



# NEGS

NEGS Boarders'

*Handbook 2020*



# NEGS

*‘Whatsoever you do, do it heartily’*

# Contents

Welcome

Introduction

Aims and Objectives of the Boarding Community

Homesickness

Boarding Students' Code of Conduct

Boarding House Organisation and Facilities

Boarding Expectations

Boarding Guidelines

Absence from Boarding

Visitors

Extra Curricular Activities

Prep (Homework)

Boarding Requirements, Clothing and Laundry use

Meals and Etiquette in the Dining Room

Health Centre

Communication

Computers/Laptops

Tagging of Electrical Equipment

Naming and Security of Possessions

Security

Boarders' Leave (Exeats)

Pocket Money

Travel Arrangements

Motor Vehicles

Chapel

Boarding Routine

Supervision of students in Boarding Houses

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



# Boarders' HANDBOOK

*Welcome to Boarding at NEGS Sheriden Bennett and Lucinda Garbutt -  
Boarding Prefects 2019/2020*

## Sheriden Bennett

Being a boarder at any school is a special, but being a boarder at NEGS is unique. To find a regional-all-girls boarding school with a world-class equestrian centre, music and drama opportunities and advanced sporting facilities including the Talent Athlete Program is extremely rare. As NEGS girls, we have it all.

NEGS boarders are lucky enough to have access to these facilities full time. For some girls this means the opportunity to bring their horse along to board with them. For others, it means early morning and late afternoon gym/training sessions or, it means 'boarder's practise' sessions in the music block. As boarders here at NEGS we also have dedicated time for 'prep' (schoolwork) which relieves the pressure on the girls as they do not have to find this time themselves, rather everyone works on it together. Nevertheless, whatever a girl's passions may be, by being a boarder at NEGS she is able to excel with the opportunities and facilities provided to her. However, to me, the most special thing about boarding at NEGS is not the facilities but the friendships formed between the girls. Living with your friends full-time not only strengthens bonds but also enables the girls to develop life skills, especially those associated with shared-living. The boarding houses are constantly alive with an undertone of giggling, as the girls sing and dance around or just sit, play games and enjoy each other's company.

We are also very fortunate to have the caring boarding staff that work here. Each of them are dedicated to making sure that all of the girls feel happy and welcome, and to the organisation of boarder's activities such as trips to the local pool or the sport and recreation centre. All in all, becoming a boarder here at NEGS was one of the best decisions I ever made. I will always be grateful for the friendships I have formed and the opportunities that have been provided to me.

## Lucinda Garbutt

In short, it's an experience you're unlikely to forget, whether or not your tenure as a NEGS Boarder lasts for two years or the full six. I've been lucky enough to have made it from Year Seven to Year Twelve, and I wouldn't trade it for the world. Over the years in boarding I've cycled my way through old habits like not cleaning my room, have made some lifelong connections with girls in the last 5 years, and made many new friends along the way.

The people involved in Boarding at NEGS truly do make the experience wonderful. You may find that during your time here, you have several different House-Mothers as you progress through Boarding, but rest assured that all will be lovely in their own way. They care for you not just because it is their job, but because they form a deep personal connection with each girl, and know us all by name.

If you're stressed about Boarding rooms, then I'd advise you not to worry. The rooms are spacious, and for the first few years you will have a room mate. There's a desk, a cupboard and a bed for you each, and just when you start really wanting your own room and space, you're nearly in Year Nine and Ten, and then you can have your own room - not to mention the absolute awesomeness of having your own common room to share with your year.

So don't worry too much about rooms NEGS has very well equipped Boarding Houses

I know that some of you will get bored, because you are a full time Boarder, but we do have some really stellar stuff to do on the weekends. Year 11 and 12 love to be "big sisters" and take you under their wings, on the weekends you can go down to this place called the Armidale Sport & Rec. It's got a bowling alley and roller-skating, both of which are pretty fun and awesome. On the weekends, our Head of Boarding organise some fun activities like bushwalking out at Dangarsleigh Falls, Sunday Markets and trips to the pool in Summer.

What I'm trying to say is that Boarding isn't all as scary as it may seem. You may feel homesick for a little, and you might even feel scared for the first day, but you should always, always feel safe here at NEGS, because there's no reason not to be. You'll always have the support of the Housemothers, Duty Staff, other girls in your year and Year Twelve love to make you feel part of the NEGS Boarding family. Just find us in the day school, or go to Saumarez House and have a look around.

*Welcome to Boarding. Please come and say Hi. I Hope you have a great time here with us at NEGS*



## Introduction

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

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

### AIMS AND OBJECTIVES OF THE BOARDING COMMUNITY

- Staff provide an environment that will enhance learning as well as support the spiritual, emotional, cultural and physical development of the boarding students.
- Boarders are provided with opportunities to develop resilience, meaningful relationships and to be responsible for themselves and others.

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

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

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

## HOMESICKNESS

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

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

# Boarding Students' Code of Conduct

## COMPASSION

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

## ACCEPTABLE BEHAVIOUR

The boarders of NEGS will:

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

## UNACCEPTABLE BEHAVIOUR IN BOARDING

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

## CONSEQUENCES OF FAILURE TO COMPLY MAY INCLUDE:

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

## STUDENT CODE OF BEHAVIOUR

### 1. Students at NEGS have the right to -

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

### 2. Students at NEGS are expected to –

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



## BOARDING HOUSE ORGANISATION AND FACILITIES

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

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



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

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

Each house is run by a Housemother with the support of the Head of Boarding. Housemothers are the primary point of contact for parents of Boarders on boarding related matters. Year Advisors, with the assistance of a team of Tutors, oversee the academic and pastoral care needs of the students.

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

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

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

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

## BOARDING EXPECTATIONS

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

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



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

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

## BOARDING GUIDELINES

Pump and aerosol cans are not allowed in the boarding houses as some students may be allergic to these sprays. There is also a possibility that they may set off fire alarms. **The \$1750 "call out" fee may be charged to the account of any girls responsible.** Roll-on deodorants are permitted. Students are also required to bring toiletries in their original containers. Chemical products cannot be used in the Boarding House unless it is in its original container and locked away in the cleaners' cupboard. Boarders are not allowed heaters, hair straighteners, electric blankets or fairy lights (or similar items) in their rooms.

Unfortunately, it is not possible for boarders to keep animals at school.

## ABSENCE FROM BOARDING

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

## VISITORS

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

## EXTRA CURRICULAR ACTIVITIES

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

During the warmer months, Year 12 students run activities such as tennis and obstacle course competitions. There are also school socials, movie nights, cooking and markets in town. In Winter the girls will have access to winter sport and a variety of other activities such as bushwalking in the nearby National Parks. The girls also have access to the school's facilities on the weekend including the tennis courts and the gym.

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

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

# Prep (HOMEWORK)

## PREP (HOMEWORK) YEARS 7-10

Year 5 Prep Hours: 6.30 – 7.20 pm (Mon-Thurs, flexible and dependent on allocation from JS Teachers)

Year 6 Prep Hours: 6.30 - 7.30 pm (Mon-Thurs, flexible and dependent on allocation from JS Teachers)

Year 7 Prep Hours: 6.30 - 8.00 pm

Year 8 Prep Hours: 6.30 - 8.20 pm

Year 9 Prep Hours: 6.30 - 8.20 pm

Year 10 Prep Hours: 6.30 - 8.20 pm

- All bags are to be left outside in the Library Foyer.
- Student's laptops are the ONLY form of electronic equipment permitted at Prep. Students are encouraged to read a novel or study if they complete all Prep.
- No headphones are to be used during Prep to listen to music or other recreational media. Should a student need to use headphones for educational purposes or assessments the student is to consult with the supervising staff member first.
- Prep is completed in silence for the first hour. Students must consult the supervising staff member if a practical/discussion task needs to be completed after this time.
- Students are to wear an item of NEGS clothing on the top (this includes when they take a jacket or jumper off) but are allowed to wear jeans or tracksuit pants on the bottom, with enclosed shoes. No ugg boots, thongs or slippers.
- Students are encouraged to be organised as they will be unable to return to the boarding house or visit lockers once they have arrived at the Library (except Music practice - a teacher will come and collect students). All students must be prepared with the necessary equipment by 6:30pm.
- Only water in a bottle is permitted. No food is permitted in the Library.
- Students MUST report to the teacher at the START and END of Prep. The earliest time for pack up is 8.20pm.
- All materials used in the Library or any other room should be replaced correctly or if this is not known placed on shelving trolleys before leaving. Chairs should be pushed in and rubbish placed in the bins provided.

## BOARDING REQUIREMENTS, CLOTHING AND LAUNDRY USE

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

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

# Checklist

# NEGS

## BOARDING REQUIREMENTS CHECKLIST

### LINEN

- ☐ 2 fitted sheets
- ☐ 2 flat sheets
- ☐ 1 mattress protector
- ☐ 2 pillows ☐ 4 pillow cases
- ☐ 2 bath towels ☐ 1 beach towel
- ☐ doona / cover

### SEWING KIT

- ☐ needles ☐ thread ☐ scissors ☐ name labels

### COMMON ROOM

- ☐ dinner plate ☐ cereal bowl ☐ mug
- ☐ knife ☐ fork ☐ dessertspoon ☐ teaspoon

### MEDICATION

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

Medication will be dispensed by Boarding Staff.

### TOILETRIES AND EXTRAS VALUABLES

- ☐ shampoo ☐ conditioner ☐ soap ☐ moisturiser ☐ toothpaste ☐ toothbrush
- ☐ deodorant (roll on) **STRICTLY NO AEROSOLS deodorant, perfume, body sprays, etc.**

### PERSONAL ITEMS

- ☐ Torch
- ☐ mobile phones (must be registered in the House)
- ☐ sporting equipment / musical instrument (if applicable)
- ☐ clock radio ☐ small fan

### WAITRESSING

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

### LAUNDRY

- ☐ 2 mesh bags (to take clothes to laundry)
- ☐ coat hangers
- ☐ laundry marker pen (black)

### LOCKS

- ☐ 2 combination locks for drawer or padlocks and
- ☐ two keys (spare key and combination number to be given to Boarding Staff.)

### SUN SAFE

- ☐ hat ☐ cap ☐ water bottle
- ☐ sunglasses ☐ sunscreen

### SHOE KIT

- ☐ Black shoe polish + brush

**PLEASE ENSURE ALL ITEMS ARE CLEARLY NAMED WITH PERMANENT LABELS WHERE POSSIBLE**



## **UNIFORMS**

Please see the Family Handbook for details on uniform requirements

## **DINING ROOM DRESS - GENERAL RULES**

- Students are required to wear an item of NEGS uniform on the top half of their body with appropriate other clothing to Dinner during the week
- Pyjamas, boxer shorts, thongs, Ugg boots or slides are not permitted in the Dining Room
- Closed-in shoes must be worn at all times for safety and hygiene purposes

## **LAUNDRY**

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

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

Equestrian blankets and other equipment are not to be washed in the House laundries. A weekly dry cleaning service is offered by McMahon's Dry Cleaners.

## **MEALS AND ETIQUETTE IN THE DINING HALL**

All meals are served in the School's dining hall. It is compulsory for all students to attend all meals or arrange for a meal to be taken back to their Boarding House. The dining hall will respond to special dietary needs. Boarders are provided with fruit and other alternatives during morning and afternoon tea.

Grace is spoken before and after each sitting.

A mixture of years on each table is encouraged to promote conversation. The girls are expected to observe the conventions of etiquette when eating in the dining room. Mobile phones, iPods or similar items are not allowed in the dining room. Staff will mark a House Roll at each meal sitting and must account for any missing students in their care.

Barbeques are part of our Summer meals for boarders.

## Health Centre Hours

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

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

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

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

### HEALTH CENTRE OPERATION

The School RN is on Duty at the Health Centre, Monday to Friday from 8.00 am until 4.30 pm. If a boarding student is unwell and not fit to attend class, she will be admitted to the Health Centre for the day to rest in bed. Referral to the School doctor will be arranged if necessary. After hours, the boarding staff can contact the On-Call nurse as required. The RN on call can be contacted on the Health Centre mobile number. The Armidale Hospital is for emergencies.

All medication, prescribed or otherwise is to be registered with and authorised by the Health Centre and administered by Health Centre or boarding staff only. Students are not permitted to be in the possession of any medication without Health Centre approval.



## COMMUNICATION

In addition to the existing school communication channels outlined in the Senior School Handbook and Junior School Handbook, the following communication platforms are in place for Boarding Parents:

### P & F MEETINGS FOR BOARDING PARENTS

The Parents and Friends Association of NEGS holds regular meetings throughout the year, each term. For information on dates of these meetings please refer to the NEGS Calendar or call reception. All Boarding Parents are welcome to join the meeting via video link.

### BOARDING PARENT GROUP MEETINGS

These are run and co-ordinated by the Boarding Liaison parents and all parents are invited to attend. If there are any issues to be addressed at this meeting, we ask you to bring these to the attention of the Head of Boarding prior to the meeting so we can be adequately prepared. Meeting are generally held on the date of Carnivals to allow for as many parents to attend as possible while at the school for these events. dates.

## MAIL

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

Mail and parcels should be addressed:

(Name)  
(Name of House)  
NEGS, Uralla Road  
Armidale NSW 2350

## LANDLINE AND MOBILE PHONES

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

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

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



# Technology in the Boarding House

## COMPUTERS / LAPTOPS

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

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

## INTERNET

Currently, boarders have access to the internet and email facilities in the Boarding Houses. During the school week there is restricted access to such sites as Facebook and Instagram etc.

## INSURANCE

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

## TAGGING OF ELECTRICAL EQUIPMENT

Tagging of all privately owned electrical equipment is a mandatory Workplace, Health and Safety requirement. All electrical equipment brought into the boarding house by the students requires tagging. Students can arrange for items to be tagged by giving the items to the Head of Boarding.

## NAMING AND SECURITY OF POSSESSIONS

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

A padlock to lock a security drawer for each boarder is required and if this lock is a combination lock it eliminates the need for keys. All girls will have a drawer and wardrobe that can be secured with a small padlock or combination lock which eliminates the need for keys.

## SECURITY

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

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

# Boarders' Leave

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

NEGS wishes to maintain flexibility with leave arrangements, however, the girls should not regard leave as an automatic right. If your daughter's House Mother believes any Leave requests are interfering with a student's commitments at NEGS, it will be recommended that this Leave is shortened or does not take place.

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

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

All leave, Yrs 5-10 must be applied for by Wednesday 6.30pm. Year 11 & 12 by Thursday 6.30pm and parental endorsement must be received no later than 7.30am Friday

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

## FORMS OF LEAVE AND TIMES

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

## WEEKLY DINNER LEAVE:

All students are able to request leave for dinner with the Parents/Guardian/Host during the week.

This form of leave is not a regular occurrence and tends to happen when a parent or family friend is in Armidale to visit. The supervising adult should give the Head of Boarding at least 24 hours notice as to the details of the leave, so the appropriate organisation and approval can be processed. This can only be approved by the Head of Boarding.

## WEEKEND DINNER LEAVE:

Y11/12:

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

Dinner leave is a privilege limited to Year 11 and Year 12 students. The leave allows students the freedom to have leave for dinner in town with their NEGS peers. Year 11 students **MUST** complete a Dinner Leave Request form by Wednesday night so the appropriate organisation and approval can be processed.

Students are to have permission to travel in both Boarding and Day student cars if on Dinner Leave.

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

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

## **BRUNCH LEAVE:**

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

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

## **DAY LEAVE:**

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

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

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

**OVERNIGHT LEAVE:** may begin from Friday 3:30 pm - 8:30 pm Saturday evening OR from Saturday 8:30 am - 8:30 pm Sunday evening

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

## **WEEKEND LEAVE:**

3:30 pm Friday until 8:30 pm Sunday Weekend Leave involves Leave with the student's Parent/Guardian overnight from Friday afternoon until Sunday night 8:30pm. Students are allowed to be hosted by other adults so long as permission is granted by their parents and it is also approved by the Adult Host.

## **EXCEPTIONS:**

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

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

## **POCKET MONEY**

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

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

## TRAVEL ARRANGEMENTS

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

Countrylink have a specific luggage policy as outlined below:

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

## EXCESS LUGGAGE

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

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

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

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

## PRIVATE VEHICLE CONVEYANCE APPLICATION FORM - NSW ONLY

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

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

## MOTOR VEHICLES

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

## CHAPEL

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

# Boarding Routine

## Monday - Friday

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

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

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

# Boarding Routine WEEKEND

## Saturday

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

## Sunday

7:30 am	House is open for students to go to Equestrian Centre if necessary
8:00 am - 10:00 am	Breakfast in the House. Every second week Brunch is held at the BBQ area from 10.30am Students have access to a variety of cereals, toast, crumpets, muffins.
12.30 pm	Lunch in Dining Room (or Brunch 11:15 am - 12.00 pm)
1.00 pm - 2.00 pm	Hour without Power
2:00 pm - 3:30 pm	SPAR visit for Y9/10 students Year 9 MUST be in groups of 4 and Year 10 MUST be in groups of 3
2:00 pm - 4:00 pm	Visiting Hours - All Visitors MUST sign in at the Boarding House and meet the staff member.
5:30 pm	Roll Call
5:45 pm	Dinner in the Dining Room
6:30 pm - 8:00 pm	Yr 5 - 7 in the Common Room with duty staff member (hand in phones) Yr 8 in their rooms Yr 9 - 10 in their rooms for Prep Yr 11 - 12 - Prep in the House YEAR 7 - 10 students hand in their Laptops, iPads and mobiles overnight. Bed times for Year 7 - 10 is half an hour earlier on Sunday night





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

### **FACILITIES/ACTIVITIES**

- Tennis, Basketball, Netball and volleyball courts on campus
- Rugby Field
- Dance Studio with lessons available on campus
- Hockey Field (indoor and outdoor) and Athletics track coming in 2019
- Horse riding at the Equestrian Centre
- Musical and dance evenings
- Trips to movies and markets
- Weekly shopping trips
- Drama
- Inter-school socials
- Cooking
- Coast weekend trip at the end of the year

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

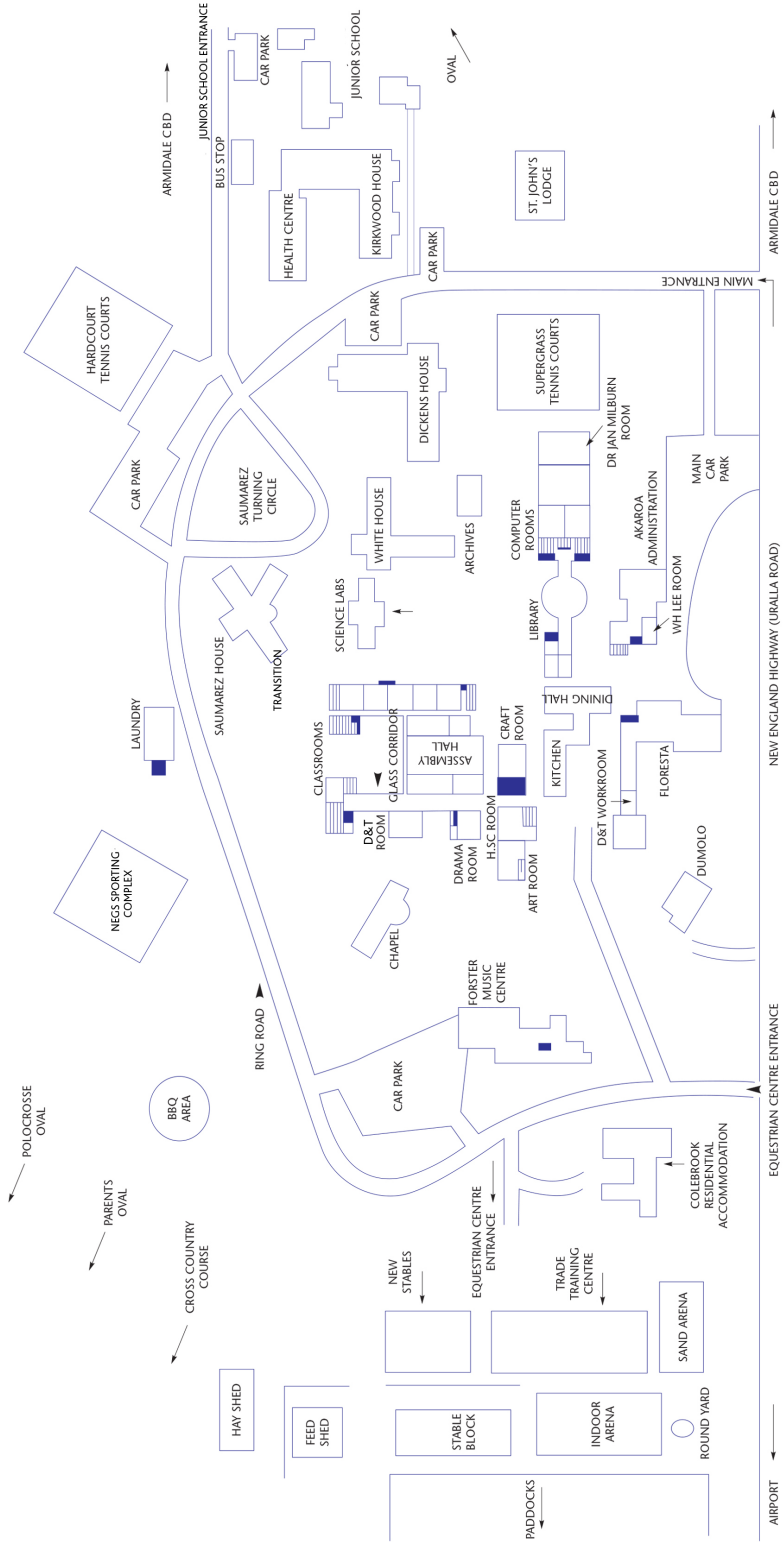
The Senior and Junior School Handbooks

For an understanding of the policies, procedures and other facilities we have in place at NEGS please refer to these handbooks.



# KEY:

- TOILETS
- STAFF ROOMS



# NEGS

*'Whatsoever you do, do it heartily'*



**NEGS**  
MORE THAN  
A SCHOOL

13-83 Uralla Rd, Armidale, NSW, 2350  
T +61 2 6774 8700 | F +61 2 6774 8741  
[negs.nsw.edu.au](http://negs.nsw.edu.au) | [reception@negs.nsw.edu.au](mailto:reception@negs.nsw.edu.au)

[www.negs.nsw.edu.au](http://www.negs.nsw.edu.au)