



THE CGGS GUIDELINES

The Boarding House



CGGS.ACT.EDU.AU



**CANBERRA
GIRLS
GRAMMAR
SCHOOL**

We acknowledge the Ngunnawal and Ngambri peoples as the traditional keepers of the land on which we gather. We are inspired by their wisdom, spirituality and experience. We particularly acknowledge our debt to the wise Indigenous women who have shared language, country and culture. We commit ourselves to actively work alongside them for reconciliation and justice.



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The CGGS Boarding House and School community as a whole is bound by four core values.



INTEGRITY

We are renowned for our loyalty and ethical behaviour. We follow our strong moral compass.



COURAGE

We challenge the status quo, stand by what we believe and do what is right.



RESPECT

We cultivate an awareness of our interdependence and show deep respect for self, others and the environment.



INCLUSION

We embrace diversity in humanity. We treat others with compassion and kindness.



Overview of expectations

At CGGS the connections formed during a boarding experience are ingrained with our values of integrity, courage, respect and inclusion.

CGGS is committed to maintaining a positive and nurturing Boarding House environment, where quality relationships are built on respect and kindness. Adjusting to group living can sometimes be a steep learning curve, however our focus is that all boarders swiftly discover a sense of belonging and confidence to flourish as a valued member of our wider School community.

To gain independence, resilience and become their best self takes time and practice, which is underpinned by a framework of expectations. The Boarding House Guidelines supports a boarder to be aware of the rules and understand the impacts, to become responsible for themselves, and each other.

CGGS is renowned for its high expectations, and parents/guardians play an important role in supporting the values and behaviours we expect of all boarders.

Please consistently uphold our directions to foster an honest, respectful and harmonious Boarding House, for both other boarders, staff and the School community as a whole.

A shared space

At the BoHo, each boarder wakes up to a community that feels safe and connected. It's a home within a School where we aspire for kindness and compassion to shape every interaction, and an environment in which everyone belongs.

Sleeping

Boarders in Years 7–9 share a larger room with one to two others, Years 10–11 with one other, and Year 12 students have their own dedicated room.

The styles of boarding rooms are grouped together within the Boarding House, so that boarders are situated near to peers of similar age. Boarders see it as a rite of passage to 'graduate' through the room styles, looking forward to their own dedicated space—it's a much-anticipated milestone!

At the end of each term boarders have the opportunity to provide preferences for roommates, and all efforts are made to meet requests. Year 12 boarders remain in the same room for the year.

As the Boarding House is occasionally hired by external groups during the holiday breaks, all boarders are required to take all belongings home with them. This also allows for a deep clean of each room to return refreshed for the new School term.

Creature comforts can be brought from home, and spaces can be personalised with photos, ornaments and décor. Each boarder is responsible for the care and tidiness of her area. Prior to departing to class each day, the expectation is:

- All electrical appliances are turned off, including fans/heaters.
- Desks and shelving are neat, tidy and clutter-free.
- Nothing is left on the floor and/or under beds.

Socialising

On the ground floor, the Boarders' Sitting Room (BSR) is a space to relax and socialise. With access to the courtyard, this large, light filled lounge space has board games, a TV, craft supplies and a small kitchenette.

The BoHo has additional various common spaces and 'relaxation zones' in which boarders can mingle, socialise and enjoy some down time.

When departing these spaces, boarders must return them to their tidy and organised state.

Studying

There are three Study Prep rooms, which are available for quiet, focused moments or deep study. Additional stationery and resources are on hand, and boarders are encouraged to use this space outside of stipulated Study Prep time, during waking hours. Senior boarders can also access the Dining Hall for Study Prep on weekends and evenings.

Boarders with a passion for music can store and practise their instruments in our onsite Music Room, which includes two pianos.

These areas are considered quiet areas, where boarders must work individually and with little disruption to others.

All boarders have regular access to School facilities within a minute walk, including the Library, the netball and tennis courts, oval, gym and indoor heated pool.



Care and safety

The Director of Boarding lives on the grounds and members of the dedicated BoHo staff are available and onsite 24/7 to ensure boarders have appropriate support and pastoral care.

All staff members have training in Duty of Care (Australian Boarding Schools Association) and Youth Mental Health First Aid, and are required to undertake a National Police check and to maintain a current ACT Working with Vulnerable People card.

Safety

It is a boarder's responsibility to ensure that the Boarding House staff knows of their whereabouts at all times.

All boarders must remain within the Boarding House unless a leave request has been approved. Approval is required for all outside movements, on Boarding House grounds, the wider Senior School campus and offsite, both before and after School hours on weekdays and on weekends.

All leave requests are managed via an app called REACH. For details, see 'Leave and visitors' section on page 10.

Security

The Boarding House is equipped with an automatic security system and security checks of the building are made every night. An alarm is activated after hours if a door is opened. Some boarders are issued with swipe cards that enable them to leave at specific times before School (such as approved co-curricular commitments). At all other times, boarders are required to report to Boarding House Reception.

All guests and external personnel are required to ring the doorbell and speak to a Boarding House staff member to request access to the Boarding House.

Building regulations require the fitting of smoke detectors. If these are activated by fire or excessive steam, the whole building is evacuated. Fire, evacuation and Code Purple drills are held each term, at times unknown to the boarders.

Fire safety

- Candles, incense, lighters, matches, electric blankets and throws are not permitted.
- All electrical items, including boarders' personal items, are tested and tagged by maintenance staff annually.
- Items are not to be placed on heaters or lamps.
- When not in use, all appliances should be switched off in the Boarders' Kitchen.

Health and wellbeing

Medical support

The CGGS Health Clinic is attended by a roster of Registered Nurses and is available 8.00am–4.00pm, Monday to Friday.

The Health Clinic is available for:

- Assessment and management of symptoms of illness.
- Supervision of medication, where appropriate.
- Review of injuries or wounds.
- Assessment and referral to the Boarding House Doctor.
- Providing a note for a boarder's inability to participate in Physical Education classes.

In addition, the Boarding House Doctor, Dr Jenny Ross visits weekly. Boarders are also able to book medical support with Dr Ross and her colleagues at her surgery in Yarralumla. Dr Ross is on call for medical advice and consultations after hours.

Should the School Nurse or Dr Ross determine that a boarder is unwell and cannot attend the Day School that day, the School Nurse and Boarding House staff will take responsibility for her care during School hours.

Boarders who have spent the day, or part thereof, in the Boarding House because of illness will not be able to undertake recreational leave, sport training, rehearsals or to leave the School grounds after the School day has ended.

Boarders who have been resting in the Boarding House throughout the day are not permitted to have access to their electronic devices during this time. This is to allow them to rest and recover from illness.

Medication protocol

It is essential that parents/guardians inform the School Nurse and Boarding House staff of a

boarder's medication requirements. A boarder's care plan is thoroughly discussed with School Nurse who ensures relevant supervisors or staff are also informed for continuity of care.

All medication must be kept secure at the Health Clinic and is not to be stored in bedrooms. This includes prescription medications, 'over the counter' medications, vitamins, supplements and alternative therapy preparations. Any medication requirement is to be declared to a staff member, who in turn will ensure the School Nurse completes a general medical form for every item. If medication is provided to a boarder, it is recorded via an app called REACH.

For an appointment with a GP or specialists the Registered Nurse or Boarding House staff will notify the parent/guardian to obtain permission prior to the appointment being made.

Mental health and wellbeing

If ever required, a network of formal frameworks and professional wellbeing supports are available, led by the Director (Student Care and Experience) with relevant care and interventions that may involve the Heads of House, School Psychologists, Counsellors, Assistant Director of Boarding and the Chaplain.

A member of the School's Psychology team may assist in there is a concern about psychological wellbeing. They will listen and talk with a boarder about current worries or concerns, which is particularly helpful in the initial transition period. Counselling support can encourage a boarder to get unstuck from thinking about things in a particular way and guide them to gain an understanding of thought patterns which are related to current feelings. A Counsellor or member of the School's Pastoral Care team will work with a boarder to highlight their strengths and help problem solve situations to develop coping skills.



Contributing to the community

Weekly Boarding House meeting

Each week there is a Boarding House meeting for all year levels. All boarders are expected to attend, unless they have a prior co-curricular activity. The meeting covers key information about the coming week's activities and important notices.

Empowered voices

We care what boarders have to say about the matters impacting them. There are two elected Year 12 Boarding House Co-Captains who are also members of the CGGS Senior Council.

These Boarding House Co-Captains and Vice-Captains chair the Boarders' Council, which meets fortnightly. Two representatives from each year level are elected to represent their cohort in this forum which discusses any issues or concerns with the Director of Boarding and Deputy Principal, Head of Senior School.

In addition, boarders are encouraged to approach any member of the BoHo or Day School staff with any concerns, suggestions or ideas that they have that may improve the student experience.

Parents in the loop

Parents/guardians are kept updated with regular and consistent communication throughout the year. Visits to the Boarding House by family members are also welcomed and encouraged.

Stay up to date about the School and community activities via:

- School website (cggs.act.edu.au) and App.
- Fortnightly eNews from the Boarding House (email).
- CGGS Facebook and Instagram pages.
- Agora.

Academic expectations

All borders participate in supervised Study Prep.

YEARS 7–10

Monday to Thursday evening, in the designated Study Prep room from 7–8pm.

YEARS 11–12

Monday to Thursday evening, in their own rooms or designated Study Prep room from 7–8.30pm and as they require according to their work load.

Boarders can also attend after School tutoring in English, Mathematics and Science along with their peers in the Day School, or during Study Prep periods in the BoHo.

BoHo Study Prep is a dedicated focused time to:

- Provide borders with extra support to enhance their academic progress.
- Complete homework set by teachers in specific subjects.
- Undertake research and preparation for assignments and projects set by teachers for assessment.
- Undertake revision of the day's work and long-term revision for tests or exams.
- Reading assigned novels or textbooks.

Leave and visitors

Leave

Boarders are permitted to leave the Boarding House, only once approved. Various leave types include:

- Overnight
- Weekend
- Weekend day
- Weekday (after School hours)
- Exeat
- Senior boarders: Civic and Woden day
- Work
- Medical

Curfews

MONDAY TO THURSDAY: 9.30PM

**FRIDAY AND SATURDAY:
10.00PM (YEARS 7–10)
10.15PM (YEARS 11–12)**

Procedure and conditions

Leave requests are managed via an app called REACH, which hosts the required contact details of three parties: the boarder, the Boarding House and the parents/guardian.

All leave must be pre-approved by the Director or Assistant Director of Boarding. This is on the expectation that boarders only visit the places/host that are approved by their parent/guardian.

Boarding staff and parents/guardians are both required to grant permission via REACH. A leave request is also required for any School-related activity or excursion taking place outside of School hours

Parents/guardians are encouraged to only allow leave with people who understand the responsibility of hosting a boarder and those they believe can provide the standards of care expected.

Apart from immediate family members, all nominated hosts and guardians must be over 21 years of age.

Boarders who are involved in any School activity must give priority to their School commitment.

Boarders must have the phone numbers of both the Boarding House Reception and Senior School Reception saved to their phone, and ensure the Boarding House has their current phone number.

A boarder can only depart the Boarding House with a fully charged mobile and must always have it with them when on leave.

Visitors

Visitors are welcome between 3.30–6pm (Monday to Friday) and 9am–6pm on weekends by prior arrangement. These hours can be adjusted for parents/guardians.

Upon arrival, an approved visitor is required to wait in the Visitors' Sitting Room, adjacent to the Boarding House Reception. Boarders must sign in and out all visitors.

Boarders are permitted to have visits from their peers in the Day School, provided approval is sought from the BoHo staff member on duty. The Day student must first be introduced to the staff member on duty, and then signed in/out in the 'Day book'. Visits are only allowed during after-School hours to 5.30 pm, unless discussed with a staff member and parent/guardian prior, and only after the arrangement is approved by the Director or Deputy Director of Boarding. During a visit, an 'open door' agreement is in place for where the students are studying or socialising.



Transportation

Transportation is provided by the Boarding House staff via dedicated CGGS mini-buses. It is a safe and convenient service to ensure each boarder can experience approved sport, co-curricular and Boarding House outings in, and around, our nation's capital.

All bus runs must be requested with at least 24 hours' notice, noting that the service is not available weekdays between 7.00am–3.30pm.

WEEKDAYS

Runs are between 4–8.30pm (last pick up).

WEEKENDS

Runs commence at the beginning of staff shift.

A shopping trip is pre-booked once during the week, and once on weekends.

The bus provision is primarily to support boarders' attendance at School-based activities and medical appointments. All other bus use is dependent on availability of the bus and staff.

Additional bus runs must be kept to a minimum and be requested and discussed with the Director of Boarding. To ensure the safety and wellbeing of boarders and staff additional bus runs will only be accommodated if time and adequate supervision permits, and with a set return time of no later than 8.30pm. Transport for medical appointments during the day can be accommodated but also must be requested.

Where possible, boarders are encouraged to travel to and from co-curricular sessions with Day families who are transporting students to the same venue. This supports a boarder's integration in the wider School community.

Catering, cleaning and personal belongings

Meals

All main meals are served in the Dining Hall for both boarders and staff.

**BREAKFAST: 7–8.20AM MONDAY TO FRIDAY.
WEEKENDS AT 9AM.**

**LUNCH: 12.45PM MONDAY TO FRIDAY.
WEEKENDS AT 1PM.**

DINNER: 6–6.30PM EVERY DAY.

The whole community attends meal time and appropriate table manners are expected. Eating can only commence once seated at a table and boarders must wait to be dismissed at the end of the meal.

Late dinners may be ordered for boarders who have sporting, co-curricular or other evening commitments.

A balanced hot and cold menu provides options for all dietary requirements. Produce is locally sourced and the menu changes seasonally and evolves according to feedback from our boarders.

Formal dinners are held throughout the School year and Open House Dinners are an opportunity for invited teachers and staff from the wider School to join in conversation and an evening meal with boarders.

Clothing, linen and laundry

The Boarding House supplies all sheets, towels (laundered weekly). A boarder is required to bring their own pillow and doona or quilt (including two covers).

All uniforms, casual clothes, underwear, night attire, bedding and towels are laundered onsite. Washing machines and dryers are available for senior boarders to manage their own washing if preferred.

The Boarding House provides each boarder with a laundry bag to store and protect all clothing that requires laundering. Each boarder is allocated a laundry number, which corresponds with a locker where she can pick up her clean washing.

What to bring?

- Neat outfits appropriate to the season for casual wear, dinner meals and informal activities.
- One outfit suitable for a formal dinner.
- Two pairs of pyjamas.
- Dressing gown and a pair of slippers.
- Underclothes (sufficient for eight days and durable enough to be washed in the School laundry).
- Footwear, including formal and informal shoes (at least two pairs), plus something to wear to the bathroom. Closed shoes are required for the Dining Hall.
- Swimsuit for weekend use (optional).
- Swimming towel.
- Hat that affords sun protection.
- Toiletries bag and personal effects.
- Shower basket to hold all personal toiletries.
- Alarm clock (as mobile phone may be handed in and not available for alarm setting).
- Headphones.
- Chargers and international adaptors (if applicable).
- Permanent pen to label clothes.

Personal hygiene

All boarders are required to maintain a high level of personal hygiene:

- Daily shower and teeth brushing.
- Weekly bed linen change.
- Management of their menstrual cycle, including laundering any reusable feminine hygiene items such as 'period pants.'

The Boarding House has a limited supply of feminine hygiene products for emergency situations. These can be accessed at the Boarding House Reception.



Belongings

The Boarding House fosters a high level of trust and respectful boundaries. To minimise the loss of personal belongings, ensure that:

- Valuable jewellery (both monetary value and sentimental value) is not brought to the Boarding House. If pieces are required for a special occasion, they should be given to staff and then kept secure in the Boarding House safe.
- Items such as airline tickets, passports and other important documents are kept secure in the Boarding House safe.
- Any money/valuable possessions are kept secured in boarders' personal lockable cupboards, to be locked at all times.
- All personal belongings are clearly and permanently marked.

- Suitcases must be clearly named on the outside. The Box Room is available for storage of larger suitcases during term time and term holidays, but all items must be cleared at the end of the School year. From time to time, other groups may use the Boarding House for accommodation over holiday periods.
- Boarders with a bike are required to bring their own helmet and lock.

Money

Learning to budget is an essential part of boarding life. Parents/guardians are required to plan a term budget to ensure boarders have appropriate funds for both personal items of necessity and recreational activities.

It is recommended that boarders have a debit card rather than keeping amounts of cash in their rooms. Cash over \$40 should be kept securely in the Boarding House safe.

Devices

CGGS takes its duty of care seriously and it is important that boarders' access to electronic devices is governed by protocols designed to support their learning and wellbeing, but also regulated to afford them a measure of protection and respite from screen use. The School network has features implemented in order to facilitate safe use and the following should be noted by boarders and parents/guardians.

- CGGS is a bring your own device (BYOD) school, details are stipulated in the **BYOD Policy**.
- Years 7–11 boarders must hand in their mobile phones, laptops and tablets at the times outlined below, to be secured in the device room.
- Year 12 boarders have the privilege of keeping their devices in their room. If found using their devices for activities not related to School work during Study Prep, or late into the night for non-education purposes, this will result in having to hand in their devices at 10pm each evening (Monday to Friday).
- Any electrical equipment brought into the Boarding House is the responsibility of the owner. The Boarding House will not accept responsibility for loss or damage.
- All electrical items, including boarders' personal items, must be tested and tagged by maintenance staff before use.
- Access to the Wi-Fi is disabled each night between 11.00pm–6.00am.

	DEVICE HAND IN	LIGHTS OFF
YEAR 7	8.45PM	9PM
YEAR 8	9PM	9.15PM
YEAR 9	9.30PM	9.45PM
YEAR 10	9.45PM	10PM
YEAR 11	10PM	10.15PM
YEAR 12	NO HAND IN	10.30PM



Expectations of behaviours, and the consequences of breaches, are stipulated in the following:

- CGGS Behaviour Expectations Policy
- Student and Parent Handbook
- Senior School Diary

These documents are available on Agora under SS Policies, **accessible here**.

Contact us

Boarding House Reception: **02 6202 6470**
 Senior School Reception: **02 6202 6400**

DIRECTOR OF BOARDING

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To the young,
**ANYTHING IS
POSSIBLE.**



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