



NEGS
MORE THAN
A SCHOOL

125
YEARS
1895-2020

BOARDERS' HANDBOOK

2021 EDITION

Whatever you do, do it heartily.



Contents

Boarding @ NEGS	3
Welcome to Boarding at NEGS	4
Introduction	6
Boarding Students' Code of Conduct	7
Student Code of Behaviour	8
Boarding House Organisation and Facilities	9
Boarding Expectations	10
Restricted Items	10
Absence from Boarding	10
Visitors	11
Co-Curricular Activities	11
Prep (Homework)	12
Boarding Requirements	13
Uniforms	14
Laundry	14
Meals and Etiquette in the Dining Hall	14
Health Centre	15
Communication	16
Technology in the Boarding House	17
Security	18
Boarders' Leave	19
Pocket Money	21
Chapel	21
Travel Arrangements	22
Boarding Routine	23
Boarding Weekend Routine	24
Supervision of students in Boarding Houses	25
The Senior and Junior School Handbooks	25
Boarding House Staff	25
Facilities/activities	25
Map of NEGS	26

Boarding @ NEGS

Welcome to another year of Boarding at NEGS and, for those who are new in 2021, welcome to the NEGS family.

It's a great privilege to be entrusted with the care and education of your most precious gifts – your children – of which our boarding, academic, and corporate staff are most conscious, and strive to do the best they possibly can to support and care for them whilst they are here. It takes a village to raise a child.

According to Forbes magazine (April 2017), Boarding School students were succeeding at higher rates than day students because boarding communities offered much more and were 24-hour intentional communities. Boarding schools enable and foster diverse environments where students live with others from a range of different backgrounds, experiences and location, preparing them not only for life at school, and later, at university and work, but with the habits, capabilities, independence and time management skills for life beyond.

Boarding schools enable and foster diverse environments where students live with others from a range of different backgrounds, experiences and location

Boarding at NEGS, in three separate, age-appropriate residences is onsite within the picturesque 50-hectare campus. Our girls enjoy numerous sporting opportunities and the school facilities are available to Boarders on the weekends – state-of-the-art astro turf (water) hockey field built to Federation of International Hockey (FIH) Standards, indoor multi-purpose centre for netball, basketball, volleyball and badminton, fully equipped gym, world-class equestrian centre with highly qualified instructors, eight outdoor netball courts (including five with astro turf), five tennis courts, outdoor basketball court, rugby fields, and an athletics oval complete with a full 400 metre track.

Boarding adds another dimension to the partnership between home and the school



Living in a Boarding House is very different from living at home. Boarding adds another dimension to the partnership between home and the school, but the principles of kindness and forgiveness, of allowing young people the opportunities to learn and grow from their mistakes, and of contributing in a meaningful and positive way to their community – to something greater than the individual – are the same for both day students and boarding students. Our boarding staff create a friendly and caring environment, where students live happily and harmoniously, develop the necessary social and community skills to be responsible members of society, promote creativity and critical thinking, and foster self-respect rather than self-importance.

The purpose of this Handbook is to provide important information on Boarding at NEGS. You will be welcomed at NEGS and I look forward to meeting and working with you, in partnership with the Head of Boarding, Ms Di Brander, and the Boarding House staff.

KATHY BISHOP
PRINCIPAL



Welcome to Boarding at NEGS in 2021

As I consider with much enthusiasm my opportunity to be your Head of Boarding for the beginning of the year, I reflect on Life in a Boarding Community.

Question: So what do the Boarders actually do?

Answer: They live like the rest of us.

The difference, of course, is that there are many of them all at the adolescent phase in life, living in a communal environment. The focus for them includes building skills in: time management; interacting with others; organisation; appropriate behaviours for the context; and personal preparation. Other key operative words for our Boarders are commitment, respect, support, caring, taking initiative, accepting responsibility, self-regulating, and being considerate. Having the opportunity to develop their skills in all these areas alongside many other young women makes the Boarding House a rich learning environment. Living with Boarders from a multitude of cultures in multi-level age groups enables the Boarders to develop authentic empathy for one another.

Boarding life both during the week and at weekends illustrates how the juggling act exists in every family. It is inspiring to see how well it develops for our family of so many. You will see as you read through the Handbook the multitude of opportunities that are available to our Boarders. Please take the time to familiarise yourself with these choices. Aside from these opportunities, Boarders focus on their time management and organisational skills to achieve their personal bests in the academic arena, along with taking pride in where they live.

To be cherished is to see Boarders arrive home at the end of each day with smiles on their faces as they are greeted by their House Staff. Without doubt, the connections between Boarders and Staff make for a happy and appreciative community. Staff with their daily contacts create a caring environment where nothing is impossible.

Parents, I look forward to constructive communication with you as a means to building strong relationships between the Boarding House and Families.

Boarders, I look forward to sharing your days and to your acceptance of one another as part of your life's journey, providing powerful moments for us all – Boarders, Staff and Families.

I have had many highlights throughout my career in education and I look forward to this opportunity adding to them.

May 2021 be a rewarding year for Boarders, Staff and Families!

DI BRANDER

INTERIM HEAD OF BOARDING



ANIKA LANGFIELD 2020/21 PREFECT

Life in boarding at NEGS really is a spectacular experience. Being able to meet so many lovely girls at this school and have the opportunity to build friendships with so many of them really has made me appreciate my boarding experience so far. Whether you join the NEGS boarding community from Year 5, Year 7 or later on, like myself, you still feel just as much a part of the big family we have here at NEGS. A big part of this welcoming atmosphere comes from our wonderful and dedicated House Mothers and Head of Boarding. Even those who work more behind the scenes such as our fabulous cleaners, hard-working maintenance team, talented kitchen staff who prepare all of our meals, or our sweet Ange who washes and folds all of our laundry.

NEGS is able to provide all students with so many opportunities to develop their skills in a variety of areas. Our brand new sports complex, which is nearly finished construction, involves a new netball court and outdoor hockey field which gives some of our 'Talented Athlete Program' students the facilities to progress further in their athletic ability associated with their sport. Our equestrian centre is perfect for those girls who dream to advance in their equestrian accomplishments. We have a fantastic team that provide riding lessons to students and encourage them to reach their full potential on horseback. Finally, we have an outstanding music and dance department that facilitates for any girls who want to extend their passion for singing, dancing, or an instrument.

Overall, NEGS boarding is a once in a lifetime opportunity. It will, of course, have its ups and downs, but these moments can help young girls develop into strong women. We are lucky enough to have people around us to help the girls get through any hard times, whether it be a trusted staff member or an older girl who your daughter may look up to.

To any current or upcoming NEGS girls, I hope you love your time here as much as I have. Ensure you make the most of it, it'll fly by quicker than you know!

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 original 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 service to others.

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 the 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 Head of Boarding/Deputy Principal
- 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 White House, Kirkwood 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 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.

Boarding is run by the Head of Boarding with the support of a House Mother in each House. House Mothers are the primary point of contact for parents of Boarders

on boarding related matters. Stage 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 girls will stay during their time as casual boarders. 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 they are in the original containers and packaging 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 (apart from horses for which the School caters).

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 or letter 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 is required to explain your daughter's absence.



Visitors

Parents, relatives and 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 House Mother 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.

Co-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, horse riding lessons, and other organised activities.

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 to name a few. 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, netball courts and the gym.

Students are also allowed to attend the movies in town and watch appropriately rated films. Transport to the movies is by taxi 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 co-curricular activities on offer at NEGS please refer to the Senior School 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.
- Students' 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 before finish time.
- 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.
- 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

On 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 midriffs 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
- 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

- 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 Senior School 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 name. 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, 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 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 families so families, staff and boarders can work together to help boarders achieve the best out of their 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 to:

(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 co-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.

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. For Years 5-10, laptops are to be handed in each night by the student, 15 minutes before their allocated bedtime. Laptops may be collected each day before breakfast, once the students are dressed and their room is tidy.

Students must abide by 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

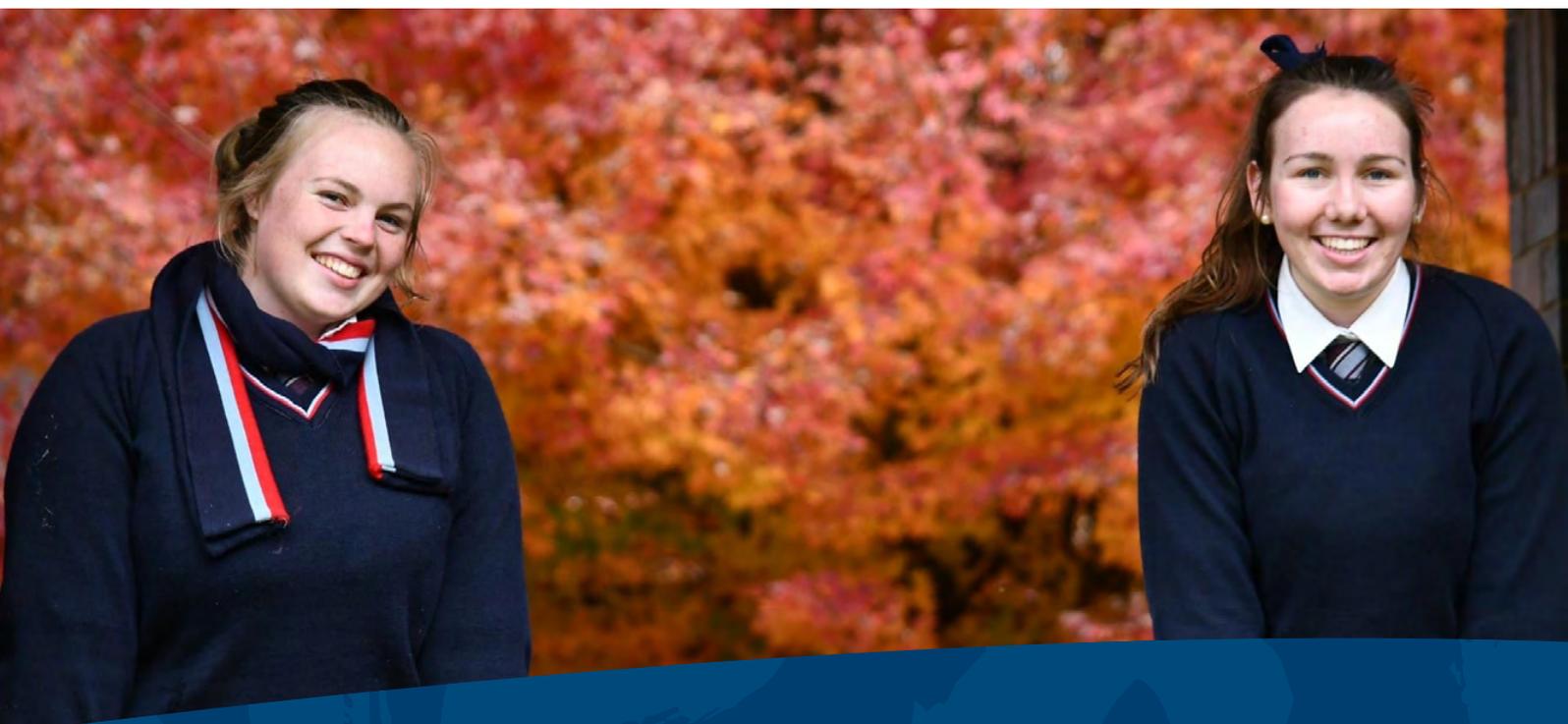
Currently, boarders have access to the internet and email facilities in the Boarding Houses. During the school week, there is restricted access to such sites as Facebook and Instagram etc.

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 student 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.

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 for Years 5-10 must be applied for by Wednesday 6:30pm. Years 11-12 leave must be applied for by Thursday 6:30pm and parental endorsement must be received no later than 9:30pm Thursday evening.

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 on the Friday.

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, students **MUST** present any receipts (or movie stubs) from the evening's events to the Duty Staff.

BRUNCH LEAVE

Year 11/12: Sunday 10:00am - 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 downtown in groups (see Dinner Leave above for numbers).

DAY LEAVE

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

8:30am - 8:30pm Sunday

Students on Day Leave may be collected at 8:30am 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

Friday 3:30pm - 8:30pm Saturday evening
OR from Saturday 8:30am - 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 - 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 8:30am as long as this leave is approved - In these cases, 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 is 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 more than adequate. 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 upon 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 on which your daughter is travelling 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.

SCHOOL HOLIDAYS AND TRAVEL ARRANGEMENTS

The Boarding House is closed during School holidays.

Travel days for boarding students are allocated each term. Generally, these days are scheduled on the last day of term. Students may travel on the evening before the designated travel day.

Boarders return day is scheduled for the day prior to the start of the term.

Special consideration for an early departure or late return must be addressed in writing to the Deputy Principal at deputy.principal@negs.nsw.edu.au and the Head of Boarding at head.boarding@negs.nsw.edu.au at least two weeks prior to the departure or return date.

The School does not provide any boarding facilities on the evening of the last day of term. In the normal course of events, it is expected that parents will make arrangements for their daughter to be accommodated with friends or relatives so that the travel can be taken at a later time, should this be required.

Boarders travelling to and from the campus by train, bus and airline at the beginning and end of every term are expected to wear neat, casual clothing.

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 Year 12 may apply to the Deputy Principal to bring a car to school. Such applications must include parent permission.

Boarding Routine

MONDAY - FRIDAY

6:30am	House is opened <i>Girls may request earlier wakeup or unlock times when reasonable</i>
7:00am - 7:15am	Wake up
7:00am - 7:40am	Tidy Rooms and prepare for school. No showers after 7:25am
7:40am	Breakfast Roll Call in the Common Room
7:45am - 8:15am	Breakfast in the Dining Room.
8.15am - 8:30am	Students may return to the Boarding House to brush teeth and collect bags. <i>ALL Boarding HouseS will be locked from 8:30am.</i>
8:45am	Lessons for the day begin, Lesson 1.
8:30am - 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)
6:40pm - 8:30pm	Supervised Prep in the Library for Y5 - 10 <i>Y5/6 return from Library 7:30pm</i> <i>Y7/8 return from Library 8:00pm</i>
7:00pm - 9:00pm	Y11/12 complete Prep in their rooms (Yr11 hand in phones during Prep)
8:30pm	Y5/6 hand in their laptops, iPads and mobiles ~ 8:45pm Lights out for Y5/6
8:45pm	Y7/8 hand in their laptops, iPads and mobiles ~ 9:00pm Lights out for Y7/8
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. If assignment work needs to be completed, laptop access can be negotiated.

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
8:00am - 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 students
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 Y9-12 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
	Yr 5-10 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.

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 House Staff

NEGS is blessed with passionate, supportive Boarding House staff who will ensure your daughter is safe, happy and well cared for. In the Welcome Newsletter that will come out in January 2021 before the term commences, there will be information of all the Boarding House 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

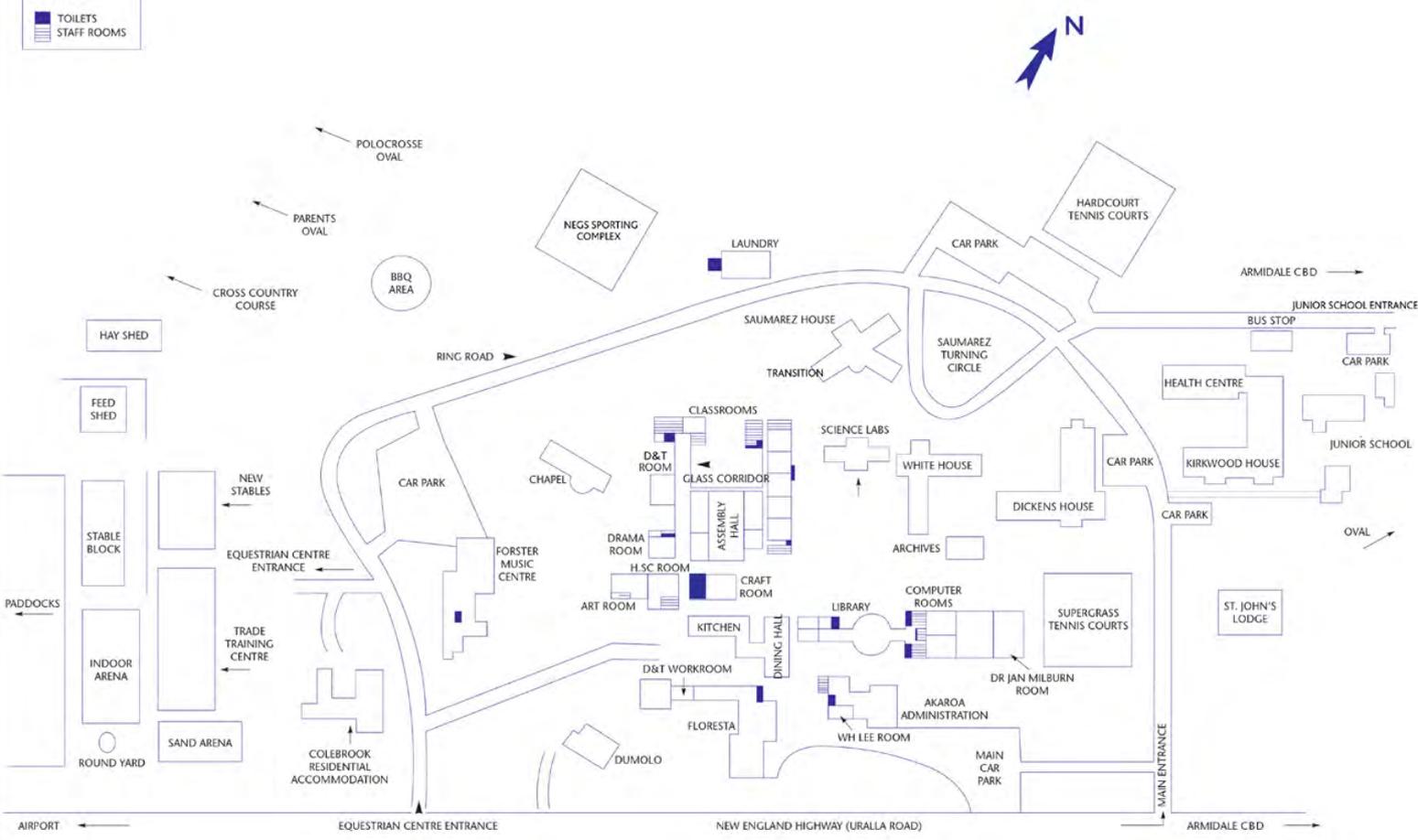
Rolls are marked in the Boarding Houses regularly during the week and over the weekend. This is to ensure the whereabouts and safety of all students.



Map of NEGS

KEY:

- TOILETS
- STAFF ROOMS



'Whatsoever you do, do it heartily'



NEGS
MORE THAN
A SCHOOL

125
YEARS
1895-2020

13-83 Uralla Rd, Armidale, NSW, 2350
T +61 2 6774 8700 | F +61 2 6774 8741
negs.nsw.edu.au | reception@negs.nsw.edu.au

www.negs.nsw.edu.au