



Boarding Handbook 2025

Walters Residential Community



Christ Church
Grammar School



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Welcome

I warmly welcome students and their families to the residential community of Christ Church Grammar School.

Boarders have been a vital part of our school community for more than a century and we believe that our boarders add to the richness of the experience of all students in the School. Joining the boarding community is a significant and exciting step in a developing boy's life.

We understand that for our boarders, Christ Church becomes not just their school, but also their home. We provide a warm, secure and caring environment in which boys will grow and develop academically, socially, physically, morally, spiritually and emotionally. The boys thoroughly enjoy access to the School's excellent ICT, sporting and recreational facilities as well as the opportunity for some downtime and privacy.

Despite differences in cultural background, race, age and home location, boarders are united by something unique. The boarding experience is testing, yet rewarding and enables boys to grow in confidence. Independence, friendship and fun are the hallmarks of our community.

Many boys will experience a very smooth transition into our community, whilst for others there may be some challenges in learning to live with others. But for all boys, we provide excellent staff, prefects and role models who guide boys in respecting differences and living in harmony together.

My boarding staff will enjoy the opportunity of creating a special relationship with your son and your family. We believe that you, as parents, remain a key part in helping your boy flourish as he progresses through CCGS. We look forward to nurturing this partnership.

I am extremely proud to be part of the Walters Residential Community and look forward to the opportunity of meeting you in 2025.

Todd Harnwell

Director of Boarding

Residential staff

The Director of Boarding and the Year Group Co-ordinators are responsible for the residential welfare of all boys in their respective boarding precincts. They are all academically qualified and full time members of the academic teaching staff. They are assisted by the Housemothers and Residential Assistants.

Senior Residential Staff, Housemothers and Residential Assistants formally supervise the boys throughout the week and on weekends, as well as help with excursions and other activities within the community. They are also supported by the Recreational Officer who co-ordinates, plans and facilitates many of the weekend activities for the boys.



Todd Harnwell Director of Boarding

Todd is Director of Boarding. He is responsible for the leadership, pastoral care, spirit and morale, security, supervision and discipline of all boarders, in such a way as to promote their growth and wellbeing.

He is charged with the task of ensuring that the residential experience of a Christ Church boarder is an engaging and rewarding one. The aim is to empower boarders to take charge of their own lives by developing them to be confident and capable young men in an atmosphere of warmth, support and care.

Todd deals with general boarding matters such as those related to all residential staff, the Health Centre, catering and parent organisations including the Friends of the Walters. This is a parent support group, which meets regularly to assist and support the boys in our care.

Phone: 0418 629 552 (mobile)
(08) 9442 1554 (office)

Email: tharnwell@ccgs.wa.edu.au

Year Group Co-ordinators

Year Group Co-ordinators are responsible for the care and support of boys from a particular year group/groups within the Residential Community. They support the performance and growth of each student in their care by developing a close and meaningful relationship with the boy and his parents and/or guardian and by maintaining close two-way communication with each boy's tutor and Head of House. All Year Group Co-ordinators are experienced members of the academic staff. They are the primary contact for parents and guardians regarding boarding issues.



Mr Sam Wallace
Aboriginal and Torres Strait Islander
Program Co-ordinator

Sam joined the Residential Community in July 2020 as the Aboriginal and Torres Strait Islander Program Co-ordinator. He is responsible for the management of the Aboriginal and Torres Strait Islander boarders and is the primary contact for their parents and guardians. Sam has served as a Humanities Teacher specialising in Economics for the past five years. He is the TIC of Football and helps run the Student Environmental Committee.

Sam is an old boy who grew up in Perth and enjoys running, coaching and growing chillies. He resides on campus with his partner, Hannah, and their daughter, Maisie.

0415 179 015

(08) 9442 1550

swallace@ccgs.wa.edu.au



Mr Brad Gardner
Year 7 and 8 Co-ordinator

Brad is the Year Group Co-ordinator for our Year 7 and 8 boarders. Brad joined Christ Church in 2023 as the Director of Health and Wellbeing and brings with him a wealth of experience from previously working in a range of educational and boarding institutions. He resides on campus with his wife Holly and their daughter Lottie.

0478 111 693

(08) 9442 1717

bgardner@ccgs.wa.edu.au



Mr Patrick Molinari
Year 9 and 10 Co-ordinator

Patrick joined the Christ Church Residential Community in 2023 as the Year Group Co-ordinator for our Year 7 and 8 boarders. A former Christ Church boarder himself, he returned to the School in 2018 as a mentor in the On-Queenslea Drive Program before joining the Humanities Department in 2019, specialising in Geography. He has previously served as the Assistant Head of Hill House and enjoys being a part of the School's tennis and football fraternities. Patrick resides in Walters House, with his wife, Kate, and son, Jimmy.

0432 602 127
(08) 9442 1560
pmolinari@ccgs.wa.edu.au



Mr Tom Jerram
Year 11 and 12 Co-ordinator

Tom began his teaching and coaching career in the UK before joining Christ Church in 2010. He is now the Assistant Head of Physical Education and coaches Rugby and Water Polo. He resides in Walters House with his partner, Kelly, and two young boys, Max and Koa.

0415 340 004
(08) 9442 1544
tjerram@ccgs.wa.edu.au

Housemothers

Housemothers play an important role in the lives of the boys. They take charge of the day-to-day management and many of the routines within the Residential Community. Housemothers provide a caring and maternal side for the boarders. Additionally, they facilitate the laundry and mending of clothes, organise the transport of boys to and from appointments and assist with reservations for travel. A key responsibility is accompanying the younger boys to their medical appointments. The Housemothers also serve afternoon tea and help the boys in many other ways, as only a mother could do. During work hours they are always available for a chat with the boys or with concerned or anxious parents.



Mrs Lidia Ellis
Housemother – Year 7 and 8

Lidia is the Housemother for our junior boarders who works Wednesday to Friday. Lidia worked as a teacher for many years at various schools around Perth and country regions. Lidia is married with five children and five grandchildren. Lidia takes on Education Assistant work from time to time, especially with Special Needs Children. She enjoys working with children.

Phone: (08) 9442 1652 (office)

Email: lellis@ccgs.wa.edu.au



Mrs Kate Preston
Housemother – Year 7 and 8

Kate is the Housemother for our junior boarders and works on a Monday and Tuesday. Kate has worked as a Housemother for 6 years, four of those years at Methodist Ladies' College. Kate and her husband Murray have four sons and two grandchildren and have a strong connection with the Christ Church community.

Phone: (08) 9442 1652 (office)

Email: kpreston@ccgs.wa.edu.au



Mrs Kim George
Housemother – Year 9 to 12

Kim is a Housemother for the Year 9 to 12 boys. Kim and her husband Peter, a property valuer, own a farm in Muchea and live in Floreat. Their son Nicholas completed his studies at Christ Church in 2015. Kim works Wednesday to Friday.

Phone: (08) 9442 1653 (office)

Email: kgeorge@ccgs.wa.edu.au



Mrs Geraldine Bailey
Housemother – Year 9 to 12

Geraldine is a Housemother for Walters House and lives in Mosman Park with her husband John. They have two daughters who both completed their studies at Methodist Ladies' College. Geraldine has also worked as a relief Education Assistant in the Peter Moyes Senior Centre at Christ Church. Geraldine works Monday and Tuesday.

Phone: (08) 9442 1653 (office)

Email: gbailey@ccgs.wa.edu.au

Duty Master

Duty Masters are our young adult supervisors who are rostered on during evenings and weekends in the boarding house. If parents wish to contact a person on duty during the week (up until 5.30pm), it is best to call the Housemother direct. The Duty Master contact numbers operate from 5.30pm to 11.00pm during the week and from 7.00am to 11.00pm on the weekends.

Boys are encouraged to use these numbers to keep in close contact with the staff member on duty, particularly if there has been a change in leave arrangements or they are running late returning to School. Parents can use these numbers to pass a message on to a boy if their son is not directly contactable.

Duty phones

Seniors (Years 9 to 12): 0421 919 179

Juniors (Years 7 and 8) 0412 744 193

Boarding Recreation Officer

Wil Hart, Boarding Recreation Officer, co-ordinates weekend recreation activities for the boarders. He organises an interesting and varied program attempting to cater for the interests and needs of all boys. Activities are usually organised on Friday and Saturday evenings and Sunday afternoons, so that all boys can participate. In addition, the heated school swimming pool is open every Saturday and Sunday afternoon in Terms 1 and 4.

The school gymnasium is also open for boarders every Sunday. Boys are strongly encouraged to attend these activities, as it is a terrific way to get to know the other boarders and to get out and about and see more of Perth. Many of the activities have a minimal cost or no charge and there is a fun and varied program from which to choose. Recreational activities are compulsory for our junior boarders who are on campus.

Phone: 0400 217 922 (mobile)

Email: whart@ccgs.wa.edu.au

Tutors

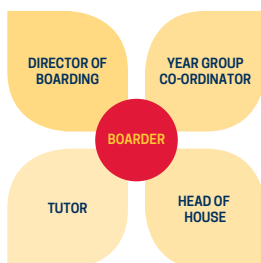
Each Senior School boy is allocated to a pastoral House and a tutorial group. There is a mix of boarders and day boys in each of the eight pastoral Houses. Tutors are interested in all aspects of the lives of their students but are particularly well placed to comment on academic and day-to-day school arrangements, issues and programs. Tutors should be regarded as the first point of contact with respect to academic and day school matters. They can be contacted during the week in school hours. When meeting your son's tutor for the first time, collect their email address and phone number and do not hesitate to contact them when you feel it is necessary.

Square of Care

The 'Square of Care' at Christ Church Grammar School provides an exceptional pastoral care experience for every boarder. It comprises four staff members, who are responsible for a boarder's wellbeing and includes the Director of Boarding and the Year Group Co-ordinator in the boarding house and the boy's Head of House and tutor in his day house.

The tutor monitors each boy's academic and co-curricular progress and manages the boy's program from 8.30am to 3.05pm while the Year Group Co-ordinator manages all aspects of the boy's life in the boarding house. With the Head of House and Director of Boarding overseeing these processes, there is a shared responsibility for supporting and nurturing boys in their 'home away from home'.

Any communication involving your son is distributed among these four key staff members.



Square
of Care

Residential Prefects

Leadership positions are available for senior boys within the Residential Community. Prefects are elected by boys and staff. They have been identified and selected as having the qualities and ability to act as suitable role models for the Christ Church community.

Like School and House Prefects, they are expected to lead by example. They are allocated special duties and responsibilities within each residential precinct. Senior members of staff work closely with the Residential Prefects to help foster leadership qualities and model good behaviour.

2025 Walters Residential Captain

Hamish Sewell

2025 Residential Prefects

Ben Morrell - Vice Captain

Harry Piacentini

Joshua Jusuf

Guardianship

All boarders require a responsible adult to act as a guardian for your son. Guardians perform a vital role in that they act for you *in loco parentis* when your son is not under the direct control of the School. The selection of a guardian is a parental responsibility and is a condition of your son's enrolment at the School as a boarder.

Choosing a guardian

Guardianship requires experience similar to that of a parent, therefore your son's guardian should be a responsible adult over the age of 25 years and must be available to care for your son if he develops symptoms of a transmissible infection. They should be related to your son or be a family friend. It is also important that your son's guardian be proficient in English.

Student health and wellbeing including infection control

Whilst we appreciate it is difficult for families when their sons have health related issues, it is our responsibility to protect the health and wellbeing of all students and staff in the Residential Community. Research shows that infection spreads rapidly in communal living settings, therefore students showing symptoms of a transmissible infection will be required

to be cared for by their guardian. Over many years, this has proven to be best practice for limiting the spread of infection in the Residential Community.

Mid-term breaks and school holidays

The Residential Community closes during mid-term breaks and school holidays, therefore your son will need to stay with his guardian at these times if necessary.

Guardianship expectations

Your son's guardian will:

- Support your son's academic, social and emotional wellbeing;
- Need to be available to collect and care for your son if he is unwell, injured or deemed to be infectious;
- Maintain communication with the School and act for you at Parent/Teacher and Parent/Tutor meetings if necessary;
- Provide your son with guidance and help in subject selections, school commitments and everyday matters;
- Assist with the organisation of host families and weekend leave arrangements;
- Liaise with the School in regard to consent for activities and excursions;
- Organise appropriate travel and holiday arrangements;
- Monitor your son's compliance with school and government requirements, attendance, passport and visa renewals, health cover etc;
- Inform the School immediately of any changes in their contact details.

If you have any questions or concerns regarding these expectations, you can contact **Mr Todd Harnwell, Director of Boarding**, at tharnwell@ccgs.wa.edu.au or **Ms Sarah Boulton, Admissions Registrar** at sboulton@ccgs.wa.edu.au.

Health Centre

The Health Centre plays an important role in the life of the School and is staffed by a team of registered nurses. They provide both nursing care and pastoral care for all students, therefore it is imperative that the medical information on Consent2Go is current at all times. When appropriate, students are encouraged to be self-caring and pro-active in relation to their health care needs.

The nursing staff are more than happy to discuss any of your concerns or queries.

The Health Centre is open daily:

Monday to Friday	7.00am to 7.30pm
Saturday	7.30am to 12.30pm
Sunday	4.00pm to 7.00pm

At all other times there is a nurse on call who can be contacted to assess your son's needs.

Health Centre team



Joanna Simpson Clinical Nurse Manager

Joanna is responsible for the health and welfare of students and staff in accordance with school protocols and the regulations of the Nursing and Midwifery Board of Australia. She is assisted in her role by the following part time registered nurses:

Jenny Giudice
Linda Silberstein
Sue Sewell
Sandy Fonseca
Bec Manning
Annie Murphy
Marge McClure

Phone: 0412 744 192 (mobile)
(08) 9442 1700

Email: health@ccgs.wa.edu.au
jsimpson@ccgs.wa.edu.au

Medical appointments

Appointments with external health care providers are co-ordinated by the Health Centre staff. Parents are asked to inform us if they make appointments for their sons, giving as much notice as possible. Housemothers remind boys of their appointments at morning roll call and are able to transport students to appointments within a 5km radius of the School, between the hours of 8.00am and 10.00am Monday to Friday.

The Health Centre staff are responsible for informing the Absentee Line when boarding students

go off campus to medical appointments, therefore students must report to the Health Centre before leaving and on return to school.

Health Centre staff will liaise with parents, when necessary, following appointments to provide feedback and to discuss ongoing management.

Medications

Health Centre staff support all boys who require both over the counter and prescription medications while in boarding. Because some medications interact adversely we ask parents to inform us of any medication; including natural remedies, their son has been given.

For students in Year 7 and 8 all medication must be taken under the supervision of the Health Centre staff. This enables the staff to educate the students about administration of medications and to monitor its effectiveness. Students in Years 9 to 12 are encouraged to be more independent.

It is the responsibility of the student to attend the Health Centre at the appropriate times to take their medication and for students who are self-administering to ensure that the medication is secured in their locked box until taken.

Outside Health Centre opening hours, medications can be self-administered by a student or given by the Residential Community staff. Medications are to be dispensed by Health Centre staff into either a dosette box or sealed envelope. The student's name, medication, dose and time to be taken must be written on the envelope.

Some over the counter medications are stored in the boarding house safes. Medication is only administered after consultation with the Registered Nurse on duty with the exception of Paracetamol for Year 9 to 12 students, which can be administered at the discretion of the Residential Community staff.

Adrenaline auto-injectors

Parents of students with anaphylaxis must provide two anaphylaxis kits containing an adrenaline auto-injector, antihistamine medication and an Action Plan. One kit is held by the student and should be taken to school each day and the second is stored in the allocated box in the Housemother's office.

Illness and infection

We appreciate it is difficult for families when their boys have health related issues, however it is our responsibility to protect the health and wellbeing of all students and staff in the Residential Community. Research shows that the infection spreads rapidly in communal living settings, therefore students showing symptoms of a transmissible infection will be required to be cared for by their guardian. Nurses will alert parents as soon as practical, so that these arrangements can be made. Over many years this has proven to be the best practice for limiting the spread of infection and we would appreciate your support and understanding with our processes. Liaison with the registered nurse on duty is essential before the student returns to the Residential Community.

Head lice

Head Lice remains a challenge for all communities and Walters Residential Community is no exception. For some families head lice are a distressing and ongoing problem. At Christ Church our aim is to minimise this frustration and this requires a whole school approach. With help from all Christ Church families we hope to make head lice a rare occurrence rather than a frequent pest. To assist us, please carry out a head lice check on your son before he returns to the Residential Community after long weekends and holidays. Should your son be identified as having head lice while at school, Health Centre staff will manage this for him. If you would like more information, the policy can be found on the school website by typing 'head lice' in the search box.



Hygiene requirements

Each boy is responsible for his own personal hygiene. The Housemother will assist where necessary and encourage the boys to be diligent in their daily routines. Brushing of teeth, washing hair (using shampoo), use of deodorant, showering daily (using soap), wearing clean clothes and underwear daily and washing of hands regularly is all very much part of the day to day management of the boys.

The following items are essential requirements for all boarders:

Tissues	Deodorant
Hairbrush and comb	Sunscreen
Toothbrush and floss	Stain remover stick (clothes)
Toothpaste	Washing powder (Years 9 to 12)
Shampoo and conditioner	

Homework (Prep)

Homework is referred to as 'Prep'. Students may work in the Academic Resource Centre (ARC) under the supervision of academic staff on Monday to Thursday evenings. The Duty Year Group Co-ordinator supervises Year 7 and 8 Prep in the G Block classrooms.



In general, students in Years 9 to 12 study in their own rooms, although resources in the Academic Resource Centre (ARC) are available to all. All students may access the facilities in the ARC in the evening from Monday to Thursday.

Boys are asked to have a novel and their school device at each study session. Only academically related work can be done during these times. If boys complete their set work early then they are asked to read their novel until the conclusion of Prep. There is strictly no gaming, instant messaging or phone calls during the study periods. Boys will not have access to their phone during prep, so parents will need to contact their son outside of prep time. This supports the program and provides the ideal learning environment for your son. We also have an academic tutor for both junior and senior boarders, each evening, to provide additional support for your son.

Year 7 and 8

Prep time for Year 7 and 8 students is from 6.00 pm to 7.15 pm. All students are expected to come prepared to work and to study independently but may request permission to work in groups if the need arises. When boys have major projects they are encouraged to do extra work in the afternoons or on the weekend.

Years 9 to 12

Boys in Year 9 work from 6.45pm to 8.15pm, in their own rooms.

Year 10 boys work from 6.45pm to 8.15pm and then have a half hour break for supper. They then complete another half hour of study from 8.45pm until 9.15pm. They can continue to work quietly in their own room up until 'lights out', which is 10.00pm.

Boys in Year 11 and 12 have the same first prep as the other years but their second prep is from 8.45pm until 9.45pm. They may work for longer, up until 'lights out', which is 10.30pm for Year 11s and 11.00pm for Year 12s.

All boys are visited regularly by staff on duty and their productivity and effort is noted.

Overseas students

Christ Church Grammar School has an outstanding reputation in dealing with the particular needs of international students. Our intent is to provide a warm, caring and supportive environment for the students.

Orientation

At the beginning of each year all boarders, including overseas students, and their parents are required to attend an extensive orientation program. This includes a sleepover.

Parents and guardians meet with the Director of Boarding and the Year Group Co-ordinators. Students are introduced to the School's pastoral care system. His tutor, Head of House, Year Group Co-ordinator and Director of Boarding address each international student's academic and pastoral needs. The School is very aware of the particular issues that are associated with being an overseas student. Close attention is paid to the academic needs of individuals, ensuring their transition is a smooth one.

Support services

All students have access to the School's extensive counselling services. This involves educational psychologists and the School Chaplain.

For further information and support for international students, please refer to the *Full-Fee Paying Overseas Students Handbook* on the School's website.



Friends of the Walters Residential Community

The Friends of the Walters Residential Community is a boarders' support group that meets several times a year to explore ways in which parents can assist the boarders. Parents of current boarders, along with their guardians and hosts, are invited to attend any of the meetings throughout the year. At the start of the year, on the Sunday before school commences, there is an informal evening social gathering, which parents and guardians are welcome to attend.

The Director of Boarding, Head of the Senior School and the Principal attend the meetings and the Health Centre Manager, Catering Manager and Recreation Officer may attend at various times of the year.





Mrs Tracy Lefroy Friends of Walters, President

Aren't we lucky to live in the era where 'boys will be boys' means that boys will be vulnerable, boys will show their emotions, boys will be rough and tumble... More to the point, aren't we lucky to send our boys to a boarding school where they feel safe to be themselves, however that may look for them as individuals. As an embarrassingly proud Christ Church Grammar School boarding parent, I am a cheer leader of the way Todd Harnwell and his amazing team, take care of our sons and allow them to shine.

My name is Tracy Lefroy, and together with my husband Kristin and our three children, we operate a mixed farming enterprise near Moora. Our sons, Henry and Oliver, are entering into Year 11 and Year 8 respectively and our daughter, Eve, is beginning her boarding journey as a Year 7 at Methodist Ladies' College.

Boarders truly are a vital part of the CCGS community, with our boys supported by exceptional pastoral care. It is a privilege to watch each cohort of boarders develop their independence and learn the importance of respect, friendship, and empathy in their tight-knit boarding community. As a chronic volunteer (just ask my husband and family!) I jumped at the chance to be involved with the Friends of Walters Residential Community and am looking forward to the support of fellow boarding parents in 2025. Best of wishes for the year ahead, I am always at the end of the phone or email if you have any questions or concerns.

Phone: 0402 067 908

Email: tracylestroy@cranmore.com.au



Friends of Walters meeting and events schedule:

Term 1

Monday 27 January Welcome drinks and nibbles
5.30pm to 7.30pm

Monday 3 March Meeting
5.30pm to 6.30pm

Term 2

Monday 2 June Meeting
5.30pm to 6.30pm

Term 3

Friday 8 August Residential community celebration
5.45pm to 8.00pm

Monday 25 August Meeting
5.30pm to 6.30pm

If you would like more information about the Friends of the Walters Residential Community, please contact the President, Tracy Lefroy at tracyleeroy@cranmore.com.au or call 0402 067 908.

ICPA (WA)

ICPA(WA) is the voice of rural, regional and remote Western Australian students. The organisation strives to ensure access to choice of appropriate educational opportunities for all students living in these areas. Members join a local ICPA branch and raise their issues directly to either their state or federal council, depending on the nature of the issue. Lobbying by the councils on behalf of members is carried out on a broad range of issues, including Early Childhood Education, Teacher Training, Student Accommodation, Allowances, Post Compulsory Education and Rural and Remote Schools. An ICPA branch is a vital network of people in similar circumstances sharing information and support on educational issues. For further information, please visit the website at www.icpa.com.au.

Catering

Breakfast and dinner are served in the dining hall each day whilst lunches are distributed from the Refectory. Lunch orders are completed online each week and the boys have input into each term's menu. Afternoon tea and supper are served in the residential precincts. Morning tea and takeaway lunches for boys with lunchtime commitments are also provided, as well as the occasional barbecue. A dietician provides advice on the selection of menus and a Boarding Council, comprising boys and staff, meets regularly to discuss catering arrangements.

An annual survey is completed by all boarders to the catering provider to consider feedback and to make appropriate changes if necessary. Boys are expected to attend all meals during the week except by prior arrangement with a member of the residential staff.

Boys requiring a late meal as a consequence of late sport training or co-curricular activities should arrange this through his Housemother. Alternatively, the Duty Master can be called directly on the duty mobile phone to request a late takeaway meal.



Mr Divye Kapoor Catering Manager

Divye is employed by Chartwells and manages the catering staff in the school kitchen. He works closely with boarding staff and students to ensure all meals are of a high standard and enjoyed by all.

Divye, along with his team, also supplies morning and afternoon teas and evening suppers. Morning teas are distributed at recess time (10.40am to 11.00am) in the Refectory in the main campus. Afternoon tea is managed by the Housemothers and distributed from their offices.

Evening supper is provided by the Chartwells kitchen and managed by Year Group Co-ordinators and Duty Masters. Special 'themed' dinners are held occasionally as well as more formal residential dinners and dining experiences with students from St Hilda's Anglican School for Girls and Methodist Ladies' College.



Daily routine

Monday to Friday mornings

7.00am

Wake up, shower, dress, then move to Sandover Dining Hall for breakfast

7.30am to 8.00am

Tidy room, ensure uniform is neat

8.15am

Morning briefing and departure from boarding house

8.25am

Boys are to be in their tutorial rooms (or Chapel on a Thursday)

10.40am to 11.00am

Recess
Morning tea is served on the school campus

Monday to Thursday afternoons

12.45pm to 1.15pm

Lunch

Takeaway lunches are available for boys on excursions. Any boy requiring a takeaway lunch can arrange this directly with the kitchen staff.

3.05pm

End of formal school day

Friday afternoons

12.45pm to 1.15pm

Lunch

1.20pm

Afternoon sport for Years 7 to 9 boys and activities for most Senior boys

3.05pm

End of formal school day
Boys playing sport may return later than 3.05pm

Monday to Thursday evenings

5.45pm to 6.30pm

Dinner in Sandover

6.00pm

Prep for Year 7 and 8 students

6.45pm

Prep for Year 9 to 12 students

8.00pm

Supper available in the recreation room or kitchen

8.45pm to 9.30pm

Second Prep for Year 11 and 12

8.45pm

Year 7 lights out

9.00pm

Year 8 lights out

9.15pm

Year 9 lights out

10.00pm

Year 10 lights out

10.30pm

Year 11 lights out

10.30pm to 11.00pm

Year 12 boys study, read or sleep in their own rooms

Lights out by 11.00pm

Weekend routine

Saturday

Boys in Years 10 to 12 have sporting commitments on Saturdays. They wake up at 7.00am and have breakfast at 7.30am, then go to their sports commitments. Boys in Years 7 to 9 must also attend breakfast on Saturday morning. Year 7 and 8 boarders support our seniors at Saturday morning sport.

Students in Year 7 and 8 may apply for shopping leave to Claremont for one hour. They must be in groups of three and must have a mobile phone, which must remain switched on whilst away from the School. They will also need to attend the planned recreational activity that is scheduled for them on the weekend. This is to encourage them to explore and share new experiences as well as an opportunity to leave the campus and have some fun.

For Year 10 students, Fremantle, Subiaco or Perth leave is available for a maximum of four hours on Saturday, although they must return to school by 6.00pm for the evening meal. Year 11 and 12 boys may take leave to a maximum of four hours and must return by 10.00pm. Boys must be in a group of three and carry mobile phones.

Permission for leave other than Claremont, can only be granted by a senior staff member, preferably their Year Group Co-ordinator.

Sunday

Boys wake from 8.30am and have breakfast. Boys on day or overnight leave must return to the Residential Community by 6.30pm.

Between 6.30pm and 8.00pm boys are asked to remain in their rooms and prepare for the next day. This may include completing homework, tidying their room, reading and preparing clothes and books for the forthcoming week.

Out of bounds

The following areas are out of bounds unless a member of the residential staff grants permission:

- All staff living quarters, the Physical Education Centre and Maintenance Workshops.
- Sandover Dining Hall (except for meals). The kitchen is out of bounds to boys.
- The residential precinct from 8.30am to 3.05pm Monday to Thursday and from 8.30am until 12.45pm on Friday. The exception to this is during exams.

- All classroom blocks outside of school hours.
- Swimming pool – unless supervised.
- Playing of sport in the Chapel Forecourt.

Boys may only leave the school campus with permission from residential staff.

Skateboarding and bicycles

Unfortunately, there is a campus wide ban on skateboarding and cycling.

There are very limited opportunities for safe cycling or skateboarding around Claremont and careful consideration needs to be given towards granting permission. Bicycles should not be lent to other students. Security and care is the responsibility of the owner of the bicycle. Bicycles should be kept secure in the cellar.

Dress code

Casual clothes

Boys should change into casual clothes at the end of each school day (by 4.00pm). Boys may wear casual clothes in the vicinity of the residential precinct, including the dining hall, and during certain examination periods. Footwear is required to be worn outside the buildings.



Neat and clean casual clothes may be worn in the dining hall for evening meals. Footwear is necessary and caps and singlets are not permitted in the dining hall.

Football boots are not permitted to be worn inside Sandover or inside the boarding precincts.

Residential dinners and special dinners with visiting girls' schools require a special effort with dress. On these occasions, boys are asked to wear a collared shirt and closed footwear. Boys are also asked to make a special effort with their grooming.

All boys from Years 7 to 12 are responsible for laundering their casual clothes. The Housemother facilitates the laundering of casual clothes in-house for boys in Year 7 and 8.

Leave arrangements

Boys in Years 7 to 12 may seek leave to visit the Claremont shopping precinct after school on weekdays. They must return to school by 5.30pm. All boys must sign out electronically and report to the person on duty (generally the Housemother) before and after their return.

Year 7 and 8 boys must be accompanied by at least two other boys on leave to Claremont. Claremont leave for boys in Year 7 and new boys in Year 8 is allowed following a staff orientation. Boys in Years 9 to 12 may go to the Claremont precinct but must also first seek permission and ensure they are signed out. Evening leave with parents is automatically granted, although advance notice to the Senior Residential staff is always appreciated.

Leave will not be granted if a boy's personal area is considered to be in an 'unacceptable state'.

In summary, the procedure for weekday leave is:

- Seek permission from the person on duty. Remember, if a boarder is out for a meal or overnight with anyone other than his parents, only a senior residential staff member can give permission (preferably his Year Group Co-ordinator). After permission has been received, he needs to sign out through the duty staff.
- Overnight leave can only be approved through the Year Group Co-ordinator. If the Year Group Co-ordinator is not available, the Director of Boarding or one of the other Year Group Co-ordinators can grant permission.
- Day leave for anything other than Claremont leave can only be granted by the Year Group Co-ordinator or another senior staff member if he is not available.
- Upon return, boarders must let the person on duty know that he is back. He can use the duty desk phone to contact the person on duty when the desk is unattended.

Leave

Leave and attendance is done electronically via a secure online portal (called Reach) which allows staff, parents and boarders to collaborate in a real-time, unified and consistent manner across all devices. We were one of five schools across Australia that trialled the system and contributed significantly to its development.

Firstly parents need to set up your account and create your son's host list. Once you have set up your host list there will be no need to do it again. You can add people and take people off your son's host list as you need. All you need is internet access and your account details.

If you save the portal ccgs.reachboarding.com.au as a bookmark you can easily find it.

All overnight leave, mid-term and end of term departures will be generated electronically through Reach's web-based system. All leave other than Claremont leave must be approved by a boy's Year Group Co-ordinator or the Director of Boarding. Parents will be able to submit a leave request for their son to have leave with them or anyone who is on their host list. The host list can be updated at anytime using the web-based system.

Overnight weekend leave must be submitted by 6.00pm on Thursday and boys must return by 6.30pm on Sunday evening to complete all homework and prepare for the week ahead. Occasionally some weekends will be closed, with no leave allowed. Most weekends in Terms 2, 3 and 4 are generally unrestricted as long as there are no pastoral issues that would warrant leave being denied. Four hour leave is available to boys in Years 10 to 12.

Students must submit an electronic leave form at least two hours before the time that they would like to depart, allowing senior staff sufficient time to review and approve the leave.



If for any reason the period of nominated leave changes the person on duty must be contacted immediately.

Students will also have their own secure access to the Reach system, which will allow them to apply for leave relevant to their respective year levels. Doing this in advance will expedite their departure and enhance the chances of leave being granted.

As you would appreciate, the safety and well being of our students is our first priority. As such we must know where they are at all times. Whenever a student leaves the boarding house, but is remaining on campus he must notify the staff member on duty and use his device to sign in/out.

Reach is a boarding specific program, so if you encounter any issues please contact the Director of Boarding for assistance.

Responsibilities of hosts

Parents of boarders are asked to make contact with their son's hosts on every occasion where the host has agreed to take responsibility for their son, particularly overnight care. It is important that parents are comfortable with the family with whom their boy is spending time. Residential staff, particularly the Year Group Co-ordinator, will often contact a host or guardian to confirm leave arrangements. This is also an opportunity for residential staff to get to know the host.

Evenings are of special concern. If a host believes that a party is being held, they should ensure that the boarder attends only by personal invitation, check that the means of transport is safe and adequate, and that supervision at the party is by mature and responsible adults. We strongly recommend that a host should telephone the parents of the individual who is hosting the party to obtain further information. At the very minimum, hosts should telephone the parents of the child concerned to ensure that they are happy for their child to attend the party.

Please encourage families who take your son out from time to time to contact your son's Year Group Co-ordinator if they have any queries whatsoever about any details of your son's leave. It is vital that boys are properly and adequately supervised during their leave from school.

Summary of leave procedures

Leave destination	Dress	Procedure and availability
Claremont	Casuals	Available after school weekdays and Saturday / Sunday for Year 7 and 8 (groups of three or more); see Housemother or person on duty. Year 9 and 10 in groups of two or more, returning by 5.30pm.
Perth, Fremantle, Subiaco	Neat casuals	Only available on weekends (four hours), in groups. Years 10 to 12; see Duty Master prior to departure and on return.
Beach leave	Casuals	Weekends Years 10 to 12; in groups of three or more. Must have signed parental permission. See senior residential staff. Attend patrolled beaches.
Weekend leave	Neat casuals	From Friday pm to Sunday pm, in consultation with Year Group Co-ordinator. Hosts must be on visitors' list. Boys on leave must be contactable by mobile phone.

Communication

Phone calls

Boys in Year 7 and 8 are asked to conclude their calls and text messages before 8.30pm. Mobile phones will be collected from 8.30pm and re-issued to boys the following morning. During the school week the best time to call boys is between 3.05pm and 5.30pm on their non-training days or during the prep break from 7.15pm to 8.30pm.

It is best to contact senior boys between 8.00am and 8.15am and 9.15pm and 10.15pm. Please refer to the list at the back of this handbook for phone contact numbers.

Email and the Internet

All boys will have a school issued device and an email address (eg student ID number@student.ccgswa.edu.au) to send and receive emails. Boys have wireless connections in the boarding houses and are able to connect their computers to the school network.

For a number of reasons we ask that younger students wait until Year 9 or 10 before they purchase a computer for their personal use. The reason for this is that the younger boys find the temptation of excessive gaming a challenge, and tend to want to forfeit active recreation time for excessive time on their computer.



Mobile phones

Boys are expected to have a mobile phone. There are, however, several conditions that apply within the Residential Community:

- Phones are to be kept secure at all times.
- The boy's phone number is given to his Year Group Co-ordinator.
- The phone is left switched on while on day or weekend leave.
- Boys are asked to remain contactable at all times during leave.
- Mobile phones are to be placed in the devices cupboard during Prep time. They are not permitted to be left on a student's desk, or on their person.
- Relevant residential staff phone numbers (Duty Master and Year Group Co-ordinator) are kept on the boy's phone.
- All boys will be allocated a pigeon hole in a device storage cupboard. They must hand in all electronic devices prior to lights out. Gaming devices, phones, iPads, iPods and computers must be handed in. Failure to hand in a device by the specified time will result in it being confiscated.
- Year 11 and 12 boys must submit phones prior to lights out, Sunday to Thursday.

There are separate policies for the use of mobile phones on campus during the school day.

Recreation program

A varied program of regular weekend excursions, commencing on the first weekend of term is organised by the Recreation Officer. Excursions encompass a variety of activities and all boarders are urged to take advantage of the extensive program. Excursions take place on most weekends of the year. Last year more than 90 activities were organised for the boys to choose from.

Previous excursions

Fishing	Stand up paddle boarding
Barbecue and beach	Zone 3 laser tag
School performances and productions	Local festivals and fairs
Socials	Ice skating
MLC dinner swap	Movie and dinner
St Hilda's dinner swap	Adventure World
River cruise	Residential dinner
Football (WAFL and AFL)	Ten pin bowling

Fremantle Prison tour (Ghost Tour)

Water parks

Themed dinners

Bounce trampolining

Claremont Christmas party

Go-karting

Paintballing

Bubble soccer

Pocket money

At the beginning of each term, parents may leave money with the Housemother for use by their son during the term. A sum of money for weekend activities, as agreed with parents, is issued by the Housemother. Any unused money is refunded at the end of the year or credited to your son's account for the following year. Most boys in Years 9 to 12 independently manage their own accounts, although Housemothers can also facilitate this.

Swimming pool

The heated 50 metre and water polo swimming pools are open on the weekends for supervised use by boarders. In Terms 1 and 4 it is available between 12.30pm to 5.00pm on Saturday and Sunday afternoons under appropriate supervision. There is to be no unsupervised swimming at any time. Boys must seek permission to use the swimming pool and follow the directions of the lifeguard at all times.

Gymnasium

The school gymnasium is often open for supervised use before and after school and at various times on the weekend under the supervision of the Duty Master. Boys must ensure all equipment is packed away and the facility is left in a clean and tidy state.



Travel arrangements

The booking and purchase of each boy's travel tickets is the responsibility of their parents. It is the School's policy that boys must always attend the first day of school and remain at school until the term has finished. This ensures that academic programs are satisfactorily completed. It is recommended that all travel arrangements are booked at the beginning of the year as seats on flights and buses fill up quickly at peak times. Term dates are published well in advance and parents are asked to make flight and travel bookings as soon as possible to ensure that each boy can fulfill his academic commitments. Similarly, boys are asked to return to the Residential Community in time for the commencement of each term. Tickets and passports should be lodged with the Housemothers for safekeeping. A safe is used to keep these documents central and secure. For boys in Years 9 to 12 and those travelling in groups to the same transport hub, Housemothers are happy to book taxis and issue cab charges, which are charged to parent accounts.

For boys in Year 7 and 8 (or other unaccompanied minors) who need to travel to departure terminals, we are able to assist with a suitable transport option if parents and guardians are unavailable. To enable this to occur, parents should contact the Director of Boarding in advance, as well as putting a note on the boy's leave form indicating that transport assistance is required.

Laundry

The Housemother co-ordinates the laundering of uniforms and bed linen. This laundry is sent out to a commercial laundry. Students in Year 7 and 8 will wash their own casual clothes under the supervision of the housemothers whereas boys in Years 9 to 12 are expected to wash their own casual clothes and are encouraged to set aside some time on the weekend for this purpose. School uniform and bed linen is washed by the commercial laundry until the end of Year 12.

It is expected that all boys will be dressed in clean and neat attire at all times.

Marking of clothes

To assist Housemothers with the organisation of clean laundry and to prevent loss of clothes, all clothing must be correctly marked. There are many websites that sell iron-on name labels.

Name labels should be marked as follows:

- shirts, pyjamas, coats, singlets, pullovers, blazer – centrally, inside the neckband

- trousers, shorts, underpants, pyjama trousers – inside the centre back
- socks – on the inside band at the top
- beach towels – in the corner
- school/sports shoes – inside, on the tongue

It is essential that all clothing items are clearly labelled. This assists the boys in keeping track of their belongings and makes it easy to return any found items.

Valuables

Your son is responsible for the safekeeping of his own possessions. Electronic safes are recommended for valuable items. The Housemother should hold important documents, such as travel tickets and passports, for safekeeping. It is recommended that little or no money be kept in your son's area. Mobile phones, headphones, speakers and valuables should be kept secure at all times. All personal belongings should be secured during periods of overnight or weekend leave.

Please note that the School's insurance policy does not cover the loss/damage of personal property brought into the residential community.

We have limited space in Walters to store belongings over the holiday period. Our preference is that over the summer break, all personal belongings be taken home or are looked after by a guardian. Anything left in the cellars must be in a clearly marked tub or suitcase.

Fridges

It is not possible for every boy to have a fridge in their room and no boy in Year 10 or below will be granted permission under any circumstance. It is currently a privilege for Year 12s, and special individual cases, assessed on case by case discussion with the Director of Boarding. Usually, the privilege is granted to boys who have extensive training commitments such as rowers or elite sportsmen, who may wish to supplement their calorie intake due to heavy training loads and/or have very early starts for training. Communal fridges are available in kitchen areas and the Housemothers have a secure fridge where boys can store items if required. With boys receiving 6 meals per day and having access to extra food in communal kitchens, personal fridges are far from being a necessity.

Staff contacts

Director of Boarding

Mr Todd Harnwell

Phone: 0418 629 552 (mobile)
(08) 9442 1554 (office)
Email: tharnwell@ccgs.wa.edu.au

Co-ordinators

Year 7 and 8 Co-ordinator

Mr Brad Gardner

Phone: 0478 111 693 (mobile)
(08) 9442 1717 (office)
Email: bgardner@ccgs.wa.edu.au

Year 9 and 10 Co-ordinator

Mr Patrick Molinari

Phone: 0432 602 127 (mobile)
(08) 9442 1560 (office)
Email: pmolinari@ccgs.wa.edu.au

Year 11 and 12 Co-ordinator

Mr Tom Jerram

Phone: 0415 340 004 (mobile)
(08) 9442 1544 (office)
Email: tjerram@ccgs.wa.edu.au

Aboriginal and Torres Strait Islander Program Co-ordinator

Mr Sam Wallace

Phone: 0415 179 015 (mobile)
(08) 9442 1550 (office)
Email: swallace@ccgs.wa.edu.au

Housemothers

Year 7 and 8

Mrs Lidia Ellis

Phone: (08) 9442 1652 (office)
Email: lellis@ccgs.wa.edu.au

Mrs Kate Preston

Phone: (08) 9442 1652 (office)
Email: kpreston@ccgs.wa.edu.au

Years 9 to 12

Mrs Kim George

Phone: (08) 9442 1653 (office)
Email: kgeorge@ccgs.wa.edu.au

Mrs Geraldine Bailey

Phone: (08) 9442 1653 (office)
Email: gbailey@ccgs.wa.edu.au

Health Centre

Phone: 0412 744 192 (mobile)
(08) 9442 1700 (office)
Email: health@ccgs.wa.edu.au

Health Centre Manager

Ms Joanna Simpson

Phone: (08) 9442 1700 (office)
Email: jsimpson@ccgs.wa.edu.au

Duty Master (during duty hours)

Year 7 and 8

Mobile: 0412 744 193

Years 9 to 12

Mobile: 0421 919 179

Boarding Recreation Officer

Mr Will Hart

Phone: 0457 343 844 (mobile)

Email: whart@ccgs.wa.edu.au

Friends of the Walters Residential Community

President

Mrs Tracy Lefroy

Mobile: 0402 067 908

Email: tracylefroy@cranmore.com.au

Secretary

Mrs Kaylene Sewell

Mobile: 0407 190 820

Email: kaylenesewell@westnet.com.au

Parents' Association Boarders' Representative

Mrs Kerry Forsyth

Mobile: 0418 411 919

Email: kerryforsyth26@gmail.com

Administration

Admissions Registrar

Ms Sarah Boulton

Phone: (08) 9442 1703 (office)

Email: sboulton@ccgs.wa.edu.au

Chaplain

Reverend Nicholas Russell

Phone: (08) 9442 1785 (office)

Email: nrussell@ccgs.wa.edu.au



Essential requirements for boarders

Quantity	Casual clothes and other items	Year level
1	Smart collared shirt (social outings and formal dinners)	All years
4 pairs	Shorts/long trousers (recreation/formal dinner)	All years
4	T-shirts (recreation)	All years
1	Warm jacket/jumper hoodie (casual for cooler months)	All years
2	Long sleeved tops (including collared fishing/water shirt or similar)	All years
9 pairs	Underpants	All years
2 pairs	Pyjamas	All years
1 pair	Thongs/sandals	All years
1 pair	Casual shoes	All years
3 pairs	Casual socks	All years
1	Hat or cap	All years
2	Board shorts or bathers	All years
1	Box of tissues	All years
1	Body wash (liquid soap)	All years
1	Shampoo and conditioner	All years
1	Hairbrush or comb	All years
1	Toothpaste and toothbrush (x2)	All years
1	Deodorant (roll on for Year 7 and 8)	All years
1	Sunscreen	All years
2	Laundry bags (available at Uniform Shop)	Years 7 and 8
1	King single/ Double doona and 1 or 2 covers	All years
1	Pillow	All years
1	Towel (for recreational use e.g. beach, pool and gym)	All years
	Washing pods and square collapsible washing basket (Woolworths/Coles)	Years 9 to 12
1	Small safe or toolbox and lock (for valuables) – essential (Bunnings)	All years
1	Alarm clock - essential	All years
1	Bike lock and helmet for bikes (if applicable)	All years

Linen: The School provides sheets, bath towels, pillowslips, and a canvas laundry bin for use whilst at school

Labelling: All personal items, clothing and uniform (including socks!) should be clearly labelled. There are many websites that sell name labels. An indelible laundry marker may also be used in some instances.

- While your son will have his own storage facilities (wardrobe; drawers and under-bed storage), we recommend he brings the minimum amount of clothing and personal gear with him at the beginning of the year. He can always re-assess his needs after the first few weeks and supplement his wardrobe after mid-term break or Term 1 holidays.
- Boys can store items in large, air-tight plastic tubs in the boarding cellar if required during the year or over the holiday period.
- Please call the boarding housemothers for their advice on 0412 744 193 (juniors) or 0421 919 179 (seniors) if necessary.



Walters Residential Community Code of Conduct

As a member of the Walters Residential Community at Christ Church Grammar School, I understand that:

- I have a right to feel safe and secure at all times therefore I have the responsibility to promote positive relationships and avoid actions that may threaten the safety of myself or others
- I have a right to expect my belongings to be safe therefore I have the responsibility to respect others' belongings, to label my property and to appropriately secure my valuables
- I have the right to personal privacy therefore I have the responsibility to seek permission to enter another person's room and to respect their personal space at all times
- I have the right to well-maintained, clean accommodation therefore I have the responsibility to keep my room and boarding house clean, neat and tidy
- I have the right to an education therefore I have a responsibility to work quietly and effectively during prep time, to follow all rules in place and not hinder my own or others' pursuit of academic success
- I have the right to health and wellbeing therefore I have the responsibility to report illness or infection or any mental health concerns and to abstain from smoking, alcohol or drug use
- I have the right to access approved leave from the boarding community therefore I have the responsibility to apply for leave, inform staff when departing and arriving and to contact staff immediately should there be an issue with maintaining the timings and conditions of the approved leave
- I have the right to just and fair treatment therefore I have the responsibility to treat all staff, students and the rules with honesty and respect
- I have the right to be a proud member of Christ Church Grammar School community therefore I have the responsibility to follow School rules, meet all presentation guidelines, attend all compulsory classes, sport, co-curricular activities, meetings and Chapel services and uphold the values of our community at all times

I agree to abide by the Walters Residential Community Code of Conduct and any rules as specified in the Boarding Handbook. Should I breach the Code of Conduct, I will accept any appropriate disciplinary actions implemented by Residential Staff.

Boarder's name

Boarder's signature

Date





Christ Church
Grammar School
PERTH, WESTERN AUSTRALIA

Building good men

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