



NEGS

MORE THAN
A SCHOOL

NEGS 2020 Family Handbook



School Mission Statement

NEGS aims to develop accomplished, educated individuals with active, passionate and creative minds.

Respect and compassion for others and the courage to act on their beliefs are developed within a Christian ethos.

Key Events & Term Dates 2020

Term 1 (11 Weeks)	
Mon 27 Jan	<ul style="list-style-type: none"> Australia Day public holiday
Tue 28 Jan	<ul style="list-style-type: none"> Staff Day Orientation Day for new students with registration from 3.45pm for a 4pm start in the Hall including welcome from the Principal and introduction of key staff Health Centre open from 12 - 4pm Uniform shop open from 8.30am – 4pm Boarders return from 12 - 8pm P&F Welcome BBQ 5pm on the Library Lawns (RSVP to enrolments@negs.nsw.edu.au) New students and Yr 12 student leaders involved in events throughout the day are required to wear their summer uniform for the orientation afternoon.
Wed 29 Jan	<p>Classes commence for all students</p> <ul style="list-style-type: none"> New Day students, including all of Year 7, to report to Reception (Akaroa) at 8.25am where they will be greeted by Year 12 students, who will bring the Year 7 Boarders with them before showing the girls to the Hall. 8.45am Welcome assembly for all students (Hall) Year Meetings with Year Advisor and Tutors - period 2 New student orientation - period 3 New student testing in periods 4 and 5 Orientation continues for Year 7
Fri 31 Jan - Sun 2 Feb	Boarding activities weekend (Closed weekend); Day girls are welcome to attend
Mon 3 Feb	Elevate Study Skills Workshops for Yrs 7-12
Fri 7 Feb	Twilight Markets @ NEGS
Thu 13 Feb	Father and Daughter Dinner - tbc
Fri 14 Feb	Swimming Carnival Year 12 Parent-Teacher Interviews 3.30 - 6pm (Milburn Room)
Wed 11 - Fri 13 Mar	Tildesley Tennis - tbc
Thu 19 - 20 Mar	IGSSA Swimming

Wed 1 Apr	NEGS Cross Country (11am - 1pm)
Wed 8 Apr	Last day of term for students
Thu 9 Apr	Staff Day
Term 2 (9 Weeks)	
Mon 27 Apr	Staff Day Boarders to return between 1.30 - 8pm
Tue 28 Apr	Classes commence
Wed 6 May	School Photo Day - tbc
Fri 8 May	NEGS Athletics Carnival
Sat 9 May	NEGS Winter Ball
Tue 12 - Fri 22 May	NAPLAN
Mon 11 - Fri 15 May	Wingham Beef Week - tbc
Fri 15 May	IGSSA Cross Country
Fri 29 May - Tue 2 Jun	Coonabarabran Horse Expo
Fri 5 Jun	Staff Day prior to Queen's Birthday long weekend
Mon 8 Jun	Queen's Birthday public holiday Boarders to return between 1.30 - 8pm
Tue 9 Jun	Classes resume following Queen's Birthday long weekend
Thu 25 Jun	Last day of term for students Year 11 Parent-Teacher Interviews 3-6pm (Milburn room)
Fri 26 Jun	Staff Day
Term 3 (10 Weeks)	
Mon 20 Jul	Staff Day Boarders to return between 1.30 - 8pm Yr 7 - 10 Parent-Teacher Interviews (10am - 4pm) Yr 8 & 10 Parent information sessions (times tbc)
Tue 21 Jul	Classes resume
Thu 23 - Sat 25 Jul (tbc)	IGSSA hockey and Netball trip 1 to Sydney
Thu 6 - Sat 8 Aug (tbc)	IGSSA hockey and Netball trip 2 to Sydney
Wed 12 - Fri 21 Aug (tbc)	Trial HSC Examination period

Mon 17 - Fri 21 Aug (tbc)	Year 10 Ski Trip
Wed 26 - Thu 27 Aug (tbc)	IGSSA Athletics
Fri 4 Sep	Grandparents' Day
Fri 4 - 6 Sep	Old Girls' Weekend
Wed 9 - Thu 17 Sep (tbc)	Year 11 Yearly Examination Period
Thu 17 - Sat 19 (tbc)	IGSSA Finals for Hockey and Netball
Mon 21 - Wed 23 Sep	Year 11 Leadership Camp (compulsory excursion)
Thu 24 Sep	Last day of term for students Yr 12 Valedictory Day (Chapel, Assembly & Dinner - compulsory events for Y12)
Fri 25 Sep	Staff Day
Term 4 (8 Weeks)	
Sun 11 Oct	Boarders to return between 1.30 - 8pm
Mon 12 Oct	Classes resume
Thu 17 Oct	HSC exams commence
Mon 9 - Fri 13 Nov	Years 9 & 10 Yearly Examination period (Week 5)
Mon 16 - Fri 20 Nov	Years 7 & 8 Yearly Examination period (Week 6)
Tue 17 - Fri 20 Nov (tbc)	Year 9 Camp (compulsory excursion) (Week 6 Tue-Fri)
Fri 27 Nov (tbc)	NEGS Celebration of Sport Assembly
Mon 30 Nov - Thu 3 Dec	Year 10 Service Week
Thu 3 Dec	Carols Service (5-6pm) followed by P&F BBQ
Fri 4 Dec	Speech Day (concludes approximately 12pm) Term concludes

* Events are subject to updates throughout the year. Parents can find updates to the NEGS Calendar and key events in the Parent Portal.

Daily Routine & Bell Times

School Day

Boarding houses close promptly at 8.30am. The first bell of the school day rings at 8.40am each day. If your daughter arrives at school after that time, she will need to sign in at Mrs Smith's office and provide a reason: a corresponding email, phone call or note from a parent is required. It is an important part of our duty of care that we know when students are on school grounds. We may need to contact parents if a student is marked absent at any time during the day. Students need to sign in and/or out during the day if they are not on school grounds/not in normal classes during school hours..

Week A/B	Mon 1/6	Tues 2/7	Wed 3/8	Thurs 4/8	Fri 5/10
Before School 7.45 Period 0					
8.45 Period 1					
9.45 Period 2					
10.45 Recess	Staff Briefing				
11.05 Period 3					
12.05 Period 4					
1.05-1.50 Lunch					
1.50-2.20 Multipurpose Period	Tutor Time	Assembly	CCT Yrs 9 - 12 Choir Yrs 7 & 8	Year Meeting	Chapel
2.20 Period 5					
3.20 After School		Staff Meetings			
6.30-8.20 Prep					

Absences

If your daughter is absent from school, you need to inform the school. Please provide notification through the Parent Portal. If you are unable to access the portal, please email attendance@negs.nsw.edu.au or call Mrs Helen Smith on 02 6774 8751.

Leave

If your daughter needs to be absent from the **day school** for any non-illness related reason and for a whole day or more, you need to apply for leave through the Parent Portal. If you are unable to access the portal, please email attendance@negs.nsw.edu.au or call Mrs Helen Smith on 02 6774 8751. Periods of extended leave and/or exceptional circumstances will require additional documentation and will not automatically be granted.

General Information

Academic Enquiries

Any questions about your daughter's academic progress or classroom activities need to go to the classroom teacher in the first instance. Additional enquiries can be directed to the relevant Head of Department, then the Director of Teaching & Learning. (Refer to the Parent Portal for staff contacts).

Boarding weekend activities and other opportunities for Day girls to participate

On weekends when there is a planned boarding activity, Day students are always welcome and this information will be communicated to families. Some activities incur a cost whilst others are free of charge. Activities include bushwalking at Dangars Falls, picnicking at Dumaresq Dam, movies, roller skating, golf and many more.

Casual Boarding

This service is provided to day families for weekdays or weekends. Another practical solution to juggling work and family responsibilities while providing your children with the best education opportunities. Casual boarding could occur overnight during the week or for a weekend. **Parents wanting to request casual boarding are to email the Head of Boarding, Mrs Donna Garrad <donna.garrad@negs.nsw.edu.au>**. The school asks for at least 24 hours notice for your daughter coming into casual boarding to ensure there is availability. Casual Boarding is only available to students in Years 6 - 12.

Child Protection

NEGS is a Child Safe school. Our [Child Protection Policy](#) can be found on the NEGS Website and in the Parent Portal. Child protection is a community responsibility. As a caring educational community with a Christian mission, NEGS values students as individuals and believes that children have the right to develop physically, mentally, spiritually and socially, in a safe and supportive environment free from any form of abuse. NEGS is committed to the prevention of child abuse and the protection of children. The focus of the Policy is both prevention and response. Staff are mandatory notifiers who must act on their legal obligations under the Commission for Children and Young People Act 1998. Parents/caregivers should report suspected abuse to the Principal or Deputy Principal. NEGS will treat all allegations with strict confidentiality. NEGS will operate all child protection matters on an allegation basis. In accordance with the legislation, NEGS will not investigate the matter further until formal investigations by relevant external organisations are complete.

Communication

NEGS Parent Portal: The Parent Portal also contains the NEGS Calendar. The documents section contains forms and information for parents. The Parent Portal is our preferred method of communication between parents and staff.

[NEGS Facebook](#): Like the NEGS Facebook page and stay up to date with events, celebrations and everyday life of students and staff at NEGS. There are separate pages for NEGS Equestrian and NEGS Rifle Club.

Phone communication: Parents and staff can readily communicate by phone. Contact Reception on 02 6774 8700 to leave a message for a staff member or email them to request a phone call.

Excursions & Permission Notes

There are a number of compulsory and optional excursions on offer throughout the year. Compulsory excursions include, but are not limited to, Year 7, 9/10 and 11 camp, plus the NEGS Swimming, Cross Country and Athletics Carnivals.

If an activity involves off-site travel for an excursion and/or a significant cost then parents need to give permission. Parents can give permission through the Parent Portal. This will ensure the organising staff member receives the notification of permission in an efficient and timely manner. The onus is on the student to obtain the relevant permission in a timely manner. Teachers will remind students but it is the student's responsibility to do so within the timeframe specified by the coordinating teacher.

Students without appropriate permission will not be able to participate in the activity and alternative arrangements will be made to ensure they are appropriately supervised. Additionally, bookings, costings and payments are made based on numbers of students. The School often has to pay ahead of time and many of these costs are non-refundable, so charges will apply if your daughter withdraws from the excursion.

ExtendEd Program

This program offers parents a practical solution to juggling work and family responsibilities while providing your children with the best educational opportunities available. Students participating in the ExtendEd PM program can remain at school after the 3.20pm bell to do their extra-curricular activities, complete their homework supervised by staff, eat afternoon tea and dinner before being picked up by their parents at 8pm or later. Students participating in the ExtendEd AM program can join boarders for breakfast if they have extra-curricular activities before school then continue into the normal school routine from 8.30am. The earliest entry into boarding is 6.30am.

While some schools are charging up to \$50 a day (on top of regular tuition fees) for this casual service, NEGS is offering these services to students for the cost of

- ExtendedED PM \$20 per day (including, GST, to cover costs of meals and supervision).
- ExtendedED AM \$10 per day (including, GST, to cover costs of meals and supervision).
- Students wishing to access ExtendedED due to compulsory NEGS commitments such as Tildsley tennis training or IGSSA fitness can access this service at half price. Please indicate the student's commitment when making the booking.

Parents are asked to notify boarding staff <saumarez.house@negs.nsw.edu.au> by email if this program would support your daughter in anyway. Include details such as your daughter's name, year group, days required, date to start, parent contact details and any dietary and medical information please. ExtendEd is only available to Years 6 - 12.

Additionally, the NEGS Library is open Monday to Thursday from 8am until 5pm. On Fridays the Library is open from 8am until 4pm. Students are able to access the library resources or use it as a quiet study space during these hours.

Extra-curricular Activities & Lessons

- No student is to have a lesson during Assembly, Chapel, Tutor time, CCT or Year Meeting (1.45-2.20pm Mon-Fri).
- For students in Years 11 & 12, these lessons are not to take place during class time; they must take place during the student's study periods or out of school hours.
- For students in Years 9 & 10 who have been granted the extra-curricular line, they must arrange their lessons during those times or outside of school hours.
- For all other students, they may have a maximum of one lesson per week per activity (e.g. one per week for instrumental music and one riding lesson) during class time and they may not miss the same subject twice in the fortnight.

Health Centre

Parents are asked to advise the Health Centre Sister of matters regarding student health and to keep medical details up to date using the [Medical Update Form](#). If your child takes any form of medication, it needs to be delivered to the Health Centre. Local medical appointments are made through the Health Centre in which case the Health Centre staff will notify the School about the student's whereabouts and will make transport arrangements for the student. The Health Centre can be contacted on 02 6774 8716 or email <healthcentre@negs.nsw.edu.au>.

Library

The NEGS Library is open Monday to Thursday from 8am until 5pm. On Fridays the Library is open from 8am until 4pm. Students are able to access the library resources or use it as a quiet study space during these hours. Our Librarian is Miss Laura Cambridge <laura.cambridge@negs.nsw.edu.au>.

Mobile Phone Policy

If a student chooses to bring a mobile phone to school, it must be turned off at all times. If the student forgets to do this and the phone goes off in class or a student is using it without relevant permission from a staff member, then the phone will be confiscated. If this is the student's first offence, that will be for a period of 24 hours; second offence, one week; third offence, the remainder of the term. This is done on a term by term basis. The phone is switched off, clearly labelled with the student's name and placed in the School safe at Reception. Repeat offenders or argumentative behaviour when a staff member confiscates the phone, including defiance, will be subject to additional discipline measures.

Music

Students wishing to participate in Music beyond the compulsory program need to contact Music Administration <music.admin@negs.nsw.edu.au> phone 02 6774 8744. Our Music Coordinator is Mrs Sally Spillane.

Pastoral Care & Welfare Enquiries

Any questions about your daughter's general welfare in the day school need to go to her Tutor teacher in the first instance. Additional enquiries can be directed to the Year Advisor, then the Deputy Principal. Parents of boarders should contact the relevant House Mother then the Head of Boarding if it concerns matters beyond the school day. This will ensure an efficient process and quick contact with the person best placed to answer your questions.

Pick up and drop off of students

Students travelling to and from school can be dropped off on the NEGS ring road near the MPC at the rear of the school or to any of the designated car parks on the Campus. All car parks are in close proximity to the teaching block.

Protocol for Socials

Day girls must travel on the bus to and from the Social with the boarders. The bus will leave from the Saumarez Turning Circle with an academic staff member who will mark the roll. Girls attending the social must RSVP to their Year Advisor by the Tuesday before the Social. In the interests of fostering social interactions, mobile phones are not permitted. If a student brings a phone, the supervising teachers will provide a collection point. Dress Code for the Social is "Smart Casual". If inappropriately dressed, the student will not be attending the social

- No bare midriff, spaghetti straps, shorts, tracksuit pants or ripped clothing
- Smart pants are acceptable including dark denim jeans
- Leggings are not to be worn on their own but may be worn with a skirt/dress
- Length of skirt/dress must be no more than one hand-span above the knee
- Appropriate shoes for dancing in. No thong-type footwear or ugg boots.
- Appearance is to be neat and tidy
- Subtle makeup is permitted

Sport

Sport at NEGS is compulsory and we are fortunate to be able to offer a vast array of sporting opportunities. The Director of Sport, Mr Josh Cohen, advises students (and parents) via the Student Portal of the options for each term and they nominate their preferences, with priority given by seniority when numbers need to be capped.

Stationery Requirements

A list of stationery requirements can be found in the Parent Portal under the Documents menu.

Student Leadership

Student leadership is a skill set that we develop at NEGS in both the junior and senior school. This is reflected in the quality of graduates from our school. Our SRC is an active body that makes sound recommendations to the Principal whilst the Year 12 leadership is visionary and active both within the School and wider community. The Head Prefect for 2020 is Sheriden Bennett and the Deputy Head Prefect is Lucinda Garbutt.

Advice to Students

The following information is contained in the NEGS Student Diary. Students are encouraged to become independent problem solvers by instigating these measures when needed.

WHAT TO DO IF...

1. I LOSE SOMETHING?

Retrace your steps and make sure that you have checked everywhere and made every effort to locate your possessions yourself. Then if it is still missing, go and see the Academic Administrative Assistant beside the Deputy Principal's office as this is where Lost Property is kept for a period of time.

2. I WANT TO BORROW EQUIPMENT?

Ask the teacher of the activity concerned. For Sport equipment, ask a member of the Sport/PE Department in the MPC.

3. I NEED INFORMATION ABOUT SCHOOL EVENTS / PROCEDURES?

Read the Daily Notices which are in the Student Portal each day and a hard copy on the noticeboard outside Room 4. If you are still uncertain, ask your Tutor, who may be approached out of class time.

4. I AM ABSENT FROM SCHOOL?

All absences should be reported through the Parent Portal (preferred) or contact Reception on 6774 8700 or by email attendance@negs.nsw.edu.au before 9.00am on the day of absence. All whole day leave for non-illness reasons should be applied for in advance through the Parent Portal.

5. I AM SICK DURING SCHOOL OR I NEED TO TAKE MEDICATION?

Report to your teacher to get a note to report to Sister. Where possible arrange this during a break. Day Students can remain in the Health Centre until it is convenient for a family member to collect them. All medication must be clearly labeled with the student's name and dosage information. This medication must be taken to the Health Centre. All unwell students must depart through the Health Centre.

6. I AM LATE TO SCHOOL OR LATE TO CLASS?

Report to the Academic Administrative Assistant's (Room 2) office and sign in and proceed to class. Students who are late to class must have a late note signed by the teacher or staff member who detained them. Without a late note, lateness to class will incur a sanction.

7. I AM HAVING DIFFICULTY WITH MY WORK?

In the first instance, a student should approach the class teacher for extra assistance or advice. Peers may also be of assistance. If you continue to have difficulties see your Tutor or Year Advisor who will help the student to problem solve.

8. I AM UPSET ABOUT SOMETHING?

In the first instance, approach your Tutor or Year Advisor or, if a Boarder, your House Mother for assistance or advice. If necessary the problem may then be referred for specialist help from the Chaplain, Health Centre Sister or outside agents.

9. I REQUIRE ADVICE ABOUT CAREERS OR WORK EXPERIENCE?

See the [Careers Advisor](#) and make an appointment to discuss your interests and suitability for particular courses or careers.

10. I HAVE TO MAKE AN EXEAT ARRANGEMENT?

All exeats (boarding) requests must be approved by the House Mother unless it involves an Academic absence (leave from day school) and then leave must be sought through the Parent Portal leave application.

11. I HAVE TO VARY MY SPORT COMMITMENTS BECAUSE OF AN EXEAT?

You must approach the Director of Sport to get a green slip to be excused from Sport. Two 'greens' per term are allowed and you must arrange for your own substitute player in consultation with the coach or coordinating teacher. Make certain you have your green slip approved before you confirm your exeat.

12. I HAVE A CO-CURRICULAR LESSON DURING THE SCHOOL DAY

Students are not to miss Assembly, Chapel, Year Meeting, Tutor Time or CCT for co-curricular lessons. It is an expectation that Years 11 & 12 students only have co-curricular lessons in their spare periods/lunchtime; before or after school. Students may only have ONE lesson out of class time, per week, per discipline. If you have lessons in both Equestrian and/or Music/Drama, then a maximum of TWO lessons per week are permitted. Students cannot miss TWO lessons from the same subject in a fortnight (timetable cycle).

Uniforms

The Uniform Shop is located on the school premises and is the only supplier of the NEGS school uniform. The Uniform Shop can be contacted by phone on 02 6774 8769 or by email uniforms@negs.nsw.edu.au.

Opening Hours during school term:

Tuesday 8.30am – 4.00pm

Thursday 8.30am – 4.00pm

Appointments can be made outside these hours for new students to have their initial uniform fitting by contacting the School on 02 6774 8700.

Second-Hand Uniforms: the Uniform Shop will accept and sell quality second-hand uniforms.

Uniform requirements

The standard of dress is one of the reasons why NEGS is a school of distinction. Dress and personal appearance are important elements of presentation. Blazers must be worn over jumpers outside the school grounds, with everyday and formal uniform. All students are to wear full school uniform in Armidale shopping centre. This includes wearing a hat. Day students must wear their school tunics to and from school, unless otherwise directed. Blazers must also be worn by Day students. Students carry with them any other items of uniform that may be required during the school day, i.e. sporting uniforms. Day students who walk to school must wear their hats with their everyday uniform. During winter, scarves may be worn around the grounds for warmth, but these must be the scarves that are available from the Uniform Shop.

Excursion dress depends on the type of activity involved. For “visiting” type excursions, the “Walking Out” uniform is required. For a physically active excursion, it is recognised that joggers, blue jeans or school sports shorts, sport jersey, PE shirt and sports cap would be more practical.

For sport there is an appropriate uniform that must be worn. In the Equestrian Centre the uniform is geared towards safety and all the relevant uniform rules must be followed. Note that the sport or equestrian jacket cannot be worn with summer or winter uniform except on exceptionally cold days and only over the NEGS jumper and blazer when a student is outdoors in the cold weather.

All Years are to conform to the jewellery rules at all times.

It is School Policy that a hat is worn whenever a student is outdoors in the sun.

Hair must always be clean and tidy, back off the face and tied back with a ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour. Clear and tortoise shell combs or clips are acceptable. Scrunchies are not acceptable. Inappropriately dyed or streaked hair is not permissible. Hair colour must be natural.

Facial and body piercing is not acceptable, which includes clear earrings.

Failure to comply with wearing correct uniform results in the following consequences:

- 2 infringements in a term constitute a 1 hour detention. This is done on a term by term basis and does not carry over to the next term. For every 2 infringements accrued in a term, the student is required to complete 1 hour of detention.
- Detention is Wednesday afternoon from 3.30 - 4.30pm
- Repeat offenders or argumentative behaviour, including defiance, when a staff member confiscates inappropriate items such as earrings will be subject to additional discipline measures.

No chewing gum is permitted at any time at school. Students chewing gum receive an automatic 1 hour detention.

Uniform Winter

Everyday Wear

- All girls (Years 7-10 inclusive) wear a navy tunic with a plaid blouse.
- The blouse has a narrow navy tie, worn as a bow.
- Black tights with clean black leather lace up shoes.
- Navy winter hats are to be worn during the school day when outside for recess and lunch.
- Hair must always be clean and tidy, back off the face and tied back with a navy ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour.
- On school grounds, just a jumper may be worn over the tunic. Otherwise the blazer and hat must be worn – this includes girls attending external classes, appointments or going to town after school.
- Years 11 and 12 wear a navy tunic and white blouse with a tartan tie.

“Walking Out” Uniform

- Kilt with white blouse, tartan tie, jumper and blazer or just blazer (never just a jumper).
- Black tights with clean black leather lace up shoes.
- Navy winter hats are to be worn at all times.

Hair must always be clean and tidy, back off the face and tied back with a navy ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour. NEGS scarves, regulation navy overcoats and regulation navy gloves, are optional and available from the Uniform Shop.

Uniform Summer

Everyday Wear

- All girls wear the summer dress with belt.
- Clean black leather lace up shoes with white regulation ankle socks with single turn down.
- Summer straw hats are to be worn during the school day when outside for recess and lunch.
- Hair must always be clean and tidy, back off the face and tied back with a white ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour.

- On school grounds, just a jumper may be worn over the dress. Otherwise the blazer and hat must be worn – this includes girls attending external classes, appointments or going to town after school.

“Walking Out” Uniform

- All girls wear the summer dress including belt, with blazer, if weather permits or jumper and blazer (never just a jumper).

Clean black leather lace up shoes with clean white socks (single turn down).

Summer straw hats are to be worn at all times when out in the sun.

Hair must always be clean and tidy, back off the face and tied back with a white ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour.

Casual Excursion Uniform

Blue jeans or NEGS navy sports shorts, NEGS sports shirt, NEGS sports socks, sports jersey, NEGS cap/hat and joggers.

Sport

- NEGS navy sports shorts or navy skirt, both worn with the NEGS sports shirt.
- NEGS striped rugby jersey
- NEGS cap
- NEGS navy tracksuit pants
- NEGS sports socks with joggers.
- Hockey (Years 7-12 including IGSSA Teams) - NEGS hockey shirt, NEGS navy skirt, NEGS knee-length sport socks.
- Senior IGSSA Netball - NEGS representative body suits.
- All other netballers - NEGS navy skirt, NEGS sports shirt, white NEGS socks. Full-length black tights and NEGS jersey can be worn on cold days.
- Practical PDHPE lessons - NEGS sports shirt, white socks, appropriate joggers, NEGS navy shorts or tracksuit pants unless otherwise determined by PDHPE teacher (e.g. tights for gymnastics lessons).
- The sports jacket is optional but is not to be worn other than for sport, the same applies to the tracksuit.
- Students who have PE lessons are to bring the required uniform items to school and change for PE lessons. Students are then to change back into their day uniform following the lesson.

Equestrian

- For lessons the NEGS sports polo and sports jersey can be worn or other polo shirt with the NEGS logo.
- Jodhpurs, can be coloured for lessons.
- NEGS Sports jacket can also be worn over a NEGS polo shirt.
- Competition uniform is a long sleeve blue shirt and white jodhpurs.
- Saddle cloths, headbands, long sleeve blue blouse etc., are available at the Uniform Shop
- Shoes must be clean before entering the day school and spurs removed
- Students who have riding lessons are to bring the required uniform items to school and change for the lesson in the break immediately beforehand. Students are then to change back into their day uniform during the break immediately following the lesson.

Livestock Team

- Specified Livestock Team shirt
- Livestock Team hat

Rifle Club

- Rifle Club jersey
- Optional windcheater (Fullbore shooters only)

Jewellery and Makeup

- Students may have pierced ears and wear a silver/gold ball earring of 3mm for Years 7 – 10 or silver/gold sleepers (not to exceed 10mm diameter)
- A pearl earring of 3-5mm for Years 11 and 12.
- The only other piece of jewellery allowed with any school uniform is a watch; no other piercings or jewellery items are allowed. (Exceptions apply to medical alerts).
- Any student who has their ears pierced twice, or in a place on the ear (other than the earlobe), a nose piercing etc. is not permitted to wear either an earring/s or a clear earring/s. Boarders will be permitted to wear a clear earring/s at night, after Prep, to ensure that the pierced hole/s do not close over.
- Students are not permitted to wear band-aids or tape over piercings
- Make up is not permitted
- Painted or fake nails are not permitted

Hair

- Hair must always be clean and tidy, back off the face and tied back with a white/navy ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour.
- Clear and tortoise shell combs or clips are acceptable.
- Hair colour must be natural. Inappropriately dyed or streaked hair is not permitted.

Dress code for Free Dress Days

- Neat shorts, trousers or jeans. No cut off, frayed or brief shorts. No ripped jeans.
- T-shirt, polo or jumper without inappropriate logos or slogans
- Enclosed footwear - no slides, thongs or ugg boots
- Strapless, spaghetti straps or midriff tops are not permitted
- Length of skirt/dress/shorts must be practical and not too brief
- Normal jewellery stipulations apply. No makeup. No painted or fake nails.
- Appearance is to be neat and tidy

Out of Uniform Pass

Occasionally, students have a legitimate reason for being out of uniform. On such an occasion, a uniform pass can be obtained from the Deputy Principal. A student may have one uniform pass, obtained from the Deputy Principal prior to commencement of the school day, per term for forgetting, misplacing or losing an item etc. Thereafter, the student will be issued with a uniform infringement slip for not having the required uniform.

A student issued with TWO uniform infringement slips in any one term will receive ONE hour of detention. TWO subsequent infringements will result in a further ONE hour of detention. Infringements accrue in the one term time period only. If they are not completed in a timely manner, the consequences will escalate including, but not limited to, doubling of the detention hours.

Prep (Homework) Rules Years 7 - 10

All boarding students (including casual boarders) and students participating in ExtendEd (see separate entry) have Prep during the week.

During this period, students are expected to complete homework, assignments as well as undertake an individual study program.

Please see the Boarding Handbook for more information on Prep at NEGS.

[INSERT LINK TO BOARDING HANDBOOK](#)

Staff Contacts

All staff can be contacted through the Parent Portal or by calling Reception on (02) 6774 8700

Executive	Staff Member
Principal	Mrs Mary Anne Evans
Deputy Principal	Mr Mark Flynn
Director of Teaching & Learning	Mr Tony Jones
Head of Boarding	Mrs Donna Garrad
Head of NEGS Junior School	Mr Andrew Travers
Business Manager	Mrs Jane Simmonds
Director of Communication & Equestrian	Mr Imti Anees
Director of Sport	Mr Josh Cohen
Heads of Department	Staff Member
Head of Creative and Performing Arts and Design	Miss Sarah Ronald
Head of English, HSIE & Languages	Mrs Terri Swartz
Head of Mathematics & Science	Ms Wendy Morey
Year Advisors	Staff Member
Year 7	Mrs Penny Lehman
Year 8	Mrs Penny Lehman
Year 9	Mrs Sally Spillane

Year 10	Mrs Le-anne Chandler
Year 11	Mrs Michelle Wilsmore
Year 12	Miss Laura Cambridge
Teaching staff	Staff Member
Strength & Conditioning Coach	Mr Fraser Ashman
Librarian/ Year 12 Advisor	Miss Laura Cambridge
Year 10 Advisor	Mrs Le-anne Chandler
Director of Sport	Mr Josh Cohen
Netball Coordinator	Dr Kristen Cohen (on leave Sem 1)
Archivist	Dr Heather Fisher
Agriculture Coordinator	Mr Mark Fisher
Music teacher	Mr Alastair Finco
Leadership Coordinator	Mrs Kate Fittler
Deputy Principal	Mr Mark Flynn
Debating and Public Speaking Coordinator	Mr Timothy Forgeard
Chaplain	Mrs Briony Freeman
Director of Teaching & Learning	Mr Tony Jones
Year 7&8 Advisor	Mrs Penny Lehman
Languages teacher	Mdm Hilda Nadolny
Head of Mathematics, Science & Ag	Ms Wendy Morey
Music teacher	Mr Phil Oxley
	Mr Thomas Paige
HoD CAPAD	Miss Sarah Ronald
Music Coordinator/Year 9 Advisor	Mrs Sally Spillane
	Ms Ingrid Steddy
Careers Advisor	Miss B Stone
HoD EHL	Mrs Terri Swartz
	Ms Alice Turner (on leave Sem 1)

	Dr Jo Watson
Year 11 Advisor	Mrs Michelle Wilsmore
Learning Support Coordinator	Mrs Prudence Woods
NEGS Junior School staff	Staff Member
Head of NEGS Junior School	Mr Andrew Travers
Kindergarten	Miss Clare Archibald
Year 6	Mrs Heidi Dent
Years 3 and 4	Mrs Deanna Ford
Transition	Mrs Catherine McCann
Transition	Mrs Rebecca Moore
Year 5	Mrs Liane Nixon
Years 1 and 2	Mrs Tori Packer
	Miss Emma Pracy (on leave)
Health Centre staff	Staff Member
Sister (Mon - Wed); Wellbeing Coordinator	Sr Jodie Jackson
Sister (Thurs - Fri)	Sr Kate Kennedy

NEGS

'Whatsoever you do, do it heartily'



NEGS

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