## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absenteeism</td>
<td>9</td>
</tr>
<tr>
<td>Accident Insurance</td>
<td>7</td>
</tr>
<tr>
<td>Archway Magazine</td>
<td>11</td>
</tr>
<tr>
<td>Assemblies and Chapel</td>
<td>11</td>
</tr>
<tr>
<td>Beacon</td>
<td>11</td>
</tr>
<tr>
<td>Board of Governors</td>
<td>2</td>
</tr>
<tr>
<td>Bullying</td>
<td>12</td>
</tr>
<tr>
<td>Bus Travel</td>
<td>5</td>
</tr>
<tr>
<td>Camps</td>
<td>7</td>
</tr>
<tr>
<td>Canteen</td>
<td>5</td>
</tr>
<tr>
<td>Carnivals</td>
<td>7</td>
</tr>
<tr>
<td>Communication</td>
<td>10</td>
</tr>
<tr>
<td>Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Discipline</td>
<td>12</td>
</tr>
<tr>
<td>Drug Policy (Extract)</td>
<td>12</td>
</tr>
<tr>
<td>Early Arrival at School</td>
<td>5</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>12</td>
</tr>
<tr>
<td>Email</td>
<td>10</td>
</tr>
<tr>
<td>Extra Curricular Activities</td>
<td>8</td>
</tr>
<tr>
<td>History of Geraldton Grammar School</td>
<td>2</td>
</tr>
<tr>
<td>Home group (Secondary)</td>
<td>7</td>
</tr>
<tr>
<td>Homework</td>
<td>9</td>
</tr>
<tr>
<td>Houses</td>
<td>7</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>6</td>
</tr>
<tr>
<td>Library Opening Times</td>
<td>5</td>
</tr>
<tr>
<td>Lockers</td>
<td>10</td>
</tr>
<tr>
<td>Lost Property</td>
<td>6</td>
</tr>
<tr>
<td>Money and Valuables</td>
<td>12</td>
</tr>
<tr>
<td>Newsletters</td>
<td>11</td>
</tr>
<tr>
<td>Office Hours</td>
<td>8</td>
</tr>
<tr>
<td>Parents &amp; Friends Association</td>
<td>6</td>
</tr>
<tr>
<td>Punctuality</td>
<td>12</td>
</tr>
<tr>
<td>Reporting</td>
<td>11</td>
</tr>
<tr>
<td>Round Square</td>
<td>3</td>
</tr>
<tr>
<td>SEQTA</td>
<td>11</td>
</tr>
<tr>
<td>Scholarships</td>
<td>6</td>
</tr>
<tr>
<td>School Day-Secondary</td>
<td>5</td>
</tr>
<tr>
<td>School Day-Primary</td>
<td>5</td>
</tr>
<tr>
<td>School Logo (the Arch)</td>
<td>3</td>
</tr>
<tr>
<td>School Map</td>
<td>16</td>
</tr>
<tr>
<td>School Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>School Prayer</td>
<td>4</td>
</tr>
<tr>
<td>School Song</td>
<td>4</td>
</tr>
<tr>
<td>Sister Schools</td>
<td>3</td>
</tr>
<tr>
<td>Student Council (Senior)</td>
<td>6</td>
</tr>
<tr>
<td>Student Diary</td>
<td>10</td>
</tr>
<tr>
<td>Student Drivers</td>
<td>13</td>
</tr>
<tr>
<td>Student Leadership (Senior)</td>
<td>6</td>
</tr>
<tr>
<td>Sun Safe Policy</td>
<td>13</td>
</tr>
<tr>
<td>Term Dates</td>
<td>8</td>
</tr>
<tr>
<td>Tying the Windsor Knot</td>
<td>16</td>
</tr>
<tr>
<td>Uniforms</td>
<td>13</td>
</tr>
<tr>
<td>Uniforms (Formal)</td>
<td>14</td>
</tr>
<tr>
<td>Uniform Shop Opening Times</td>
<td>14</td>
</tr>
<tr>
<td>Vision and Mission Statements</td>
<td>2</td>
</tr>
</tbody>
</table>
VISION STATEMENT
Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

MISSION STATEMENT
At Geraldton Grammar School we are striving for excellence today by challenging students in a supportive environment to prepare them for the changing world of tomorrow.

INTRODUCTION
Welcome to the Geraldton Grammar School community. This handbook is designed to assist members of the school community by providing a brief overview of how the school functions.

HISTORY OF GERALDTON GRAMMAR SCHOOL
Geraldton Grammar School grew out of a desire in the community to have another option for education in the Mid-West. Planning for the new school began in 1992, and having obtained the approval of both state and federal governments, it opened with just 56 students in 1996.

Following the retirement of Mr Anthony Brooker, Foundation Headmaster, Mrs Susan Shaw commenced as Principal in July 2000 and retired December 2013. Mr John Royce, a foundation staff member, was Principal in 2014. Mr Nick Johnstone commenced as Principal in January 2015.

Geraldton Grammar School began in premises leased from the Christian Brothers on the site of the old St Patrick’s College. It moved to its own new school buildings on the school’s 18 hectares site on George Road for the beginning of the 1998 school year. In 2017 we have approximately 600 students from kindergarten to year 12. We continue to grow, both in enrolments and in facilities.

BOARD OF GOVERNORS

Members of the Board 2017:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Rolston</td>
<td>Chair</td>
</tr>
<tr>
<td>Gareth Rowe</td>
<td>Deputy Chair</td>
</tr>
<tr>
<td>Rebecca Davidson</td>
<td>Member</td>
</tr>
<tr>
<td>Zane D’Mello</td>
<td>Member</td>
</tr>
<tr>
<td>Julie Freeman</td>
<td>Member</td>
</tr>
<tr>
<td>Garry Hamersley</td>
<td>Member</td>
</tr>
<tr>
<td>Trish Palmonari</td>
<td>Member</td>
</tr>
<tr>
<td>Paula Purcher</td>
<td>Member</td>
</tr>
<tr>
<td>Nick Johnstone</td>
<td>Principal - Ex Officio Member</td>
</tr>
<tr>
<td>Graeme Munday</td>
<td>Business Manager - Ex Officio Member</td>
</tr>
</tbody>
</table>
SCHOOL PHILOSOPHY
Geraldton Grammar School is an independent, coeducational school in the Anglican tradition. The School aims to provide a community environment where the students are regarded as individuals and where the intellectual, spiritual, physical and social development of each one is fostered in a caring, Christian atmosphere. The school offers:

- A traditional educational philosophy, aiming at sound scholarship and striving for excellence.
- A whole school, where students can progress from kindergarten to year 12, reinforcing a sense of community.
- A balanced education, where children are encouraged to grow in a community of staff, students and parents: to become involved in the community outside the school and to develop a desire to serve it.
- An education which is Geraldton based, giving parents the opportunity to have a continuing input into their child’s development.

Our school is a place where students are nurtured in an atmosphere of Christian love and understanding, following the two great commands of Jesus:

“Love the Lord your God with all your heart and with all your soul and all your mind. And love your neighbour as yourself.”

THE ARCH

When the Dutch ship, the Batavia, sank off the Mid West coast it was carrying the building blocks intended to form the entrance gateway to the walled city of Batavia, now known as Jakarta. These stones were salvaged from the wreck of the Batavia, discovered off the Abrolhos Islands, and the gateway, a most impressive archway was reconstructed. It can be seen today at the Maritime Museum in Geraldton.

An arch is built from differently shaped pieces supporting each other by mutual pressure, and thus able to support a greater weight. So do the students, staff, parents and Board join together to form a mutually supportive and invincible structure. Due to its historical relevance, and because of its inherent symbolism, the arch was chosen by the school as its logo. It represents the balance in education that the school wishes to achieve. The cross which has been introduced into the design for the school logo signifies the Christian nature of the school. The arch logo was designed by the foundation Art teacher, Mrs Gina Hogue in 1995 based on the suggestion of Mr Ian Blayney. Mr Ian Blayney was a past Board member and is the current member for Geraldton (since 2008) in the Western Australian Legislative Assembly. The reconstruction of the Batavia Arch forms the entrance to the Batavia Hall.

ROUND SQUARE
Geraldton Grammar School has been a member of the world wide school organisation of Round Square since 2003. The philosophy is based on the IDEALS – Internationalism, Democracy, Environment, Adventure, Leadership and Service. Students have the opportunity to participate in service projects, exchanges and conferences within Australia and internationally. The Round Square representative is Ms Anne Faichney.

SISTER SCHOOLS
The Shree Janakalyan Primary School, near Pokhara in the Annapurna region, Nepal has been connected with Geraldton Grammar School since 2010. The Zhoushan Putuo No 2 Middle School, China became our sister school in 2014. The inaugural student exchange with Putuo occurred in April, 2015.
Geraldton Grammar School has participated in Australian Bridge School Partnerships since 2008. The first partnership was with SDN Menanggal 601 Surabaya, Indonesia. The current partnership is with Mother’s Global School, New Delhi and commenced in 2015.

INTERACT
In 2017 Geraldton Grammar School is able to offer to students Interact, sponsored by the Batavia Coast Rotary Club. This is a club for young people ages 12-18 who want to join together to tackle the issues in their community they care most about. Through Interact, students can carry out hands-on service projects, make international connections, develop leadership skills and have fun.

SCHOOL PRAYER
Heavenly Father
We thank you for our school
Thank you for the vision of its founders
For the generosity of its benefactors
For the leadership of its Board
For the encouragement of its parents
For the guidance of its teachers
And for the friendship of its students

We ask you in your kindness to watch over each member of our school community
When we face trials give us strength
When we compete give us grace
When we prosper give us generosity

Please help us to grow in knowledge and wisdom so that we may live to the greater benefit of our region, our country, and all your creation.
We thank you, and ask these things in Jesus’ name. Amen.

SCHOOL SONG (to the tune of Lord of the Dance; written by Mr John Royce, 1998)
Our school was founded with a vision in mind
Built to be the best school of its kind
Iron roof, clay brick and rammed earth wall
A safe place of trust and care for one and all

Chorus: Strive then, to be the best you can
Trust in God when you make your plan
And the road ahead will be in harmony
With wisdom, faith and hope for you and me

The symbol of our school is the shape of an arch
Representing strength and a gate through which to march
Our future rests in the choices that we make
Guide us and help us choose the path to take

Repeat Chorus:

Staff and students, parents and our school Board
Working all together as a family in accord
Courage of conviction and clarity of roles
Will see us march ahead and achieve our goals

Repeat Chorus:
SCHOOL DAY - MIDDLE and SENIOR

<table>
<thead>
<tr>
<th>Time of normal day</th>
<th>Period or break</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am to 8.35am</td>
<td>Home group</td>
<td>5</td>
</tr>
<tr>
<td>8.35am to 9.25am</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>9.25am to 10.15am</td>
<td>2</td>
<td>50</td>
</tr>
<tr>
<td>10.15am to 11.05pm</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>11.05am to 11.30am</td>
<td>Recess</td>
<td>25</td>
</tr>
<tr>
<td>11.30am to 12.20pm</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>12.20am to 1.10pm</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>1.10pm to 1.45pm</td>
<td>Lunch</td>
<td>35</td>
</tr>
<tr>
<td>1.45pm to 2.35pm</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>2.35pm to 3.00pm</td>
<td>Pastoral period</td>
<td>30</td>
</tr>
</tbody>
</table>

SCHOOL DAY - PRIMARY

<table>
<thead>
<tr>
<th>Time of normal day</th>
<th>Period or break</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am to 10.45am</td>
<td></td>
</tr>
<tr>
<td>10.45am to 11.05am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.05am to 1.15pm</td>
<td></td>
</tr>
<tr>
<td>1.15pm to 1.55pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.55pm to 3.00pm</td>
<td></td>
</tr>
</tbody>
</table>

Middle and Senior Pastoral Periods

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Chapel</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Home group</td>
</tr>
<tr>
<td>Wednesday</td>
<td>House</td>
</tr>
<tr>
<td>Thursday</td>
<td>Assemblies</td>
</tr>
<tr>
<td>Friday</td>
<td>Clubs/sport/form</td>
</tr>
</tbody>
</table>

EARLY ARRIVAL AT SCHOOL
Start time in the mornings: School starts each day at 8.30 am. There will be staff on duty at the school from 8.10 am. *The school cannot accept legal responsibility for students who arrive before 8.10 am.*

BUS TRAVEL
Bus travel for students in outlying areas can be organised through the bus coordinator at the Education Department in Perth on 9326 2840 or [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au). The Geraldton Bus Service number is 9923 2225. Children using buses are expected to travel in full school uniform. Smart rider cards can be ordered through the front office. The first card is free, a replacement card can be ordered at a cost of $5.

LIBRARY OPENING TIMES
Library opens daily at 8.00 am, closing at 3.10 pm on Mondays and Fridays, and at 4.00 pm on Tuesdays, Wednesdays and Thursdays.

CANTEEN
The canteen is open every day to provide lunch and morning tea, which should be ordered before class commences in the morning. The menu varies with winter and summer terms. The canteen coordinator is Mrs Jan Wilton.
LOST PROPERTY
All items brought to school (uniforms, lunch boxes, iPads etc) should be clearly marked with your child’s name and class.
Lost property is placed in a box in sick bay in the school office. It is difficult to find an owner if the lost item is unmarked.

KINDERGARTEN
Junior Kindergarten (3 year olds) operates 2 days a week (in 2017, Tuesday and Thursday)
Kindergarten (4 year olds) operates 4 days: Monday, Tuesday, Thursday & Friday 8.30am-2.50pm.
Mrs Jayne Caley is the Director of Early Learning.

CONDUCT
All students are expected to conduct themselves courteously and appropriately in the classroom, within buildings, on school grounds, on outings, at camps and in the community, whether in or out of school uniform.
Cigarettes, alcohol and other drugs are strictly forbidden.

SENIOR STUDENT REPRESENTATIVE COUNCIL
The Student Representative Council is made up of elected representatives from each of the Houses. The School Captains and Vice Captains are also on the Council.
The Student Council meets to discuss issues that are raised by students. The Council also runs the in-school assemblies and Chapel and assists in the running of special events that occur throughout the year.

SENIOR STUDENT LEADERSHIP
In term 3, year 11 students nominate through a written application process for a leadership position. There are the positions of School, Service and House Captains. The students make a speech to the secondary school body who then vote. The induction of captains is held at the first assembly at the start of the year. The 2017 School Captains are Matthew Mannion and Jessica Giudice-Nairn. Vice Captains are Kevin Steamer and Samantha Powell. Service Captain is Josh King.

SCHOLARSHIPS
The Board of Governors of the Geraldton Grammar School invites applications for students:
• entering years 7 or 8: (The Middle School Scholarship is for remission of half the tuition fees for years 7, 8 and 9 if a year 6 student is successful or for years 8 and 9 if a year 7 student is successful.)
• entering years 10 or 11: (The Senior School Scholarship is for remission of half the tuition fees for years 10, 11 and 12 if a year 9 student is successful or for years 11 and 12 if a year 10 student is successful.)
Selection will be on the basis of scholarship examination results and an interview.

PARENTS AND FRIENDS ASSOCIATION
The school is blessed with a very active Parents and Friends Association. It is involved in fundraising, organising social events which bring together the members of the school community and offering practical and invaluable help at school functions and occasions, eg athletics carnivals and open days.
Monies raised by the Parents and Friends help greatly in the acquisition of resources for the school.
Facebook – Geraldton Grammar School P&F
Email - Grammaparents@gmail.com
ACCIDENT INSURANCE
The school has in place an accident protection plan for all full time students of the school. The cover is 24 hours a day, 365 days a year. A brochure and claim form is available through the office.

HOUSE
Each House has a Director and most staff are allocated to a House. The House system provides another group in the school with which students can identify. As such, we do not limit its use to a couple of sporting carnivals. Students can take part in a variety of House activities throughout the year.

Middle and Senior School students should wear their House tops with their PE uniform every Wednesday. Primary students should wear their House tops every Friday.

Carnival Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary House Swimming Carnival</td>
<td>24 February</td>
<td>Aquarena</td>
</tr>
<tr>
<td>Primary House Athletics Carnival</td>
<td>18 August</td>
<td>Little Athletics</td>
</tr>
<tr>
<td>Middle &amp; Senior School House Swimming Carnival</td>
<td>23 February</td>
<td>Aquarena</td>
</tr>
<tr>
<td>Middle &amp; Senior School ACC Swimming Carnival</td>
<td>15 &amp; 16 March</td>
<td>Perth</td>
</tr>
<tr>
<td>Middle &amp; Senior School House Cross Country</td>
<td>19 May</td>
<td>GGS</td>
</tr>
<tr>
<td>Middle &amp; Senior School House Athletics Carnival</td>
<td>25 August</td>
<td>Little Athletics</td>
</tr>
</tbody>
</table>

The students are allocated one of the four Houses as described in the table below:

<table>
<thead>
<tr>
<th>House</th>
<th>Chapman</th>
<th>Greenough</th>
<th>Irwin</th>
<th>Murchison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emblem</td>
<td>Geraldton Wax</td>
<td>River Gum</td>
<td>Wattle</td>
<td>Crayfish</td>
</tr>
<tr>
<td>Colour</td>
<td>Red</td>
<td>Green</td>
<td>Yellow</td>
<td>Blue</td>
</tr>
<tr>
<td>Primary Director</td>
<td>Janelle Pascoe</td>
<td>Nicole Martin</td>
<td>Ben Matthews</td>
<td>Karina White</td>
</tr>
<tr>
<td>Middle and Senior Director</td>
<td>Caroline Hann</td>
<td>Meagan Plummer</td>
<td>Amy Price</td>
<td>Andrew Sloan</td>
</tr>
<tr>
<td>Senior House Captain</td>
<td>Eliza Singleton</td>
<td>Zoe Freeman</td>
<td>Clark Millman</td>
<td>Madison Williams</td>
</tr>
</tbody>
</table>

HOME GROUP
Students in years 7 – 12 will be organised into pastoral care vertical Home groups for purposes of roll calls, daily notes and diary signing. These groups are organised on a House basis. The Home group teacher is responsible for all things concerning the welfare of the student (including reporting).

Home groups meet for 5 minutes at the beginning of each day and 25 minutes at the end of the day on Tuesdays.

CAMPS
The camps program supports classroom learning through experiential learning.

Year 7 – 10 camp week will be in week 4 of term 3 from 7 to 11 August 2017.
All camp and excursion dates are entered on the electronic School Calendar.
Please logon to: [http://www.geraldtongrammarwalschool.wa.edu.au/](http://www.geraldtongrammarwalschool.wa.edu.au/)
OFFICE HOURS
Normal school days: 8.00 am to 4.00 pm
School holidays: Closed

TERM DATES FOR STUDENTS

Term 1
Monday 30 January New Student Orientation (Meet and Greet) Day 1
Tuesday 31 January New Student Orientation (Meet and Greet) Day 2
Wednesday 1 February Start of term for students
Tuesday 7 February Start of term for students
Monday 6 March Labour Day Public Holiday
Friday 7 April Term 1 ends

Friday 14 April – Monday 17 April Easter

Term 2
Tuesday 25 April ANZAC Day Public Holiday
Wednesday 26 April Start of term for students
Monday 5 June WA Day Public Holiday
Friday 30 June Term 2 ends

Term 3
Wednesday 19 July Start of term for students
Friday 22 September Term 3 ends

Term 4
Tuesday 10 October Start of term for students
Wednesday 7 December Primary School Presentation
( Term 4 ends for Primary School)
Thursday 8 December Middle and Senior School Presentation
( Term 4 ends for Middle and Senior School)

EXTRA CURRICULAR ACTIVITIES

Sport
The school seeks to both use and contribute to the sporting facilities of the Geraldton community.
The school enters competitions with other schools in the region, eg swimming and athletics carnivals, and field teams in local competitions such as hockey, rugby union, touch rugby, netball and tee-ball.
Currently, where students are interested in a particular sport, but the school does not yet have the numbers for a team, they are assisted to join other teams. Many parents and teachers are involved in the coaching and management of teams.
While all students are encouraged to participate in team sports, participation in out of school activities which foster the same team spirit, such as cadets or sea scouts, is also encouraged.

Country Week - Perth
Students in years 11 and 12 can participate in the Senior High School Competition at the end of term 2 in Perth (25 June – 30 June 2017).
Students in years 8 to 10 can participate in the District High School Competition at the end of term 3 in Perth (17 – 22 September 2017). Staff are required to support these events.
Cultural
School choir, concert band, rock band and percussion ensembles perform at various events such as the Geraldton Music Festival, School Production and Arts Festival. We provide a number of opportunities for students to perform for both the school and wider communities. Ms Jodie Tonkin is the Director of the Instrumental Music Program (IMP).

Compass
The Compass Awards, a precursor to the Duke of Edinburgh Awards, are for students aged 10 to 14 years. Primary is coordinated by Ms Nicky Martin. Middle School is coordinated by Ms Anne Faichney, Head of Middle School.

HOMEWORK
Homework is expected. It can be set work, completing unfinished classroom tasks, investigations, projects, research, reading, spelling and the list goes on. It is an essential part of a student’s learning as it requires time-management skills and organisational skills which enhance learning.

At the start of the year middle school students receive a homework timetable schedule that reflects their timetable. Middle and Senior School staff supervise a supportive homework opportunity most Wednesdays from 3.15 to 4.00pm in the library. Boarders are expected to attend.

Time recommendations for homework are as follows for a FIVE day week:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Activity</th>
<th>Per Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Primary</td>
<td>Home reading</td>
<td>10 – 20 minutes</td>
</tr>
<tr>
<td>Middle Primary</td>
<td>Home reading, work completion</td>
<td>10 – 30 minutes</td>
</tr>
<tr>
<td>Upper Primary</td>
<td>Reading, work completion, investigations/projects, research</td>
<td>30 – 45 minutes</td>
</tr>
<tr>
<td>Year 7</td>
<td>Set work, work completion, investigations/projects, research</td>
<td>50 - 70 minutes</td>
</tr>
<tr>
<td>Years 8 and 9</td>
<td>investigations/projects, research, revision/study</td>
<td>60 - 90 minutes</td>
</tr>
<tr>
<td>Year 10</td>
<td></td>
<td>90 - 120 minutes</td>
</tr>
<tr>
<td>Year 11</td>
<td></td>
<td>120 - 150 minutes</td>
</tr>
<tr>
<td>Year 12</td>
<td></td>
<td>180+ minutes</td>
</tr>
</tbody>
</table>

ABSENTEEISM
School contact details: by phone (9965 7800) by email ggs@gegs.wa.edu.au or through the school's app.
As it is compulsory for children to attend school, it is therefore a requirement that the absence is explained. If your child is absent on a particular day please notify the main administration office by phone or email or through the school before 8.30am. The school office will ring to confirm your child’s absence unless prior contact has been made. Alternatively, you may send a written note with your child (there are Absence Notes in the back of the school diary for this purpose) explaining the absence, which must be delivered to the main administration office.
If you know your child will be absent in coming days, please inform the main administration office by phone or email prior to the absence.
If a student is more than 5 minutes late you and/or your child, must report to the main administration office to either record the student’s attendance (Middle and Senior School) or collect a ‘Late Notice’ (Primary School) which you present to the class teacher.
**Extended absences** from school, for recreational purposes, are discouraged. However, should your child/children require an extended period of time away from school you must formally notify the Principal in writing or via email **prior** to the absence.

**Students being picked up by someone other than a parent:**
Parents must notify the school by phone or email in advance that someone, other than themselves, will be picking up their child. The nominated person must come to the main administration office for a ‘Sign Out Slip’ if a primary child or meet the student at the office if in Middle or Senior School. Photo I.D. will be required.

**Primary:**
- If you take your child from school during the school day for an appointment you are required to collect an ‘Sign-out Slip’ from the main administration office. This slip must be given to the classroom teacher before the class teacher can let your child leave. Upon returning to school you are required to collect a ‘Sign-in Slip’ from the main administration office which you, or your child, must give to the class teacher.

**Middle and Senior:**
- If you take your child from school during the school day for an appointment you are required to collect him/her from the front office where the student will be signed out on the computer. If returning to school the student must report to the main administration office, **before returning to class,** to be signed in.
- Please be aware that it is a legal requirement to advise in writing of any child’s absence of 2 or more days.

**LOCKERS**
Lockers are available to all middle and senior school students. Students are allocated a locker at the commencement of the school year. The cost of a lock for new students is $16 and added to the school statement. Existing students should retain their lock from last year. For information on the use of padlocks please view the video on SEQTA.

**COMMUNICATION**

**Student Diary**
The diaries are used by the students primarily to record information about work set by their teachers and themselves.

The diaries are for open inspection by teachers and parents and should be respected. It should not contain personal comments or graffiti!

The diary is an extremely important avenue for the communication process between teacher and parent to occur. Parents can contact staff via email as well as by phone. Parents are urged to look at the diary regularly and sign in the space provided at least once a week. Middle school students are provide with a teacher contact sheet at the Meet and Greet session at the start of the year.

**Email**
Student email address – **j.brown16@gegs.wa.edu.au** (the 16 represents the year the student would be in year 12 e.g. 2016.
Staff email address – **john.brown@gegs.wa.edu.au**
The Archway Magazine
The school magazine, *The Archway*, is published annually and provides an interesting record of the school year. Each student receives a copy.

Reporting
Students set goals, reflect upon their progress and demonstrate their learning. Teachers plan a relevant learning program and assist students to reach their goals.

The reporting format may include the following:
- Developmental portfolios – show evidence of learning in the key learning areas.
- Primary Learning Journeys – a child centred approach to reporting.
- Three Way Conferences – involve parent, student and teacher in an interview to discuss pastoral and/or academic progress.
- Middle School Curriculum Information Evening.
- Mid-year report (semester 1) and end of year report (semester 2).
- Other communications specific to the individual.

Geraldton Grammar School has aimed to develop a reporting system which is meaningful and relevant to our school community.

Newsletters
The fortnightly e-Newsletter “Grammarphone” is emailed to parents, posted on the school’s app, distributed via the school’s Facebook account and is available on the school’s website. Should your email address change, please advise Administration. The Grammarphone contains relevant information pertaining to events related to the school and its students. Parents are encouraged to actively seek this newsletter. The newsletter also contains the school’s calendar.

Beacon
*The Beacon* is a school publication, distributed to all parents and friends. It details the highlights of the term and the achievements of our students.

SEQTA
SEQTA is an important part of both the student and learning management systems at Geraldton Grammar School. Teachers use the software to enable programming and assessment data to be shared with students and their parents. It also provides students with an easy way to communicate with their teachers and one another. It enables students to check their timetables, course materials, plan for assessments and simply ensure they are up to date. Likewise, SEQTA enables students to track their progress, ensuring they have an awareness of how they are performing. The parent Coneqt is the parent portal for SEQTA. It is a platform enabling parents to keep abreast of their child's school routine, subjects, upcoming assessments, absenteeism and much more.

All students are provided with a username and password which they use to log into the software. This is the same username and password that is used to log into the school network. The software is web based, allowing students access from any web platform be it at home or school, and as such helps the students keep themselves organised. A parent Coneqt login is also required for parental access. SEQTA is presently utilised from year 7 to 12.

ASSEMBLIES and CHAPEL
Middle and Senior School Chapel services are held on Monday from 2.35pm to 3.00pm. Parents and friends are welcome at Chapel. Please note blazers are required for Chapel in terms 2 and 3.
The primary school assembly is on Tuesdays with a 2.00pm start. Each primary class prepares an assembly at least once a year. The Grammarphone will keep you informed as to which and when each primary class is hosting. Middle and Senior School assemblies will occur on Thursday afternoons.

POLICIES

PUNCTUALITY
Punctuality is essential to the smooth running of the school. We do not use bells or sirens and it is the responsibility of each student to ensure he or she arrives in class on time. Students who are late must report to the front office before going to class.

BULLYING
The school will not tolerate bullying of any kind. There is a pamphlet available from the school outlining Geraldton Grammar School's policy on bullying which we encourage all students to read. There is also a section in the student diary.

Students involved in bullying will face consequences in accordance with the school community's Managing Student Behaviour policy and guidelines which is available for all parents to read in hard copy, or can be found on our website.

DISCIPLINE
It is neither the policy nor the philosophy of the school to have lists of rules and regulations. Common sense and care and consideration of others should underpin all behaviour. It is expected of students that they be punctual, diligent and apply themselves to the business of study and homework. In their dealings with all members of the school community, polite, kind and self-disciplined behaviour is expected.

DRUG POLICY (Extract)
The school drug policy provides a framework to address alcohol, tobacco and other drug related problems in a caring and consistent manner within the Geraldton Grammar School community.
The policy applies to school visitors and any functions held on school premises, unless otherwise negotiated with the Principal.
Geraldton Grammar School does not permit students while on school premises, at any school function, excursion or camp to:  
- Smoke and/or possess tobacco products.  
- Consume and/or possess alcohol.  
- Deliberately inhale volatile substances (solvents).  
- Possess and/or use pharmaceutical drugs for non-medical purposes.  
- Possess and/or use illegal drugs in accordance with the Misuse of Drugs Act 1981.  
- Possess and/or use drug-related equipment, such as syringes, bongs or pipes (except in the case of lawful medical use).  
- Be in the company of students whilst they are involved in the above activities.

Students contravening these rules will be offered counselling and will face disciplinary action in accordance with the school community’s Management Student Behaviour program.

ELECTRONIC DEVICES
This includes the use of mobile phones, iPods, BYODs and iPads
Students should make themselves, and their parents, aware of the Electronic Device Policy This policy is in student diaries and is available on the school website.
MONEY AND VALUABLES
It is not recommended that large sums of money or valuables be brought to school. If it is necessary on occasions, such items should not be left in school bags or changing rooms, but should be handed to a teacher for safe keeping.

STUDENT DRIVERS
Students who have gained their driver’s licence and wish to drive to school, must undertake an agreement with the school administration. A copy of the policy and agreement are available from the school office. Students who have been granted permission to drive a motor vehicle to school are to enter the school, park the vehicle (and lock it) in a designated area and, before school commences lodge the keys at the school office.

SUN SAFE POLICY
The “no hat, no play” policy is followed throughout the school. Students are also encouraged to apply sunscreen, particularly in terms 1 and 4.

UNIFORM POLICY – please be aware this policy has been updated for 2017
The school uniform should be worn correctly at all times. This means that students may not mix and match items of sports uniform and the regular uniform. Full school uniform is always to be worn to and from school, even if travelling by car or bus. The uniform needs to be worn correctly both at school and in the general public.

1. Students should show pride in their uniform and dress as a mark of self respect.

2. We particularly ask the students to remember that the community judges the whole school by how individuals from the school behave. Therefore they should take care to dress and act appropriately.

3. It is the responsibility of each student to clearly mark each article of clothing and all other possessions.

4. Jewellery is to be limited to a watch and one pair of matching small plain stud earrings for girls. A discrete silver or gold religious medallion may also be worn. Earrings to be worn in the lowest hole in the ear lobes only. Only badges supplied by Geraldton Grammar may be worn.

5. Girls hair, if long, is to be restrained by elastic bands or by hair ribbons, hair clips or scrunchies in the school colours of white, blue or teal only. Hair bands are to be royal or navy blue. The general effect should be one of neatness and cleanliness. Boys’ hair must be off the face and the collar. The school reserves the right to determine acceptability or otherwise of students’ hairstyles. No extremes in cuts or unnatural colours.

6. Male students are to be clean shaven.

7. No makeup or nail polish is to be worn with the school uniform.

8. Hemlines on girls’ summer dresses and winter skirts should be at a respectable length, on or near the knee.

9. School shoes - Black lace-up leather shoes must be polished and in good condition. Navy sandals are also an option in summer months (girls only from year 7 – 12). Sports shoes must be appropriate for physical pursuits. Unacceptable sports shoes are outlined below.
Unacceptable Sport Shoes:
Examples of predominantly black shoes

Examples of gym boots, slip on shoes, Vans and Converse.

10. A school hat must be worn at all times in the sun.

**UNIFORMS**

**Boys - Summer**
- White school shirt
- Navy socks
- Navy school hat

**Boys - Winter**
- White school shirt
- School tie
- Navy socks
- Blazer (compulsory in years 6 - 12)

**Girls - Summer**
- Blue dress
- White school overblouse
- White school socks

**Girls - Winter**
- Tartan skirt or culottes
- School tie
- Navy tights or white school socks
- Blazer (compulsory in years 6 – 12)
- Navy school scarf

**Sports Uniform (Boys and Girls)**
- White school socks
- Lightning bolt polo shirt
- House polo shirt
- School tracksuit

School tracksuit: A school tracksuit is required for school representative sports.

The Geraldton Grammar School bag and sports bag are compulsory.

Students are not to take bags other than school approved bags to sporting venues or outings when in school/sports uniform.

**Formal Uniforms**

Summer:
Geraldton Grammar School Handbook 2017
Girls - Culottes and white school overblouse, black shoes and white school socks.
Boys - Navy shorts, white school shirt, black shoes and navy socks.

Winter:
Girls – Tartan skirt/culottes, white school overblouse, tie, black shoes and white school socks (PP–year 5) navy tights (years 6–12).
Boys - Long navy pants, white school shirt, tie, black shoes and navy socks.

Blazers are compulsory for students in years 6 – 12 (winter only).

Specific Ties: 
Teal tie Pre-primary to Year 6
Teal stripe Years 7 to 9
Blue stripe Years 10 to 12.

Any school item that bears the arch must not have graffiti on it, eg diary, bag, hat. A student can be asked to replace these items if such damage occurs.

Junior Kindergarten and Kindergarten Uniforms (boys and girls)
Summer:
Early learning polo shirt.
School navy shorts.
Navy sandals or white sneakers and school socks.
School hat.

Winter:
Early learning polo shirt.
School navy tracksuit.
Navy sandals or white sneakers and school socks.
School hat.

The Geraldton Grammar School bag is compulsory in kindergarten.

Uniform Shop Opening Hours

The Uniform Shop will be open at the following times each week during the term:

Tuesday afternoons 1.00pm – 4.00pm
Thursday afternoons 1.00pm – 4.00pm.

Alternatively, order forms may be filled out and left at the school office.

School hats and ties can be purchased from the school office.

Note: The Uniform Shop is not open during the school holidays.
Tying the Windsor Knot

1. Start with the wide end of the tie on your right. Extend it about 12” below the narrow end.
2. Cross the wide end over the narrow and bring it up through the loop.
3. Bring the wide end down, around behind the narrow, and up on your right.
4. Push this end down through the loop. Pull it tight.
5. Turn the wide end, and pass it across the narrow.
6. Pull the wide end up through the loop.
7. Slip the wide end through the knot in the front. Tighten and draw up to the collar.

SCHOOL MAP

Alarm Sounds
Evacuation: Continuous rising tone repeated after a short break
Lock Down: Repeated, short beeps similar to a reversing truck

You are here
Red dot on map indicates the area you are in at present.