



BRISBANE GRAMMAR SCHOOL

Boarding Handbook
2026





Contents

Head of Senior School	4
Head of Harlin House	5
Head of Griffith House	6
Houseparent	6
Boarding Student Leaders	7
A Welcome to Boarding	8
Contact Details	10
Daily Routines	12
Leave	16
Rewards and Sanctions	19
Enrichment Programs	20
Pastoral Care	22
Boarding Values	23
Student Life	24
Health Centre	28
Communication	30
Clothing	31



Head of Senior School **Simon Conway**

As Head of Senior School, I am excited by the challenges and rewards of a role that allows me to lead the day school (Years 9-12) and boarding (Years 5-12) communities through such a critical period of their development.

My educational leadership journey has been simple in terms of locale but rich in terms of experience. For the past 25 years, I have taught at Brisbane Grammar School and undertaken several roles that have helped to shape my understanding of the needs of adolescent boys and the pastoral care required to support them.

Early in my career, I was Master in Charge of Basketball (2004-2007), a sport that has always been a passion of mine. I saw firsthand the importance of connection for boys' wellbeing and the opportunity that broad cocurricular programs can play in strengthening that sense of belonging. Working within the cocurricular team, I developed an understanding of the breadth of cocurricular opportunities on offer to BGS students that allow for each boy to 'find his people'. Further, the discipline, organisation and cognitive respite provided by students' cocurricular involvement benefits other aspects of their lives. Boarding provides students with unprecedented access to all aspects of the cocurricular

program — an element of the boys' school experience that we strongly encourage them to explore.

Alongside my cocurricular leadership experience, I assumed a Form Tutor role upon my commencement at the School. Being the first tier of pastoral care, this role afforded me the opportunity to focus on the wellbeing of students in my Tutor Group, while also enlightening me as to the pastoral care structure in operation at the School. I witnessed first-hand the capacity of Heads of Year to safeguard students' wellbeing within their respective year groups and hoped to become part of that Student Wellbeing Team should the opportunity present itself.

In 2008 I was appointed as Assistant Head of Years 6-8 and then in 2010 was made Assistant Head of Year 12. These roles constituted my first formal foray into the ranks of pastoral leadership at the School. Fulfilling these roles allowed me to 'bookend' the student journey at BGS from first-day orientation through to Valedictory Dinner and graduation, developing tremendous insight into pastoral leadership at the School and the capacity to undertake a Head of Year role from 2012.

I proudly led the graduating classes of 2016 and 2022 as their Head of Year. Supporting

the students over the course of their secondary schooling through fostering productive partnerships with parents, staff and other key stakeholders was a transformative professional experience. In the latter years of that experience, I completed my Master of Instructional Leadership from the Melbourne Graduate School of Education (MU), alongside several acting senior leadership positions including being the Acting Dean of Students and Acting Deputy Headmaster.

In 2023, I commenced my third Head of Year cycle which I undertook concurrently with an Acting Director of Boarding position from mid-term 2. In a restructuring of senior leadership roles, the School created a Head of Senior School position that also incorporated the strategic oversight of boarding at the School; the School's first 'senior leader in residence' was realised. Alongside other senior resident tutors, I maintain a presence across the boarding precinct working several shifts each week. While my role dictates that I view the precinct through a strategic lens, I thoroughly enjoy and value the opportunity to be part of the day-to-day running of the boarding community. Further, my on-site accommodation sees that I am an omnipresent feature of the boarding landscape and relish engaging with the boys



Head of Harlin House **Jono Farrell**

whenever the opportunity presents.

My wife, Kelly, is a Head of Year at Sommerville House where our daughter, Sienna, attends as a student. My son, Dylan, is a proud BGS Old Boy having recently graduated the School with the Class of 2023. My family has thoroughly enjoyed becoming part of the BGS Boarding Community since moving onto campus mid-year. We all look forward to many more years of engagement with the community.

BGS Boarding is at an exciting juncture in its history. The extensively refurbished Harlin House, our Senior boarding house, was officially opened in January 2022. The \$5 million spend has ensured that our student accommodation is industry-leading and aligns the quality of Harlin House with that of Griffith House, our junior boarding house. Boarding occupies a special place in the history of Brisbane Grammar School, a history that I am now proud to be part of.

Simon Conway

I feel extremely fortunate to have served as the Head of Harlin House since 2024. Boarding has formed an integral part of the Brisbane Grammar School fabric since 1886 and I, along with my wife Leanne and our son Brock, were warmly welcomed into the extended BGS Boarding community at the start of 2024.

I commenced my teaching journey in South Africa and have occupied roles in teaching, coaching, boarding and sports administration. In 2008, my wife and I immigrated to Australia, and I accepted the role of Director of Rugby, Boarding Resident and Teacher of Health and Physical Education at Toowoomba Grammar School. I spent 14 years in the role of Director of Rugby, before returning to a full-time teaching role and Assistant Head of Boarding House position. My wife Leanne has worked at The Glennie School since 2008, initially as the Personal Assistant to the Principal, and more recently as the Personal Assistant to the Deputy Principal. She currently works as an Administrative Assistant at BGS, a role she commenced in 2024.

Our son Brock joined Brisbane Grammar School as a Year 8 student in 2024.

As Head of Harlin House, my role is primarily to ensure that the boarders in our care enjoy a positive and productive time during their stay in boarding at BGS. I believe that every boy

must be given the opportunity to reach his full potential in a supportive residential community, and that it is the role of the boarding staff to guide, mentor and support each boy as he navigates through his boarding journey. The combination of caring, committed staff, industry-leading facilities, our Academic and Wellbeing Enrichment programs, an extensive and varied after school activities program, all contribute to an enriching and rewarding boarding experience for our boarders at BGS.

I look forward to fostering positive relationships with our students, parents and staff to promote an environment that values open communication, collaboration and teamwork. We will always endeavour to align our boarding practices with the guiding educational principles of Brisbane Grammar School. Our focus will be to pursue excellence and best-practice in boarding by creating a welcoming home away from home where every boy feels valued, safe, connected, and supported.

Thank you for choosing BGS Boarding for your son. We value the investment you are making in your son's future and look forward to working closely with your sons and your family to ensure that your collective experience in boarding is a positive one.

Jono Farrell



Head of Griffith House **Tim Holzgrefe**

As Head of Griffith House, I am excited by the challenges and rewards of the position while also being aware of the privilege of having an integral role in the lives of young men during their formative adolescent years.

I didn't immediately enter a career in education, as I worked for the Commonwealth Bank as well as a stint as a jackaroo for a grazing company based outside of Cunnamulla. Having to return to Brisbane for an operation, I then embarked upon my Bachelor of Education at QUT. During this time, I worked

as an academic tutor for the Indigenous Peoples Unit at Kangaroo Point TAFE which was a hugely rewarding experience. I commenced teaching in 1999 at Brisbane Boys College and in 2002 moved with my family to London for five years during which time I worked at St Johns Leatherhead, which had a large boarding component within the school. From there we returned to Brisbane at the end of 2006 and I commenced at Brisbane Grammar School in 2007. In 2012 I started as one of the original Assistant Heads of Year and have been working in that role ever since.

My wife, Kylie, is a chartered accountant who has worked in the commercial field for the last 21 years since leaving Price Waterhouse. We have twin boys; Jacob and Will who are graduates of Brisbane Grammar

School and are now pursuing careers in the Federal Police and agriculture respectively.

As the Head of Griffith House, my role is primarily to ensure the smooth day to day operation of the boarding community in Griffith House and across the entire boarding precinct, and that the needs of the young men in our care are being met. I am committed to fostering positive relationships with students, staff, and parents, and a supportive learning environment for all boarders.

I look forward to working closely with your sons and your family to ensure their experience in boarding at Brisbane Grammar School is positive, that they are always safe and supported throughout their journey.

Tim Holzgrefe



Mia Hollingworth *Houseparent*

I am thrilled to be joining the Brisbane Grammar School boarding team as a Houseparent and look forward to helping each student feel at home.

I grew up in Melbourne and was awarded a scholarship to the Victorian College of the Arts Secondary School, where I majored in Dance. After graduation, I worked as a contemporary dancer in Melbourne and internationally.

My teaching journey began as a classical and contemporary dance teacher. I also studied and worked in the wellbeing sector as a yoga and Pilates practitioner, supporting young people to develop confidence and resilience.

In 2017, I graduated with a Bachelor of Education from the Australian Catholic University. I then moved to the Sunshine Coast with my daughter,

teaching in primary schools and developing visual arts programs for local organisations.

In 2024, we moved to Brisbane and I became Project Manager at Ausdance Queensland, devising and coordinating an Australian-first online dance education initiative, Safedance for Kids, which I am proud to have delivered to pilot implementation.

As I begin this next chapter at Brisbane Grammar School, I feel privileged to contribute to the lives of the boys in boarding. I am passionate about providing a grounded presence, supporting students through challenges and celebrating life's wins with them.



Jed Siganto
Boarding Captain

I'm originally from Brisbane and have spent most of my life here, apart from a few years of my childhood in Singapore. While I was at school overseas, my two older brothers had already returned to Brisbane to begin boarding at Brisbane Grammar

School, while I remained in Singapore with my parents. When my family eventually moved again and I had the opportunity to join my brothers in Year 6, I jumped at the chance to experience boarding life for myself. After being the only child at home for some time, I couldn't wait to live alongside them in the House.

Although I was incredibly excited, the beginning of my boarding journey came with its challenges. The first few weeks were definitely the hardest—getting used to being away from my parents, adjusting to new routines, and settling into a new school was daunting. But the support I received from the other boys quickly made me realise why boarding is such a special experience. The encouragement and warmth shown by the staff is something I remain truly grateful for. I still remember how both staff and boys went out of their way to make sure I was comfortable in my new home

and noticed whenever something wasn't quite right. Those moments never did last long, though - being able to relate to others in the same situation made all the difference. Little did I know, those same boys would become good mates I still laugh with, open up to, and chat with five years on.

As I move into my final chapter at Grammar, I'm honoured to take on the responsibility of leading the House. Reflecting on my six-year boarding journey, I feel incredibly fortunate to be part of such a special community, one that continues to build on a rich history of connection and tradition. The senior cohort, Lewis, and I look forward to the journey ahead in 2026, as we strive to leave our own legacy on the back of many successful senior years before us. I'm excited to welcome both new and returning boarders and look forward to what will no doubt be a memorable year for the House.



Lewis Hay
Boarding Vice Captain

Growing up in Brisbane's inner suburbs, I've spent most of my life close to BGS. Following my dad and older brother, I joined Grammar as a dayboy in Year 5 and never seriously considered

boarding, even though many of my brother's friends—and some of mine—lived in Harlin House. What always stood out to me was their kindness, humility, and sense of brotherhood.

Coming from a multicultural family with Japanese, Italian, and Austrian heritage, I've always valued diverse backgrounds and traditions. When I entered boarding, that appreciation deepened. I still remember looking up at the flags in the dining hall and realising just how globally connected our boarding community is.

Though few students move from dayboy to boarder, I was drawn to the opportunity to grow my independence and time management. After years of discussing it, my parents and I finally made the decision. Orientation Day felt surreal,

and saying goodbye for more than just a school day was a big shift. The first few nights were challenging—I missed home and felt anxious about the unknown.

But that quickly faded thanks to the warmth of the boys and staff in Harlin House. Small moments—a chat in the corridor, a joke at dinner, help with study—made me feel at home. Boarding has pushed me beyond my comfort zone, taught me discipline and resilience, and given me friendships that will last a lifetime.

As I enter my final year, I'm honoured to serve as Boarding Vice-Captain. I look forward to working with Jed to welcome new and returning boarders and to contribute to the proud legacy of Harlin and Griffith House. BGS Boarding truly is a brotherhood, and I'm grateful to call it home.

A Welcome to Boarding

Boarding Principles

BGS aims to offer boys the best possible boarding experience, in a nurturing environment, where each individual is safe and has access to a positive experience, is valued and is encouraged to achieve his best.

The foundations of the boarding experience are the same strong values that exist within the School. Harlin House and Griffith House seek to be part of a respectful community with regard for learning, leadership and endeavour. Within boarding, we focus on the holistic wellbeing of boys and seek to provide a program and experience that helps them fulfil their potential and become BGS graduates who contribute to their communities.

We nurture the needs and talents of individual boarders through a diverse program of enrichment experiences. These encompass academic studies, physical and recreational activities, service to others, the opportunity to lead, and a variety of life skills. Boarders gain a sense of belonging as part of a large and inclusive group of boys, while also belonging to a smaller pastoral group, in the form of a House Family. The boarding community seeks to be an integrated element of BGS, with strong and supportive relationships with leadership, teaching and support staff.

Boarders are cared for by well-qualified and dedicated

staff who are experienced in the care of adolescent boys in a residential setting. The boarding community seeks to operate to the highest possible standards through strong processes and procedures. The program meets, and where possible exceeds, the requirements of the National Boarding and Child Safe Standards. Emphasis is placed on strong communications within the Houses, and with parents, guardians and the wider community.

We recognise that factors beyond the student program are central to a successful boarding community. We are committed to a contemporary boarding model that provides boarders with comfortable accommodation. We recognise the need to attract and retain high-calibre staff, within a structure that enables career development and progression.

Accommodation

At Brisbane Grammar School, all boarders live in the one precinct. Harlin House and Griffith House provide a home away from home for 100 boarders.

Staffing

The Head of Senior School leads the boarding program and is responsible for all aspects of boarding at BGS – from the recruitment of boarders to the strategic direction of the community. The Head of Harlin House is responsible for the daily operation of the boarding

community and for leading Harlin House, while the Head of Griffith House is responsible for the social, emotional and academic wellbeing of boarders in Griffith House. The Activities Tutors lead a seven-day activity program for all boarders.

The staffing structure consists of eight Boarding Tutors, usually teachers from the day school. Each Boarding Tutor works one evening shift per week supervising prep, providing pastoral leadership for one of eight House Families. Residential Supervisors live within the boarding precinct, providing overnight support and supervision.

Food

The catering department offers a varied and healthy diet that meets the needs of the boarding and school communities, and is served within an attractive and welcoming facility. At the same time, our Health Centre provides a high level of health and related care for boarders.

Health Centre

Our Health Centre is located within Harlin House offering a triage service from 7.00am until 10.00pm from Monday to Friday. The service is also available during weekend mornings and evenings, with an on-call schedule operating during the day. A nurse provides overnight care for all boarders when needed.



Contact Details

Mia Hollingworth

Boarding House

Postal Address	Harlin House / Griffith House Brisbane Grammar School 24 Gregory Terrace Brisbane QLD 4000 Australia	
Head of Senior School Mr Simon Conway	T +61 7 3834 5225 M 0426 818 983	simon.conway@brisbanegrammar.com
Head of Harlin House Mr Jono Farrell	T +61 7 3834 5253 M 0437 285 546	jonathan.farrell@brisbanegrammar.com
Head of Griffith House Mr Tim Holzgrefe	M 0478 137 442	tim.holzgrefe@brisbanegrammar.com
Houseparent Ms Mia Hollingworth	M 0491 254 008	mia.hollingworth@brisbanegrammar.com
Harlin Duty Phone	M 0417 129 124	
Griffith Duty Phone	M 0413 018 257	

Health Centre

Health Centre Manager Ms Kirsty Page	T +61 7 3834 5222	kirsty.page@brisbanegrammar.com
--	--------------------------	--

Please cc healthcentre@brisbanegrammar.com on all correspondence

Nurses	T +61 7 3834 5222	healthcentre@brisbanegrammar.com
---------------	--------------------------	--

Middle School

Head of Middle School Ms Rebecca Campbell	T +61 7 3834 5375	rebecca.campbell@brisbanegrammar.com
---	--------------------------	--

Boarding Tutors

Mr Logan Hawkins	logan.hawkins@brisbanegrammar.com
Mr Lachlan Johnstone	lachlan.johnstone@brisbanegrammar.com
Mr Jamie Smith	jamie.smith@brisbanegrammar.com
Ms Loredana Di Donato	loredana.didonato@brisbanegrammar.com
Mr Stephen Howes	stephen.howes@brisbanegrammar.com
Mr Gus Robertson	gus.robertson@brisbanegrammar.com
Mr Peter Hunter	peter.hunter@brisbanegrammar.com
Mr Michael Powell	michael.powell@brisbanegrammar.com





Daily Routines

Wake Up

All boarders are expected to wake themselves during the week and on the weekend. Boarding staff are on duty from 5.30am, and either the Head of Senior School, Head of Harlin House or Head of Griffith House will be on call in the precinct from 7.00am each weekday.

Roll Call

Formal roll calls take place before breakfast each morning to account for students and to communicate important notices for the day ahead. Students who will be absent from roll call due to a sporting commitment or activity are expected to inform a staff member in advance and sign out. Any regular commitments (such as rowing training etc.) are considered an approved absence.

Breakfast

Breakfast is compulsory for all boarders and is an important opportunity to prepare for the day ahead. Breakfast service finishes at 8.10am. Only boys returning from morning training

sessions are allowed in the dining room after this time.

Depart for School

All boys are expected to depart the Houses promptly and will have left the precinct by 8.15am.

Room Inspections

Inspections of rooms or areas will take place each morning. Boys are expected to make their bed, clear the surrounding floor of any clothes or other belongings, and leave the desk sufficiently organised to allow the surface to be cleaned. There are further checks each evening to ensure the boys are maintaining and caring for their areas. On Sunday evening, there is a whole-house tidy up following the weekend activities.

School Day

Boarders are not allowed to return to the boarding houses during the course of the school day. In exceptional circumstances, and under the

supervision of a member of staff, they may be allowed to enter to collect an item, but this should be viewed as an exception rather than the norm.

Return from School

Boarders return to the houses at the end of the school day. This time will vary depending if boys are in the Middle School or Senior School, in keeping with the term's bell times.

Afternoon Activity

An extensive activities program exists at BGS with a diverse range of options available. Opportunities include house-based programs, school-based clubs and societies that meet each week and the GPS sports competitions. Boarders are expected to make the most of the extensive co-curricular activities offered at the School. As a rule, boarders in Years 5 to 10 are expected to take part in a School or House based physical activity each week. They are also

expected to attend an additional regular activity commitment each week. In Years 11 and 12, boys will be encouraged to retain their interest in a wide range of programs.

Dinner

Dinner is served from 5.40pm to 6.10pm each day. When requested in advance, the kitchen can provide late suppers for boys returning to the precinct after this time. Boys are expected to be suitably dressed in the dining room, wearing a collared shirt and closed footwear. Only in exceptional circumstances will boarders be allowed to enter the dining room after games or recreation and without having showered. For weekly House Family Dinners, boys are to wear a long-sleeve button-down shirt and smart casual clothes.

Prep

Prep is a time for homework and directed study. Every boarder is expected to use prep time to complete set homework or do personal work with a clear academic or school-related outcome.

All students in Years 5 to 11 do their prep in supervised conditions in the STEAM Precinct. Students in Year 12 will attend supervised prep a minimum of two evenings a week.

Prep for boys in the Middle School starts at 6.15pm and ends at 7.45pm. For boys in the Senior School, prep lasts until 8.15pm, and many will naturally continue beyond that time. Sunday afternoon prep generally runs from 3pm to 5pm.

Free Time

Following prep, there is a brief but important opportunity to relax and unwind at the end of the day in one of the various common rooms. These rooms provide space to relax, watch television, play some games and prepare light snacks.

Showers and Teeth

Prior to bed, there is ample time for personal hygiene – an important element of living within a boarding community.

Bedtime Routine

All boarders have different routines before bed, but each

must adhere to the same basic principle and use the time to prepare for sleep. Boarders are encouraged to read a book during the 30 minutes of 'quiet time' before lights out. Mobile phones belonging to boys in Years 5 to 11 are collected before quiet time. Laptops are collected for all boarders from Year 5 to 10. Lights out is a time for sleep and every boarder will be expected to keep any noise or movement to an absolute minimum. Boys can access their mobile phones in the morning. Boarders who need to wake early in the morning for a cocurricular sport or activity should have their own alarm clock.

Special Meal Requests

Early morning breakfasts and late suppers are available for boarders who are absent due to training, rehearsal or leave. Takeaway morning tea and lunch can be ordered at the servery.

Public Holidays

On public holidays, Saturday meal times will be followed.



Weekday Routine Summary

Event	Years 5 to 8	Year 9	Year 10	Year 11	Year 12
Wake Up	7.00am	7.00am	7.00am	7.15am	7.15am
Roll Call	7.25am	7.35am	7.35am	7.45am	7.45am
Breakfast	7.00am to 8.10am				
Room Inspections	from 7.30am				
Depart for School	8.10am	8.10am	8.10am	8.15am	8.15am
Return from School	3.00pm	3.00pm / 3.10pm	3.00pm / 3.10pm	3.00pm / 3.10pm	3.00pm / 3.10pm
Dinner	5.40pm	5.40pm	5.40pm	5.40pm	5.40pm
Prep	6.15pm	6.15pm	6.15pm	6.15pm	6.15pm
Free Time	7.45pm	8.15pm	8.15pm	8.15pm	8.15pm
Showers and Teeth	8.15pm	8.45pm	8.45pm	9.30pm	9.30pm
Bed time / Quiet time	8.45pm	9.15pm	9.15pm	10.00pm	10.00pm
Lights Out	9.15pm	9.45pm	9.45pm	10.30pm	10.30pm

Weekend Routine Summary

Saturday		Sunday	
Breakfast	7.30am - 9.30am	Brunch	8.00am - 11.00am
Lunch	12.30pm - 1.00pm	Lunch	12.30pm - 1.30pm
Roll Call	12.30pm	Roll Call	12.30pm
Dinner	5.40pm	Dinner	5.40pm
Quiet Time	+30 min Weekday	Quiet Time	Weekday times
Lights Out	+30 min Weekday	Lights Out	Weekday times



TO COMMEMORATE THE
THIS FOR
HIS EXCELLENCY THE RT. H.
GOVERNOR-GENERAL

Dining Room Summary

Breakfast

Monday - Friday	Saturday	Sunday (Brunch)
7.10am - 8.00am	7.30am - 9.30am	8.00am - 11.00am

Morning Tea

Monday - Friday	Saturday	Sunday
10.10am - 10.40am		

Lunch

Monday - Friday	Saturday	Sunday
1.00pm - 1.30pm	12.30pm - 1.00pm	12.30pm - 1.30pm

Afternoon Tea

Monday - Friday	Saturday	Sunday
3.00pm - 3.30pm		

Dinner

Monday - Friday	Saturday	Sunday
5.40pm - 6.10pm	5.40pm - 6.10pm	5.40pm - 6.10pm

Supper

Monday - Friday	Saturday	Sunday
	7.45pm - 9.15pm	



CENTENARY OF BRISBANE GRAMMAR SCHOOL
FOUNDATION STONE WAS LAID BY
HON. LORD CASEY, P.C., G.C.M.G., CH., D.S.O., M.C., K.S.T.J.
OF THE COMMONWEALTH OF AUSTRALIA
ON 29 TH. FEB. - 1968



Leave

Reach Boarding

All leave is managed through our Reach Boarding system.

The system is accessed via the MyGrammar portal, and can be used on any browser. Instructions on how to use the system are available via MyGrammar.

General Leave Protocol

It must be clearly understood that boarding staff need to know where boarders are at all times.

It is a strict rule that boarders never leave the School without permission from the Head of Senior School, Head of Harlin House, Head of Griffith House or a member of boarding staff, and are signed out through the Reach Boarding system. In the same way, boys returning from leave must report to the Head of Senior School, Head of Harlin House, Head of Griffith House or a member of boarding staff, and must sign in.

When visiting family members or friends, parents are expected to have made contact with the host and provide the host's details on any leave request. Hosts will be required to make

contact with the Head of Senior School, Head of Harlin House or Head of Griffith House, unless this is a regular arrangement. If boarders are regularly hosted by parties other than parents, details can be lodged as an approved host.

Under no circumstances are boarders to go on leave without adult supervision.

Any concerns regarding the level of supervision in place will be raised directly with parents.

Responsibility of Hosts

Hosts are responsible for the duty of care of boarders from point of collection to return to the boarding precinct. Hosts will receive an email from REACH to confirm the arrangements and will be required to accept the BGS Host Terms and Conditions.

If collecting boarders from campus, it is an expectation that hosts present to the boarding house staff and are sighted. If collecting a boarder off campus, hosts can call the duty phone to confirm that collection has occurred.

Leave Requests

Leave is given at the discretion of the Head of Senior School, Head of Harlin House or Head of Griffith House, and is not available when compulsory activities are taking place.

Overnight, weekend, tea or special leave requests must all be entered on the Reach Boarding system either 24 hours in advance of leave, or ideally by 8.00pm on the Thursday preceding any specific weekend.

Leave may be requested in one of two ways: either by boarders for acknowledgement by parents or guardians, and then approval by the Head of Senior School, Head of Harlin House or Head of Griffith House; or directly by parents for subsequent approval.

Overnight / Off-Campus Leave Types

All overnight or off-campus leave for a significant period requires parental permission and adult supervision. (21 years of age or older)

Weekend Leave

Weekend leave refers to overnight absence for either Friday or Saturday night, or for the whole weekend. Leave usually begins after the end of school on Friday afternoon and ends by 8.00pm on Sunday evening.

Overnight Leave

Overnight leave refers to leave during the school week. Boarders will be expected to have returned to their respective house by 8.00am the following day.

Tea Leave

Boys are permitted to go out to tea leave with their parents, a close relative or family friends. Tea leave normally starts at the end of school commitments and will last until 9.00pm on the day requested, unless a different arrangement is approved by the Head of Senior School, Head of Harlin House or Head of Griffith House. If leave is during the school week, it is the boy's responsibility to organise his time and complete all homework for the following day.

Special Leave

Any leave outside the types already mentioned is regarded as special leave and will be used for periods of absence longer

than one day outside the normal weekend arrangement.

Any special leave requires approval directly from the Head of Senior School.

Local Leave Types

All local leave may be requested by boarders and does not need approval from home.

The Barracks/Kelvin Grove/ Boundary Street

Leave for The Barracks, Kelvin Grove or Boundary Street is granted to boarders in Years 9 to 12 to allow for local shop purchases. The duration of the leave is from the end of school until 5.10pm. Boarders in Year 9 and 10 are not allowed to travel alone.

During weekdays, boarders need to be in full school uniform for this leave.

Weekday City Leave

Weekday city leave is granted to boarders in Years 10 to 12, between 3.10pm and 5.10pm. Boarders in Year 10 are not allowed to travel alone. City leave is granted at the discretion of boarding staff.

Weekday city leave is only ever offered to boarders in Years 5 to 9 for specific purposes. Parents must request permission from the Head of Senior School, Head of Harlin House or Head

of Griffith House. Boarders in Years 5 to 9 are expected to be collected by their parents or hosts.

Weekend City Leave

Weekend city leave is granted on Saturday or Sunday to boarders in Years 9 to 11 for a period of up to four hours or until 5.10pm, whichever is sooner. Year 12 boarders can have up to six hours of city leave. Boys may visit the city for purposes such as the movies or shopping. This leave will not be available when compulsory House activities occur. Boarders in Years 9 and 10 are not allowed to travel alone.

Local Leave for Boarders in Years 5 to 8

Boarders in Years 5 to 8 are supervised by a member of boarding staff while off campus. There is regular supervised leave to The Barracks and the city over the course of the weekend.

Leave Transition

In Term 4 of each year, a transitional leave arrangement will be used to assist boys in preparing for the following year. For example, Year 8 boys will be chaperoned by a Prefect on street leave; and Year 9 boys will be allowed city leave, as if they were in Year 10.

Holiday Arrangements

End and Start of Term

It is expected that boarders' travel arrangements take place after all assessment items have been completed. The Houses will remain open until 12pm on the day after the last day of term. Boarders may return to the Houses from 12pm on the day before classes begin. No supervision will be available before that time.

Overseas Students

Overseas boarders must comply with the accommodation policy and complete the overseas boarding students' holiday leave form before holiday travel each term.

Leave Summary

Off-Campus Leave

Weekend Leave	<ul style="list-style-type: none">• All requests submitted via the Reach Boarding system by 8.00pm on Thursday.• Parents confirm all requests by 12.00pm on Friday.• All requests approved by the Head of Senior School, Head of Harlin House or Head of Griffith House.• Boarders sign out with boarding staff and on the Reach Boarding system.• Boarders sign in with boarding staff and on the Reach Boarding system by 8.00pm on Sunday.
Overnight Leave	<ul style="list-style-type: none">• All requests submitted via the Reach Boarding system at least 24 hours in advance.• All requests are approved by the Head of Senior School, Head of Harlin House or Head of Griffith House.• Boarders sign out, and in, with boarding staff and on the Reach Boarding system.
Tea Leave	<ul style="list-style-type: none">• All requests submitted via the Reach Boarding system at least 24 hours in advance.• All requests are approved by the Head of Senior School, Head of Harlin House or Head of Griffith House.• Boarders sign out, and in, with boarding staff and on the Reach Boarding system.
Special Leave	<ul style="list-style-type: none">• Available at the discretion of the Head of Senior School, Head of Harlin House or Head of Griffith House.• All requests are submitted, confirmed and approved via the Reach Boarding system 24 hours in advance.• Boarders sign out, and in, with boarding staff and on the Reach Boarding system.

Local Leave

Barracks / Kelvin Grove / Boundary St	<ul style="list-style-type: none">• Granted by boarding staff.• The leave is until 5.10pm.• Boarders in Years 9 and 10 need to be on leave with at least one other boarder.• Boarders in Years 11 and 12 are allowed leave on their own, including access to Vic Park Running Paths and Driving Range, and morning city gym leave by negotiation with Senior Staff.• Boarders sign out, and in, with boarding staff and on the Reach system.
Weekday City	<ul style="list-style-type: none">• Granted by boarding staff.• The leave is until 5.10pm.• Boarders in Year 10 need to be on leave with at least one other boarder.• Boarders in Years 11 and 12 are allowed leave on their own, including access to Vic Park Running Paths and Driving Range, and morning city gym leave by negotiation with Senior Staff.• Boarders sign out, and in, with boarding staff and on the Reach system.
Weekend City	<ul style="list-style-type: none">• Granted by boarding staff.• Boarders in Years 5 to 9 will be supervised by a House Tutor as part of an activity.• Boarders in Year 10 need to be on leave with at least one other boarder.• Boarders in Years 11 and 12 are allowed leave on their own.• The leave is for a period of four hours, or until 5.00pm, whichever is sooner.• Boarders sign out, and in, with boarding staff and on the Reach Boarding system.



Rewards and Sanctions

Rewards

Harlin House and Griffith House are places where boarders are encouraged to behave appropriately.

Through our House Values, clear expectations are provided for each and every boarder.

As a community, we encourage the success of our boarders in meeting these aims through recognising, celebrating and rewarding commendable behaviour and actions.

Commendable behaviour and actions range from a boarder ensuring his area meets the expected standards to demonstrating worthy care for his peers or other boys in the house, supporting other boarders in their endeavour, or representing the School.

On a weekly basis, we celebrate the achievements of boarders through various actions.

Sanctions

On occasions, boarders may behave in a way that detracts from the community and their own life in Boarding. In these circumstances, appropriate and equitable action will be taken.

Minor misdemeanours will be responded to by the staff on duty and will lead to an appropriate response, while continued misdemeanours will be communicated home and will normally result in a more robust response.



Enrichment Programs

Academic Enrichment

Academic Enrichment is an integral feature of the BGS Boarding experience. We facilitate our program through a varied structure of support, assistance and goal setting, under the guidance of well qualified teachers, academic tutors, boarding staff and senior boys.

There is a high level of staffing throughout, overseen by the Head of Harlin House or Head of Griffith House. They are supported by Boarding Tutors who are also academic staff at Brisbane Grammar School. These tutors manage the learning environment and set the tone for effective study.

The tutors actively assist boys in their studies and support their learning as needed.

Additionally, former boarders or day boys who have excelled in their studies are employed as specialist academic tutors. They work with the staff on duty to support and guide boarders. Our enrichment takes place in The STEAM Precinct – an extremely well-resourced environment where we differentiate learning areas. These range from rooms for direct supervision to pod spaces for group collaboration work. It is compulsory for all boys in Years 5 to 11 to work in The STEAM Precinct, while many of the Year 12s are expected to attend supervised prep at least twice weekly.

Within The STEAM Precinct, we provide areas for direct supervision, most notably for the younger boarders. There are designated spaces for

silent working, where boys who wish to work without any disturbance can do so. We recognise that some boys feel more comfortable in an environment where some degree of interaction occurs, and we also facilitate this mode of study.

Collaboration is an extremely effective way of learning and we create a suitable space for this approach. Study rooms that enable small groups to work together are available, and boys can access the Learning Pods. Where boys wish to work in a group, perhaps in preparation for an assessment, we facilitate the use of a meeting room or area where open discussion can take place.

Wellbeing Enrichment

We nurture young men to become thinking leaders – individuals who will demonstrate self regulation in their thoughts and actions, and become reflective members of our community.

We offer a boarding environment and experience focused on the needs of the individual. We encourage connections within the Houses, the School and the community; we foster an understanding of healthy living and equip boarders with the skills they need to lead in whatever field they pursue.

Our wellbeing framework builds upon the well-established school-based program, but also recognises the additional needs of boarders and seeks to address these through a combination of enrichment activities and approaches.

Community and connection

Through connection, boarders develop a sense of belonging to residential life, to the School, and to the community. BGS Boarding facilitates wide-ranging connections through its well-established and diverse activity program. Year group gatherings, House Family events, wholehouse and Public Purpose activities foster a healthy participation that enables boys to make strong and sustainable connections.

Healthy living

Living in a health-conscious manner is an important aspect of a successful and fulfilling life. A specific program equips boarders with the knowledge and understanding they need to make good decisions regarding their lifestyle, particularly as they live away from home. Boys are encouraged to be personally active, to appreciate the importance of a healthy and nutritious diet, and to value quality opportunities for mindful relaxation and sleep.

Individual

In the Houses we cater for the needs of the adolescent through a consistent but customised approach to his wellbeing as he develops. The Head of Senior School, Head of Harlin House and Head of Griffith House lead the program, supported by eight Boarding Tutors. Houseparents provide important input together with six Resident Boarding Tutors and the nurses in the Health Centre. Peer support is equally valued and the Harlin House Prefects and House Family Seniors play a vital part in the role of the 'older brother'.

Boarding curriculum

Boys of all ages need to develop skills that equip them for life both in, and beyond, BGS. A customised approach addresses the needs of different age groups and provides a progression of experiences that enable them to

make sound and autonomous decisions. Life skill activities range from fundamental tasks such as shoe polishing or shirt ironing for the younger boarders, to financial literacy and the ability to write an effective resume for our senior cohort.

Leadership

Leadership is one of the core values at BGS and it is especially important in the boarding community. Formal leadership roles are most evident in Year 12, although they do exist throughout the year groups. Boarders are challenged to think and act as servant leaders in readiness for opportunities in the Houses, at school and as citizens of the world in which they will live and work.



Pastoral Care

BGS Boarding has an extensive pastoral care network to support boarders that contributes to a student's success at the School.

Leaders

The Head of Senior School and Head of Harlin House, supported by the Head of Griffith House, lead the pastoral care of boarders. The Head of Senior School provides a strategic intent to the community and is responsible for developing the Boarding program. The Head of Harlin House focuses on the day-to-day operation and management of the precinct. The Head of Griffith House is responsible for the boarders in the Middle School, ensuring they receive the level of care and attention required as younger members of the community. Working together, these members of staff are actively involved in the pastoral care of the whole boarding community.

Houseparent

The Houseparent is responsible for all boys in our community, and provides a nurturing presence within the precinct. The Houseparent attends to a diverse combination of needs and issues, while also acting as a maternal figure for all of the boys.

House Families

Each boarder is placed in a House Family, which serves as their tutor group. There

are eight House Families, each named after one of the significant figures from history who appear in windows of the Great Hall. A Boarding House Tutor will lead each House Family and connect with the boys while on duty, and throughout the week. The tutors undertake various tasks with the boarders and coordinate at least one social activity each semester. Above all else, tutors take an active interest in the wellbeing of their boarders. To support the tutors, each House Family will have a Boarding Senior (Year 12) who is responsible for organising the family to compete in activities and the roster when they are on duty. The Boarding Senior will also take an active role in supporting other boys in his House Family. A member of staff from the residential team is also associated with each House Family.

Tutors

A team of eight Boarding Tutors and six Residential Supervisors provide both an ongoing supervisory and residential presence throughout the term. The Residential Supervisors provide overnight care for the boys with one tutor on designated on-call duty throughout the night.

Health Centre

The Health Centre provides a vital strand of care for the boarders. Ever present and

ever willing to listen, the role of the nurses extends far beyond ensuring the health of the boarders. They actively contribute to the wellbeing of each boy and provide a further maternal presence in the boarding community.

Heads of Year

The various Heads of Year, and Assistant Heads of Year, are actively involved in the care of each boarder. Strong and effective communication between the boarding and day school ensures both successes and concerns are readily shared, and that as a school we work as one to support each boarder to ensure that they fulfil their potential.

Senior Deputy Headmaster

The Deputy Headmaster, David Carroll, oversees the wellbeing of every boy at BGS. He takes a keen and active interest in the boarding community and is a regular visitor to the precinct. He ensures that our systems and procedures are aligned with those of the School, and that the needs of boarders are known and understood by academic staff.



Boarding Values

In the boarding community, we value our established culture as we understand its importance in setting and defining the tone of the precinct.

Our culture comes from being part of a respectful community that values learning, leadership and endeavour. We have adapted these five core School Values to a boarding contract, best understood as the following five statements.

Leadership

Make good decisions in the House and fulfil your obligation to set a fine example in the boarding community.

Endeavour

Challenge yourselves and each other to make the most of the opportunities offered to you, and in so doing be an ambassador for boarding at BGS.

Learning

Work with focus and determination to achieve your academic goals, creating a positive culture and atmosphere of learning.

Community

Value the culture, tradition and diversity of our community, while supporting and appreciating others in their endeavours.

Respect

Develop respectful relations with fellow boarders and adults in the boarding community, valuing the precinct and program.

House Virtues

A successful Boarding experience is a combination of various factors, one of which is a clear vision for the whole community that is applicable, that matches the purpose and values of the program.

For the boarders the vision has been translated into three clear virtues:

Connection

Successful boarding is built around the connections built with fellow boarders and staff alike and the positive and respectful relationships fostered and engendered whilst part of the community. A positive boarding experience will require boarders to learn to live as part of a community, to make adaptation where needed and to build connections with a variety of people.

Contribution

Boarding is an experience, and one that is at its most rewarding when boarders actively contribute to the community and program. Boarders are encouraged to make the most of the opportunities provided to them, to actively engage in the program, to see the value of what they offer, and understand the importance of their actions and the legacy it will offer.

Courage

Boarding will demand boarders are courageous in adapting to living away from home, be it for a matter of days or for the whole term. Responding to the challenges that the adaptation of lifestyles presents to all boarders, they will develop an appropriate level of resilience and an independence of character that will assist them develop and flourish into young men who play a full part in society.

Student Life

Bounds

To ensure the safe and efficient running of Boarding, boarders are deemed to be out of bounds if they are absent from the houses or grounds at any time outside normal school hours without the permission of the Head of Senior School, Head of Harlin House or Head of Griffith House.

Breakage and damage

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

A student will be held responsible for intentional damage or unintentional damage caused by negligent activity. Repair charges may be placed on the parent's fee account.

Cab / Taxi

The School has a Cabcharge account that is used to enable boarders to attend various locations and activities off site. The cost of a Cabcharge fare is normally added directly to the student's account for payment, except for school approved GPS or BGS club cocurricular activities, and medical appointments. Cabcharge vouchers are available from either the Head of Senior School, Head of Harlin House or Head of Griffith House.

Students are not permitted to use Uber services while at Brisbane Grammar School. Uber drivers are not required to hold a Positive Notice for Working with Children (Blue

Card) and therefore this service does not meet our Duty of Care obligations.

Computers

Boys from Years 5 to 12 are all part of the School's tablet program. This device is adequate for academic work and for communicating with home. Only boarders in Years 11 and 12 may bring their own laptop or desktop computer to the boarding house.

Gaming and gaming consoles such as Xbox and PS5 devices are not permitted in student areas. This includes personal computers set up for gaming. With the extensive refurbishment of the common rooms, which have games consoles and games provided, it is not necessary for students to have their own devices. Year 5 - 10 boarders hand in their laptops each evening along with their mobile phones.

Conduct

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

Weekly messages

Weekly messages are displayed on noticeboards in Harlin House and Griffith House and through Microsoft Teams. They will also be communicated at morning or evening roll call in Griffith House, and Harlin House.

Dress and appearance

Outside the School grounds, school rules on dress must be observed, especially when going on weekday leave to the Barracks, Kelvin Grove, Boundary Street or the city. It is not acceptable to wear a relaxed version of the school uniform. On Saturday and Sunday, neat casuals may be worn if a boarder is going on city leave.

After school, boys may wear neat casual clothing. Collared shirts are to be worn for every weekday dinner in the boarders' dining room. School sports uniforms are not an adequate substitute.

Good hygiene demands boarders shower before entering the dining room if they have been involved in exercise.

Electrical Equipment

Students may bring 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 to make sure they are safe for use. Items found to be unsafe will be removed and be made available to collect.

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

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

All boarding facilities are fitted with fire alarm systems. Fire drills will be held each term to ensure the safety procedures are understood by all boarders 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 the Harlin House and Griffith House, assembling on the Boarders' Lawn if the alarm takes place outside the normal school hours.

Extinguishers and fire hoses are in place in the boarding house. 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 Headmaster, the boarder may be liable for costs.

Lockdown Procedures

In the event of unauthorised persons accessing the campus and posing a potential threat to our school community, a lockdown may be initiated. All boarders will practice lockdown procedures termly.

Friends

Boarders are encouraged to invite friends for a meal or activity with the permission of the Head of Senior School, Head of Harlin House or Head of Griffith House. When entering the boarding precinct, any guest should be introduced to a relevant member of staff. Friends may not enter a boarders' room, and interactions must take place in common spaces under staff supervision.

Transport

The School will provide transport to facilitate students' participation in GPS training and competition fixtures. Where mass transport options aren't available (eg. bus), the school will provide transport in the form of taxis or similar.

Students transport to non GPS sports and activities, can be organised by the school, however the associated costs will be passed on to families.

Grammar Shop (books, stationery and uniforms)

The cost of textbooks, stationery, etc. cannot be charged to school accounts.

Purchases can be made via debit or credit card, in-store or over the phone. Parents can access a Grammar Shop Order Form via the P&F Auxiliary section of MyGrammar. Parents can also put funds on their son's My Student Account (MSA) card for use at the Grammar Shop and the Tuckshop.

Contact

T +61 7 3834 5347

E grammarshop@brisbanegrammar.com

Trading Hours

Monday to Friday

7.30am - 11.00am

Haircuts

Boys are to have moderate haircuts at all times, in line with school expectations.

Boarders in need of a haircut will be given leave to visit a barber or hairdresser. No haircutting equipment is permitted in the boarding house.

House Fabric

The fabric of the House should be treated with the utmost respect. The furniture allocated to students 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 area is the responsibility of the respective student. Study areas should be kept to the highest possible standard out of respect for other students who may share the room and of those who clean the Houses.

Insurance Cover

Parents are asked to arrange insurance cover on their sons' personal belongings, particularly valuable items such as mobile phones or musical instruments. BGS is not able to take responsibility for lost or stolen items.

Involvement

It is a given that all boarders will make the most of the extensive cocurricular and activities programs on offer at the School. Boarders in Year 10 and below are expected to attend two regular commitments each week. In Years 11 and 12, boys are encouraged to retain a good level of involvement as appropriate to their personal circumstances.

Laundry

The Laundry wash all uniforms, sports and casual clothes on a daily basis from Monday to Friday. Linen is washed weekly.

All items of clothing, including shoes, should be named at the beginning of each term. The Laundry can sew name tags on items purchased during the term.

The Lilley Centre

The Lilley Centre is open from 7.00am to 6.00pm, Monday to Thursday, and 7.00am to 4.30pm on Fridays. Boarders have access to the Library throughout the day.

Linen Change

Bed linen is changed by the boarders weekly.

Media

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

The Houses have various televisions on which students can watch both news and entertainment programs. A projector is available for use and carefully selected titles are screened on occasions. Televisions are not permitted in bedrooms.

Mobile Phones and other electronic devices

Boarders are permitted to have mobile phones in the precinct, although the make, model and number can be registered with the Head of Harlin House and Head of Griffith House.

Mobile phones are not to be used in the dining room, during break times and prep, or after the start of the bedtime routine. Mobile phones are to be used in accordance with boarding and school expectations.

Boarders in Years 5 to 11 will be expected to hand in their mobile phones during the bedtime routine. Mobile phones that are used inappropriately will be removed for an appropriate time.

Boys in Years 5 to 10 are not allowed to bring additional electronic devices into the House.

Parents, Hosts and Caregivers

Parents or caregivers must report to the Head of Senior School, Head of Harlin House, Head of Griffith House or Boarding Staff on duty upon entry to Harlin House or Griffith House, and should not enter any dormitory or study areas.

Personal Areas

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

Passports

It is expected that the passports of overseas boarders will be deposited with the Houseparent for safe keeping in the boarding safe.

Where separate arrangements are made, these will need to be communicated in writing.

Photocopying and Printing

Photocopying and printing facilities are available in the boarding precinct and all libraries. Boys need to ensure they have money in their printing account which is accessed by using their Student ID card to 'tap and print'.

Posters

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

Privacy

Boarders should not enter another boarder's room, or engage with the property that is not their own, without permission.

Boarders should not enter the room of another student after Lights Out. This will be viewed as a significant breach of trust and expectation.

Recreation

BGS offers many recreational activities for boys.

The boarding common rooms have various facilities. The vast resources of the School include the swimming pool and weights room of the Indoor Sports Centre, the Art room, Music Block, Tennis Centre and ovals.

Various activities are organised on weekends, some of which are compulsory. These include a wide range of recreational and cultural activities drawn from the Activities and Wellbeing programs.

Sale of Items

No items of any description are allowed to be sold to other students without the direct permission of the Head of Senior School, Head of Harlin House or Head of Griffith House.

Searches

Respect for privacy and the rights of each boarder are always of the utmost importance. 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 following a significant theft.

Security

All valuable items are to be kept locked in cupboards at all times. Boys will be supplied with a school issued padlock for this purpose – no personal locks are permitted. Parents are requested to discuss the moral and ethical aspects of theft with their sons and to remind them that acts of theft will not be tolerated. Boarders are responsible for the security of their items. While the School takes 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.

Settling in

Parents can help their sons adjust to their new environment as quickly as possible. Parents may wish to emphasise the importance of complete involvement is an essential part of being at boarding school and should be encouraged whenever possible.

Uniform requirements

Regulation uniforms and all sports uniforms are compulsory as outlined by the School. Boarders are expected to at all times be ambassadors for the boarding community, and can expect their uniform to be checked on a daily basis.

Boarder Shop

A Boarding Shop operates out of Harlin House. Boys can purchase items using EFTPOS, including snacks and toiletries.

Closed Leave Weekends

Closed weekends occur once per term across Terms 1 to 3. The intention behind these weekends is to have all boarders stay in-house and participate in activities and team building events. Closed weekends are designed to help strengthen bonds and connections between boarders and their peers.

Health Centre

The Health Centre is a key element of the boarding program at Brisbane Grammar School.

Hours

The Registered Nurses in the Health Centre are on duty seven days a week during the term. It is open and staffed from 7.00am to 10.00pm, Monday to Friday, to deal with boys on a walk in basis, and for morning and evening clinics over the weekend.

Outside these times, there is a Registered Nurse who is on call and who responds to requests by boarding staff to review boys and, where needed, provide overnight care.

Immunisations

Boys should have their scheduled immunisations up to date when they enter the boarding house and records of immunisations will be required at the time of entry. For Medicare card holders, these are available through your myGov account. The School Immunisation Program is currently provided by Ozcare and clinics are run for students in Years 7 and 10. You will receive information and consent forms for these vaccines at the start of the year.

The Health Centre is committed to ensuring its policies are aligned to Queensland Health guidelines; with regards to infection control and health standards. Currently in residential communities' isolation requirements for COVID-19, Influenza, gastroenteritis and others remain. Having a local family/friend within Brisbane is valuable in these instances, to provide a homely environment for recovery and prevent boys being isolated to their boarding

house rooms.

We strongly recommend that your son has up to date COVID-19 vaccinations and an annual Influenza vaccine. The Health Centre holds an evening in which boarders will be able to receive their Influenza vaccination from an external provider. You will receive a consent form in Term 2 if you would like to take advantage of this service.

Appointments

During the term, boys may require medical, orthodontist or dental appointments. We request that any routine appointment is scheduled with your local practitioner during school holidays. However, we understand for some families, living remotely, services are not always easily accessible, in this case please liaise with the Health Centre for assistance organizing appointments in Brisbane.

The Registered Nurses will remind boys of their appointments and inform appropriate staff. Transport will be coordinated with the houseparent when an escort is required. Boys in the senior years, if appropriate, can take themselves to local appointments. Cab charges will be provided by the school for boarders to attend medical appointments as required.

For routine medical reviews, if no local GP is nominated, a doctor's appointment will be made at Our GP Spring Hill, on Boundary Street.

Boys requiring evening, weekend, or emergency treatment will be sent to the closest Emergency Centre - St Andrews Private Hospital, Queensland Children's Hospital or Royal Brisbane Hospital.



We encourage all families to seek private health insurance for their son. However, this is a requirement for all overseas students.

Please notify Health Centre staff if your son requires a general anaesthetic for any medical or dental procedure. We ask that boys spend the first night post procedure out of the boarding house as we do not have the resources to accommodate the level of care required during this period. The nursing staff will be able to assist you in discussing alternatives.



Medication Policy

The Brisbane Grammar School Medication Policy is available via MyGrammar.

In accordance with the policy, boarders are not allowed to have medications in their possession unless they have consent to self-administer. Permission is granted to students with medical conditions such as asthma or anaphylaxis to carry inhalers or EpiPens on their persons. All other medication needs to be delivered to the Registered Nurse at the Health Centre, where appropriate storage and

documentation of medication administration occurs. We request that you present with your son for an interview with a registered nurse prior to their entry into the boarding house. For boarders commencing at the beginning of the year, interviews with nursing staff are held in the Health Centre during the Boarding Induction program. If parents are unable to attend they will need to make alternative arrangements with nursing staff. Please ensure that the Boarders' Details and

Consent Forms available via MyGrammar are completed and returned to Health Centre staff at your son's entry. We ask that any changes in the medical condition of boarders be referred to the Health Centre. It is important that information is kept up to date to ensure we can provide your son with a high standard of care.

Please feel free to contact the Health Centre staff if you have any concerns about your sons.

Communication

One of the key elements to a successful boarding program is the quality of communication between school and home.

There are six readily available points of contact in the boarding community, including the Head of Senior School, the Head of Harlin House, the Head of Griffith House, the Houseparent, the Duty Tutor and the Health Centre.

During the course of the working week, or specifically from 7.00am until 10.00pm, any matters of significance should be communicated to the Head of Senior School, Head of Harlin House or Head of Griffith House.

On weekends, routine matters can be directed to the Residential Boarding Tutor on duty who will respond to any questions concerning normal routine. If necessary, matters will be referred to the Head of Senior School, Head of Harlin House or Head of Griffith House. Given the extensive GPS Sports and Activities program, the Head of Senior School, Head of Harlin House or Head of Griffith House may not be in the boarding precinct. However, there will always be a Residential Supervisor on duty.

Our Houseparent assists both younger and older

boarders with their routines. The boys are guided in developing habits of tidiness and general hygiene. The Houseparent is also available during dinner time in the evenings.

Routine Communications

Regular and routine communication with parents include:

- Boarderline, a boarding-specific newsletter that includes photos, interviews and profiles of the staff and boys, published each Friday;
- the BGS Boarding Facebook page; and the BGS Boarding Instagram page.

Boarders Parent Portal

In the Boarding section of MyGrammar, parents will find an electronic copy of the *Boarders' Handbook* and other related information.

Boarderline

Each week boarders and their families will receive our Boarderline publication via email.

Contact Details

Head of Senior School

Mr Simon Conway

T +61 7 3834 5225

M 0426 818 983

simon.conway@brisbanegrammar.com

Head of Harlin House

Mr Jono Farrell

M 0437 285 546

jonathan.farrell@brisbanegrammar.com

Head of Griffith House

Mr Tim Holzgrefe

M 0478 137 442

tim.holzgrefe@brisbanegrammar.com

Tutor on duty

Available throughout the weekend and weekdays from 3.00pm until 12pm; from 5.30am until 8.30am.

Harlin Duty Phone

M 0417 129 124

Griffith Duty Phone

M 0413 018 257

Houseparent

Ms Mia Hollingworth

M 0491 254 008

mia.hollingworth@brisbanegrammar.com

Available from 7.00am to 11.00am, and from 2.45pm until 6.15pm (weekdays)

Health Centre

T 61 7 3834 5222

healthcentre@brisbanegrammar.com



Clothing: What to Bring

Uniform and Clothing Requirements

In addition to the uniform list contained within the Brisbane Grammar School Handbook, it is recommended that all boarders bring the following items:

- 5 sets of casual clothes (Incl. 3 Polo Shirts)
- Warm clothes (jumper, hoodie, tracksuit)
- 2 formal collared button-up shirts (one long sleeve)
- A pair of closed shoes other than school shoes
- 7 pairs underwear and socks
- 2 pairs pyjamas
- Rashie (swimming sun shirt), boardshorts/ swimmers
- 2 towels (1 beach towel optional)
- Doona
- 2 doona covers
- Toiletries (toothbrush, toothpaste, deodorant, soap, shampoo, etc.)
- Coat hangers (10 or more)
- Travel alarm clock (mobile phones will be handed in and will not be used as alarms)
- Water Bottles x2
- Plastic containers for storing food snacks/ toiletries
- Slides for the shower
- Sunscreen
- Hat
- Backpack
- Umbrella/raincoat

Please Note

- All clothing must be marked with a sewn in name tag on the inside back of the garment
- No responsibility can be taken for unmarked items
- Extra name tags should be given to the Houseparent to pass to the Laundry at the start of the year
- Black school shoes and rashies (swimming sun shirts) cannot be purchased from the Grammar Shop
- There are specific uniform requirements for various activities such as sport and music. Please enquire at the Grammar Shop



BRISBANE GRAMMAR SCHOOL

**Board of Trustees of the
Brisbane Grammar School**

Gregory Terrace Brisbane QLD 4000

T +61 7 3834 5200

E enrolments@brisbanegrammar.com

W brisbanegrammar.com

CRICOS Provider Number 00489C