



# The Glennie School

## Boarder Handbook



All She Can Be®



# Contents

<b>Welcome to Glennie Boarding</b>	<b>4</b>
<b>The Glennie School</b>	<b>5</b>
Vision	5
Mission	5
Philosophy	5
We Value	5
<b>Boarding at Glennie</b>	<b>6</b>
Options	6
The Boarding Houses	6
Head of Boarding	6
Senior Residents	6
Health Professionals	6
Staff structure	6
Staff Training	6
<b>Homesickness</b>	<b>7</b>
<b>Keeping in touch</b>	<b>7</b>
<b>Technology</b>	<b>8</b>
<b>Leave</b>	<b>9</b>
Some Rules	9
Outings/Weekends	9
Shopping Leave	9
Afternoon Leave	9
Evening Leave	9
Midweek Overnight Leave	10
Dinner	10
Visitors	10
Taxis	10
Leave Transport	10
<b>Part-time Work</b>	<b>10</b>
Work Arrangements	10
School Commitments	10
<b>International Boarders</b>	<b>11</b>
<b>Health Care</b>	<b>11</b>
<b>A-Z of Boarding</b>	<b>13</b>
<b>Personal Belongings</b>	<b>17</b>
<b>Settling In</b>	<b>17</b>
<b>Daily Routines</b>	<b>18</b>
Years 6 & 7	18
Years 8 to 12	18
<b>Contact Us</b>	<b>19</b>
<b>Health Centre Opening Hours</b>	<b>19</b>

## Forms

About Online Forms	20
Boarders' Outing Visitors List	21
International Student Homestay	23

## Welcome to Glennie Boarding

Welcome, and thank you for choosing boarding at the Glennie School. We look forward to a long and happy association with you. The School has a long and proud tradition of boarding since 1908 and we seek to uphold those values of respect, understanding our community, friendship, participation and balance.

Every boarder at Glennie is regarded as an important individual who is supported and encouraged in her own efforts to achieve her full potential. The value of a Glennie boarding experience is that it encourages girls to make decisions and become confident, trusted, happy and capable young women. Boarders gain a sense of independence, develop desirable personal attributes through community living and make friends for life.

Most importantly, Christian values underpin our boarding philosophy. The welfare of our boarders is paramount and boarding staff liaise closely with the Health Centre, the School Chaplain, School Counsellor and, as appropriate, the Heads of Houses.

The Glennie Boarding Houses are like extended families and enjoy very close connections with the boarders and their families. We encourage the strong and open relationships you would find in any sensible household. Boarding is a difficult step for many families, but it is important for you to know that we do understand most of the difficulties and the sense of loss in those initial weeks. We are available to support you and your daughter throughout her stay in our care.

We take our obligation to train and in-service boarding staff seriously and we expect high standards of professionalism and accountability. Glennie's boarding staff consists of a group of women with strong commitments to both the boarders and their families and are well trained to deal with teenagers during these important years.



Glennie boarding takes the educational and pastoral features of residential life seriously and we use this time to provide skills-based activities for our girls. We employ staff who can share their talents with our girls. Boarders can engage in all aspects of school life that day girls enjoy and also enjoy a range of age appropriate activities and tutoring specifically for boarders.

My philosophy is to be contactable at all times. This includes a phone by the bed at night and being on call at all times during the Term. In case of an emergency, there is a staff member on call overnight in each boarding house and there is always a Nursing Sister available in the Health Centre or on call. My school holidays emergency details are also available to parents.

Wishing you a very happy stay and a strong family connection with Glennie Boarding.

***Mrs Valerie Lovell***  
**Head of Boarding**

# The Glennie School

## Vision

To develop in each Glennie girl the intellectual, physical and spiritual potential to be 'all she can be'.

Glennie girls are to be educated to the highest academic standards of which they are capable. In addition, Glennie girls are to be given the opportunities to develop their sporting and cultural talents through a rich, diverse and relevant co-curricular programme. By achieving an understanding of their own spiritual dimension, Glennie girls will make a positive contribution to the world with a sense of their own worth and character in addition to a well-developed sense of citizenship. As well-skilled, well-rounded and well-grounded young people of excellent character, integrity and poise, Glennie girls will be able to be all they can be.

## Mission

As a community where tomorrow's women learn, our Mission is to provide girls with dynamic opportunities in education, training and personal growth which develop their individual potential and prepare them for life. We shall incorporate traditional values within a caring, Christian environment, together with the best contemporary teaching methods and learning experiences.

## Philosophy

Boarding at Glennie aims to provide a gradual preparation for independent living within a comfortable, healthy and Christian residential environment. The Glennie School provides a dynamic learning and living environment where tomorrow's women are encouraged to develop their personal skills founded on trust, integrity, discipline and social responsibility whilst engaged in learning, reasoned thinking, innovative programmes and the community.

Further to the School values, in boarding we value:

- Community involvement
- Co-operation
- Community spirit
- Independence of living & learning
- Self-discipline
- Responsibility
- Self-reliance
- A meaningful enrichment program
- Social interaction
- Fun
- Respect for self, others and property

## We Value

### The Christian faith

Grounded in the Anglican Church, the Christian faith is at the heart of our culture.

### Our heritage

We value and celebrate our past, including our Old Girls, and teach our present students the history of the school.

### Community

We value engagement with and participation in School life, the wider community, and the world.

### Friendships

Our culture is centred on the development of genuine and lasting friendships.

### Respect and understanding

All members of the Glennie community are treated with respect and understanding and treat each other the same way.

### Achievement

We value success, achievement and excellence as individuals and as a team.

### Endeavour

We encourage every girl to try her best, regardless of her level of ability, and we expect girls to persevere in the face of difficulty.

### Quality

We provide a high-quality education and we expect the girls not to settle for second-best in any area.

### Participation

We expect every Glennie girl to participate effectively in school life.

### Opportunity

We provide a wide range of opportunities, now and for the future.

### Balance

We value a state of balance in the lives of students and staff, with enough time for rest, recreation, family and social activity as well as work.

### Innovation

We strive to remain at the leading edge of educational "best practice."

### Environmental sustainability

We seek ways to improve our stewardship of resources and facilities and include environmental education in our curriculum.

# Boarding at Glennie

## Options

Glennie offers flexible boarding options for families with girls from Year 6 to Year 12:

- Full-time boarding during term time
- Weekly boarding for families in regional Toowoomba / greater Darling Downs
- Casual boarding for families needing occasional care for their daughter

## The Boarding Houses

The Boarding Community is the responsibility of the Head of Boarding and is divided into three houses, each responding to the needs of the girls in residence.

Brown House	Year 6 to Year 8
Dowson House	Year 9 to Year 11
Simmons House	Year 12

Each House has its own area reserved for senior resident staff, support staff and administration. Each House also contains common areas for recreation. These areas are equipped with DVDs, televisions, refrigerators, microwaves etc. Each girl in Years 6 to 11 has her own personal space in private roomette. Girls in Year 12 have their own room.

## Head of Boarding

The Head of Boarding's responsibilities include the overall operation of the Boarding Houses together with the pastoral needs and discipline of students in her care. Very close liaison with the day school's Heads of House and the Head of School ensures that there is an exchange of relevant information concerning girls' care and welfare with the Head of Boarding. Assistance is also provided by the Senior residential, non-residential and Junior staff and there is always a staff member on overnight duty in each House.

## Senior Residents

The role of the Senior Resident staff, is primarily one of a carer with the emphasis on team – parents, girls and boarding staff - to meet the boarders' needs. The Senior Resident's role is to oversee, on a daily basis, the care, supervision and development of the girls in her House including the social, spiritual and physical aspects of the boarders' needs.

The Senior Resident also strives to create a positive environment so that boarders may gain the maximum benefit from living in a residential community.

## Health Professionals

There are three Registered Nursing Sisters on staff with one Sister in residence. Our School Counsellor is also available to girls for three days of the week.

The nurse does have some short downtime when she can leave the grounds but she does remain contactable by phone.

The School doctor visits three mornings per week. The School's physiotherapist visits one afternoon per week.

## Staff structure

Each boarding house has a Senior Resident, Senior Staff and Residential Tutors and GAP students. Our Senior boarding staff come from a variety of backgrounds including nursing and teaching.

- There are senior staff members on duty in the boarding houses at all times.
- A Senior Resident is "on call" in both Brown and Dowson Houses overnight at least five nights per week. Another staff member takes this role for the Senior Resident on her two nights off duty per week.
- The Senior Residents of Brown and Dowson have different days off per week so this leaves one of them in residence on all nights.
- Simmons House has a senior member of staff in residence overnight, every night. Simmons is also in the same building as the Health Centre.
- The Head of Boarding lives on site. She is "on call" most nights during term time.
- Residential Tutors or GAP students are not left in charge of boarding duty. Only Senior Staff members assume this role. In the case of older and very competent Residential Tutors we may employ them as Senior Staff to undertake this role on occasions.
- Our Health Centre is staffed by Registered Nurses who are on call 24-hours every day.

## Staff Training

All boarding staff are well trained and, at a minimum hold the following qualifications:

- Australian Boarding Schools Association (ABSA) *Duty of Care* Certificate. (Books I and II for Senior boarding staff and Book I – the essential legal information – for our Junior Resident Tutors and GAP students.)
- A current first-aid certificate with annual CPR upgrades.
- A current Blue Card. A Queensland Government requirement for all staff who work with children.

All of our boarding staff undertake regular training on a variety of health and welfare issues. Glennie has a policies relating to child protection, cybersafety, bullying, code of conduct, occupational health and safety, fire protection and evacuation procedures, risk management, emergency lockdown and crisis management. All Glennie staff are expected to be familiar with these policies and follow procedure.

Other relevant training is provided during the year to boarding staff. Topics may include asthma management training, ICPA presentation, speakers on issues such as dealing with trauma, anaphylaxis, self harm and eating disorders are also vital ways of keeping boarding staff abreast of current adolescent issues.

Our Health Centre staff include Registered Nurses and a qualified counsellor who engage in ongoing training relevant to their positions.





## Homesickness

Moving from home to boarding is a momentous occasion for a family. In the first few days of settling in to Glennie, girls may feel a little homesick. This is quite a natural feeling and something they should not be embarrassed about, as this feeling will soon pass. Girls can overcome homesickness quickly by communicating their feelings to staff who can provide the support and guidance necessary to help.

We aim to help girls and their families cope with the settling-in period. Parents will experience the worst of their daughter's homesickness through communication with them. Sometimes girls may tend to write, phone or email when they are feeling at their lowest. Please do not hesitate to contact the Senior Resident or Head of Boarding if you wish to discuss any matters concerning your daughter's well-being.

Girls should become involved in and out of the classroom in the many activities provided at Glennie and elsewhere. Involvement in sport, music and other activities is an enjoyable way to occupy leisure time and at the same time enhance life-long learning and skills. There is an excellent enrichment program of activities especially for boarders.

## Keeping in touch

To enable us to provide the best care possible for the girls, it is very helpful for the Senior Residents to be kept fully informed about, and understand, the girls' family lives and backgrounds. Therefore, we encourage parents/guardians to maintain regular contact with staff. Although it may be felt that some information is too personal and sensitive to share, please remember that, when staff are unaware of a situation, they may not be able to take the action needed to best help your daughter through a difficult time. All efforts will be made to keep such matters confidential, as appropriate.

Boarding Staff are very happy to attend to any matters regarding participation in School life on parents' behalf. Please do not hesitate to ask your Senior Resident to follow up any issues you may have.

### Guardians and Emergency Contacts

Guardians for overseas students play an important role in the life of a boarder as they are often the only social contact girls may have during the term with people outside the Boarding House. Guardians and Emergency Contacts may be required to provide accommodation for the girls as the need arises e.g. term holidays or during convalescence.

A guardian is a person who has been appointed by either the parents or courts to fulfil this role.

## Boarding House Contact

### Mobile phones

For social calls, we ask that you call at the allocated times and avoid calling girls during prep and quiet time (see Daily Routines, on page 18). Depending on their year group, girls must either hand in or turn off their phones before bed.

### Mobile phone credit

For girls who have a Telstra phone, can purchase \$20 and \$30 credit recharges at GOSS.

### Times for Internal Telephone Calls

Please keep in mind that only two student lines operate in each house.

#### Monday to Thursday:

7:00am – 8:15am (if not at breakfast)

3:15pm – 6:00pm

#### Friday

7:00am – 8:15am (if not at breakfast)

3:15pm – 8:30pm

#### Saturday/Sunday:

9:00am – 8:00pm Years 10 to 12

9:00am – 7:30pm Years 6 to 9

### Emails

Every girl is allocated a Glennie email address. Girls love to receive news from home and regular emails are most useful in helping girls stay connected to their families. Emails are private and a more appropriate form of contact than social media.

Boarding staff can be contacted via email. This is an excellent way to submit permission forms for leave and activities because, like a fax, it can be printed off and kept on record.

While parents can email their Senior Resident directly, they can also direct their emails to a House email which can be accessed by all Senior residential staff. This means that information can be accessed even on the Head of House's day off. For matters of a more personal nature, it is best to directly email your Head of House. Occasionally our staff members change. For the most current contact details, please check the **Boarding** page on the Portal.

#### BROWN

- Brown Head of House: reynoldsong@glennie.qld.edu.au
- Brown Senior Staff: brown@glennie.qld.edu.au

#### DOWSON

- Dowson Head of House: renoufm@glennie.qld.edu.au
- Dowson Senior Staff: dowson@glennie.qld.edu.au

#### SIMMONS

- Simmons Head of House: lovellv@glennie.qld.edu.au
- Simmons Senior Staff: simmons@glennie.qld.edu.au

#### Head of Boarding

- Mrs Val Lovell: lovellv@glennie.qld.edu.au

## Mail

Letter writing is an important form of communication and is often overlooked. Please try to write at least once a fortnight and encourage family and friends to do so.

Outgoing mail is taken to main reception every morning. Incoming mail can be collected from the staff on duty every weekday afternoon. Letters to your daughter should be addressed as follows:

Miss (First name) (Family Name)  
Simmons/Brown/Dowson House  
The Glennie School  
Herries St  
TOOWOOMBA QLD 4350

Postage stamps, express postage bags, writing paper and envelopes are available from GOSS.

## Skype

Boarders are able to access Skype on their personal laptop computers. This must be done at the appropriate times. Girls should not be using their computers after lights out.

## Boarder Mail-out

Eight times a year, a boarder mail-out is sent to all boarding families. In this way we share information about news, upcoming events or issues which have arisen through the term. Depending on whether the mail-out is mid-term or end of term, it will also include the end of term travel information or the Boarder Enrichment Program for the following term.

Families are able to request that the mail-out be sent electronically. The mail-out and all boarding related forms are also available on the portal.

## The Portal

The Glennie Portal contains up to date information about Glennie boarding and is our main way of letting parents know what activities are planned for the up-coming week. The Portal contains important forms and information that is updated regularly.

Parents can log in to the Portal, via the Glennie website [www.glennie.qld.edu.au](http://www.glennie.qld.edu.au), using their parent code (located on their term account) and password, which, if it is forgotten, can be reset online.

# Technology

## Email and Internet

- All students are allocated an email account. Using the School's wireless network, they have access to the internet and printers. There is access to Facebook and Skype.
- Sending and receiving emails is permitted but students should not be sending social emails in Prep time. Emails to teachers or immediate family are acceptable.
- The Glennie internet is monitored and filtered. However, not all sites can be blocked and students are expected to use their access appropriately.
- The use of USB modems to provide uncontrolled access to the internet is not permitted.
- Please note that students can access a range of services at shopping centre computers and via internet-enabled phones. Parents are advised that the School cannot monitor or control this access.
- Students must not use IT resources to upset, offend, harass, threaten or in any way harm anyone, even if it is meant as a joke. A student who breaches these guidelines may forego their phone or computer at the discretion of Senior Boarding Staff.
- General School policies including mobile phone use, IT and Cybersafety are available under Student Policies on the Glennie Portal.
- Lanschool is a monitoring system used to check that girls are using the internet appropriately during prep time.

## Mobile Phones

- Students must bring only one mobile phone and this must be registered with the relevant boarding house.
- Mobile phones in Brown House are handed in to staff at an allocated time and are held in the locked office during the night.
- Mobile phone usage is restricted to the same times as the boarding house phones.
- We do not recommend internet enabled phones, particularly for younger boarders.
- The School does not accept liability for lost mobile phones.





## Leave

The Boarding House maintains leave cards. Boarders sign out, and sign in, when being taken out by a person approved by parents/guardians on the outings/visitors' leave list. When giving permission for your daughter to go out or stay with friends or relatives, the parents/friends/guardians take complete responsibility for the supervision and care of your daughter while she is away from the School.

In these cases you pass on this responsibility to the people you have nominated on leave lists. When nominating persons on your daughter's visiting/leave lists, it will be assumed that no further permission will be sought from you when these people visit or request leave for your daughter. (If you wish to be notified, please do not enter names on the list).

With the exception of siblings, people under 21 years of age cannot be placed on the overnight/weekend/afternoon/tea leave list or sign out or collect girls.

Host families who take boarders home for weekend leave are discouraged from taking large numbers of boarders out at one time. Parents who request this type of leave are asked to contact the Head of Boarding directly for her approval and are to have contacted the host themselves to ensure that this is safe and suitable leave. As a rule, and with the exception of parents who sign boarders out on leave, there is a limit of three boarders to be hosted by one family at any given time.

A new Outings/Visitors list is completed at the beginning of each year or when circumstances demand changes.

In order to facilitate 'settling in', all boarders, both new and returning to The Glennie School, are expected to remain at the School for the first weekend of the year. They are also expected to be in boarding for the last weekend of the year.

### Some Rules

- Please contact the Head of Boarding on (07) 4688 8849 or 0427 643 425 if you need to arrange leave for your daughter during School hours.
- The School does not support early departure at the end of term. A boarders' travel day is provided and early departures will not be approved except in an emergency. Please apply to the Head of Boarding in advance if possible. Repeated early departures will be referred to the Head of School.
- All arrangements for Weekend Leave are to be finalised by 6:00pm the Wednesday prior to the Weekend/Day outing, by fax or in writing to the Senior Resident.
- Travel arrangements are to be made by parents, and the Senior Residents of the Boarding House are to be notified of these arrangements.
- If a boarder wishes to leave the boarding house for an outing with someone who is not on her visiting list, a letter of permission from parents must be forwarded to the Senior Resident by Wednesday prior to the outing.
- All hosts must sign a *Conditions of Hosting a Boarder* form which is available on the Portal.
- Smart casual clothes must be worn when taking leave or returning from weekend leave.
- These rules form part of the School's responsibility for student safety and duty of care to parents, so girls are held responsible to conform to these arrangements.
- A breach of these rules will result in cancellation of leave.

## Outings/Weekends

Weekend leave begins on Friday 3:20pm and ends 7:30pm Sunday evening. Day leave during weekends is as follows.

Day	Check Out	Check In
Friday	3:20pm	8:00pm
Saturday	8:30am	8:00pm
Sunday	9:30am after chapel	7:30pm

Girls may only be collected by a person over twenty-one, with the exception of siblings. Any person collecting or hosting a student is to be on the weekend leave list or the School must have written permission from the parent/guardian to host the student. The School must have received a written/faxed invitation from the host. The School prefers girls on leave to be hosted into a family environment and there is a limit of three boarders to each host family at any given time. Full details and contact phone numbers must be on any permission for weekend/overnight leave given by parents or guardians. ALL hosts are to be aware of the *Conditions for Hosting a Student* (available from the boarding houses) and they will be asked to read and sign this document the first time they sign a boarder out. Girls should not be collected or dropped back to School during scheduled meal times, as the boarding houses are generally unoccupied and closed.

### Shopping Leave

Permission is required for shopping leave.

- General School rules and correct behaviour apply at all times.
- Girls are to observe all regulations placed on others in society.
- Girls are not to eat whilst walking around. Adequate seating is provided at all centres.
- Years 6 to 9 girls are to keep in their groups and be escorted. Years 10 and 11 girls are to be at least in pairs.
- Girls are to travel on main road footpaths when walking to town – Laurel Bank Park is not to be used as a short cut.
- Full School uniform, including hat, is to be worn. Seniors are permitted to wear neat casual clothing at the discretion of the Senior Resident.

### Saturday

- Years 6 to 10 Clifford Gardens only 9:30am – 11:30am\*
- Years 11 & 12 Clifford Gardens or Town 9:30am – 12 noon

\* Girls in Years 6 to 10 have the opportunity to shop at Grand Central (town) about twice a term.

### Weekdays

Shopping leave during the week is permitted at the discretion of the Senior Resident. Report-In time is to be strictly observed.

In view of this weekday policy, extra town or shopping leave will not be granted. Should family accounts be established at retail outlets in town, orders should be placed from the Boarding House with delivery arranged to the School.

### Afternoon Leave

Afternoon leave is available on any afternoon, and girls may be collected by anyone on their leave list or with written permission from their parent/guardian. Girls must return to the Boarding Houses by 5:45pm.

### Evening Leave

Midweek evening leave for the purpose of attending or participating in a sporting, social, cultural or community service activity is available in limited circumstances and at the discretion of the Head of Boarding.

## Midweek Overnight Leave

Midweek overnight leave is only permitted if girls are with their parents. Exceptions to this are at the discretion of the Head of Boarding and must be referred to her.

## Dinner

Girls are able to have one dinner leave per week. Dinner leave allows parents, grandparents or siblings to take girls out from 3:30pm to 8:00pm, Monday to Thursday. They may be taken out by a parent or grandparent or sibling who is on their visiting leave list. Girls must return to the Boarding Houses by 8:00pm, being mindful Prep is in progress. Dinner leave with people other than family will always be considered for girls who have limited access to family members due to extreme distance.

## Visitors

Visitors are welcomed between the hours of 2:00pm to 4:00pm on Saturday or Sunday. Girls may see only those whose names are on the visiting list. Girls must introduce their visitors to staff on duty in the Residential House office and report again when visitors are leaving. All visitors must sign a visitors' book at the office of the relevant house.

Visitors should never be entertained in cars or other School buildings. The following areas are designed for hosting visitors:

Lawn area between Brown and Dowson Houses, outside Common Room, Year 12 – grassed area adjoining Dining Room or front of Simmons House. The grounds at the front of the School are out of bounds to visitors except for parents and grandparents. Glennie girls are not to show visitors around the School without permission from the Head of Boarding (to be obtained prior to the visit during office hours only).

Years 11 and 12 only are permitted young male visitors if they are on the official visiting list.

Parents are invited to join their daughter in the dining room for a meal if they are visiting Toowoomba.

## Taxis

All Glennie Boarders are expected to have a Cabcharge Card (arranged by the School) for taxi use. If more than two girls are travelling in the one taxi, a taxi order number will be provided by the relevant Boarding House staff.

## Leave Transport

The following guidelines are to be used when using public transport for weekend leave:

- Girls are sent by taxi from the School directly to the appropriate bus terminal 30 minutes before departure time. Stopovers in town are forbidden.
- To ensure the safe return of the girls if returning by bus, they are to return immediately from weekend leave to School via taxi. Your daughter's bus arrival time will be requested from you when leave arrangements are made. If her arrival time is after the scheduled dinner time at School, students may request that the taxi divert via McDonalds Drive-Thru ONLY. Any other sit-down or take-away meals en route are not permitted.
- Our youngest boarders are escorted to the bus terminal in a taxi by a staff member at the parent's expense.

Girls who are not travelling by public transport must be collected and returned in person by their host from and to the appropriate boarding house. They are only permitted to travel by taxi to meet their hosts with specific permission from parents and the Head of Boarding.

## Part-time Work

Boarders in Years 11 and 12 (aged 15 years and over) and Year 10 girls (Semester Two) may seek casual employment outside the School according to the following guidelines.

## Work Arrangements

- Girls may normally work no more than 10 hours per week.
- If the student is following a vocational study program and the employment forms part of the student's vocational experience, then a greater number of hours may be worked.
- Girls may normally work only one afternoon/one evening during the School week. Hours of employment must occur predominantly over the weekend.
- Hours of employment (starting and finishing times) must be reasonable. Girls must be back within the boarding house by 10:00pm.
- Girls must be able to organise safe and appropriate transport to and from place of employment.
- Boarder parents as well as the Head of Boarding must approve all work arrangements relating to:
  - Place of employment
  - Hours of employment
  - Duties the student is expected to perform.
  - Transport
  - Girls must arrange this approval by completing a Permission to Work Form, which is available on the Portal.
- Copies of form will be given to:
  - Student
  - Head of Boarding
  - Parent
  - Senior Resident
  - Employer

## School Commitments

Academic studies as well as extra/co-curricular commitments a student has made, must take priority over all employment arrangements.

This applies particularly to homework (where students may miss one evening of Prep).

Girls must attend all compulsory School activities.

## International Students

We have boarders from overseas at Glennie and we enjoy the diversity of their backgrounds and experiences. Families of overseas boarders are expected to take them home twice a year, during the mid-year holiday and at the end of the year.

Overseas boarders are expected to adhere to the same travel dates that Australian boarders use and are not encouraged to extend their vacation periods. Any early departures or late arrivals must be approved by the Head of Boarding and parents are to request this directly through her. Parents are also advised to make early flight bookings if possible to avoid problems, particularly at the beginning and end of the year. All boarders are expected to attend Speech Day.

The Head of Boarding will assist overseas boarders with airport transfers, but parents are asked to avoid plane travel that takes place between Friday afternoon and Sunday morning because the local airport bus service does not travel between these times.

If boarders have long distance travel at the end of the term or end of the year, we can store most of their belongings to make travelling easier for our families. The girls will need to place items in cases, zippered bags or boxes. All must be clearly labelled and placed in an area to be designated by the Head of Boarding. We do not encourage boarders to leave expensive jewellery items; clearly labelled laptop computers can be stored by the Head of Boarding. Obviously, no perishable items must be left. At the end of the year, overseas boarders can store luggage neatly in the Simmons House staff area and this must be collected as soon as they return the following year. No responsibility will be taken by the School for security but we will make every effort to provide safe storage.

### Home Stay

In the event that an International Student is unable to travel home during the term breaks, we will assist in securing temporary holiday home stay with families that are qualified under Child Protection Laws with 'Blue Cards'.

All international parents are expected to complete the holiday/homestay form to indicate any homestay requirements for the year for Terms 1 to 3 holiday breaks. This form can be found on the Portal.

Students who are unable to return home at the end of Term 4 should contact the Head of Boarding to discuss if special arrangements can be made.

### More Information

Further information regarding International enrolments can be found on the Glennie website in the **Enrolment** section.

<http://www.glennie.qld.edu.au/enrolment/international-enrolments.html>

General policies and information handbooks are available on the Glennie website in the **Documents and Forms** section.

<http://www.glennie.qld.edu.au/about-glennie/documents-forms.html>

Further student policies and daily procedures are housed in the Glennie Portal. Access to the Portal is limited to enrolled students and their parents.

## Health Care

The Health Centre is located on the ground floor of Simmons Boarding House. It is staffed by registered nurses and provides 24 hour care for boarders. The centre provides nursing care and first aid for the whole School including day girls and staff.

Because there is limited accommodation in the Health Centre, it can be difficult at times to isolate the girls who have contagious conditions. In some cases, the girls will be sent home for the duration of the condition / illness and the ensuing rest period.

We will assist in making alternative arrangements for boarders who are from a long distance away and who may not have a nearby relative / guardian.

### Mission

The Health Centre's mission is to be an open caring environment that provides quality nursing care and a place where confidential matters can be discussed.

### Communication

The nursing staff are more than happy to talk with parents, either at the Health Centre or by telephone, about any concerns or queries they have regarding their daughters' treatment. Staff can be contacted directly at the Health Centre. Sr Kate Wilshire is the Health Centre Manager.

- telephone 07 4688 8809
- mobile 0407 187 488
- email [health@glennie.qld.edu.au](mailto:health@glennie.qld.edu.au)

We ask that non-urgent enquires are made during office hours or by email.

Girls requiring attention for non-urgent matters are asked to attend during breaks, i.e. before School, morning recess, lunch or after School. If girls do require attention during class time, they must obtain a 'slip' from their teacher stating the time they left the classroom. This note is taken to Middle and Senior Years Administration 07 4688 8887 who will contact the Health Centre.

### Medical History

It is for the girls' benefit that the Health Centre is notified of all relevant medical history, particularly if these details change. All parents are asked to complete the online Annual Update and Consent form before the beginning of each school year.

### Doctors

The School has a visiting female doctor with an extensive background in rural medicine. The Health Centre will make medical appointments where necessary.

Parents should indicate on the Annual Update and Consent form (available on the Portal) whether they wish to access the School doctor or provide details of the doctor they wish their daughter to visit.

Accounts for the School doctor are sent directly to parents.

### Privacy Statement

This School Doctor's medical practice collects information from you for the purpose of providing quality health care. The personal information required above is for administrative purposes in running the practice, compliance with Medicare and Health Insurance Commission requirements and provision of health care. Disclosure of the above information may occur to Medicare or HIC, other Doctors or Health Professionals and staff of this practice. Doctor's records can be sought by Courts via subpoena or by a Search Warrant executed by Police.

## School Counsellor

The School Counsellor provides assistance to the whole School. The girls are advised to make contact by email colemanK@glennie.qld.edu.au or phone 07 4688 8843. The School Counsellor's room is located next to the Health Centre.

## Escorts

Girls may only be taken to appointments by people on their visitors' lists. Students are not permitted to escort other girls unless specific arrangements are made with the nursing and boarding staff. The nursing staff will endeavour to arrange an escort for younger girls to their appointments. An escort will be arranged for girls who are undergoing an invasive procedure.

In case of an emergency requiring a hospital visit, boarders are accompanied by a Glennie staff member. Younger boarders will be escorted to medical appointments.

## Cabcharge

All boarders are issued with a cabcharge card to pay for taxi travel to appointments.

## Appointments

A diary of all medical, physiotherapy, dental, orthodontic etc. appointments is kept at the Health Centre. Each morning a list of the day's appointments is provided to the School and boarding houses. Travel arrangements are made based on this list so, at least twenty-four hours' notice is required if you have arranged an appointment for your daughter. Email is the preferred method of communication for non-urgent matters.

## Pharmacy

For convenience, parents are asked to create an account with Baker's Pharmacy by selecting the option on the Annual Update and Consent form. Bakers provide a daily delivery service to Glennie for prescriptions and orders for pharmaceuticals.

The chemist offers a 10% discount on most items, excluding prescription items. Health Care Card holders must inform the Pharmacy of any changes to their status.

Accounts for purchases will be sent directly to parents by Bakers Pharmacy.

## Immunisation

The Toowoomba Regional Council conducts standard immunisations at school during the year. Parents will be sent permission forms for these.

Please ensure your daughter is up to date with her childhood immunisations before she enters boarding. It is most important that the immunisation details on your daughter's medical forms are accurate and we are notified of any changes.

It is important for boarders to be immunised against specific conditions such as influenza and whooping cough (pertussis). We have found that younger boarders can be susceptible to pertussis as their childhood vaccination may wear off earlier than Year 10.

We request that parents provide permission for pertussis and influenza vaccinations to be given to new boarders by the school doctor in Term 1. This will incur a cost. Other immunisations will be provided during the course of boarding, but pertussis and influenza are the two most critical vaccinations for residential situations.

Arrangements for other vaccinations such as Hepatitis A can be made if specifically requested by parents.

Parents can indicate if they wish for their daughter to receive a flu vaccination by selecting the option on the Annual Update and Consent form.

## Medication

If a boarder has parent or guardian written permission and is in Years 10 to 12, she may keep minimal supplies of over-the-counter medication in her locked up cupboard. This covers analgesics, cold and flu preparations and vitamins etc.

Year 11 and 12 girls, with parents' written permission, may keep their own prescription medication in their locked cupboard.

All medication kept in the dormitories must be first recorded with the Health Centre. Boarders may not supply another girl with medication of any kind.

All medicines must be clearly labelled with name and dosage instructions.

In Brown House, ALL over-the-counter medications must be kept and dispensed by Health Centre staff.

## Admission

Girls who are admitted to the Health Centre (that is lying in or on a bed) are not to leave the Health Centre without approval of the Nurse on duty. She must inform the Nurse if she has any of the following:

- assignments due that haven't yet been finished.
- an examination that day.
- a requirement to take medication that has not been notified to the Nurse.

## Medical Certificate

Girls unable to sit for an examination due to illness MUST have a medical certificate. This particularly applies to Year 11 and 12 girls and is advisable for other year levels. A medical certificate can only be supplied by the Doctor. The Deputy Head is notified of all boarders who are admitted to the Health Centre.

## International Students

International students are required to have Private Health Insurance. This is a condition of their Visa and Medicare cover is arranged through the School. Please check with nursing staff to verify this. Overseas students must bring their accounts to the Health Centre for processing.

### Keep up to date

Parents can find the **Annual Update and Consent** form in the Forms section of the Glennie Portal.

It is important that the medical details on this form are checked and updated if necessary.

This form includes consent to set up a School Doctor and School Pharmacy account and to authorise an annual flu injection.



# A–Z of Boarding

Boarders are an integral part of the fabric of Glennie. They play an important and leading role in the daily life of the School, following the traditions of the past century.

## ABSA

Glennie is a member of the Australian Boarding Schools Association and this is a national association dedicated to maintaining excellence in boarding. Our staff do much of their professional training through ABSA and are expected to complete the Duty of Care course.

## Access

On Saturdays and Sundays the girls have access to the following areas on campus:

- The tennis courts and sporting areas (but not below the rim of the oval behind maintenance workshops)
- Chapel and courtyard

On Sunday, only in warmer weather:

- Swimming pool, if supervised by a trained lifeguard

## Alcohol, Drugs & Smoking

The Glennie School does not condone the inappropriate use of any drugs and alcohol. Glennie does not permit the possession and use of prohibited substances by students at any time and particularly:

- On Glennie premises.
- At functions, excursions or camps organised by the School.
- When members of the Glennie community are representing the School, wearing the School uniform or travelling to and from the School.
- While in residence; involved in an excursion off campus; participating in a social function held off campus.
- While on leave.

## Arts and Crafts

A good range of materials are available at no cost to the boarders and we have staff with specific skills in these areas to assist girls. We have numerous sewing machines for girls to use and teach knitting, macramé, crochet, sewing, painting, card making, sculpture and collage.

## Boarder Enrichment Program

Boarders participate in the extra-curricular sport and music activities during the week and on the weekend that are available to all Glennie girls.

In addition, there are activities exclusively for boarders. Parents are sent a list of boarders' activities scheduled for the term along with a form seeking permission for their daughter to participate in all activities for the coming term. Most of these activities are at minimal to no cost. If you only want your daughter to participate in selected activities on the schedule you should contact boarding administration.

The Head of Boarding has dinner with the junior boarders every Wednesday evening and conducts a social arts and crafts session afterwards. Other regular activities include self-development sessions, dancing, supervised swimming at the Aquatic Centre and outings.

Older boarders tend to engage less in structured activities but they are particularly important for the younger girls. Year 12 boarders have greater flexibility as we are training them for their post-school life. They are still expected to be accountable for their whereabouts and regular checks are made.

All boarders participate in beginning and end of year excursions, Birthday Tuesday and regular theme dinners.

Shopping trips to either Clifford Gardens or Grand Central shopping centres are available on Saturdays. Girls other than those in Years 6 or 7 can visit Clifford Gardens one weekday per week.

## Birthdays

Families are encouraged to celebrate birthdays with their daughters and are obviously welcome to take them out for a special family function. At the end of each month we celebrate the birthdays for that month with cake and hand-made cards. This is a special occasion and usually takes place on the last Tuesday of each month. We include birthdays that occur during the holiday periods so that nobody misses out.

The Cheesecake Shop Herries Street Toowoomba, phone 07 4639 2920 is particularly helpful with special deliveries. They will deliver to Glennie Reception and we will then keep cakes chilled in the dining room. Please remember this is weekday delivery only to Glennie Reception.

## Boarder Parent Afternoon

Boarder parents are invited to this informal get-together between 1:00pm to 2:00pm on Mondays at the commencement of each term. The venue is the Glennie Board Room and light refreshments are served. This is a time to share ideas, raise concerns and meet socially. Parents are welcome to stay for dinner with their daughters on that evening.

## Boarding Committee and Boarder representation

There is a Year 12 Boarding Committee that meets regularly with the Head of Boarding and Catering staff. This group also has meetings with elected boarders from each year level and communicates with the boarding staff regarding special requests and concerns.

## Buses to Sport

Buses to sport are organised through the Sports Department.

## Catering and Special diets

We cater for special diets such as gluten free, lactose free and vegetarian. Written medical evidence is required for these special diets and specific allergies. Written parent permission is required for any boarder who wishes to have a vegetarian diet.

## Chapel

All girls who are in residence on the weekend are required to attend boarder chapel services. Please take this into account when arranging Sunday leave. Students on day leave on Sunday are requested to leave after 9:30am.

For these services, a smart skirt, slacks and a blouse or a dress of suitable attire are worn. Please refer to the **Student Dress Code** in the **Student Handbook** on the Portal. Girls may attend services at a church of their choice after boarder chapel services. Permission to attend another church service instead of chapel may be obtained from the Head of Boarding.



## Cleaning

Girls are expected to keep their area neat and tidy at all times. Before leaving for School the girls are required to:

- Make their beds
- Hang clothes in wardrobe
- Put dirty laundry in laundry bag
- Empty the rubbish bin
- Have all personal items off the floor so that cleaning staff are able to carry out their work
- Change bed linen weekly; to be washed by the Glennie laundry.
- Attend to communal duties

## Clothing

Boarders must not wear combinations of uniform and plain clothing outside the boarding houses at any time.

Parents are asked to provide a small range of simple, conservative clothing that is suitable for chapel and more formal meals. This is not expected to be either extensive or expensive, but smart, versatile business style is expected and is available at most major chain stores.

For example, a pair of plain, dark, dressy pants; a simple skirt; good black jeans; two plain blouses and either a jacket or a cardigan style top for the colder weather. A pair of simple court style shoes are a helpful addition to a boarder's wardrobe. All of this suggested clothing can have wider use than chapel and more formal dinners.

## Common Rooms

Girls have a designated common room. Facilities are provided for making hot drinks, toast etc. The common rooms are cleaned by our cleaning staff on Mondays. Girls are responsible for the cleanliness of the common rooms the rest of the time.

## Communication

For information on communication with your daughter including emails, mobile phones and information technology, please refer to pages 7 and 8.

## Daily Routines

The daily routines for boarders are shown on page 18. These routines should be used as a guide as some minor variations will occur from time to time.

## Driving

All girls with a drivers' license must in the first instance complete a Permission to Drive form available on the Portal. This application must be approved by the Head of Senior Years

In addition, boarders must seek permission from the Head of Boarding to be allowed to bring their care to school .

Application must be made and permission granted prior to the arrival of the vehicle.

Only siblings at Glennie may be transported by the driver, no other passengers are permitted. There are strict limitations regarding the use of the vehicle that must be agreed to by all parties and adhered to.

No responsibility will be taken for the vehicle and it cannot be left on the School grounds during school time/weekdays. Vehicle keys are to be kept in the boarding house reception.

Keys to vehicles are kept by boarding staff.

## Electrical Appliances

In the interest of all boarders' living environment, the only plug-in appliances that can be used in girls' spaces are a notebook computer and a small radio/CD player (with low wattage) which must be accompanied by earphones. Toasters, popcorn makers, jugs, hair dryers, electric blankets, heaters, fairy lights etc. are not permitted. No personal DVD players, bar fridges or televisions are acceptable.

## Examinations

Two weeks prior to examinations, the boarding houses go into "exam mode", where television is limited and radios and CD players are used with earphones at all times. These measures aim to provide girls with extra quiet time to study within the boarding house.

## Fire Alarms

If a fire alarm is the result of negligence on the part of a boarder, and the Fire and Rescue Service attends, the full charge of the call will be applied to the parent account.

Regular fire drills are conducted to ensure all boarders are aware of evacuation procedures.

## Food Storage

Girls may keep a limited quantity of dry, stored food in named, labelled, lidded plastic containers. Please exercise restraint with this and discourage excess.

## Forms

All forms relevant to the school year and boarding are available on the Glennie Portal. Parents should use their parent login and password.

There is a special parents forms section in the Portal. Use the "forms" button for access.

The most important form for all students is the Annual Update and Consent from which must be updated before the start of the school year.

Parents should check their Glennie emails regularly for forms relating to excursions and events throughout the year.

## Hair & Jewellery

Jewellery is not to be worn with uniform. If ears are pierced, ONE small round plain gold or silver stud in the lobe of each ear is permitted, but NOT sleepers. Other body piercings are not permitted and neither are tattoos.

Hair is always to be neat and tidy, and natural in colour. Perms are permitted but must be kept tidy, and hair must be back if longer than collar length and kept off the face. Wet hair must be made tidy before proceeding to lessons, meals and outings. Outrageous hairstyles or unnatural colours are not permitted.

## Health Care

For all the information on health care at Glennie, please refer to page 11.

## Housekeeping

Please show your daughter how to use a washing machine, explain to her the need to take part in communal duties such as washing up. All boarders must know how to make a bed and manage their own belongings. Some time spent at home on these skills prior to entering boarding will make for an easier transition to communal living. Please avoid excessive amounts of belongings.

## International Boarders

For information on overseas boarders, please refer to page 11.

## Laundry

The School provides a laundry service for student uniforms and linen. It is open from 7:00am, Monday to Friday. The laundry will also assist with drying students' clothing during wet weather. Each house has its own laundry facilities for personal laundry.

**All years:** The Glennie Laundry washes all uniforms except blazers and winter skirts. Winter skirts and blazers are to be dry-cleaned. This service is available once per week and charged to the student's account.

**Years 6 and 7:** All washing, including personal laundry is done on an allocated day each week.

**Years 8 to 12:** Students are expected to do their own personal laundry.

**Bed Linen:** Boarding House staff nominate the day for changing linen and outline the procedure involved. The laundry staff will wash personal towels. Sheets are provided by the School.

## Leave

For all the information on leave, please refer to page 9.

## Lost Property

The School provides lockers and lockable cupboards in which to keep girls' possessions. Items are not to be left lying around buildings or grounds. Staff will place found items in the house lost property which can be accessed at a specified time.

## Mobile Phones

For all the details on mobile phones, please refer to page 8.

## Money/Valuables

Girls MUST NOT keep large amounts of money in the dormitory. Cash and valuables are to be kept in the area provided. These include passports, travel documents and jewellery.

Withdrawals from ATMs may only be made during shopping times.

The School will not take responsibility for money/ valuables kept in the Boarding House, nor for money or other items that boarders loan to others.

## Part-time Work

Students in Semester 2 of Year 10 and in Years 11 and 12 may seek part-time employment in accordance with the School's policy and guidelines (see page 10). Copies of these guidelines are available from the Head of Boarding. A **Permission to Work** form must be completed which is available in the forms section of the Portal.

## Personal Belongings

Please see the Personal Belongings List on page 17.

Girls' skirts and dresses must be of reasonable length and suitable to wear to Chapel and formal dinner occasions.

The School does not approve of borrowing or lending clothing or any personal property.

The School has insurance cover for up to \$5,000 per Boarder for personal property. This excludes theft, accidental damage and burglary.

When proceeding, or returning from leave, very neat casual clothing must be worn. Full uniform is worn to breakfast on weekdays. Girls must change out of uniform for dinner at night into very neat casual clothing (short shorts, short skirts, scruffy clothing or rubber thongs are not permitted).

Ugg boots or rubber thongs are not to be worn in the dining room.

It is important that all the clothes you bring with you to School are clearly marked. Please encourage your daughter to have a manageable quantity of belongings.

## Personal Hygiene

It is essential that all boarders know the importance of regular showering, at least daily. Boarders must understand the importance of regular changing of clothes and the need for soap, deodorant, shampoo, sanitary products and washing powder for clothes. In addition to this, a container for dirty laundry is an important piece of equipment. Please do not provide aerosol deodorants or perfume sprays and purchase only pump or roll on styles. This will avoid poor reactions by asthmatics and interference with fire alarms.

Please discuss aspects of personal hygiene with your daughter before she enters boarding school. Without appropriate knowledge a boarder may encounter the avoidance of peers, creating a very difficult situation for both the individual child and other members of the boarding community.

## Portal:

The Glennie School Portal is invaluable online resource for parents and students.

The 'Boarding' page on the Portal contains information specifically for boarders and their families. Every Tuesday afternoon, the week's Boarding Activities are updated so parents and boarders can plan their weekend leave. Other information for boarders and their parents includes:

- Boarder Chapel service timetable
- Dining room menus
- Boarding staff details and contact information
- Available tutoring times
- End of term travel forms
- The boarder parent mail out

The Glennie Portal is a powerful tool for keeping up to date with School activities, lessons and assessment. Parents are encouraged to check the 'Information for Parents' section regularly for updates.

Parents can log in to the Portal, via the Glennie website [www.glennie.qld.edu.au](http://www.glennie.qld.edu.au), using their parent code (located on their term account) and password, which, if it is forgotten, can be reset online.



### Posters/Pictures

Posters, photographs, pictures etc. can be placed on designated pinboards following staff approval.

### Privacy

Each girl has a modern, individual living space where she can relax, study and sleep. She can add her own personal touches to make it feel like home.

### Security Systems

To enhance the physical security of the Houses and safety of the girls, monitored electronic alarms are turned on each evening and turned off each morning. A curfew is established to ensure that all girls are in their Boarding Houses before dusk.

Summer curfew is 5:30pm. Winter curfew is 5:00pm. Unless girls are involved in supervised activities, they are required to be in their Boarding Houses by curfew.

The grounds are patrolled after-hours by a local security company.

### Senior Student Duties

The role of a Senior student is to set a positive example at ALL times. This means adhering to all rules of conduct, punctuality, appearance etc. as set down by the School. Senior students also have an important role to act as "family head" and offer peer support within the boarding community.

This involves:

- Caring for the needs of a group of seven other girls from varying year groups.
- Reporting concerns about their welfare and behaviour to Senior Residents. This is an important pastoral care rule, not a social etiquette.
- Being head of her 'family's' dinner table and leading by example in terms of etiquette, communication and advice.

Requests for girls to assist in activities are made throughout the year e.g. afternoon boarding activities. As a result of assuming responsibility, several allowances are made for the girls e.g. more frequent shopping leave, sport, extended shopping leave on Saturday and Dinner Leave on Friday night after Term 1. These allowances are entirely at the discretion of the Senior Resident and will reflect the level of responsibility and co-operation demonstrated by each individual girl.

### Storage & Removal of Belongings

Provision for the storage of belongings will be made during school holidays (end of Terms 1, 2 and 3).

Parents are requested to provide clearly labelled plastic tubs (55 litre with wheels). All items must be cleared out at the end of the school year, except for overseas boarders, who may make arrangements with the Head of Boarding. Other boarders may discuss the matter with the Head of Boarding

### Study

Prep/study/homework is a very important aspect of our boarding program. It is the formal study period allocated according to each year level. A supper break is included during this time. While it is expected that the girls will remain in their own cubicle/room during prep, it is acknowledged that there may be times when they will need to work with other boarders. There is also an expectation that 'prep' is done quietly to ensure that every boarder can make the most of this time. Second prep, after a light supper, is **definitely** quiet time as girls who do not have homework or study can choose to go to sleep.

Glennie's Middle and Senior Years Library is open every weekday afternoon until 5:00pm for study and or research. The library also has a huge variety of online resources that can be accessed via the Portal.

There is no reason why a boarder should not be able to complete her homework in the time allocated. Students who have extra-curricular commitments are encouraged to develop adequate time management skills to ensure that their studies do not suffer.

### Tutoring

Tutoring for boarders is provided for up to 10 hours per week and can be accessed by contacting the Senior Resident of the house. Whilst this academic support is provided without additional cost to families, it is usually group based rather than individual.

If individual tutoring is required, please contact the Senior Resident or the Head of Boarding.

### Uniforms – Glennie One Stop Shop (GOSS)

All School uniforms are purchased from the GOSS, which is located on campus. GOSS is operated by the Glennie Parents and Friends' Association providing stationery supplies, textbook hire, toiletries, gifts and laundry items. A family account can be established.

#### GOSS Contact Details

- Phone Number – 07 4688 8831
- Fax Number – 07 4659 5428
- Email – [goss@glennie.qld.edu.au](mailto:goss@glennie.qld.edu.au)

## Personal Belongings

### CLOTHES

(Please refer to the full school uniform requirements detailed in the Information Handbook)

- 4 sets dinner clothes (dresses, skirts with blouses, jumpers, shorts.) Please note: No blue jeans, shorts or formal attire to be worn to Chapel.
- Summer uniforms (preferably 3)
- Winter uniforms (preferably 2)
- 2 pairs shoes (including at least 1 pair good shoes or sandals for Chapel and dinner).
- Socks
- Underwear as appropriate
- 2-3 pairs of pyjamas or night dresses (winter and summer)
- Dressing gown
- 2 or more personal bath towels
- 2 or more face cloths
- 1 or more swimming towel
- 1 pair of rubber thongs (to be worn in showers– compulsory)

### OTHER ITEMS

- Doona and doona cover
- Personal pillow and pillow case
- 12 to 18 plain wire coat hangers
- Laundry bag/basket
- Clothes pegs, a small laundry basket and laundry detergent
- One large plastic box for storage of excess clothes and plastic container for food kept in the boarding house.
- 1 sewing kit with essentials
- 1 toilet bag with essentials
- 1 hair brush
- 1 shoe cleaning outfit with black polish etc
- tissues
- wallet
- lockable box – combination lock preferred (optional)
- Small rubbish bin

### OTHER EXTRAS

- camera
- watch
- letter-writing materials
- glasses (if worn)
- sun glasses
- MP3/iPod – earphones essential
- Radio/CD player/iPod dock – small as space is limited – earphones essential (low wattage)
- notebook computer (if not hiring from School)
- one mobile phone only, preferably not internet enabled as we can't monitor its usage.

Please note: As space is limited, please do not bring too many personal belongings.

All items must be clearly named including name engraved on valuable items.

## Settling In

Organisation of personal belongings can prove difficult for new boarders. Girls must be able to keep their drawers and wardrobes tidy. They need skills such as folding clothes and storing their belongings in an organised manner. Also, experience in efficient bed making and personal laundry is an advantage.

We appreciate parents/guardians ensuring that boarders have basic domestic skills prior to commencing boarding.





# Daily Routines

## Years 6 & 7

### Monday, Tuesday, Wednesday & Thursday

7:00am	Rising
7:00am to 8:30am	Dress for School, showers, breakfast & tidy up.
8:30am	Leave dormitory for school
8:30am to 3:15pm	School
3:15pm	Afternoon tea, free time, activities & sport
5:00pm to 5:25pm	Showers
5:30pm to 6:00pm	Year 7 dinner with Head of Boarding(Wed & Thurs)
6:00pm	Proceed to dinner
6:15pm to 6:45pm	Dinner in a family group (Mon & Thurs)
6:45pm to 7:00pm	Quiet time in the house or in the Summer, a walk with supervisor
7:00pm to 8:00pm	Prep time with Year 8
8:00pm to 8:30pm	Supper, prepare for bed
8:30pm to 8:50pm	Second prep time/quiet time in roomette
8:50pm	Lights Out

### Friday

7:00am to 8:30am	As Monday to Thursday
8:30am to 3:15pm	School
3:15pm to 5:00pm	As Monday to Thursday
5:00pm to 5:45pm	Showers
5:50pm	Proceed to dinner
6:30pm to 9:30pm	Free Time
9:30pm	Lights Out

### Saturday

8:00am	Rising
8:30am	Breakfast
10:00am to 12:00 noon	Shopping
12:00 noon	Lunch
1:30pm to 5:00pm	Free Time
2:00pm to 4:00pm	House Quiet Time
5:00pm to 6:00pm	Showers
6:00pm	Dinner
6:30pm to 9:30pm	Free Time
9:30pm	Lights Out

### Sunday

8:00am	Rising
8:30am	Breakfast
9:00am	Chapel
9:30am to 12:30pm	Free Time
12:00 noon	Lunch
2:00pm to 4:00pm	Quiet Time in House
5:00pm to 6:00pm	Showers
6:00pm	Dinner
6:30pm to 7:30pm	Organised/Free Time
7:30pm to 8:00pm	Prep
8:00pm	Supper
8:15pm to 8:30pm	Prepare for Bed
8:30pm to 8:50pm	Second prep time/quiet time in roomette
8:50pm	Lights Out

## YEARS 8 to 12

### Monday, Tuesday, Wednesday & Thursday

7:00am	Rising
7:15am	Breakfast at appointed tables Dining Room must be vacated by 8:00am
8:30am	All girls must leave their Residential House
8:30am to 3:15pm	School
3:25pm to 6:00pm	Free time-must shower before 6:00pm.
6:15pm to 7:00pm	Dinner at appointed tables
7:00pm	First Prep
	Second Prep optional or prepare for bed
9:00pm	Lights Out Year 8
9:30pm	Lights Out Year 9
10:00pm	Lights Out Year 10
10:30pm	Late Prep/ Lights Out Year 11
11:30pm	Lights Out Year 12

### Friday

7:00am	Rising
8:30am to 3:15pm	School
6:00pm	Dinner
6:30pm	Free Time
10:00pm	Lights Out - Year 8
Discretionary	Lights Out - Years 9, 10, 11 & 12

### Saturday

8:00am	Rising
8:30am to 9:30am	Breakfast; tidy beds before 9:30am
9:30am	Free Time/Shopping/Sign Out
12:00 noon	Lunch
2:00pm to 4:00pm	Visiting Hours. Girls must introduce visitors to members of staff on duty in House Office and sign in; when leaving visitor must sign out; quiet time in House.
6:00pm	Dinner
6:30pm to 10:00pm	Free time
10:00pm	Lights Out Year 8

### Sunday

8:00am	Rising
8:30am to 9:30am	Breakfast & Chapel
9:30am	Girls on leave sign out
12:00 noon	Lunch
2:00pm to 4:00pm	Visiting Hours; quiet time in House
4:00pm	End of visiting time
5:00pm to 6:00pm	Clean up Residential House
6:00pm	Dinner
6:30pm to 8:00pm	Free/Organised Time
7:30pm	Girls on leave return
8:00pm to 9:00pm	Prep
8:00pm to 9:30pm	Prep Years 10 & 11
9:00pm	Lights out Year 8
10:00pm	Lights out Years 9 & 10
10:30pm	Lights out Year 11
Discretionary	Year 12

Sports, activities and special events are detailed in our Boarder Activities Schedule which is mailed to boarder parents at each term and is also available on the Portal



## Contact Us

For the most current contact details, please check the **Boarding** page on the Portal

DEPARTMENT	PHONE	MOBILE	FAX/EMAIL
<b>Simmons House</b>	07 4688 8813	0419 655 880	07 4688 8822 simmons@glennie.qld.edu.au
Simmons House Student Line	07 4688 8894		
Simmons House Senior Resident Mrs Val Lovell (Head of Boarding)	07 4688 8849	0427 643 425	07 4688 8822 lovellv@glennie.qld.edu.au
<b>Brown House</b>	07 4688 8824	0487 923 570	07 4688 8825 brown@glennie.qld.edu.au
Brown House Student Line	07 4688 8895		
Brown House Senior Resident Mrs Gill Reynoldson	07 4688 8884	0427 763 093	reynoldsong@glennie.qld.edu.au
<b>Dowson House</b>	07 4688 8828	0408 065 251	07 4688 8827 dowson@glennie.qld.edu.au
Dowson House Student Line	07 4688 8893		
Dowson House Senior Resident Mrs Marie Renouf	07 4688 8828	0419 770 683	renoufm@glennie.qld.edu.au
<b>Health Centre</b>	07 4688 8809	0407 187 488	07 4688 8873 health@glennie.qld.edu.au
<b>Glennie Main Reception</b>	07 4688 8888		07 4688 8848 enquiries@glennie.qld.edu.au
<b>Junior Years Reception</b>	07 4688 8837		07 4688 8885 junioradmin@glennie.qld.edu.au
<b>The Glennie One Stop Shop</b>	07 4688 8831		07 4659 5458 goss@glennie.qld.edu.au

## Health Centre Opening Hours

### Monday to Thursday

7:15am–4:45pm	Open
12:00 noon–12:30pm	Sister's lunch break
4:00pm–6:45pm	Sister's 'down time'
6:45pm–7:15pm	Open
7:15pm - overnight	Emergency on-call only

### Friday

7:15am–4:00pm	Open
12:00 noon–12:30pm	Sister's lunch break
4:00pm–7:30pm	Sister's 'down time'
7:30pm–9:00pm	Open
9:00pm - overnight	Emergency on-call only

### Saturday, Sunday and Public Holidays

8:00am–12:00pm	Open
12:00pm–2:00pm	Sister's 'down time'
2:00pm–5:00pm	Open
5:00pm–7:30pm	Sister's 'down time'
7:30pm–9:00pm	Open
9:00pm - overnight	Emergency on-call only

#### Please note:

During 'down time' Sister is available for emergencies only – please contact the House Senior staff or Head of Boarding who will call Sister.

# About Online forms

## The forms previously available in this booklet are now online

Visit the forms section of the Glennie Portal using your Glennie parent login (there is a link to the Portal on front page of Glennie website [www.glennie.qld.edu.au](http://www.glennie.qld.edu.au)).

Contact [IT@glennie.qld.edu.au](mailto:IT@glennie.qld.edu.au) if you require assistance with access.

You can complete forms using Glennie's internet when you drop your daughter off if you have limited internet at home.

## The Annual Update and Consent form

This is a form that all parents, including boarders must complete each year

### It contains

- Contact details
- Medical details
- Consent for excursions
- Links to Arts forms
- Links to Sports forms
- Links to Stationery forms

### In addition, it contains forms specific to boarders

- School doctor consent
- Baker's pharmacy consent
- Link to Boarders' Outing Visitors List form
- Link to International Homestay form
- Link to Activities Consent form

## Activities Consent Form

A list of boarder activities for the term and a consent form will be sent to you each term. If you consent to your daughter attending the activities that have been planned for her, all you need to do is complete the form. If you don't want your daughter to join all activities, you should contact the Boarding Administration office.

# ✂ Boarders' Outing Visitors List

**This form can be completed online.** Visit the forms section of the Glennie Portal using your Glennie parent login (there is a link to the Portal on front page of Glennie website [www.glennie.qld.edu.au](http://www.glennie.qld.edu.au)). Contact [IT@glennie.qld.edu.au](mailto:IT@glennie.qld.edu.au) if you require assistance with access. You can complete this form using Glennie's internet when you drop your daughter off if you have limited internet at home.

**Alternatively:** Copy or print this form and post it to Reception, The Glennie School, 246A Herries St, Toowoomba, Qld, 4350 or fax it to 07 4688 8848

## Student details

Student name: \_\_\_\_\_ House: \_\_\_\_\_ Year level: \_\_\_\_\_

## Mother's Contact details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email \_\_\_\_\_

## Father's Contact details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email \_\_\_\_\_

## Details of visitors and type of leave permitted

Parents please note: It is advisable that you only place people you know and have communicated with on this list.

Name of visitor 1 \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Visitor \_\_\_\_\_  Visit  Day leave  Weekend leave

Name of visitor 2 \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Visitor \_\_\_\_\_  Visit  Day leave  Weekend leave

Name of visitor 3 \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Visitor \_\_\_\_\_  Visit  Day leave  Weekend leave

Name of visitor 4 \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Visitor \_\_\_\_\_  Visit  Day leave  Weekend leave

Name of visitor 5 \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Visitor \_\_\_\_\_  Visit  Day leave  Weekend leave

Name of visitor 6 \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Visitor \_\_\_\_\_  Visit  Day leave  Weekend leave

1. Do you wish to be notified when the following people invite your daughter for leave?  Yes  No

2. Do you give permission for your daughter to travel by public transport?  Yes  No

3. Do both parents have access to daughter?  Yes  No

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# ✂ International Student Homestay (During School Holidays)

**This form can be completed online.** Visit the forms section of the Glennie Portal using your Glennie parent login (there is a link to the Portal on front page of Glennie website [www.glennie.qld.edu.au](http://www.glennie.qld.edu.au)).

Contact [IT@glennie.qld.edu.au](mailto:IT@glennie.qld.edu.au) if you require assistance with access.

**Alternatively:** Copy or print this form and post it to Reception, The Glennie School, 246A Herries St, Toowoomba, Qld, 4350 or fax it to 07 4688 8848

## Student details

Student name: \_\_\_\_\_ House: \_\_\_\_\_ Year level: \_\_\_\_\_

## Homestay details

I require homestay for my daughter during the holidays at the end of Term 1  Yes  No

I require homestay for my daughter during the holidays at the end of Term 2  Yes  No

I require homestay for my daughter during the holidays at the end of Term 3  Yes  No

**Please note:** Girls will need to have access to money for special extras while they are in homestay

**If your daughter requires homestay for the long holidays at the end of the year, please contact the Head of Boarding [lovellv@glennie.qld.edu.au](mailto:lovellv@glennie.qld.edu.au)**





**THE GLENNIE SCHOOL**

246A Herries Street,  
Toowoomba, Qld, 4350

P: (07) 4688 8888

F: (07) 4688 8848

W: [www.glennie.qld.edu.au](http://www.glennie.qld.edu.au)

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Updated November 2016