



PENINSULA

— G R A M M A R —



**BOARDING AT
PENINSULA GRAMMAR | 2020**

BOARDING HOUSES HANDBOOK | 2020

HEATHER REILLY HOUSE - GIRLS' BOARDING
JAFFRAY HOUSE - BOYS' BOARDING

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WELCOME TO BOARDING AT PENINSULA GRAMMAR



Our school is unique, built on the foundations of learning, integrity, kindness and positivity.

The Peninsula Grammar journey is exceptional, one that ensures every student knows success. Our reputation for offering an outstanding boarding experience for international students is renowned. We believe that it is the right of every child to pursue personal excellence in a supportive and nurturing environment and we provide this for all of our students.

We pride ourselves on being a school where students can achieve academic success.

Mr Stuart Johnston
Principal

HEADS OF BOARDING



Mrs Wendy Lawson
Acting Head of Boarding
Head of Heather Reilly House



Mr Kris Wheeler
Deputy Head of Jaffray House

PENINSULA INTERNATIONAL STAFF



Mr Tim Wallis
VCE Offshore Director - China



Mrs Wenna Foster
International Program Coordinator



Mrs Tracey Joyce
International Admissions Officer

IMPORTANT PHONE NUMBERS

If ringing from overseas, first dial **61** for the country code and **3** for the area code followed by the number shown below:

Heather Reilly House Supervisor's Office	9788 7807
Mrs Lawson's mobile	0438 377 229
Jaffray House Supervisor's Office	9788 7727
Mr Wheeler's mobile	0439 018 446
School Health	9788 7712
School Reception (Mon - Fri 7:30am - 5:00pm)	9788 7777



BOARDING AT PENINSULA GRAMMAR

HEATHER REILLY HOUSE

Heather Reilly House was originally established in 2002 and endeavours to promote a personal approach to boarding. It is for that reason that our accommodation has been restricted to a maximum of 22 girls ranging from Year 7 - 12.

Female boarders are housed in two buildings. The main house accommodates 12 girls and the additional building accommodates 10 girls. There are bathroom facilities (i.e. toilet and shower) located within each building. All rooms are carpeted and each student is provided with a study desk, chair and wardrobe/cupboard. Both buildings have central heating and air-conditioning. The main building consists of a large common room with a separate kitchen and dining room as well as a laundry room and Supervisor's Office. There is a TV and DVD player in the common room as well as many games and other various activities.

JAFFRAY HOUSE

Jaffray House was originally established in 1964 in what is today the School's Student Services Building. It moved to its present location at the southern end of the School property in 1971. The House endeavours to promote a personal approach and for that reason the accommodation has been restricted to a maximum of 50 boys ranging from Year 7 - 12.

Male boarders are housed in three buildings. There is a two-storey block which accommodates 33 boys and two separate single blocks which accommodate a further 17 boys. All rooms are carpeted and each student is provided with a bed, study desk, chair, wardrobe/cupboard and a combination safe in their room. All rooms have heating. The single blocks have a bathroom - toilet/shower facility located within each building and the two-storey block is serviced by a separate bathroom - toilet/shower complex. The main building consists of a large common/dining room

as well as a laundry room and Supervisor's office. There is also a recreation room with a TV, table tennis and pool tables and other various activities available.

CONTACT DETAILS

POSTAL ADDRESS

Heather Reilly House / Jaffray House
Peninsula Grammar
Private Bag 3
Mount Eliza 3930
Victoria, Australia

BY PHONE

Heather Reilly House Supervisor's Office + 61 3 9788 7807.

Jaffray House Supervisors Office +61 3 9788 7727.

Best time to call Monday - Thursday:

7:00am - 7:45am

4:00pm - 6:00pm

6:30pm - 7:00pm

8:30pm - 9:15pm.

Please note - no incoming personal calls for boarders will be accepted after 9:15pm Sunday through Thursday evenings.

If parents need to contact the Head of Boarding, Mrs Lawson, email is the best option via wlawson@pgs.vic.edu.au. In an emergency, Mrs Lawson can be called during office hours or after hours +61 3 9787 7807.

BY EMAIL

Your child will be given an email address which is used on the Schools intranet network.

STUDENT EXPECTATIONS

We aim to provide the best possible environment for students to succeed at Peninsula Grammar. To succeed means to embrace all that the School has to offer. High expectations exist for students to achieve very well academically and to participate in a range of school activities.

Students will be required to respect the needs of fellow students to study effectively without unnecessary interruptions. A very clear expectation of study time, recreation time and time for sleep is outlined in the daily and weekend routine guide at the end of this handbook.

To achieve the best results academically a student needs to have a minimum of eight to nine hours sleep each night. Students are required to remain in their own rooms at night time. All students must utilise their time well and balance work and study commitments.

Sleep at night time and full engagement in the daytime academic program is insisted upon. Computer use ceases at 9:30pm for students in Year 7 – 9 and at 10:00pm for students in Year 10 - 12. Reading of English books or final written study is encouraged from this time onwards. Students who disrupt others will have phones or computers taken from them and/or lose leave privileges.

Parents are reminded to please ensure their child has only one phone and one laptop computer.

END OF TERM HOLIDAYS

The Boarding House is not open during holiday time. Students are expected to spend vacation time with their parents, relatives or an approved family friend. Alternatively, the School can arrange limited homestay during holiday times if necessary. Please note Year 12 students are accommodated in the Boarding House for the week of the VCE trial exams during the September holidays.

Year 12 students leave the Boarding House at the end of their VCE exams unless prior arrangements are made.

Please note that all students are required to remain at school until the final day of their specific year level or the end of each term and must return the day prior to the commencement of each term. Boarders will not be given permission to leave early. Please make your child's flight bookings early as flights become heavily booked at the end of each term. Term dates can be found on the School's website www.peninsulagrammar.vic.edu.au

PASSPORTS AND VISA

Whilst Peninsula Grammar will be happy to assist with the renewal of your child's visa if necessary, you and your child are responsible for ensuring that their passport and visa are valid and current for the duration of their study at Peninsula Grammar. Failure to do so means that the Department of Immigration, Local Government and Ethnic Affairs has the right to subject your child to the arrest and detention process.

OVERSEAS STUDENT HEALTH COVER (OSHC)

Before your child's arrival in Australia, they are required by the Commonwealth of Australia to have Overseas Student Health Cover for the duration of their visa. This will be arranged through the School upon confirmation of enrolment. Once the OSHC subscription has been paid, a membership card will be sent to the School. The School's Health Centre will keep the card on file and will arrange for the reimbursement of any approved medical claim. Please note that OSHC does not always cover 100 percent of the cost of a visit to a doctor/medical facility. Any extra payment will be the responsibility of the student.

OSHC is for basic medical and hospital cover and emergency ambulance. It does not cover such things as dental, optical, physiotherapy etc. Extra cover is available for these services. Please contact the OSHC provider directly for further information and cost of additional cover.

CLAIMS FOR THE COST OF MEDICAL TREATMENT

There are two ways in which your child can claim medical treatment costs from OSHC:

- If they are seen by the School doctor, the doctor will charge the OSHC provider directly. Any difference between the OSHC refund and the doctor's charge must be paid by the student
- If they are seen by a doctor outside of the School, your child will have to pay the doctor's account first and obtain a receipt from the doctor. Your child will then give the receipt to the School Health Centre who will process the claim to obtain any eligible refund.

Students are not encouraged to bring their own medication from home. Any medication they do bring must be seen by the School Health Centre nurse and then given directly to the Head of Boarding for safe-keeping and administration.

In the event of illness or injury, the School Health Centre nurse may give permission for your child:

- to miss school sporting activities or other school events
- make an approved doctor, dental, physio or other medical specialist appointment.

SCHOOL COUNSELLORS

The School has three counsellors available for student appointments throughout the School week. Any student may request to see a counsellor via the School Health Centre. A staff member may also request that a student is seen by the School counsellor.

TRANSPORT

Peninsula Grammar is situated in the suburb of Mount Eliza which is approximately 55 kilometres southeast of Melbourne. A regular train service runs from Frankston (a suburb located seven kilometres from the School) to Melbourne. There is also a regular bus or taxi service from Mount Eliza to Frankston.

PUBLIC TRANSPORT ZONES

The Melbourne metropolitan transport service system is divided into two zones. Zones radiate from the central business district of Melbourne over various distances. Public transport operates using a card system called Myki.

Please note that travel concession cards are not available for overseas students who hold an International Student Visa and are aged 17 years and over. Students over 17 years must select the full fare ticket on Myki before using public transport. It is illegal to travel on public transport without a valid ticket for the zone, date and period of travel. Train inspectors and Police travel on the trains and will issue substantial fines for anyone caught without the appropriate ticket. Fines are also issued for such offences as putting feet on seats, vandalism and consuming alcohol on public transport. Students should familiarise themselves with the rules and regulations that apply to travel on all public transport.

TELEPHONE

MOBILES

Mobile phones can be used in the Boarding House before school when all morning pre-departure duties are completed. This is usually between 8:00am – 8:25am and after school from 3:40pm – 9:30pm. Phones are not permitted during study time, 7:00pm – 8:30pm Sunday to Thursday.

Students who take mobile phones to school must store them securely throughout the School day. Rules regarding student use of mobile phones throughout the day vary according to which learning area the student is in. Students need to refer to the appropriate handbook which is published annually with up-to-date information pertaining to the specific year levels.

BANK ACCOUNT

New students are strongly advised to open a bank account within the first month of arrival in Australia. The School can provide assistance to open a bank account. Peninsula Grammar's preferred bank is National Australia Bank (NAB).

To open an account, banks use a 'points system' as a security check. Before being permitted to open an account, you will need identification documents such as your passport and/or any other form of identification approved by the bank.

BOARDER REQUIREMENTS

The School uniform must be worn according to regulations and all purchases are to be made from the School Uniform Shop.

- A Peninsula Grammar bag/backpack
- The School sports uniform and the School sports bag. The sports uniform will depend on the sport selected. Sports uniform must be according to the regulations
- Black leather school shoes – lace-up or T-Bar style only. Slip-on style is not allowed.

Suggested Personal Items:

- 1 quilt (optional to bring your own or can be supplied by the Boarding House)
- Towels
- Pyjamas
- Slippers/flip flops
- Underwear
- Casual shoes
- Bathroom products
- Warm jumper
- Umbrella
- Casual clothes (please keep to a minimum).

All items must be clearly and permanently marked with the student's name and must be in good condition at the start of each term.

Please note; the Boarding House can provide pillows, pillowcases, sheets and bed quilts if required.

ADJUSTING TO YOUR NEW ENVIRONMENT

When you first arrive in Mount Eliza you may experience a lot of different emotions as you adjust to your new environment. This is perfectly normal, you do not need to worry. We have a network of pastoral support staff who provide nurturing positive relationships between students, teachers and parents. Our pastoral team include the School Chaplain, school counsellors, careers advisers, medical staff, special education teachers and our Boarding House supervisors.

It is important for all students to feel a strong sense of security and connectedness within the School community. Making new friends and taking an active part in school sports and co-curricular activities is a great way to help you to settle down and adjust to life at your new school.

Our pastoral team have a good understanding and appreciation of what each student needs both educationally and socially and are here to encourage, help and support you during your time at Peninsula Grammar.

SOCIAL CUSTOMS

In Australia, it is common practice to thank someone for the smallest deeds. For example, when someone gives you something or does something for you, it is common courtesy to say, 'thank you'. The domestic and cooking staff at the Boarding House are not servants and it would be very impolite not to say 'hello' and 'thank you' to them. It is also common practice to look someone in the eye when you are talking to them

GENERAL INFORMATION FOR BOARDERS

MEALS AND DINING ROOM

On school weekdays, breakfast and dinner are provided at the Boarding House and lunch is provided in the School Commons cafeteria. On weekends, breakfast, lunch and dinner are provided at the Boarding House. No student is allowed to be absent from a meal unless they have permission. Permission is not normally granted on a weekday.

Students are to wear their school uniform to breakfast on school weekdays. Casual dress is permitted for evening and weekend meals (neat casual clothes and footwear must be worn). At official events, the appropriate suitable formal attire or the School uniform is to be worn. Table manners are to be of a high standard. Parents should note that no phone calls will be accepted during regular mealtimes.

A weekly duty roster is prepared by the Head of the Boarding House. Student duty groups are allocated to various tasks, for example, assisting with setting, clearing and servicing of tables at mealtimes.

ROOMS

All rooms are carpeted and each student is provided with a bed, study desk, chair and wardrobe/cupboard. The Boarding House has central heating and cooling.

Students are responsible for the ordinary cleanliness and tidiness of their rooms as well as the care of its facilities. Maltreatment will result in the repair costs being charged to the student. The cleaning staff vacuum and dust the rooms each weekday.

VALUABLES

It is essential that students do not leave valuables lying around and that they use a lockable box to keep their possessions secure or alternatively give them to the Supervisor to be placed in the office safe.

As an additional safety precaution passports are given to the Head of the Boarding House on arrival and are kept in a locked safe in the Supervisor's office until they are required for travel.

INSURANCE

The School's insurance policies do not cover the loss of boarder's private property. We therefore strongly recommend that students personal property and specific items such as mobile phones, computers, audio equipment and bicycles are covered by insurance obtained privately by parents.

LAUNDRY

Provision is made for students to use the Boarding House laundry which includes automatic washing machines, tumble dryers and ironing facilities. Instruction in their use is provided. If students have garments that require dry-cleaning, there is an external dry-cleaning service available in Mount Eliza. The cost for dry-cleaning will be paid by the student.

All clothes need to be clearly marked with a name tag, indelible pen or marker. This helps each student to manage their own belongings and avoid loss of items.

MUSIC PLAYERS AND COMPUTERS

Students may have their own music devices, but no private television sets. Laptop computers are part of the School curriculum. Students are not to have multiple phones or laptop computers.

ELECTRICAL APPLIANCES

Hairdryers and electric alarm clocks are permitted.

- NO electrical cooking appliances are allowed
- NO portable electric heaters are allowed
- NO electric blankets are allowed
- NO personal TVs are allowed
- NO electrical fairy lights are permitted in rooms.

All electrical items will be tested and tagged according to Australian standards 9AS 3760.



BICYCLES

Bicycles are a convenient means of transport around the area. A bicycle safety helmet, bicycle lock and private insurance are essential. Students are reminded that cyclists using public roads in Australia must comply with the road rules and are required by law to wear an approved bicycle safety helmet. Significant fines apply to students who are caught cycling without wearing a helmet and not complying with the road rules.

SPORT/RECREATION

It is a condition of entry to Peninsula Grammar that all students participate in the compulsory sport program. This normally involves one after-school training session each week and matches are played Friday after school or on Saturday mornings.

As well as having extensive school grounds and sporting facilities the Boarding House attempts to cater for recreational needs. A television and DVD player are available and we have in-house activities. We also have several social activities and outings during the year as well as workshops. Under the supervision of the Boarding House Supervisors, we make use of the School's tennis courts, gymnasium and our swimming pools (in compliance with our Recreational Swimming Policy).

Compulsory recreational weekend activities take place each term. No weekend leave will be granted on those weekends and all students will be required to participate in the activities.

SMOKING

Tobacco use is strictly forbidden anywhere on the School grounds, including in the Boarding House. No student is permitted to have in their possession cigarettes, matches or tobacco, or to smoke in the School or on the School grounds, at school functions or while wearing the School uniform. Parents will be notified immediately of any tobacco use. A breach of this rule is a serious matter and will result in disciplinary action being taken. Repeat offenders will be asked to leave the Boarding House and possibly the School.

ALCOHOL

Alcohol use is strictly forbidden in the Boarding House. No student is permitted to have alcohol in their possession, or drink alcohol in the School or on the School grounds, at school functions while wearing the School uniform, or in any circumstance that are liable to bring the School into disrepute. A breach of this rule is a serious matter and will result in disciplinary action being taken. Repeat offenders will be asked to leave the Boarding House and possibly the School.

CARS

No boarder is permitted to have a car parked or garaged at the School. No boarder will be permitted to travel in a car driven by another boarder without the express permission of the Boarding House Supervisor. Boarders holding an overseas driver's licence who wish to drive on Victorian roads should first clarify whether they are legally entitled to do so. They should also ensure that the car they are driving is fully insured for property damage and personal injury.



SCHOOL CHAPEL

All students have an opportunity to attend weekly Sunday services at the local parish Church of St. James the Less which is located across the road from Peninsula Grammar. Secondary students who are not already confirmed members of the Anglican Church of Australia may, with their parents' consent, be prepared for confirmation by the School Chaplain.

FIRE ALARMS AND FIRE SAFETY

We ensure our boarders are familiar with our fire safety measures as follows:

- fire drills are practiced in the Boarding House once per term at different times of the day
- escape routes through the Boarding House are clearly signed and illuminated with emergency lighting
- students are walked through the Boarding House escape routes at the beginning of each term
- smoke detectors and sprinklers are located in student rooms and throughout the Boarding House
- room name lists are located at fire exits for checking students
- checks on fire hydrants and alarms are done on a regular basis
- students are not permitted to have candles or incense sticks in their rooms
- students are given clear instruction not to squirt or spray aerosols at any smoke detector as this can set off the alarm.

BOARDING HOUSE LEAVE REGULATIONS

WEEKEND LEAVE

Weekend overnight leave requests must be submitted to the Head of Boarding using the official leave form. Weekend overnight leave is granted up to four times per term at the discretion of the Head of Boarding.

Full details of the overnight/weekend family relative or approved family friend must be provided and must include:

- Name
- Address
- Telephone number - home and mobile
- Relationship to the student.

Leave will only be approved by the Head of Boarding if all of these details are provided and satisfy the School and student visa conditions in terms of welfare.

The leave form must be completed and signed by parents and returned to the Head of Boarding no later than 5:30pm on Wednesday.

If leave is granted the student must:

- Report to the Supervisor on duty before leaving, and upon return to the Boarding House.
- Be neat and tidy when leaving the Boarding House
- Return to the Boarding House on Sunday by 5:30pm for the evening meal. Failure to do so will incur a forfeiture of another weekend leave within the School term.

The Weekend/Overnight Leave Form can be found at the back of this handbook. The completed form can be emailed to wlawson@pgs.vic.edu.au

LOCAL LEAVE - WEEKEND ALL DAY AND EVENING

Students requesting local leave on Friday evening, or all day on Saturday or all day on Sunday must submit a leave form with their leave details to the Head of Boarding by Wednesday 5:30pm.

Leave will only be approved by the Head of Boarding subject to the following conditions:

- the age of the boarder (under the age of 15 years may not be given approval to travel to the city unless accompanied by a responsible older student as approved or appointed by the Head of the Boarding House and in conjunction with written signed parental permission)
- destination/type of function
- frequency of such leave
- past study habits, school work must be up to date.

If local weekend leave is approved by the Head of Boarding, then the following conditions apply and must be adhered to:

- students in Year 7 - 9 must return to the Boarding House by 5:30pm on Friday, Saturday and Sunday
- students in Year 10 - 11 must return to the Boarding House by 8:30pm on Friday and Saturday evening and 5:30pm on Sunday
- students in Year 12 must return to the Boarding House by 9:30pm on Friday and Saturday evening and 5:30pm on Sunday
- students, if travelling on trains, must do so as a group. Students must not travel alone
- students under the age of 15 years are not to travel to the city unless approved by the Head of Boarding in conjunction with written signed parental permission.



SUMMARY REFERENCE LIST - BOARDING RULES AND GUIDELINES

1. Try to speak English in the Boarding House as much as possible, especially at mealtimes.
2. Each student must be dressed in clean, neat clothes for meals. Please do not wear pyjamas at any mealtime.
3. Students are expected to keep their rooms clean and tidy and take full responsibility for their personal belongings (label clothing and special items) and should keep valuables in a secure lockable place.
4. Students must follow the hygiene requirements of the Boarding House.
5. Students are responsible for their own laundry/washing.
6. If wearing the School uniform outside of the School grounds students must wear the full uniform. No combinations of thongs or different shoes or jackets with part of the uniform is allowed.
7. House meetings are held regularly. Students meet in the common area.
8. Students are expected to follow the duty roster. Names are placed on the roster and those students are responsible for the duties on the day. Duty swaps with another student should only be made when really necessary.
9. Each student must introduce any visitors arriving at the Boarding House to the Head of Boarding and/or Supervisor on duty. Guests/visitors must sign in.
10. Girls are only allowed to visit Jaffray Boys Boarding House at certain times. The Supervisor on duty at Jaffray House must be informed about any girl's visiting. All visiting girls are only allowed entry through the main front door of Jaffray House and must remain in common areas such as the recreation room or kitchen/dining room.
11. Female students are not allowed to enter the bedrooms of male boarding students at any time.
12. All students who leave the Boarding House for weekend and overnight leave must have confirmed permission from the Head of Boarding by Wednesday 5:30pm. After school, local leave which also includes going to the Zammit Centre Commons to study, to a music lesson or library must be approved by the Head of Boarding or Supervisor on duty. Students must also advise the Head of Boarding or Supervisor upon their return to the Boarding House.
13. On Friday and Saturday nights students in Year 7- 9 must return to the Boarding House by 5:30pm. Students in Year 10 -12 must return to the Boarding House by 8:30pm and students in Year 12 must return by 9:30pm. If these times are not adhered to then disciplinary action is taken, please refer to Weekend and Local Leave information included in this booklet.
14. On Saturdays students must be out of bed no later than 9:00am and on Sundays no later than 10:00am.
15. On Sundays students in Year 7 - 9 must be in bed no later than 9:30pm, Year 10 - 12 by 10:00pm.
16. From 6:00pm onwards Sunday to Thursday, all students are to remain at the Boarding House unless they have permission from the Head of Boarding to be out after this time.
17. Study time from Sunday to Thursday is from 7:00pm to 8:30pm.
18. Every student is expected to be quiet and in their own rooms at the designated bedtimes.
19. All students are to be out of bed on school mornings by 7:30am. The Supervisor on duty will begin to wake students at 7:00am or earlier.
20. On school days students must leave the Boarding House no later than 8:30am.
21. Breakfast is from 7:30am to 8:00am Monday to Friday. Dinner is at 6:00pm daily. On weekends mealtimes are more flexible.
22. Students are not permitted to return to the Boarding House during school hours unless they have permission from the Head of Boarding.

These rules and guidelines are to protect everyone's rights to enjoy a safe and happy environment

ANNUAL INFORMATION

Important information that is updated annually may be found on the School website www.peninsulagrammar.vic.edu.au. This includes:

- School fees
- Term dates.

EMBASSIES AND CONSULATES

For a comprehensive list of Embassies and Consulates in Melbourne please go online to www.onlymelbourne.com.au and type 'Embassy' or 'Consulate' in the search box.



DAILY BOARDING ROUTINE

HEATHER REILLY HOUSE & JAFFRAY HOUSE

MONDAY - THURSDAY

7.10am	WAKE UP <ul style="list-style-type: none">- Shower, ready in uniform, rooms tidy.
7.30am - 8.00am	BREAKFAST
8.30am	LEAVE BOARDING HOUSE <ul style="list-style-type: none">- All students must leave the Boarding House in correct school uniform - no mobile phones.
8.40am	SCHOOL DAY BEGINS <ul style="list-style-type: none">- Students at school registration - school day commences.
3.35pm	SCHOOL DAY FINISHES <ul style="list-style-type: none">- Students may remain at school or go to the library, music or drama practice. Extra study in library- Local leave is allowed after school from Monday - Friday. You must complete the sign-out sheet your reason for leaving and time you leave and tell Mrs Lawson or staff present. On return, sign back in and tell a member of staff.- Use of phones is available after the school day finishes- Free time - Rest and relax or catch up on study.
4.00pm	SPORTS TRAINING <ul style="list-style-type: none">- Monday - Friday. Training days and times depend on your sport.
5.45pm	GENERAL HOUSE MEETING <ul style="list-style-type: none">- Monday - Thursday.
6:00pm	DINNER TIME <ul style="list-style-type: none">- Rinse plate and cutlery, then place in basket.- After dinner - Kitchen duty to stay back and clear up.
7.00pm	FORMAL STUDY TIME <ul style="list-style-type: none">- In your room or dining area/sitting room- Phones are turned off over this time.- No music allowed.- Restrict laptop use over study time.
8.30pm - 9.00pm	SUPPER TIME - FREE TIME <ul style="list-style-type: none">- In the sitting room. Fried rice, toast, noodles, cakes and drinks.- Each student is expected to clean up after themselves.- Sitting room duty team stay back to clear up.
8.15pm - 10.30pm	SHOWER TIME <ul style="list-style-type: none">- Showers completed by 10:30pm.
9.15pm	YEAR 7 <ul style="list-style-type: none">- Year 7s hand in their laptops and mobiles and then go to bed.
9.30pm	YEARS 8 & 9 <ul style="list-style-type: none">- Years 8 & 9 hand in their laptops and mobiles and then go to bed.
9.00pm - 10.00pm	<ul style="list-style-type: none">- Extra study - If needed for seniors.- Watch TV, read or write letters in the sitting room.
10.00pm	<ul style="list-style-type: none">- Years 10, 11 & 12 hand in laptops and mobiles to staff in the office. Make your way to your room.
11.00pm	LIGHTS OUT <ul style="list-style-type: none">- Lights out and everyone is to be quiet.

FRIDAY ROUTINE AFTER SCHOOL

4.00pm	<p>BADMINTON TRAINING</p> <ul style="list-style-type: none"> - Local leave or weekend leave may be taken after school, all leave forms should be signed by staff. Parents permission letters for weekend leave are to be given to Mrs Lawson no later than Thursday. - Free time - rest and relax, catch up on study. - NO CITY TRIPS ALLOWED
7:30 - 8:00am	<p>DINNER TIME</p> <ul style="list-style-type: none"> - Kitchen duty team to stay back
6.30pm - 10.00pm	<p>FREE TIME</p> <ul style="list-style-type: none"> - Evening Activities like sport, viewing films, indoor games, shopping. Visiting boys may come and stay until 9.30pm. - Students on local leave MUST return to the Boarding House as follows: <ul style="list-style-type: none"> - Year 7 - 9 in by 5:30pm - Year 10 - 11 in by 8:30pm - Year 12 - in by 9:30pm.
11.00pm	<ul style="list-style-type: none"> - Boarding Houses are locked and building alarms are set.

BEDTIME ROUTINES

YEAR 7	<ul style="list-style-type: none"> - 8.15pm - 9.00pm - Showers. - 9.15pm - Laptops and Mobiles to be handed in. - 9.45pm - Lights out.
Years 8 & 9	<ul style="list-style-type: none"> - 9.00pm - 9.30pm - Showers. - 9.30pm - Laptops and Mobiles to be handed in. - 10.00pm - Lights out.
Years 10 - 12	<p>9.30pm - Showers, no later than 10.30pm.</p> <p>10.00pm - Laptops and Mobiles to be handed in - Year 12 for the first term only.</p> <p>11.00pm - Lights out.</p>

WEEKENDS

PLEASE NOTE: Years 7 and 8 are not allowed into the city without an adult present.

Year 9 may only go to the city with a Year 11 or 12, and MUST be back by 7.00pm (in summer) and 6.00pm (in winter) **with the Year 11 or 12 student.**

WEEKEND ROUTINE - SATURDAY

6.00am - 8.00am	<p>WAKE UP - FOR SPORT</p> <ul style="list-style-type: none"> - Students who have a sport commitment have a self-serve breakfast. <p>WAKE UP</p> <ul style="list-style-type: none"> - Students up by 9.00am unless they have an early sport commitment.
9.00am	<p>BREAKFAST</p> <ul style="list-style-type: none"> - Kitchen duty team stay back to clear up.
12:30pm	<p>LUNCH</p>
1.00pm - 5.30pm	<p>FREE TIME - DAY LEAVE, LEAVE CARD TO BE SIGNED BY SUPERVISOR</p> <ul style="list-style-type: none"> - All boarders to be back in the Boarding House by the designated times for your year group (see below)
6.00pm	<p>DINNER TIME</p> <ul style="list-style-type: none"> - Kitchen duty team stay back to clear up.
6.30pm - 10.00pm	<p>FREE TIME</p> <ul style="list-style-type: none"> - Evening activities, sport, viewing films, indoor games, shopping or leave out overnight with permission. - Students on local leave MUST return to the Boarding House as follows: <ul style="list-style-type: none"> - Year 7 - 9 in by 5:30pm - Year 10 - 11 in by 8:30pm - Year 12 - in by 9:30pm.
11.00pm	<ul style="list-style-type: none"> - Boarding Houses are locked and building alarms are set.

WEEKEND ROUTINE - SUNDAY

10.00am	<p>WAKE UP</p>
11.00am	<p>BRUNCH</p>
12.00pm	<p>DAY LEAVE ALLOWED</p>
5.30pm	<p>ALL STUDENTS TO BE BACK IN THE BOARDING HOUSE.</p>
5.30pm	<p>ALL STUDENTS</p> <ul style="list-style-type: none"> - Tidy rooms and check that all laundry is away
6.00pm	<p>DINNER TIME</p> <ul style="list-style-type: none"> - Kitchen duty team stay back to clear up.
7.00pm - 8.30pm	<p>FORMAL STUDY PERIOD</p> <ul style="list-style-type: none"> - Phones are turned off over this time.
8.30pm - 9.00pm	<p>SUPPER</p> <ul style="list-style-type: none"> - Noodles, Toast and drinks. - Sitting room duty team clear away.
9.00pm - 10.30pm	<p>BEDTIME ROUTINES START</p> <ul style="list-style-type: none"> - Depending on year level.

OVERNIGHT AND WEEKEND LEAVE FORM

To: Mrs Wendy Lawson
Head of Boarding
Peninsula Grammar
Mount Eliza Vic 3930

Email: wlawson@pgs.vic.edu.au

STUDENT NAME AND INFORMATION

I,, (student name)

Currently a Boarding student at (please tick): Heather Reilly House Jaffray House

request permission to have weekend leave as follows:

Leaving Boarding House: Day: Date: Time:

Return to Boarding House: Day: Date: Time:

Name of person I intend staying with:

Address:

Contact: Home Phone: Mobile Phone:

Relationship with this person (please tick): Family Guardian

PARENT PERMISISON

I give my child permission to stay at the above address with the above-named person for weekend leave. I know and trust that my child will be there.

This permission applies for (please tick): This weekend only Rest of this term

I hereby absolve Peninsula Grammar of any financial or moral responsibilities or any physical injury which my child may incur while they are staying with the above-named person.

Parent's signature:

Print name:

Leave approved by: Date:



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