



NEGS

MORE THAN
A SCHOOL


BOARDING

Handbook 2023

Whatever you do, do it heartily.





3	Welcome to NEGS Boarding in 2023.....	
4	Map of NEGS	
5	Accommodation	
6	Security & Technology	
7	Communication - House Staff information	
8 - 9	Code of Conduct	
10	Uniform	
11	Leave	
12 - 14	Travel Procedures	
17	Routines – Monday to Thursday	
18 - 19	Routines - Weekend	
20	Dress Code	
21	Prep	
22	Health Centre	





WELCOME



A very warm welcome is extended to our Boarding Families!

Boarding at NEGS is an incredibly rewarding experience, where your daughter will learn to grow in a safe, caring and supportive environment. The relationships developed at NEGS help the girls become resilient, tolerant, independent, passionate and competent young women who can adapt to any situation life may throw at them, and who know the meaning of giving back to society.

Through gaining a second family of girls from Years 5 to 12, your daughter will be encouraged to value and respect others. The care, safety and wellbeing of your daughter is paramount and at the heart of everything we do. We offer a boarding experience that supports the physical, social and mental well being of every Boarder.

Sharing a home with other boarders from across Australia and the globe, she will establish connections with her boarding family that she will cherish for a lifetime. Her passion will be ignited by immersing herself in the wealth of opportunities at her fingertips, including academic and co-curricular offerings such as equestrian, cattle club, agriculture, sport, dance and music.

Our staff bring an extraordinary range of skills to our boarding community and have years of experience, or have been boarders themselves, and have a diverse range of qualifications. An experienced, passionate and committed House Mother is responsible for your daughter and her role is to keep the boarders in her care safe, healthy and happy, and to encourage them to be socially responsible.

There is no better example of the celebrated NEGS spirit, than that embraced by our Boarding community. The friendships, sense of belonging and shared commitment to growing, living and learning, makes our Boarding Houses a true home away from home.

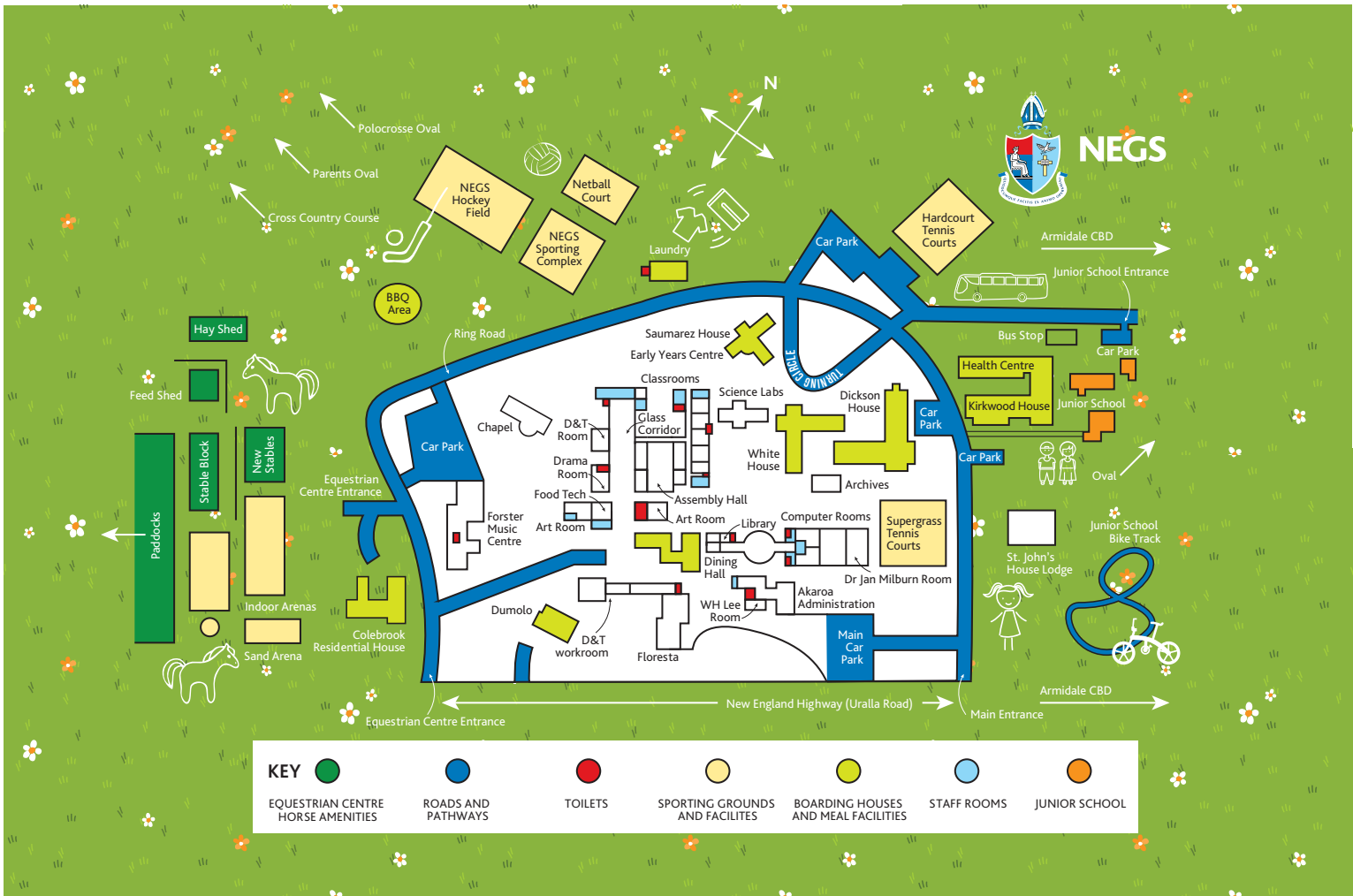
Boarders at NEGS develop a sisterhood that can last a lifetime.

MEG LAVERTY
HEAD OF BOARDING

MAP OF NEGS

HOW TO FIND NEGS

NEGS is situated at 13-83 Uralla Road, Armidale. It is 3 minutes drive from the Airport on a campus of 50 hectares.





ACCOMMODATION

The Boarding Houses at NEGS are White House, Kirkwood House and Saumarez House. Rooming varies from single to four-bed rooms.

Years 5 to 8 experience either three or four to a bedroom. Bedrooms contain individual cupboards, a desk and a lockable drawer for valuables.

Years 9 and 10 have two beds to a room with the same facilities as Years 5 to 8.

Years 11 and 12 Boarders enjoy their own private bedrooms. Year 12 boarders keep the same room allocation all year and 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. Including the removal of all belongings. If flying, please consider weight limits.

Common Rooms are supplied with televisions, a streaming service, gaming consoles, 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 on Monday evenings. 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-time 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.

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.



SECURITY AND TECHNOLOGY



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.

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.

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 while on the school system. However, it is strongly suggested that parents arrange blocks on private devices if they do not want their daughter to access these sites.

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 will be required to provide access to all such items at the beginning of the year to be tagged by a qualified electrician. This cost will be added to your account. Alternatively, parents can arrange to have all items tagged before returning to school.



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. In the case of any concerns the student may have, they should raise the issue with the House Mother before contacting their parents, as most issues can be dealt with by staff. If a situation requires, the House Mother will immediately contact parents. The Boarding House focuses 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.

Head of Boarding, available on 0488 005 196, is in residence onsite and therefore is available for emergencies after hours.

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

- between the hours of 7.00am to 8.45am and 3.00pm to 9.00pm from Monday to Friday; and
- between the hours of 8.00am and 9.00pm on Saturday and Sunday.

Saumarez 02 6774 8774 or 0456 614 489

House Mothers: Mon pm to Fri am: Sarah Bruce

Fri pm to Mon am: Kerry Middleton

Kirkwood 02 6774 8784 or 0400 216 786

House Mothers: Mon pm to Fri am: Caitlyn Everingham

Fri pm to Mon am: Karina McCarthy

White 02 6774 8777 or 0482 525 862

House Mothers: Mon pm to Fri am: Kassy Cassidy

Fri pm to Mon am: Sallie Leaney

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 9.30pm (Yrs 11&12) – Sunday to Thursday

Letters and parcels can be sent to the Boarders. Please address these as follows:

Name of Boarder

Name of House (White, Kirkwood or Saumarez)

NEGS, 13-83 Uralla Road

ARMIDALE NSW 2350



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

- a quality education
- be given access to a broad range of activities
- 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
- be shown respect, courtesy and interest by other students, staff and adults
- feel safe from discrimination, harassment or indoctrination
- expect their person and property to be safe
- the support and assistance of staff
- feel proud of their school

BOARDERS AT NEGS HAVE THE RESPONSIBILITY 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
- attend and be punctual to school and lessons
- come to class prepared to participate in learning activities to the best of their ability and to be responsive to guidance and advice
- interact courteously with all members of staff and other students
- wear the uniform correctly and with pride
- exercise self control and negotiate with others
- respect the rights of other students to learn
- care for their own property and respect the property of other students and the School
- care for the environment and assist in keeping the grounds clean and tidy
- respect the rules and guidelines as set out by staff
- respect the rights of others to participate in activities and enjoy their time at NEGS

The basis of the Behaviour Management Policy is that every action has consequences, and you are the one responsible for deciding whether the consequences of your words and actions are positive or negative. If you choose to behave in an unacceptable manner, you need to understand there are consequences for your actions. You will be supported in changing your behaviour for the better. You will be supported to uphold the School's values by striving for personal excellence, demonstrating integrity in your actions and choosing to behave in a responsible manner.

ILLEGAL SUBSTANCES

If staff are aware of a student in possession of illegal substances, suspected illegal substances, or prohibited or dangerous weapons, they are required for that to be reported to the Police immediately via the Head of Boarding, Deputy Principal or Principal.

Behaviour management involves problem solving. It is delivered calmly and its purpose is to teach and guide the student to behave differently next time by making appropriate choices. It is based on respect and it leads to self discipline and improved behaviour.

UNIFORMS

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 and blazer.

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 one pair of earrings in the lower lobe.

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 and earrings must be worn in the lowest hole. Clear keepers are permitted in other holes during school hours.

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 uniforms 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 cohort.

UNIFORMS



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 Boarders laundry bag to be taken to the Laundry in the morning on designated days. Boarders are required to collect their clothing from the Laundry between the hours of 8:00am to 8.30 am and 3.20pm to 4:00pm daily.

WHITE HOUSE LAUNDRY USE

Year 5 - 8 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.

KIRKWOOD HOUSE LAUNDRY USE

Year 9 - 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.

BOARERS 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.



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. The House Mother has the responsibility to the parent and host to ensure all arrangements have been entered on Orah 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 8pm 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 Friday.

ABSENCE FROM BOARDING/DAY SCHOOL

For any reason other than illness notification to the Day school is required via email to Helen Smith (helen.smith@negs.nsw.edu.au), prior to any leave being approved. If a Boarder does not return from Leave due to any reason, her Parent or Guardian is asked to notify the House Mother or Head of Boarding. In the case of illness - upon her return or earlier, a medical certificate or email stating the reason for her absence should be forwarded to the Head of Boarding and the Deputy Principal. The School requires a Medical Certificate for any absence of more than two days.

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 9.30pm for personal leave will only be approved at the discretion of 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 3.00pm 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. Students returning on Monday mornings must return in full school uniform.

Each Boarder will be issued with a Travel Pass, issued through application to SSTS 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 12 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 through SSTS. 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



SSTS

Different subsidies or passes are available depending on where you live and the availability of public transport. Application can be made at the start of Term 4 of any given year, for the following year. The website address to apply is <https://transportnsw.info/school-travel-apply>

The student must:

- be a resident of NSW
- live a minimum distance from your school. The minimum distance varies according to the year the student is enrolled in that calendar year. For Years 7 to 12 the minimum distance is 2.9klm
- after you have submitted your application, the student's school needs to verify it
- Transport for NSW will process the application, which may take several weeks

Free school travel is available to students who live outside the minimum distances.

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.

- Encourage your daughter to go through her luggage and eliminate anything that has not been worn or used in the past term.
- 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.

STUDENT CARS ON CAMPUS

Boarders may have their own vehicle on campus. The vehicle is to be parked in the student car park near Saumarez House. There are strict guidelines with this privilege. Keys are to be handed in to House Mother and secured in a locked cupboard. Only students with the permission of the driver's and passenger's parents may travel in the car. This permission must be in writing. The link below is for the Student Car Policy and must be completed BEFORE a car is brought on campus.

TAXI VOUCHERS

Taxi vouchers are sometimes required by students to attend cultural activities, medical and dental appointments and some sporting activities. House Mothers will have these vouchers, and the cost placed on the student account. If the sport is a NEGS sport the school will pay. If it is a club sport, the student will pay the cost of the taxi.

REQUIREMENTS



LINEN

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

LAUNDRY

- 2 mesh bags (1 for underwear and 1 for other small items of clothing). Purchase from the Uniform shop.
- 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.

ALL medication must be purchased and labelled by a pharmacist.

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 - must be tested and tagged
- small fan - must be tested and tagged

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
- Chewing Gum
- Reed Diffusers (Electric or Reed)

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



BEDROOMS

Rooms are expected to be kept clean and tidy. 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. Boarders are often sharing this space with another boarder and consideration must be given by observing quiet times, Prep times, sleep, privacy and tidiness.

EQUESTRIAN AND 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 or asap after the riding lesson.

ELECTRONIC DEVICES

Years 5 to 10 all devices are handed in every weeknight. They are locked away safely in charging cabinets. All devices and chargers should be engraved and insured. Although devices are kept in a locked room they are often easily misplaced. Year 11 and 12 may keep their devices at all times.

If the privilege of mobile use is abused, the device will be confiscated for one day first time, one week second time and for the remainder of the term if the misuse continues.

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 only one side of the story. If the calls are too emotional or negative, you must tell your daughter that if she can't say anything positive about her day you are going to end the call.

A busy Boarder is a happy Boarder and it is essential that your daughter is involved in sport. Activities are organised for the girls on weekends and she should also participate in these.

Please contact the relevant House Mother or Head of Boarding for clarification and support if you are struggling to manage calls from your daughter.

ROUTINES MONDAY TO THURSDAY



MONDAY - THURSDAY

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 9:30pm

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. Room check (bed made and curtains opened)
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

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 9:30pm

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. Room check (bed made and curtains opened)
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	Compulsory Year 7 to 10 in residence house activity every second Friday of term.
8:45pm	Year 5/6 hand in their laptops, iPads and mobiles 9:00pm Lights out for Years 5 and 6
9:00pm	Year 7 and 8 hand in their laptops, iPads and mobiles 9:15pm Lights out for Year 7 and 8
9:30pm	Year 9 hand in their laptops, iPads and mobiles 9:45pm Lights out for Year 9
9:35pm	Year 10 hand in their laptops, iPads and mobiles 9:40pm Lights out for Year 10
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
10:00am - 5:20pm	Void of other commitments, Boarders will negotiate their movements/activities with House Mother – within House or across Houses
2:00pm	Roll Call
5:25pm	Dinner 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

WEEKEND ROUTINES



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	Void of other commitments, Boarders will negotiate their movements/activities with their House Mother – within House or across Houses
5:25pm	Dinner Roll Call
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 or showers 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



VISITORS

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.

MEALS

- All meals, except for breakfast and lunch on Saturday, are served in NEGS' Dining Hall at 5.30pm
- 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 Monday to 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 Monday to Thursday
 - 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 and tied back if long
 - 5) Closed in shoes

PREP



PREP

YEAR	TIME	LOCATION
Year 5 and 6	6:30pm to 7:30pm	Library
Year 7 and 8	6:30pm to 8:00pm	Library
Year 9 and 10	6:30pm to 8:30pm	Library
Year 11	7:00pm to 9:00pm	House Common Area (no phones)
Year 12	7:00pm to 9:00pm	Own room in House

PREP PROCEDURE

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. 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. Photocopying and printing of school related material is permitted. 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. 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.



**HEALTH
CENTRE**

Health Centre contact number: 0488 005 176

NEGS' Health Centre is open from 8.00am to 4.00pm from Monday to Friday and is staffed by a Registered Nurse (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. Personalised support is offered to students through Headspace Counselling team. This is an informal, relaxed environment on school grounds. All information is private and confidential and appointments can be arranged through the School Nurse or Head of Boarding.

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.

HEALTH AND HYGIENE

It is expected that all boarders:

- attend all meals and eat a healthy diet
- get enough sleep
- exercise regularly

ACTIVITIES

Closed weekends are the first weekend of Term 1 and the last weekend of Term 4 each year. House Mothers may organise in-House activities and these may include movie nights, a night at the firepit and games. Most weekends there will be an activity planned for a Saturday or a Sunday. These can be trips to the local Markets, movies, bowling, skating, bushwalks along the Waterfall Way, day trips to Tamworth and other surrounding towns. Year 12 Boarding Captains will be responsible for arranging themed dinners which will be held once a term.

[Student Suspension and Expulsion Policy](#)



[Behaviour Expectations](#)



[Uniform and Personal Presentation Statement](#)



[Social Media and Device Use Policy](#)

