

INFORMATION FOR PARENTS

MIDDLE SCHOOL

Newcastle Grammar School

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Information for the Parents of New Students

Welcome to you and your child who is about to commence schooling at Newcastle Grammar School. We look forward to the arrival of our new students, and hope that they will find their years with us both satisfying and rewarding.

The attached information is designed to answer the many questions which you may have, and guide you in the procedures which will follow for the beginning of the term.

Orientation Day

Commencement Times and Procedures

- All Year 5 & Year 7 Students for 2010 are required to wear their full School Uniform at 9am at the Middle School court area on Monday, 1 February 2010
- During the day they will be shown around the School, will meet with staff, and will be given routine information applicable to their class or year group. They will be dismissed at midday.
- Please bring something to eat for recess, as the School Canteen will not operate on this day.
- New students to Year 6 & Year 8 for 2010 do not take part in an official Orientation Day but will be orientated to the School on Tuesday, 2 February 2010 (first day of the academic year).

Semester Dates

Semester 1

Years K-4, 6 & 8 new students only; all year 5, 7, 9 and 11 students	1 February
Term 1 commences	2 February
Term 1 concludes	1 April
Term 2 commences	19 April
Term 2 concludes	25 June

Semester 2

Term 3 commences	19 July
Term 3 concludes	24 September
Term 4 commences	11 October
Term 4 concludes (Speech Day)	8 December

Absences

Parents are asked to telephone 4908 4040 as early as possible in the morning of the day if their child/children is/are absent from School on any day. A message may be left on the voice mail service or with the Middle School Secretary from 8.00am onwards. Parents are reminded that the Board of Studies requires a note to be sent to the School on the return of an absentee stating the date and reason for the absence, whatever it may be. This should be signed by a parent or guardian, not the student, and be addressed to the class teacher. Unexplained absences are followed up on daily basis by the Middle School Secretary.

Accounts

The Schools tuition fees are payable by the fourth Friday of each term, the first account being sent in late January. Unless special arrangements have been made, the parents of students whose accounts fall into arrears will be charged an administration fee. A mid-term account is payable by the due date and this account covers incidental expenses.

Methods of Payment

B-Pay, Cheque, Cash, Credit Card or Direct Credit.

Please ensure that all payments are clearly identified with your Family Code.

Cash must be handed to the Bursar's Office at Hill Campus. Cheques (only) may be left at the Middle School Office for sending, via internal mail, to the Bursar Office. For Credit Card payments, please phone the Bursar's Office.

After School Care – refer to page 18

Arrival at School

Children should be at School ten minutes before the bell so that they may put their things away, organise their books and materials and put lunch orders into the lunch basket. Hill Campus has a supervising teacher on duty from 8.15am, students should not be dropped off at School before 8.15am. From 3.05pm to 5.15pm there is limited supervision. Students who are at School should be either at an organised activity or in the Library.

Normal School rules apply to students on site before and after school hours. Please refer to the Programme Book to view these rules and the School Newsletter for any amendments.

Set down/Collection of Students – Hill Campus

All students should be set down and collected in the appropriate zones in compliance with signage in Church Street, Newcomen Street and Tyrrell Street. Parents are requested not to double park or endanger the lives of their children and others when setting down or collecting children, nor to call their children across to the opposite side of the road where there is no pedestrian crossing. Students are not permitted to enter the School via Wolfe Street.

Afternoon Dismissal

At Hill Campus Middle School students, along with Senior School students are supervised at the No Standing Zone in Newcomen Street. They are also supervised at the pedestrian crossings in Newcomen Street and Church Street.

If a student from Years 5 or 6 is not collected from the pick-up area by 3.30pm, he/she will be sent to the Middle School Office. We will attempt to contact parents by telephone.

Students at Hill Campus may sign in at the library for quiet study until 5.30pm. They are not permitted to loiter in the School grounds. Parents of Years 5 & 6 students are required to pick up their children from the library and physically sign them out.

In the interest of the safety and well being of all of our students and in an attempt to foster the developing independence of your own child, we strongly encourage you to adhere to these collection procedures as a matter of routine and not to meet your child at the classroom.

Beginning and End of Term

School starts and finishes on a set day each term. Students will not be granted leave to end a term early or return to the School late, **unless a prior written request for leave is submitted to the Headmaster**. Family holidays and the like should be arranged during School holidays and not School term time. At the end of the year all students are required to remain at the School until and including Speech Day.

Brass, Wind & Percussion Programme

Students in Year 5 and 6 are given the opportunity to learn brass, woodwind and percussion instruments. All students are included in this programme with weekly group lessons included.

Calendar – School Calendar

The School Calendar shows most of the School's fixtures for the year and the semester dates for the current year and the following year. The calendar will be invaluable, please keep it handy and refer to it frequently. The Calendar will be updated for the Second Semester (or as necessary) in the School Newsletter and can be found on the School website at www.ngs.nsw.edu.au.

Camps

Camps are an important part of the School's Pastoral and Outdoor Education Programme. They aim to foster close bonding both between students themselves and teachers, as well as providing different learning environments for our students. A charge is levied to cover the cost of these camps, the details of which will be sent to parents well in advance. Again, Camps will only be conducted when the School feels such camps will play an integral part in the Academic and/or Pastoral Care programmes of the School. It is the School's expectation that all students will attend.

Canteen Orders

The canteen is open for recess and lunch five days a week with a paid supervisor and volunteers. Canteen orders should be written on the outside of a paper bag with the money included and dropped off at the canteen before School. Lunches will be ready for collection at the beginning of the lunch break.

Year 5 and 6 students have the option of placing their lunch orders in a basket in the classroom for collection, and lunches will be delivered to their classrooms.

Other food items may be purchased directly from the canteen during lunch and recess. Volunteer help is always greatly appreciated.

Chapel

An important aspect of Newcastle Grammar School is the Schools religious programme which is designed to make the Student aware of the spiritual dimension to life.

Each week, students in the Middle School attend a chapel service in Christ Church Cathedral. A special Eucharist is celebrated at regular intervals throughout the year. Parents are always welcome to attend Chapel.

Chapel is held every Friday at 10.40am.

Co-Curricular Activities

Participation in co-curricular activities is compulsory for all students who attend Newcastle Grammar School. Each student in the Middle School is to choose from a musical group, a team sport or SATU (the latter for Year 7 from Term 4 and Year 8 only). Students may choose more than one co-curricular activity as long as they do not run at the same time.

Compulsory Attendance at School Events

From time to time throughout the School year, major School events occur at which attendance by all students is compulsory. Parents are always notified well in advance of all compulsory activities at the School and many of these are published on the School calendar and School website at www.ngs.nsw.edu.au.

Concerns and Problems

If you have a concern please let someone at the School know about it. If we know a problem exists then we can do something about solving it. Unless we are informed we may never know that the problem even exists. Telephone or make an appointment to see a Stage Director, the Assistant Head of Middle School, the Head of the Middle School, the Headmaster or another member of the School Executive.

Criticising the School in public only damages the reputation of our School and, in turn reflects on the student body and in particular your child. Please inform the School if you have a problem – a problem known could be a problem solved.

Discipline

The School believes in discipline which is firm yet fair, thus enabling students to develop self-discipline in a caring, Christian community. Rules and regulations ensure that:

- all individuals in our School can feel safe and secure;
- students will mature and be able to demonstrate the characteristics of ladies and gentlemen;
- property, rights, beliefs and values of all members of the School are respected at all times;
- students bring credit to themselves, their parents, their School and their country.

All students are subject to School discipline from the time they leave home to attend School or a School function, until the time they return home at the conclusion of the School day or the School function.

Anything contrary to common sense, good manners and decency is contrary to the rules of the School.

Excursions

Details of School excursions that will involve students leaving the School for any length of time during School hours will be published in the School Newsletters and/or Calendar. Any further advice that parents need concerning the activity or excursion will be sent home. Excursions will only be conducted when such excursions, in the Schools opinion, play an integral part in the curriculum; therefore it is expected that all students will attend. For information regarding transport return times, the excursion line is 4908 4002.

Hair

Girls: Hair styles should be simple and neat. There should be no extremes in style. For girls whose hair is longer than shoulder length, it must be fully tied back. Only navy blue School ribbons may be worn. Shoulder length hair may be held back with a School Alice Band or in a Pollyanna Style.

Artificial colouring of any sort is forbidden

Boys: Boys are expected to keep their hair cut to a moderate length, above the collar, brushed and parted. No extreme of fashion is permitted.

Artificial colouring of any sort is forbidden

Health

Please advise the School of any disability, allergies, etc., that your child may have, when completing the Medical Information Form.

Homework

Homework is related to work being carried on in class. It may be revision, assignment or project work, follow-up work or it may be in preparation for the next lesson. If homework is not done, it puts the student at a disadvantage. If a student is unable to complete homework, parents should note this in the child's Programme Book, indicating the reason. Parents should also check Programme Books regularly to see if there is any note from teachers concerning missing homework or material not at School. Such notes should be initialled by parents to indicate they have seen them.

Apart from homework, children should be encouraged to read regularly at home. Approximate times each week night for homework are:

Year	Time
Year 5	45 minutes
Year 6	1 hour
Year 7	1 ½ hours
Year 8	2 hours

If students are taking much longer to do homework, Parents are asked to inform the teacher via the Programme Book.

Illness At Home

If a Student should contract a transmissible illness which could cause or be part of an epidemic, please inform the School upon diagnosis so that we can be alert for further cases. In the event of hospitalisation of a student, please inform the School at the time of the nature of the illness and the name of the hospital. Listed below are the periods a student is required to be absent from School for certain illnesses:

- Chicken Pox – Seven days after the first spots appear
- German Measles – Seven days from appearance of the rash. Please advise the School immediately if your child has German Measles so that staff and parents can be informed
- Measles – Five days from appearance of the rash. (Many children seem to need longer to clear associated coughs, etc)
- Mumps – Ten full days from onset of swelling
- Pediculosis – Until hair is completely cleaned – neither nits or lice being present. Please check hair regularly
- Impetigo – May attend if sores are properly covered by a clean dressing.

Illness at School

If a Student becomes ill at School, he or she must report to the Office to be cared for by the School temporarily. If necessary the School will telephone a parent if it is felt the student should go home. In an emergency, or where we cannot contact a parent or guardian, students are placed in the care of the School doctor. Parents are responsible for any fees so incurred. Students who are required to take medication during the day must leave this medication and written instructions at the Middle School Office.

Immunisation Certificates

The New South Wales Public Health Act requires that all children commencing Kindergarten present an Immunisation Certificate to the School prior to commencement.

Children commencing in any year at Newcastle Grammar School should send evidence of the child's Immunisation Certificate to the Enrolment Officer prior to commencement of School.

Immunisation Certificates may be obtained from:

- Your doctor (General Practitioner);
- Senior Health Surveyor of your Local Government;
- Medical Officer of Health at your nearest Public Health Unit;
- Community Health Staff.

Children for whom an Immunisation Certificate has not been provided will have to stay at home during the outbreak of an infectious disease such as measles. This is for their own protection and the protection of family and friends. The School Copy of the Immunisation Certificate should be forwarded to the School, along with the other relevant material requested, prior to the commencement of the new school year.

Please see the attached Exclusion Policy Guidelines with regard to the necessary exclusions for communicable diseases.

Items Specifically Banned From Campus

For reasons of safety and health, students are banned from possession of items determined as dangerous or offensive by the School either at School or at any School activity:

Amongst items specifically banned from possession at School by a student for reasons of safety and health are: aerosol cans, solvents, chewing gum, liquid paper, matches or lighters, smoking materials, illegal drugs, alcohol in any form, firearms, knives or weapons of any kind (as interpreted by any member of staff), fireworks, cap guns, catapults, pea shooters, CD/ DVD players, tape recorders, paint pens, metal rulers, skateboards, laser pointers, or any other dangerous or offensive items as determined by the School.

Possession of alcohol or drugs at School Activities is a serious breach of School Rules.

Mobile phones are an accepted form of modern communication, and although they are not banned from being brought to School, they are to be switched off during School hours and secured in lockers. Bullying of other students through the use of SMS or phone calls will be considered a serious breach of School rules and will be dealt with accordingly. Personal music players, such as iPods, may be brought to School but they are not under any circumstances to be used during classes. They may, however, be used during recess and lunch periods. The abuse of either of these items will result in their confiscation until the end of the School day. Bringing these items onto School grounds is done so at the owner's risk and the School will take no responsibility for their security or damage.

Jewellery

Girls: A watch, a plain ring and one pair of small plain gold or silver stud or sleeper earrings worn in the ear lobe (1 per ear) are the only jewellery which may be worn to School.

Boys: Only watches may be worn by boys. Rings, earrings, bracelets and pendants are specifically forbidden.

Library

In keeping with the ethos of Newcastle Grammar School, our well-resourced Tyrrell Library is available for the use of all students from Years K - 12. Collaboration between the Teacher Librarian and the teaching staff enables the library facilities to be used as an extension of the classroom, introducing the students to information skills.

The Library is open and staffed from 8.00am to 5.30pm, Monday to Friday and for shorter weekday periods during the holidays.

Prohibited Items: Food, drink, textas and whiteout are prohibited in the library.

Lockers

Each Student in Years 7 and 8 is issued with a locker in which to store bags, books and personal items. For musical instruments that do not fit into the regular lockers, instrumental lockers are provided in the Music department for safe storage of instruments. Keys are available from the Music faculty. There is a charge for replacement keys.

Lockers are issued on the condition that they be kept in good order and in a clean state. The student must keep the locker allocated to him/her and not swap with other people. Lockers are to remain locked at all times.

Money

Students may like to have a small amount of money to spend at the canteen from time to time. Parents should monitor the amount of money their children bring to School. At no time should money in notes of a large denomination be carried by students.

Music

Music within the Middle School – both choral and instrumental tuition

Any Student learning an instrument privately has the opportunity to join one of a number of groups including the Middle School Band, the Wind Band and the String Ensemble.

Choir Groups also practise and perform.

Private Tuition on any instrument is available at the School (as per the Music form) and enquiries are welcomed by the Director of Music.

Please Note: Private Music Lessons are arranged in the order in which forms are received until classes or teachers' loads are full. We may not be able to accommodate all those requesting private tuition.

Musical

Every 2 years, the Middle School students participate in a major musical production. Every student in the Middle School is expected to be involved in some capacity.

Name Tags

All items of the School Uniform should be clearly marked with the student's name. Orders may be placed at the Uniform Shop. Variations in styles, colour and size are available and take approximately two weeks to deliver.

Newsletter

The Newsletter is produced weekly and posted onto the School's website at www.ngs.nsw.edu.au and can be emailed to you. To subscribe to the Newsletter electronically, please log onto the School's website at the address above, go to Contact Us, then Subscriptions and follow the instructions. The newsletter contains information about general and specific current matters pertaining to our School, and it is essential that parents familiarise themselves with the information published. Parents are requested to read the Newsletter as it is an important communication tool.

Office Hours

The General Office is open daily from 8.00am to 5.00pm. Notification for holiday office hours is given in the Newsletter prior to the holiday period. The telephone number for the School is: 4929 5811. The facsimile number is: 4926 2976. The email address is: office@ngs.nsw.edu.au

The Middle School Office is open during School days from 8.00am to 4.00pm. A direct line may be used during these hours, 4908 4040, and the Middle School facsimile number is 4929 6263. The excursion line is 4908 4002.

Out of Bounds

The steps leading from the Hall to Church Street, inside buildings and stairwells during recess and lunch are out of bounds. No Middle School Student is to proceed beyond any gate without a dispensation. This must be obtained from the Middle School Office at the beginning of the day. When a student leaves the School during School hours, he/she must sign out at the Middle School Office.

Pastoral Care

In Years 5 and 6 the class patron accepts the role of the mentor and the students will be in class groups with their class patron, whilst Years 7 and 8 students will be in house based mentor groups. Middle School students are assigned to one of the four Houses and also compete in an inter-house competition. The Houses are called Hunter – Green, Macquarie – Red, Shortland - Yellow, and Tyrrell - Blue. A Pastoral Care Policy promotes self-discipline and positive self-esteem. It outlines the practice of positive self-discipline through lunch or after School detentions for serious or repetitive breaches of conduct and behaviour codes which are set out clearly in the Programme Book. A level system of management is also in place. This is printed in the Programme Book.

Programme Books

All students are issued with a special Newcastle Grammar School Programme Book. This book is used daily to record homework, detentions or other commitments. This book is a most effective means of communication between the School and parents. Parents are asked to sign the Programme Book each week.

Public Transport

Students are expected to be well behaved whilst travelling on public transport. They should board the bus/train/ferry in an orderly fashion and stand back to allow members of the public to board. They should at all times be prepared to give up their seats for an adult.

School Bags

Each Student should have a School backpack and a School sports bag. These are available from the Uniform Shop. A School sports bag is to be used for carrying sporting clothing and any extra items. It is not to be used for carrying School books. Bags should have a tag attached with the child's name clearly marked.

School Ground Security

All School staff can be identified by the security tag they are required to wear while at School. All other visitors to Hill Campus are requested to sign in at the School Reception when they arrive. They will then be issued with a Visitor's Tag – this should be returned before they leave the Campus. Parents helping at the canteen, assisting in classroom programmes or visiting the site are requested to sign in as they arrive.

School Hours

All Students should be at School by 8.30am. Class times are between 8.40am and 3.05pm.

Please refer to the Programme Book for more detailed information.

Social Development

The School seeks to support the home in the social development of children. The influence of the home on the child is very strong and in most cases, stronger than the Schools. Therefore you can assist this development by helping your child to develop into a good citizen. A positive interest in what your child is doing at School is a great encouragement to him or her.

Testing and Reporting

Testing: Formal half-yearly and yearly examinations are carried out for all Middle School Classes. These examinations constitute 50% of the overall assessment. In addition to these formal examinations, regular testing and assessment (worth 50% except in the case of subjects with a large amount of practical work) occurs throughout the year to help monitor a student's progress.

Reports:

Early Term 1 Parent/Teacher meeting

Teachers present an outline of the academic and pastoral expectations to the parents of the whole year group with a brief opportunity for questions.

Last Week of Term 1 Telephone contact if necessary

Term 2 Formal written reports posted home.

Term 3 Parent/Teacher Interviews

Term 4 Formal written reports

Parents may also contact teachers at other times to arrange an interview to discuss their child's progress.

Textbooks

The School purchases and distributes to students the necessary exercise books, text books and equipment needed for classroom work. The charge for these appears on the term's stationery account. A stationery pack is issued to all Middle School students at the beginning of the year with all necessary books and equipment.

Transport Options

The School runs its own bus services to and from Toronto, Maitland and Swansea. Special transport arrangements can be made for students from various areas throughout the Hunter Region.

The School has a direct bus services from Bolwarra/Maitland, Caves Beach/Swansea and Toronto.

The Maitland service is operated by:

Hunter Valley Buses
6 Glenwood Drive, THORNTON 2322
Telephone: 4935 7200

The Toronto service is operated by:

Hunter Valley Buses
9 High Street, TORONTO 2283
Telephone: 4959 1233

The Port Stephens Coaches service is operated by:

Port Stephens Coaches
17A Port Stephens Drive, ANNA BAY 2316
Telephone: 4982 2940

A bus pass is not required and if a service is fully utilised, priority will be given to students travelling the furthest distance.

The timetables for these buses can be found on the School website. The stops have been selected to cover all major residential areas as well as to keep the travelling time to a minimum.

Travel between Campuses

A bus service operates between the two campuses each day:

- 8.30am Hill Campus to Park Campus – Students wait at the front of the Stewart Building and are escorted by a teacher to the bus.
- 3.00pm Park Campus to Hill Campus – Students are escorted to the bus by a teacher. The bus lets students off at the Church Street bus stop where a Middle School teacher will meet them and ensure that all students are supervised until collection. Students can be collected from here or else they need to be aware of where they have to go to be collected.

Travel Passes

Students who are attending Newcastle Grammar for the first time will need to apply for a new school Bus/Train/Ferry Travel Pass prior to the commencement of Term 1. Students progressing from Park Campus to Hill Campus must apply again for a travel pass. The applications forms are available from the Office at the Junior School, and the Middle School Office Hill Campus. These forms should be completed and returned prior to the commencement of Term 1.

Uniforms

Correct School Uniform must be worn to and from School at all times. Any absence of uniform must be explained by a note from a parent. The changeover from summer to winter, or winter to summer uniforms, is always announced well in advance in the weekly Newsletter.

Uniform Shop – Hill Campus

The School Uniform Shop stocks all items of uniforms both new and second-hand, except black lace-up school shoes, belts or raincoats. Details of when the shop is open are given in the Newsletter and can be found on the website at www.ngs.nsw.edu.au. All proceeds are used to enhance the education of students at Newcastle Grammar School.

All items of the School uniform should be clearly marked with the students. Orders may be placed at the Uniform Shop or Reception. Variations in styles, colour and size are available and take approximately two weeks to deliver.

The School Uniform shop is open from 10:30am to 4:00pm Tuesday and Thursday and 10.30am to 3.00pm on Wednesday and Friday during school terms.

The Uniform Shop is NOT open on a Monday.

An appointment may be made by telephoning the Hill Campus Reception on 02 4929 5811 in school hours.

School Blazers: Are to worn at all formal functions and in winter to and from School.

School Jumpers: The jumper may be worn to and from School as an outer garment in Terms 1 and 4 only if it has an embroidered School emblem.

School Ties: When a School tie is required, it is to be done up correctly and the collar is to be buttoned.

School Dresses/Skirts: Are not to be worn above the knee – must be touching the ground when the student is kneeling.

School Shirts/Blouses: Are to be kept tucked in at all times.

School Shoes: Are to be black leather lace up School shoes such that they can be polished and Senior Girls in Years 11 and 12 are to be standard black leather lace up school shoes. Shoes are to be kept clean and in good repair. Black leather jogger-style shoes are not permitted nor are T-Bar/Strap shoes for girls.

School Hats: Girls may wear their Panama hat to and from School and on other occasions as directed. School sporting caps are to be worn for PE and all sport.

Name Tags: May be ordered when you purchase your child's School Uniform. All items of the School Uniform should be clearly marked with your child's name.

During the Christmas/New Year vacation the Uniform Shop will be open, by appointment only, on the following dates:

- Wednesday 9 December 2009
- Thursday 10 December 2009
- Wednesday 6 January 2010
- Friday 8 January 2010
- Monday 11 January 2010
- Wednesday 13 January 2010
- Friday 15 January 2010
- Monday 18 January 2010
- Wednesday 20 January 2010
- Friday 22 January 2010
- Wednesday 27 January 2010
- Friday 29 January 2010

Holiday Times – 10.00am To 2.00pm Hill Campus

Please phone the Hill Campus on 4929 5811 for an appointment during these times.

Clothing Pool – Hill Campus

A clothing pool which stocks quality second hand items operates from within the Uniform Shop and is open at the times listed above.

Conditions of Sale

All items presented for sale must be dry cleaned (if necessary) or washed, pressed and clearly labelled. Please complete a Sales Form (which is available from the Uniform Shop) when presenting items to ensure payment from the sale can be sent to the correct address.

Items considered to be unsuitable for resale will be given to charity. Due to health regulations, hats, bathers, socks etc cannot be accepted for resale. Pricing of items is at the discretion of the co-ordinators. However, please feel free to discuss this matter with the co-ordinators. Items may be redeemed at any time by the owner.



Girls' Uniform Years 5 – 8

Summer	Winter
<p>School dress (length to be just under the knee)</p> <p>School blazer</p> <p>School (SCEGGS blue) jumper with crest (optional)</p> <p>School back pack</p> <p>Black lace-up leather school shoes</p> <p>White ankle socks – the type that turn over</p> <p>Panama hat (optional)</p> <p>Hair ribbons - navy blue (optional)</p>	<p>School skirt (length to be just under the knee)</p> <p>School white long-sleeved blouse</p> <p>School tie</p> <p>School blazer</p> <p>School (SCEGGS blue) jumper with crest (optional)</p> <p>School back pack</p> <p>Black lace-up leather school shoes</p> <p>White ankle socks (the type that turn over – not anklets) or navy pantyhose</p> <p>Panama hat</p> <p>Hair ribbons - navy blue (optional)</p>

Sport
<p>School sports top (for co-curricular sport)</p> <p>House sports top</p> <p>School sports shorts and/or skort</p> <p>School sports socks</p> <p>School tracksuit pants</p> <p>Joggers (basically white)</p> <p>School bucket hat</p> <p>School swimming costume</p> <p>School sports bag</p> <p>Optional</p> <p>School tracksuit top</p> <p>School rugby jumper</p> <p>Rugby/hockey/soccer socks</p> <p>Soccer/hockey top</p> <p>Soccer/hockey shorts</p> <p>Soccer/hockey socks</p> <p>Singlet top</p>

Boys' Uniform Years 5 – 8

Summer	Winter
School grey shorts (Yr 5 & 6 - optional) School grey trousers (Yr 7 & 8) (Yr 5 & 6 – optional) White short-sleeved shirt School tie School blazer (optional) School (SCEGGS blue) jumper with crest (optional) Short grey socks with school stripes Black lace-up leather school shoes Plain black leather belt School backpack	School grey shorts or trousers (Yr 5 & 6) School grey trousers (Yr 7 & 8) White long-sleeved shirt School tie School blazer School (SCEGGS blue) jumper with crest (optional) Short grey socks with school stripes Black lace-up leather school shoes Plain black leather belt School backpack

Sport
School sports top (for co-curricular sport) House sports top School sports shorts School tracksuit pants Joggers (basically white) School sports socks School swimming costume School bucket hat School sports bag Optional Items: School tracksuit top School rugby jumper Rugby/hockey/soccer socks Soccer/hockey top Soccer/hockey shorts Soccer/hockey socks Singlet top

Vacation Care – Refer to Page 19

Walking to and from School

Wherever possible, students should cross roadways at pedestrian crossings or at traffic lights. When walking as a group, students should keep to the left side, thus allowing greater access for members of the public.

Withdrawal of a Student

As outlined in the Conditions of Enrolment, the School requires one full term's notice in writing if a student is to be withdrawn. Failure to give one full term's notice in writing will result in parents being charged a full term's fees in lieu of notice. This does not apply to Year 12 students leaving at the end of the year.



After School Care

This service is run by qualified Child Care staff and the children are fully supervised. They take part in a range of activities including games, craft, and cooking. Year 3 and above children have the opportunity to do their homework. After School Care operates at Park Campus Practical Activities Room for students from Pre-school to Year 8.

Hours of Service

3.00pm to 5.30pm Monday to Friday

A fee of \$14.75* is charged, which includes the cost of afternoon tea.

We offer late pick up on a casual emergency only basis at an extra charge.

* 2009 pricing.

Bookings

Permanent bookings can be made on a weekly/daily basis and should be organised in advance. Casual bookings will only be accepted on the day if there are any vacancies.

All bookings can be made through the Office at Park Campus on 4925 2121 for Pre-School to Year 5, or by contacting the Child Care Coordinator or Staff on 4925 3755 after 2.30pm. All children attending After School Care are to be formally booked in.

Cancellations

A cancellation of any booking requires twenty four (24) hours' notice unless the child is ill. If a cancellation is made within twenty four (24) hours a charge for the session will be made.

Collecting of Children – Park Campus After School Care

All children should be collected before 5.30pm. When children are collected, they should be signed for by the adult indicating they are taking children into his/her care. We only offer late pick up on a casual emergency only basis at an extra charge.

Outside Activities

Any activities outside of the School grounds are covered by normal School arrangements.

Contact Telephone Numbers – Park Campus

A special direct phone line operates for the After School Care room from 2.30pm onwards if required in an emergency – telephone 4925 3755. At other times contact may be made on the School telephone number 4925 2121.



Vacation Child Care

This service operates during the School holidays on a needs basis. Pre-schoolers are able to attend in the year of their enrolment.

Children from Pre-school to Year 4 are involved in a range of activities including outings, sport, craft, art, cooking, play, etc. Vacation Care operates in the Practical Activities Room Park Campus.

Hours of Service

8.30am to 5.30pm.

Fee

\$39.00* Full Day or \$22.00* Half Day

There is no late pick-up offered at Vacation Care. Children must be picked up by 5.30pm.

* 2009 pricing.

Bookings

Permanent bookings are on a daily/weekly basis and can be made prior to the holiday break. Casual bookings will only be accepted on the day if there are any vacancies. All bookings can be made through the School Office during School term only, or by contacting the Child Care Coordinator and staff on 4925 3755. Children must be signed in when they arrive each day.

A program will be sent home with each child prior to end of each term. Please fill in the booking date form and permission slip and return by the closing date to ensure a placement.

Collecting of Children – Park Campus Vacation Care

All children should be collected before 5.30pm. When children are collected they should be signed for by the adult indicating they are taking children into his/her care.

Cancellations

Cancellations of any booking require twenty four (24) hours' notice unless the child is ill. If a cancellation is made within twenty four (24) hours of booking a charge for the session will be made.

Outside Activities

Any activities outside of the School grounds are covered by normal School arrangements. There may be an additional charge for special outings.

Contact Telephone Numbers During Vacations

A special direct telephone line operates for the Vacation Care room from 8.30am to 5.30pm. The telephone number is 4925 3755. When children are on excursions a mobile number will be available from the Coordinator on the day.



The Friends of Newcastle Grammar School

The Parents and Friends and Ladies' Auxiliary of Newcastle Grammar School merged during 1996 to form the Friends of Newcastle Grammar School. The aims of the organisation as stated in the constitution are:

"The aim of The Friends of Newcastle Grammar School shall be to promote the interest of the Newcastle Grammar School, by fostering friendships, by informing the Parent body on topical educational and parenting issues, by providing an avenue of communication between the Parents and the Headmaster and Parents and the School Board, by co-operating with the Staff and by raising funds for teaching and recreational aids for the School that are considered to be 'extras' to that provided by the School. These items are to be decided upon from a list provided by Headmaster."

Sub committees for the Canteen, Class Parents, Social Functions, Spring Fair Committee, Clothing Pool and some others help meet these aims.

All parents/guardians of current and past students are invited to join the Friends of Newcastle Grammar School and to become involved in all our activities.

The Friends operates two canteens, one on the Park Campus and the other on the Hill Campus. The canteen provides nutritional interesting lunches and snacks for all of our students, and needs a number of volunteers to assist the one paid supervisor. One assistant is needed each day and more for special occasions. If you can provide help, even one day per term, it will be a great help.

Year Parents

Each year the Middle School has a number of parents who act as 'Year Parents'. Their role is one of support for the parents of each particular class and the School as a whole. Their functions include welcoming new parents, maintaining contact between parents and assisting in co-ordinating specific activities that are organised on a year basis. They meet a couple of times during the year. Your help and support within this group is always appreciated.

Year parents are listed in the newsletter and they can issue parents of the year group with the contact details of students in that year.

Canteen

The Friends of Newcastle Grammar School (The Association of Parents and Friends) operates the School Canteens at the Hill and Park Campuses. The canteens provide an essential service in not only feeding students and teachers but also provide valuable funding for extra School requests that are not covered by the School fees. The School bus, support of music, art and athletic groups and the provision of extra computers and pianos are but a few examples of monies given in the past.

The Healthy Schools Canteen Strategy as recommended by the NSW Health Department has been adopted by the NGS canteens since 2002 in order to offer an improved choice of healthier, nutritious foods.

The canteens each operate with one paid supervisor and the rest of the work is done by a very valued group of volunteers. Every year we lose some of these volunteers as their children complete their schooling. Hence we need your assistance!! Working as a volunteer in the canteen is an excellent way of getting to know other parents, the teachers, and the School environment. We welcome any member or friend of the family who could help.



Service and Adventure Training Unit (SATU)

Please note that the intake of Year 7 students into the SATU each year will be at the beginning of Term 4.

This information is for those parents who wish to know a little more of what the SATU is about, the expectations of its members, and uniform requirements.

The Australian Defence Force Cadets

The Australian Defence Force Cadets (ADFC) is a community-based organisation of 25,000 Cadets and 2,500 Cadet Staff in 500 Units throughout Australia.

The ADFC aspires to be Australia's leading youth development organisation, recognised by the community for developing young people with:

- a sense of purpose;
- responsibility
- respect for self and others;
- leadership ability; and
- a commitment to voluntary service

As a Cadet, young Australians are able to take part in adventurous, fulfilling and educational activities in a military setting.

The ADFC consists of four organisations:

- Directorate of Defence Force Cadets (DDFC)
- Australian Navy Cadets (ANC)
- Australian Army Cadets (AAC)
- Australian Air Force Cadets (AAFC)

Australian Army Cadets

The Australian Army Cadets (AAC) is a component of the Australian Services Cadet Scheme.

The aim of the Australian Services Cadet Scheme is:

"By shared contribution and commitment from the Australian Defence Force and the community, the Australian Services' Cadet Scheme will operate as a community based youth training organisation, which stimulates interest in the Australian Defence Force, while providing opportunities to develop personal and team qualities of benefit to the individual and the community."

All members of the ACC are subject to the Cadet Forces Regulations and the Australian Army Cadets Policy Manual.

The goals of the AAC are:

- To make Australian youth more effective citizens within a safe, enjoyable and challenging military-like environment.
- To enhance knowledge and skills in leadership, teamwork, community service and other valued qualities.
- To provide for cadets a positive experience that will lead to support for Defence.

Newcastle Grammar School Service and Adventure Training Unit: The Service and Adventure Training Unit (SATU) is a member of the Australian Army Cadets. The SATU aims to strike a balance between military, adventurous and community experiences in a School context.

The Service and Adventure Training Unit aims to encourage and foster in its members the following qualities:

- Leadership
- Discipline
- Teamwork
- Initiative
- Independence
- Adventure.
- Community Service.
- Proficiency in outdoor pursuits.
- An awareness of the organisation and; training methods of the Australian Army



The SATU strives to achieve these aims by following a training programme which consists of the following:

- Regular classroom training on mapcraft and navigation, first aid, radio operating procedures, field craft, and leadership.
- A number of parade periods where drill is taught to prepare members for community ceremonial occasions, including marching on ANZAC Day. Drill also fosters coordination, teamwork, and self-discipline. It is an excellent opportunity for elements of the Unit to support community events.
- An opportunity to obtain the St John Ambulance Senior First Aid Certificate for Cadets in Year 10.
- Members are promoted and carry rank within the Unit after demonstrating proficiency of both knowledge and skills, as well as displaying consistent leadership and initiative. Australian Army Cadet promotions courses are offered for those members of the SATU who are eligible for promotion.
- Regular bivouacs and an annual camp that provide activities such as:
 - Living in the field, health, hygiene, cooking, confidence in outdoor living.
 - Navigation by map and compass
 - Trekking and orienteering.
 - Field first aid and radio operating procedure.
 - Abseiling, ropes courses, rock climbing, wall climbing, and canoeing.
 - Initiative exercises, team building exercises, obstacle courses.
 - Use of Army training facilities such as those at Singleton School of Infantry and the RAAF Williamtown.
 - Administrative practice such as Headquarters and Quartermaster Store duties.
- A link with the Duke of Edinburgh Award Scheme (DEAS) where students can fulfil some requirements for these awards by participation in SATU activities. Awards are co-ordinated by the DEAS Co-ordinator who can guide your child through the completion of these awards.
- Members are promoted and carry rank within the Unit after demonstrating proficiency of both knowledge and skills, as well as displaying consistent leadership and initiative. Various promotions courses are offered for those members of the SATU who are eligible for promotion.

Officers of Cadets (OOCs) - Staff Members:

The SATU is led and managed by School Staff members. Several are qualified through the Australian Army Cadets as Officers of Cadets (OOCs) whilst others have either previous military or general outdoor activity experience, and lend their expertise to the unit. The staff members are currently involved are:

Officer Commanding:	-	Captain (AAC) Rob Barter
Officers of the Unit:	-	Lieutenant (AAC) Amanda Bolton
	-	Lieutenant Lois Simpson
	-	Lieutenant Bob Hicks

Attendance Requirements: SATU members are expected to attend each Tuesday afternoon from 3.15 to 5.00 p.m. Lessons are conducted in classrooms and occasional drill instruction is held on the basketball courts.

Compulsory Attendance:

- Members of the SATU are required to commit and maintain consistent attendance for a calendar year;
- Annual Camp – five days;
- Two 2 day activities (mid-year holidays and Term 4);
- Anzac Day - SATU marches each year in the Newcastle Parade.;
- Annual ceremonial parade; and
- Relevant promotions courses.

Please note that specific dates are found in the School calendar.

Uniform and Equipment Requirements: In short, SATU members are obliged to wear the Australian Army Cadets uniform to School each Monday.

SATU members are issued with the Uniform of the Australian Army Cadet Corps. The Uniform is protective against physical damage, but it carries NGS as well as Australian Cadet Corps insignia and so it is expected that the Uniform will be worn properly at all times.

Hair should be neat and tidy. Girls are required to tie hair up in a bun with a plain ribbon. Cadets are often representing the School as well as the Australian Army Defence Force Cadets.

The Army Cadet Policy manual states: "Although, the Australian Army Cadets (AAC) is not part of the Army, it is often recognised as being such. It is important therefore that the AAC maintain uniforms and appearance to a high standard so as not to cause disrepute to the AAC or the Army."

The Uniform consists of Auscam (DPCU) style trousers and shirt, Howard Green jumper (winter), parade belt (black belt with brass), green socks, G.P. army boots, bush hat and embellishments.

Uniform items are issued on loan by the School and must be returned when leaving the Unit.

Cadets are issued with two types of hats. Slouch hats are to be worn on special occasions such as ANZAC Day and our Passing Out Parade. The bush hat is to be worn on each Tuesday afternoon for all Cadets of the rank below corporal unless otherwise advised.

Cadets should also have a notebook and pens for Tuesday lessons.

New members of the SATU are not expected to wear the uniform until they are issued before Annual Camp.

Most camping equipment is issued to SATU members prior to each activity free of charge. This equipment is then to be returned at the completion of the activity.

Not included however are sleeping bags, ground sheets, cooking/eating utensils, compass and some personal items. Specific army messing utensils can be purchased through the School if required.

Equipment lists are issued to cadets outlining specific needs before the each camp or bivouac.

Exclusion Policy Guidelines – Infectious Diseases

Condition	Exclusion of Cases	Exclusion of Contacts
Chickenpox	Exclude for at least 5 days after spots first appear and until all blisters have formed scabs and the child feels well.	Any child with an immune deficiency or receiving chemotherapy should be excluded for his/her own protection. Otherwise not excluded. (Pregnant women should seek medical advice)
Cold sores (herpes simplex)	Not excluded. Carers of children with cold sores should not have contact with babies younger than 2 months.	Not excluded.
Common cold	Not excluded.	Not excluded.
Conjunctivitis	Exclude until discharge from eye has ceased.	Not excluded.
Cytomegalo-virus (CMV)	Not excluded.	Not excluded. (Pregnant women should seek medical advice)
Diarrhoea from rotavirus, campylobacter, cryptosporidium, Shigella, salmonella. (See also Giardia).	Exclude until diarrhoea has ceased. Campylobacter and shigella may require antibiotic treatment. Seek advice from the local Public Health Unit. Staff with diarrhoea must be excluded from food handling; with salmonella or shigella, until three faeces samples are clear.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is provided after two negative throat swabs. The last at least 72 hours after stopping antibiotics.	Exclude family/household contacts until cleared by public health authority.
Erythema infectiosum (fifty disease)	Not excluded.	Not excluded. Pregnant women should seek medical advice.
Giardia	Excluded until treatment given and diarrhoea has ceased.	Not excluded. Faeces testing is recommended if contact has diarrhoea.
Glandular fever	Not excluded.	Not excluded.
Hemophilus influenzae type b (Hib)	Exclude until medical certificate provided to prove recovery. Inform and seek advice from Public Health Unit.	Not excluded. Contact Public Health Unit regarding need for preventative antibiotics for family and child-care contacts.
Hand, foot and mouth disease.	Not excluded. Cover blisters on hands and feet.	Not excluded.
Hepatitis A	Exclude until medical certificate of recovery is provided, and not before 7 days after onset of jaundice or illness.	Not excluded. See doctor for preventative immunoglobulin.
Hepatitis B	Not excluded.	Not excluded. If bitten through skin by carrier or in contact with carrier's blood inform Public Health Unit and seek preventative treatment.

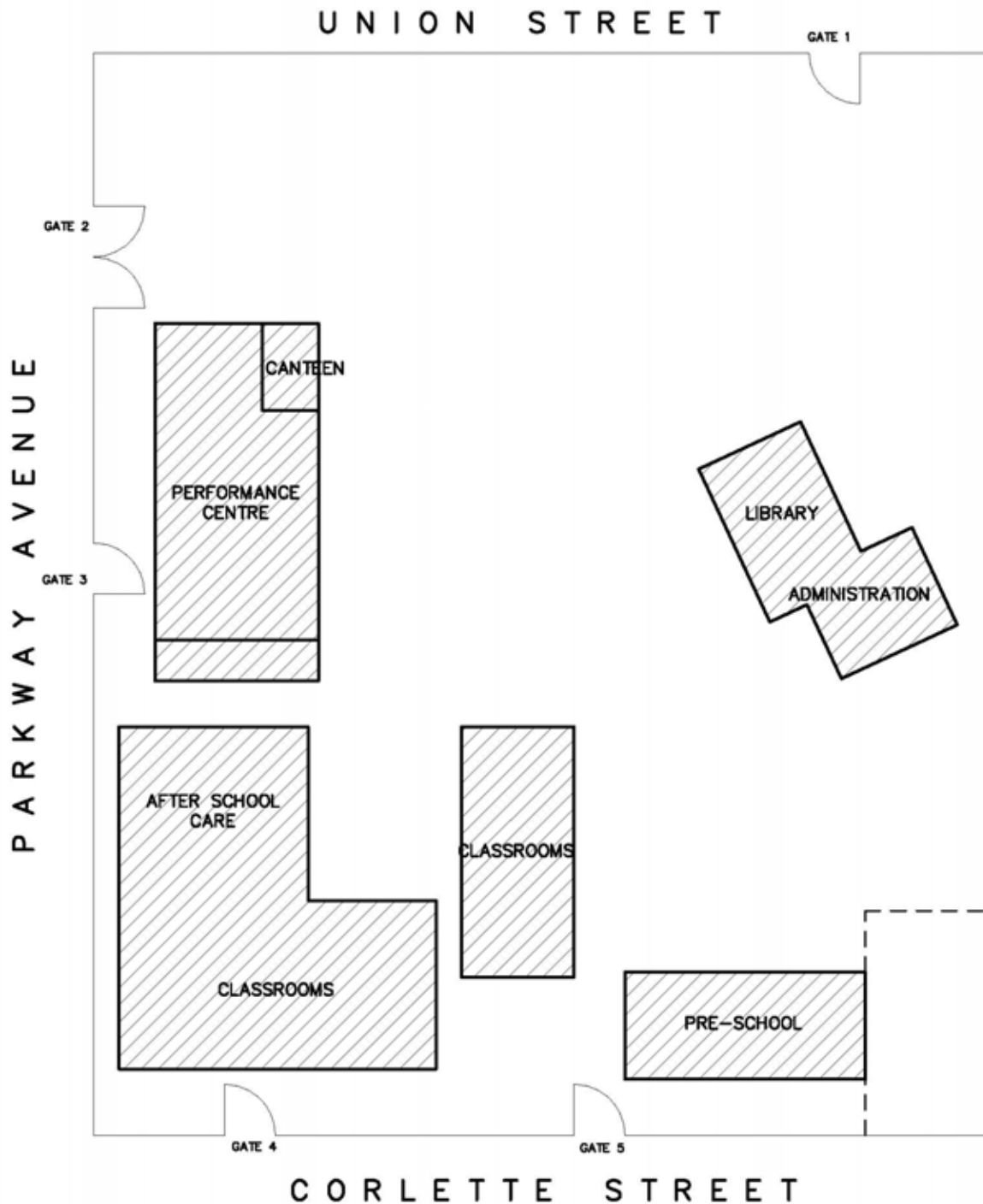


Condition	Exclusion of Cases	Exclusion of Contacts
Hepatitis C	Not excluded.	Not excluded. If bitten through skin by carrier or in contact with carrier's blood inform public Health Unit.
Human immune-deficiency virus (HIV)	Not excluded, unless any moist skin lesions cannot be covered with waterproof dressing, or another infection occurs requiring exclusion.	Not excluded.
Impetigo (school sores)	Exclude unless sores are covered with a waterproof dressing and antibiotic has been started.	Not excluded.
Influenza	During influenza outbreaks, exclude for 5 days after start of symptoms.	Not excluded.
Leprosy	Exclude until allowed to return by public health authority.	No excluded.
Measles	Exclude for at least 4 days after the rash first appears.	Immunised contacts not excluded. Unimmunised contacts are to be immunised within 72 hours of contact with first case, or be excluded for a minimum of 2 weeks from the disease appearing in the last case, and as determined by the Public Health Unit.
Meningitis, bacterial	Exclude until well.	Not excluded. Contact local Public Health Unit regarding need for preventative antibiotics for family and child care contacts.
Mumps	Exclude for 9 days after swelling first appears.	Not excluded.
Poliomyelitis	Exclude for at least 14 days after symptoms first appear, and until medical certificate of recovery is provided.	Not excluded.
Ringworm, (tinea), Scabies, Pediculosis (head lice) Trachoma	Exclude until the day after treatment is started.	Not excluded. It may be advisable for all household contacts to be treated at the same time as the case.
Roseola	Not excluded.	Not excluded.
Rubella (German Measles)	Exclude for 4 days after the rash appears.	Not excluded. (Pregnant women should seek medical advice)
Streptococcal infection and Scarlet Fever	Exclude until 24 hours of antibiotics have been given, and person no longer feels ill.	Not excluded.
Tuberculosis	Exclude until allowed to return by public health authority.	Not excluded. Household and childcare contacts may need screening.
Typhoid and Paratyphoid Fever	Exclude until allowed to return by public health authority.	Not excluded.
Whooping cough	Exclude for 5 days after starting a 14 day (pertussis course of antibiotics).	Exclude close childcare contacts until they have commenced antibiotics. Exclude unimmunised contacts for first 5 days of a 14 days course of erythromycin. Contact the local Public Health Unit.





NEWCASTLE GRAMMAR SCHOOL PARK CAMPUS





NEWCASTLE GRAMMAR SCHOOL HILL CAMPUS

