
Gippsland Grammar



Blackwood House Handbook 2016

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WELCOME

Blackwood House is a co-educational boarding facility at Gippsland Grammar, an Anglican school with a strong reputation for academic and all-round excellence within the east Gippsland region.

The house aims to provide a safe, secure and happy environment for both boys and girls, from Year 7 to Year 12. As one of the few truly co-educational boarding facilities in an Australian senior school setting, Blackwood House offers a unique opportunity for students to live and work in a single building on the grounds of the Garnsey Campus. Students benefit from spacious en-suite rooms, dedicated study and tutorial provision, generous common areas, an in-house dining room, and significant adult support and supervision throughout.

The boarding community is led by the Head of Boarding, supported by both Male and Female Supervisors. A further team of supervisors care for the needs of the boarders who choose to stay in the house on the weekends by running a full and varied program of activities, whilst also enabling suitable time for study. In addition, the house has a number of academic tutors who assist the students during the course of the week and support individuals in their quest to achieve the best possible examination results.

At Blackwood House we strive to uphold the school values of Compassion, Leadership, Excellence, Responsibility and Respect. We actively support boarders in achieving their individual educational goals through hard work and a strong commitment to their studies. Simultaneously, we foster their development into positive, independent, responsible and confident young men and women.



Berian Williams-Jones
Head of Boarding

CONTACT DETAILS

Gippsland Grammar: Garnsey Campus

Reception: (03) 5143 6388

Blackwood House: Office

Office: (03) 51436311

Email: boarding@gippslandgs.vic.edu.au

Head of Boarding: Berian Williams-Jones

Office: (03) 51436311

Mobile: 0409 540 151

Email: berian.williams-jones@gippslandgs.vic.edu.au

Male Supervisor

Mobile: 0429 437133

Female Supervisor

Mobile: 0458 436311

Postal Address

Blackwood House,
Gippsland Grammar School
PO Box 465
Sale, 3853
Victoria
Australia

Street Address

Blackwood House,
57 -59 Raglan Street
Sale, 3580
Victoria
Australia

DAILY ROUTINE

WEEKDAY TIMINGS

Wake Up

All students are woken at 7:00 am, and at 7:30 am, by their respective Supervisor. Where they wish to be woken earlier for a school event or similar this can be done, but needs to be requested of a Supervisor and entered in the House Diary.

Breakfast

A continental breakfast is served from 7:00 am until 8:00 am daily. All students are required to attend breakfast in order to prepare themselves for the school day.

Departure for School

Students normally depart for school from 8:05 am and all will be expected to have left the house by 8:35 am

Students will leave Blackwood House through the Tutorial Room where they are able to communicate specific arrangements to the Supervisors and make suitable notes in the House Diary.

Recess

The house is not open for Morning Recess but students have the option to collect food when at breakfast.

Lunch

Students are able to make a packed lunch at breakfast if they so wish. The house is open at lunchtime for students although the timings of lunch will vary in line with the timetable of the Garnsey Campus.

Return to Blackwood House

Students are expected to return to the house promptly at the end of the school day unless different arrangements have been communicated to the Head of Boarding, or a Supervisor, and then noted in the House Diary.

Afternoon Tea

A varied afternoon tea is served in the house from 3:30 pm and is an excellent opportunity to 'catch up' at the end of the school day.

Supervised Prep

Supervised Prep for Seniors (Years 11 and 12) starts at 4:15 pm and ends at 6:15 pm

Supervised Prep for Juniors (Years 7, 8, 9 and 10) starts at 5:00 pm and ends at 6:15 pm

Formal tutoring takes place at various times during the week according to year group and subjects being studied.

Dinner

The main meal of the day is served at 6:30 pm and students are able to select one of at least two main course options. Junior students will be expected to set up the Dining Room in advance of House Notices at 6:25 pm daily. Following the meal the Seniors will clear away according to a published roster. All students are required to attend dinner.

Personal Prep

Further study is expected and encouraged after dinner, especially for the Seniors. Personal Prep takes place from 7:00 pm until 8:30 pm, and from 9:00 pm until 10:00 pm, after which students are expected to make their way to bed.

Supper

Supper is served in the Dining Room at 8:30 pm and provides a good opportunity for the community to socialise at the end of the day.

Technology Hand-In

All students hand in their technological devices every evening, apart from Years 11 and 12, who are able to keep their phones and laptops on Friday and Saturday night.

Bedtimes

Bedtimes differ according to the age of the students. Lights out will always be half an hour after they hand in their mobile phones and other technology. On a weekend bedtimes are normally half an hour later although this will always be at the discretion of the Weekend Supervisors.

WEEKDAY ROUTINE SUMMARY.

- Wake up calls 7:00 am and 7:30 am
- Breakfast From 7:00 am until 8:00 am
- Depart for School From 8:05 am until 8:35 pm
- Lunch From 12:30 pm until 1:15 pm
- Return to Blackwood House 3:35 pm
- Afternoon Tea 3:35 pm
- Dinner set up 6:15 pm
- House Notices 6:25 pm
- Dinner 6:30 pm
- Dinner clean up 7:00 pm
- Supper 8:30 pm
- Technology Hand-In and Lights Out
 - Years 7 & 8 8:45 pm and 9:15 pm
 - Year 9 9:00 pm and 9:30 pm
 - Year 10 9:30 pm and 10:00 pm
 - Years 11 & 12 10:00 pm and 10:30 pm

WEEKEND ROUTINE SUMMARY.

- Breakfast From 8:00 am until 10:00 pm
- Lunch From 12:30 pm until 1:30 pm
- Afternoon Tea From 3:30 pm until 4:00 pm
- Dinner 6:30 pm
- Supper 8:30 pm
- Technology Hand-In and Lights Out
 - Years 7 & 8 9:15 pm and 9:45 pm
 - Year 9 9:30 pm and 10:00 pm
 - Year 10 10:00 pm and 10:30 pm
 - Years 11 & 12 No Hand-In and 11:00 pm

POSITIVE BEHAVIOUR FRAMEWORK

At Blackwood house we have our own code of conduct. Devised by students in consultation with the Head of Boarding, it outlines the expected positive behaviour of all students with regards to how they conduct themselves within the house, the nature of their relations with other students and staff, and the role each one has as an ambassador for boarding at Gippsland Grammar, and Blackwood House.

As a member of Blackwood House I will:

- Acknowledge, welcome and host visitors to the house.
- Respect the house and furniture, whilst ensuring my study is at all times presentable.
- Contribute positively, and with initiative, to the life of the house.
- Undertake the duties and requests made of me with suitable commitment and a sense of service.
- Engage positively in my own learning and support others through my approach and actions.

In my relations within Blackwood House I will:

- Acknowledge other boarders and staff at all times.
- Support other boarders in their studies, sports and activities.
- Respect the views and actions of other boarders.
- Respect the privacy of other boarders and their possessions.

I will be an ambassador for Blackwood House by:

- Representing the house and school to the best of my ability.
- Making the most of the opportunities presented at Gippsland Grammar.
- Appreciating and recognising all who contribute positively to the house and school.
- Treating staff, my peers and juniors, with the respect and courtesy that I expect.
- Presenting myself to the highest standard throughout.

ACADEMIC PROGRAM

Supervised Prep

Supervised Prep will be held in Blackwood House from Monday to Thursday as follows:

	SENIORS	JUNIORS
Monday to Thursday	4:15 pm – 6:15 pm	5:00 pm – 6:15 pm

Senior students do their prep either in the Silent Study Room or in the Collaboration Room.

Juniors do their prep in the Dining Room.

Tutoring takes place in the Tutorial Room, according to subject and year level.

Personal Prep

Personal Prep takes place after dinner from Monday to Thursday. Seniors can access the Silent Study Room or the Collaboration Room and students would normally do between 1 and 2 hours of further study.

	SENIORS
Monday to Thursday	7:00 pm – 8:30 pm & 9:00 pm – 10:00 pm

As a guide, Year 11 boarders do a minimum of 15 hours per week over 7 days; Year 12 boarders 20 hours per week over 7 days.

Tutoring

Tutoring is provided to all boarders who are expected to attend the relevant tutorials. Academic support is normally provided in the following subjects:

- English
- Mathematics
- Physics
- Biology
- Chemistry

In addition, generalist tutoring is provided for Junior students.

TERMLY ARRANGEMENT & LEAVE

Beginning of Term

The house opens at 2:00 pm on the day preceding the start of any given term. Students should return by 5.00 pm unless a different arrangement has been communicated to the Head of Boarding.

End of Term

Blackwood House closes at 5.00pm on the last day of any given term. Students should remove all belongings from their rooms before the vacation starts, unless a different arrangement has been communicated by the Head of Boarding.

Exeat Weekend

The boarding house closes at 5.00 pm at the start of an exeat weekend, and re-opens at 2.00 pm, the afternoon before school recommences.

Leave

There are no restricted leave weekends at Blackwood House. The opportunity to spend a weekend, or indeed a night at home during the course of a week, is seen as a healthy aspect of a modern approach to boarding. Whenever overnight leave is desired, a request needs to be entered on the Reach Boarding system, as outlined on the separate Reach Boarding leaflet.

Parents are encouraged to see their sons and/or daughters regularly and are welcome to join us for dinner in the house, or to take their sons and/or daughters out for a meal, when passing through Sale.

Weekend or Overnight Leave

Boarders who require weekend leave should enter the details on the Reach Boarding system in good time, and at the very latest by Wednesday evening in the week preceding the leave.

Parents can authorise leave arrangements by responding to the email they receive or by contacting the house by phone, email, text or in person. It will be the responsibility of parents to ensure that their son or daughter is supervised when on leave and that any social activity is of an appropriate nature.

Host Families

Often boarders may wish to regularly spend a night or a weekend with Grandparents or family and it is possible for parents to nominate a Host Family. The details of any nominated Host Families need to be provided to Blackwood House by parents via the relevant Approved Host & Guardian form.

Any leave requests will still need to be entered on the Reach Boarding system but Host Families may authorise the leave. Host Families would be expected to pick up your son or daughter and to return them to the house at the end of the leave.

Guardians

Parents who do not reside in Australia will be expected to appoint Guardians to act on their behalf.

Guardians will have the authority to request leave for students and may well act as intermediators between the school and home. The Guardian will be expected to make and communicate all vacation arrangements

for the student and in the event of illness or, if asked to depart the boarding house, will be required to provide suitable accommodation.

Details of Guardians can be provided on the Approved Host and Guardian forms.

Street Leave

Street Leave is a privilege afforded to students whose conduct and contribution merits reward. When on Street Leave students are able to walk to the Sale CBD in order to purchase any items they need whilst at school, and provides an opportunity for time away from the boarding house.

Two one hour periods of Street Leave are permitted to students in Years 7, 8, 9 and 10 each week, and will extend from the end of Afternoon Tea at 3:50 pm until 4:50 pm Junior boarders should always remain part of a group when on Street Leave.

Students in Year 11 and 12 have two hours of Street Leave per week which they can use as desired. Any absence from compulsory prep needs to be authorised by the Head of Boarding, and will require equivalent attendance at Personal Prep later the same evening.

Weekend Street Leave

On the weekend, Junior students will be able to walk to the CBD on either Saturday or Sunday, but not on both days. Junior leave extends from either 10:00 am until 12:00 pm or from 1:00 pm until 3:00 pm

Seniors will be able to go on Street Leave, on both Saturday and Sunday, either in the morning or afternoon as agreed with the supervisors.

Street leave Permission

Parental permission is required in order for Blackwood House to allow Street Leave and we ask that you complete the relevant section of the Street Leave, Transportation and Activities form at the rear of this handbook.

BOARDING KIT LIST

The list below is indicative of what is needed in the boarding house by full or weekly boarders and should be amended as needed by those at Blackwood House on a part-time or casual basis.

- 1 or 2 pillows
- 1 or 2 doonas (summer/winter)
- 2 sets of bed sheets including, pillowcase, doona cover and fitted king size single bottom sheet
- 1 or 2 towels
- 1 face cloth (optional)
- 7 sets of underwear
- 2 pairs pyjamas - summer and winter
- 1 dressing gown (optional)
- 1 pair of slippers (optional)
- 7 handkerchiefs (optional)
- 2 sets of good casual wear - for outings, events, etc.
- 4-6 sets of casual wear for weekends, dinner, study, etc. which is appropriate for a school environment.
- Raincoat and / or umbrella
- 1 pair of casual shoes
- 1 pair of casual sports shoes (not for school sport)
- Coat hangers and skirt hangers
- Overnight bag
- Sports equipment (optional)
- Radio (optional)
- Alarm clock
- Shoe cleaning kit
- Toiletries (**no aerosols are permitted**)
- 1 beach towel
- Swimmers
- A named lunch box
- Sleeping bag - for camps
- 1 only 4 plug power board with emergency cut out. (optional)
- Washing powder

TRANSPORTATION

Cars

Blackwood House is located on Raglan Street in Sale, adjacent to the Princes Highway. The journey by car from the centre of Melbourne takes approximately two and a half hours.

Parents are able to drive to the front entrance of the house where there is a small car park and students can access the main entrance of the house beneath the covered walkway.

Public transport

Sale benefits from good rail and bus access from Melbourne and the journey by either method normally takes just under three hours. Tickets may be purchased at the Sale Station but parents should note that the MyKi systems extend only to journeys from Melbourne to Traralgon.

Both the bus terminal and train station are a mere five minutes from Blackwood House.

Blackwood House Bus

The house has its own mini bus which is used to transport students to and from the station, and to house activities, within the confines of Sale and the surrounds.

Where students depart or return from leave on public transport they can arrange to be transported by one of the Supervisors. The details of the leave requested on the Reach Boarding system should state the precise times and details of departure, and return transportation. Ideally, such arrangements should also be entered in the House Diary. Whilst every endeavour will be made to provide transport there will be times when boarders may have to make alternative arrangements and Supervisors will not normally leave the premises after 9.00 pm

The mini bus is also used to transport students to and from activities over the course of the week and throughout the weekend.

The mini bus is not however used for personal transportation needs and does not ferry students to and from the Garnsey Campus.

Parents are asked to complete the relevant section of the Street Leave, Transportation and Activity Form in this handbook to authorise travel for their son / daughter in the house mini-bus.

Taxis

A taxi firm is located in Sale (Sale Maffra Taxis) and parents are welcome to arrange transportation on behalf of their sons or daughters to personal appointments. Payment will need to be made by the students and it is not possible to add the bill to the school account.

Student Cars

Students who have passed their test may drive from home to school in their cars.

Firstly, students need to seek permission from the Head of Year 12 and the relevant paper work completed, indicating any passengers they are allowed to transport, and returned to Gippsland Grammar in good time.

Secondly, boarders or part time boarders who wish to have a car whilst at Blackwood House, need to complete the Cars at Blackwood House Form that can be found in the rear of this handbook.

All boarders must hand in their keys to the Head of Boarding or Supervisor on arrival, and will receive them back when departing. Those arriving on Monday morning will be expected to deposit their cars at the house,

rather than at school. Likewise, students will not be able to access their cars on Friday morning if departing later that same day but will need to return to the house.

Neither full nor part-time boarders will normally be able to have access to or drive their car during the school week. Where exceptional circumstances dictate cars need to be used during the course of the week, the house requires verbal or written confirmation from all parents concerned.

Parents are encouraged to support the house in enforcing these expectations.

COMMUNICATION

Telephone calls

The house landline provides an excellent means of communicating with staff during working hours. If the office is not attended you are welcome to leave a message for staff, or to make contact via one of the mobile phone numbers provided.

Calls to the house can be transferred to the one of our two booths, if you wish to talk to you son or daughter in private. Equally they are able to make reasonable use of the landline if they wish to contact home.

The best time for contacting students is after dinner, which normally ends at 7:00 pm, until bedtime, as listed elsewhere.

Mobile phones

The Head of Boarding, Male Supervisor and Female Supervisor, all have mobile phones and can be contacted directly as needed.

The majority of students at Blackwood House have a mobile phone and we appreciate they are an excellent means of keeping contact between house and home. Within the boarding community, we also recognise that they are to be used with discretion during the school day, and will be centrally stored for safe keeping and recharging overnight.

If you wish your son or daughter to have a mobile phone in the boarding community, please complete and return the Mobile Phone Form that can be found in the rear of this handbook.

Email

Emails provide a further means of communication with staff and students alike, all of whom are provided with a school email address.

The generic email address of boarding@gippslandgs.vic.edu.au is the most reliable way of making contact and will be accessed regularly by the duty staff. We will endeavour to respond to all emails within 24 hours. Where it is not possible to provide a resolution within that time frame, we will acknowledge the email as we seek to provide an answer.

Social media

We recognise the value of social media as a means of communicating with home and selected Blackwood House events may well appear of the Gippsland Grammar Facebook feed.

Within the house we ask that all students acknowledge the privacy of other members of the community and that any post should be appropriate, and respect the privacy of staff and students alike.

HOUSE PROCEDURES

Activities

The house encourages students to partake in a range of activities within the Sale community. Traditionally the house has fielded, or been part of local netball, basketball and touch football competitions.

Additionally, the house actively supports the Rotary International Monday Tucker initiative at the Sale Memorial Hall, providing food and company to local citizens.

Bounds

All normal school bounds for students at Gippsland Grammar apply to boarders throughout their time at Blackwood House. In addition, and to ensure the safe and efficient running of the boarding house:

Boarders are deemed to be out of bounds in the following instances:

- Male boarders when entering the female boarder corridor, or external walkway, and female boarders when entering the male boarder corridor, or external walkway.
- Students absent from the Blackwood House at any time outside normal school hours (8:35 am until 3:35 pm) without the permission of Head of Boarding or appropriate member of staff.

Any breaking of bounds is viewed as a breach of trust and will be treated very seriously. As a minimum, student privileges will be withdrawn. It is possible that students might be suspended from school and, in serious situations, exclusion from the boarding house may occur.

Breakage and damage

Students are expected to exercise reasonable care when using equipment and furniture, and all damage is to be reported immediately.

Students will be held responsible for intentional, or unintentional damage caused by unauthorised activity, and repair charges will be placed on the parents' fee account.

Dress and appearance

Boarders must travel to and from school dressed in accordance with the published uniform guidelines.

Boarders going on leave need to be in either smart casual or school uniform. It is not acceptable to wear a relaxed version of the school uniform.

Boarders are to be neatly and modestly dressed in Blackwood House. Bare midribs, low cut tops, short shorts or skirts are not acceptable, whilst singlet tops are not to be worn at the dinner table. Footwear is to be worn at all times.

Electrical Equipment

Pupils may bring to school electrical items such as desk lights, mobile phone chargers or docking stations to play music. All items of this nature will need to be tested during the course of the year to make sure they are safe for use. Items found to be unsafe will be removed and will be made available to collect.

Cooking appliances such as toasters or kettles, or indeed fans that have heating elements, are not acceptable due to the current they draw. Simple rotary fans are acceptable.

Please note that any item used to play personal music needs to be of an appropriate size and be operated with the discretion that living in a community requires.

Fire Alarm and Drill

Blackwood House is fitted with a fire alarm system that is connected to the CFA.

Fire Drills will be held each term to ensure the safety of all students and staff in the event of a fire.

Whenever the fire alarm sounds, the building should always be evacuated following the directions as displayed in each of the rooms, and elsewhere in Blackwood House.

Extinguishers and fire hoses are in place in the boarding houses. It is an offence to tamper with fire safety equipment.

If extinguishers and fire hoses are misused, or an avoidable fire alarm is caused by a boarder then, at the discretion of the Principal, the boarder may be liable for costs. (The CFA call out fee is now \$1,040.)

Friends

Boarders are encouraged to invite friends for a meal or activity on the weekend with the permission of the Head of Boarding. When entering the Blackwood House the guest should be introduced to a relevant member of staff. Guests should be hosted in the Dining Room or Lounge, and should not enter study bedrooms.

Gym and Sports Hall

There are two timetabled Gym and Sports Hall sessions each week, on a Tuesday and Thursday evening respectively. Students are able to access the facilities at the Garnsey Campus under the supervision of staff and the opportunity to exercise at the end of the day is a welcome opportunity for all.

House Diary

The House Diary allows students to record specific arrangements and to request special arrangements. Ideally, whatever is recorded in the House Diary will also be communicated directly to the Head of Boarding or a Supervisor.

House Fabric

The fabric of the House should be treated with the utmost respect. The furniture allocated to pupils will be in good condition and is to be used appropriately. Misuse of furniture will normally result in a charge for repair or replacement.

The general condition and tidiness of a study is the responsibility of the respective student. Studies should be kept to the highest possible standard and respect other students who may share the room, and of those who clean Blackwood House.

The conduct of students in common or public rooms should be appropriate and respect others at all times. No common area should be used to store individual possessions and any waste or rubbish is to be disposed of as appropriate.

Illness

Students can receive treatment during the course of the school day at the Student Support Office within the Garnsey Campus. All who work in Blackwood House are suitably First Aid trained.

Where a student is unwell and unable to attend school they will normally return home, as we do not have isolation facilities, or twenty four hour medical care within Blackwood House

Linen Change

Bed linen is changed every second Friday according to the house roster.

Those who return home are encouraged to take their sheets with them; those remaining in the house will be expected to use the washing facilities available to them at Blackwood House or a commercial laundry, for which there is a charge.

Students need two sets of bed sheets, as outlined in the Boarding Kit List, in order to put new sheets on the bed prior to washing existing linen.

Media

Students are encouraged to be aware of major world and national events.

Newspapers are delivered to Blackwood House on a daily basis throughout term time and pupils have access to several copies from breakfast each day. The house has a television in the lounge which students can access after dinner to watch both news and entertainment programs. The house has a projector and carefully selected titles are screened on occasions.

Televisions are not permitted in the bedrooms and a filtered Wi-Fi provision exists within the study areas of the house.

Medication

Boarders are not permitted to self-medicate and all medication is to be handed to the Head of Boarding, or a Supervisor, for storage in the First Aid cupboard.

Any medicines administered, prescribed or otherwise, will be recorded in the Blackwood House First Aid and Medication folder.

Parents are asked to authorise staff to dispense First Aid and medication, as requested on the Authority Form, and to identify if they wish for appointments with a Doctor to be made on their behalf.

Money and Valuables

For security reasons boarders are advised not carry with them more than \$20 in cash. Any surplus to this should be handed to a Supervisor for safe keeping. Other items of value should be kept secure or given to one of the Supervisors.

Part time work

Boarders are permitted to undertake part-time work during the course of the term if they are over the age of 15.

Boarding students are required to have written permission from a parent or Guardian and to clearly communicate the travelling arrangements as Blackwood House is unable to take such responsibility.

Ideally, the work must not interfere with study but special requests maybe agreed by the Head of Boarding. Students must however meet their school and co-curricular commitments.

Personal hygiene

Guidance and help is given whenever possible by the boarding staff but an awareness of the following is always beneficial:

- Use clean linen and towels according to the roster for changing bedding.
- Wash dirty clothes regularly and at the very least on a weekly basis.
- Soap, shampoo and deodorant, are need to be used and in particular during the warmer months.

Without this knowledge, it is possible that a boarder may be ostracised by their peers, creating a very difficult situation for both the student and boarding house members in general.

Parents and Host Families.

Parents, Host Families and Guardians are asked to notify the Head of Boarding or a Supervisor that they are on the premises before entering the lounge or dining areas of the house.

Parents who need to access a student's bedroom can do so but only in tandem with a member of staff, as required by the Duty of Care legislation

Privacy

Boarders should not enter another boarder's room without the permission of the resident at any time.

Boarders must not engage with the property of any other boarder without their permission.

Prohibited items

The following are prohibited on school grounds:

- Weapons of any kind (this includes replica);
- Prohibited substances (e.g. illegal drugs, alcohol) or implements for their use;
- Cigarettes/tobacco;
- Pornographic or offensive material (Gippsland Grammar determines what is offensive in accordance with its Anglican values/teachings);

Posters

Pupils are able to decorate their rooms by placing posters on the walls of their studies. Care should be taken so that, when removed, posters or any other items will not damage the paintwork.

Rooms

Beds must be made before leaving in the morning and will be inspected on a regular basis. As a rule the floors must be kept clear, dirty washing should be kept in a laundry bag or basket, and wet washing should be placed outside or in the drying rooms.

Failure to meet the expectation for the hygiene and presentation of a room, or an area within a room, can lead to the removal of privileges.

Searches

Respect for privacy, and the rights of each boarder at Gippsland Grammar, are always of paramount consideration.

However, on occasions it may be necessary to search rooms and/or areas in the interests of our Duty of Care. This normally occurs when there is evidence that a student has prohibited items or substances in their possession or when a significant theft has occurred.

Security

Every boarder has access to a lockable space and are recommended to bring with them to the boarding house a suitable small padlock. Keys can be lodged with boarding staff if necessary.

Boarders are responsible for the security of their items throughout and whilst the school and house take a dim view of any theft or loss, unauthorised use or damage of any personal belongings, we are unable to accept responsibility.

Parents may wish to review their domestic personal insurance policy to ensure the items brought to the house are adequately covered.

Uniform requirements

Regulation uniforms and all sports uniforms are compulsory as outlined in the school documentation. Boarders are expected to at all times be ambassadors for Blackwood House and can expect their uniform to be checked on a daily basis.

Visitors

Visitors other than Parents, Host Families or Guardians must report to the Head of Boarding or a Supervisor upon entry to Blackwood House, and will be expected to sign the Visitor's Book.

Washing and Laundry

Sheets, doona covers, pillowslips and towels are to be washed once a fortnight according to the roster.

Full boarders must do personal washing at least once per week. Part-time boarders are expected to either take their washing home or do it once per week at Blackwood House.

Students are required to provide their own washing powder.

BOARDING CALENDAR 2015 / 2016

Term 4 : (Roll Over)

Nov	22 nd	Blackwood House orientation activities and first overnight stay.
Dec	1 st	Home Room Teacher Tea
	9 th	Blackwood House Christmas Dinner
	10 th	Term 4 Ends : Blackwood House closes at 5:00 pm

Term 1

Jan	28 th	Blackwood House opens at 2:00 pm
	29 th	Start of Term 1
	30 th	Blackwood House BIG WEEKEND 1 (The Amazing Race)
Feb	9 th	Blackwood House Afternoon Tea for Home Room Teachers
	21 st	Charity Event: Jane McGrath Pink Stumps Students & Parents Cricket Match
Mar	2 nd	Blackwood House (Summer) Student Formal Meal
	9 th	Boarding Parents Dinner : Swifts Creek
	11 th	Exeat : Blackwood House closes at 5:00 pm
	14 th	Labour Day
	14 th	Exeat : Blackwood House opens at 2:00 pm
	23 rd	Mexican Themed Meal and Celebration
	24 th	Term 1 Ends : Blackwood House closes at 5:00 pm

Term 2

Apr	10 th	Blackwood House opens at 2:00 pm
	11 th	Start of Term 2
	16 th	Blackwood House BIG WEEKEND 2 (Melbourne & AFL)
	25 th	ANZAC Day (Student Free Day)
May	4 th	Blackwood House Afternoon Tea for Class Teachers
	9 th	Charity Initiative: No Waste Food Week supported by Cater Care.
	18 th	Blackwood House (Autumn) Student Formal Meal
	26 th	Exeat : Blackwood House closes at 5:00 pm
	27 th	Report Writing Day (Student free)
	29 th	Exeat : Blackwood House opens at 2:00 pm
June	1 st	Boarding Parents Dinner: Metung
	13 th	Queen's Birthday (Student Free Day)
	16 th	American Themed Meal and Celebration
	17 th	Term 2 Ends : Blackwood House closes at 5:00 pm

Term 3

Jul	11 th	Blackwood House opens at 2:00 pm
	12 th	Start of Term 3
	22 nd	Blackwood House BIG WEEKEND 3 (Ski Weekend – Provisional)
Aug	2 nd	Blackwood House Afternoon Tea for Home Room Teachers
	8 th	Blackwood House Charity Event
	17 th	Blackwood House (Winter) Student Formal Meal
	18 th	Exeat : Blackwood House closes at 5:00 pm
	19 th	Compliance Day (Student Free)
	21 st	Exeat : Blackwood House opens at 2:00 pm
	31 st	Boarding Parents Dinner : Cowwarr
Sep	15 th	Asian Themed Meal and Celebration
	16 th	Term 2 Ends : Blackwood House closes at 5:00 pm

Practice Examination Week for Year 12

Sep	25 th	Blackwood House opens at 2:00 pm
	29 th	Blackwood House closes at 5:00 pm

Term 4

Oct	2 nd	Blackwood House Opens at 2:00 pm
	3 rd	Start of Term 4
	8 th	Blackwood House BIG WEEKEND 4 (Aqua Adventure)
	11 th	Blackwood House Afternoon Tea for Class Teachers
	20 th	Blackwood House Valedictory
	25 th	Blackwood House Charity Event
Nov	1 st	Melbourne Cup Day
	14 th	Report Writing Day (Student Free)
	17 th	Exeat : Blackwood House closes at 5:00 pm
	18 th	Rollover Preparation Day

Term 1 : (Roll Over)

	20 th	Exeat : Blackwood House opens at 2:00 pm
	20 th	Rollover Orientation Day
	29 th	Blackwood House Afternoon Tea for Class Teachers
	30 th	Boarding Parents Dinner : Bairnsdale
Dec	7 th	Blackwood House Christmas Dinner
	8 th	Term 4 Ends

BLACKWOOD HOUSE: Street Leave, Transportation & Activity Form



Student Name	
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Please ensure you are familiar and comfortable with the expectations of Blackwood House, as listed below, but subject to change, in relation to the student Street Leave, transportation, and attendance at various activities.

Please indicate you are content with the arrangements in place at Blackwood House by ticking the relevant box.

- Do you give permission for your son / daughter to be granted weekday Street Leave as identified in the House handbook, with the understanding that this is a privilege afforded to boarders that may be withdrawn by staff if standards of conduct and co-operation do not meet expectations?
- Do you give permission for your son / daughter to be granted weekend Street Leave as identified in the House handbook, with the understanding that this is a privilege afforded to boarders that may be withdrawn by staff if standards of conduct and co-operation do not meet expectations?
- Do you give permission for your son / daughter to be transported in the Blackwood House mini bus to and from the train station, and to house activities within the Sale community?
- Do you give permission for your son / daughter to attend the Sale Cinema as part of a house outing over the course of a weekend or, in exceptional circumstances, during the course of a school week?
- Do you give permission for your son / daughter to attend the Aqua Energy swimming pool and gym facility, or the area around Lake Guthridge or Lake Guyatt, as part of a house outing over the course of a weekend or, in exceptional circumstances, during the course of a school week?
- Do you give permission for your son / daughter to take part in local sporting competitions (such as basketball, netball or touch football) as part of a Blackwood House or a broader Gippsland Grammar social team?
- Do you give permission for your son / daughter to go jogging on the school oval whilst at Blackwood House?
- Do you give permission for your son / daughter to go jogging within Sale whilst at Blackwood House?

Student Signature	
Parent Signature	
Staff Signature	

This form needs to be completed and returned to Blackwood House prior to a student joining the boarding community.



BLACKWOOD HOUSE: Authority Form



Student Name	
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Please ensure you are familiar and comfortable with the role of staff at Blackwood House who, whilst acting in Loco Parentis, will complete Indemnity Forms, authorise the repair of laptop computers, the administration of medicines and the booking of medical appointments.

Please indicate you are content for staff at Blackwood House to authorise forms, repairs and treatments by ticking the relevant box.

- Do you give permission for staff at Blackwood House to complete Indemnity Forms on your behalf, using the information provided to Gippsland Grammar?

- Do you give permission for staff at Blackwood House to authorise laptop computer repairs at Gippsland Grammar if the amount is less than \$100?

- Do you give permission for staff at Blackwood House to dispense First Aid, common household medications and cold relief substances?

Staff at Blackwood House are able to make medical appointments on your behalf? Please indicate if you wish for this to happen and if you have a preference for a specific medical practice.

- I authorise appointments to be made at the Inglis Medical Centre
- I authorise appointments to be made at the Clocktower Medical Centre
- I authorise appointments to be made at either the Inglis or Clocktower Medical Centre

Student Signature	
Parent Signature	
Staff Signature	

This form needs to be completed and returned to Blackwood House prior to a student joining the boarding community.



BLACKWOOD HOUSE: Mobile Phone Form



Student Name	
Mobile Phone Brand	
Mobile Phone Model	
Mobile Phone Colour	
Mobile Phone Number	

Please ensure you are familiar and comfortable with the expectations of Blackwood House, as listed below, but subject to change, in relation to the student use of mobile phones in the boarding community.

- Blackwood House does not accept responsibility for the security of any mobile phone brought to the boarding house or to the Garnsey Campus
- Mobile phones are accessible from 8:15 am daily until the published Technology Hand-In times.
- Only Students in Years 11 and 12 will be able to retain their phones for use on a Friday and Saturday night
- Mobile phones are not to be used:
 - During House Notices/Meetings
 - During meals
 - During prep, other than for music
 - After the allocated hand in time
 - In the Dining Room
 - With disregard to the privacy of another student or member of staff
- Students are only allowed to bring one mobile phone to the boarding community
- Boarders are to abide by the Acceptable Use Policy for use of mobile phones during school hours.

We accept that failure to adhere to these conditions may result in the immediate withdrawal of mobile phone privileges.

Student Signature	
Parent Signature	
Staff Signature	

This form needs to be completed and returned to Blackwood House prior to a student bringing a mobile phone to the boarding community.



BLACKWOOD HOUSE: Car Form



Student Name	
Car Model	
Car Make	
Car Colour	
Car Registration	

Please ensure you are familiar and comfortable with the expectations of Blackwood House, as listed below, but subject to change, in relation to the student use of cars whilst living in the boarding community.

- Blackwood House does not accept responsibility for the security of any vehicle brought to the boarding house or to the Garnsey Campus.
- As identified elsewhere, cars may only be brought to school with the official permission of the Head of Year 12, who will provide the boarding house with confirmation that all school requirements are in place. Only then may a boarder request permission to have a car at school.
- Boarders are allowed to park a car at Blackwood House, spaces permitting, if they are driving to and from home, and will be expected to:
 - Provide the Head of Boarding or Supervisor with their car keys once they arrive at school.
 - When returning home, collect their car from Blackwood House at the end of the school day.
 - Exercise caution whilst driving at Blackwood House, and specifically near the entrance to house.
- Boarders will not be allowed to use cars during the course of the week. Transport will be provided to all medical appointments in the Sale region
- In exceptional circumstances, a request can be made in good time to the Head of Boarding, for concessional use of a car.

We accept that failure to adhere to these conditions may result in the immediate withdrawal of car privileges.

Student Signature	
Parent Signature	
Staff Signature	

This form needs to be completed and returned to Blackwood House prior to a student bringing a car to the boarding community.



BLACKWOOD HOUSE: Approved Host & Guardian Form



Student Name	
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Please ensure you are familiar and comfortable with the expectations of Blackwood House, as listed below, but subject to change, in relation to Host families and Guardians.

Host Families may be nominated by Parents. They will have the authority to request leave for Students directly with the Boarding House.

Host(s)		
Street Address		
Town and Post Code		
Home Telephone		
Mobile telephone(s)		
Email Address		

Parents who normally live outside Australia will need to nominate Guardians who can accommodate their son daughter over the course of the year. They will have the authority to request leave for Students directly with the Boarding House.

Host(s)		
Street Address		
Town and Post Code		
Home Telephone		
Mobile telephone(s)		
Email Address		

Parent Signature	
Staff Signature	

This form needs to be completed and returned to Blackwood House prior to a student joining the boarding community.



BLACKWOOD HOUSE: Dietary Needs Form



Student Name

Please identify any specific dietary requirements for your son/daughter whilst they are in Blackwood House, in the space provided below:

Student Signature

Parent Signature

Staff Signature

This form needs to be completed and returned to Blackwood House prior to a student joining the boarding community.



Blackwood House
Gippsland Grammar School
PO Box 465
Sale, 3853
Victoria
Australia

A MEMBER OF

