



# SENIOR SCHOOL

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Family and Student Handbook 2022

*Whatsoever you do, do it heartily.*





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## DAILY ROUTINES AND BELLS



### School Day

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

### TIMETABLE

WEEK A/B		MON 1/6	TUES 2/7	WED 3/8	THURS 4/9	FRI 5/10
8.45	Period 1					
9.45	Period 2					
10.45	Recess					
11.05	Period 3					
12.05	Period 4					
1.05-1.50	Lunch					
1.50-2.20	Multipurpose	Assembly	Year Meeting	House	Year Meeting	Chapel
	Period		Tutor Time	Meeting	Tutor Time	
2.20	Period 5					
3.20	End of School					
6.30-8.20	Prep					

### Absences

If your daughter is absent from school, you need to inform the school. Please provide notification through the Parent Portal. If you are unable to access the portal, please email ([attendance@negs.nsw.edu.au](mailto:attendance@negs.nsw.edu.au)) or call Reception on 02 6774 8700.

### Leave

If your daughter needs to be absent from the day school for any non-illness related reason and for a whole day or more, you need to apply for leave through the Parent Portal. If you are unable to access the portal, please email [attendance@negs.nsw.edu.au](mailto:attendance@negs.nsw.edu.au) or call Reception on 02 6774 8700. This includes leaving early at the end of term. Periods of extended leave and/or exceptional circumstances will need to be approved by the Deputy Principal [deputy.principal@negs.nsw.edu.au](mailto:deputy.principal@negs.nsw.edu.au).





### Academic Enquiries

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

### Boarding activities

Day students are always welcome to attend boarding weekend activities. Information will be sent to families to advise when these are scheduled. Activities include movies, skating, bushwalking and picnic in local National Parks and many more.

### Casual Boarding

This service is provided to day families for weekdays or weekends. It is a practical solution to juggling work and family responsibilities while providing your children with the best education opportunities. Casual boarding could occur overnight during the week or for a weekend. Parents wanting to request casual boarding are to email the Head of Boarding, Mrs Di Brander, [di.brander@negs.nsw.edu.au](mailto:di.brander@negs.nsw.edu.au). The school asks for at least 24 hours notice for your daughter coming into casual boarding to ensure there is availability. Casual Boarding is only available to students in Years 6 - 12.

### Communication

- NEGS Parent Portal: Please refer to information emailed to parents about access and navigation of the portal. The Parent Portal also contains the NEGS Calendar. Additional features will become available throughout the year. The Parent Portal is our preferred method of communication between parents and staff, and functions in a similar manner to emails.
- NEGS Website: The website contains relevant information and forms for families.
- NEGS e-newsletter: a fortnightly email showcasing achievements, detailing everyday life at NEGS and providing information about upcoming events.
- NEGS Facebook and Instagram: Like the NEGS Facebook and Instagram pages and stay up to date with events, celebrations and everyday life of students and staff at NEGS. There are separate Facebook pages for NEGS Equestrian and NEGS Rifle Club.
- Phone communication: Parents and staff can readily communicate by phone. Contact Reception on 02 6774 8700 to leave a message for a staff member.
- The student diary outlines NEGS code of behaviour, policies around mobile phones and digital devices, as well as the uniform policy. Students are expected to read and make a commitment to following these policies and code of behaviour.



### Excursions and Permission Notes

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

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

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

### ExtendEd Program

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

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

- **ExtendEd PM** \$20 per day (including, GST, to cover costs of meals and supervision).
- **ExtendEd AM** \$10 per day (including, GST, to cover costs of meals and supervision).

Students wishing to access ExtendEd due to compulsory NEGS commitments such as Tildsley tennis training or IGSSA fitness can access this service at half price. Please indicate the NEGS commitments e.g sport when making the booking.

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

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

### Music

Students wishing to participate in Music beyond the compulsory program can contact Music Administration ([music.admin@negs.nsw.edu.au](mailto:music.admin@negs.nsw.edu.au)) phone 02 6774 8744. Our Music Coordinator is Ms Laura Curotta.



### Co-curricular Activities and Lessons

At NEGS, students may be able to have co-curricular lessons and activities during school time. To minimise disruption to learning, the following applies:

**No student is to have a lesson during Assembly, Chapel, Tutor time, CCT or Year Meeting (1.45-2.20pm Mon-Fri).**

For students in Years 11 and 12, these lessons are not to take place during class time; they must take place during the student's study periods or out of school hours.

For students in Years 9 and 10 who have been granted the extra-curricular line, they must arrange their lessons during those times.

For all other students, they may have a maximum of one lesson per week per activity (e.g. one per week for instrumental music and a riding lesson) during class time and they may not miss the same subject twice in the fortnight.

### Health Centre

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

### Sport

Sport at NEGS is compulsory and we are fortunate to be able to offer a vast array of sporting opportunities and Talented Athlete programs for Hockey, Netball and Rugby.

Each term and sporting season, students and parents will be sent available sporting choices and teams through the Student and Parent Portals. For school sport, students will nominate their preferences and while we will try to accommodate all choices, priority may be given to senior students in sports with capped numbers.

### Library

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

### Stationery

The stationery list can be found on the NEGS website under the publications menu.

### Student Leadership

Student leadership is a skill set that we develop at NEGS in both the junior and senior school. This is reflected in the quality of graduates from our school. Our SRC is an active that makes sound recommendations to the Principal whilst the Year 12 leadership is visionary and active both within the School and wider community.





### Child Protection

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

### Pastoral Care & Welfare Enquiries

Please direct any queries regarding your daughter's general welfare in the day school to her Tutor teacher in the first instance. Additional enquiries can be directed to the Year Advisor, then the Deputy Principal. Parents of boarders should contact the relevant Duty Mistress then the Director of Boarding if it concerns matters beyond the school day. This will ensure an efficient process and quick contact with the person best placed to answer your questions.

### Parents and Friends' Association

The NEGS P and F are a committed and involved group. They provide a great amount of support to the school to organise events, assist with communication to and from the school, and purchase additional school resources through fundraising throughout the year. The P and F meet each term and consist of both day parents and boarding parents through video link. In addition they attempt to organise these meetings to coincide with major school events so that boarding parents visiting the school can attend in person.

### Pick up and drop off of students

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



### IT SUPPORT

NEGS IT Help Desk is located outside the library. Open every recess, lunch and after school, the Help Desk is available to assist students with advice, trouble shooting and minor repairs of their device.

### LAPTOPS

Laptops (or smart tablets with keyboards) are used widely throughout the school, and all Senior School students are required to purchase one of their own to bring to school daily. Laptops tend to be better for creating work - making movies, writing essays, designing publications etc. Experience suggests that on average, students require two laptops to students from Years 7-12.

Windows and Macintosh are acceptable. Macintosh is supported locally in Armidale by a licensed repairer which tends to mean faster repairs in the event of a warranty claim. For other brands, please check support options at the time of purchase. If NEGS IT is asked to assist with a repair requiring insurance or warranty, these details will be required.

We ask that your device has:

- Minimum screen size of at least 13 inches
- Minimum hard drive capacity of 256Gb and 8GB RAM
- Wireless enabled
- Current antivirus software (Windows devices only)
- Protective covers and cases
- Extended factory warranty if possible

For further information please contact NEGS IT on [it@negs.nsw.edu.au](mailto:it@negs.nsw.edu.au)

### MOBILE PHONE POLICY

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

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



### Risk Warning: Sporting Activities 2022

*Under Section 5M of Civil Liability Act 2002*

On Behalf of NEGS and AHIGS. NEGS organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with IGSSA, a sub-committee of the Association of Heads of Independent Girls' Schools NSW (AHIGS). Students participating in these sporting activities take part in practice and in competitions.

NEGS and AHIGS expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

NEGS and AHIGS also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls. While NEGS and AHIGS take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

### Risk Warning: Non Sporting Activities 2022

*Under Section 5M of Civil Liability Act 2002*

NEGS organises many activities such as debating, music ensembles, choir, during the course of a year. Some of these are organised in conjunction with the Association of Heads of Independent Girls' Schools NSW (AHIGS). Students participating in these activities take part in practice and in competitions.

The Association of Heads of Independent Girls' Schools NSW (AHIGS) administers and convenes inter-school activities (such as Archdale Debating and Festival of Speech) in which many students, including students of this school, participate. NEGS and AHIGS also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls.

While NEGS and AHIGS take measures to make the activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether at practice or in actual events.

Such injury can occur while the student is engaging in or watching a non-sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure (e.g. a collapsed stage during a debating competition). On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.



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

#### 1. I lose something?

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

#### 2. I want to borrow equipment?

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

#### 3. I need information about school events / procedures?

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

#### 4. I am absent from school?

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

#### 5. I am sick during school or I need to take medication?

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

#### 6. I am late to school or late to class?

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

#### 7. I am having difficulty with my work?

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

#### 8. I am upset about something?

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

## NEGS Code of Behaviour - Rights and Responsibilities

To have a positive and caring environment where all members feel safe, welcome, and able to work and learn, means that everyone must respect the rights and responsibilities of all groups in the school community.

Students at NEGS have the right to:	Students at NEGS have a responsibility to:
<ul style="list-style-type: none"> <li>• a quality education</li> <li>• be given access to a broad range of activities</li> <li>• learn in a safe and supportive environment free from distraction or interference from others and where the atmosphere and facilities will enhance their prospect of achievement</li> <li>• be shown respect, courtesy and interest by other students, staff and adults</li> <li>• feel safe from discrimination, harassment or indoctrination</li> <li>• expect their person and property to be safe</li> <li>• the support and assistance of staff</li> <li>• feel proud of their school</li> </ul>	<ul style="list-style-type: none"> <li>• behave at all times in a respectful and courteous manner that shows regard for their own safety and that of others</li> <li>• conduct themselves in an exemplary manner at all times when representing the School</li> <li>• attend and be punctual to school and lessons</li> <li>• come to class prepared to participate in learning activities to the best of their ability and to be responsive to guidance and advice</li> <li>• interact courteously with all members of staff and other students</li> <li>• wear the uniform correctly and with pride</li> <li>• exercise self control and negotiate with others</li> <li>• respect the rights of other students to learn</li> <li>• care for their own property and respect the property of other students and the School</li> <li>• care for the environment and assist in keeping the grounds clean and tidy</li> <li>• respect the rules and guidelines as set out by staff</li> <li>• respect the rights of others to participate in activities and enjoy their time at NEGS</li> </ul>
Staff have the right to:	Staff have a responsibility to:
<ul style="list-style-type: none"> <li>• be recognised as professional educators</li> <li>• feel safe from discrimination, harassment or indoctrination</li> <li>• be shown respect and courtesy by other staff, students and members of the school community</li> <li>• have reasonable requests undertaken promptly</li> <li>• expect their person and property to be safe</li> <li>• discipline students fairly and in accordance with School policies</li> <li>• feel proud of their school</li> </ul>	<ul style="list-style-type: none"> <li>• prepare learning programs that cater for the interests and abilities of all students</li> <li>• act in a professional and collegial manner</li> <li>• treat all members of the school community with respect, courtesy and fairness</li> <li>• be prepared and on time for lessons</li> <li>• follow School policies and procedures</li> <li>• be involved in all facets of school operations</li> <li>• contact caregivers regarding student progress and behaviour</li> </ul>
Parents/Caregivers have the right to:	Parents/Caregivers have a responsibility to:
<ul style="list-style-type: none"> <li>• expect their child will be educated in a safe and supportive environment</li> <li>• be shown respect and courtesy by staff, students and other members of the school community</li> <li>• have access to school personnel at mutually arranged times</li> <li>• educational support from the school</li> <li>• be informed about their child's progress</li> <li>• provide feedback about school matters</li> </ul>	<ul style="list-style-type: none"> <li>• recognise the professional role of teachers in educating their child</li> <li>• cooperate with teachers, support staff and other members of the school community</li> <li>• support their child's education</li> <li>• encourage their child to accept school regulations and make appropriate behaviour choices</li> <li>• support staff in creating and maintaining a safe school environment</li> <li>• approach the school for appropriate support</li> <li>• inform the school of their child's learning, medical and socio-emotional needs in a timely manner</li> </ul>



## Uniform requirements

### Opening Hours during school term:

Tuesday 8.30am – 4.00pm

Thursday 8.30am – 4.00pm

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

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

The standard of dress is one of the reasons why NEGS is a school of distinction. Dress and personal appearance are important elements of presentation. Blazers must be worn over jumpers outside the school grounds, with everyday and formal uniform. All students are to wear full school uniform in Armidale shopping centre.

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

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

- It is School Policy that a hat is worn whenever a student is outdoors in the sun.
- Hair must always be clean and tidy, back off the face and tied back with a ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour. Clear and tortoise shell combs or clips are acceptable. Scrunchies are not acceptable. Inappropriately dyed or streaked hair is not permissible. Hair colour must be natural.
- Facial and body piercing is not acceptable, which includes clear earrings.
- Failure to comply with wearing correct uniform results in the following consequences:
- 3 infringements in a term constitute a 2 hour detention. This is done on a term by term basis and does not carry over to the next term.
- Repeat offenders or argumentative behaviour, including defiance, when a staff member confiscates inappropriate items such as earrings will be subject to additional discipline measures.
- No chewing gum is permitted at any time at school. Students chewing gum receive an automatic 2 hour detention.

## Uniform Winter

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

### "Walking Out" Uniform

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

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

## UNIFORMS

### Uniform Summer

#### Everyday Wear

- All girls wear the summer dress with belt.
- Clean black leather lace up shoes with white regulation ankle socks with single turn down.
- Summer straw hats are to be worn during the school day when outside for recess and lunch.
- Hair must always be clean and tidy, back off the face and tied back with a white ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour.
- On school grounds, just a jumper may be worn over the dress. Otherwise the blazer and hat must be worn – this includes girls attending external classes, appointments or going to town after school.

#### "Walking Out" Uniform

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

- Clean black leather lace up shoes with clean white socks (single turn down).
- Summer straw hats are to be worn at all times when out in the sun.
- Hair must always be clean and tidy, back off the face and tied back with a white ribbon when long enough to be secured with an elastic. The elastic must either match the ribbon or the hair colour.

### Casual Excursion Uniform

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

### Sport

- NEGS navy sports shorts or navy skirt, both worn with the NEGS sports shirt.
- NEGS striped rugby jersey
- NEGS cap
- NEGS navy tracksuit pants
- NEGS sports socks with joggers.
- Hockey - NEGS hockey shirt, NEGS navy skirt, NEGS knee-length sport socks.
- NEGS navy skirt, NEGS sports shirt, white NEGS socks.  
Full-length black tights and NEGS jersey can be worn on cold days.
- Practical PDHPE lessons - NEGS sports shirt, white socks, appropriate joggers, NEGS navy shorts or tracksuit pants unless otherwise determined by PDHPE teacher (e.g. tights for gymnastics lessons).

The sports jacket is optional but is not to be worn other than for sport, the same applies to the tracksuit.

Further information about representative uniforms for other sports such as Tennis, Rifle Shooting and Rugby and Rowing are available in our Uniform List on the website. Students who have PE lessons are to bring the required uniform items to school and change for PE lessons. Students are then to change back into their day uniform following the lesson.

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



## STAFF CONTACTS



### EXECUTIVE STAFF MEMBER

Principal  
Deputy Principal (acting)  
Business Manager  
Director of Teaching and Learning  
Head of Boarding  
Director of Sport and Activities  
Director of Enrolments  
Junior School Coordinator

Ms Liz van Genderen  
Mr Jamie Moore  
Mr Shaun Cassidy  
Mr Ryan Caldwell  
Mrs Di Kerr  
Mr Jamie Moore  
Ms Lyn O'Neill  
Mrs Heidi Dent

### HEADS OF DEPARTMENT

Head of English, HSIE and Languages  
Head of Mathematics, Science and Ag Science  
Head of Creative and Performing Arts, Design and PDHPE

### STAFF MEMBER

Mrs Terri Swartz  
Ms Wendy Morey  
Ms Julie Hodges

### STAGE ADVISORS

Year 7 and 8  
Year 9 and 10  
Year 11 and 12

### STAFF MEMBER

Mrs Penny Lehman  
Ms Emma Maughan  
Ms Jessica Walker

### STAFF MEMBER TEACHING

Miss Laura Cambridge  
Mrs Le-anne Chandler  
Mr Timothy Forgeard  
Ms Tamara Ramsay  
Mr Tony Jones  
Mrs April Kelson

Librarian  
English Teacher  
Debating and Public Speaking Coordinator / History teacher  
Chaplain  
Director of Teaching and Learning / Maths  
Music and Learning Support





Mrs Penny Lehman  
Ms Emma Maughan  
Mr Jamie Moore  
Ms Wendy Morey  
Ms Laura Curotta  
Mr Thomas Paige  
Mrs Katherine Polain  
Dr Warwick Pearson  
Ms Lou Davies  
Miss Sarah Ronald  
Miss Belinda Stone  
Mrs Terri Swartz  
Ms Alice Turner  
Ms Jessica Walker

Mrs Prudence Woods

#### Health Centre

Ms Jenny Murray

Year 7 and 8 Stage Advisor  
PDHPE  
Director of Sport and Activities/ PE teacher  
HOD Mathematics, Science and Agriculture  
Music teacher  
English teacher  
Chemistry / Science teacher  
Modern History, Ancient History, HSIE  
Chaplain  
Art teacher  
Careers Advisor, Science teacher  
HoD EHL  
Drama teacher  
Year 11 and 12 Stage Advisor and Business/Commerce, Legal, Economics, HSIE  
Learning Support Coordinator

Health Centre Sister

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