenix Rising** and the weekly schedule - **The Souls Schedule**, and many more details about the School can be accessed through the school's website at www.allsouls.qld.edu.au

Medical & Dental

Parents are asked to complete a medical history sheet for use at the Clinic and to inform the boarding house of any particular health problems.

School Doctor

The School Doctor is on campus each weekday morning, and is also available "on call". Appointments to see a doctor must be made through Sister at the Clinic. If medical attention is required outside of the hours a Doctor is available, a staff member, usually Sister, will escort your son/daughter to their appointments. Older students may sometimes attend a medical appointment alone.

Nursing Staff

General medical attention is given to all boarders at the School Clinic. If your child is in the Sick Bay requiring medical attention and cannot go down to see the doctor, the School doctor will be called in. It is the policy of the School to make every effort to inform parents of any accident or illness concerning their child. Students who contract a contagious disease or an illness likely to last some time should go home or to relatives, wherever possible. For minor illness, the Clinic has an Infirmary of six beds.

Medication

All medication must be handed to the Clinic Sister. **Boarders are generally not permitted to keep supplies of headache tablets or similar medication on hand**, as such medication requires supervision and recurring pain may be the sign of a more serious illness which needs proper investigation. As all medication is kept and administered at Sister's direction, any current treatment or prescriptions from family doctors need to be handed in on arrival. The school chemist prepares prescriptions ordered by the school doctors. These costs are charged to accounts, as are travelling expenses incurred for the transport of students to out of town medical or dental appointments.

Parents are requested to open an account at the local chemist, Griffiths Pharmacy.

Dental Care

The School uses the services of a local dentist. Orthodontic treatment may require visits to Townsville. Students are to be escorted by an adult, and a cost will be incurred if the school provides the escort.

Hospital Services

Charters Towers has a small hospital. Students who are too ill to be cared for at the School because they require constant medical care are usually admitted to the hospital. Serious cases are transferred to Townsville, which has a comprehensive range of medical services available. If a student is admitted to the hospital, parents are advised immediately.

Specialist Appointments

It is expected, where possible, that any major work or hospitalisation will be carried out in school holidays under parental supervision and nursing. For appointments during term time, we prefer that they are made outside school hours so that interruptions to school work are kept to a minimum. If boarders have relatives or family friends who can escort them to such appointments, it is appreciated. Details of appointments made by parents during term time are to be notified to the Health Centre wherever possible. We would appreciate as much notice as possible when booking appointments to allow for the necessary staffing arrangements to be made.

Meals & Food

All Boarders eat in Halse Hall with staff on duty.

The Headmaster and other staff members may join the Boarders for lunch or dinner.

Meal Times

Monday to Friday	Breakfast Lunch Dinner	7.15 am – 7.45 am 12.40 pm – 1.25 pm 6.00 pm
Weekends	Breakfast – Saturday Breakfast – Sunday Lunch Dinner - Saturday Dinner - Sunday	8.00 am In Dormitory 12.30 pm 5.30 pm 6.00 pm

In The Dining Room

Care of others and respect for elders should be the basis of all behaviour in the Dining Hall. Table manners are important, and food should be eaten and served unobtrusively. Sensible physical behaviour is to be observed at all times. Students must not run in Halse Hall or lounge on or across tables and chairs. Cutlery is to be used for eating and is not to be played with.

Students must be present for all meals. Please discuss this requirement with your son/daughter. They are expected to eat a balanced meal. Students wishing to eat vegetarian or other meals must bring a letter of authorisation from their parents, and the kitchen will be notified. Parents should also notify the Director of Pastoral Care of any food allergies or special food requirements.

Respect for others

- Latecomers excuse themselves to the senior staff on duty and then to others at their table.
- Students converse with people at their table only and try to include everyone in the conversation.
- Offer water, bread, condiments, etc. to others so that no-one has to ask for anything or reach in front of people for items.
- Sit up straight with heads bowed while grace is said.
- All students share in the clearing away and cleaning duties of the table.

Handling food and utensils

- Pour water and serve food carefully.
- Cut all food into mouth size pieces.
- Use serviettes - do not lick fingers.
- Refill water jugs once they are emptied.
- Pass glasses holding the glass at the base. Pass cutlery by holding items by the handle.
- Place knife and fork together when finished.
- Do not wave cutlery in the air while conversing.

Physical behaviour

- Sit up straight: do not slouch over the table.
- Keep elbows off the table.
- Walk.
- Noise in Halse Hall is to be kept at a reasonable level at all times. Excessively loud behaviour is unacceptable.

Dress:

At all times students are expected to shower and dress appropriately for meals. Clothes must be clean, neat, tidy and in good repair. Students should change for dinner. If a student has been participating in activities or sports training, it is necessary, where possible, to shower before attending dinner.

Footwear must be worn at all times while in the Dining Room.

Food in Houses

Students may eat snacks in the Common Room, but care must be taken to dispose of waste carefully. Large amounts of food are discouraged as this attracts vermin. All food is to be stored in sealed plastic containers.

Ordinarily, boarders are permitted to order pizza and other home delivery on Friday and Saturday nights. Ordering pizzas etc. at other times is at the discretion of dormitory supervisors as part of incentives or rewards.

Energy drinks such as Red Bull, etc. are not permitted.

Leave & Outings

Leave will not be granted if a student's behaviour has been unacceptable or if the Academic Dean/Dean of Students/Head of Boarding considers that leave would be unwise because of particular circumstances

Authorised Hosts

Students may only go on leave with authorised hosts. Parents should provide a list of authorised hosts when the student commences at the School. The host lists may be amended if parents complete another host leave form. Students will not be given leave unless parents have authorised the host. The Dormitory Staff ensures that the wishes of parents regarding authorised hosts are followed at all times. **Should a change in guardianship or custody over a child occur, the Headmaster must be notified in writing.**

IT IS UNDERSTOOD THAT PARENTS WILL NOMINATE ONLY PEOPLE WITH SIMILAR STANDARDS OF RESPONSIBILITY AND BEHAVIOUR TO THEIR OWN. APART FROM OLDER BROTHERS AND SISTERS, ALL NOMINATED PEOPLE MUST BE 21 YEARS OF AGE.

When students are visiting or staying with relatives, family friends or day students, they must always abide by the wishes of the host parents and obey the rules of that household. Some students do pressure hosts into allowing them to keep late hours or to have large amounts of freedom. This is not acceptable behaviour and does not encourage further invitations.

The School reserves the right to decline leave with an authorised host, if in the judgement of staff, it is considered that the host is not appropriate.

Leave Arrangements

Day Leave

Leave for a day (Saturday or Sunday) that does not include an overnight stay

Parental Leave

Leave with custodial parents or a guardian is never refused. However, unless it is an emergency, parental leave should be arranged with the required notice and process.

Service Station Leave

Servo leave is only available for Seniors (Year 12) between 3.30pm – 5.00pm on weekdays, as well as weekends. Service Station Leave is a privilege granted to seniors at the discretion of their Dormitory Supervisor.

Special Leave

Any student who will be absent from any lessons, Restricted Leave or Closed weekends must seek the approval of the Head of Boarding/Academic Dean/Dean of School. Parents requiring special leave are asked to give adequate advance notice in writing. Where travel is involved, approval must be sought before travel plans are made. Any student on special leave must understand that any assessment items missed will not be re-set.

While the school understands that taking leave during school hours, Restricted Leave or Closed weekends due to such things as medical appointments is sometimes unavoidable, every effort should be made to limit leave to standard weekends.

Town Leave

Boys and girls (Year 7 and above), may have town leave. Occasional town leave for Junior School boys and girls is arranged but accompanied by Dormitory Staff or Seniors. Year 6 – Year 11 girls and boys wear day uniform to town. Seniors are permitted to wear neat, clean, casual clothes on Town Leave. Eating in the streets is not encouraged on town leave. Boarding staff may withdraw the right to town leave at any time.

Weekend Leave

In most cases, weekend leave is arranged through the Dormitory Supervisor.

If you need to collect your child during school hours (8.15 am – 3.00 pm Monday to Friday), make arrangements to collect them and sign out at the *School Administration Office*. Dormitories may be unattended, and the School requires a record of student departure in case of emergency evacuations, etc.

Written Permission

Permission to go on leave with anyone other than parents will require written permission. Leave forms (see Leave Form at the back of this Handbook – Page 35) have been devised which students can complete and submit to dormitory staff requesting leave. If the dormitory staff approve of this leave, they will sign the form and fax it to you. These forms are also available on the school website.

If you approve of the leave, we ask you to **email** the form back to the Office/dormitory staff by Thursday, and to contact the host family if they have not already contacted you.

The earlier time is to ensure that our leave is organised well in advance and that dormitory staff are sure of who is in residence and who is not.

For those few parents who do not have email facilities, we will continue to use verbal permission via the phone. However, as much as possible, our staff needs to receive written permission. In formalising our procedures a little more, we are stressing the importance of written permission from parents with students and host families who carry a very important responsibility.

All parents or hosts must sign out and sign back in with the Dormitory Supervisor before picking up or returning students. Parents and Hosts **MUST NOT** return students to the dormitory when it is unattended (e.g. during meal times, Chapel, etc.)

Leave Process

The following flowchart may be helpful in planning any leave.

Check School Calendar

<p>Leave Includes School Time 8.15 am – 3.00 pm Monday – Friday Special Leave</p>	<p>Standard Weekend Leave</p>	<p>Restricted Leave</p>
<p>U</p>	<p>U</p>	<p>U</p>
<p>Academic Dean</p>	<p>House Supervisor</p>	<p>Head of Boarding</p>
<ul style="list-style-type: none"> • Phone or email to request for special leave stating the dates and times requested and the reason for such leave 	<ul style="list-style-type: none"> • Email or phone to arrange leave 	<ul style="list-style-type: none"> • Phone or email to request for special leave stating the dates and times requested and the reason for such leave
<ul style="list-style-type: none"> • Once leave has been granted, contact Dormitory Supervisor to confirm arrangements 	<ul style="list-style-type: none"> • Follow up by email by Thursday evening 	<ul style="list-style-type: none"> • Follow up by email by Thursday evening
<ul style="list-style-type: none"> • Outside School Hours – Check in with Dormitory Supervisor, sign Leave Book • During School Hours – Arrange gear to be out of the dorm by 8.00 am. Sign out at the Administration Office • Collect child 	<ul style="list-style-type: none"> • Check in with Dormitory Supervisor • Collect Child from Dormitory • Sign Leave Book 	<ul style="list-style-type: none"> • Check in with Head of Boarding • Collect Child from Dormitory • Sign Leave Book
	<ul style="list-style-type: none"> • Return the child to the Dormitory by 5.30 pm on Sunday, unless other arrangements have been made with the Dormitory Supervisor • Sign child back in 	<ul style="list-style-type: none"> • Return the child to the Dormitory by 5.30 pm on Sunday, unless other arrangements have been made with the Dormitory Supervisor • Sign child back in

Weekly Boarders

While weekly boarders are ordinarily not in dormitories during weekends; it is expected that they still attend formal School functions and meet any weekend obligations (see "Obligations to be met before Leave", below). Such functions include:

- House Swimming qualifications (early Term 1)
- Formal Services and Dinners (St Gabriels Day - Lady Day Dinner, All Souls Day - Green Dinner)
- Sports Clinics (if involved in that sport)
- Reunion Weekend

Obligations to be met before Leave

Leave is granted to students on the understanding that they meet all their School commitments before going on leave. Joining a sporting team at the beginning of a season means committing to play in all weekend matches and training commitments.

Leave at All Souls St Gabriels is granted as a privilege, not a right.

Quick Reference

Amount of Leave and Weekend Leave

Weekend Leave may begin after School on Friday with a return to school no later than 5.30pm Sunday. The Boarding Supervisors will complete a register of all students going on Weekend Leave by 9.00am each Friday, and leave arrangements should be finalised before this. The leave register will assist the Catering Manager as well as providing a central register of absentees during the weekend. The register also indicates the name of the host family and the purpose of the leave.

Boarding staff must be notified by parents and hosts even when hosts are on the approved host list. This ensures parents know where their children are at all times.

Restricted Leave Weekends

In each school year, there are some "restricted leave weekends" when all students are expected to be in residence. These are usually the first weekend of each term. The restricted leave weekends are notified in the School calendar and the Phoenix Rising Newsletter. Parents are requested not to seek leave on Restricted Leave Weekends, as it is important that all students are at school. The School may grant Town Leave and organise other activities on such weekends.

Departure Time

No leave will be permitted unless there are exceptional reasons before **3.00pm on Friday**. Any early departure **must** involve contact with the **Academic Dean**, Mr Ian Dietrich.

Gating (Restricting Leave)

Leave is given at the discretion of the Academic Dean/Senior Resident/Head of Boarding. It may be withdrawn as a disciplinary measure for certain offences. A student who is gated may not leave the School premises during the period of gating except on School business. They may not attend social functions.

Late Returns

Where there is an unforeseen late return, the host/parent must make contact with the staff to inform them. Staff cannot accept calls from a student. No student is to be dropped back to the dormitory and left unsupervised. They must be signed in.

Outings

Where evening and weekend outings are organised by staff for boarders, all students are permitted to attend provided that all other commitments have been kept.

All normal school rules apply during these outings.

Pick Up

When parents and hosts collect students, we ask that they sign students out with dormitory staff. Our staff needs to know who has departed and that the correct person has collected the student.

If you pick up your child during school hours, make arrangements to pick them up from the Main Administration Office.

Return Time

Again, all students should return by 5.30pm on Sunday. This ensures that students are in residence and prepared for school on Monday.

Monday morning returns invariably involve students missing class time as they return belongings to the dorm and change into uniforms.

Travel Arrangements

Parents are asked not to make travel arrangements which fall in term time. Travel days are set aside for this purpose.

As approximately one-third of the boarders use public transport at the beginning and end of each term, the School prefers to make all reservations. This eliminates the possibilities of double bookings and also helps the School to know that people have travel arrangements in hand. However, if parents wish to make their travel arrangements, the details should be sent to the School in good time.

At the beginning of each term, circulars are sent to parents of boarders asking them to advise the School as to the travel requirements they have for their children at the end of the term. They are also asked to forward credit card details to cover the cost of the ticket that the students may require for the return trip.

The Secondary Student Services Officer, Mrs Flo King, handles the travel arrangements at the School. She is more than happy to deal with any parent enquiries. The cooperation of parents in providing early travel advice is greatly appreciated.

If travel arrangements for your daughter/son do not fit with the School's expectations, then a written request must be made to cover such contingencies. It is assumed that such a situation would only arise on a very rare occasion.

We ask that all overseas boarders surrender their passports to the School office for safe keeping.

Leave Form

PART A: *To be completed by the Boarder*

STUDENT:

Student's Name: _____

Leave Dates: From: _____ To: _____

Departure Time: _____ **Not before 3.15 pm Friday** Return Time: _____ **Not after 5.30 pm Sunday**

Type Of Leave: (Please tick) Weekend Day Special

Is a Bus Ticket required? Yes No From: _____
To: _____

HOST: *The person taking legal responsibility for the student during their leave.*

Name of Host: _____

Relationship to Student: _____

Address: _____

Telephone Contact:

Business: _____ Home: _____ Mobile: _____

PART B: (To be signed by Dormitory Staff if agreeable to leave _____
being granted)

PART C: *To be completed by Parent/Guardian/Carer*

I have confirmed these arrangements with the host and agree to these arrangements:

Name of Parent/Guardian/Carer: _____

Signature of Parent/Guardian/Carer: _____

Has the Host contacted you? Yes: No:

Or

Have you contacted the Host? Yes: No:

This Form must be received from Parents/Guardian/Carers by the Thursday before the leave period being applied for

Year 12 Privileges

Students in Year 12 are given certain privileges.

This indicates that we regard Year 12 students as reasonably responsible and mature members of the Boarding houses who deserve these privileges. Any violation of trust and any reported misbehaviour will result in appropriate consequences, which may affect the whole group.

Town Leave

Seniors will be permitted Town Leave on any Saturday provided all other commitments have been met, and they wear neat clean, casual clothes.

Servo Leave

Seniors are permitted Servo Leave on Monday to Friday afternoons from 3.30pm to 5.00pm. See conditions on Page 34.

The Quad

Seniors only are allowed to cross the main quad directly.

Seniors Only Outings

Occasionally, Seniors only excursions are organised to special events in Townsville.

Safety & Security

The Boarding house must know where every student is at all times.

The Boarding house is wired with an automatic security system.

The Boarding house operates on a system of trust.

Of the Students

The Boarding House must know where every student is at all times. It is a student's responsibility to ensure that this is the case.

Each dormitory has a sign-out book kept in the Common Room. If a student is attending a sports commitment or travelling with a team to outside school commitments, it is the student's responsibility to sign out. Upon returning, students must sign back in.

As a general rule, students should not be moving around outside after dark unless on approved activities after dark. The presence of any stranger in the grounds without an escort should be reported to a staff member immediately.

The following areas are out of bounds:

- Halse Hall apart from at meal times
- The kitchen unless upon special request of the kitchen staff
- The Clinic apart from during clinic hours
- Inside of, or on top of, roofs of buildings
- Inside storage rooms
- Inside any classroom without staff supervision
- The Junior School (for Secondary students)
- Manual Arts Buildings
- The Horse & Cattle yards other than during scheduled times
- The Pool, other than during scheduled times
- Inside the Staff Common Room
- The Maintenance Shed
- Staff residences, including GAP students' flats
- "The Mullies"
- Burns Field (on the other side of the highway)

This is a long list. Some of these buildings are closed to students, and others are out of public view. Our school campus is a large one, and there is still much space to be enjoyed by all.

Of the Buildings

The Boarding Houses are fitted with an automatic security system, which is activated after hours if a door is opened.

Building Regulations require the fitting of smoke detectors. If these are activated by a real fire or even excessive steam, the whole building must be evacuated, and students may return inside only when the all-clear has been given.

Fire Drills are held regularly to ensure that all students know the correct procedure.

No candles are permitted in the Boarding Houses at any time.

Security checks of all buildings are made by dormitory staff and security staff each night.

Of Belongings

The Boarding Houses operate on a system of trust, but from time to time, there are problems with missing belongings. It should be noted that usually, belongings reported missing have been misplaced or left lying about carelessly. However, unfortunately, sometimes someone is tempted to help themselves to another person's belongings. To minimise this temptation, the following should be observed:

- We advise that amounts of money greater than \$20 should be handed to the House Supervisor for safe-keeping.
- As a general rule, girls should not bring valuable jewellery to the School. If it is brought for a special occasion, it should be handed in for safe-keeping.
- Items such as airline tickets, passports and other important documents must be handed in at the School Administration Office.
- All belongings should be clearly and permanently named as soon as purchased.
- Students are not permitted in other dormitories, without permission.
- Students' lockers also need to be kept locked.
- A spare padlock key must be given to the Dormitory Supervisor.
- Students should lock valuables away when they are going to be absent over a weekend or overnight.

Junior School Boarding

Junior School Timetable

Lessons in the Junior School commence at 8:30 am. The following table sets out the period and lunch break structure.

8.30 am – 10.00 am	Classes
10.00 am – 10.25 am	Morning tea break. This is a short break in which students eat their morning tea.
10.25 am – 12.30 pm	Classes
12.30 pm – 1.25 pm	Lunch break. Students in Years 2 to 6 may go to the dining hall to have their lunch. All boarders go to the dining hall. Students who bring their lunch from home remain at the Junior School. The first 30minutes of the lunch break is the time for eating only, and then students are permitted to play. The students who eat at the dining hall return to the Junior School.
1.30 pm – 3.00 pm	Classes
3.00 pm	Classes dismissed

Junior School Uniforms

The Junior School Uniform requirements will be advised by the Junior School staff at the start of each Term.

Junior School Discipline

Students in the Junior School are expected to comply with the same rules and regulations, as do Senior School students. Inappropriate behaviour will initially be dealt with by the classroom teacher or teacher on playground duty. This may include:

- Cooling-off time
- Community service (picking up papers, helping others, repairing any damaged material)
- Lunch time detention
- Completing work at lunch time

If inappropriate behaviour continues, the Head of Junior School will be notified, and a more lengthy withdrawal contract will be negotiated. Students with detention for longer than one lunch break will be required to sit near the Head of Junior School's Office and complete set tasks. The student's parents will be notified of their behaviour.

Junior School Homework

All students will be given homework. The amount and type of homework will vary from teacher to teacher. Students in Year 6 have a record book, and all homework should be recorded in the book. Boarders are expected to complete their homework during allocated prep time.

If any student experiences difficulties with homework, the class teacher should be informed so that the student can be assisted.

Rights & Responsibilities

RIGHTS	RESPONSIBILITIES	EXAMPLES
1 To be treated as an individual with dignity and respect	<ul style="list-style-type: none"> • To act in a friendly, communicative and encouraging manner • To act positively in manner and speech • To treat others with courtesy and respect 	<ul style="list-style-type: none"> • Always be well groomed and dressed correctly for school and outings • Seek out in a caring way all boarders, not just those from the same background
2 To be encouraged to grow and develop as a whole person	<ul style="list-style-type: none"> • To accept and foster the spiritual ethos of the school • To take a moral stance • To take every opportunity to grow academically, socially, personally and spiritually • To participate fully in cultural, recreational and sporting activities 	<ul style="list-style-type: none"> • Willingly attend and participate in Chapel • Speak out when others defend your value system • Use all opportunities; join in combined school social activities • Fulfil all expectations when given leadership tasks
3 To be encouraged to develop self-discipline and to expect the same of others	<ul style="list-style-type: none"> • To think before acting or speaking • To do what you believe is right • To treat others as you would like to be treated • To be considerate of the needs of others 	<ul style="list-style-type: none"> • Plan and implement good study habits • Act and speak in a Christian manner • Include others in your conversation at dinner • Allow others to get on with their Prep • To be where you are meant to be when you are meant to be
4 To be allowed to live with integrity	<ul style="list-style-type: none"> • To be trustworthy and honest • To treat others without race or class distinction 	<ul style="list-style-type: none"> • Respect others property • Always tell the truth • Include others in your daily activities
5 To learn in a conducive environment	<ul style="list-style-type: none"> • To develop and practise good study skills and habits • To use the study area appropriately • To use library facilities and resources to their potential 	<ul style="list-style-type: none"> • Use study area during prep for quiet individual study. • Use computers for work and assignments, not for games

RIGHTS	RESPONSIBILITIES	EXAMPLES
6 To be provided with a creative, positive, community environment	<ul style="list-style-type: none"> To communicate openly and always with respect To support staff and other students To be committed to honest sharing of ideas To contribute to activities and the House environment 	<ul style="list-style-type: none"> Make new boarders welcome Support House and School Captains Have a go at inter-house sport
7 To live in an environment where justice and order in life is expected and encouraged	<ul style="list-style-type: none"> To understand and accept discipline graciously To accept and abide by listed procedures for study, meals, leave, duties and general routine. 	<ul style="list-style-type: none"> Always fulfil your Boarding House chores (e.g. rubbish duty, common room tidying, escort)
8 To have personal safety and protection from abuse - substance, physical, and emotional	<ul style="list-style-type: none"> To behave in a safe and acceptable manner that considers other members of the community To report problems as they arise To refrain from the use or possession of alcohol, cigarettes or any illegal substance 	<ul style="list-style-type: none"> Ensure that harassment is not part of the Boarding House environment
9 To be provided with resources and procedures to ensure regular contact with family and friends.	<ul style="list-style-type: none"> To take advantage of and treat with respect communication facilities and remember that all boarders have equal rights To ensure that wherever possible leave is taken with family To meet all leave requirements 	<ul style="list-style-type: none"> To keep telephone time to a fair minimum Ensure to keep some weekends free for family To organise leave in plenty of time To return on time from leave
10 To have a pleasant, clean and safe environment	<ul style="list-style-type: none"> To be responsible for assisting in the cleanliness and tidiness of own and general areas To ensure that no surface is defaced To report areas of concern 	<ul style="list-style-type: none"> Treat property in the Boarding House with respect Ensure that School and personal property are not defaced

What to Bring

After School

Neat, durable clothes for after school, dinner meals and informal activities

One good change of clothes suitable for attending a function

Night attire

Underclothes (probably sufficient for five days)

Footwear (include thongs or similar to wear to and from the shower)

Swimmers

Hat

Non-Uniform Clothes

These should be selected according to taste, season, luggage room and suitability for garment maintenance (e.g. colour-fast, durable materials for washing).

Parents of girls should not purchase anything of a too revealing nature, as your daughter will not be allowed to wear it.

Miscellaneous Items

Sheets and pillow cases (2 sets)

Doona and cover (2) (or blanket)

Sleeping bag or swag for school camp (1)

Coat hangers

Shoe cleaner

Towels (4)

Personal Soap and shampoo/conditioner

Extra name tags and marking pens

Weekend travel bag

Small container with fitted lid for food snacks

Coffee/tea mug (1)

Living Things

Students may bring their horse to All Souls St Gabriels if they are a current member of the Horse Club. However, all transport, extra feed, farrier and vet costs are the responsibility of the student and his/her family. The horse will be kept in the school's horse yards. The school does not permit students to bring their horse to school in the first semester of their enrolment.

Other than these exceptions, no dogs, cats, ducks, chickens, reptiles or any other form of wildlife is permitted to be kept by students on the school premises.

Electrical Appliances

Students may bring hair dryers, clocks, electric shavers, fans, and laptop computers. For safety reasons in dormitories, students may not use electric blankets, heaters, jugs or any other electrical appliance.

The School Uniform

All students attending the School are expected to wear the regulation school uniform with pride.

Uniforms, both new and used, are available to students. Formal "greys" are to be worn when required. A uniform is a complete unit, and no part of it is to be worn with other clothes.

Good Advice

Name absolutely everything!

What not to bring

- Furniture
- Inappropriate magazines, compact discs, tapes, DVDs
- Knives
- Lighters/matches
- Slingshots
- Expensive items of clothing, large sound systems and games
- Electric blankets
- Heaters
- Electric Jugs
- Aerosol sprays (including deodorants)
- External modems

Keep what you bring to a minimum!

Notes for Parents

General

- An effective student is one who manages a good balance between study time and leisure time.
- In the Boarding Houses, there are specific, supervised study times to enable everyone to work without interruption for a certain time each evening. Many students will need to spend some other time on homework as well. On the weekends, students are expected to keep House areas reasonably quiet to allow students to study if they wish.
- It is important that as few interruptions as possible occur during the supervised Prep times. Please try not to phone students during Prep. Good regular study routines are most helpful for good results.
- The Boarding Houses have a corporate life, which is very valuable in a students' overall development. This consists of planned activities for some or all the boarders, mostly on weekends. It is vital that Senior boarders spend time with younger students, as they act as role models and strengthen the value of many activities with their maturity.
- All students must remain within the bounds of the school unless they have permission to leave the grounds. The footpaths, streets and driveways surrounding the school are not part of the school grounds. Some areas of the school grounds are also out of bounds.
- Sport is a very important part of many students' lives, and boarders are a significant part of the School sporting teams. Good sportsmen and women know the value of commitment to a coach and a team in both practice and matches.
- In the Boarding House, social activities are planned for relaxation and to enhance friendships.

Guidelines

It is difficult to establish a set of guidelines that will cover all situations for each year level and a group of students. Please understand that guidelines are not unalterable rules and that they are formulated to achieve the maximum social benefit for students within the bounds of safety and care. Guidelines are subject to change if circumstances alter if there is a serious breach of trust, inappropriate behaviour or parental concern.

Please also realise that the Boarding House staff work long shifts, deal with a myriad of routine matters, discuss issues with a large number of students and cope with many unpredictable situations. It is appreciated if exceptions are kept to a minimum, with parents and students endeavouring to plan ahead where possible, so that last-minute consultation with staff over leave is not necessary.

Beating the Boarder Blues

Remember..... **All students suffer from homesickness**

Your child is not different from others. Every student here will miss home. However, some will show it in different ways from the strong silent type who hardly uttered a word at home who will want to indulge in small chat on the phone to the seemingly distraught who want "out of here". It is perfectly normal.

It will pass

We lose few students to homesickness. All students settle. And the homesickness becomes a thing of the past – something that the kids grin sheepishly about later in the year, no matter how bad it was early.

Some advice

- Be sympathetic, but be firm. It isn't easy when you have just handed over your child to a "stranger" and will be living long, long distances from them.
- **Don't** say: "If you don't feel happier in 3 weeks we will bring you home." That guarantees unhappiness. If you say this, you are ensuring that the next three weeks will be unhappy for your child!
- **Do** say: "Let's look forward to our first visit if all goes well we will see you on ## March. It is only ## sleeps, and then we will be able to spend a weekend together. But I am expecting you to be grown up and help us both to reach that goal".
- Don't tell them constantly how much you, or little sister, or their aunt, or the dog misses them.
- Try to establish a set pattern of phone calls so that your child does not ring every time there is a minor "crisis".
- What is a very minor crises can seem huge to a student and even larger to a parent who is 500km away and feeling helpless? Keep it in perspective. It is all part of the learning process. Your child is about to become a more independent being if you can "hang tough" for just a little while.
- Ask the student ordinary questions about life at school (describe what they did, what a friend is like, etc. Don't spend long periods telling them all the day to day details from home.
- Be aware that it is very easy for some students to manipulate parents over the phone. They play the "guilt card", without even realising they are doing it.
- Be aware that your child may try to play you off against the Dormitory Supervisor..." divide and conquer".....
- Be aware that the worst time for homesickness is just before bedtime, which guarantees an unsettled night, a tired child, and the pattern repeats itself. Therefore avoid long conversations at this time of day if possible.
- Be aware that the child crying on the phone has not been doing this all day. He/she has been happily playing with other students and busy learning all day. The only time most are upset is when they are on the phone!
- Encourage them to write emails home or even write a letter. The act of putting it on paper helps and by the time you read it the problem is all over.
- Don't make promises that you can't keep. Encourage them to get involved in school life.
- Talk to the boarding staff, ask their opinion and trust their judgement. They are kind, caring people who know their job. They won't let your child suffer. Work with them. They are not infallible, but as Head of Boarding of All Souls St Gabriels, I trust them and rely upon them greatly. You can too. We have first-rate staff. Get to know them and seek their advice, as they will yours from time to time.

Education Allowances

ARE YOU AWARE OF ALL THE EDUCATIONAL ALLOWANCES TO WHICH YOU MAY BE ENTITLED?

If the student attends a primary or secondary school, School of Distance Education, boarding school, special education facility or rural training college, **and**

- A. You live at least 16 km (by the shortest practicable route) from the nearest state school with the required year level and at least 4.5 km from the nearest transport
- B. If you live less than 4.5 km from transport, a student may still qualify if the family home is:
 - i. At least 56 km from the school via the transport service, or
 - ii. At least 3 hours travelling time per day to and from the school via the transport service

Commonwealth Government Allowances

Assistance for Isolated Children (AIC)

<https://www.humanservices.gov.au/individuals/services/centrelink/assistance-for-isolated-children-scheme>

- Boarding Allowance – income test free. For families with low income, a means-tested Additional Allowance is available. Students aged 15, participating in an approved tertiary course at an Agricultural, TAFE or similar College are also eligible.
- Second Home Allowance – for a second home maintained by the family for educational purposes only.
- Distance Education Allowance – for primary and secondary level.

Youth Allowance

- For students aged 16 to 24 (Secondary and Tertiary). NB – secondary students may opt to continue with AIC
- Includes Rent Assistance and Remote Area Allowance for those eligible

ABSTUDY

- Educational assistance for A.T.I.S. students
- Please note – ABSTUDY students who are 16 years of age require a Tax File Number (TFN)

Queensland Government Allowances

Living Away From Home Allowance Scheme (LAFHAS)

<https://www.qld.gov.au/education/schools/financial/ruralremote/lafhas>

Eligibility criteria same as AIC

- i. *Remote Area Tuition Allowance* – to assist with payment of tuition fees (paid direct to approved, non-state primary or secondary school at which the student boards).
- ii. *Remote Area Travel Allowance* – to assist with travel expenses for distances of more than 56 km (paid direct to parents)
- iii. *Remote Area Allowance* – for students attending Queensland Agricultural Colleges in lieu of Year 11 and 12 (Paid direct to parents)
- iv. *Remote Area Disability Supplement* – for additional costs associated with educating students with disabilities away from home (Documentation required)

Text Book Allowance

- Available for all secondary students. Parents do not apply – the allowance is claimed by the School on behalf of parents.

Conveyance Allowance – Queensland Transport

- For students who live more than 4.8 km (Secondary) or 3.2 km (Primary) from the nearest State School with the required year level.

Where to apply for these Allowances

Assistance for Isolated Children (AIS)	132 318
Youth Allowance	132 490
ABSTUDY	132 317
Living Away From Home Allowance Scheme (LAFHAS)	1800 248 997
Conveyance Allowance	132 380

Notes:

A Final Word

The Boarding Houses at All Souls St Gabriels are based on trust and the development of respect for others, as well as aiming to create self-reliance and self-discipline.

Through boarding, students:

- Learn self-discipline
- Become more self-reliant
- Become more independent
- Realise that we are all interdependent
- Learn about loyalty
- Become more tolerant and appreciate difference
- Learn how to help and serve
- Make long lasting friends

We trust that each student who enters an All Souls St Gabriels School Boarding House will eventually leave it having given something of themselves and thereby made it an even better place for those who are still to come.