Middle School
Parent Handbook 2016
Introduction

The Rockhampton Grammar School Parents’ Handbook provides a host of useful information about the School. It gives background information and attempts to document its ethos, philosophy, policies and practices. Additionally the Parents’ Handbook outlines the various structures within the School which cover the academic, pastoral and co-curricular spheres of school life. Some sections of the Handbook are directed towards the students. These, together with many useful tips on Study Skills, Exam Strategies and Goal Setting advice are published in the Student Diary and are included here to make you aware of the recommendations and advice available to your children.

I hope you will take time to read this document and keep it as a handy reference guide throughout the year. An electronic copy of this Handbook can be found on the RGS website www.rgs.qld.edu.au.
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Our Grammar Family

Since 1881, The Rockhampton Grammar School's values of fairness and integrity have been embraced and epitomised by our students and staff.

We are passionate about our children's character formation and learning in all aspects of their life, throughout life, and instilling among them a commitment to community service which enables them, as young Rockhampton Grammar men and women, to become responsible and respected members of society.

We take seriously the challenge of preparing students for tomorrow through balanced academic, sporting, co-curricular and social activities. Our expectation is that every student will seek to do his or her personal best in all that they undertake.

These ideals are expressed in our School motto Macte Virtute Et Litteris or Grow in Character and Scholarship.

More than 1500 students from all ages and backgrounds interact freely here in a caring and supportive environment. Each student is recognised as an individual and respected as a valued member of the School family in which parents are encouraged to participate.

"Our students are at the heart and provide the identity and soul of this great school."

Dr Phillip Moulds, Headmaster

Our well-appointed, specialised facilities and highly respected academic programmes provide an exemplary environment in which 21st century learners grow. Academic excellence is unashamedly our pursuit, and we have the best technology and equipment to support our students.

Rockhampton Grammar's child-centred teaching and learning programmes promote the deliberate development of higher order thinking processes, intelligent behaviours and actions and a dedication to learning throughout life.

Our teachers are outstanding and are recognised for their passion and commitment. Whilst we are large enough and resourced to support a diverse and rich curriculum, we are small enough to provide individual care and attention for every girl and boy, operating four separate schools under the Grammar umbrella, each with its own Head of School. Positive behaviour and antibullying practices are entrenched in the School community.
School Mission Statement

Our Purpose
The School provides a disciplined, challenging and stimulating learning environment to inspire our students to become successful lifelong learners, responsible local and global citizens, and men and women of strong ethical and moral character. We promote high standards of scholarship and work with all members of the School community to pursue personal excellence in their intellectual, physical, creative and emotional development.

Our Ambition
The Rockhampton Grammar School aspires to be a centre of excellence in education. The School is committed to:
— providing opportunities for students to achieve success
— providing outstanding teaching and learning opportunities for students and staff
— strengthening its partnerships locally, nationally and internationally
— providing an environment where all feel safe and secure and can thrive
— challenging students to find meaning and value in their lives.

Our Academic Mission
In the academic arena the School assists students:
— by fostering intellect to the highest level of which they are capable
— by encouraging them in the search for knowledge, understanding and in the pursuit of academic excellence
— by preparing them to undertake further learning and development
— by developing their thinking processes, attributes, values, behaviours and actions
— develop confidence and skills in the use of ICT to enable learning
— in the development of language and literacy
— by creating learning environments which are challenging, supportive and engaging.

Key Focus Areas

A. Co-Curricular
The School strives to assist students:
• to foster an interest in, and enjoyment of, recreational pursuits and outdoor activities in a variety of challenging and interesting experiences in which self-reliance can be developed
• by encouraging an appreciation of music, drama, literature and the visual arts and crafts
• to encourage a concern for good health and fitness and the development of co-ordination and motor skills and an adherence to the principles of good sportsmanship
• to develop an understanding of the importance of co-operative endeavour, fair play, team work and excellence in personal performance via participation in sporting and cultural pursuits.

B. Character Development
The School strives to assist students:
• develop self-respect, have a sense of personal worth and learn to know and to understand personal strengths and weaknesses
• to become responsible, flexible and constructive members of society
• to become aware of the needs of others
• to develop appropriate social relationships with people of all ages and gender
• by fostering the development of character through all the activities of school life, with emphasis upon:
  o the acceptance of responsibility, unselfishness, tolerance, kindness, honesty, integrity and respect for truth, self-discipline, perseverance and the desire to excel, humility in success and dignity in failure
• to exhibit the above traditional values underpinning the Christian ethos whilst also being aware and respectful of cultural and religious diversity.
C. Community.
The School strives to assist students:

- by encouraging the commitment to a disciplined school community through the development of:
  - a sense of pride in the School, an appreciation of the history of the School, an appreciation of the integral contribution of our boarding community, social relationships based on courtesy, consideration and respect for all members of our community
- by developing a knowledge of, and sensitivity to, the environment
- by attempting to instil a commitment to assist others in the broader community through displays of service, empathy, tolerance, compassion and kindness.

Our Values

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<th>Values</th>
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<tr>
<td>Care and Compassion</td>
<td>Being understanding</td>
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<td>Helping those in need</td>
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<td>Showing compassion and kindness</td>
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<td>Sharing</td>
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<td>Endeavour</td>
<td>Preparing thoroughly</td>
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<td>Asking for help when appropriate</td>
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<td>Taking every opportunity to learn</td>
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<td>Being persistent</td>
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<td>Seeing tasks through to the end, without supervision</td>
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<td>Meeting deadlines</td>
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<td>Respect</td>
<td>Treating others with the same consideration and regard you would expect from them</td>
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<td>Being polite and well-mannered at all times</td>
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<td>Wearing our uniform correctly and with pride</td>
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<td>Respecting the rights of others to learn</td>
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<td>Using appropriate language and tone</td>
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<td>Self respect, knowing that you are a unique human being who has gifts and abilities and a part to play in making the world a better place</td>
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<td>Honesty and Trustworthiness</td>
<td>Being honest and sincere in all that you do</td>
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<td>Being loyal to friends and the School</td>
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<td>Presenting your own work</td>
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<td>Responsibility</td>
<td>Being accountable for your own actions</td>
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<td>Being punctual and organised for classes</td>
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<td>Acting in a safe manner at all times</td>
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<td>Cleaning up your own mess</td>
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<td>Integrity</td>
<td>Acting in accordance with principles of moral and ethical conduct</td>
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<td>Ensuring consistency between words and actions</td>
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<td>Having the conviction to stop an activity that is not safe</td>
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<td>Democracy</td>
<td>Appreciating the rights, privileges and responsibilities of citizenship</td>
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<td>Being committed to the common good</td>
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<td>Standing up for and helping others, locally, nationally and internationally</td>
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<td>Community</td>
<td>Being aware of the needs of others</td>
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<td>Accepting diversity</td>
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<td>Offering unselfish service</td>
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<td>Including and encouraging others</td>
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<td>Being tolerant</td>
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<td>Maintaining a sense of humour</td>
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School Badge and Motto

*Motto:* Mactre Virtute Et Litteris
Grow in Character and Scholarship

*The Badge:* The shield is dominated by the Southern Cross, considered to be an appropriate emblem since it was common to all Australian colonies when the School opened in 1881. The Tropic of Capricorn passes close to the city of Rockhampton. This fact is expressed by the goat surmounting the shield.

School Song
*(Song to Men of Harlech)*

We of Grammar shout our chorus,                     In a fight, we stand for right and
What tradition has gone before us.                  May God be our protector.
Sing the songs of all our glory,                     When the battle-cry is sounding
Shout with all our might.                            And our hearts in us are pounding.
Proud of our endeavours,                            That's the time to show we stand
Surrender we will never,                             For Grammar and the right.

School Prayer

“Look with favour we beseech Thee, O Lord, upon this School; and grant that its foundations may ever stand firm in truth and righteousness; that beauty, order and reverence may be the message of its walls and fields; and that so long as one stone remains upon the other, it may stand for all things that are strong and lovely and of good report. We ask this in the name of Jesus Christ our Lord. AMEN”
Welcome to the Middle School

In the Middle School we recognise that young adolescents need to experience a curriculum written specifically for them - curriculum that will improve students’ attitudes to learning, motivate their active involvement in learning, improve their perceptions of themselves as learners, and foster confidence in solving problems and making decisions.

Middle School Leadership Team
Head of the Middle School: Mr Arthur Kelly
Assistant Head (Year 7): Mrs Michelle Rundle
Assistant Head (Year 8): Mr John Crossland

The Head of the Middle School is responsible for the pastoral care of students in Years 7, 8 and 9. The Assistant Heads attend to the needs of students in each of the two years indicated.

To contact members of the Middle School Management Team, or any member of staff, or to arrange an appointment, please telephone 4936 0600 or, should you prefer email, make contact via RGS Parent Lounge.

Class Structure
Students are placed in mixed ability form classes that stay together for core subjects (English, Mathematics, Science, History, Geography, Physical Education and a weekly life-skills lesson). Initially, classes rotate through a variety of subjects which introduce the electives on offer. Students choose elective subjects to add to their core subjects from their second year at high school. Individual subject choices may be reviewed at interview with the Head of Year.

For more information on subject offerings, please refer to our Middle School Coursing Booklet available on the School's website.

Co-Curricular Activities
All students are encouraged to participate in co-curricular activities to broaden their experiences and encourage friendships. A list of activities on offer can be found on our website.

Form Class Camps
Year level camps are seen as an important and integral part of our educational programme and, as such, attendance by all students is compulsory. All camps are held at the School's Outdoor Education Centre, Ritamada.

Homework
Students are expected to do homework every night. As a guide, students in Years 7 to 9 should spend approximately 20 minutes per subject, per night (ie. 1 to 2 hours per night). It is very important that teachers, students and parents work together, and in this regard,

Teachers as a rule will:
- initiate and monitor homework
- set clearly defined tasks
- provide clear standards of excellence for work
- provide help with time management and study skills.

In response it is up to students to:
- submit completed tasks on time
- ensure work presented is of a high standard
- use unspecified homework time to review work done at school, bring notebooks up to date, read on extension topics and tackle repetitive learning difficulties.
Parents can assist by:

- showing interest and enthusiasm and giving support
- providing their children with a place to study
- communicating high expectations and standards
- reinforcing the view that effort is the key to producing good work
- ensuring their children devote the recommended time to homework each day
- sighting completed homework on a regular basis
- carefully monitoring both the amount and the quality of TV viewing each day
- giving praise for good effort.

Assessment Schedules, which outline all assessment items for each semester, are issued to students very early in terms 1 and 3. This information is also placed on the School website under Middle School Assessment.

RGS Parent Lounge
Parents will receive log-in details for the RGS Parent Lounge. The *RGS Parent Lounge* provides parents with up to date information on their children and School Community events. Parents who experience problems logging in or who may need assistance with the program, should contact our Administration staff for assistance.

Student Café
All subjects on offer in Years 7, 8 and 9 will utilise the TASS Learning Management System (LMS). The LMS is a computer software application that enables the management and delivery of learning content and resources to students. Most systems are web-based in order to facilitate ‘anywhere, anytime’ access to learning materials. Using this software application, teachers are able to assign resources and activities, including quizzes, assignments and homework tasks, to students. Students will also be able to access their academic reports, timetables and an electronic diary through Student Café. Parents will be able to access activities and resources assigned by teachers through Parent Lounge.

Reports
Interim Reports and End of Semester Reports will be available to parents via *RGS Parent Lounge* at the end of term 1 (Interim), term 2 and term 4. Parents may request a hard copy of these reports through the Head of Middle School. Progress reports may be requested through the appropriate Head of Year: Mrs Kennedy (Year 7), Mrs Rundle (Year 8) or Mr Kelly (Year 9).

Parent/Teacher Meetings
There will be a “Meet the Teachers” function early in Term 1 from 5.30 pm to 7.00 pm under the Space Frame.

Parent/teacher interviews will be conducted on the Student Free Day at the start of Term 2 and Term 3 between 11.00 am and 1.00 pm and again between 4.00 pm and 6.00 pm. You are welcome to arrange an interview with your child’s teacher(s) at any other time by calling to make an appointment.

Student Diary
All students receive a copy of the Student Diary. This resource contains many pages of useful information including all our Student Policies. It is recommended that parents look through this with their children, especially if it is their child’s first year at Grammar.

Student Policies and Procedure
These are clearly outlined in the Student Diary and in the Parents’ Handbook. Parents and students are encouraged to become familiar with this information early in the year.

Student Absences
Parents should contact the School early in the day (by 9.00 am at the latest) if their child is to miss all or part of a day. Parents will receive an SMS from the School to their mobile phone contact number when their child is absent without notice from the parent.
Requests for leave
Requests for leave (up to two school days) should be made through the appropriate Head of Year. Extended absences (three or more school days), except those due to illness or family emergencies, may only be authorised by the Head of Middle School. Requests should be made, in writing, using the appropriate form available on Parent Lounge as early as possible to avoid unnecessary disruption to the student’s academic progress.

Further Information
For further information on our Counselling Service, Academic Subject offerings and Learning Enrichment Department, please refer to our website www.rgs.qld.edu.au.

Pastoral Care Overview
The aim of Rockhampton Grammar School's Pastoral Care Programme is to provide an environment which promotes the physical, emotional, social, spiritual and intellectual well-being of all students. Pastoral Care Programmes are implemented in a variety of ways across all three sub-schools.

Although all members of the School community have an on-going pastoral care role, Heads of School (Senior Years 10, 11 and 12, Middle Years 7, 8, 9 and Primary P-6) are responsible for the welfare and care of students at different levels throughout the School. In this way the School is organised into manageable groups, each catering specifically to the needs of students at a particular age and stage of development.

Student Welfare Personnel
Heads of School are supported by the Director of Co-Curriculum, Director of Ritamada, Assistant Heads of School (Years 7, 8, 10 and 11), Form Teachers, Subject Teachers, Sports House Patrons, School Marshall, Learning Enrichment Centre Staff, Health Centre Staff, School Counsellor, School Chaplain and Form Class Seniors.

Personal Development Programmes
The Head of School, Director of Ritamada, Assistant Heads of School and Form/Class teachers work together to develop programmes appropriate to the students’ stage of development. Programmes are designed to develop knowledge of physical and mental health-promoting behaviours; self, interpersonal and intercultural understanding, community service and ethical behaviour. During tutorials and form periods, topics which include respect for others, resilience, self-motivation, goal-setting, career guidance, safe behaviours, peer pressure, study skills and sex and relationship education are designed to form well-rounded young men and women who are able to apply, with integrity, the knowledge and skills gained.
The Middle School's programmes are complemented by:

a) Annual Human Relationships Education Courses presented by Centacare to students in Years 7 and 8.
b) Bullying Awareness Programme presented by Brainstorm to students every second year.
c) Motivational Media presentations annually.
d) Visiting motivational speakers when available.
e) Form class camps.
f) FRIENDS Programme (Year 7), What About Me Programme (Year 9).

School Counselling Service

The aim of the counselling service is to provide a safe and confidential place for students to talk about their needs, their desires, their choices, or about any issue that may be troubling or challenging them.

Who can access the School Counsellor?
Any student of The Rockhampton Grammar School may access the services of the counsellor.

Appointments
Students, staff members or parents may request counselling for a student, but all appointments are to be approved by the relevant Head of School or Head of Boarding. Students who are unable to keep their appointments must contact either their Head of School, Head of Boarding or the Health Centre.

Counselling Staff
Ms Kylie Crellin (Psychologist) is available for appointments on Monday, Thursday and Friday each week.

Confidentiality
Students seeing the counsellor have a right to privacy. This means that information is kept private unless,

- There is a risk of harm to the student or someone else,
- The student provides permission for the counsellor to talk to someone else, or
- The counsellor is legally required to disclose information.

Cost
The service is provided free of charge to students of the School.

Issues covered by the Counselling Service
Some examples include dealing with stress, anxiety, depression, family issues, personal issues, relationships, school-related issues (such as bullying, time management, study challenges, boarding, homesickness), future academic endeavours. While it is not uncommon for people to feel uncomfortable or anxious about seeing a counsellor, counselling sessions can provide an opportunity to consider and discuss different perspectives and options for challenging situations and circumstances.

Safety and Comfort
Students have the right to feel safe and comfortable with their counsellor. While it can be very difficult to talk with a stranger about some issues, it is important that students are completely honest with their counsellor.

Further Information
For further information regarding the counselling service, students should speak to their respective Head of School or Head of Boarding.
School Chaplain
The Rockhampton Grammar School is a non-denominational school; however, it recognises Christian values. The School Chaplain visits the School on Wednesdays and is available to staff and students. The Chaplain and Counsellor work together in crisis situation to meet the needs of the School community.

Student Policies

Sexual Harassment
The Rockhampton Grammar School is committed to providing all students with a working and learning environment that is free from sexual harassment.

Sexual harassment is unacceptable and will not be tolerated under any circumstances. Sexual harassment is unwelcome and uninvited comment, attention, contact or behaviour of a sexual nature, that an individual or witness finds humiliating, offensive or intimidating. It can be verbal, physical, written or visual. Sexual harassment has nothing to do with mutual attraction or consenting friendships.

If students need advice or wish to make a complaint they should contact their Head of Year or a School Counsellor.

Anti-discrimination Policy
Students at The Rockhampton Grammar School will not be discriminated against because of age, sex, impairment, race or religion.

Discrimination happens when someone is treated unfavourably because they belong to a particular group of people.

If a student has a complaint involving anti-discrimination, it will be pursued through the Grievance Procedure.

Grievance Procedure
The purpose of the Grievance Procedure is to provide students with an opportunity to have a complaint dealt with through the correct channels so that it is resolved promptly by consultation, cooperation and discussion.

The process is confidential and involves four basic steps. Students will present a matter, preferably in writing, to their teacher, form teacher, Head of Department, Head of Year or the Director of Boarding. If the grievance is not resolved at this level, it will be referred to the Headmaster.

Bullying Policy
The Rockhampton Grammar School is committed to providing an educational environment in which students feel valued and safe. To achieve this, the School will seek to create a culture that:

- allows students to flourish free from discrimination, harassment or any form of bullying
- does not tolerate, condone or trivialise bullying behaviours
- is aware of what constitutes bullying behaviour
- provides support to the victims of bullying
- deals firmly with bullies so that they either stop their bullying or leave the School.

A definition of bullying
Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on gender, race or disability. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, between neighbours or in the workplace.
Bullying behaviour can be:
- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Conflict or fights between equals and single incidents are not defined as bullying. Bullying behaviour is not:
- students not getting along well
- a situation of mutual conflict
- single episodes of nastiness or random acts of aggression or intimidation.

**What you should do if you are being bullied**
- Be assertive: bring it to the bully’s attention that their treatment of you is unacceptable and that you will not tolerate it. However, **do not retaliate** - this usually only makes matters worse.
- If you cannot gain control of the situation seek assistance from someone in authority (senior student, form teacher or another trusted staff member, parent).
- Where possible avoid confrontations with the bully.

Remember it is your right to enjoy School without being bullied or harassed.

**At RGS Behaviour Management approaches to bullying include:**
- **Responsive**: dealing with immediate and specific incidents of bullying
- **Problem solving**: targeting support and skills development for individuals and groups, and
- **Preventive**: providing a positive social context for student behaviour by giving consistent messages valuing diversity, supporting constructive relationships, discouraging violence and aggression and challenging the abuse of power.

**Responsive Approaches**
These may include short term strategies such as –
- negative consequences for the perpetrator
- counselling and provision of support for victims
- restitution to repair the harm done
- individual behaviour management plans and skills development for the perpetrator.

**Problem Solving Approaches**
These include –
- targeting individuals through counselling, self-esteem programmes, conflict resolution, etc.
- providing structured programmes that teach alternatives to aggressive behaviour
- social skills development.

**Preventive Approaches**
These include –
- establishing a school culture that rejects all forms of bullying behaviour
- recognising and celebrating diversity and promoting justice and equality
- focusing on socialisation, through role models, leadership programmes and pastoral care programmes
- developing and implementing effective behaviour management policies and procedures.

**Consequences for bullying**
Students who bully others will face consequences in accordance with procedures as outlined above. Should the bullying continue, parents will be requested to attend an interview where the student will be placed on a Behaviour Contract. A breach of this contract could lead to suspension or exclusion from the School.
Child Protection
Every student has the right to feel safe and free from harm while at the School. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. You should **never** allow yourself to feel unsafe without reporting it to someone you trust.

**Who should I tell if I am not feeling safe at School or at home?**
Anyone on staff. If you do not feel like talking to a member of staff you may like to write or email him or her a letter.

**What will happen if I report what is happening to a member of staff?**
If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Headmaster.

**What if I don't want the member of staff to tell the Headmaster?**
The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student of the School then the law says that the matter must be reported to the Headmaster and it may have to be reported to the Police. If the staff member has no choice about reporting what you have told them to someone else he or she will explain to you exactly what will happen next.

**What should I do if I require more information?**
The School's complete Child Protection Policy is available on School's website www.rgs.qld.edu.au or at the School administration. You are free to discuss the Policy with the Headmaster if you wish to clarify any matters.

Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.
**Code of Behaviour**

The School's Rules exist to ensure that the comforts, rights and safety of all School members are protected. When students and their families join the School community, it is assumed that they have read and agreed with these rules.

The School aims, in partnership with the home, to develop good character and self-discipline; consequently:

STUDENTS ARE EXPECTED TO ACT WITH COMMON SENSE, GOOD MANNERS AND DECENCY AT ALL TIMES.

**SCHOOL RULES**

These rules apply to all students of all ages while attending school or in boarding; representing the School in any place or occasion when a student is in School uniform or can be recognised as a member of the School; any situation that could be recognised as related to the School.

1. Students will at all times respect and obey all School Staff and Student Officers.
2. A student's personal appearance will always conform to the School's Dress standard.
3. No student is permitted to have or be affected by tobacco, alcohol or any prohibited substance.
4. Unauthorised borrowing or theft of others' property will not be tolerated.
5. Wilful damage or destruction of any property is prohibited and could require the payment of compensation.
6. All dangerous substances (including matches, explosives, fireworks, ammunition, knives, etc.) are strictly forbidden.
7. Students will not leave the School grounds during the day without complying with set procedures of their respective school (Middle or Senior). Boarders will not leave the grounds without complying with the set procedures as detailed in the Boarding Handbook.
8. Except in the case of illness, students must be in attendance on all School days unless leave has been granted by the School.
9. Students are expected to attend the following School events: Athletics, Cross Country, Swimming Carnivals, School Camps and Speech Night.
10. All members of the School community have a responsibility to uphold the values of The Rockhampton Grammar School.
11. Students will behave in a manner which enhances their reputation and the reputation of the School. This responsibility extends to behaviour outside the School, outside School functions and outside School hours.
Movement | To and from classes, during breaks and at assembly. | Assemble quietly and on time. Don't push and shove in queues.

Treatment | The way we treat one another. | See School Policy (Student Diary) on bullying, discrimination and harassment.

Conflict Resolution | How we resolve disputes: student/student; student/staff. | All disputes must be resolved through consultation and discussion. See our Grievance Procedure (Student Diary).

Learning | In class and outdoor activities such as camps, excursions and tours. | All students have the right to learn in an orderly, disciplined environment.

Safety | All sensitive areas such as laboratories, workshops, gym and swimming pool have specific rules that must be obeyed. Take care when using equipment. Do not bring dangerous items to school. | Be sensible and take steps to avoid accidents happening. Always assess the risks to yourself and others.

Dress and Appearance | Appropriate dress must be worn correctly and with pride, to and from School and at all School functions and activities. | Formal, Day and Sports uniforms as outlined in the Uniform Brochure. No jewellery or make-up. No exaggerated hair styles or unnatural colour tinting permitted. For boys, hair must be neatly cut and groomed: off the collar, ears and above the eyes for boys. Long hair (girls) must be tied back.

Equipment | All necessary equipment for learning to occur. | Students are responsible for having all necessary equipment for classes and for the security of their equipment. Note that a regulation school bag (with an optional plain black sports bag) is a requirement.

**Consequences**

Breaches of the above rules may result in: rule reminder, verbal apology, written apology, isolation from peers, withdrawal from class, clean-up duties, loss of privileges, detention, suspension, expulsion. Parents will be notified of any serious breach of School discipline by their children. They will also be notified of the punishment incurred. The Headmaster may request withdrawal, or expel a student, for serious breaches of the School rules.

**Personal Belongings**

All possessions should be clearly marked with the student's name. Students are expected to make suitable arrangements for the safety of their personal belongings. Students should not bring large amounts of money or valuable items to the school. The use of iPods or similar items is prohibited during school hours. The School cannot accept responsibility for theft, loss or damage to such items.
Uniform Regulations

Dress and Appearance Guidelines
To ensure a common standard is maintained, the following guidelines to assist with dress and appearance checks have been established.

1. **Bags:**
   All students are required to have a regulation school bag for their books. A plain black bag is acceptable to carry sports or other equipment. No other bags should be brought to school.

2. **Hair:**
   - The use of hair mousse or sprays is not permitted to create exaggerated styles (e.g. spikes).
   - Boy's hair must be neatly cut and groomed, cut off the collar, ears and above the eyes. Girls with long hair must have it tied back and off the face. Only narrow bands or ribbons which complement the School uniform (red, black, white, blue) are acceptable.
   - Very short hair is permitted but shaving the head is not.
   - Wedges, where hair length changes significantly in one or more steps, are not permitted.
   - Extreme colour changing is not acceptable. Natural colours and streaks that do not attract undue attention are acceptable.

3. **Jewellery:**
   - Girls may wear one plain sleeper or stud in the lower part of each ear.
   - No other jewellery or make-up is permitted.
   - Our jewellery rules apply during normal school hours, whenever the school uniform is worn and at all recognised school events (e.g. swimming carnivals, sporting fixtures, etc).

4. **Sports Uniform:**
   Students may change into their Sports Uniform before classes commence at the start of the day, during break or lunch provided they have a class which requires the uniform in the following session. Students are expected to change back into day uniform for all other classes. PE shirts do not need to be tucked in; however, the use of overlarge sizes which give an untidy appearance will not be accepted. Sports socks must be predominantly white. Rugby socks are not to be worn with the sports uniform.

5. **Girls' white school socks must be clearly visible above the shoe. Boys' long grey socks must cover the calf.**

6. **At no time may a student wear only part of the uniform. This includes in and around the school campus.**

7. **Hats:**
   When travelling to and from school and for all outdoor activities, students are required to wear appropriate RGS regulation hats that protect the face, neck and ears (i.e. RGS day uniform or bucket hats). During sports classes or other activities where a broad brimmed or bucket hat may be impractical, RGS caps may be worn. Non-regulation hats or caps must not be worn by students in uniform (formal, day or sports uniform).

8. **On arrival or on leaving the campus students must be in FULL SCHOOL UNIFORM. Hats must be worn and, if in formal uniform, blazers worn. Students may leave the campus in sports uniform, provided they are travelling by private transport. Sports uniform may not be worn when walking home or when travelling by public transport. Students leaving to attend a sporting activity may depart in the correct sports uniform.**

**Exceptions**
1. Athletics/swimming/cross country carnivals. If these events are conducted during the school day, students may travel in sports uniform. Students should wear their house t-shirt in place of the School t-shirt.
2. Boarding students may leave in neat casual clothing when proceeding on leave provided they are travelling by private transport.
3. Students may attend social events off campus in neat casual clothing, provided the Headmaster has given approval.
4. There may be activities at which it is not suitable to wear school uniform; in these cases the Headmaster may give permission for the wearing of non-School uniform.
Uniform Requirements
Day Uniform
Years 1-3

Girls
- The same as the Years 4-12 day uniform except for blue polycotton hat with School Crest

Boys
- The same as Years 4-12 day uniform except:
  a) they do not wear a tie during the winter
  b) the grey shorts are elastic waist, longer leg
  c) grey polycotton hat with School crest
  d) socks are grey ankle socks

Formal Uniform Years 6-12

Boys
- White polycotton long sleeved shirt
- Grey trousers
- Black polywool blazer with School Crest
- Red and black striped tie
- Black leather belt with plain buckle
- Grey cotton (anklet) socks
- Black leather lace-up shoes, rubber soles with grip
- Grey hat with School band
- A black School pullover or vest may be worn under the blazer in cooler weather

Girls
- Red lustaline skirt
- White polycotton short sleeve blouse
- Black polywool blazer with School Crest
- Red and black ties
- White socks
- Black leather lace-up shoes, rubber soles with grip
- White straw hat with School band
- Black sheer pantyhose may be worn instead of white socks
- A black School pullover or vest may be worn under the blazer in cooler weather

Sports Uniform
- Red/black polo shirt with School crest
- Plain white sports socks with RGS initials
- Sports shoes (predominantly white)
- House polos are worn for Athletics, Cross Country and Swimming Carnivals
- Black shorts with the School crest
- Sport hat: Years 7-12 wear a black RGS bucket hat; Years P-6 wear the white, wide-brimmed RGS hat
Swimwear
Girls
- Black Speedo style one-piece swimsuit
- Plain black UV protection swimshirts are compulsory

Boys
- Speedo style black briefs or trunks

Day Uniform Years 4–12
Boys
- Blue RGS polycotton short sleeved shirt
- Grey shorts
- Black leather belt with plain buckle
- Long grey socks with red and black trim
- Black leather lace-up shoes
- College grey hat with School hat band

Girls
- Royal blue RGS striped polycotton dress with white collar and cuffs
- Red and black ties
- Black leather lace-up shoes
- White cotton ankle socks
- White straw hat with School hat band

During Winter, from 1 May to 1 September, boys are required to wear the School tie (red and black striped) with their day uniform. The black School pullover or vest may be worn by boys or girls over their day uniforms.

All uniforms must be purchased in the Red & Black Shop. Please see back page.

School Bags
Regulation School bags must be used for all items.
Tracksuits
The School tracksuit is the only tracksuit to be worn for any School representative sports outings. It is not compulsory.

Red/Black
www.rgs.qld.edu.au/red-and-black
The Red & Black Shop carries all School uniforms and accessories, such as bags, socks and House polos. A range of secondhand wear is also stocked.
For more information please contact:
Phone: 07 4936 0653 | Fax 07 4927 7470 | shop@rgs.qld.edu.au
Regular store hours: 8.00am – 10.00am and 12.00pm – 5.00pm

The Rockhampton Grammar School
Established 1881
Academic Policies

Storage of Students Records and Assessment Items: QCCA guidelines stipulate that examples of students’ work (Senior School only) must be held at the School for a period of three months following the student's year 12 graduation. Students wishing to collect their items may do so after this period and up to three years after graduation. Items which have not been collected after three years will be destroyed.

1. Assessment and Reporting
   a) Continuous assessment of a variety of tasks over the year e.g.: assignments, class tests, fieldwork, laboratory experiments and homework.
   b) Formal written examinations, at the end of each semester. An Examination Timetable is set several weeks before these examinations detailing dates, times, locations and any special requirements for examinations.

Parents receive End-of-Semester Reports in July and December (not Year 12) and an Interim Report at the end of term 1.

Parents can monitor students’ academic progress in several ways:
   a) By attending two formal Parent-Teacher occasions in the year: the first at the beginning of term 2 and the second early in term 3 after the first Semester Report has been received.
   b) By requesting a Progress and Conduct Report which highlights students attitudes to classroom work and study as well as indicating recent marks or grades.
   c) By making an appointment with Teacher(s), Head of Year or the Headmaster to further clarify academic progress and adjustment to the School's culture.

There is variation from subject to subject in the extent to which each semester's assessment contributes to the final Level of Achievement awarded. For some subjects, all semesters count equally; for others, all Semesters count but have different weightings; in some, only the work submitted in the final semester is used. Details should be checked thoroughly with all Heads of Departments. Your study planning should take such differences of weighting into account.

End-of-Semester or End-of-Term Examinations:
Students should avoid any early departure or absenteeism during exam periods. School policy precludes any students sitting for examinations before others. A supplementary or similar examination sat after the other candidates can only be arranged at the discretion of the Head of Department involved. Students should approach teachers if they are having difficulties in class. Boarding students, particularly, will need to talk about these problems as they arise with boarding tutors and the Head of the House.

2. Reports and References
   Academic Reports (with teacher comments and an indication of involvement in co-curricular activities) are useful documents but should not be substituted for a reference which focuses on character development.

   Students who wish the School to provide them with a character reference (for part-time work or upon departure) should apply to the Headmaster’s Secretary for an official Student Reference. Some teaching staff may also be pleased to write references for students they know well.

3. Assessment Schedules
   i) Each student is given an Assessment Schedule and a summary of their commitments as each semester’s work commences. This is also available on the School’s website www.rgs.qld.edu.au.
   ii) The Assessment Schedule should be used to organise preparation time, to avoid “last minute” rushes, and to quickly observe “pressure times” created by the assessment requirements of each subject.
   iii) All assessment items – tests, research assignments, field or excursion reports and practical exercise – are integral parts of courses. A medical certificate, or written permission for an extension (requested and considered at least TWO SCHOOL DAYS prior to the due date) is required if items are late. Requests are made to the Subject Co-ordinator.
iv) Rough drafts for typed assignments and oral presentations are a valid alternative to a synopsis if presented on the due date. No penalty is to be incurred by a neatly written submission as compared to a typed assignment.

v) Students are expected to accept full responsibility for their on-going working relationship with teachers in checking drafts and solving problems “along the way” with assignments.

vi) The length (number of words) of assignments and reports is clearly stated and should be adhered to. Maximum assignment lengths are: Year 7: 400 words; Years 8 and 9: 600 words.

It is mandatory that students regularly show teachers progress drafts of their assignments, well prior to the date of submission.

4. Late or Non Submission of Assessment items (QCCA policy Jan ’09)
The following applies to situations where students’ reasons for late submission or non-submission do not relate to specific educational needs.

“In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence on or before the due date."

5. Student Absence on School-based Activities
Students will be responsible for informing their teachers if they are going to be away, and if necessary, for catching up on missed work when they return.

To minimise lost teaching time, the School does have a policy of restricting tour groups to weekend trips (leaving at 1.00 pm on Fridays) where possible.

Examination Policies

Routine during Examination Periods
a) Year 11 and 12 day students only attend school during sessions when they have examinations. Boarders must study in their House or in the School Library. Both boarders and day students must wear School uniform while at School for their examinations.

b) Students undertaking exams will keep noise and movement about the School to a minimum, as others will still be working to a normal routine.

c) Students should arrive at least 15 minutes before their session is due to begin.

d) Students failing to sit for an examination may be required to present a medical certificate to the Head of Year.

e) The lengths of examination papers vary so students should bring study materials to their examination sessions. No student is allowed to leave the venue prior to the designated completion time.

Examination Booklets
Students must use the examination answer sheets provided. Official School examination sheets are handed out with the examination papers.

Examination Room Procedures
Instructions to be read to students at the commencement of each examination session:
1. Students are to refrain from talking once inside the examination venue.
2. Reference notes, pencil cases, texts, files etc. must be left outside the room (or on the floor under seats if study is permitted prior to the commencement of the examination).
3. Students should raise a hand if they need assistance or wish to ask a question.
4. Ensure that all details required on the front of the paper are completed.
5. Check to see that the examination question paper is complete.
6. Students should be prepared with the correct materials for the examination as no borrowing or lending of equipment is permitted.
7. Students caught cheating will be severely disciplined.
8. Please read any special instructions on the examination to students at this stage.

Plagiarism and Cheating
At The Rockhampton Grammar School, academic dishonesty is regarded as a very serious matter and strict penalties will be imposed on students who are found to be guilty of an offence.

Plagiarism is defined as taking another person’s ideas and/or manner of expressing them and then passing them off as one’s own by failing to give appropriate acknowledgement.

Consequences. Students suspected of plagiarism will be asked to submit evidence in defence of any accusation to the subject teacher and the respective Head of Department. Students found guilty of plagiarism will receive a maximum level of Limited Achievement for the task. Repeat offenders may face failure of the whole subject unit. Parents and Heads of School will be notified of any transgressions.

Cheating is defined as seeking to obtain an unfair advantage in an examination or any other assessment task (written, oral or practical assignments).

Examples of cheating include:

- Being in possession of any equipment or other resource that contains or conveys prohibited information concerning the subject matter under examination.
- Giving or accepting assistance, directly or indirectly, unless permitted under task guidelines.

Consequences. Students suspected of cheating will be asked to submit evidence in defence of any accusation to the subject teacher and the respective Head of Department. Students found guilty of cheating will receive a maximum level of Limited Achievement for the task. Repeat offenders may face failure of the whole subject unit. Parents and Heads of School will be notified of any transgressions.
What to do if:

1. You are absent from school:
   Your parents/guardians should telephone or e-mail the School, preferably before 9.00 am. Alternatively, you should bring a note of explanation on the day that you return to school. The note should be taken to the Head of Year.

2. You wish to apply for leave from school for reasons other than illness:
   Your parents/guardians should contact your Head of Year.

3. You arrive late:
   Sign the late book and then move directly to class.

4. You need to leave school early:
   Your parents should contact your Head of Year.

5. You get sick at school:
   Report to the Health Centre. Your parents/guardians (day students only) will be contacted and asked to take you home if necessary. Students who are ill should not attend school until a full recovery has occurred.

6. You have to take some form of medicine at school:
   Take the medication required for each day to the Health Centre. Ensure it is clearly marked with your name and details of the prescribed dose.

7. You wish to use the telephone:
   Please ask at the Reception/Front Office.

8. You miss an examination:
   You may be required to present a doctor’s certificate when you return to school. This certificate will be taken to your Head of Year.

9. You lose property:
   Check with the School Marshall and the Laundry where lost property is stored.

10. You have an accident:
    You must report to the Health Centre. You may be allowed to stay for a short period to recover. If necessary, your parents will be contacted and arrangements made for you to go home. In emergency the Ambulance may be called and parents will be contacted.

11. You need to leave school for an appointment:
    Bring a note of explanation to your Head of Year.

12. You have trouble with your work:
    Ask your teacher for help in class as soon as you have trouble.

13. You change your address/telephone number:
    Inform the Reception/Front Office staff or alternatively update this directly on Parent Lounge. The School needs this information in case we need to contact your parents in an emergency.

14. Your parents would like to discuss something with a teacher:
    Contact the teacher concerned who will arrange a time that is convenient.

15. You are absent when an assignment is due in:
    Speak to the teacher concerned on your return to school.

16. Your parents wish to discuss your general progress:
    Contact your Head of Year.

17. You would like to see a School Counsellor:
    Speak to your Head of Year.

18. You miss a test:
    Speak to your teacher.

19. You wish to change a subject:
    Speak to your Head of Year.
Mobile Phone Policy (Senior and Middle Schools)

The School recognises that, when used appropriately, mobile phones offer students and their parents advantages in terms of ease of communication and a sense of personal safety. However, inappropriate use may have a negative impact on the learning environment and well being of students.

The following ‘common sense’ rules apply with respect to the use of mobile phones, IPods and similar devices such as cameras at Grammar:

- Courtesy, consideration of and respect for others are paramount at all times.
- They are brought to and kept at school, and used entirely at the owner’s risk. The School cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use. Students and parents should recognise that mobile phones, IPods and similar devices are highly prized targets for theft and, accordingly, these items should always be stored in a safe and secure place.
- Parents and students should ensure that such items are properly and adequately insured as personal property.
- Middle school students are required to turn these items off and place them out of sight on arrival at school. Items may be turned on again as the students depart at the end of the school day. Senior school students’ items must be switched off during lessons, private study times, during examinations and when they are stored in a locker. They should not be used in any manner or place that is disruptive to the normal routines of the School or to other people. This includes the sending and receiving of text messages or data.
- Any student who is feeling unwell at school and needs to go home must arrange this through the Health Centre. Under no circumstances should students use either mobile or pay phones to contact home and make arrangements to leave except through the Health Centre, the School Marshal or respective Head of School.
- These guidelines also refer to the use of these items during field trips, excursions or other off-campus supervised activities.
- Non-observance or breaches of these rules may result in the items being confiscated and privileges restricted or withdrawn. Items confiscated, must be collected from Reception by the parent/guardian of the student.

In addition, the following apply in the Boarding House:

- It is strongly recommended that, when not in use, these items should be safely locked away in the Boarding House.
- Mobile phones are not to be switched on or used during designated study times or after “lights out”.
- Parents should set appropriate parameters and rules for their children for such matters as frequency of use, lending the phone to others, costs of access and call cost plan, etc.
- The mobile phone number must be registered with the Boarding House staff.
- Non-observance or breaches of these rules may result in the mobile phone being confiscated and reissued only by negotiation with the Head of House.
Technology Across the Curriculum

The Rockhampton Grammar School has a focus on technology across the curriculum. This focus is supported by increasing levels of technological equipment in the classroom, which will provide increased learning opportunities for students.

Rules For Computer Use
Check the computer before using it for signs of damage or mistreatment. Report any problems to your teacher as soon as they occur. Treat the equipment carefully. Never bump or move a computer. Never disconnect or swap computer components.

Keep your password secret. Some of your files may be for assessment. Treat your password like a bank PIN number.

USBs brought from home may only be used by your teacher to transfer your files.

Do not run outside programs; do not install programs, in particular, games, on a School computer.

Rules For Internet Use
Any student wishing to use the Internet must agree with the RGS Acceptable Use Policy by clicking 'I Agree' before accessing the Internet.

The purpose of this Internet access is to support and enhance learning within the School's programmes.

Transmissions, (including e-mails), which are prohibited include: copyrighted material, threatening or obscene material or material protected by trade secret. Illegal activities are strictly prohibited and may be reported to the authorities.

Visiting inappropriate internet sites will result in the user being suspended from internet usage for a period of time determined by the Head of Computing in consultation with the Head of School.

Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
- Be polite.
- Use appropriate language.
- Electronic mail (e-mail) is not guaranteed to be private. Do not reveal your personal address, or phone numbers of students or colleagues. Treat all communications as confidential and private.
- Avoid disruptive use of the network such as downloading huge files; sending mass e-mail messages; using functions that annoy other users.

Security - Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the network administrator, your teacher or librarian. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any individual. Attempts to log in to the system as any other user or attempts to log in to the internal School network or Internet as a system administrator will be regarded as a serious offence. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all or some of our computer resources at the discretion of the Head of Computing in consultation with the Head of School.

Vandalism - Vandalism will also be regarded as a serious offence. Vandalism is defined as any malicious attempt to harm or destroy the data or hardware of another user, The Rockhampton Grammar School (RGS), or any agencies or other networks that are connected to RGS. This includes the uploading or creation of computer viruses.
Safety on the Internet (Notes for students)

Protecting Private Identity Information

Your passwords help to protect your computer and your files from tampering by strangers. Passwords also protect your private identity information, including your screen name or e-mail account. Only your parents should know your password. Never give your password to anyone else – not even your friends. Don’t use passwords that are easy to guess – like your nickname or your pet’s name. Combinations of letters, numbers and symbols are harder to crack than words. Change your password regularly and, most importantly, never use any private identity information in your password.

Private Identity Information

This includes:
- Full name
- Postal address
- Name of School
- School address
- E-mail address
- Phone number
- Passwords
- Mother’s maiden name
- Parents place of work
- Photos in which you can be recognised.

Personal Websites

Personal websites provide a great opportunity for people to publish their writing, photography, artwork or display their computer programming skills.

Remember that the audience is everyone in cyberspace! Before including private identity information on a website talk it over with your parents or guardian. To be safe, never give your last name, especially if you choose to show a photo of yourself.

Feeling Uncomfortable?

Going into cyberspace can be fun; however, some online experiences may make you feel embarrassed, upset, depressed or afraid. It can happen to anyone! When it happens it is best to take action. Trust your uncomfortable feelings, it means something is wrong. You can:
- Sign off the computer.
- Leave the Chat Room or Website.
- Block the messages.
- Save and print the messages to show a trusted adult.
- Talk over how to handle the situation with someone you trust.
- Report your experience to a parent, teacher or other trusted adult.

To make your internet experience safer, NEVER
- Reply to a message that makes you feel uncomfortable.
- Tell anyone you meet on the internet your personal details unless you discuss this with your parents first.
- Send your picture to anyone with out first consulting your parents.
- Arrange to meet anyone unless your parents go with you and you meet in a public place.
- Open attachments to e-mails unless they come from someone you know and trust.
- Respond to nasty or suggestive messages and always tell your parents it you get these.

ALWAYS,
- Be very careful in chat rooms even if it says that the chat room is only for children.
• Check with your parents that it is ok to be in a chat room.
• Leave a chat room if someone says or writes something which makes you feel uncomfortable or worried and make sure you tell your parents.
• Keep your passwords to yourself.
• Stay away from sites that say they are for people over 18 only. Note these sites often add large costs onto your parent’s account.
• Remember that if someone offers something that seems too good to be true, then it probably is!

Resources: A number of resources have been developed to assist you with learning about online safety. iParent (www.esafety.gov.au) is an interactive, computer based, internet safety program where parents can learn about the digital environment and keep updated on their children’s technology use.

Social Media Policy (Students)

The purpose of this policy is to set standards of behaviour for the use of Social Media that are consistent with the broader values and expectations of The Rockhampton Grammar School community.

Social Media refers to all social networking sites such as Facebook, Twitter, LinkedIn, YouTube and MySpace.

When using Social Media, students of the School are expected to show responsibility and respect towards others. Members of the School community are also expected to behave in a manner which enhances their reputation and the reputation of the School.

In particular, when using Social Media, students are expected to ensure they:

• respect the rights and confidentiality of others
• do not impersonate or falsely represent another person
• do not bully, intimidate, abuse, harass or threaten others
• do not make defamatory comments
• do not use obscene or offensive language towards others
• do not post content that is hateful, threatening, pornographic or incites violence against others
• do not harm the reputation and good standing of RGS or those within its community.

A breach of this policy may also involve a breach of the School's:

• Sexual Harassment Policy
• Anti-Discrimination Policy
• Bullying Policy
• Technology Across The Curriculum Policy
• Student Code of Conduct

Breaches of these policies will be investigated fully and may result in the loss of computer privileges, detention, suspension, or expulsion from the School. Students must also be aware that, in certain circumstances where a crime has been committed, they may be subjected to a criminal investigation by police.

Co-Curriculum

The Rockhampton Grammar School has a long and proud history of Co-Curricular activities in Rockhampton. The School provides extensive facilities designed to complement and balance the Curriculum by encouraging participation, team-work, self-confidence and creativity.

The Co-Curriculum Programme aims to develop students' skills and to fulfil their potential for intelligent performance while providing the opportunity to participate and enjoy a vast array of activities. The programme caters for all levels of ability in an attempt to assist students with developing a well balanced and healthy lifestyle.
Students are the focus of the Co-Curriculum programme with leadership opportunities offered in each
activity. These leadership roles assumed by students in many of these activities contribute to academic
success and significant personal development.

The Rockhampton Grammar School has four sporting houses that compete throughout the year for the
MacKenzie Shield. The interhouse swimming, cross country, athletics and house play carnivals make up the
activities incorporated into the awarding of the Champion House. The houses are named after the first four
Headmasters, John Wheatcroft (1881-1906), Frederick William Wheatley (1907-1912), Henry Arthur Kellow

Co-Curricular Code of Conduct

The School believes that we should encourage good behaviour and sportsmanship on the sports field and
considers that the following directions should be observed.

In General
1. Conduct all competition in friendship and with fair play and uphold the spirit of the rules.
2. Be aware that competitive sport is for enjoyment and that winning is only part of the process.
3. Observe the special position of a host school and a guest school.
4. Be aware of the fundamental philosophical differences between the games played and professional
games shown on television. The professional is an entertainer and a wage earner whose play often
reflects these facts.

Participants
1. Maintain a high standard of conduct at all times, both on and off the field. Each and every player
should be an example of good sportsmanship.
2. Appreciate the good play of opponents and accept the mistakes made by fellow players.
3. Play the game hard but not unfairly.
4. Never show ill-temper or spite. Give assistance to opponents, where it appears desirable.
5. Meet the coach and captain of an opposing team when possible.
6. Give congratulations, thanks and cheers, as appropriate, to captains and/or players of opposing
teams.
7. Obey the orders or instructions of the umpire, referee or designated official quickly and cheerfully and
accept any decisions, however unfavourable, without question.
8. The use of drugs, including pain killers, to improve or maintain the performance of any individual player
or group of players is contrary to the philosophy of this Code.
9. Contribute to the team effort as well as to one’s personal performance.
10. Use barracking to encourage but not to hinder.

Parents and Spectators
1. Remember that children learn best by example. Always applaud good performances by the visiting
team as well as your own. Never use profane language or harass coaches or officials.
2. Teach your child that honest effort is as important as victory so that the result of each game is
accepted without undue disappointment.
3. Help your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your
child for making a mistake or losing a competition.
4. Support all efforts to remove verbal and physical abuse from children’s sporting activities.
5. Recognise the value and importance of coaches. Support them in their decisions and do not coach
from the sideline unless the sport permits this.

Coaches
1. Be reasonable in your demands on the young players’ time, energy and the enthusiasm. Remember
that they have other interests.
2. Accept the decisions of referees and umpires; this does not preclude rational clarification of decisions
at a subsequent time.
3. Teach your competitors that rules of the sport are mutual agreements which no one should evade or
break.
4. Under no circumstances is there to be deliberate bending of the General Competition Rules and By-Laws for the various sports. Discourage time wasting and time wasting actions, over-vigorous play and deliberate use of illegal tactics.

5. Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.

6. Remember the children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.

7. Follow the advice of a physician when determining when an injured player is ready to play again.

8. Ensure that equipment and facilities meet safety standards.

Students must understand that the School views these behavioural expectations seriously and any breach of the same will incur consequences.

Colours Constitution

The Rockhampton Grammar School awards Colours to all students who through their participation and performance, exemplify the ideals, ethos and philosophy of the school’s co-curricular programme.

The Awards

(a) Honour Colours: An embroidered gold thread name of the activity, an Honour Tie and a gold and black Honour Braid (to be worn on the blazer sleeve).
(b) Full Colours: An embroidered gold thread name of the activity.
(c) Half Colours: An embroidered silver thread name of the activity.
(d) Team Colours: An embroidered red thread name of the activity.

Nominations

Formal nominations will be directed to the Sports Administrator. They should be submitted in writing by the teacher in charge (TIC) or co-ordinator of the particular sport or activity, together with all relevant evidence in support of the nomination. The provision of written supportive evidence is essential in the case of nominations for FULL and HONOUR COLOURS.

The Sports Administrator will present these recommendations to the Director of Co-Curriculum for confirmation. Any concerns at this stage will be noted prior to the list being forwarded to the Headmaster. Within three days of receiving the colours nominations, the TIC or co-ordinator will be informed of any suggested alterations or concerns.

Eligibility

Eligibility for Colours falls into 2 separate categories namely:

RGS: Sports/Activities (offered at RGS)

Here all colours eligibility is based on the criteria that:
- the school competes in the competition
- the school approved the participation of the nominee in the relevant competition.

Non RGS: Sports/Activities (not offered at RGS)

Here eligibility for Colours pertains only to Honour Colours. The nominee, where applicable and possible, must meet the conditions consistent with the awarding of Honour Colours as set out for RGS sport/activities. Further, nominees, a) must participate in at least one co-curricular activity offered at Grammar to enable an assessment of their sportsmanship, commitment, initiative and leadership qualities; and, b) when making an application for Honour Colours should submit details of their achievement, level of competition, results and any other relevant information to the Director of Co-Curriculum who will decide whether or not their application should be submitted to the Colours Committee for consideration.
Appeals

All appeals must be submitted in writing and must address the criteria for the colour award in question. The appeal is to be addressed to the Director of Co-Curriculum, with copies sent to the Headmaster and the TIC or co-ordinator of that particular sport or activity.

A committee consisting of the Director of Co-Curriculum, Sports Administrator, the TIC or co-ordinator of that particular sport or activity and finally the Deputy Headmaster, will meet to review the appeal. This committee will then make a recommendation to the Headmaster.

The final decision on all these matters lies with the Headmaster and is not subject to further appeal.

Conditions Governing the Award of School Colours

Generally, Colours will only be awarded once a calendar year per sport or activity and on most occasions, at the conclusion of the season.

All awards relate to the ‘activity season’ that falls within the current school year. Further, with all awards, while levels of participation are set, absence or non participation due to injury or illness will be taken into consideration.

RGS Sports Activities (Specific Colour Criteria)

TEAM COLOURS are awarded to any individual for participation and performance in a Rockhampton Grammar School team. Students are expected to have illustrated excellent levels of sportsmanship and commitment both at school and in any activity undertaken out of school. The following criteria must be adhered to.

To be considered eligible for this colour a student must:

(a) **Sport**
   (i) have participated in and attended a sufficient number of games and training sessions to warrant nomination by the TIC;
   (ii) display an excellent level of sportsmanship;
   (iii) make a worthy contribution to the team/squad;
   (iv) represent the School in the inter-school carnival.

(b) **Non-Sporting**
   (i) represent the school in the activity, or compete in the school competition e.g. oratory competition;
   (ii) attend sufficient rehearsals or have a valid reason for not doing so in the opinion of the TIC;
   (iii) make a worthy contribution to the activity.

HALF COLOURS are awarded to individuals for their participation and performance for the School in their chosen co-curricular activity. A high standard of skill and performance must have been achieved by the individual as an individual representative or as a member of the school team.

To be eligible for this colour a student must:

(a) **Sport**
   (i) qualify for the award of team colours in that season;
   (ii) reach a high standard of individual/team performance in that sport. This high standard is defined in terms of:
      (a) ability and skill - representative honours equivalent to Capricorn Zone level;
      (b) leadership, conduct and contribution;
      (c) win an age championship;
      (d) be selected in the Capricormia team.

(b) **Non-Sporting**
   (i) be of a higher standard than those awarded team colours;
(ii) receive age or year champion, where applicable.

**FULL COLOURS** are awarded to the individual for achieving a very high standard of skill level/performance as an individual or as a member of a school team. The nominee should have an unblemished record.

To be eligible for this award a student must:

(a) **Sport**
   (i) qualify for the award of half colours in that season;
   (ii) achieve a very high standard of individual/team performance. This very high standard is defined as:
       (a) possessing an outstanding attitude, interest and effort;
       (b) displaying outstanding initiative and contribution - willingness to give something back to the sport;
   (iii) (a) be a member of a team in that sport and have representative honours at least equivalent to Queensland Country (or be of that standard), or
       (b) be a member of a premiership team (open) in a competition deemed worthy of such a level of award.

(b) **Non-Sporting**
   (i) be of a higher standard than those of half colours;
   (ii) have shown leadership and initiative.

**Honour Colours - (RGS and Non RGS Sports/Activities)**

In awarding **HONOUR COLOURS**, the School is recognising individuals for their outstanding (elite) achievements, contribution and personal worth as a Grammarian. It is awarded for participation and performance as an individual or as a member of a team in their chosen co-curricular activity.

To be eligible for this award a student must:

(a) **Sport**
   (i) qualify for the award of full colours in that season;
   (ii) achieve an elite standard of individual performance – this elite standard is defined by being a member of a team in that sport and have representative honours at least equivalent to Queensland State (or be of that standard) or to have competed at a National Titles, gaining a top three finish (or equivalent standard).

(b) **Non-Sporting**
   (i) be of a higher standard than those of full colours;
   (ii) must have shown leadership and initiative over a period of at least three years.

Generally, only a restricted and very limited number of Honour Colours are awarded in one year.

**Blazers**

**Position of Colours on the School Blazer**

1. **SCHOOL POSITIONS**
   Left hand side just below School monogrammed pocket.
   School Captain (Gold)
   School Vice-Captain (Gold)
   Leadership Honour Colours (Gold)
   Leadership Full Colours (Gold)
   Captains of Sport/Activities (Gold)
   Vice Captains of Sport/Activities (White)
   School Prefects (Gold)
   Boarding House Prefects (Gold)
   Dormitory Captains (Gold)
   Sporting House Captains (Gold)
2. **HONOUR AND FULL COLOURS** (Gold)
   Right hand side of blazer, opposite School monogrammed pocket.
   Honour braid on blazer sleeves 4cms from cuff and 1cm apart if more than 1 strip.
   (Honour Tie supplied).

3. **REPRESENTATIVE COLOURS** (Gold)
   Right hand side of blazer, opposite School monogrammed pocket.

4. **HALF COLOURS** (White)
   On the right hand lower pocket of blazer.
   When pocket full - sew above right hand lower pocket.

5. **TEAM COLOURS** (Red)
   On the left hand lower pocket of blazer.
   Leadership - Service Award
   Year 7

   When pocket full - sew above left hand lower pocket.

   Place Colours as follows:

   Example only –
   2014
   RUGBY UNION
   ROWING
   BASKETBALL
   SOCCER

   Only 1 tag supplied in appropriate colour (gold, white and/or red) for each year.
Outdoor Education Programme

Outdoor Education at RGS is a sequential, holistic, challenging and dedicated programme focused on growing students through new and adventurous experiences in the outdoor environment. It takes place in some of the most spectacularly beautiful locations our region has to offer.

The School's amazing purpose built Outdoor Education and Marine facility on the coast near Emu Park is utilised to deliver a host of activities coordinated by specialist teaching staff.

These activities include:

- Sailing, high ropes adventures, low ropes challenges, navigation, sea kayaking, initiative and team challenges and games, outrigger paddling, on site camping and cooking, off site adventure programmes and overnight hikes in the region.

These adventure challenge activities are designed primarily to help students ‘reach their full potential’ by giving them opportunities to explore the limits they, and their team, are capable of reaching. Activities are specially selected and structured in such a way that students and groups are able to step beyond their comfort zones. Our goal is that, once students have had a glimpse of their perceived limits and potential, through discussion, they learn how to merge these positive realisations and improvements back to their school, home and community environment.

Some of the core outcomes that the Outdoor Education department is working towards through the programmes offered include:

- a strong positive social identity
- true self confidence
- independence followed by social/community interdependence
- seeing the benefit of challenges
- self-reliance
- personal growth (physical, mental, emotional and spiritual)
- insight
- teamwork
- environmental appreciation
- leadership of self and others.

The Outdoor Education Programme at Ritamada extends its influence from the lower Primary School, all the way through to Year 12. Outdoor Education staff support off site Primary School programmes to North Keppel and Canberra, host many annual class visits by the Primary School for educational and recreational purposes, deliver camp programmes to all Year 7, 8 and 10 form classes, provide content and support to the Year 9 ‘What About Me’ programme, lead activities during the two Year 11 leadership camps, host the Year 12 CST (Core Skills Test), help coordinate boarders’ weekend visits, support the Certificate II in Outdoor Recreation and Marine and Aquatic Practices courses which run in the Senior School and assist with co-curricular activities such as snorkelling.

Staff delivering programmes on site at Ritamada are fully registered teachers with specialist training in Outdoor Education, group facilitation and risk management:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>e-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Damien Boicos</td>
<td>Director of Outdoor Education</td>
<td><a href="mailto:dboicos@rgs.qld.edu.au">dboicos@rgs.qld.edu.au</a></td>
<td>0438118220</td>
</tr>
<tr>
<td>Mr Rodney Johnson</td>
<td>Grounds and Maintenance</td>
<td><a href="mailto:rjohnson@rgs.qld.edu.au">rjohnson@rgs.qld.edu.au</a></td>
<td>0427581056</td>
</tr>
<tr>
<td>Ritamada</td>
<td></td>
<td></td>
<td>Phone: 49387735 Fax: 49387917</td>
</tr>
</tbody>
</table>

Outdoor Education staff visit all form classes prior to their camp programmes. This is used as an opportunity to introduce programme content, prepare for challenges, review gear/equipment required from home/school and collect students medicals. Medical form returns are required as a pre-requisite for attending programmes. A camp letter will be sent home to parents/guardians up to three weeks prior to camp programmes. Electronic copies are also made available at the following locations:

- via the School online calendar at www.rgs.qld.edu.au
- via ‘Moodle’ which is the School's web based information access point located under the heading of ‘My RGS’ on the school web site.
- RGS Parent Lounge
- e-mailing or calling the staff listed above.
Parent Lounge

The *RGS Parent Lounge* will provide you with up to date information about your child and School community information. By logging on to *RGS Parent Lounge*, you will be able to:

- **View your fee account balance and make a fee payment** using a Visa or Mastercard (minimum $20, maximum $10,000). An option to make a donation to the School Building Fund will also be shown. Please do not make your donation online, however, as we are currently unable to issue a receipt for taxation purposes. We encourage you to call our office on 4936 0613 should you wish to make your voluntary donation.
- **View the Student Timetable** (secondary only), and email class teachers
- **View and print academic reports** (secondary students only)
- **View important medical information** recorded on your child’s medical file (e.g. medical conditions, allergies)
- **View your child’s attendance record** (secondary school only)
- **Update your address information**
- **Have online access to announcements, daily bulletins and newsletters**
- **View activities and related resources** for your child’s subject areas

Future development of the portal will see the inclusion of the School calendar, events, tours and excursions and a business directory.

Upon logging in to *RGS Parent Lounge* you agree that you have read the following terms and conditions of use and agree to abide by and support those terms and conditions.

The *RGS Parent Lounge* is a secure information portal that will provide parents and guardians access to view information relating to their son/daughter’s school records as well as information about School events and activities. The *RGS Parent Lounge* is available only to parents and guardians of students currently enrolled at The Rockhampton Grammar School.

The personal information contained in *RGS Parent Lounge* is highly confidential and access is provided only by way of unique logon credentials being provided by the School to parents/guardians.

Parents and Guardians are required to adhere to the following terms and conditions of use:

1. Parents and Guardians will not share their password with anyone, including their own children.
2. Parents and Guardians will not attempt to harm or destroy data of their own children, of another user, school network or internet.
3. Parents and Guardians will not use *RGS Parent Lounge* for any illegal activity, including violation of Privacy laws.
4. Parents and Guardians will not access data or any account owned by another parent or guardian.
5. Parents and Guardians who identify a security problem with the *RGS Parent Lounge* must notify the School immediately without demonstrating the problem to anyone else.
6. Parents and Guardians who are identified as a security risk to the *RGS Parent Lounge* will be denied access to the portal.

Any violation or breach of these terms will result in loss of access to the portal and possible civil and/or criminal consequences.

To access the *RGS Parent Lounge* click on the *RGS Parent Lounge* link on the School’s website, or type in the following URL: [http://www.rgs.qld.edu.au/parent-lounge](http://www.rgs.qld.edu.au/parent-lounge)

A “How to Use Parent Lounge” guide as well as a Guide to Activities in Parent Lounge is available on the School’s website. If you would like any further information regarding *RGS Parent Lounge* please do not hesitate to contact Karryn Johnson on 4936 0614 or parentlounge@rgs.qld.edu.au.
Appendix I - Enrolment Agreement

The School's rules exist to ensure the comforts, rights and safety of all School members are protected. When students and their families join the School community, it is assumed they have read and agreed with these rules.

Code of Behaviour

The School aims, in partnership with the home, to develop good character and self-discipline; consequently:
Anything contrary to common sense, good manners and decency is unacceptable.

Middle and Senior School Rules

These rules apply to students while attending school or boarding; or representing the School in any place or occasion when a student is in School uniform or can be recognised as a member of the School; or in any situation that could be recognised as related to the School.

1. Students will at all times respect and obey all School staff and student officers.
2. A student’s personal appearance will always conform to the School’s dress standards and guidelines.
3. No student is permitted to have or be affected by tobacco, alcohol or any prohibited substance.
4. Unauthorised borrowing or theft of others’ property will not be tolerated.
5. Wilful damage or destruction of any property is prohibited and could require the payment of compensation.
6. All dangerous articles and substances (including matches, explosives, fireworks, ammunition, knives, etc.) are strictly forbidden.
7. Students will not leave the School grounds during the day without complying with set procedures of their respective school. Boarders will not leave the grounds without complying with the set procedures as detailed in the Boarding Handbook.
8. Except in the case of illness, students must be in attendance on all School days unless leave has been granted by the School.
9. Students are expected to attend the following School events: Athletics, Cross Country and Swimming Carnivals, School Camps and Speech Night.
10. All members of the School community have a responsibility to uphold the values of The Rockhampton Grammar School.
11. Students will behave in a manner which enhances their reputation and the reputation of the School. This responsibility extends to behaviour outside the School, outside School functions and outside School hours.

Consequences

Breaches of the Rules may result in: rule reminder, verbal apology, written apology, isolation from peers, withdrawal from class, cleanup duties, loss of privileges, detention, suspension, expulsion.
Parents/Guardians will be notified by the School of any serious breach of School policy by their children. They will also be notified of the punishment incurred.
The Headmaster may request withdrawal, or expel a student, for serious breaches of the School Rules.

Student Declaration and Parent/Guardian Declaration

I, ....................................................................................................................................................

enrolling in Year ..........................................................

understand the conditions of enrolment at The Rockhampton Grammar School and will meet all regulations and codes of behaviour as outlined above and in other School documents such as the Student Diary and, for boarders, the Boarding Handbook.

Signature ................................................................................................................................. Date .................................................................................................................................

I acknowledge this Declaration.

Signature ................................................................................................................................. Name .......................................................... Date ......................
PARENT/GUARDIAN

Signature ................................................................................................................................. Name .......................................................... Date ......................
PARENT/GUARDIAN
Appendix II - Middle School Regulations and Expectations

Academic
Students are expected to complete all academic tasks by due dates. This includes homework, assignments and other tasks as set by teachers. Students who miss class time due to School trips, excursions and exchanges are required to make arrangements with their teachers regarding class work and any assessment tasks due while they are away from school, preferably well prior to their absence. By doing this, students have the opportunity to get ahead on academic tasks prior to their absence and minimising the amount of work they need to catch up on their return. It is important students realise that the responsibility for catching up on work missed lies largely with themselves and that the proactive approach outlined above should minimise any disruption to their academic progress.

Students must be punctual to all classes and have the necessary equipment. An Assessment Schedule will be handed out in the first week of each semester. This information is also available on the School website. For further information on Academic Policies please see the School Diary.

Co-Curricular
All students are expected to participate in the Inter-House Athletics, Cross-Country and Swimming Carnivals. Students are also encouraged to become fully involved in our extensive co-curricular programme. Our Colours Constitution is outlined in the School Diary. Students selected to represent RGS in an inter-school activity are obliged to do so unless there are exceptional circumstances which prevent such representation. Once students commit to an activity they are required to attend all scheduled sessions for that activity, as a priority, any absences should be communicated to the appropriate staff member prior to the event.

Form Camps
Students attendance at Form Camps is compulsory.

Dress and Appearance.
The School uniforms (formal, day and sports) should always be worn with pride and as described/illustrated in the enrolment package. Hats form an essential part of the uniform and must be worn, not carried, to and from school (whether walking or travelling by public or private transport) and for all outdoor activities when you are dressed in any school uniform (eg. P.E. lessons and excursions). Students are not permitted to travel to and from school in sports uniform unless in private transport.

Students are expected to have a regulation school bag for their equipment. No jewellery or make-up is to be worn with any school uniform. Girls with pierced ears are permitted to have one small ear stud or loop in the lower section of each ear.

No unnatural hair tinting is permitted. Hair must always be neatly brushed or combed and clean. Girls’ hair must be tied up (not just back) if it touches the collar and must not hang below the eyes in front. Boys’ hair must be cut off the ears and collar and above the eyes in front.

Behaviour
Students are expected to act with common sense, good manners and decency at all times and not adversely affect the learning or safety of others.

Further details are available in the School Diary. Please take particular notice of our Bullying, Sexual Harassment, Child Protection, Mobile Phone, and Anti-Discrimination policies.

Personal possessions
All possessions should be clearly named and students are expected to make suitable arrangements for the safety of personal belongings. Do not bring large amounts of money or expensive items to school. All items of value must be kept in locked lockers. Do not tamper with or borrow property that belongs to others without the owner’s permission. Mobile phones must be switched off and out of sight during the school day. The use of iPods and similar devices is prohibited between 8 am and 3.15 pm on school days. The School does not accept responsibility for theft, loss or damage to such items.

Internet Use
Any attempt to access, harm or destroy the data or hardware of another user and/or to obtain access to hacking tools will result in serious consequences including suspension or expulsion from the School.

Declaration:
I, _______________________________ of __________ (form class) have had all of the above information explained to me, including the policies mentioned. I agree to meet all regulations and to strive to meet all expectations.

Signed: ________________________________    Date: _______________________

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School Communications

General inquiries 07 4936 0600; reception@rgs.qld.edu.au; www.rgs.qld.edu.au

There are several publications and channels available to Grammar families to keep staff, students and parents up to date with School news, events and schedules:

The Parent Lounge provides many services in one convenient location: www.rgs.qld.edu.au/parent-lounge.

Here you can access information relating to your child and your School fee account. View your child’s timetable; Email your child’s teachers; View and print your child’s secondary school academic report; View important medical information recorded on your child’s medical file; View your child’s attendance record (secondary school only); View Daily Notices; Update your address details; Check your fee account balance and make a payment.

Daily e-Notices
General e-notices are sent out each day. Send an email to notices@rgs.qld.edu.au if you wish to add your name to our list.

Newsletters
Newsletters are published fortnightly on the School website at www.rgs.qld.edu.au/newsletters. Parents who subscribe to Daily Notices will also receive the newsletter via email every fortnight.

Term Calendar
The Term Calendar is available on our website at www.rgs.qld.edu.au/calendar.

Capricornus Quarterly
This publication, an attractive, colourful record of student achievement, is posted home at the end of each term and on-line at www.capricornusquarterly.rgs.qld.edu.au.

Capricornus
The School Year Book is published and distributed on the last day of the school year.

Personal Communication

Student absences, late arrivals, early departures:
Parents should contact the appropriate Head or Assistant Head of Year, no later than 9.00 am on the day, if their child is to be absent from School, late or needs to leave during the school day. You can advise the School of student absences by emailing: absentee@rgs.qld.edu.au.

Please note students will use the sign-in book at Reception to record the time of their return to School following an appointment or late arrival.

SMS Messaging
Parents of day students will receive an SMS message from the School when their child is absent without prior notice from the parent. If you are not already using this option and would like to do so, please email cwatts@rgs.qld.edu.au or call 07 4936 0613.

Subject specific enquiries
Parents who wish to discuss their child’s progress in a particular subject should contact the teacher directly.

General enquiries
For general enquiries, the appropriate Head of Year should be contacted.

Other School Communications
Please remember to notify the School’s Receptionist of any change in your contact details by emailing your name, your child/children’s name and form class, as well as relevant contact details to inform@rgs.qld.edu.au.
Term Dates 2016

Term 1

18 January: Leadership Team, Department Heads and new teachers on duty.
19 - 22 January: Student free days. All teaching staff on duty.
24 January: New Boarders’ Orientation.
25 January: New Students’ Orientation.
27 January: All students return to school.
22 February: Student free day (Middle and Senior School) (QCAA Monitoring).
24 March: Last day of term 1.

Term 2

11 April: Student Free Day, boarders return.
12 April: All students return to school.
25 April: ANZAC Day.
2 May: Labour Day Holiday.
16 June: Rockhampton Show Holiday.
24 June: Last day of term for students.
27, 28 June: Student free days for teachers.

Term 3

18 July: Student Free Day, boarders return.
19 July: All students return to school.
15 August: Student free day (Boarders long weekend).
16 September: Last day of term for staff and students.

Term 4

3 October: Queen’s Birthday Holiday.
4 October: Student free day, boarders return.
5 October: All students return to school.
17 October: Student free day (whole school) (QCAA Verification).
18 November: Last day for Year 12.
24 November: Middle and Senior School Speech Night.
25 November: Student free day.
28 - 30 November: Student free days.
## Daily Routine

### Middle and Senior School Daily Routine

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Early Period</strong>&lt;br&gt;<strong>Senior School only</strong></td>
<td>7.50 – 8.30</td>
<td>7.50 – 8.30</td>
<td>7.50 – 8.30</td>
<td>7.50 – 8.30</td>
<td>7.50 – 8.30</td>
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<tr>
<td><strong>Period 1</strong></td>
<td>8.30 – 9.10</td>
<td>8.30 – 9.10</td>
<td>8.30 – 9.10</td>
<td>8.30 – 9.10</td>
<td>8.30 – 9.10</td>
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<tr>
<td><strong>Period 3</strong></td>
<td>9.50 – 10.10</td>
<td>9.50 assembly then break until 10.30</td>
<td>9.50 – 10.30 Form</td>
<td>9.50 assembly then break until 10.30</td>
<td>9.50 – 10.10 Form</td>
</tr>
<tr>
<td><strong>Period 5</strong></td>
<td>11.10 – 11.50</td>
<td>11.10 – 11.50</td>
<td>11.10 – 11.50</td>
<td>11.10 – 11.50</td>
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<tr>
<td><strong>Period 6</strong></td>
<td>11.50 – 12.30</td>
<td>11.50 – 12.30</td>
<td>11.50 – 12.30</td>
<td>11.50 – 12.30</td>
<td>11.50 – 12.30</td>
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<tr>
<td><strong>Period 7</strong>&lt;br&gt;<strong>Middle School lunch</strong></td>
<td>12.30 – 1.10</td>
<td>12.30 – 1.10</td>
<td>12.30 – 1.10</td>
<td>12.30 – 1.10</td>
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<tr>
<td><strong>Period 8</strong>&lt;br&gt;<strong>Senior School lunch</strong></td>
<td>1.10 – 1.50</td>
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<td><strong>Period 9</strong></td>
<td>1.50 – 2.30</td>
<td>1.50 – 2.30</td>
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<tr>
<td><strong>Period 10</strong></td>
<td>2.30 – 3.10</td>
<td>2.30 – 3.10</td>
<td>2.30 – 3.10</td>
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<tr>
<td><strong>Late Period</strong>&lt;br&gt;<strong>Senior School only</strong></td>
<td>3.10 – 3.50</td>
<td>3.10 – 3.50</td>
<td>3.10 – 3.50</td>
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Note: Primary School – Morning Tea Period 4, Lunch Period 8
2016 Calendar

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<td>April</td>
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School Map