



BRISBANE GRAMMAR SCHOOL

2022
Boarding Handbook



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Director of Boarding

Berian Williams-Jones

As Director of Boarding, I am excited by the challenges and rewards of the position, while also aware of the privilege of having an integral role in the lives of young men during their formative adolescent years.

Throughout my teaching career, I have worked at boarding schools in England and Australia. My first post was at Haileybury, formerly the training college for the East India Company. Located half an hour north of London, the school had over 500 boarders. In addition to leading both Design Technology and Information Technology, I was actively involved in various pastoral roles, most notably as the Assistant Housemaster in Thomason and the Lower School.

In 2005, I joined Dean Close School in Cheltenham as their first Director of Assessment and Data but soon found the lure of a pastoral role hard to refuse. I was appointed Assistant Housemaster of Gate, before being asked to run the house on an interim basis. I was subsequently appointed Housemaster of Tower, living alongside almost 70 boys from 13 to 18 years of age. During my last four years at Dean Close, I was Head of Boarding, leading a boarding community of six houses and 300 students.

During my time at Haileybury, I was fortunate to be offered the opportunity to spend a year at The Southport School. An indelible experience, the year sowed the seed to relocate to Australia which, following a Winston Churchill Travelling Fellowship and various family holidays, we did in April 2015. I began my Australian teaching career at Gippsland Grammar School where I was Head of Boarding and served on the Victorian Board of the Australian Boarding Schools' Association.

My wife, Ruth, is also a teacher and in her words "a proud boarding widow", knowing that just five minutes in the House usually equates to a good few hours. Our eldest daughter is a student at QUT and boarded for four years at Dean Close School, so we are well versed with



boarding from a wide range of perspectives. Our youngest daughter has recently graduated from Somerville House.

My role at BGS is to lead the community, to provide a strategic overview for the Boarding program and to be a constant point of contact for parents. That said, I remain fully involved in the day-to-day running of the boarding community. The real reward of boarding is working with students, and seeing them both grow and mature into young people who are ready for the challenges and rewards that life beyond school offers.

Assistant Director of Boarding

Tim Fulton

It is a great privilege to be commencing in the role of Assistant Director of Boarding in 2022 and I look forward to supporting this incredible community. Boarding at Brisbane Grammar School has a rich history dating back to 1886, and it is an honour to share the responsibility of custodianship for its culture and customs.

I didn't immediately enter a career in education but made the transition following seven years in commercial banking. Having grown up in Melbourne, I attained a commerce degree that led to study at both Deakin University and Jonkoping International Business School in Sweden. I then entered a career in banking and finance that eventually led to my wife and I relocating to Brisbane in 2012. Following studies in Education at UQ, I then began teaching at Cavendish Road SHS for two years.

I commenced teaching at Brisbane Grammar School in 2018 and in addition to being an Economics and Geography teacher have had many various roles and opportunities to further connect with this amazing community. I have coached basketball, football and volleyball; led the Cape York Indigenous Immersion; as well as a service and leadership international immersion experience in Cambodia. In 2021 I joined the Boarding community as a Boarding Tutor while also taking on the role of Acting Assistant Head of Year 12 within the Student Wellbeing team.

My wife Tess is a physiotherapist working at the Queensland Children's Hospital in South Bank and has been working in paediatrics for over 10 years, both in Melbourne and here in Brisbane. Tess and I have two sons; Hamish (5) and Harry (3), who are both excited by the prospect of gaining an extra 90 'brothers in boarding'.

As the Assistant Director of Boarding, my role is primarily to ensure the smooth day-to-day operation of the boarding community across both Harlin House and Griffith House, and that the needs of the young men in our care are being met. I am committed to fostering positive relationships with students, staff and parents,



and to a supportive learning environment for all boarders. Boarding is home to many different individuals, and we will facilitate a variety of relevant and continuous learning experiences that develop the boys' characters to their full potential.

I look forward to working closely with your sons and your family to ensure their experience in boarding at BGS is positive, that they are always safe and that the boys are supported throughout their journey.

Senior Boarding Tutors

Graham and Debbie Power



Graham Power

I started at BGS as a Cricket Development Coach in 2018, but I have a long history of working in schools before then. I started as a primary school teacher, working in various school communities across Queensland for 33 years. During those years, I served a decade as the Principal of small schools in Arcadia Valley, Dallarnil, Croydon and Burnett Heads.

An opportunity arose to follow my other passion, cricket. I became a Regional Cricket Manager (Wide Bay) for Queensland Cricket, followed by a four-year term as their Coach and Talent Specialist for Brisbane North and the Bayside East and Redlands (BEARS) regions.

Coaching cricket has given me an insight into the motivations of adolescent boys. I see my roles as a cricket coach and Senior Boarding Tutor as complementing each other in enabling me to enrich the lives of the boys I coach and tutor.

Debbie Power

I started at BGS in 2016, although I have worked in schools throughout my career. I have gained experience across pre-schools and primary schools, as well as state and private schools in multiple functions, including as a teacher's aide and in student services.

My current roles are diverse, working in the School's Enrolments and Middle School Reception teams. These positions complement my role as Senior Boarding Tutor (Griffith House), as I am able to effectively act as a liaison between teaching staff, boarding staff, and boys in Griffith House.

I have two adult children with my husband, Graham, who I work alongside as Senior Boarding Tutors (Griffith House). Our son Taylor is a police officer. He graduated from the Academy in 2020, and also has a double degree in Business and Sports Management. Our daughter Hannah works at a financial planning company in Bowen Hills. She has worked in this industry since she graduated from St Luke's Anglican College, Bundaberg.

With our combined experience working in schools, and as parents, my husband and I are delighted to live with and lead boys in Griffith House.

Harlin House Student Leaders

Sam Siganto and Finnian Beck-Veldman



Sam Siganto | Boarding Captain

Born in Dubai, I came to Australia at the age of four, where I lived and grew up in the suburb of Graceville in Brisbane. Following a year in Singapore attending Australian International School, I returned to Brisbane to attend BGS as a Year 8 boarder from the start of 2018. The transition away from home life was met with a mixture of excitement and an amount of apprehension. I was anxious, yet eager to embark on my own journey through BGS.

Arriving at the House, I was met by the boarding prefect group, and any nerves were left at the door. The collective brotherhood that binds the boys of Harlin House was strikingly unique. The relationships I built almost instantly with the older boys ensured a seamless transition into boarding. Although we came from unique backgrounds, we embarked as one on a shared boarding journey.

Within both Harlin and Griffith Houses, our strength lies in the relationships that students forge with each other and with staff. The value of community is unwavering, with all boarders and boarding staff together creating the one intricate support network.

Alongside the Vice Captain of Boarding and Boarding Prefect team, I look forward to fulfilling my responsibilities and vision as Boarding Captain in 2022.



Finnian Beck-Veldman | Boarding Vice Captain

I was born in Brisbane but grew up outside of Australia. I completed most of my primary and secondary education in Hong Kong, where my family still live. I always knew I wanted to finish my education in Australia, so when the opportunity presented itself, I was ready to jump on it and begin a new chapter.

My BGS Boarding journey began at the start of Term 3 in 2020, and it could not have been at a more tumultuous time. Despite the pandemic, when the time came to start boarding, I was eager to launch myself at every opportunity that presented itself.

On arrival, I felt an instant connection to the boys in my year group and across the whole House. This opened my eyes to the strength of community that was offered by BGS boarding. The strength in our school value of community allows all boys, new and existing to feel welcomed and heard, being able to contribute to the shared vision of the boarding house.

As I approach the final leg of my journey at BGS, I embrace the responsibility of being the Vice Captain of Boarding and endeavour to serve alongside Sam, the Boarding Prefect team, and the seniors to give back to BGS Boarding and the whole school community.

A Welcome to Boarding

Boarding Principles

BGS aims to offer boys the best possible boarding experience, in a nurturing environment, where each individual is safe and happy, is valued and is encouraged to achieve his best.

The foundations of the boarding experience are the same strong values that exist within the School. Harlin House and Griffith House seek to be part of a respectful community with regard for learning, leadership and endeavour. Within boarding, we focus on the holistic wellbeing of boys and seek to provide a program and experience that helps them fulfil their potential and become BGS graduates who contribute to their communities.

We nurture the needs and talents of individual boarders through a diverse program of enrichment experiences. These encompass academic studies, physical and recreational activities, service to others, the opportunity to lead, and a variety of life skills. Boarders gain a sense of belonging as part of a large and inclusive group of boys, while also belonging to a smaller pastoral group, in the form of a House Family. The boarding community seeks to be an integrated element of BGS, with strong and supportive relationships with leadership, teaching and support staff.

Boarders are cared for by well-qualified and dedicated staff who are experienced in the care of adolescent boys in a residential setting. The boarding community seeks to operate to the highest possible standards through strong processes and procedures. The program meets, and where possible exceeds, the requirements of the National Boarding Standards. Emphasis is placed on strong communications within the Houses, and with parents, guardians and the wider community.

We recognise that factors beyond the student program are central to a successful boarding community. We are committed to a contemporary boarding model that provides boarders and staff with comfortable accommodation. We recognise the need to attract and retain high-calibre staff, within a

structure that enables career development and progression.

Accommodation

At Brisbane Grammar School, all boarders live in the one precinct. Harlin House and Griffith House provide a home away from home for almost 100 boarders.

The Director of Boarding leads the boarding program and is responsible for all aspects of boarding at BGS - from the recruitment of boarders to the strategic direction of the community. The Assistant Director of Boarding is responsible for the daily operation of the boarding community and for leading Harlin House, while the Senior House Tutors are responsible for the social, emotional and academic wellbeing of boarders in Griffith House. The Activities Tutors lead a seven-day activity program for all boarders.

The staffing structure consists of eight Boarding Tutors, usually teachers from the day school. Each Boarding Tutor works one evening shift per week supervising prep, providing pastoral leadership for House families, and facilitating activities. Six Residential Tutors live within the boarding precinct, providing overnight support and supervision.

The catering department offers a varied and healthy diet that meets the needs of the boarding and school communities, and is served within an attractive and welcoming facility. At the same time, our Health Centre provides a high level of health and related care for boarders.

A Health Centre is located within Harlin House offering a surgery service from 7.00am until 10.00pm from Monday to Friday. The service is also available during weekend mornings and evenings, with an on-call schedule operating during the day. A nurse provides overnight care for all boarders when needed.



Contact Details

Boarding House

Postal Address	Harlin House / Griffith House Brisbane Grammar School 24 Gregory Terrace Brisbane QLD 4000 Australia	
Director of Boarding Mr Berian Williams-Jones	+61 7 3834 5225 0477 831 974	berian.williamsjones@brisbanegrammar.com
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Senior Boarding Tutors Mr Graham Power Mrs Debbie Power	0478 137 442	graham.power@brisbanegrammar.com debbie.power@brisbanegrammar.com
Houseparent Mrs Debbie Cross	+61 7 3834 5738	debbie.cross@brisbanegrammar.com
Duty Tutor	0417 129 124	

Health Centre

Health Centre Manager Ms Karen Bramley	+61 7 3834 5222	healthcentre@brisbanegrammar.com
Nurses	+61 7 3834 5222	healthcentre@brisbanegrammar.com

Middle School

Head of Middle School Ms Rebecca Campbell	+61 7 3834 5375	rebecca.campbell@brisbanegrammar.com
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Senior School

Deputy Headmaster and Head of Senior School Mr David Carroll	+61 7 3834 5249	david.carroll@brisbanegrammar.com
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Boarding Tutors

Mr Josh Easterbrook	joshua.easterbrook@brisbanegrammar.com
Mr Dylan Koopman	dylan.koopman@brisbanegrammar.com
Mr Logan Hawkins	logan.hawkins@brisbanegrammar.com
Mr Lachlan Johnstone	lachlan.johnstone@brisbanegrammar.com
Mr Dan Ritchie	daniel.ritchie@brisbanegrammar.com
Mr Jamie Smith	jamie.smith@brisbanegrammar.com
Mr Paul Warwick	paul.warwick@brisbanegrammar.com
Mr Patrick Last	patrick.last@brisbanegrammar.com





Daily Routines

Wake Up

All boarders are expected to wake themselves during the week and on the weekend. Boarding staff are on duty from 6.00am, and either the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors will be in the precinct from 7.00am each weekday.

Roll Call

Formal roll calls take place before breakfast each morning to account for students and to communicate important notices for the day ahead. Students who will be absent from roll call due to a sporting commitment or activity are expected to inform a staff member in advance. Any regular commitments (such as rowing training etc.) are considered an approved absence.

Breakfast

Breakfast is compulsory for all boarders and is an important opportunity to prepare for the day ahead. Breakfast service finishes at 8.10am. Only boys returning from morning training sessions are allowed in the dining room after this time.

Depart for School

All boys are expected to depart the Houses promptly and will have left the precinct by 8.15am.

Room Inspections

Inspections of rooms or areas will take place each morning. Boys are expected to make their bed, clear the surrounding floor of any clothes or other belongings, and leave the desk sufficiently organised to allow the surface to be cleaned. There are further checks each evening to ensure the boys are maintaining and caring for their areas. On Sunday evening, there is a whole-house tidy up following the weekend activities.

School Day

Boarders are not allowed to return to the boarding houses during the course of the school day. In exceptional circumstances, and under the supervision of a member of staff, they may be allowed to enter to collect an item, but this should be viewed as an exception rather than the norm.

Return from School

Boarders return to the houses at the end of the school day. This time will vary depending if boys are in the Middle School or Senior School, in keeping with the term's bell times.

Afternoon Activity

An extensive activities program exists at BGS with a diverse range of options available. Opportunities include house-based programs, school-based clubs and societies that meet each week and the GPS sports competitions. Boarders are expected to make the most of the extensive co-curricular activities offered at the School.

As a rule, boarders in Years 5 to 10 are expected to take part in a School or House based physical activity each week. They are also expected to attend an additional regular activity commitment each week. In Years 11 and 12, boys will be encouraged to retain their interest in a wide range of programs.

Dinner

Dinner is served from 5.40pm to 6.10pm each day, and the kitchen stays open until 7.00pm to cater to boys who have other commitments. When requested in advance, the kitchen can provide late suppers for boys returning to the precinct after 7.00pm. Boys are expected to be suitably dressed in the dining room, wearing a collared shirt and closed footwear. Only in exceptional circumstances will boarders be allowed to enter the dining room after games or recreation and without having showered. On a Monday evening, boys are to wear a long-sleeve button-down shirt and smart casual clothes or their school uniform to the weekly community meal.

Prep

Prep is a time for homework and directed study. Every boarder is expected to use prep time to complete set homework or do personal work with a clear academic or school-related outcome.

All students in Years 5 to 11 do their prep in supervised conditions in The Lilley Centre. Students in Year 12 can choose to do their prep either in Harlin House or The Lilley Centre.

Prep for boys in the Middle School starts at 6.15pm and ends at 7.45pm. For boys in the Senior School, prep lasts until 8.15pm, and many will naturally continue beyond that time.

Free Time

Following prep, there is a brief but important opportunity to relax and unwind at the end of the day in one of the various common rooms. These rooms provide space to relax, watch television, play some games and prepare light snacks.

Showers and Teeth

Prior to bed, there is ample time for personal hygiene – an important element of living within a boarding community.

Bedtime Routine

All boarders have different routines before bed, but each must adhere to the same basic principle and use the time to prepare for sleep. Boarders are encouraged to read a book during the 30 minutes of 'quiet time' before lights out. Mobile phones belonging to boys in Years 5 to 11 are collected before quiet time.

Lights out is a time for sleep and every boarder will be expected to keep any noise or movement to an absolute minimum. Boys can access their mobile phones in the morning.

Boarders who need to wake early in the morning for a cocurricular sport or activity should have their own alarm clock.

Special Meal Requests

Early morning and late suppers are available for boarders who are absent due to training, rehearsal or leave. Takeaway morning tea and lunch can be ordered at the servery.

Public Holidays

On public holidays, Sunday meal times will be followed.

Weekday Routine Summary

Event	Years 5 to 8	Year 9	Year 10	Year 11	Year 12
Wake Up	7.00am	7.00am	7.00am	7.15am	7.15am
Roll Call	7.25am	7.30am	7.35am	7.40am	7.45am
Breakfast	7.00am to 8.10am				
Room Inspections	from 7.50am				
Depart for School	8.10am	8.10am	8.10am	8.15am	8.15am
Return from School	3.00pm	3.00pm / 3.10pm	3.00pm / 3.10pm	3.00pm / 3.10pm	3.00pm / 3.10pm
Dinner	5.40pm	5.40pm	5.40pm	5.40pm	5.40pm
Prep	6.15pm	6.15pm	6.15pm	6.15pm	6.15pm
Free Time	7.45pm	8.15pm	8.15pm	8.15pm	8.15pm
Showers and Teeth	8.15pm	8.45pm	8.45pm	9.30pm	9.30pm
Bed time / Quiet time	8.45pm	9.15pm	9.15pm	10.00pm	10.00pm
Lights Out	9.15pm	9.45pm	9.45pm	10.30pm	10.30pm

Weekend Routine Summary

Saturday		Sunday	
Breakfast	7.30am - 9.30am	Brunch	8.00am - 11.00am
Lunch	12.30pm - 1.00pm	Lunch	12.30pm - 1.30pm
Roll Call	12.50pm	Roll Call	12.50pm
Dinner	5.40pm	Dinner	5.40pm
Quiet Time	+30 min Weekday	Quiet Time	Weekday times
Lights Out	+30 min Weekday	Lights Out	Weekday times

Dining Room Summary

Breakfast

Monday - Friday	Saturday	Sunday (Brunch)
7.10am - 8.00am	7.30am - 9.30am	8.00am - 11.00am

Morning Tea

Monday - Friday	Saturday	Sunday
10.10am - 10.40am		

Lunch

Monday - Friday	Saturday	Sunday
1.00pm - 1.30pm	12.30pm - 1.00pm	12.30pm - 1.30pm

Afternoon Tea

Monday - Friday	Saturday	Sunday
3.00pm - 3.30pm		

Dinner

Monday - Friday	Saturday	Sunday
5.40pm - 6.10pm	5.40pm - 6.10pm	5.40pm - 6.10pm

Supper

Monday - Friday	7.45pm - 8.30pm
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Leave

Reach Boarding

All leave is managed through our Reach Boarding system.

The system is accessed via the MyGrammar portal, and can be used on any browser or through a mobile phone app. Instructions on how to use the system are available via MyGrammar.

General Leave Protocol

It must be clearly understood that boarding staff need to know where boarders are at all times.

It is a strict rule that boarders never leave the School without permission from the Director of Boarding, Assistant Director of Boarding, Senior Boarding Tutors or a Boarding Tutor, and are signed out through the Reach Boarding system. In the same way, boys returning from leave must report to the Director of Boarding, Assistant Director of Boarding, Senior Boarding Tutors or a Boarding Tutor, and must sign in.

When visiting family members or friends, parents are expected to have made contact with the host and provide the host's details on any leave request. Hosts will be required to make contact with the the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors, unless this is a regular arrangement. If boarders are regularly hosted by parties other than parents, details can be lodged via an approved host form.

Under no circumstances are boarders to go on leave without adult supervision.

Any concerns regarding the level of supervision in place will be raised directly with parents.

Leave Requests

Leave is given at the discretion of the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors, and is not available when compulsory activities are taking place.

Overnight, weekend, tea or special leave requests must all be entered on the Reach Boarding system either 24 hours in advance of leave, or by 8.00pm on the Thursday preceding any specific weekend.

Leave may be requested in one of two ways: either by boarders for acknowledgement by parents or guardians, and then approval by the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors; or directly by parents for subsequent approval.

Overnight / Off-Campus Leave Types

All overnight or off-campus leave for a significant period requires parental permission and adult supervision.

Weekend Leave

Weekend leave refers to overnight absence for either Friday or Saturday night, or for the whole weekend. Leave usually begins after the end of school on Friday afternoon and ends by 8.00pm on Sunday evening.

Overnight Leave

Overnight leave refers to leave during the school week. Boarders will be expected to have returned to their respective house by 8.00am the following day.

Tea Leave

Boys are permitted to go out to tea leave with their parents, a close relative or family friends. Tea leave normally starts at the end of school commitments and will last until 9.00pm on the day requested, unless a different arrangement is approved by the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors.

If leave is during the school week, it is the boy's responsibility to organise his time and complete all homework for the following day.

Special Leave

Any leave outside the types already mentioned is regarded as special leave and will be used for periods of absence longer than one day outside the normal weekend arrangement.

Any special leave requires approval directly from the Director of Boarding.

COVID Sign In

COVID sign-in procedures must be followed when returning from off-campus leave.

Local Leave Types

All local leave may be requested by boarders and does not need approval from home.

The Barracks/Kelvin Grove/Boundary Street

Leave for The Barracks, Kelvin Grove or Boundary Street is granted to boarders in Years 9 to 12 to allow for local shop purchases. The duration of the leave is from the end of school until 5.00pm. Boarders in Year 9 are not allowed to travel alone.

During weekdays, boarders need to be in full school uniform for this leave.

Weekday City Leave

Weekday city leave is granted to boarders in Years 10 to 12, between 3.10pm and 5.00pm. Boarders in Year 10 are not allowed to travel alone. City leave is granted at the discretion of boarding staff for such things as visiting banks etc.

Weekday city leave is only ever offered to boarders in Years 5 to 9 for specific purposes. Parents must request permission from the Director of Boarding, Assistant Director of Boarding or Senior House Tutor. Boarders in Years 5 to 9 are expected to be collected by their parents or hosts.

Boarders need to be in full school uniform for this leave.

Weekend City Leave

Weekend city leave is granted on Saturday or Sunday to boarders in Years 9 to 11 for a period of up to four hours or until 5.00pm, whichever is sooner. Year 12 boarders can have up to six hours of city leave. Boys may visit the city for purposes such as the movies or shopping. This leave will not be available when compulsory House activities occur. Boarders in Years 9 and 10 are not allowed to travel alone.

Local Leave for Boarders in Years 5 to 8

Boarders in Years 5 to 8 are supervised by a member of boarding staff while off campus. There is regular supervised leave to The Barracks and the city over the course of the weekend.

Leave Transition

In Term 4 of each year, a transitional leave arrangement will be used to assist boys in preparing for the following year. For example, Year 8 boys will be chaperoned by a Prefect on street leave; and Year 9 boys will be allowed city leave, as if they were in Year 10.

Holiday Arrangements

End and Start of Term

It is expected that boarders' travel arrangements take place after all assessment items have been completed. The Houses will remain open until 12.30pm on the day after the last day of term. Boarders may return to the Houses from 12.30pm on the day before classes begin. No supervision will be available before that time.

Overseas Students

Overseas boarders must comply with the accommodation policy and complete the overseas boarding students' holiday leave form before holiday travel each term.

Leave Summary

Off-Campus Leave

Weekend Leave All requests submitted via the Reach Boarding system by 8.00pm on Thursday. Parents confirm all requests by 12.00pm on Friday. All requests approved by the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors. Boarders sign out with boarding staff and on the Reach Boarding system. Boarders sign in with boarding staff and on the Reach Boarding system by 8.00pm on Sunday. COVID sign-in procedures must be followed when returning from off-campus leave.

Overnight Leave All requests submitted via the Reach Boarding system at least 24 hours in advance. All requests are approved by the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors. Boarders sign out, and in, with boarding staff and on the Reach Boarding system. COVID sign-in procedures must be followed when returning from off-campus leave.

Tea Leave All requests submitted via the Reach Boarding system at least 24 hours in advance. All requests are approved by the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors. Boarders sign out, and in, with boarding staff and on the Reach Boarding system. COVID sign-in procedures must be followed when returning from off-campus leave.

Special Leave Available at the discretion of the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors. All requests are submitted, confirmed and approved via the Reach Boarding system 24 hours in advance. Boarders sign out, and in, with boarding staff and on the Reach Boarding system. COVID sign-in procedures must be followed when returning from off-campus leave.

Local Leave

Barracks / Kelvin Grove / Boundary St Granted by boarding staff. Boarders in Years 5 to 8 will be supervised by a Boarding House Tutor as part of an activity. Boarders in Years 9 and 10 will only be allowed leave with at least one other boarder. The leave is until 5.00pm. Boarders in Years 11 and 12 are allowed leave on their own. Boarders sign out, and in, with boarding staff and on the Reach Boarding system.

Weekday City Granted by boarding staff. The leave is until 5.00pm. Boarders in Year 10 need to be on leave with at least one other boarder. Boarders in Years 11 and 12 are allowed leave on their own. Boarders sign out, and in, with boarding staff and on the Reach system.

Weekend City Granted by boarding staff. Boarders in Years 5 to 9 will be supervised by a House Tutor as part of an activity. Boarders in Year 10 need to be on leave with at least one other boarder. Boarders in Years 11 and 12 are allowed leave on their own. The leave is for a period of four hours, or until 5.00pm, whichever is sooner. Boarders sign out, and in, with boarding staff and on the Reach Boarding system.



Rewards and Sanctions

Rewards

Harlin House and Griffith House are places where boarders are encouraged to behave appropriately.

Through our House Values, clear expectations are provided for each and every boarder.

As a community, we encourage the success of our boarders in meeting these aims through recognising, celebrating and rewarding commendable behaviour and actions.

Commendable behaviour and actions range from a boarder ensuring his area meets the expected standards to demonstrating worthy care for his peers or other boys in the house, supporting other boarders in their endeavour, or representing the School.

On a weekly basis, we celebrate the achievements of boarders through various actions.

Sanctions

On occasions, boarders may behave in a way that detracts from the community and their own life in Boarding. In these circumstances, appropriate and equitable action will be taken.

Minor misdemeanours will be responded to by the staff on duty and will lead to an appropriate response, while continued misdemeanours will be communicated home and will normally result in a more robust response.



Enrichment Programs

Academic Enrichment

Academic Enrichment is an integral feature of the BGS Boarding experience. We facilitate our program through a varied structure of support, assistance and goal setting, under the guidance of well-qualified teachers, academic tutors, boarding staff and senior boys.

There is a high level of staffing throughout, with the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors on duty during Prep. Their role is to manage the learning environment and set the tone for effective study. They are supported by Boarding Tutors, who are also academic staff at Brisbane Grammar School. The tutors actively assist boys in their studies and support their learning as needed. Additionally, former boarders who have excelled in their studies are employed as specialist academic tutors. They work with the staff on duty to support and guide boarders.

Our enrichment takes place in The Lilley Centre – an extremely well-resourced environment where we differentiate learning areas. These range from rooms for direct supervision to spaces for group collaboration work. It is compulsory for all boys in Years 5 to 11 to work in The Lilley Centre, while many of the Year 12s also appreciate the assistance available. By consolidating our resources and focus, we have come to name this space the Learning Hub.

Within The Lilley Centre, we provide areas for direct supervision, most notably for the younger boarders. We adopt a similar approach for our literacy enrichment lessons to facilitate active learning. There are designated spaces for silent working, where boys who wish to work without any disturbance can do so. We recognise that some boys feel more comfortable in an environment where some degree of interaction occurs, and we also facilitate this mode of study.

Collaboration is an extremely effective way of learning and we create a suitable space for this approach. Study rooms that enable small groups to work together are available, and boys in Years 11 and 12 can access the Learning Commons. Where boys wish to work in a group, perhaps in preparation for an assessment, we facilitate the use of a room or area where open discussion can take place.

Wellbeing Enhancement

We nurture young men to become thinking leaders – individuals who will demonstrate self-regulation in their thoughts and actions, and become reflective members of our community.

We offer a boarding environment and experience focused on the needs of the individual. We encourage connections within the Houses, the School and the community; we foster an understanding of healthy living and equip boarders with the skills they need to lead in whatever field they pursue.

Our wellbeing framework builds upon the well-established school-based program, but also recognises the additional needs of boarders and seeks to address these through a combination of enrichment activities and approaches.

Community and connection

Through connection, boarders develop a sense of belonging to residential life, to the School, and the community. BGS Boarding facilitates wide-ranging connections through its well-established and diverse activity program. Year group gatherings, House Family events, whole-house and Public Purpose activities foster a healthy participation that enables boys to make strong and sustainable connections.

Healthy living

Living in a health-conscious manner is an important aspect of a successful and fulfilling life. A specific program equips boarders with the knowledge and understanding they need to make good decisions regarding their lifestyle, particularly as they live away from home. Boys are encouraged to be personally active, to appreciate the importance of a healthy and nutritious diet, and to value quality opportunities for mindful relaxation and sleep.

Individual

In the Houses we cater for the needs of the adolescent through a consistent but customised approach to his wellbeing as he develops. The Director of Boarding, Assistant Director of Boarding and Senior Boarding Tutors lead the program, supported by eight Boarding Tutors. Houseparents provide important input together with six Resident Boarding Tutors and the nurses in the Health Centre. Peer support is equally valued and the Harlin House Prefects and House Family Seniors play a vital part in the role of the ‘older brother’.

Boarding curriculum

Boys of all ages need to develop skills that equip them for life both in, and beyond, BGS. A customised approach addresses the needs of different age groups and provides a progression of experiences that enable them to make sound and autonomous decisions. Life skill activities range from fundamental tasks such as shoe polishing or shirt ironing for the younger boarders, to financial literacy and the ability to write an effective resume for our senior cohort.

Leadership

Leadership is one of the core values at BGS and it is especially important in the boarding community. Formal leadership roles are most evident in Year 12, although they do exist throughout the year groups. Boarders are challenged to think and act as servant leaders in readiness for opportunities in the Houses, at school and as citizens of the world in which they will live and work.

Pastoral Care

BGS Boarding has an extensive pastoral care network to support boarders that contributes to a student's success at the School.

Leaders

The Director of Boarding and Assistant Director of Boarding, supported by the Senior Boarding Tutors, lead the pastoral care of boarders. The Director of Boarding provides a strategic intent to the community and is responsible for developing the Boarding program. The Assistant Director of Boarding focuses on the day-to-day operation and management of the precinct. The Senior Boarding Tutors are responsible for the boarders in the Middle School, ensuring they receive the level of care and attention required as younger members of the community. Working together, these members of staff are actively involved in the pastoral care of the whole boarding community.

Houseparent

The Houseparent is responsible for all boys in our community, and provides a nurturing presence within the precinct. The Houseparent attends to a diverse combination of needs and issues, while also acting as a maternal figure for all of the boys.

Tutors

A team of eight Boarding House Tutors and six Residential Boarding Tutors provide both an ongoing supervisory and residential presence throughout the term. The Residential Boarding Tutors provide overnight care for the boys with one tutor on designated duty throughout the night.

House Families

Each boarder is placed in a House Family, which serves as their tutor group. There are eight House Families, each named after one of the significant figures from history who appear in windows of the Great Hall.

A Boarding House Tutor will lead each House Family and connect with the boys while on duty, and throughout the week. The tutors undertake various tasks with the boarders and coordinate at least one social activity each semester. Above all else, tutors take an active interest in the wellbeing of their boarders. To support the tutors, each House Family will have a Boarding Senior (student) who is responsible for organising the family to compete in activities and the roster when they are on duty. The Boarding Senior will also take an active role in supporting other boys in his House Family. A member of staff from the residential team is also associated with each House Family.

Health Centre

The Health Centre provides a vital strand of care for the boarders. Ever present and ever willing to listen, the role of the nurses extends far beyond ensuring the health of the boarders. They actively contribute to the wellbeing of each boy and provide a further maternal presence in the boarding community.

Heads of Year

The various Heads of Year, and Assistant Heads of Year, are actively involved in the care of each boarder. Strong and effective communication between the boarding and day school ensures both successes and concerns are readily shared, and that as a school we work as one to support each boarder to ensure that they fulfil their potential.

Deputy Headmaster and Head of Senior School

The Deputy Headmaster and Head of Senior School David Carroll oversees the wellbeing of every boy at BGS. He takes a keen and active interest in the boarding community and is a regular visitor to the boarding precinct. He ensures that our systems and procedures are aligned with those of the School, and that the needs of boarders are known and understood by academic staff.



Boarding Values

In the boarding community, we value our established culture as we understand its importance in setting and defining the tone of the precinct.

Our culture comes from being part of a respectful community that values learning, leadership and endeavour. We have adapted these five core School Values to a boarding contract, best understood as the following five statements.

Leadership

Make good decisions in the House and fulfil your obligation to set a fine example in the boarding community.

Endeavour

Challenge yourselves and each other to make the most of the opportunities offered to you,

and in so doing be an ambassador for boarding at BGS.

Learning

Work with focus and determination to achieve your academic goals, creating a positive culture and atmosphere of learning.

Community

Value the culture, tradition and diversity of our community, while supporting and appreciating others in their endeavours.

Respect

Develop respectful relations with fellow boarders and adults in the boarding community, valuing the precinct and program.

Student Life

Bounds

To ensure the safe and efficient running of Boarding, boarders are deemed to be out of bounds if they are absent from the houses or grounds at any time outside normal school hours without the permission of the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors.

Breakage and damage

Students are expected to exercise reasonable care when using equipment and furniture, and all damage is to be reported immediately.

A student will be held responsible for intentional damage or unintentional damage caused by negligent activity. Repair charges may be placed on the parent's fee account.

Cab / Taxi

The School has a Cabcharge account that is used to enable boarders to attend various locations and activities off site. The cost of a Cabcharge fare is normally added directly to the student's account for payment. Cabcharge vouchers are available from either the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors.

Students are not permitted to use Uber services while at Brisbane Grammar School. Uber drivers are not required to hold a Positive Notice for Working with Children (Blue Card) and therefore this service does not meet our Duty of Care obligations.

Computers

Boys from Years 7 to 12 are all part of the School's tablet program. This device is adequate for academic work and for communicating with home. Only boarders in Years 11 and 12 may bring their own laptop or desktop computer to the boarding house.

Gaming and gaming consoles such as Xbox and PS4 devices are not permitted in student areas. This includes personal computers set up for gaming. With the extensive refurbishment of the common rooms, which have games consoles and games provided, it is not necessary for students to have their own devices.

Conduct

The conduct of students in common or public rooms should be appropriate and be respectful of others. No common area should be used to store individual possessions and any waste or rubbish is to be disposed of as appropriate.

Daily messages

Daily messages are displayed in the foyer of Harlin House and



Griffith House and through Microsoft Teams. They will appear on either the information screen or the whiteboard, and be communicated at morning roll call in Griffith House, or evening roll call in Harlin House.

Dress and appearance

Outside the School grounds, school rules on dress must be observed, especially when going on weekday leave to the Barracks, Kelvin Grove, Boundary Street or the city. It is not acceptable to wear a relaxed version of the school uniform.

On Saturday and Sunday, neat casuals may be worn if a boarder is going on city leave.

After school, boys may wear neat casual clothing. Collared shirts are to be worn for every weekday dinner in the boarders' dining room. School sports uniforms are not an adequate substitute.

Good hygiene demands boarders shower before entering the dining room if they have been involved in exercise.

Electrical Equipment

Students may bring electrical items such as desk lights, mobile phone chargers, or docking stations to play music. All items of this nature will need to be tested to make sure they are safe for use. Items found to be unsafe will be removed and be made available to collect.

Cooking appliances such as toasters or kettles, or fans that have heating elements, are not acceptable due to the current they draw.

Please note that any item used to play personal music needs to be of an appropriate size and be operated with the discretion that living in a community requires.

Fire Alarm and Drill

All boarding facilities are fitted with fire alarm systems. Fire drills will be held each term to ensure the safety procedures are understood by all boarders and staff in the event of a fire.

Whenever the fire alarm sounds, the building should always be evacuated following the directions as displayed in the Harlin House and Griffith House, assembling on the Boarders' Lawn if the alarm takes place outside the normal school hours.

Extinguishers and fire hoses are in place in the boarding house. It is an offence to tamper with fire safety equipment. If extinguishers and fire hoses are misused, or an avoidable fire alarm is caused by a boarder then, at the discretion of the Headmaster, the boarder may be liable for costs.

Friends

Boarders are encouraged to invite friends for a meal or activity with the permission of the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors. When entering the boarding precinct, any guest should be introduced to a relevant member of staff.

All visitors must sign in with the Check In Qld app on entry.

Grammar Shop (books, stationery and uniforms)

The cost of textbooks, stationery, etc. cannot be charged to school accounts.

Purchases can be made via debit or credit card, in-store or over the phone. Parents can access a Grammar Shop Order Form via the P&F Auxiliary section of MyGrammar. Parents can also put funds on their son's [My Student Account \(MSA\)](#) card for use at the Grammar Shop and the Tuckshop.

Contact

+61 7 3834 5347

grammarshop@brisbanegrammar.com

Trading Hours

Monday to Friday

7.30am - 11.00am

Haircuts

Boys are to have moderate haircuts at all times, in line with school expectations.

Boarders in need of a haircut will be given leave to visit a barber or hairdresser. No haircutting equipment is permitted in the boarding house.

House Fabric

The fabric of the House should be treated with the utmost respect. The furniture allocated to students will be in good condition and is to be used appropriately. Misuse of furniture will normally result in a charge for repair or replacement. The general condition and tidiness of a study area is the responsibility of the respective student. Study areas should be kept to the highest possible standard out of respect for other students who may share the room and of those who clean the Houses.

House Bank

It is strongly recommended that boys deposit any money greater than \$20 into the House Bank for safekeeping and quick access when required. The House Bank is available whenever the Assistant Director of Boarding or Senior Boarding Tutors are in the Houses.

Insurance Cover

Parents are asked to arrange insurance cover on their sons' personal belongings if they desire it, particularly valuable items such as mobile phones or musical instruments. BGS is not able to take responsibility for lost or stolen items.

Involvement

It is a given that all boarders will make the most of the extensive cocurricular and activities programs on offer at the School.

Boarders in Year 10 and below are expected to attend two regular commitments each week. In Years 11 and 12, boys are encouraged to retain a good level of involvement as appropriate to their personal circumstances.

Laundry

The Laundry wash all uniforms, sports and casual clothes on a daily basis from Monday to Friday. Linen is washed weekly.

All items of clothing, including shoes, should be named at the beginning of each term. The laundry can sew name tags on items purchased during the term. Please do not use iron-on labels.

The Lilley Centre

The Lilley Centre is open from 7.00am to 6.00pm, Monday to Thursday, and 7.00am to 4.30pm on Fridays. Boarders have access to the Library all day. In addition, on Monday to Thursday, prep is held in the Library between 6.15pm to 8.15pm.

Linen Change

Bed linen is changed by the boarders every Wednesday.

Media

Students are encouraged to be aware of major world and national events.

The Houses have various televisions on which students can watch both news and entertainment programs. A projector is available for use and carefully selected titles are screened on occasions. Televisions are not permitted in bedrooms.

Mobile Phones and other electronic devices

Boarders are permitted to have mobile phones in the precinct, although the make, model and number should be registered with the Assistant Director of Boarding and Senior Boarding Tutors.

Mobile phones are not to be used in the dining room, during prep, or after the start of the bedtime routine. Mobile phones are to be used in accordance with boarding expectations.

Boarders in Years 5 to 11 will be expected to hand in their mobile phones during the

bedtime routine. Mobile phones that are used inappropriately will be removed for an appropriate time.

Boys in Years 5 to 10 are not allowed to bring additional electronic devices into the House.

Parents and Caregivers

Parents or caregivers must report to the Director of Boarding, Assistant Director of Boarding, Senior Boarding Tutors or House Tutor upon entry to Harlin House or Griffith House, and should not enter any dormitory or study areas.

All visitors must sign in with the Check In Qld app on entry.

Personal Areas

Beds must be made before leaving in the morning and will be inspected on a regular basis. As a rule, floors must be kept clear and dirty washing should be kept in a laundry bag or basket.

Photocopying and Printing

Photocopying and printing facilities are available in the boarding precinct and all libraries. Boys need to ensure they have money in their printing account which is accessed by using their Student ID card to 'tap and print' on the School's printers.

Posters

Boarders are able to decorate their rooms by placing posters on the walls of their studies. Care should be taken so that, when removed, posters or any other items will not damage the paintwork.

Privacy

Boarders should not enter another boarder's room, or engage with the property that is not their own, without permission.

Recreation

BGS offers many recreational activities for boys.

The boarding common rooms have a pool table, table tennis, futsal and an outdoor basketball hoop. The vast resources of the School include the swimming pool and weights room of the Indoor Sports Centre, the Art room, Music Block, Tennis Centre and ovals.

Various activities are organised on Sundays, some of which are compulsory. These include a wide range of recreational and cultural activities drawn from the Activities and Wellbeing programs.

Sale of Items

No items of any description are allowed to be sold to other students without the direct permission of the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors.

Searches

Respect for privacy and the rights of each boarder are always of the utmost importance. However, on occasions it may be necessary to search rooms and/or areas in the interests of our Duty of Care. This normally occurs when there is evidence that a student has prohibited items or substances in their possession or following a significant theft.

Security

All valuable items are to be kept locked in cupboards at all times. Boys must supply their own padlock for this purpose. Parents are requested to discuss the moral and ethical aspects of theft with their sons and to remind them that acts of theft will not be tolerated. Boarders are responsible for the security of their items. While the School takes a dim view of any theft or loss, unauthorised use, or damage of any personal belongings, we are unable to accept responsibility. Parents may wish to review their domestic personal insurance policy to ensure the items brought to the House are adequately covered.

Settling in

Parents can help their sons adjust to their new environment as quickly as possible. Parents may wish to emphasise the importance of complete involvement in and out of the classroom. Involvement in sport, games, music, clubs and other activities is an essential part of being at boarding school and should be encouraged whenever possible.

Uniform requirements

Regulation uniforms and all sports uniforms are compulsory as outlined by the School. Boarders are expected to at all times be ambassadors for the boarding community, and can expect their uniform to be checked on a daily basis.



Health Centre

The Health Centre is a key element of the boarding program at Brisbane Grammar School.

Hours

The Registered Nurses in the Health Centre are on duty seven days a week during the term. It is open and staffed from 7.00am to 10.00pm, Monday to Friday, to deal with boys on a walk-in basis, and for morning and evening clinics over the weekend. Outside these times, there is a Registered Nurse who is on call and who responds to requests by boarding staff to review boys and, where needed, provide overnight care.

Immunisations

Boys should have their scheduled immunisations up to date when they enter the boarding house and records of immunisations will be required at the time of entry. For Medicare card holders, these are available through your myGov account.

The School Immunisation Program is currently provided by Ozcare and clinics are run for students in Years 7 and 10. You will receive information and consent forms for these vaccines

at the start of the year.

While optional, we encourage all boarders to be immunised against influenza. The Health Centre employs the services of a health care provider who supplies immunisation endorsed Registered Nurses to administer these vaccines to the boarders. You will be sent further advice during Term 1.

With an ever-changing approach to COVID-19, parental advice will be amended as necessary and will be communicated directly with home.

Infection Control Policy

The Health Centre is committed to ensuring the health of the whole school community.

In 2022 we will continue to function under the direction of the Public Health Unit in the management of Covid and other contagious conditions.

Appointments

Boys may attend a doctor, dentist, orthodontist or health professional of their choice. If families are making appointments for boys during term time, we request that they notify the Health Centre of their arrangements. Non-urgent appointments should ideally be made outside of school hours.

The Registered Nurses will remind boys of their appointments and organise a pass, escort or transport as required. Where appropriate, boys may walk to appointments in the city. When an escort is required by boarding house staff, they will travel in a taxi. Any transportation to appointments by taxi will be billed to parents.

For boys who are assessed as requiring a routine medical review, an appointment will be made for them by Health Centre staff. If no local GP is nominated, a doctor's appointment will be made at the Spring Hill Medical Centre, a short distance away in Boundary Street. Parents will be billed directly for the GP visit.

Boys requiring evening, weekend, or emergency treatment will be sent to a local Emergency Centre, either at St Andrew's Hospital, Royal Brisbane Hospital or Queensland Children's Hospital. We encourage families to access private health insurance for their son.

Please notify Health Centre staff if your son requires a general anaesthetic for any medical or dental procedure. We ask that boys spend the first night post procedure out of the boarding house as we do not have the resources to accommodate the level of care required during this period. The nursing staff will be able to assist you in discussing alternatives.

Medication Policy

The Brisbane Grammar School Medication Policy is available via MyGrammar. In accordance with the policy, boarders are not allowed to have medications in their possession unless they have consent to self-administer. Permission is granted to students with medical conditions such as asthma or anaphylaxis to carry inhalers or EpiPens on their persons. All other medication needs to be delivered to the Registered Nurse at the Health Centre, where appropriate storage and documentation of medication administration occurs.

We request that you present with your son for an interview with a registered nurse prior to their entry into the boarding house. For boarders commencing at the beginning of the year, interviews with nursing staff are held in the Health Centre during the Boarding Induction program. If parents are unable to attend they will need to make alternative arrangements with nursing staff. Please ensure that the Boarders' Details and Consent Forms available via MyGrammar are completed and returned to Health Centre staff at your son's entry. We ask that any changes in the medical condition of boarders be referred to the Health Centre. It is important that information is kept up to date to ensure we can provide your son with a high standard of care.

Please feel free to contact the Health Centre staff if you have any concerns about your sons.

Communication

One of the key elements to a successful boarding program is the quality of communication between school and home.

There are six readily available points of contact in the boarding community, including the Director of Boarding, the Assistant Director of Boarding, the Senior Boarding Tutors, the Houseparent, the Duty Tutor and the Health Centre.

Director of Boarding

Mr Berian Williams-Jones

T +61 7 3834 5225

M 0477 831 974

E berian.williams-jones@brisbanegrammar.com

Assistant Director of Boarding

Mr Tim Fulton

T +61 7 3834 5253

M 0437 285 546

E tim.fulton@brisbanegrammar.com

Senior Boarding Tutors

Mr Graham Power and Mrs Debbie Power

M 0478 137 442

E graham.power@brisbanegrammar.com

E debbie.power@brisbanegrammar.com

Duty Tutor

M 0417 129 124

Available throughout the weekend and weekdays from 3.00pm until 7.00am.

Houseparent

Mrs Debbie Cross

T +61 7 3834 5738

E debbie.cross@brisbanegrammar.com

Available from 6.00am to 9.00am, and from 6.45pm until 9.00pm.

Health Centre

T +61 7 3834 5222

During the course of the working week, or specifically from 7.00am until 9.00pm, any matters of significance should be communicated to the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors.

On weekends, routine matters can be directed to the Residential Boarding Tutor on duty who will respond to any questions concerning

normal routine. If necessary, matters will be referred to the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors. Given the extensive GPS Sports and Activities program, the Director of Boarding, Assistant Director of Boarding or Senior Boarding Tutors may not be in the boarding precinct. However, there will always be a Residential Boarding Tutor on duty.

Our Houseparent assists both younger and older boarders with their routines. The boys are guided in developing habits of tidiness and general hygiene. The Houseparent is also available during dinner time in the evenings.

Routine Communications

Regular and routine communication with parents include:

- a weekly entry in the *BGS Newsletter*, published each Friday;
- *Boarderline*, a boarding-specific newsletter that includes photos, interviews and profiles of the staff and boys, published each Friday;
- the BGS Boarding Facebook page; and
- the BGS Boarding Instagram page.

Boarders Parent Portal

In the Boarding section of MyGrammar, parents will find copies of *Boarderline*, an electronic copy of the *Boarders Handbook* and other related information.



Clothing – what to bring with you

Uniform and Clothing Requirements

In addition to the uniform list contained within the Brisbane Grammar School Handbook, it is recommended that all boarders bring the following items:

- 5 sets of casual clothes
- 2 formal collared shirts
- A pair of closed shoes other than school shoes.
- 7 pairs underwear
- 2 pairs pyjamas
- Rashie (swimming sun shirt)
- Handkerchiefs
- 2 towels (1 beach towel optional)
- Doonas
- 2 doona covers
- 2 pillow cases (optional)
- Toiletries (brush, toothbrush etc.)
- Coathangers (10 or more)
- Travel alarm clock (mobile phones will be handed in and will not be used as alarms.

Please Note

- All clothing must be marked with a sewn in name tag on the inside back of the garment
- No responsibility can be taken for unmarked items
- Extra name tags should be given to the Houseparent to pass to the Laundry at the start of the year
- Black school shoes and rashies (swimming sun shirts) cannot be purchased from the Grammar Shop
- There are specific uniform requirements for various activities such as sport and music. Please enquire at the Grammar Shop.



BRISBANE GRAMMAR SCHOOL

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