



PENINSULA

GRAMMAR

INSPIRING PERFORMANCE



BOARDING AT PENINSULA GRAMMAR



# CONTENTS

<b>Welcome to our Boarding Houses</b>	<b>3</b>	Internet Use	6	Boarding house leave regulations	8
Peninsula International staff	3	Social customs	7	Weekend leave	8
Important phone numbers	3	General information for boarders	7	Local leave weekend all day and evening	8
<b>Boarding at Peninsula Grammar</b>	<b>4</b>	Meals and dining room	7	Summary reference list – boarding rules and guidelines	9
Boarding House	4	Rooms	7	Annual information	9
Contact details	4	Valuables	7	Daily Boarding routine	12
Student expectations	5	Insurance	7	Monday – Thursday	12
Boarding House availability	5	Laundry	7	Friday routine	13
Health Cover	5	Music players and computers	7	Bedtime routine	13
Student Safety and Wellbeing	5	Electrical appliances	7	Weekends	13
Transport	6	Bicycles	7	Weekend routine – Saturday	14
Telephone	6	Sport/recreation	7	Weekend routine – Sunday	14
Mobiles	6	Smoking	8		
Bank account	6	Alcohol	8		
Boarder requirements	6	Cars	8		
Adjusting to your new environment	6	School Chapel	8		
Policies	6	Fire alarms and fire safety	8		

# WELCOME TO BOARDING AT PENINSULA GRAMMAR

I warmly welcome you to the Peninsula Grammar community.

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.

**Mrs. Leandra Turner**  
*Principal*



## BOARDING STAFF



**Mr Tim Wallis**  
VCE Offshore Director  
China & Head of Jaffray House



**Ms Elizabeth Birrell**  
Head of Boarding  
ebirrell@pgs.vic.edu.au

## 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:

Boarding House Office	9788 7727
School Health	9788 7712
School Reception (Mon – Fri 7:30am – 5:00pm)	9788 7777



# BOARDING AT PENINSULA GRAMMAR

## BOARDING HOUSE

Peninsula Grammar provides co-educational boarding services to domestic and international students. The boarding premises are located at the School and includes Jaffray House and Heather Reilly House.

The Boarding House endeavours to promote a personal approach and for this reason, accommodation is restricted to a maximum of 50 students ranging from Year 7 to Year 12.

All rooms are carpeted and each student is provided with a bed, study area, chair, wardrobe/cupboard and a combination safe in their room.

All rooms have heating and cooling, with access to toilet and shower facilities.

Boarders have access to common dining areas, study areas, indoor and outdoor recreational spaces and laundry facilities. The Boarding House is a culturally diverse and safe environment for boarders, and consists of International and Domestic students from various backgrounds including indigenous students.

Peninsula Grammar has procedures to ensure child safety, including providing separate girls' bedrooms, common areas and bathrooms.

## CONTACT DETAILS

### POSTAL ADDRESS

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

### BY PHONE

Boarding House 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.

### BY EMAIL

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





# STUDENT EXPECTATIONS

## STUDY ROUTINES AND HABITS

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. Students are expected to achieve academic success at the School, and to participate in 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, 9:45pm for students in year 10 and at 10:00pm for students in Year 11 – 12. Reading of English books or final written study is encouraged from this time onwards. If a student conducts themselves inappropriately and disrupts others' ability to study, they will be managed in accordance with the Behavioural Expectations Framework and Boarding House rules.

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

## STUDENT BEHAVIOUR

To ensure a safe, respectful and positive learning and living environment, all students are required to adhere to the standards set by the Behavioural Expectations Framework, and to abide by Boarding House rules.

# STUDENT EXPECTATIONS

## SCHOOL POLICIES

Peninsula Grammar's policies apply to all students, domestic and international, and across School environments, including the boarding premises.

Parents and students are required to familiarise themselves with School policies, including updates as they occur and are notified by the School, from time to time.

School policies, including Child Safety and Wellbeing, Child Protection, Bullying Prevention, Cybersafety and Complaints Resolution are available on the School's website or can be accessed by students and parents on Zenith, or by contacting the Head of Boarding or the Admissions Office.

# INTERNET USE

The School recognises there are potential child safety risks in students accessing and using the internet. An ICT Acceptable Use Policy (Students) is issued to students and parents to set expectation on appropriate use, to ensure their safety, wellbeing and privacy when learning and navigating online environments. Cybersafety education and reinforcement is provided for students from time to time.

# BOARDING HOUSE AVAILABILITY

The Boarding House operates 24 hours a day and 7 days a week throughout the year during School term-time. Term dates are available at the School's website.

Students are expected to spend their term break (School holidays) with their parents, approved relatives or friends. Where necessary, and subject to the availability of homestay providers, the School can help facilitate this for boarders during the School holiday period. As Homestay arrangements are limited, students are parents are strongly advised to plan early to secure suitable care arrangements.

The Boarding House generally operates throughout the Term 3 holidays to support Senior School students in their preparation for their VCE exams.

Unless prior arrangements and approval is granted by the School, Year 12 students leave the Boarding House at the end of their VCE exams.

All other students are required to remain at School until the final day for their Year Level, or until the last day of the term, whichever comes first. Boarders will not be permitted to finish school early without prior approval from the Principal.

Parents are strongly encouraged to book travel arrangements early, to ensure students can secure flights and transport to travel home and return to the Boarding House in time to resume School in line with the term dates.

# HEALTH COVER

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.

# AUSTRALIAN STUDENTS/ PERMANENT RESIDENTS

Australian students can claim a portion of medical treatment costs from Medicare or a private health insurance provider, if they are a member. Families are encouraged to become an Ambulance member if they do not have private health cover or a health care pension card.

## OVERSEAS STUDENTS

Please refer to International Student Orientation Handbook

# STUDENT SAFETY AND WELLBEING

The School and the Boarding House recognises: - It owes all students a duty of care to take reasonable measures to protect students from reasonably foreseeable risks of injury

- It owes a duty to reasonable care that any student (and/or other persons) on the premises will not be injured or damaged because of the state of the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises

- It has a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation

## SCHOOL HEALTH

The School Health Centre is open during the School Term from Monday – Friday 8:30am – 5:00pm.

If a student is unwell at any time, they must report this to a supervisor. If the student requires first-aid or medical support during the School day, they can attend the School Health Centre for support.

If a student requires medical support outside of school hours, they must contact the Boarding Supervisor on duty for assistance.

## FIRST-AID

Boarding staff are first-aid trained and can provide first-aid treatment to students. Where additional or immediate medical support is required, this will be arranged by School and boarding staff to appropriately support the student. This may involve a visit to a local doctor, health professional, counsellor or the hospital.

## MEDICATION

Students are not permitted to administer their own medications, or to have any medications in their possession. Medication storage and administration is managed by School Health and the Boarding House.

If student requires any medication, they should speak to a boarding supervisor who can arrange an appointment with School Health and or a medical practitioner.

## SCHOOL COUNSELLORS

The School has a Wellbeing Team to provide onsite counselling support for students. Any student may request to see a counsellor through the School Health Centre. School staff may also request that a student been seen and supported by a School Counsellor.

The School has zero tolerance for any form of bullying in the School community. It acknowledges that school staff owe a duty of care to students and boarders, to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying harassment and cyber-bullying behaviour.

## RESTRICTIVE INTERVENTIONS

School staff may take any reasonable action that is immediately required to restrain a boarder of the school from acts or behaviour that is dangerous to the member of staff, the student, or any other person. Such management actions may include physical restraint or seclusion strategies, and shall be in line with the School's Restrictive Intervention Policy.

# 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) or meal times.

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. As with complete use, mobile phone use ceases at 9:30pm for students in year 7-9, 9:45pm for students in year 10 and 10.00pm for students in year’s 11 & 12.

## 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 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. Phones are not permitted at meal times.

### 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/VAPING

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 (including e-cigarettes and vapers), 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

Consumption of alcohol is strictly forbidden by students who reside in the Boarding House, irrespective of whether the student is of a legal drinking age. 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 including bushfire 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 Jaffray House. Weekend overnight leave is granted up to four times per term at the discretion of the Head of Jaffray House.
- 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 Jaffray House if all of these details are provided and satisfy the School and student visa conditions in terms of welfare. The leave request must be completed and returned to the Head of Jaffray House no later than 5:30pm on Wednesday.
- An email will be sent out to parents seeking approval for overnight leave.
- If leave is granted the student must:
- Report to the Supervisor on duty before leaving, and upon return to the Jaffray 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.

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 request with their leave details to the Head of Jaffray House by Wednesday 5:30pm.
- Leave will only be approved by the Head of Jaffray House 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 Jaffray 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 Jaffray House, 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 to 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 Jaffray House 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. Students are responsible for their own laundry/washing.
5. 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.
- 6.

7. House meetings are held regularly. Students meet in the dining 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 Jaffray House and/or Supervisor on duty. Guests/visitors must sign in.
10. Female students are not allowed to enter the bedrooms of male boarding students at any time and vice versa.
11. All students who leave the Boarding House for weekend and overnight leave must have confirmed permission from the Head of Jaffray House 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 Jaffray House or Supervisor on duty. Students must also advise the Head of Jaffray House or Supervisor upon their return to the Boarding House.
12. 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.
13. On Saturdays students must be out of bed no later than 9:00am and on Sundays no later than 10:00am.
14. On Sundays students in Year 7 – 9 must be in bed no later than 9:30pm, Year 10 – 12 by 10:00pm.
15. From 6:00pm onwards Sunday to Thursday, all students are to remain at the Boarding House unless they have permission from the Head of Jaffray House to be out after this time.

16. Study time from Sunday to Thursday is from 7:00pm to 8:30pm.
17. Every student is expected to be quiet and in their own rooms at the designated bedtimes.
18. 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.
19. On school days students must leave the Boarding House no later than 8:30am.
20. Breakfast is from 7:30am to 8:00am Monday to Friday. Dinner is at 6:00pm daily. On weekends mealtimes are more flexible.
21. Students are not permitted to return to the Boarding House during school hours unless they have permission from the Head of Jaffray House.
22. Mobile phones are not permitted at meal times. 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](http://www.peninsulagrammar.vic.edu.au). This includes:
- School fees
  - Term dates.









DAILY BOARDING  
ROUTINE

JAFFRAY  
HOUSE

MONDAY – THURSDAY

7:10am	<b>Wake Up</b> - Shower, ready in uniform, rooms tidy.
7:30am – 8:00am	<b>Breakfast</b>
8:30am	<b>Leave Boarding House</b> - All students must leave the Boarding House in correct school uniform - no mobile phones.
8:40am	<b>School Day Begins</b> - Students at school registration – school day commences.
3:35pm	<b>School Day Finishes</b> - 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 boarding supervisor 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	<b>Sports Training</b> - Monday – Friday. Training days and times depend on your sport.
5:45 pm	<b>General House Meeting</b> - Monday - Thursday.
6:00pm	<b>Dinner Time</b> - Rinse plate and cutlery, then place in basket. - After dinner – Kitchen duty to stay back and clear up.
7:00pm	<b>Formal Study Time</b> - In your room or dining area/sitting room as per instructions. - Phones are turned off over this time. - No music allowed. - Restrict laptop use over study time.
8:30pm – 9:00pm	<b>Supper Time – Free Time</b> - In the dining room. - Each student is expected to clean up after themselves.
8:15pm – 10:00pm	<b>Shower Time</b> - Showers completed by 10:00pm.
9:00pm	<b>Year 7 – 9</b> - Year 7 – 9 hand in their laptops and mobiles and then go to bed.
9:00pm – 10:00pm	- Extra study – If needed for seniors. - Watch TV, read or write letters in the common area.
9:30pm	<b>Year 10</b> - Year 10 hand in laptops and mobiles and then go to bed.
9:45pm	<b>Years 11 – 12</b> - Years 11 – 12 hand in laptops and mobiles to staff in the office. Make your way to your room.
10:15pm	<b>Lights Out</b> - Lights out and everyone is to be quiet.

FRIDAY ROUTINE AFTER SCHOOL

4:00pm	- 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 the Head of Boarding no later than Thursday. - Free time – rest and relax, catch up on study. - NO CITY TRIPS ALLOWED.
6:00 – 6:45pm	<b>Dinner Time</b> - Kitchen duty team to stay back
6:45pm – 10:00pm	<b>Free Time</b> - Evening Activities like sport, viewing films, indoor games, shopping. - Students on local leave MUST return to the Boarding House as follows: - Year 7 – 9 in by 5:30pm - Year 10 – 11 in by 8:30pm - Year 12 – in by 9:30pm.
11:00pm	- Boarding House is locked and building alarms are set.

BEDTIME ROUTINES

Year 7 – 9	- 8:15pm – 9:00pm - Showers. - 9.:00pm – Laptops and Mobiles to be handed in. - 9:45pm – Lights out.
Years 10	- 9:00pm – 9:30pm - Showers. - 9:30pm – Laptops and Mobiles to be handed in. - 10:00pm – Lights out.
Years 11 – 12	- 9:30pm – Showers, no later than 10:00pm. - 9:45pm – Laptops and Mobiles to be handed in – Year 12 for the first term only. - 11:15pm – Lights out.

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	<b>Wake Up – For Sport</b> - Students who have a sport commitment have a self-serve breakfast. <b>Wake Up</b> - Students up by 9.00am unless they have an early sport commitment.
9:00am	<b>Breakfast</b> - Kitchen duty team stay back to clear up.
12:30pm 1:00pm	<b>Lunch</b>
– 5:30pm	<b>Free Time – Day Leave, Leave Card To Be Signed By Supervisor</b> - All boarders to be back in the Boarding House by the designated times for your year group (see below).
6:00pm	<b>Dinner Time</b> - Kitchen duty team stay back to clear up.
6:30pm – 10:00pm	<b>Free Time</b> - Evening activities, sport, viewing films, indoor games, shopping or leave out overnight with permission. - Students on local leave <b>MUST</b> return to the Boarding House as follows: <ul style="list-style-type: none"> <li>- Year 7 – 9 in by 5:30pm</li> <li>- Year 10 – 11 in by 8:30pm</li> <li>- Year 12 – in by 9:30pm.</li> </ul>
11:00pm	- Boarding House is locked and building alarms are set.

## WEEKEND ROUTINE – SUNDAY

10:00am	<b>Wake up</b>
11:00am	<b>Brunch Day</b>
12:00pm	<b>Leave Allowed</b>
5:30pm	<b>All Students To Be Back In The Boarding House</b>
5:30pm	<b>All Students</b> - Tidy rooms and check that all laundry is away.
6:00pm	<b>Dinner Time</b> - Kitchen duty team stay back to clear up.
7:00pm – 8:30pm	<b>Formal Study Period</b> - Phones are turned off over this time.
8:30pm – 9:00pm	<b>Supper</b>
9:00pm – 10:15pm	<b>Bedtime Routines Start</b> - Depending on year level.











PENINSULA  
GRAMMAR  
INSPIRING PERFORMANCE