



NEGS
MORE THAN
A SCHOOL

125
YEARS
1895-2020

BOARDERS' HANDBOOK

2020 EDITION

Whatsoever you do, do it heartily.



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



Welcome to Boarding at NEGS

SHERIDEN BENNETT 2019/20 PREFECT

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 boarder's 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 boarder's 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 2019/20 PREFECT

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 7 to Year 12, 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 9 and 10, 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 House Mothers, Duty Staff, other girls in your year and Year 12 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 NEGS 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

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 atmosphere and facilities which will enhance their prospect of success
- the support and assistance of staff.

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 Head of Boarding oversees all boarding related matters.

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.

Restricted Items

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 5-12

Year 5/6 Prep Hours: 6:45pm – 7:30pm (Mon-Thurs) LIBRARY

Year 7/8 Prep Hours: 6:45pm – 8:00pm (Mon-Thurs) LIBRARY

Year 9/10 Prep Hours: 6:45pm – 8:30pm (Mon-Thurs) JAN MILBURN ROOM

Year 11/12 Prep Hours: 7:00pm – 9:00pm (Mon-Thurs) IN OWN ROOM

- 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.

QUIET TIME SUNDAYS 6:45PM - 8:00PM

Sunday Evenings Years 5-10 have Quiet Time, phones are handed in and students remain in their own rooms. This time is to be utilised to tidy their rooms, complete any school work, prepare for the week ahead or do an activity of their choice.

Year 11 and 12 complete Prep in their rooms.

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).

Boarding Requirements Checklist

LINEN

- ☐ 2 Fitted sheets
- ☐ 2 Flat sheets
- ☐ 1 Mattress protector
- ☐ 2 Pillows
- ☐ 4 Pillow cases
- ☐ 2 Bath towels
- ☐ 1 Beach towel
- ☐ 1 Doona / cover

LAUNDRY

- ☐ 2 Mesh bags (to take clothes to laundry)
- ☐ Coat hangers
- ☐ Laundry marker pen (black)

SEWING KIT

- ☐ Needles
- ☐ Thread
- ☐ Scissors
- ☐ Name labels

COMMON ROOM

- ☐ Dinner plate
- ☐ Cereal bowl
- ☐ Mug
- ☐ Knife
- ☐ Fork
- ☐ Dessertspoon
- ☐ Teaspoon

LOCKS

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

MEDICATION

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

Medication will be dispensed by Boarding Staff.

SUN SAFE

- ☐ Hat
- ☐ Cap
- ☐ Water bottle
- ☐ Sunglasses
- ☐ Sunscreen

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

SHOE KIT

- ☐ Black shoe polish + brush

WAITRESSING

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

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 said before 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

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 8.00pm until 4.30pm. 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:

- House newsletters are sent out fortnightly
- Boarding Staff will make contact each term with all families 'Just Because'
- The NEGS Newsletter is sent out fortnightly
- New families will receive individual contact for the first 4 weeks
- The Head of Boarding and all Boarding Staff welcome regular contact from our families so we can work together to help your daughter get the best out of her NEGS experience

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 curricular activities as security of their phone cannot be assured.

Please do not make telephone calls to boarders between 5:45pm and 8:30pm (Year 5 - 10);

6:00pm and 9:00pm (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.

A young woman with dark hair, wearing a grey and white checkered school dress with a white collar and a white belt, is walking on a green lawn. She is smiling and looking towards the camera. She is holding a green object in her right hand. In the background, there is a dark brick wall and a red vertical pipe.

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, iPods, 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 their House Mother.

Security

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), and during exam blocks.

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 the parent and host, to ensure all arrangements have been entered on to Boardingware and approved by necessary parties. 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 6:30pm - 9:30pm (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 10:00pm - 12:00pm (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:

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

8:30pm - 8:30pm Sunday

Students on Day Leave may be collected at 8:30pm and returned to the boarding house at any time before 8:30pm. 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 8:30pm (unless extenuating circumstances have occurred and extension is organised and approved by the school and parent).

OVERNIGHT LEAVE

May begin from Friday 3:30pm - 8:30pm Saturday evening
OR from Saturday 8:30pm - 8:30pm 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:

3:30pm Friday until 8:30pm 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 8:30pm 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.

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.

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) 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.

Boarding Routine

MONDAY - FRIDAY

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

Year 5, 6, 7 & 8 students hand in their Laptops, iPads and mobiles on the weekend

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

Boarding Weekend Routine

SATURDAY

7:30am	House is open for students to go to Equestrian Centre if necessary
8:00pm - 10:00am	Breakfast in the House. Students have access to a variety of cereals, toast, crumpets, muffins.
10:00am - 12:00pm	Downtown (Term 2 and 3 students do this on Friday afternoon - 3:45pm to 5:15pm due to sport commitments on Saturdays)
12:15pm - 1:00pm	Walk through Lunch - Dining Room
2:00pm - 3:30pm	SPAR visit for Yr 9-12
WINTER (Term 2/3)	Walk through Lunch 11:30am - 1:30pm
5:30pm	Roll Call
5:45pm	Dinner in the Dining Room

SUNDAY

7:30am	House is open for students to go to Equestrian Centre if necessary
8:00am - 10:00am	Breakfast in the House.
12:15pm - 1:00pm	Walk through Lunch in Dining Room
1.30pm - 3:30pm	Activities on campus
2:00pm - 3:30pm	SPAR visit for Y9/10 students
	Year 9 and 10 MUST be in groups of 3 and Years 11 and 12 in groups of 2.
2:00pm - 4:00pm	Visiting Hours - All Visitors MUST sign in at the Boarding House and meet the staff member.
5:30pm	Roll Call
5:45pm	Dinner in the Dining Room
6:45pm - 8:00pm	Yr 5 - 10 - Quiet Time in their own rooms to prepare for the week ahead, tidy their room and complete prep tasks. Phones handed in.
	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

A weekend outline is published each week with optional weekend activities



Supervision of students in Boarding Houses

All boarding houses are run by the Head of Boarding. The Head of Boarding has the support and assistance of an enthusiastic team of boarding staff in each house, comprising of weekday and weekend House Mothers 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 soon
- 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.

Boarding Guidelines: Year 5 -8

	Yrs 5, 6 & 7	Year 8	General Comment
TOWN LEAVE	Yrs 5 - 8 are only permitted Town Leave on the weekend via the School bus for transportation. Downtown Leave T1/4: Saturday morning (10am - 12pm) T2/3: Friday afternoon (3.45pm -515pm)		<i>Casual clothes are a Year 12 privilege for midweek town visits, all other year groups MUST be in uniform including hat and blazer.</i> <i>Students may wear casual clothing downtown on the weekend, which must be approved by the duty staff member.</i> <i>Students MUST get their name marked onto the bus - and ensure that they are at the pickup point 5 minutes beforehand.</i>
DINNER LEAVE	ONLY PERMITTED IF PERMISSION GRANTED BY HEAD OF BOARDING		<i>If Dinner Leave is required for exceptional circumstances parents must apply to the DOB for approval. 24 hours notice is recommended.</i>
BRUNCH LEAVE	NOT PERMITTED UNDER ANY CIRCUMSTANCES		
MOXON'S	Visits to Moxon's are permitted on a Tuesday and Thursday (these do not count as town visits). This must be in groups of 2 or more. Yr 5 & 6 must be accompanied by a senior student.		<i>Casual clothes are a Year 12 privilege for midweek town visits. Yrs 5 - 11 MUST be in uniform including hat and blazer.</i>
SPAR	No SPAR leave is permitted for Yr 5 - 8.		
LEAVE	Leave is due in of a Wednesday evening - 6.30pm Leave HOST must come in and be seen by a Duty Staff Member and sign the girl out and in.		<i>Please ensure you choose the correct leave type through Boardingware.</i>
EXERCISE	In addition to organised sport, runs and walks are permitted within the school grounds ONLY. Students MUST inform staff members that they are exiting the house to exercise and where they will be located.		<i>Maximum of 1 hour.</i>
PREP	In the Library Monday - Thursday from: YR 5-6: 6:45pm - 7:30pm YR 7: 6:45pm - 8:00pm SUNDAY - Quiet time in individual rooms 645pm-8pm. Quiet time to be utilised for Prep, tidying rooms and preparing for the week. Phones are to be handed in.	In the Library Monday - Thursday YR 8: 6:45pm - 8:00pm SUNDAY -Quiet time in individual rooms from 6:45pm - 8:00pm Quiet time to be utilised for Prep, tidying rooms and preparing for the week. Phones are to be handed in.	<i>PREP IS COMPULSORY</i> <i>PREP PACK UP BEGINS 5 MINUTES BEFORE END OF PREP</i>
TV	Students are NOT permitted television during the week, unless a teacher has asked for a particular show to be watched for educational reasons.		<i>Weekend television will be at the discretion of the House Staff.</i>
MEALS	Meals are compulsory unless students have an early class or sport. Breakfast will then be provided in the house. If students are unable to attend a meal due to other commitments (such as sport) they MUST order a take away dinner from the front desk by 4:30pm of the relevant afternoon.		

LAUNDRY	Year 5-8 are NOT permitted to use the White House laundry.		YEAR 11 IN WHITE LAUNDRY CLOSSES AT 9PM
EQUESTRIAN CENTRE	Opening hours are 6:30am -6.00pm Monday - Friday 7:30am - 12pm & 2pm - 5:00pm Saturday - Sunday		<i>Students are not permitted at the Equestrian Centre outside of these hours unless special arrangements have been made.</i>
SHOWERS	Showers are permitted up until 8:30pm	Showers are permitted up until 8:30pm	YEAR 11 IN WHITE NO SHOWERS AFTER 9.30PM
PHONES	<p>Phones, laptops and other digital devices are handed in for Prep, returned after Prep and then handed in each night before bed at the allocated times.</p> <p>Yr 5-6 Hand in at 830pm then to bed.</p> <p>Yr 7-8 Hand in at 845 pm then to bed.</p> <p>Sunday - Thursday. Friday and Saturday nights please note YR 5-6 hand in at 8.45pm then bed, YR 7- 8 hand in 9pm then bed.</p>		<p><i>The times allocated are half an hour earlier on a Sunday night.</i></p> <p><i>There will be consequences for those students misusing or abusing the privilege of their electronic devices.</i></p>
HOUSE DRESS STANDARDS	<p>Students are to be dressed appropriately at all times when in boarding house common areas.</p> <p>For Dinner and Prep. (weekdays) students are to wear an item of NEGS clothing on the top and can wear jeans, appropriate length shorts or skirts, track pants, leggings, jodhpurs on the bottom.</p>		<i>Weekends: smart casual dress code is to be worn for meals. No Ugg boots, slippers, slides or thongs to be worn.</i>
HOUSE TIMES	<p>Doors open at 6:30am (7:30am on a weekend). Wake students at 7:00am - weekdays. (Sleep in on a weekend). Girls are to be in their own rooms by allocated bed times.</p> <p>Bells: 7.30am, Breakfast 7:45am, can return to the boarding house between 8:15am - 8:30am. Boarding house closes at 8:30am Class 8:40am (for 8:45am). Dinner is 6:00pm - 6:45pm. You must be on time for dinner.</p> <p>THE HOUSE IS ALARMED AND LOCKED AT 10:00PM WEEKDAYS AND 9.30PM FRI-SUNDAY</p>		<i>Meal times and bell times may differ due to COVID 19 restrictions.</i>
CARS	<p>NOT PERMITTED UNDER ANY CIRCUMSTANCES</p> <p>PERMISSION to travel with an older student (Y12 student) MUST be pre-approved by the driver and students parent and the Deputy Principal (DP).</p> <p>This form of transportation is LIMITED to the start or end of each term.</p>		<p>CARS AT SCHOOL ARE A YEAR 12 PRIVILEGE</p> <p><i>(Yr 11 with special approval from DP)</i></p>
VISITORS	Visitors are permitted on campus on a Sunday from 2:00pm-4:00pm. They are required to sign in at the house as a visitor and introduce themselves to the staff member on duty. Visitors and boarding students are to be near the boarding house.		<i>Should any visitor be acting inappropriately they will be asked to leave the premises immediately.</i>
OTHER EXPECTATIONS	<p>1. Your dorm or room should be kept in a neat and tidy state. Room inspections will take place regularly. To maintain your privileges (such as visits to town and leave) you must pass this inspection. Prior to any weekend leave, your room MUST be inspected by the Duty Staff Member to ensure that your room is in a satisfactory state - Students CANNOT leave the boarding house until their room passes this inspection process.</p> <p>1. Student Duties MUST be completed on a daily basis (Common Room, Laundry, Bins, Foyer).</p> <p>2. Students MUST SIGN OUT when they leave the boarding house and provide details (date, name, time, location) of their whereabouts - they should also let the duty staff member know of their intentions verbally when leaving the house. Students MUST SIGN IN upon returning to the house.</p>		<p>1. <i>There is a 15 minute grace period with leave. If you exceed this, you or the Host adult are required to CONTACT the house to make them aware of your location, the reason for your lateness and expected time of arrival.</i></p> <p>2. <i>Visits to town are 2 hours for Years 5 - 10 unless Leave has been organised.</i></p> <p>3. <i>Gating MUST be completed within TWO weeks of the advised disciplinary action. Please be aware that if leave is taken for family reasons within this time, the gating time is extended to complete the required hours/days.</i></p>

Boarding Guidelines: Year 9 & 10

	Year 9	Year 10	General Comment
TOWN LEAVE	<p>Yr 9 are permitted ONE Town visit per fortnight PER TERM.</p> <p>The above leave can be taken on a WEEKDAY or WEEKEND. Downtown on the bus on Friday or Saturday is NOT included as Town Leave.</p> <p>2 Hours per leave.</p> <p>Downtown Leave</p> <p>T1/4: Saturday morning (10am - 12pm)</p> <p>T2/3: Friday afternoon (3.45pm - 5.15pm)</p>	<p>Yr 10 are permitted ONE Town visit per week PER TERM.</p> <p>The above leave can be taken on a WEEKDAY or WEEKEND. Downtown on the bus on Friday or Saturday is NOT included as Town Leave.</p> <p>2 Hours per leave.</p> <p>Downtown Leave</p> <p>T1/4: Saturday morning (10am - 12pm)</p> <p>T2/3: Friday afternoon (3.45pm - 5.15pm)</p>	<p><i>Casual clothes are a Year 12 privilege for midweek town visits, all other year groups MUST be in uniform including hat and blazer.</i></p> <p><i>Students may wear casual clothing Downtown on the weekend, which must be approved by the duty staff member.</i></p> <p><i>Students MUST get their name marked onto the bus - and ensure that they are at the pickup point 5 minutes beforehand.</i></p> <p><i>Year 9/10 Town Leave may include the following:</i></p> <p><i>2 hours Sport and Rec on a weekend (3 or more in a group) - receipts must be provided. Walk to and from.</i></p> <p><i>3 hours movie leave on weekends (3 or more in a group) - receipts must be provided. Students to organise and pay for their own transport.</i></p> <p><i>Pool leave included as town leave (Term 1&4 ONLY)</i></p> <p><i>This must be organised and applied for by Thursday 8.30pm.</i></p>
DINNER LEAVE	ONLY PERMITTED IF PERMISSION GRANTED BY HEAD OF BOARDING		<i>If Dinner Leave is required for exceptional circumstances parents must apply to the HOB for approval. 24 hours notice is recommended.</i>
BRUNCH LEAVE	This form of leave is limited to Yr 11 & 12.		
MOXON'S	Visits to Moxon's are permitted on a Tuesday and Thursday (these do not count as town visits). This must be in groups of 2 or more.		<p><i>Casual clothes are a Year 12 privilege for midweek town visits.</i></p> <p><i>Yrs 6 - 11 MUST be in uniform including hat and blazer.</i></p>
SPAR	Visits to SPAR are allowed (1.5 hr max limit) Saturday and Sunday afternoons. Yr 9/10 must walk in groups of 3 or more.		<i>3 or more students.</i>
LEAVE	<p>Leave is due in of a Wednesday evening - before dinner</p> <p>Leave HOST must come in and be seen by a Boarding Staff Member and sign the girl out and in.</p>		<i>Please ensure you choose the correct leave type through Boardingware.</i>
EXERCISE	In addition to organised sport, runs and walks are permitted within the school grounds ONLY. Students MUST inform staff members that they are exiting the house to exercise and where they will be located. Maximum of 1 hour.		

	Year 9	Year 10	General Comment
PREP	<p>In the Library Monday - Thursday from 6:45pm - 8:30pm</p> <p>SUNDAY Quiet Time - Individual rooms from 6:45pm - 8:00pm</p> <p>Quiet time to be utilised for Prep, tidying rooms and preparing for the week. Phones to be handed in.</p>	<p>In the Library Monday - Thursday from 6:45pm - 8:30pm</p> <p>SUNDAY Quiet Time - Individual rooms from 6:45pm - 8:00pm</p> <p>Quiet time to be utilised for Prep, tidying rooms and preparing for the week. Phones to be handed in.</p>	<p><i>PREP IS COMPULSORY</i></p> <p><i>PACK UP 5 MINUTES BEFORE END OF PREP</i></p>
TV	Students are NOT permitted television during the week, unless a teacher has asked for a particular show to be watched for educational reasons.		<i>Weekend television will be at the discretion of the House Staff.</i>
MEALS	<p>Meals are compulsory unless students have an early class or sport. Breakfast will then be provided in the house.</p> <p>If students are unable to attend a meal due to other commitments (such as sport) they MUST order a take away dinner from the front desk by 4:30pm of the relevant afternoon.</p>		<p><i>Supper: Yr 9/10 may have a light snack/supper after Prep in the boarding house. This must be finished and the common room cleaned 10 minutes before bedtime.</i></p> <p><i>Meal times may differ due to COVID 19 rules</i></p>
LAUNDRY	Permission must be sought by the boarding staff for Yr 9/10 to use the Kirkwood laundry facilities.		
EQUESTRIAN CENTRE	<p>Opening hours are 6:30am - 6:00pm Monday - Friday 7:30am - 12pm & 2pm - 5:00pm Saturday - Sunday (rugging in Summer will be later of a Sunday)</p>		<i>Students are not permitted at the Equestrian Centre outside of these hours unless special arrangements have been made.</i>
SHOWERS	Showers are permitted up until 9:15pm, 8:45pm Fri-Sun	Showers are permitted up until 9:30pm, 9:00pm Fri-Sun	
PHONES	<p>Phones, laptops and other digital items are handed in before prep, returned after Prep and then handed in on Mon - Thursday nights at the allocated time (9.15pm).</p> <p>NO HAND IN FRI-SAT</p>	<p>Phones, laptops and other digital items are handed in before prep and returned after Prep and then handed in on time Mon - Thursday nights at the allocated time (9.30pm).</p> <p>NO HAND IN FRI-SAT</p>	<p><i>The times allocated are half an hour earlier on a Sunday night.</i></p> <p><i>There will be consequences for those students misusing or abusing the privilege. of their electronic devices.</i></p> <p><i>ALL Year 9 & 10 who require phones early in the morning for EC or fitness can collect phones at 6.30am on weekdays. All other students can collect phones at 7.30 after room and uniform check is satisfactory.</i></p>

	Year 9	Year 10	General Comment
HOUSE DRESS STANDARDS	<p>Students are to be dressed appropriately at all times when in house common areas.</p> <p>For Dinner and Prep. (weekdays) - students are to wear an item of NEGS clothing on the top and jeans, appropriate length shorts/skirt, track pants, leggings, jodphurs on the bottom. No Ugg boots, slippers, slides or thongs to be worn.</p>		<i>Weekends: smart casual dress code is to be worn for meals. No Ugg boots, slippers, slides or thongs to be worn.</i>
HOUSE TIMES	<p>Doors open at 6:30am (7:30am on a weekend). Wake students at 7:00am - weekdays. (Sleep in on a weekend). Girls are to be in their own rooms from 9.30pm.</p> <p>Bells: Breakfast 7.30am, can return to the boarding house between 8:20am - 8:30am. Boarding house closes at 8:30am. Class 8:40am (for 8:45am). Dinner is 6:00pm - 6:45pm. You must be on time for dinner.</p> <p>THE HOUSE IS ALARMED AND LOCKED AT 10pm Mon-Thurs, 9.30pm Fri-Sun</p>		
CARS	<p>NOT PERMITTED UNDER ANY CIRCUMSTANCES</p> <p>PERMISSION to travel with an older student (Y12 student) MUST be pre-approved by the student's and driver's Parent and the Deputy Principal (DP). This form of transportation is LIMITED to the start or end of each term</p>		<i>CARS AT SCHOOL ARE A YEAR 12 PRIVILEGE</i>
VISITORS	<p>Friends are permitted on campus on a Sunday from 2:00pm-4:00pm. They are required to sign in at the house as a visitor and introduce themselves to the staff member on duty. Visitors and boarding students are to be near the boarding house.</p>		<i>Should any visitor be acting inappropriately they will be asked to leave the premises immediately.</i>
OTHER EXPECTATIONS	<ol style="list-style-type: none"> 1. Your dorm or room should be kept in a neat and tidy state. Room inspections will take place regularly. To maintain your privileges (such as visits to town and leave) you must pass this inspection. Prior to any weekend leave, your room MUST be inspected by a Boarding staff member to ensure that your room is in a satisfactory state - Students CANNOT leave the boarding house until their room passes this inspection process. 2. Student Duties MUST be completed on a daily basis (Common Room, Laundry, Bins, Foyer). 3. Students MUST SIGN OUT when they leave the boarding house and provide details (date, name, time, location) of their whereabouts - they should also let the boarding staff member know of their intentions verbally when leaving the house. Students MUST SIGN IN upon returning to the house. 		<p><i>There is a 15 minute grace period with leave. If you exceed this, the Host adult is required to CONTACT the house to make them aware of your location, the reason for your lateness and expected time of arrival.</i></p> <p><i>Visits to town are 2 hours for Years 6 - 10 unless another form of Leave has been organised.</i></p> <p><i>Gating MUST be completed within TWO weeks of the advised disciplinary action. Please be aware that when leave is taken for family reasons within this time, the gating time is extended to complete the required hours/ days.</i></p>

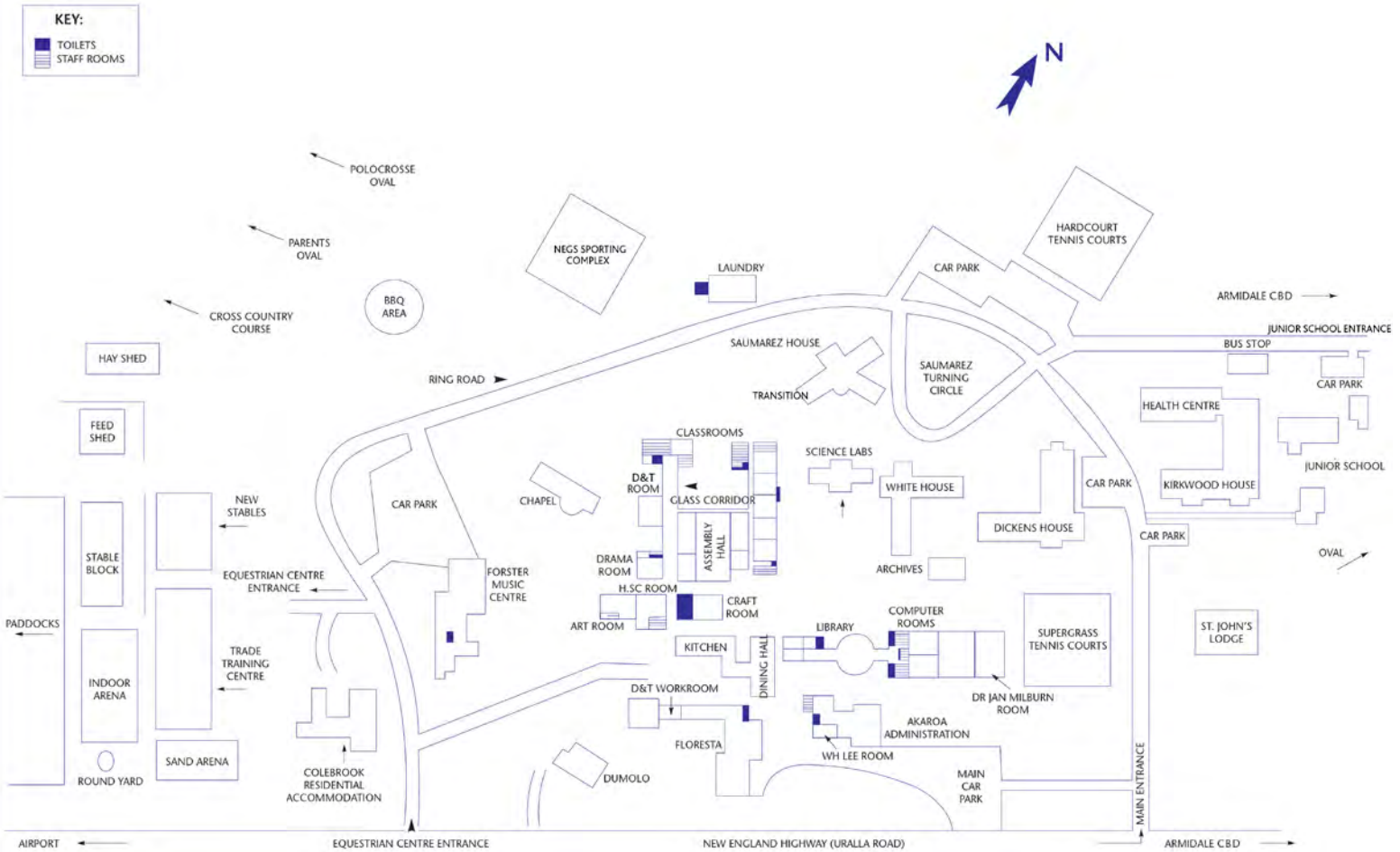
Boarding Guidelines: Year 11 & 12

	Year 11	Year 12	General Comment
TOWN LEAVE	<p>2 weekday and 1 weekend visit to town in any 7 day period are permitted (Brunch and Saturday/ Friday bus Downtown ARE included as Town Leave). Dinner leave is NOT included as Town Leave.</p> <p>Downtown Leave</p> <p>T1/4: Saturday morning (10am - 12pm)</p> <p>T2/3: Friday afternoon (3.45pm - 5:15pm)</p>	<p>2 weekday and 3 weekend visits to town in any 7 day period are permitted (Brunch and Saturday/ Friday bus Downtown ARE included as Town Leave). Dinner leave is NOT included as Town Leave.</p> <p>Downtown Leave</p> <p>T1/4: Saturday morning (10am - 12pm)</p> <p>T2/3: Friday afternoon (3.45pm - 5:15pm)</p>	<p>Casual clothes are a Year 12 privilege for midweek town visits, all other year groups MUST be in uniform including hat and blazer.</p> <p>Students may wear casual clothing Downtown on the weekend, which must be approved by the duty staff member.</p> <p>Students MUST get their name marked onto the weekend DownTown bus - and ensure that they are at the pickup point 5 minutes beforehand.</p> <p>Visits to town are 2 hours for Year 11 and 12 unless an Exeat has been organised. Students must return before dinner.</p> <p>Town Leave may also include the following:</p> <p>2 hours Sport and Rec on a weekend (3 or more in a group) - receipts must be provided. Walk to and from.</p> <p>3 hours movie leave on weekends (3 or more in a group) - receipts must be provided. Students are to organise and pay for their own transport.</p> <p>Pool leave included as town leave (Term 1& 4 ONLY)</p> <p>This must be applied for and approved by Thursday 8.30pm.</p>
DINNER LEAVE	<p>One 3 hour dinner leave is permitted in a group of 2 or more per week on a Friday OR Saturday night. This occurs between 6.00pm and 9.00pm or 6.30pm - 9.30pm.</p> <p>Yr 11 must give 24 hours notice for dinner leave.</p> <p>Students must return with receipts from dinner and movies.</p>	<p>One 3 hour dinner leave is permitted in a group of 2 or more per week on a Friday OR Saturday night. This occurs between 6.00pm and 9.00pm or 6.30pm - 9.30pm.</p> <p>Yr 12 do not need to give 24 hours notice for dinner leave.</p> <p>Students must return with receipts from dinner and movies.</p>	<p>The dress code for dinner leave is smart casual. Dinner leave is applied through the Boardingware App (By Thursday 6.30pm for Year 11). You must let House staff know of any changes to your leave arrangements or your privileges may be reassessed. Movie and dinner receipts must be provided. Dinner leave at a friends house must have parental permission and hosts permission.</p>
TAS RUGBY & HOCKEY LEAVE TERM 2 & 3 ONLY	<p>Year 11 and 12 are allowed TAS Rugby Leave on a Saturday afternoon OR TAS Hockey Leave. An Exeat must be submitted by Thursday 6.30PM. The leave is for 2 1/2 hours ONLY. For example, if the match starts at 2PM students are to return by 4.30PM. Students are to organise and pay for their own transport to and from this leave. Your sporting commitments are your priority - DO NOT apply for an Exeat for NEGS Sport to attend a rugby game. Please use Sporting leave NOT RELATED TO NEGS</p>		
MOXON'S	<p>Visits to Moxon's are permitted on a Tuesday and Thursday (these do not count as Town visits)</p>		<p>Casual clothes are a Year 12 privilege for midweek town visits.</p> <p>Yrs 6 - 11 MUST be in uniform including hat and blazer.</p>
SPAR	<p>Students are allowed to walk to SPAR in groups of 2 or more on a Saturday and Sunday afternoon in the times allocated. (Maximum 1.5 hours)</p>		<p>Appropriate casual dress.</p>
LEAVE	<p>Leave is due in of a Thursday evening - 6.30pm</p> <p>The adult picking you up and returning you MUST come in and be seen when you are being signed in AND out.</p>		

	Year 11	Year 12	General Comment
EXERCISE	In addition to organised sport, runs and walks are permitted in designated areas (along Kelly's Plains Rd with a friend) and phone must be taken. Students are allowed to use the MPC gym. Year 11 & 12 MUST be in a group of 2 or more and phone must be taken		<p><i>Mon - Fri: 6.15am - 7.15am with a buddy and phone (Yr 11 & 12)</i></p> <p><i>3.30pm - 5pm with a buddy and phone (Yr 11 & 12)</i></p> <p><i>Weekends: All day until 5pm with a buddy & phone</i></p> <p><i>Any students found using the MPC out of the above times or without permission or being irresponsible will be issued with disciplinary consequences or have access restricted</i></p>
PREP	<p>Individual rooms Monday - Thursday from 7:00pm - 9:00pm</p> <p>SUNDAY - Individual rooms from 6:45pm - 8:00pm</p> <p>It is a privilege for Year 11 to have their phones during Prep.</p>	<p>Individual Rooms Monday - Thursday from 7:00pm - 9:00pm</p> <p>SUNDAY - Individual rooms from 6:45pm - 8:00pm</p> <p>It is a privilege for Year 12 to have their phones during Prep.</p>	<p><i>Prep is compulsory unless the student is participating in a NEGS approved extra curricular activity.</i></p> <p><i>Doors to be left open. (Winter months Term 2 & 3 doors ajar)</i></p> <p><i>Students are to wear headphones if listening to music.</i></p> <p><i>The first hour of Prep is to be in the individual rooms.</i></p> <p><i>Permission must be asked to be in another student's room in the second hour working on Prep.</i></p>
TV	TV is permitted from 6.30PM - 7.00PM and 9.00PM-9.30PM Monday - Thursday.	TV is permitted from 6.30AM - 7.15AM, 5.00pm - 5.30PM (news only), 6.30PM - 7.00PM and 9.00PM-9.30PM Monday - Thursday.	<i>Weekend television will be at the discretion of the House Staff.</i>
MEALS	<p>Meals are compulsory unless students have an early class or sport. Breakfast will then be provided in the house.</p> <p>If students are unable to attend a meal due to other commitments (such as sport) they MUST order a take away dinner from the front desk by 4:30pm of the relevant afternoon.</p>		<p><i>During exam weeks girls must go to dinner.</i></p> <p><i>Meal times may differ due to COVID 19 rules.</i></p>
LAUNDRY	Permission must be sought to use the house laundry. The laundry is locked from 9pm.		
EQUESTRIAN CENTRE	<p>Opening hours are 6:30am - 6:00pm Monday - Friday</p> <p>7:30am -12:00pm & 2:00pm - 5:00pm Saturday - Sunday</p>		<i>Students are not permitted at the Equestrian Centre outside of these hours unless special arrangements have been made. If students know they may run late for dinner they must organise a meal in the morning. Please let the boarding staff know the night before if you need the house open earlier than 7 am.</i>
SHOWERS	Showers are permitted up until 9.30pm. Later showers are permitted on a student's return from sport.		
PHONES	Are permitted (not collected overnight) as a privilege but will be taken if this is abused.		

	Year 11	Year 12	General Comment
HOUSE DRESS STANDARDS	<p>Students are to be dressed appropriately at all times when in house common areas.</p> <p>For Dinner and Prep. (weekdays) - students are to wear an item of NEGS clothing on the top and jeans, appropriate length shorts/skirt, track pants, leggings, jodhpurs on the bottom. No Ugg boots, slippers, slides or thongs to be worn.</p> <p>Weekends: smart casual dress code is to be worn for meals. No Ugg boots, slippers, slides or thongs to be worn.</p>		
HOUSE TIMES	<p>Doors open at 6:30am (7:30am on a weekend). Wake students at 7:00am - weekdays. (Sleep in on a weekend). Girls are to be in their own rooms from 10:00pm.</p> <p>Bells: Breakfast 7:30am (for 7.45am), can return to the boarding house between 8:15am - 8:30am. Boarding house closes at 8:30am. Class 8:40am (for 8:45am). Dinner is 6:00pm - 6:45pm. You must be on time for dinner.</p> <p>THE HOUSE IS ALARMED AND LOCKED AT 10:00PM weekdays and 9:30pm Fri-Sun</p>		<i>Meal times may change due to COVID restrictions.</i>
CARS	<p>CARS AT SCHOOL ARE A YEAR 12 PRIVILEGE</p> <ol style="list-style-type: none"> 1. Keys are to be collected/handed in and signed for when in boarding. 2. Parental permission/Head of Boarding approval must be sought to attend sports or appointments via car. 3. All passengers in cars must have parental permission. 4. Permission for cars and their usage is granted only by the Deputy Principal. 		
STUDY PERIODS IN DAY SCHOOL	Year 11 are not permitted to return to the house during the school day.	Year 12 have the privilege of returning to the boarding house during the school if they have Period 5 as a study period. This occurs after 2.20pm.	<i>During exam weeks Year 11 and 12 are permitted in the boarding house when they do not have an exam.</i>
VISITORS	<p>Friends are permitted on campus on a Sunday from 2:00pm-4:00pm. They are required to sign in at the house as a visitor and introduce themselves to the staff member on duty. Visitors and boarding students are to be near the boarding house.</p>		<i>Should any visitor be acting inappropriately they will be asked to leave the premises immediately.</i>
BIKES @ SCHOOL	<ol style="list-style-type: none"> 1. All students must wear a helmet and appropriate footwear when riding their bike 2. Year 11 and 12 students are able to ride off campus for a maximum of 1 hour. 3. Year 11 and 12 students are to ride with at least one other person and carry a mobile phone with the house contact details saved in it. 4. Correct signing in and out procedures must be followed 		
OTHER EXPECTATIONS	<ol style="list-style-type: none"> 1. There is a 15 minute grace period with leave. If you exceed this your leave entitlements may be reassessed. If you think you will be running late PLEASE call the boarding house. 2. Gating MUST be completed within TWO weeks of the advised disciplinary action. Please be aware that if leave is taken for family reasons within this time, the gating time is extended to complete the required hours/days. 3. Room inspections will take place on Wednesday and Sunday. To maintain your privileges (such as visits to town and other forms of Leave) you must pass this inspection. 		

Map of NEGS



'Whatsoever you do, do it heartily'



NEGS
MORE THAN
A SCHOOL

125
YEARS
1895-2020

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