



Christ Church
Grammar School

Boarding Handbook 2019

Walters Residential Community



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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 really proud to be part of the Walters Residential Community and look forward to the opportunity of meeting you in 2019.

Brad Downing

Director of the Residential Community

Residential staff

The Director of the Residential Community 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.



Director Brad Downing

Brad is Director of the Residential Community. 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.

Brad 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 Residential Community. This is a parent support group, which meets regularly to assist and support the boys in our care.

Phone: 0403 783 882 (mobile)
(08) 9442 1633 (office)

Email: bdowning@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.



Indigenous Program Co-ordinator Mr Michael Ralph

Michael joined the Christ Church Residential Community in 2017 as the Indigenous Program Co-ordinator. He is responsible for the management of the Indigenous boarders and is the primary contact for their parents and guardians. Michael has served as the CCGS Senior School Psychologist for the past eight years and will continue to do so on a part-time basis. He coaches football and basketball at CCGS. Michael grew up in Waroona and enjoys surfing and playing football. He resides on campus with his wife Hannah three year old daughter Imogen and baby Hamish.

Phone: 0448 529 080 (mobile)
(08) 9442 1761 (office)

Email: mralfh@ccgs.wa.edu.au



Years 7 and 8 Co-ordinator Mr Andy Greig

Andy is the Year Group Co-ordinator for our Year 7 and 8 boarders. He joined Christ Church in 2006 as a teacher of Economics and Commerce in the Humanities Department. Andy teaches Economics and coaches cricket. He resides in Knutsford, which adjoins the accommodation for the junior boys, with his wife Leanne, daughters Lily and Anna and their dog George.

Phone: 0421 387 909 (mobile)
(08) 9442 1592 (office)

Email: agreig@ccgs.wa.edu.au



Years 9 and 10 Co-ordinator
Mr Khiem Ly

Khiem joined the Residential Community in 2017. He has called Perth home since 1978 after arriving from Vietnam. Khiem has worked in a few schools in WA before joining Christ Church Grammar School in 2015 as a teacher and later as Assistant Head of Mathematics in 2016. Khiem enjoys co-curricular activities, coaching senior badminton and managing junior basketball. Khiem resides in Walters House with his wife Kaori and dog Willis.

Phone: 0421 387 906 (mobile)
(08) 9442 1613 (office)

Email: kly@ccgs.wa.edu.au



Years 11 and 12 Co-ordinator
Mr Brendon Noble

Brendon joined the Christ Church Residential Community in 2016 as the Year Group Co-ordinator for our Year 7 and 8 boarders. In 2019 he is the primary contact for their parents and guardians of our Year 11 and 12 students. He began his teaching career in the UK before returning to Perth in 2012. Brendon joined the Christ Church Community in 2014 as a teacher in the Physical Education Department and Assistant to the Director of Sport. He now coaches the First XI hockey team. Brendon resides in Walters House with his wife Rachael, daughters Grace and Evelyn, and dog Rufus.

Phone: 0477 380 116 (mobile)
(08) 9442 1573 (office)

Email: bnoble@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.



Housemother – Knutsford Mrs Lidia Ellis

Lidia is Housemother at Knutsford House who works from 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 four grandchildren. Their children, three boys and two girls range from the age of 31 to 11 years. Lidia takes on some Education Assistant work from time to time especially with Special Needs Children. She is new to the Christ Church community and simply enjoys working with children.

Phone: (08) 9442 1652 (office)

Email: lellis@ccgs.wa.edu.au



Housemother – Knutsford Mrs Carol Campagnoli

Carol Campagnoli is a Housemother in Knutsford House where the Year 7 and 8 boys reside. Carol and her husband Vince lived in Mosman Park for 30 years where they brought up their three sons. The river and the ocean were a big part of their lives: swimming, surfing, diving and fishing. Vince worked at St Hilda's in Property and Maintenance and was involved in the rowing program. Carol was an account manager for PermAPleat School Wear and later started doing relief supervising in the St Hilda's boarding house. Carol works Monday and Tuesday.

Phone: (08) 9442 1652 (office)

Email: ccampagnoli@ccgs.wa.edu.au



Housemother – Walters
Mrs Kim George

Kim is a Housemother for Walters House where the Year 9 to 12 boys reside. Kim and her husband Peter, a property valuer, own a farm in Muchea. Their son Nicholas completed his studies at Christ Church in 2015. Kim, who was a flight attendant for 21 years, and her family live in City Beach. Kim works Wednesday to Friday

Phone: (08) 9442 1653 (office)

Email: kgeorge@ccgs.wa.edu.au



Housemother – Walters
Mrs Geraldine Bailey

Geraldine is a Housemother for Walters House. Geraldine resides in Mosman Park with her husband John who works for Galaxy Resources as the Global Executive Manager for Health and Safety. They have two daughters who both completed their studies at Methodist Ladies' College. Geraldine has also worked as a relief EA in the Peter Moyes Senior Centre at CCGS. Geraldine works Monday and Tuesday.

Phone: (08) 9442 1653 (office)

Email: gbailey@ccgs.wa.edu.au

Duty Master

Duty Master is the residential staff member who is formally rostered to care for the boys in a particular boarding precinct. At any time the Duty Master could be any one of the residential staff. 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

Walters 0421 919 179

Knutsford 0412 744 193

Boarding Recreation Officer

Ollie Stockwell, 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 Sunday afternoon. 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. Some activities are compulsory, especially for younger boarders.

Phone: 0405 589 889 (mobile)

Email: ostockwell@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 the Residential Community 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 3.00pm whilst, 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 Residential Community 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 amongst these four key staff members.

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.

2019 Walters Residential Captain

Clancy Adamson - School Prefect

2019 Residential Prefects

Campbell Baird - Vice Captain

Dontay Bolton

Liam Tubby

Brendon Vu

Alex Zhang

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. 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

Should your son be unable to remain in the boarding house due to illness or infection he will need to stay with his guardian. It is therefore extremely important that his guardian informs the School if they will be leaving Perth for any reason.

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;
- Provide a safe environment at home for your son should he not be able to remain at school due to illness or infection;
- 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;
- Ensure the safe-keeping of your son's property during term holiday periods; and
- 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 Brad Downing, Director of the Residential Community, at bdowning@ccgs.wa.edu.au or Mrs Susan Gill, Admissions Registrar at sgill@ccgs.wa.edu.au.

Health Centre

The Health Centre plays an important role in the life of the School and is staffed by five registered nurses. They provide professional as well as personal care and support for all boys. When appropriate the boys are encouraged to be self-caring and pro-active in relation to their health care needs.

The Health Centre is open daily:

Monday to Friday	7.00am to 7.30pm
Saturday	7.30am to 12.30pm
Sunday	5.00pm to 8.00pm

At all other times there is a nurse on call who can be contacted to assess your son's needs and, if necessary, remain with him in the Health Centre until other arrangements can be made by parents/guardians or, if required, referred to hospital or a relevant health professional.

Parents are encouraged to drop in and introduce themselves to the Health Centre team. We also ask that you keep the Health Centre informed of any changes in your son's health care needs. The nursing staff are more than happy to answer any of your concerns or queries while your son is boarding at Christ Church, so please feel to contact them.

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 Western Australian Board of the Nursing and Midwifery Board of Australia. She is assisted in her role by the following part time registered nurses:

Jenny Giudice

Bec Manning

Linda Silberstein

Sandy Fonseka

Sue Sewell

Carmel O'Callaghan

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

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

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 Years 7 to 9 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 10 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. The Registered Nurse dispensing these medications must complete the relevant documentation.

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

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

Should your son be unable to remain in the Residential Community due to illness or infection he will need to stay with his guardian. In these situations when boys need to spend time away from the Residential Community both for their own comfort and the wellbeing of the other students, it is important that all boarders who cannot easily return home have a guardian in Perth. 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.

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 appointment at morning roll call and may accompany them to the appointment if needed (mornings only as they are unavailable in the afternoons).

Boys must report to the Health Centre both before and after their external appointments, in order to take necessary documentation, provide feedback to staff and arrange any follow-up appointments.

The Residential or Health Centre staff cannot provide transportation to periodic or occasional medical/dental appointments outside of the Claremont area. These appointments should be made to coincide with the start or the end of term or co-ordinated with the availability of the student's guardian.



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

Homework (Prep)

Homework is referred to as Prep. Boys may work in the Collaborative Learning Centre (CLC) under the supervision of academic staff on Monday to Thursday evenings. The Duty Year Group Co-ordinator supervises Years 7 and 8 Prep in the CLC. There is a Library Assistant to help with enquiries and locating resources. In general, boys in Years 9 to 12 study in their own rooms, although resources in the CLC are available to all.

All boys may access the facilities in the CLC on Monday to Thursday evenings. 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, email, instant messaging or phone calls during the study periods. We ask parents to help support the academic rigour of the study periods by contacting their son outside of these study times. This supports the program and provides the ideal learning environment for your son. We also have an academic tutor in each house, each evening, to provide additional support for your son.

Years 7 and 8

Prep time for Year 7 students is from 6.30pm to 7.30pm and for Year 8 students it is from 6.30pm until 8.00pm. All boys are expected to come prepared to work and to study independently but may request permission to work in groups if the need arises. Year 7 students may continue their work through to 8.00pm if necessary. 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 6.30pm to 8.00pm. On two nights of the week they will be supervised in the Preparatory School library, on the other nights they will be supervised in their rooms.

Year 10 boys work from 6.30pm to 8.00pm and then have a half hour break for supper. They then complete another half hour of study from 8.30pm until 9.00pm. They can continue to work quietly in their own room up until 'lights off', which is 10:00pm.

Boys in Years 11 and 12 have the same first prep as the other years but their second prep is from 8.30pm until 9.30pm. 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 the staff on duty and their productivity and effort are noted.

Computers

Computer facilities are available to all boys. Senior boys (Years 9 - 12) are able to take personal computers into the residential community and there are several connected computers available in each boarding precinct. Desktops are also available in the CLC. Boys in Years 7 and 8 are not permitted laptops or other electronic devices as they find it too difficult to self regulate their use and it drastically reduces their level of physical activity, which is so important at this age.

Newspapers/Magazines

Each residential precinct has several copies of *The West Australian* and *The Australian* delivered each day. Special interest publications such as the *Countryman* and *Farm Weekly* are also available. Papers are for all boys in the community and should be left in the communal areas for access by the boys. We encourage boys to keep up with daily news items and current affairs.

Overseas students

Christ Church Grammar School has an outstanding reputation in dealing with the particular needs of international students.

All full fee overseas students are required to board in the Walters Residential Community. 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 the Residential Community 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 the Residential Community 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.

Staff are aware that from time to time issues may arise for international students, which may be difficult to resolve within the school community. Should this occur, students or members of staff at Christ Church may contact the Department of Education Services Independent Conciliator, Ms Alison Miller by phone on (08) 9441 1929, by fax on (08) 9442 1901 or via email at alison.miller@des.wa.gov.au.

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 the Residential Community and the Principal attend the meetings and the Health Centre Manager, Catering Manager and Recreation Officer may attend at various times of the year. Topics typically set for discussion include the Health Centre, food and catering, presenters and donations and other needs that can be considered for the Residential Community.



Anita Dickens

Anita is a grain producer based at her family property in the West Pithara, in the Dalwallinu Shire, with her husband Nigel. They have two children, Hamish in Year 11, who started boarding at Christ Church in Year 7 and a daughter who completed her six year boarding journey at MLC in 2017. Anita is a strong advocate for all our boarding boys and families within the Parents' Association, Administration and the wider Christ Church community. She passionately believes that the strong sense of community support that our boarding boys experience while living at Christ Church really sets our residential community apart.



Friends of Walters meeting and events schedule:

Term 1

Sunday 3 February 5.30pm to 7.30pm, Welcome drinks and nibbles

Monday 4 March Meeting
5.30pm to 6.30pm

Term 2

Monday 29 April Meeting
5.30pm to 6.30pm

Term 3

Friday 9 August Residential community celebration
5.45pm to 8.00pm

Monday 26 August Meeting
5.30pm to 6.30pm

Term 4

Monday 14 October Meeting
5.30pm to 6.30pm

If you would like more information about the Friends of the Walters Residential Community, please contact the President, Anita Dickins at nadickins@westnet.com.au or 0429 621 112.



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, Alliance Catering, 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 House Duty mobile phone to request a late takeaway meal.



Catering Manager: Mr Brett Burman

Brett is employed by Alliance Catering and manages the eight catering staff in the school kitchen. He works closely with staff and students to ensure all meals are of a high standard and enjoyed by all.



Brett 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 Sandover 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 the girls from St Hilda's and Methodist Ladies College (MLC).

Daily routine

Monday to Thursday mornings

7.00am	Wake up, shower, dress, tidy bed area
7.30am to 8.00am	Breakfast in Sandover (school uniform)
8.20am	Boys leave the boarding house
8.25am	Boys are to be in their tutorial rooms
8.30am	Thursday – Principal's Assembly in the Chapel
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 or involved in House activities, such as debating. Any boy requiring a takeaway lunch can arrange this directly with the kitchen staff. The best time to speak to the kitchen staff is at breakfast time.
3.05pm	End of formal school day

Monday to Thursday evenings

5.50pm to 6.20pm	Dinner in Sandover
6.30pm	Prep for all boys
8.00pm	Supper available in the recreation room or kitchen
8.30pm to 9.30pm	Second Prep for Years 10 to 12
8.45pm	Year 7 lights out
9.00pm	Years 8 and 9 lights out
10.00pm	Year 10 lights out
10.00pm to 10.30pm	Years 11 to 12 study break and prepare for bed
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

Friday mornings

7.00am	Wake up, shower, dress, tidy bed area
7.30am to 8.00am	Breakfast in Sandover (school uniform)
8.20am	Boys leave boarding house
8.30am	Boys to be in their tutorial rooms
10.45am to 11.00am	Recess morning tea is available



Friday afternoons

12.50pm to 1.15pm	Lunch
	Takeaway lunches are available as there is 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

Friday evenings

5.50pm to 6.20pm	Dinner in Sandover or BBQ on Walters Lawn
9.00pm	Year 7 lights out
9.00pm	Year 8 lights out
10.00pm	Year 9 lights out
10.30pm	Year 10 lights out
11.00pm	Years 11 to 12 lights out

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. Knutsford boys support our seniors at Saturday morning sport.

Boys in Year 7 and 8 (after Term 1) and Year 9 may apply for shopping leave to Claremont for one hour. They must be in groups of three and one member of the group 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. Boys have the opportunity to work on their homework on Sunday evening and prepare for the week ahead.

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, except those who are collecting supper.
- 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 garage.

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.

Boys in Years 9 to 12 are responsible for laundering their casual clothes. The Housemother facilitates the laundering of casual clothes for boys in Years 7 and 8.

Leave arrangements

Boys in Years 9 to 12 may seek leave to visit the Claremont shopping precinct after school on weekdays. They must return to school by 5.30pm. Year 7 and 8 boys are restricted to after school leave on one specified day of the week. All boys must sign out electronically and report to the person on duty (generally the Housemother) before and after their return.

Year 7 to 9 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 restricted to Terms 2 to 4. Boys in Years 10 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 the Residential Community 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. Reach operates via a secure online portal (called ReachCMS) 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 trialed 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. There are inbuilt videos for each aspect of the dashboard that pop up as you click on the dashboard buttons.

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 the Residential Community. 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.

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 boy (or girl) who is hosting the party to obtain further information. At the very minimum, hosts should telephone the parents of the boy concerned to ensure that they are happy for their son 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.



Dress code for leave

Very neat casuals

Shoes and socks, smart trousers (denim or otherwise), shirt with a collar, jumper or jacket if applicable. This is the normal dress for socials.

Neat casuals

Shoes and socks, shirt and shorts or jeans. Shoes must be clean and in good condition. The overall impression must be one of neatness and cleanliness.

Casuals

Thongs or sandals, shirt and shorts or jeans. These casuals are regarded as appropriate for any leave from the school grounds, except for social leave.

Summary of leave procedures

Leave destination

Claremont

Dress

Casuals

Procedure and availability

Available after school weekdays and Saturday / Sunday for Years 7 to 9 (groups of three or more); see Housemother or person on duty. Year 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 Years 7 to 8 are asked to make calls outside prep time and conclude their calls and text messages before 8.30pm. Mobile phones will be collected by 8.45pm and re-issued to boys the following morning. Senior boys must not make or receive calls after their allocated 'lights out' time. During the school week the best time to call boys is between 3.05pm and 6.30pm on their non-training days or during the prep break from 8.00pm to 8.30pm.

It is best to contact senior boys between 8.00am and 8.15am and 9.30pm and 10.15pm. Please refer to the list at the back of this handbook for phone and fax 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.

Boys in Years 7 to 8 have communal connected machines that are available for use. 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.

In the meantime they have access to both the communal precinct computers and also the laptops in the Collaborative Learning Centre (CLC) during evening study sessions.

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 switched off or moved to silent during Prep and after lights out. They are not permitted to be left on a student's desk.
- Relevant residential staff phone numbers (Duty Master and Year Group Co-ordinator) are kept on the boy's phone.
- All boys in Years 7 to 10 will be allocated a pigeon hole in a device storage cupboard. They must hand in electronic devices 30 minutes 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.

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	Zone 3
Barbecue and beach	Dragon boating
School performances and productions	Ice skating
Socials	Movie and dinner
MLC dinner swap	Adventure World
St Hilda's dinner swap	Residential dinner
River cruise	Ten pin bowling
Football (WAFL and AFL)	Claremont Christmas party
Fremantle Prison tour (Ghost Tour)	Go-karting
Soccer internationals	Theatre and plays
Rugby internationals	(Blue Room and the Regal)
Themed dinners	Paintballing
Bounce trampolining	Bubble soccer
Stand up paddle boarding	

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 10 to 12 independently manage their own accounts, although Housemothers can also facilitate this.

Swimming pool

The heated 50 metre swimming pool is open on the weekends for supervised use by boarders. In Terms 1 and 4 it is available between 1.00pm to 5.00pm on Saturday and Sunday afternoons under appropriate supervision. In the cooler winter months it is open during term time on Sunday during the same hours. Boarders are only allowed to use the pool under qualified supervision. There is to be no unsupervised swimming at any time. Boys must seek permission to use the swimming pool and at no times go to the pool without specific permission.

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 Years 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 the Residential Community 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, as well as the personal laundry of boys in Years 7 and 8. This laundry is sent out to a commercial laundry. Boys in Years 9 to 12 are expected to do their own personal laundry and are encouraged to set aside some time on the weekend for this purpose. They are, however, encouraged to send items of their school uniform to the commercial laundry.

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, iPods, stereo systems 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 both Knutsford and 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 storerooms 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 the Residential Community. 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 Walters 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 the Residential Community

Mr Brad Downing

Phone: 0403 783 882 (mobile)
(08) 9442 1633 (office)
Email: bdowning@ccgs.wa.edu.au

Co-ordinators

Years 7 and 8 Co-ordinator

Mr Andy Greig

Phone: 0421 387 909 (mobile)
(08) 9442 1592 (office)
Email: agreig@ccgs.wa.edu.au

Years 9 and 10 Co-ordinator

Mr Khiem Ly

Phone: 0421 387 906 (mobile)
(08) 9442 1613 (office)
Email: kly@ccgs.wa.edu.au

Years 11 and 12 Co-ordinator

Mr Brendon Noble

Phone: 0477 380 116 (mobile)
(08) 9442 1573 (office)
Email: bnoble@ccgs.wa.edu.au

Indigenous Program Co-ordinator

Mr Michael Ralph

Phone: 0448 529 080 (mobile)
(08) 9442 1761 (office)
Email: mralph@ccgs.wa.edu.au

Housemothers

Knutsford, Years 7 and 8

Mrs Lidia Ellis

Phone: (08) 9442 1652 (office)

Email: lellis@ccgs.wa.edu.au

Mrs Carol Campagnoli

Phone: (08) 9442 1652 (office)

Email: ccampagnoli@ccgs.wa.edu.au

Walters, 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)
Fax: (08) 9442 1702
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)

Knutsford, Years 7 to 8

Mobile: 0412 744 193

Walters, Years 9 to 12

Mobile: 0421 919 179

Boarding Recreation Officer

Mr Ollie Stockwell

Phone: 0405 589 889 (mobile)
Email: ostockwell@ccgs.wa.edu.au

Friends of the Walters Residential Community

President: Anita Dickins
Mobile: 0429 621 112
Secretary: Sara Sellars
Mobile: 0429 720 669
Home: (08) 9063 2527
Email: gusnsara@bigpond.com

Parents' Association Boarders' Representative

Anita Dickins

Phone: 0429 621 112 (mobile)
Email: nadickins@westnet.com.au

Administration

Admissions Registrar

Mrs Susie Gill

Phone: (08) 9442 1512 (office)

Email: sgill@ccgs.wa.edu.au

Chaplain

Nick Russell

Phone: (08) 9442 1785 (office)

Email: nrussell@ccgs.wa.edu.au

Director of Centre for Ethics (part-time)

Father Frank Sheehan

Phone: (08) 9442 1707 (office)

Email: fsheehan@ccgs.wa.edu.au





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.

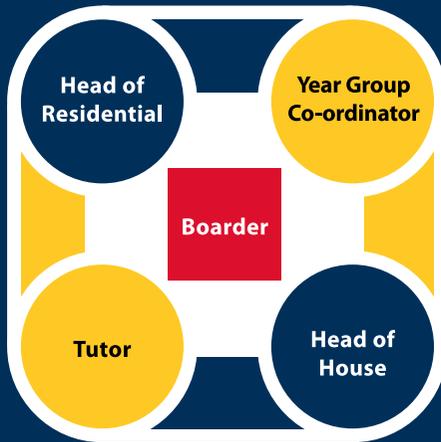
Boarder's Name

Boarder's Signature

Date







Square of Care



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