









BOARDING

Handbook 2022

Whatsoever you do, do it heartily.





3	Welcome to NEGS Boarding in 2022	
4	Code of Behaviour	
5	Security & Technology	
6	Organisation, Facilities, Co-Curricula, Chapel	
7	Communication - House Staff information	
8	Duties	
9	Uniform	
10	Requirements	
11	Dress Code	
12 - 14	Leave	
15 - 16	Travel Procedures	
17	Routines – Monday to Friday	
18	Routines - Weekend	
19 - 20	Meals	
21	Prep	
22	Health Centre	
23	Map of NEGS	



WELCOME



A very warm welcome is extended to our Boarding Families!
As we plan for 2022, 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 Mother. 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.

May 2022 be a rewarding year for Boarders, Staff and Families!

DI BRANDER
HEAD OF BOARDING



BOARDERS at NEGS have the responsibility to show compassion by accepting people as they are and to display kindness and sensitivity to them.

BOARDERS 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 staff
- Feel safe from discrimination, harassment or indoctrination
- Have a safe and supportive environment, and facilities which will enhance success

BOARDERS AT NEGS HAVE THE RESPONSIBILITY TO

- Behave at all times respectfully and courteously showing regard for the safety of self and others
- Conduct themselves in an exemplary manner at all times when representing NEGS
- Be punctual to school, lessons, activities and areas of responsibility
- Attend 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 NEGS and of other Boarders
- Care for the environment and assist in keeping every aspect of NEGS clean and tidy.



BOARDERS WILL

- Treat people as they would like to be treated – fairly and with courtesy and sensitivity
- Help those who are unsure, anxious or disadvantaged
- Behave honestly, treat people with dignity and act with integrity
- Tolerate different points of view
- Celebrate the success of others
- Maintain a high level of hygiene and tidiness



BOARDERS WILL NOT

- Shout, belittle, insult or argue with staff or fellow Boarders
- Discriminate on grounds of race, gender, age, religion or disability
- Spread gossip
- Leave personal mess for others to clean up
- Ignore safety hazards
- Vandalise any property of self or others



SECURITY AND TECHNOLOGY



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 each security drawer/cupboard for each Boarder is required and if this lock is a combination lock it eliminates the need for keys. All Boarders will have a drawer and wardrobe that can be secured with a small padlock or combination lock.

SECURITY

We take security of Boarders 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 contact this firm if they have any concerns.

All Boarding Houses are locked and alarmed at night and during school hours.

COMPUTERS / LAPTOPS

For Years 5-10, laptops are to be handed in each night 15 minutes before the 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.

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 for use in the Boarding House requires tagging. Boarders can arrange for items to be tagged by giving the items to their House Mother.



Organisation

The three Boarding Houses at NEGS are White House, Kirkwood House and Saumarez House. Rooming varies from single to twin share rooms. Years 11 and 12 Boarders enjoy their own private bedrooms. Years 5 to 10 experience either single room or twin 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 generally are allocated different rooms and room-mates at the beginning of each term. Years 5 to 11 Boarders are expected to clear their rooms at the end of each term. Common Rooms are supplied with televisions, DVD players, microwaves and small kitchenettes to cater for the needs of Boarders.

Boarding is under the leadership of the Head of Boarding who oversees all Boarding related matters with the support of a House Mother in each House. House Mothers are the primary point of contact for parents of Boarders regarding any Boarding matter. Boarding Duty Staff assist the House Mothers in their respective Houses. Stage Advisors, with the assistance of a team of Tutors, oversee the needs of the students when in the day school.

Boarders 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 fulltime, weekly or casual Boarders. Casual Boarders will be aligned to a specific Boarding House.

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.

Staff are also encouraged to undertake mandatory and optional Professional Development to ensure a level of excellence within the Boarding environment.

Facilities and Co-Curricular

Numerous facilities and activities are available, enabling Boarders to connect with them in a flexible mode of engagement to suit their busy schedules:

- Tennis, Basketball, Netball, Volleyball courts
- Hockey and Rugby fields
- Horse Riding at the Equestrian Centre
- Gym equipment in the MPC
- Dance Studio
- Music Centre
- Movies and Markets close by
- Cooking in the Common Rooms
- Bushwalking in the nearby National Park
- Weekly shopping trips

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 Boarders are also given the opportunity to attend St Peter's Cathedral, Armidale.



Communication between the Boarding House and Parents is the ultimate protective factor for developing healthy relationships. It is paramount that families and the Boarding House have contact as soon as there is an issue to prevent it from escalating. The Boarding House focusses on restoring and building better relationships throughout the Boarding Community. Boarders are encouraged to think in an intelligent and responsible manner with the aim of being attentive to the needs of others and self.

Di Brander, Head of Boarding, is available at any time on **041 888 9604**, is in residence onsite and therefore is available to attend to any matters no matter how large or small.

For usual routine matters, please do not hesitate to call the relevant House phone

- between the hours of 3.00pm to 10.00pm & 6.00am to 8.45am from Monday to Friday
- between the hours of 8.00am and 10.00pm on Saturday and Sunday

Saumarez 02 6774 8774

House Mothers:

Mon pm to Fri am: Wendy Hammond

Fri pm to Mon am: Josie Bartel, Sheree Noakes

Kirkwood 02 6774 8784

House Mothers:

Mon pm to Fri am: Taylor Naylor-Taggart

Fri pm to Mon am: Paige Packman, Michelle Libreri

White 02 6774 8777

House Mothers:

Mon pm to Fri am: Sarah Bruce

Fri pm to Mon am: Paige Corke, Nicola Murphy

Please note that mobile calls may not be taken by Boarders at the following times:

Day school hours – 8.30am to 3.20pm – Monday to Friday

Dinner – 5.30pm to 6.30pm - Monday to Sunday

Prep – 6.30pm to 8.30pm (Yrs 5 to 10) 6.30pm to 9.00pm (Yrs 11&12) – Sunday to Thursday

Boarding House Newsletters will be sent regularly as well as there being a Boarding article in the fortnightly NEGS Newsletter.

Letters and parcels are received favourably by the Boarders. Please address these as follows:

Name of Boarder

Name of House (White, Kirkwood or Saumarez)

NEGS, Uralla Road

Armidale NSW 2350

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, Boarders are encouraged to give Parents and Guardians at least one positive response before ending the conversation. Families, please arrange to phone at a certain time to avoid multiple calls throughout the day. This will enable Boarders to be involved in whatever is on their agenda rather than waiting for a call from home. Please remember that sometimes you are hearing one side only of the story. Should this be the case, please contact the relevant House Mother or Head of Boarding for clarification and support.

DUTIES



For any duties that a Boarder cannot complete due to other commitments including music, equestrian, sport, leave she **MUST** find a replacement to complete the task beforehand.

CLEANLINESS

It is expected that girls will shower daily (morning or night). Teeth will also be expected to be cleaned each night and after breakfast in the morning. Boarders need to remember that they are sharing and as such their space within the rooms must be kept clean.

EQUESTRIAN/CATTLE EQUIPMENT

Any equipment for Cattle Club or Equestrian activities is to be left outside the entrance of the House. This includes: boots, whips, helmets etc. Any dirty clothing is to be placed in the laundry the next morning, asap after the riding lesson, to ensure the cleanliness of all Houses.

RESPECTING THE ROOMS & BOARDING HOUSES

Rooms are expected to be kept clean and tidy. New paint, curtains, wardrobes and carpet are to be respected and maintained in the pristine condition that are provided for the Boarders. Posters and other items are to be placed on pin boards **ONLY**. Blu tac and sticky tape are **NOT** to be used on the walls. Furniture is not to be rearranged.

LAUNDRY PROCEDURES

School uniforms are to be sent to the NEGS laundry for washing.

Any uniforms, clothing, bed sheets or towels requiring cleaning must be placed in the bed sheet to be taken to the Laundry in the morning before breakfast. The Boarder on duty for that day must tie the sheet and place it outside the foyer for collection, before placing out a new sheet for the next day. (Maintenance collect the Laundry from the Boarding House at 8:00am each weekday).

Boarders are required to collect their clothing from the Laundry between the hours of 8:00am - 4:00pm daily.

WHITE HOUSE LAUNDRY USE:

Year 6 - 7 are not to use the house laundry to wash their clothing. Casual clothing and school uniforms **MUST** be labeled clearly with the Boarder's name and sent to the school laundry. Should the Boarder have an item of clothing that needs hand washing (or machine washing) they are to request assistance from the House Mother for assistance.

KIRKWOOD AND WHITE HOUSE LAUNDRY USE:

Year 8 - 10 **MUST** seek permission to use their relevant House Laundry - once permission is granted they are able to wash equestrian clothes or hand wash delicate items. Boarders are individually responsible for their items of clothing and they are to ensure the prompt drying of items - clothing should not be left in the laundry once it is dried.

SAUMAREZ HOUSE LAUNDRY USE:

Years 11 and 12 Boarders are able to use the Saumarez Laundry to wash their clothing. Prior to using the Laundry, the Boarders must seek permission to do so. Boarders are individually responsible for the washing, drying and collection of their clothing and belongings from the Saumarez Laundry, to ensure that a clean space is maintained.

DRY-CLEANING

NEGS woollen kilts or navy tunics can be dry-cleaned locally on a fortnightly basis. Boarders, must bring their uniforms to the House Mother by Thursday night, labelled clearly with the Boarder's name. Dry-cleaning charges will be Pupil Recovered to the Boarder's individual account.



UNIFORM



UNIFORM

The uniform maintains a standard of presentation that is in keeping with the history, tradition and values of NEGS; upholds the good reputation of the school; establishes personal credibility; and ensures personal appearance and presentation is clean, tidy and appropriate.

Blazers must be worn over jumpers outside the school grounds, with everyday and formal uniform. When wearing the uniform downtown, Boarders must adhere to the uniform requirements which include wearing the hat.

Excursion dress depends on the type of activity involved. For visiting type excursions, the Walking Out uniform, including hat and blazer is required. For a physically active excursion, joggers, blue jeans or the NEGS sports shorts/tracksuit, sport jersey, PE shirt and sports cap can be worn and will be specified by the supervising staff member.

During winter, scarves that are available from the Uniform Shop, can be worn on campus. The sport/EC jacket can be worn on cold days only and must be over the jumper and blazer.

Hair must always be clean and tidy, and if long, pulled back off the face and tied back with a ribbon. The tie under the ribbon must match the colour of the hair. Clear and tortoise shell combs or clips are acceptable. Inappropriately dyed or streaked hair is not permissible. Hair must be natural.

Jewellery items allowed are a watch and earrings. Earrings are as follows:

Yrs 7 to 10 – gold/silver ball earring of 3mm diameter or gold/silver sleepers up to 10mm in diameter

Yrs 11 and 12 – pearl earring of 3 to 5mm in diameter.

Only one pierced hole in each earlobe is allowed.

BOARDERS VISITING AKAROA

All Boarders visiting Akaroa are to be in uniform. Akaroa is our main administration building and hosts many visitors including Members of the Board, prospective families, Old Girls as well as being the offices of our Principal and Administration Staff.

Boarders are to act in an orderly, well-mannered fashion as is expected on campus at NEGS and are to treat visitors with respect and courtesy.

It is both the staff and Boarders' responsibility to uphold the high standard of NEGS Ltd staff dress code and Boarder Uniform Policy.

UNIFORM SHOP

The Uniform Shop is located adjacent to the Dining Hall and is open from 8.30am to 4:00pm - Tuesdays and Thursdays. Boarders are encouraged to visit the uniform shop to purchase items needed to ensure they are complying with NEGS uniform policy. Dry-cleaning is available through the uniform shop and repairs to uniform are also able to be arranged, charges will be pupil recovered by the uniform shop.

Houses have a supply of the basic items which if sold are to be recorded and included in the House's pupil recovery weekly return. If you use the last of any item, please ensure the items are reordered.

RIBBON: House Mothers are required to have a supply of ribbon and this ribbon is to be issued by the uniform shop and cut to a length of 40 cm when purchased to maintain consistency of appearance across the Boarder cohort.

REQUIREMENTS



LINEN

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

LAUNDRY

- 2 mesh bags (1 for underwear and 1 for other small items of clothing)
- coat hangers
- laundry marker pen (black)

SEWING KIT

- needles
- thread
- scissors
- name labels

COMMON ROOM

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

LOCKS

- 2 combination locks or padlocks and two keys for drawer. Spare key or combination number to be given to House Mother.

MEDICATION

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

Medication will be dispensed by House Mother.

SUN SAFE

- hat
- cap
- water bottle
- sunglasses
- sunscreen

TOILETRIES

- shampoo
- conditioner
- soap
- moisturiser
- toothpaste
- toothbrush
- deodorant (roll on)

PERSONAL ITEMS

- Torch
- mobile phones (must be registered in the House)
- sporting equipment / musical instrument (if applicable)
- alarm 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.

POCKET MONEY

To learn to be responsible in the handling of money we suggest an average weekly amount of \$20 would be sufficient for personal items. Debit cards are preferred, assuming that the password is not shared with other Boarders.

STRICTLY NO

- AEROSOLS - deodorant, perfume, body sprays, etc. If the cause of a fire alarm call out is an aerosol can, the relevant Boarder will be responsible for the call out fee - approx \$2000
- Alcohol
- Cigarettes
- Illicit drugs
- Vapes
- Weapons

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

DRESS CODE



When uniform is not required

ITEMS	SPECIAL EVENT	DOWNTOWN	DINING ROOM	ON CAMPUS
Neat trousers or jeans – no frays or holes	YES	YES	YES	YES
Tailored tops or shirts	YES	YES	NO	YES
Skirt or dress – length at least mid-thigh	YES	YES	YES	YES
Strapless, off the shoulder, singlets, spaghetti straps or midriff tops	NO	NO	NO	NO
Tights or leggings	NO	NO	YES	YES
Painted or fake nails	NO	NO	NO	NO
T-shirt, Polo shirt	NO	YES	NEGS	YES
3 Bs exposed	NO	NO	NO	NO
Hair neat and tidy	YES	YES	YES	YES
Frayed shorts, with holes, cut off or brief	NO	NO	NO	YES
Pyjamas, short shorts, thongs, ugg boots, slides	NO	NO	NO	In House
Closed in shoes	Negotiable	NO	YES	NO
Normal make-up and jewellery rules	YES	NO	NO	NO

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 Boarders should not regard Leave as an automatic right. If the House Mother or Head of Boarding 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. Also the House Mother has the responsibility to the parent and host, to ensure all arrangements have been entered on Boardingware and approved by necessary parties. When Parents/Guardians are not contactable, the Head of Boarding or the Principal may give permission for Leave to take place.

All Leave for Years 5-12 must be applied for by Thursday 6:30pm and parental endorsement must be received no later than 9:30pm Thursday. Leave must be approved by all parties before Thursday 9:30pm so the Boarder 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 6.30pm on the Thursday night, prior to the Leave taking place.

EXERCISE LEAVE

YEARS 5 TO 10: In addition to organised sport, runs and walks are permitted within the school grounds. Boarders must inform their House Mother where they will be and must sign out and in upon return. 1 hour maximum.

YEARS 11 AND 12: In addition to the above, 11s and 12s may exercise with a friend along Kellys Plains Road or in the MPC. Phone must be taken and Strava App must be used. Mon – Fri : 6.15am to 7.15am. 3.30pm to 5.00pm Weekends: Between 8.00am and 5.00pm (maximum three hours)

LEAVE



MONDAY to THURSDAY DINNER LEAVE - Years 5 to 12

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 - Years 11 and 12

Y11/12: Friday OR Saturday 5:30pm - 8:30pm (3 hrs)

Dinner Leave is a privilege limited to Year 11 and Year 12 Boarders. The Leave allows Boarders in a group of two or more, the freedom to have Leave for dinner in town with their NEGS peers. Year 12 Boarders are to have permission to travel in both Boarding and Day student cars if on Dinner Leave.

A Dinner Leave Request must be completed by Thursday night at 6.30pm.

Upon returning to school, Boarders MUST present any receipts from the evening's events to the House Mother.

BRUNCH LEAVE

Year 11/12: Sunday 10:30am - 12:30pm (2 hours only)

Brunch Leave is a privilege limited to Year 11 and Year 12. The Leave allows students in groups of 2 or more to go Downtown on a Sunday morning for two hours. Boarders MUST apply for this Leave by 6.30pm on the previous Thursday.

DAY LEAVE

8:30am - 8:30pm Saturday (9:30pm for Years 11/12)

8:30am - 5:00pm Sunday

Students on Day Leave may be collected at 8:30am and returned to the Boarding House at any time before 8:30pm. (9.30pm - Yr 11/12) The student MUST be signed out into the care of an adult when they are collected, such as their Parent, Guardian or adult Host.

OVERNIGHT LEAVE

Friday 3:30pm - 8:30pm Saturday evening

or

Saturday 8:30am - 5:00pm 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 MUST be submitted by the student for approval by the House Mother, 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 - 5:00pm Sunday

Weekend Leave involves Leave with the Boarder's Parent/ Guardian or adult Host from Friday afternoon until Sunday night 5:00pm. All involved parties must be part of the approval process. Students are able to return to school on Monday morning by 8:30am providing this leave is approved.

TOWN LEAVE

(2 hours duration)

Saturday Morning – 10am to 12noon or 9am to 11am - Years 5 to 12 on the bus

In addition, Town Leave may be taken on a weekday or weekend as follows:

Year 9 - 1 per fortnight (excludes bus on Sat)

Year 10 - 1 per week (excludes bus on Sat)

Year 11 – 2 weekday and 1 per weekend (includes bus on Sat and Brunch leave)

Year 12 - 2 weekday and 3 per weekend (includes bus on Sat and Brunch leave)

The additional Town Leave as above, may include time for Sport and Rec or Cinema visit – 3 or more in a group - receipts to be provided upon return.

MOXON'S LEAVE

Tuesday and Thursday after school – Years 5 to 12 in groups of 2 or more

Years 5 to 11 in uniform - Years 5 and 6 with at least one Year 10 to 12 student

SPAR LEAVE

Sunday 2.30pm to 4.00pm – Years 9 to 12 – casual clothes

ABSENCE FROM BOARDING

If a Boarder does not return from Leave due to illness, her Parent or Guardian is asked to notify the House Mother or Head of Boarding. Upon her return or earlier, a medical certificate or email stating the reason for her absence should be forwarded to the Head of Boarding. For any reason other than illness, an email to the Deputy Principal should be sent.

AFTER HOURS DEPARTURES AND ARRIVALS

Boarders who need to leave or return to the Boarding House at hours well out-side House hours for Leave, other than an organised school event or excursion, are encouraged to stay with hosts the night before departure and evening of return.

Departures prior to 5.30am and arrivals after 10.30pm for personal leave are to be approved by the Head of Boarding. Boarders in keeping with Boarding Guidelines will be required to be signed out of and into the House by the host.



TRAVEL PROCEDURE



The Boarding House is closed during school holidays.

Travel days for holidays for Boarders are allocated each term. Generally, these days are scheduled on the last day of term. Boarders may travel on the evening before the designated travel day. Special consideration for an early departure must be forwarded in writing to the Deputy Principal and Head of Boarding at least two weeks prior to the departure or return date. NEGS does not provide any Boarding facilities on the evening of the last day of term. Boarders are required to be out of the House that day by 9.00am. In the normal course of events, it is expected that parents will make arrangements for their daughter/s to be accommodated with friends or relatives if the travel needs to be taken at a later time.

Boarders' return day is the day prior to the start of term. Boarders are asked to arrive after 2.00pm on the return day.

Boarders travelling to and from the campus by train, bus and airline at the beginning and end of term are expected to wear neat, casual clothing that meets NEGS' free dress standards.

Each Boarder will be issued with a Boarders' Pass to allow free travel to their nearest home destination if living in NSW. All other relevant travel booked by NEGS will be charged to the Boarder'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 by Boarding staff to airline staff.

For End of Term travel (except Term 4), the Boarding Staff are able to 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.



TRAVEL PROCEDURE



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 which can 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.

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

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.



MONDAY - FRIDAY

The Boarding Houses are open at 6:30am. The Houses are locked from 8:30am until 3:00pm.
ALL Boarding Houses are locked and alarmed at 10:00pm

Schedule

6:30am	House is opened (Girls may request earlier wakeup or unlock times when reasonable)
7:00am	Wake up
7:00am - 7:30am	Shower, tidy rooms and prepare for school. (No showers after 7:20am)
7:30am - 8:15am	Breakfast in the Dining Hall
8:15am - 8:25am	Return to Houses for final preparation for school
8:30am	ALL Boarding Houses will be locked
8:45am	Lessons for the day begin, Period 1.
8:30am - 3:20pm	SCHOOL DAY
3:20pm	Return to Boarding House. Free time, homework, sport, music, equestrian, washing, tidy room, Afternoon tea
5:25pm	Dinner Roll Call (Years 5 - 12) - Boarders must be back in the House and ready for dinner by this time
5:30pm - 6:30pm	Dinner in Dining Room (Years 5 - 12) NEGS item of clothing on top half of body. No thongs, ugg boots, slippers or backless footwear.
6:30pm - 7:30pm	Supervised Prep in the Library for Years 5 - 6
6:30pm - 8:00pm	Supervised Prep in the Library for Years 7 - 8
6:30pm - 8:30pm	Supervised Prep in the Library for Years 9 - 10
7:00pm - 9:00pm	Year 11 complete Prep in the Common Room - hand in their mobiles during Prep Year 12 complete Prep in their rooms
8:30pm	Year 5/6 hand in their laptops, iPads and mobiles 8:45pm Lights out for Years 5 and 6
8:45pm	Year 7 and 8 hand in their laptops, iPads and mobiles 9:00pm Lights out for Year 7 and 8
9:15pm	Year 9 hand in their laptops, iPads and mobiles 9:30pm Lights out for Year 9
9:30pm	Year 10 hand in their laptops, iPads and mobiles 9:45pm Lights out for Year 10

ONLY Years 5 to 8 Boarders need to hand in their laptops, iPads and mobiles on Saturday nights

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

SATURDAY

8:00am	House is open for Boarders for the Equestrian Centre or Sport.
All day	Breakfast and Lunch in the House. (flexibility of times determined by other commitments)
10:00am - 12:00pm	Terms 1 and 4 Downtown
9:00am - 11:00am	Terms 2 and 3 Downtown
All day	Void of other commitments, Boarders will negotiate their movements/activities with House Mother – within House or across Houses
5:25pm	Roll Call
5:30pm – 6.30pm	Dinner in the Dining Hall
6.30pm – Lights Out	Activity negotiated with House Mother – within House or across Houses

SUNDAY

8:00am	House is open for Boarders to go to the Equestrian Centre or Sport.
10.30am – 11.30am	Brunch in the Dining Hall
12.00am – 2.00pm	Activities on Campus
2:00pm – 2.30pm	Tidy rooms
2:30pm - 4:00pm	SPAR visit for Years 9 - 12 Years 9 and 10 must be in groups of 3 and Year 11 and 12 must be in groups of 2 (if rooms are tidy)
2:00pm - 4:00pm	Void of other commitments, Boarders will negotiate their movements/activities with House Mother – within House or across Houses Visiting Hours Visitors MUST sign in at the Boarding House and meet the House Mother Visitors are permitted in the Foyer, Common Room or Facilities outside on campus only. Visitors are not permitted in Boarders' rooms.
5:30pm	Dinner in the Dining Hall
6:30pm	Years 5 - 12 Quiet time in their rooms to prepare for the week ahead, tidy their rooms and complete homework tasks. No washing during this time.
8.15pm	Year 5/6 hand in their laptops, iPads and mobiles
8:30pm	Lights out for Years 5 and 6
8.30pm	Year 7 and 8 hand in their laptops, iPads and mobiles
8.45pm	Lights out for Year 7 and 8
9.00pm	Year 9 hand in their laptops, iPads and mobiles
9:15pm	Lights out for Year 9
9.15pm	Year 10 hand in their laptops, iPads and mobiles
9:30pm	Lights out for Year 10
10.00pm	Lights out for Years 11 and 12



MEALS



- All meals, except for breakfast and lunch on Saturday, are served in NEGS' Dining Hall.
- It is compulsory for all students to attend all meals or, depending on circumstances, arrange with the House Mother before 4.30pm, for a meal to be taken back to their Boarding House.
- The Kitchen Staff will respond to special dietary needs.
- Grace is said before and after each sitting.
Before Benedictus benedicat, per Christum. Amen (May the Blessed One bless, through Christ. Amen)
After Benedictus benedicatur, per Christum. Amen (May the Blessed One be blessed, through Christ. Amen)
- Boarders are allocated a set table on Tuesday and Thursday nights. The tables are organised to promote interaction and communication between year groups.
- The girls are expected to observe the conventions of etiquette when eating in the Dining Hall.
- Use of mobile phones, iPods or similar items is NOT allowed in the Dining Hall.
- Dress Code for Dining Hall
 - 1) NEGS shirt with/without jacket over it
 - 2) Neat trousers or jeans – no frays or holes
 - 3) Skirt – length at least mid-thigh
 - 4) Hair neat and tidy
 - 5) Closed in shoes
- The Kirkwood, White and Saumarez kitchens are for Boarders to use. Boarders clean up after themselves. ANY meals, drinks or other snacks MUST be consumed or eaten within the Kitchen space.
- FOOD, plates and/or cutlery are NOT to be taken back to the room under any circumstances. This includes cups of tea, coffee or snacks. Any equipment MUST be cleaned, washed up, dried and returned to its original location after use and not left in the drying rack. Any food such as bread that is used MUST be adequately wrapped and put away. Boarders are NOT allowed to make food such as noodles in the House Kitchen after Prep. The only exception to this rule is for those Boarders requiring late meals or in special circumstances, where the use of the kitchen has been approved by the House Mother on duty.
- Should a Boarder be hungry she may eat the fruit provided. Afternoon Tea in the form of muesli bars, Cruskits, Sao biscuits and spreads, will be provided for the Boarders to eat upon return from school.
- Failure to comply with these kitchen rules will see a restriction of Boarder access and privilege of using the space. Should the Kitchen be left in a mess with plates and cups unwashed, the doors will be closed and Boarder access removed or limited for a period of time. Boarders are asked to share responsibility for an hygienic environment.



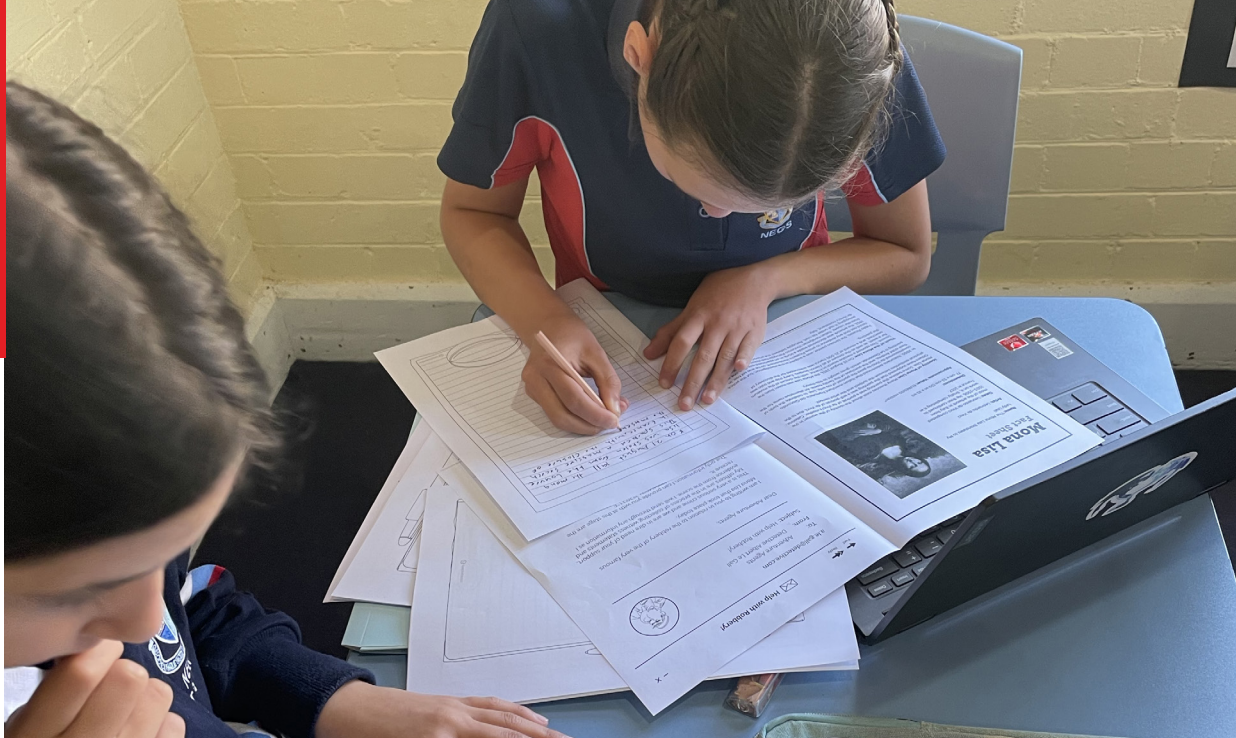
MEALS



MEAL SCHEDULE

WEEKDAYS	BREAKFAST	Mon	Tues	Wed	Thur	Fri
	Location Houses Time	Dining Hall All 7.30am - 8:15am	Dining Hall All 7.30am - 8:15am	Dining Hall All 7.30am - 8:15am	Dining Hall All 7.30am - 8:15am	Dining Hall All 7.30am - 8:15am
WEEKEND	BREAKFAST	Sat	Sun Brunch			
	Location Time	In House as required	In House as required			
WEEKDAYS	LUNCH	Mon	Tues	Wed	Thur	Fri
	Location Houses Time	Dining Hall All 1:05pm - 1:45pm	Dining Hall All 1:05pm - 1:45pm	Dining Hall All 1:05pm - 1:45pm	Dining Hall All 1:05pm - 1:45pm	Dining Hall All 1:05pm - 1:45pm
WEEKEND	LUNCH	Sat	Sun			
	Location Time	In House as required	Dining Hall 10.30am - 11.30am			
WEEKDAYS	DINNER	Mon	Tues	Wed	Thur	Fri
	Location Houses Time	Dining Hall All 5.30pm - 6:30pm	Dining Hall All 5.30pm - 6:30pm	Dining Hall All 5.30pm - 6:30pm	Dining Hall All 5.30pm - 6:30pm	Dining Hall All 5.30pm - 6:30pm
WEEKEND	DINNER	Sat	Sun			
	Location Time	Dining Hall 5.30pm - 6:30pm	Dining Hall 5.30pm - 6:30pm			

PREP



PREP IN THE LIBRARY

Year 7 - 10 Boarders attend Prep after dinner on Monday to Thursday in the Library from 6.30pm.

Year 5 - 6 complete Prep at 7.30pm and return to White House.

Year 7 - 8 complete Prep at 8.00pm and return to White House.

Year 9 - 10 complete Prep at 8.30pm and return to Kirkwood House.

PREP RULES

1. All bags are to be left in the Library Foyer after unpacking the required equipment.
2. With the exception of Boarder laptops, no electronic equipment is to be taken into the Library. Headphones may only be used for educational purposes and with the permission of the supervisor.
3. The first half hour of Prep is to be completed in silence. This allows all Boarders to work without interference. After 7.00pm practical or discussion tasks may be completed quietly with the permission of the supervisor.
4. Boarders are to wear an item of NEGS uniform with other appropriate clothing to Prep with appropriate footwear (not Ugg boots, thongs or slippers). No other forms of dress will be accepted unless a Boarder is returning from an evening sporting commitment or late equestrian lesson.
5. Boarders need to remain in the library during Prep and they are not to return to the House or to go to the lockers.
6. Photocopying and printing of school related material is permitted.
7. Food is not permitted in the Library during Prep. Water in a bottle is permitted.
8. All Boarders need to have their names marked off the roll at the beginning and at the completion of Prep and remain in the library until dismissed. Boarders arriving during Prep need to report to the supervisor.
9. Library resources can only be borrowed to be taken out of the library from 8.30am to 5.00pm. All materials used in the Library or any other room during Prep should be returned to the correct place or placed in the shelving trolleys before leaving. Chairs should be pushed in and rubbish placed in the bins provided.

PREP IN THE HOUSE

Senior Boarders begin Prep at 7:00pm.

This gives the Boarders time to watch television, make a cup of tea or shower and prepare themselves for their studies. Year 11 Boarders complete Prep in the House in the Common Room. Year 11 Boarders must hand in their mobile phones to the House Mother before beginning the Prep session.

Year 12 Boarders complete Prep in the House in their own individual rooms.

Year 11 and 12 are able to use the Library resources if necessary. Boarders must sign out upon leaving the House and make themselves known to the staff member in the Library upon their arrival.



HEALTH
CENTRE

NEGS' Health Centre is open from 9.00am to 5.00pm from Monday to Friday and is staffed by Registered Nurses (RN) with current registration. 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 them to the relevant Health Professionals as required. The Boarder may be able to recover from illness or injury at school but, if it is deemed necessary for the Boarder to return home to recover, the School Nurse will contact a parent and make arrangements for the Boarder to return home. The Boarder's re-entry to school must be arranged through the Health Centre, with full clearance from the Boarder's Medical Practitioner.

Boarders are NOT allowed any medication in the Boarding House unless approved by the Registered Nurse who works closely with the House Mothers. Boarders who require medication out of Health Centre hours and weekends are supplied with it in the Boarding House and will have this medication administered by the House Mother on duty.

This is recorded in the Boarder's medical record, with a copy being kept in each House in a locked cupboard. If a Boarder requires pain relief or any other over the counter medication, Boarding Staff can provide this according to the Health Centre Guidelines. A Boarder who is unwell during the night will be cared for by the House Mother or Head of Boarding.

Boarding Staff have current First Aid qualifications and all Houses have a First Aid Kit and Asthma Kit. If a Boarder has an accident or is injured in any way, the Boarding staff on duty will notify the Head of Boarding and Registered Nurse. An ambulance will be called immediately if required. Parents / Guardians will be notified as soon as is practical after their daughter has been attended to.

EMERGENCY MEDICAL KITS

An emergency medical kit is available in each House. This contains other non-prescription medications such as antihistamines, Gastro stop, Mylanta, paracetamol, nurofen. Should a Boarder require this medication as indicated by a staff member's professional judgement, carefully read the instructions relating to the medication required before dispensing.

Any medication given is to be recorded in the House medical register of the Boarder concerned by the relevant House Mother. If in any doubt, particularly if a Boarder has existing medical issues or is on prescribed medication, the Boarder's House Mother is to seek medical advice before administering the medication.

EXEMPTION FROM SPORT OR MEALS DUE TO ILLNESS

Should a Boarder be unwell enough to not attend sport or a meal it is an expectation that the Boarder present themselves to the Health Centre to be examined and excused if need be. The staff member in charge of the sport and the House Mother are to be notified by Health Centre staff. Staff are then asked to contact another staff member on duty so they are aware of the reason for absence and can take over the supervisory role at the Dining Hall.

Unless a Boarder has a sudden onset of a debilitating nature, the Health Centre staff and Head of Boarding are the only staff able to excuse a Boarder from attending sport or meals. If the above staff members are not available, the House Mother on duty is to use their judgment in regard to the genuine nature of the illness and possible risk of infection or harm to other Boarders and staff and make a decision based on Duty of Care.

COMMUNICATION BOOK

The Communication Book provides information about the health of the Boarders. The book is a great resource for identifying Boarders with existing ailments. To communicate with the Health Centre in return, this is the book for observations or updated information.

Health Centre contact number: 0488 005 176

MAP OF NEGS

