

INFORMATION FOR PARENTS

SENIOR SCHOOL

Newcastle Grammar School

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Information for the Parents of New Students

Welcome to the 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 9 students (including new students) are required to attend on Monday, 1 February 2010 from 8.40am to 11.00am.
- All Year 10 students (including new students) are required to attend on Tuesday, 2 February 2010 at the normal School time from 8.40am to 3.05pm.
- All Year 11 students (including new students) are required to attend on Monday, 1 February 2010 from 1.00pm to 3.00pm.
- During the day students will be shown around the School, will meet with staff and be given routine information applicable to their class or year group. The students should go to Merrick Quadrangle, from where they will be directed to an assembly.
- All students are required to wear their full school uniform, and bring something to eat for recess, as the school canteen will not operate on 1 February 2010.
- A morning tea on Monday, 1 February at 9.30am on the Merrick Quadrangle will be provided for the parents of new students commencing in 2010.
- Before the beginning of the new School year, all students who require bus/train passes for transport to and from School should have obtained an application form from the Senior School Office three weeks prior to commencement of the school year. These forms must be returned to the Senior School Office as soon as possible.

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 the Senior School Office between 8.00am and 8.45am on the day(s) the student is absent from School. Unexplained absences are followed up on a daily basis by the Dean of Students.

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. Notes should be signed by a parent or guardian, and are to be addressed to the Dean of Students. Medical certificates are required in certain circumstances. The student's name, year, and House should also be marked on the envelope. Parents are asked to keep the Dean of Students informed as to the length of time it is expected that the student will be absent and the nature of the absence. In the event that a student is absent for a length of time, it may be appropriate to arrange for School work to be sent home.

Accounts

The School's 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 Senior School Office for sending to the Bursar's Office. For Credit Card payments, please phone the Bursar's Office.

Afternoon Dismissal

At Hill Campus, 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.

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.

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.

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 school canteen. 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.

Before and after school

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.



Assemblies

A formal Headmaster's Assembly for all Senior Scholl students is usually held once per cycle in the Horbury Hunt Hall.

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, students (except Year 12) are required to remain at the School until and including Speech Day. Year 12 students are obliged to return for the Speech Day ceremony.

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. 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 Friends of Newcastle Grammar School operates a modern canteen daily, which provides sandwiches, hot food and a variety of other items for purchase by students. Some breakfast items are available for students arriving early at School. A separate circular advising prices and the operation of the canteen is sent out by the Canteen Committee early in the year. Parents of newly enrolled students are invited to volunteer for canteen duty by contacting the Friends of Newcastle Grammar School through the School Office.

Students should place their orders each morning before School by writing on the paper bags available at the Canteen.

Chapel

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

Each week, students attend a chapel service in the Christ Church Cathedral. Special Eucharists are celebrated at regular intervals each term. Parents are always welcome to attend Chapel.

Divinity classes form part of the School curriculum. Most classes are taught by the Chaplain. These classes are designed to give students both basic teaching on the Christian faith and also the opportunity for questioning and personal contact with the Chaplain.

Co-Curricular Activities

The purpose of education, and a foundation stone of the Newcastle Grammar School ethos, is the development of the whole person. For this reason, an educational programme must embody, as an essential element, activities that involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form an extension of the general curriculum. The Co-Curricular Programme at Grammar offers the opportunity for students to develop qualities such as team work, healthy lifestyle and leadership. This can be gained by participation in the programme areas of Sport, Music and the Service and Adventure Training Unit (SATU).

Participation in the School Co-Curricular Programme is compulsory for all students. Consequently, parents are expected to support the School in its Mission to develop the whole individual by ensuring that their child/children are fully involved in the programme and attend all associated obligations of their chosen activity.

Code of Conduct

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 School function.

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

Rowdy, boisterous or dangerous behaviour will not be tolerated at any time.

Compulsory Attendance at School Events

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. These include, Swimming and Athletics Carnivals, Founders' Day Service, Valedictory Eucharist, Carol Service, Speech Day and other events as directed by the Headmaster.

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 Senior House Patron, the Head of the Senior School, Dean of Students, 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.

Students from Newcastle Grammar School should ensure that, whilst wearing the School uniform, they act and behave in a correct manner at all times. Our School is judged by the actions of our students; and they should display good manners and politeness at all times. Unacceptable behaviour will not be tolerated.

The School's punishments are defined as follows:

Imposition set by a member of staff:

A student is required to complete a set task within a limited time period.

Lunch time detention:

Given by a member of staff for the duration of thirty (30) minutes.

After School detention:

May be given by a member of staff and supervised by the Dean of Students. Duration of one (1) hour – to be completed within the week of issue or on an afternoon negotiated by the student with the Dean of Students. Students and parents will be given at least twenty four (24) hours notice. In normal circumstances, it is expected that this detention will be completed within two weeks of the date of issue. Failure to comply with this requirement may result in the imposing of a Saturday detention.

Saturday morning detention:

May be given by the Headmaster, Head of Senior School, Senior House Patron or Dean of Students. Duration of three (3) hours. Students and parents will be given at least five School days notice. Saturday detention may be a combination of both academic and physical work.

Full Saturday detention:

May only be given by the Headmaster. Duration of six (6) hours. Any student accumulating 4.5 hours of detention in any one term will automatically be awarded a full Saturday detention. Students may also be awarded a full Saturday detention by the Headmaster for serious breaches of School discipline. These detentions may be a combination of both academic and physical work.

Students who fail to attend any detention will incur further disciplinary measures.

Suspension:

A student will be removed from all normal School activities for a specified period. Students will normally only be re-admitted after an interview with the parents has occurred.

Notification of Dismissal:

When a student is on Notification of Dismissal, the breaking of School rules which would not normally lead to dismissal could well cause the student to be removed from the School. As well as the student's adherence to general School rules, particular areas of concern will be general attitude and co-operation, academic attitude and performance, and general appearance.

Dismissal:

For repeated serious breaches of School discipline, or for involvement with illegal drugs, a student will be dismissed from the student body of Newcastle Grammar School.

Excursions

Details of School excursions that 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 School's 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 of Years 9 and 10 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. Hair should be a single natural colour.

Artificially bright colouring and streaking 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. Hair should be a single natural colour.

Artificially bright colouring and streaking 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

The School believes that homework is an integral part of a child's academic programme. Homework will be set regularly and checked to ensure that it has been satisfactorily completed. For students to succeed at their studies, effective study habits have to be inculcated as early as possible in a student's academic career. Set out below is a recommended homework schedule:

| Year | Time | Nights per Week |
|---------|-----------|-----------------|
| Year 9 | 2 ½ hours | 5 |
| Year 10 | 3 hour | 5 |
| Year 11 | 3+ hours | 6 |
| Year 12 | 3+ hours | 6 |

Homework should be challenging. It is intended as a revision and reinforcement of the day's lessons and as preparation for the next lesson.

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 nor lice being present. Please check hair regularly
- Impetigo – May attend if sores are properly covered by a clean dressing.

If a student is absent from School due to illness or for any other reason, Parents are asked to contact the Senior School Office (4908 4020) or Reception (4829 5811) before 9.30am.

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 may leave this medication and written instructions at the Senior 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 of 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. Year 11 & 12 students may use them during personal private study periods in the library, but the volume is to be kept to a minimum so as not to interfere with or distract other students or staff members. 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.

Lateness

Students who arrive late for School are to bring a note of explanation (if circumstances permit). They are to report to the Senior School Office with their Programme Book to obtain a late stamp.

Repeated unexplained lateness will result in disciplinary action.



Leave From Campus

Year 12 Students are permitted to leave the campus at lunchtime. A lunchtime leave pass must be obtained from the Senior School Secretary prior to leaving campus.

Year 12 Students are not permitted to leave the campus during their study periods, except if they have no scheduled classes after lunch. Study periods should be spent working in the Library.

Note: Students will not be given permission to leave the campus during the day to move their motor vehicle. No Senior School Student is to proceed beyond any gate without a dispensation.

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

A locker is available for senior students, however, students must provide their own lock. Lockers must be;

- maintained in a neat and orderly fashion;
- free from stickers of any sort;
- free from graffiti of any sort;
- locked at all times; and
- cleared out and cleaned at the end of each term.

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.

Lunch

Students are not permitted in classrooms or stairwells of any building during lunch break unless they are supervised by a teacher.

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 students bring to School. At no time should money in notes of a large denomination be carried by students.

Music

Private Tuition Forms: Can be obtained at the Senior School Office during the first week of term, if a student requires private tuition in Music, Speech or Drama.

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 by which forms are received or until class and teacher loads are full. We may not be able to accommodate all those requesting private tuition.

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.

Notice Boards

Notice boards are placed prominently within the School grounds. It is the duty of all students to study the information displayed on these boards on a daily basis. Failure to read these notices is not acceptable as an excuse.

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

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 Senior School student is to proceed beyond any gate without a dispensation. This must be obtained from the Senior School Office at the beginning of the day. When a student leaves the School during School hours, he/she must sign out at the Senior School Office.

Parent Teacher Meetings

Formal Parent/Teacher/Student evenings are held during the year. Parents should study their child's report carefully and then discuss his/her progress with the teachers. At other times, parents are invited to make an appointment with their child's teachers or with senior staff members should the need arise.

The student must also attend with parents during these evenings and it is expected that they will present in School uniform.

Pastoral Care

Each student in the School is a member of one of four Houses:
Hunter (Green), Macquarie (Red), Shortland (Yellow), Tyrrell (Blue).

Each House has a Patron and the students are divided into groups. Each group consists of approximately fifteen or sixteen students from Year 9 to Year 12. In charge of each group is a member of staff who is the Mentor for that group. Students remain in the same Mentor group throughout their senior schooling. The Mentor group meets twice each week for twenty-five minutes. The Houses compete in an inter-house competition which involves swimming, athletics, winter sports, debating, and music.

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.

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. For current information regarding buses, etc., refer to our website at www.ngs.nsw.edu.au

Roll Call

In the Senior School, rolls are marked during the first lesson. In this class the subject teacher calls the roll. If a student is late he or she needs to proceed with their Programme Book directly to the Senior School Office for a late stamp before reporting to class

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 students 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.

Set Down/Collection of Students

All Students should be set down and collected at the No Standing zones in either Church, Newcomen or Tyrrell Streets.

Service and Adventure Training Unit (SATU)

Refer to page 21

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.

Textbooks

The School operates a resource and book hire system, through which all textbooks are issued to Senior School Students. The charge for this appears on the mid-term account in Terms 1 and 3.

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 website at www.ngs.nsw.edu.au. The stops have been selected to cover all major residential areas as well as to keep the travelling time to a minimum.

Travel

Access to the School Office parking area: In order to ensure the safety of students entering and leaving the grounds there will be no vehicular access to the parking area at the top of any School driveway at any time.

Arrival and departure by car: Parents should be alerted to the many dangers in which students are placed by haphazard arrangements for dropping off students from cars. We seek your co-operation in ensuring the safety of all students. There are official set down zones in Newcomen, Tyrrell & Church Streets and parents are to use these areas. No other areas around the School should be used for drop off or pick up of students.

Route from Scott Street to School: Students who walk to School should proceed by the most direct route, should cross only at marked pedestrian crossings, and must not take short cuts through car parks, buildings, alleyways, vacant lots and such like.

General: Students are asked, when crossing any streets en-route to School, not to wander across the crossing in ones and twos where it is possible for several children to wait for a group to cross at the same time.

Parents who wish their children to travel as passengers with another student must make written application to the Headmaster.

Students are not permitted to travel to sport as passengers in private cars. The transport provided by the School must be used.

Students and parents must not park their cars in the School grounds or the Christ Church Cathedral parking area. There is no vehicular access to the parking area at the top of the School driveway at any time.

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 Senior 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 9 – 10

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

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

Boys' Uniform Years 9 – 10

| Summer | Winter |
|---|---|
| White short-sleeved shirt | White long-sleeved shirt |
| School tie | School tie |
| School grey trousers | School grey trousers |
| School blazer (optional) | School blazer |
| School SCEGGS blue jumper with crest (optional) | School SCEGGS blue jumper with crest (optional) |
| Grey socks | Grey socks |
| Black lace-up leather school shoes | Black lace-up leather school shoes |
| Plain black leather belt | Plain black leather belt |
| School backpack | School backpack |
| Boys College hat (optional) | Boys College hat (optional) |

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

Senior Girls' Uniform Years 11 – 12

| Summer | Winter |
|---|--|
| <p>School navy blue skirt (length to be just under the knee)</p> <p>Short sleeve blue and white striped shirt</p> <p>School navy blue jacket (optional)</p> <p>Black lace-up leather school shoes</p> <p>School navy blue jumper with crest (optional)</p> <p>Sockettes or low cut black socks</p> <p>School backpack</p> <p>Hair ribbons - navy/burgundy (optional)</p> <p>Panama hat (optional)</p> | <p>School navy blue jacket and skirt suit (skirt length to be just under the knee)</p> <p>Long sleeve blue and white striped shirt</p> <p>School tie</p> <p>Black lace-up leather school shoes</p> <p>School navy blue jumper with crest (optional)</p> <p>Ink Navy pantyhose</p> <p>School backpack</p> <p>Hair ribbons - navy/burgundy (optional)</p> <p>Panama hat (optional)</p> <p>School navy blue overcoat (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>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> <p>School sports bag</p> |

Senior Boys' Uniform Years 11 – 12

| Summer | Winter |
|---|---|
| White short-sleeved shirt | White long-sleeved shirt |
| Senior School tie | Senior School tie |
| School grey trousers | School grey trousers |
| Senior School navy blue blazer (optional) | Senior School navy blue blazer |
| Grey socks | Grey socks |
| School navy blue jumper with crest (optional) | School navy blue jumper with crest (optional) |
| Black lace-up leather school shoes | Black lace-up leather school shoes |
| Black leather belt | Black leather belt |
| School backpack | School backpack |
| Boys College hat (optional) | Boys College hat (optional) |

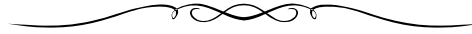
| Sport |
|---|
| School sports top (for co-curricular sport) |
| House sports top |
| School sports shorts |
| School sports socks |
| School tracksuit pants |
| Joggers (basically white) |
| School bucket hat |
| School swimming costume |
| Optional |
| School tracksuit top |
| School rugby jumper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

Walking To and From School

Wherever possible, students should cross roadways at pedestrian crossings or 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 terms notice in writing if a student is to be withdrawn. Failure to give one full terms notice in writing will result in parents being charged a full terms fees in lieu of notice. This does not apply to Year 12 students leaving at the end of the year.



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 very great help.

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 Monday afternoon from 3.15 to 5.00 p.m. The exception to this is the first Monday of each term where only Year 12 Cadets are required to attend. 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. The 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. |
| 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. |

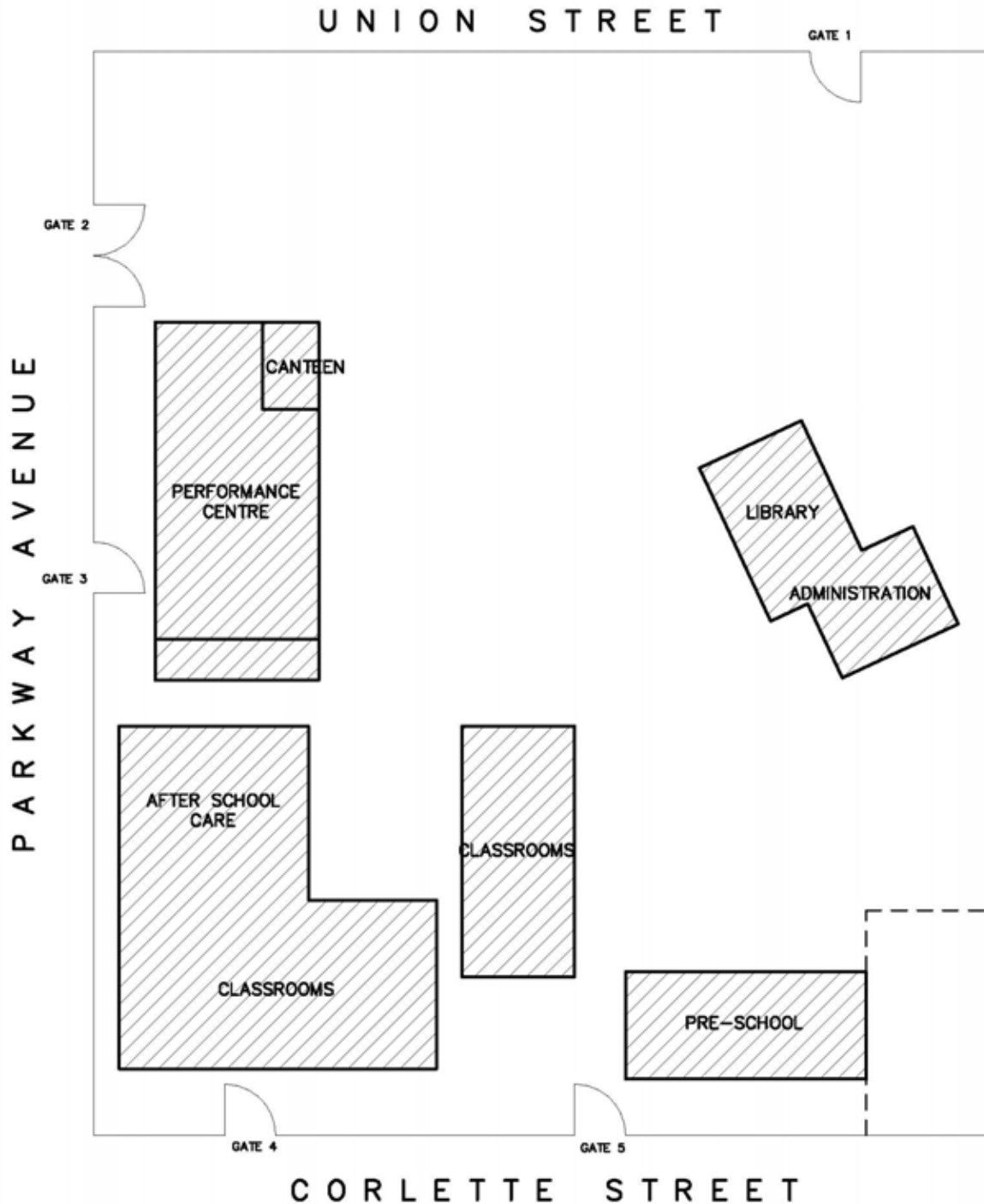


| Condition | Exclusion of Cases | Exclusion of Contacts |
|--|--|---|
| Impetigo (school sores) | Exclude unless sores are covered with a waterproof dressing and antibiotic has been started. | Not excluded. |
| Influenza | During influenza outbreaks, exclude for 5 days after start of symptoms. | Not 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 two (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

