

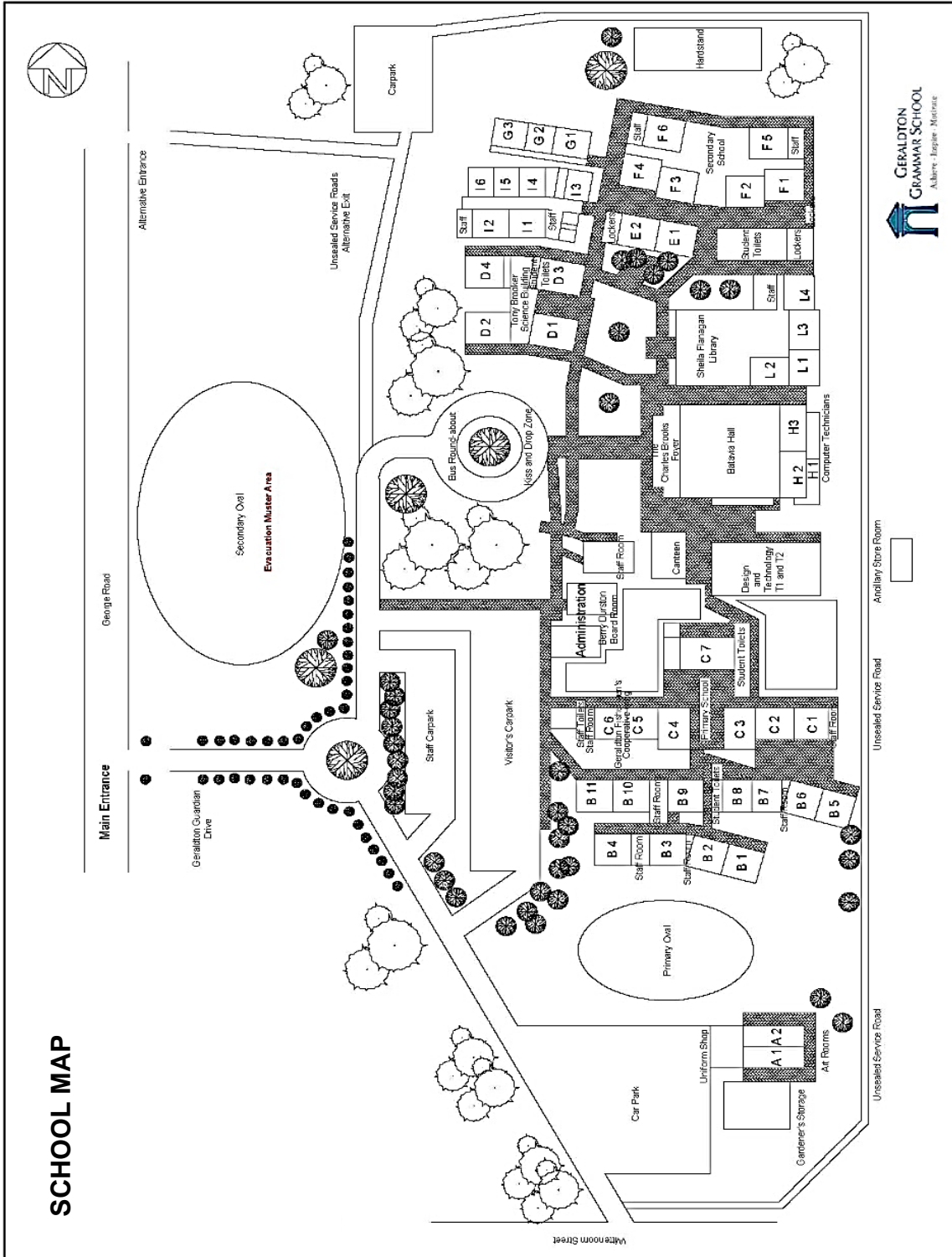
Geraldton Grammar School

HANDBOOK

2019



SCHOOL MAP



INTRODUCTION

Welcome to the Geraldton Grammar School community. This handbook is designed to assist parents of Geraldton Grammar School (GGS) by providing a brief overview of how the school functions and other information to assist you.

SCHOOL TELEPHONE NUMBERS

Telephone 9965 7800

Fax 9904 7176

External email access:

Portal (SEQTA Internal)

<https://ta.gegs.wa.edu.au>

Portal (SEQTA External)

<https://ta.gegs.wa.edu.au>:

Portal (SEQTA External - mobile)

<https://tama.gegs.wa.edu.au:4430>

Email address

ggs@gegs.wa.edu.au

Website

www.geraldtongrammarschool.wa.edu.au

OFFICE HOURS

During term: 8.00am to 4.00pm

School holidays: **Closed**

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.

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.

Headmaster:

Mr Anthony Brooker

Foundation Headmaster 1996 – 2000 (June)

Principals:

Mrs Susan Shaw

2000 (July) – 2013

Mr John Royce

2014

Mr Nick Johnstone

2015 – 2017

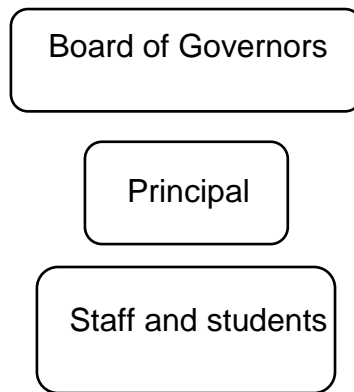
Mrs Neesha Flint

2018 -

Geraldton Grammar School began in premises rented 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 2019 we will have approximately 500 students from kindergarten to year 12.

STRUCTURE OF THE SCHOOL

An independent school traditionally is set up along the "hour glass model". This is an over-simplification but it can be useful.



The Board of Governors make the key decisions, these pertain to the school as a business (money, loans, buildings). The Principal is responsible to the Board for management of the school. Staff are responsible to the Principal for day-to-day running of the school and for the students' education and welfare.

Members of the Board 2019:

Name	Position
Gareth Rowe	Chair
Paula Purcher	Deputy Chair
Rebecca Davidson	Member
Rob Dines	Member
Zane D'Mello	Member
Julie Freeman	Member
Garry Hamersley	Member
John Royce	Member
Neesha Flint	Principal - Ex Officio Member
Graeme Munday	Business Manager - Ex Officio Member

SCHOOL PHILOSOPHY

Geraldton Grammar School is an independent, coeducational school in the Anglican tradition. GGS 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, inclusive 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.
- A focus on each child as a whole developing person, giving consideration to their emotional, moral and social development while guiding and encouraging them to fulfill their academic potential



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 Mr Simon Moffatt.

INTERACT

Commencing 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:

TERM DATES

Term 1

Thursday 31 January	Meet and Greet day 1, Year 12s begin orientation and classes
Friday 1 February	Meet and Greet day 2, Year 12 classes
Monday 4 February	Start of term for rest of students in K to 11
<i>Monday 4 March</i>	<i>Labour Day Public Holiday</i>
Friday 12 April	Term 1 ends

Term 2

Monday 29 April	Start of term for students
<i>Monday 3 June</i>	<i>Western Australia Day Public Holiday</i>
Friday 5 July	Term 2 ends

Term 3

Monday 29 July	Start of term for students
Friday 27 September	Term 3 ends

Term 4

Tuesday 15 October	Start of term for students
Wednesday 11 December	Primary Presentation Day
Thursday 12 December	Term 4 ends for Primary
Friday 13 December	Secondary Presentation Day
Friday 13 December	Term 4 ends for Secondary School

THE SCHOOL DAY

Primary School Timetable Structure

Period	Start	Finish
Classroom Opens	8.15	
Community Circle	8.30	8.45
Period 1	8.45	9.30
Period 2	9.30	10.20
Period 3	10.20	11.10
Recess	11.10	11.30
Period 4	11.30	12.30
Period 5	12.30	1.20
Lunch	1.20	2.05
Period 6	2.05	3.15

Secondary School Timetable Structure

Period	Length	Start	Finish
HR (10 minutes)	HR	8.30	8.40
Period 1	50	8.40	9.30
Period 2	50	9.30	10.20
Period 3	50	10.20	11.10
Recess	25	11.10	11.35
Period 4	50	11.35	12.25
Pastoral/wellbeing period	40	12.25	1.05
Lunch	35	1.05	1.40
Period 5	50	1.40	2.30
Period 6	50	2.30	3.20

Kindergarten Hours: 8.30am – 3.00pm
with a flexible timetable structure

Kindergarten

Junior Kindergarten (3 year olds) operates 2 days a week.

Kindergarten (4 year olds) operates 4 days Monday, Tuesday, Thursday & Friday

Mrs Jayne Caley is the Director of Early Learning.

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. 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

The Library opens daily at 8.00am. Closing times are Monday to Thursday 4.00pm and Friday 3.20pm.

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 held in the school office or primary classroom. If a primary student's name is on an item it will be returned via the teacher. If a secondary student's name is on an item a notice will be placed in the Daily Notices for collection.

It is difficult to find an owner if the lost item is unmarked.

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.

SECONDARY STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council is made up of elected representatives from each of the Houses. The School 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.

SECONDARY STUDENT LEADERSHIP

In term 3, year 11 students nominate through a written application process for a leadership position. There are the positions of School, Academic, Arts, Sports, 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 2019 School Captains are Scott Batty and Ciedele Mezger. Academic Captain is Tristan Batty, Arts Captain is Leroy Brennan, Sports Captain is Arizona Galbraith and Service Captain is Anna Nguyen.

Throughout the year, students will elect Hub Captains from years 7 to 11. These Hub Captains are elected for the semester and will partake in the leadership activities at the school.

SCHOLARSHIPS

Academic Scholarships are available to students in years 7 to 12. Scholarships include remission of half of the student's tuition fees. Scholarship recipients will have their academic performance reviewed by the Principal annually and their scholarships will be renewed should their academic performance be maintained.

Scholarship exams are held each year in May and are managed by ACER and coordinated at the school by the Deputy Principal. All information or enquiries can be made through the school website.

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 – parents.friends@gegs.wa.edu.au

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.





Secondary students should wear their House tops with their PE uniform every Friday.

Primary students should wear their House tops every Friday.

Carnival Dates

Primary House Swimming Carnival	1 March	Aquarena
Primary House Athletics Carnival	TBA	Little Athletics
Secondary School House Swimming Carnival	21 February	Aquarena
Secondary School House Cross Country	10 May	GGs
Secondary School House Athletics Carnival	30 August	Little Athletics

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

HOUSE	Chapman	Greenough	Irwin	Murchison
				
Emblem	Geraldton Wax	River Gum	Wattle	Crayfish
Colour	Red	Green	Yellow	Blue
Primary Director	Cherrie Buckley	Nicole Martin	Ben Matthews	Karina White
Secondary School Director	Caroline Hann	Meagan Plummer	Rachel Opalinski	Andrew Sloan
Secondary House Captain	Kane Chesson	Tabitha Rowe	Zali Young	Greta Mitchell

HOME GROUP

Students in years 7 – 12 are 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 10 minutes at the beginning of each day and 40 minutes before lunch on Tuesdays.

CAMPS

The camps program supports classroom learning through experiential learning. Primary camps; Year 3 - Sleepover, Year 4 - Geraldton, Year 5 - Perth, Year 6 – Canberra.

- Year 7 – 10 camp week are in week 3 of term 3 from 12 to 16 August 2019.
- Outward Bound occurs for all students in years 9 and 11 in weeks 1 and 2 term 4.

All camp and excursion dates are entered on the electronic School Calendar.

Please logon to: <http://www.geraldtongrammarschool.wa.edu.au>

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 (30 June – 5 July 2019).

Students in years 8 to 10 can participate in the District High School Competition at the end of term 3 in Perth (22 – 27 September 2019).

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 in the wider community. 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 and Secondary school is coordinated by Mr Simon Moffatt.

HOMEWORK

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

Secondary School staff supervise a supportive homework environment most Wednesdays from 3.20pm to 4.00pm in the library. Boarders are expected to attend.

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

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

ABSENTEEISM

School contact details: by phone (9965 7800) by email ggs@gags.wa.edu.au or through the school's app.

School attendance is compulsory in Western Australia until the year the student turns 17 (year 12) unless a notice of arrangement has been made.

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 (Secondary 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 Secondary 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 a '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.

Secondary:

- 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 secondary 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/Family Details

Parents are responsible for contacting the school to update their details should there be **any** changes to their student/family information or family circumstances.

Student Diary

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

The school diary is a record for each student of

- a) Their timetable, subjects and teachers;
- b) Attendance and punctuality;
- c) Performance and communication;
- d) Behaviour.

Parents and homegroup/primary class teachers sign the diary on a weekly basis in the spaces provided.

All students from Pre Primary to year 9 will use a school diary. They must take it with them to all classes. Students in years 10 to 12 are expected to use a form of electronic diary in conjunction with Seqta.

Primary class and secondary school homegroup teachers are expected to check diaries at least once a week.

- 1) Homework - Homework will be entered by the student at the time it is set, usually at the end of a lesson. Teachers should endeavour to allow time at the end of a lesson for this to be done.

If timing of homework is an issue at the completion of the night's homework, the student is to record the total time spent doing their homework. This allows parents, teachers, etc., to be aware of the adequacy or otherwise of the time spent on work at home.

Using Seqta

- 2) Performance and Communication - students will have access to results published on SEQTA.
- 3) Behaviour – primary and secondary school teachers will record poor behaviour on SEQTA.
- 4) A key element to communication is feedback provided through mark's books in Seqta. All secondary staff are required to upload marks and feedback for students and parents into Seqta within 2 weeks of the assessment being completed. Years 3-6 will upload feedback for students and parents within 2 weeks of the assessment being completed. This will be done in marks book and/or student folios.

SEQTA

SEQTA is an important part of both the student and learning management system at GGS (Geraldton Grammar School). Teachers use the software to enable programming and assessment data to be shared with students. In secondary, students will see timetables, course materials, assessment dates, results and feedback on learning. Likewise, SEQTA enables students to track their progress particularly in secondary courses, ensuring that they have an awareness of how they are performing.

The parent CONEQT, a platform enabling parents across the school to keep abreast of their child's school routine, subjects, upcoming assessments, absenteeism and more.

All students and parents are provided with a username and password which they use to log into the software. Students use 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.

Email

Student email address, example for John Brown – j.brown18@gegs.wa.edu.au
(the 18 represents the year the student would graduate in year 12 eg 2018).

Staff email address, example for Mr John Brown – john.brown@gegs.wa.edu.au

Reporting

Reporting is both formal and informal. Students will set goals, reflect upon their progress and demonstrate their learning.

Teachers plan a relevant learning programs as directed by SCSA (Schools Curriculum and Standards Authority) and students individual capabilities

The reporting format may include the following:

- Portfolios – show evidence of learning in the key learning areas.
- Primary Learning Journeys – a child centered approach to reporting.
- The use of parent CONEQT in the secondary and primary school.
- Three Way Conferences – involve parent, student and teacher in an interview to discuss pastoral and/or academic progress.
- Curriculum Information Evening.
- Primary Parent 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.

Teachers need to start early on the collection of suitable portfolio contents. We use:

- 1) A-E grades mandated by the federal government to indicate the level of achievement at the end of semester 1 and 2
- 2) Seqta Coneqt will be used to provide feedback to students and parents on student performance in individual assessments and include 3 explicit statements
 - Where the students are in their learning (What they can do)
 - Where are they going (next steps)
 - What do they need to do to get there.

Newsletters

The fortnightly Grammarphone is produced through the schoolzine application, the link is emailed to parents or found on the School's website

www.geraldtongrammarschool.wa.edu.au.

The Grammarphone contains relevant information pertaining to events related to the school and its students.

Archway Magazine

The school magazine, *The Archway*, is published annually and provides an interesting record of the school year. Each family receives one copy.

ASSEMBLIES and CHAPEL

Secondary School Chapel services are held fortnightly on Mondays from 12.25pm to 1.05pm. 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.

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. Staff involved in bullying activities will be managed in accordance with the performance management policy of the school.

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 behavior. 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 behavior is expected.

The Positive Behaviours Policy outlines the School's position and is used by staff in promoting positive behaviours across the school.

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, external bookings at the Geraldton Grammar School hall may be licensed to serve alcohol but the appropriate licence must be obtained.

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 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 and on SEQTA. 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 administration.

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

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 or sleepers for girls in school colours of white, blue, teal and black, silver or gold. A discrete silver or gold religious medallion may also be worn. Earrings to be worn in the lowest hole in the ear lobes only. Inappropriate jewellery will be confiscated and may be collected at the end of the school term.
Only badges supplied by Geraldton Grammar School may be worn.
5. Hair, if long enough to be tied up, 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. 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. Sports shoes must be proper trainers that protect the feet for physical pursuits. Unacceptable sports shoes are outlined below.

Unacceptable Sport Shoes:

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



10. A school hat must be worn at all times in the sun and kept in good condition.

UNIFORMS

Boys - Summer

White school shirt
Navy socks
Navy school hat

Navy shorts or long navy pants
Black shoes or navy sandals
School belt (optional)

Boys - Winter

White school shirt
School tie
Navy socks
Blazer (compulsory in years 6 - 12)
Navy school scarf (optional)

Long navy pants or navy shorts
School belt (optional)
Teal sweater
Black shoes
Navy school hat

Girls - Summer

Blue dress
White school overblouse
White school socks

Blue culottes
Black shoes or navy sandals
Navy school hat

Girls - Winter

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

White school overblouse
Teal sweater
Black shoes
Navy school hat

Sports Uniform (Boys and Girls)

White school socks
Lightning bolt polo shirt
House polo shirt
School tracksuit

Navy shorts
Navy school hat
Trainers

Note: School tracksuit:

A school tracksuit is required for school representative sports.

Lightning Bold Polo Shirt:

The phase in period is 2019 – 2020, however if a student is representing the school during this time, the new lightning bolt shirt with the school arch must be worn.

House Polo Shirt:

The phase in period is 2019. The new House Shirt must be worn from 2020.

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 UniformsSummer:

Girls - Culottes and white school overblouse or blue dress, 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 6) navy tights (years 7–12) and blazer.

Boys - Long navy pants, white school shirt, tie, black shoes and navy socks and blazer.

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

<u>Specific Ties:</u>	Teal tie	Pre-primary – Year 6
	Teal stripe	Years 7 - 8
	Blue stripe	Years 9 - 12.

Note: 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.

School hat.

Winter:

Early learning polo shirt.

School navy tracksuit.

White sneakers

School socks.

Navy sandals.

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 mornings 8.00am – 11.00am.

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

School hats and ties can be purchased from the Finance Office.

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

Tying the Windsor Knot



Start with the wide end of the tie on your right. Extend it about 12" below the narrow end.



Cross the wide end over the narrow and bring it up through the loop.



Bring the wide end down, around behind the narrow, and up on your right.



Push this end down through the loop. Pull it tight.



Turn the wide end, and pass it across the narrow.



Pull the wide end up through the loop.



Slip the wide end through the knot in the front. Tighten and draw up to the collar.