



# JAFFRAY HOUSE HANDBOOK | 2019

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# WELCOME TO JAFFRAY HOUSE



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.

**Mr Stuart Johnston**  
Principal

## PENINSULA INTERNATIONAL STAFF



**Mr Tim Wallis**  
VCE Offshore Director - China



**Mrs Wenna Foster**  
International Program Coordinator



**Mrs Tracey Joyce**  
International Admissions Officer

## IMPORTANT PHONE NUMBERS

Jaffray House Supervisor's Office	+61 3 9788 7727
School Health	+61 3 9788 7712
School Reception (Mon - Fri 7:30am - 5:00pm)	+61 3 9788 7777



# BOARDING AT PENINSULA GRAMMAR

## INTRODUCTION

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

Male boarders are housed in three buildings. There is a two-storey block which accommodates 33 boys and two separate single blocks which accommodates a further 17 boys. All rooms are carpeted and each student is provided with a bed, study desk, chair, wardrobe/cupboard and a combination safe in their room. All rooms have heating. The single blocks have a bathroom - toilet/shower facility located within each building and the two-storey block is serviced by a separate bathroom - toilet/shower complex. The main building consists of a large common/dining room as well as a laundry room and Supervisor's office. There is also a recreation room with a TV, table tennis and pool tables and other various activities available.



## CONTACT DETAILS

### POSTAL ADDRESS

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

### BY PHONE

Jaffray House Supervisor's Office + 61 3 9788 7727.

Best time to phone Monday - Thursday:

7:00am - 7:45am

4:00pm - 6:00pm

6:30pm - 7:00pm

8:30pm - 9:15pm.

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

If parents need to contact the Jaffray House, email is the best option to the Boarding House supervisor [boardingboys@pgs.vic.edu.au](mailto:boardingboys@pgs.vic.edu.au). In an emergency, the Jaffray House supervisor can be called during office hours on +613 9788 7777 or after hours +613 9787 7977.

### BY EMAIL

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

## STUDENT EXPECTATIONS

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

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

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

Computer use ceases at 9.30pm for students in Year 7 – 9 and at 10:00pm for students in Year 10 - 12. Reading of English books or final written study is encouraged from this time onwards. Students who disrupt others will have phones or computers taken from them and/or lose leave privileges.

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

## END OF TERM HOLIDAYS

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

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

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

## PASSPORTS AND VISA

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

## OVERSEAS STUDENT HEALTH COVER (OSHC)

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

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

## CLAIMS FOR THE COST OF MEDICAL TREATMENT

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

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

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

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

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



## SCHOOL COUNSELLORS

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

## TRANSPORT

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

### PUBLIC TRANSPORT ZONES

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

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

## TELEPHONE

### MOBILES

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

Students who take mobile phones to school must store them securely throughout the 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 each year with up-to-date information pertaining to specific year levels.

## BANK ACCOUNT

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

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

## BOARDER REQUIREMENTS

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

- A Peninsula Grammar bag/backpack
- The School sports uniform and the School sports bag. The sports uniform will depend on the sport selected. Sports uniform must be worn according to the regulations
- Black leather school shoes – lace-up 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 provides pillows, pillowcases and sheets and can provide bed quilts if required.**



## ADJUSTING TO YOUR NEW ENVIRONMENT

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

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

Our pastoral team has 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 meal times.

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 meal times.

### ROOMS

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

Students are responsible for the ordinary cleanliness and tidiness of their rooms as well as 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 school weekday.

### VALUABLES

It is essential that students do not leave valuables lying around and that they use the lockable safe in their rooms 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 a boarder's private property. We therefore strongly recommend that personal property and specific items such as mobile phones, computers, audio equipment and bicycles are covered by insurance obtained privately by parents for each student.

## 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 Mt 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. Names should also be on belts and shoes. This helps each student to manage their own belongings and avoid loss of items.

An external laundry service company provides clean bed linen to Jaffray House Boarding students each week

## 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 stands 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, matches are played Friday after school or on Saturday mornings.

In addition to our extensive school grounds and sporting facilities, the Boarding House attempts to cater for recreational needs. Television, DVD player, billiards and table tennis tables are available. We also have several social activities and outings during the year. Under the supervision of the Boarding House Supervisors, we make use of the School's tennis courts, gymnasium and our swimming pools (in compliance with our Recreational Swimming Policy).

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

## SMOKING

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

## ALCOHOL

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

## CARS

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

## SCHOOL CHAPEL

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



## FIRE ALARMS AND FIRE SAFETY

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

- fire drills are practiced in the Boarding House once per term at different times of the day
- escape routes through the Boarding House are clearly signed and illuminated with emergency lighting
- students are walked through the Boarding House escape routes at the beginning of each term
- smoke detectors 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 the Boarding House using the official leave form. Weekend overnight leave is granted up to four times per term at the discretion of the Head of Boarding.

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

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

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

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

If leave is granted the student must:

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

The Weekend/Overnight Leave Form can be found at the back of this handbook. The completed form can be emailed to [boardingboys@pgs.vic.edu.au](mailto:boardingboys@pgs.vic.edu.au)

### LOCAL LEAVE - WEEKEND, ALL DAY AND EVENING

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

Leave will only be approved by the Head of the Boarding 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 the Boarding House and in conjunction with written signed parental permission)
- destination/type of function
- frequency of such leave
- past study habits - school work must be up to date.

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

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

## ANNUAL INFORMATION

Important information updated annually may be found on the School website at [www.peninsulagrammar.vic.edu.au](http://www.peninsulagrammar.vic.edu.au). This includes:

- school fees
- term dates.

## EMBASSIES AND CONSULATES

For a comprehensive list of Embassies and Consulates in Melbourne please go online to [www.onlymelbourne.com.au](http://www.onlymelbourne.com.au) and type 'embassy' or 'consulate' in the search box.



# DAILY ROUTINE

## MONDAY - THURSDAY

7:00 - 7:30am	<b>WAKE UP</b> <ul style="list-style-type: none"> <li>- Shower, shave, ready in uniform, rooms tidy.</li> </ul>
7:30 - 8:00am	<b>BREAKFAST</b> <ul style="list-style-type: none"> <li>- After breakfast, kitchen duty as per roster</li> <li>- Return to your room and open curtains, check your area is tidy, roster duties are completed, books and sport gear ready for school, shoes polished.</li> </ul>
8:30am	<b>LEAVE BOARDING HOUSE</b> <ul style="list-style-type: none"> <li>- All students must leave the House in correct school uniform.</li> </ul>
8:40am	<b>SCHOOL DAY BEGINS</b> <ul style="list-style-type: none"> <li>- Students at school registration - school day commences.</li> </ul>
3:45pm	<b>SPORTS TRAINING</b> <ul style="list-style-type: none"> <li>- Sports training Monday - Friday. Training days and times depend on your sport</li> </ul>
3:35 - 5:30pm	<b>SCHOOL DAY FINISHES - FREE TIME</b> <ul style="list-style-type: none"> <li>- Students may remain at school for extra study in the Zammit Centre, Homework Club, or attend music or drama practice. Advise the Boarding Supervisor in the morning before you depart for school if you intend to do this</li> <li>- Local leave is allowed after school from Monday - Friday</li> <li>- If a student takes local leave the Day Leave Card must be approved and signed by the Duty Supervisor. NO CITY TRIPS ALLOWED</li> <li>- Students on local leave MUST return to the Boarding House by 5:30pm</li> <li>- On return to the Boarding House a student must sign in and tell the Duty Supervisor they have returned</li> <li>- Use of mobile phones is available after the school day finishes.</li> </ul>
5.45pm	<b>GENERAL HOUSE MEETING</b> <ul style="list-style-type: none"> <li>- When required the Head of the Boarding House or Duty Supervisor will hold a meeting with all boarders to provide general information or discuss activities, events, daily routine issues etc.</li> </ul>
6:00 - 6.30pm	<b>DINNER TIME</b> <ul style="list-style-type: none"> <li>- Student duty roster dining room duty.</li> </ul>
7:00 - 8:30pm	<b>FORMAL STUDY TIME</b> <ul style="list-style-type: none"> <li>- Supervised</li> <li>- Phones are turned off during this time</li> <li>- No music allowed. Restricted laptop use during study time.</li> </ul>
8:30 - 9:00pm	<b>SUPPER TIME - FREE TIME</b> <ul style="list-style-type: none"> <li>- Supper time finishes at 9:00pm</li> <li>- Duty groups to clean up</li> <li>- Use of phones.</li> </ul>
8.30 - 9:30pm	<b>SHOWER TIME</b> <ul style="list-style-type: none"> <li>- Showers completed by 9:30pm.</li> </ul>
9.00 - 9.30pm	<b>LAPTOPS &amp; MOBILE PHONES</b> <ul style="list-style-type: none"> <li>- All year levels hand in their laptops and mobile phones at 9:30pm (please note for Year 12 this is mandatory for Term 1. For future terms hand in time will be advised and is subject to the Head of Boarding House's discretion)</li> <li>- Laptops are locked in the Supervisor's Office cupboard</li> <li>- Mobile phones are kept in the office</li> <li>- Students return to own room, ready for bed, quiet reading</li> <li>- No movement between rooms.</li> </ul>
10:00pm	<b>LIGHTS OUT</b> <ul style="list-style-type: none"> <li>- Room roll call</li> <li>- Lights out and silence (please note older students may stay up later with permission)</li> <li>- Boarding House is locked.</li> </ul>

## FRIDAY ROUTINE

7:00 – 7:30am	<b>WAKE UP</b> <ul style="list-style-type: none"> <li>- Shower, shave, ready in uniform, rooms tidy.</li> </ul>
7:30 – 8:00am	<b>BREAKFAST</b> <ul style="list-style-type: none"> <li>- After breakfast, kitchen duty as per roster</li> <li>- Return to your room and open curtains, check your area is tidy, roster duties are completed, books and sport gear ready for school, shoes polished.</li> </ul>
8:30am	<b>LEAVE BOARDING HOUSE</b> <ul style="list-style-type: none"> <li>- All students must leave the Boarding House in correct school uniform.</li> </ul>
8:40am	<b>SCHOOL DAY BEGINS</b> <ul style="list-style-type: none"> <li>- Students at school registration – school day commences.</li> </ul>
3:35 – 5.30pm	<b>SCHOOL DAY FINISHES - FREE TIME</b> <ul style="list-style-type: none"> <li>- Students may remain at school for extra study in the Zammit Centre, Homework Club, or attend music or drama practice. Advise the Boarding Supervisor in the morning before you depart for school if you intend to do this</li> <li>- Local leave is allowed after school from Monday – Friday. Students must write in the sign out sheet the reason for leaving, the time you leave and tell the Duty Supervisor. On return, sign in and tell the Duty Supervisor you have returned</li> <li>- Use of mobile phones is available after the school day finishes.</li> </ul>
3:45pm	<b>SPORTS TRAINING</b> <ul style="list-style-type: none"> <li>- Sports training Monday – Friday. Training days and times depend on your sport</li> </ul>
4.00pm	<b>FREE TIME - UNLESS YOU HAVE A SPORT TRAINING COMMITMENT</b> <ul style="list-style-type: none"> <li>- If a student takes local leave the Day Leave Card must be approved and signed by the Duty Supervisor</li> <li>- <b>FRIDAY LOCAL LEAVE - NO CITY TRIPS ALLOWED</b> (unless pre-arranged in advance and approved by the Duty Supervisor otherwise students must return for dinner)</li> <li>- On return to the Boarding House, a student must sign in and tell the Duty Supervisor they have returned</li> <li>- Students MUST return by the times stated below</li> <li>- Weekend leave may be taken after school from Friday if parent permission letters have been completed, received and approved by the Head of the Boarding House no later than 5:30pm on Wednesday afternoon.</li> </ul>
6:00 – 6.30pm	<b>DINNER TIME</b> <ul style="list-style-type: none"> <li>- Student duty roster dining room duty.</li> </ul>
6:00 – 9.30pm	<b>FREE TIME</b> <ul style="list-style-type: none"> <li>- Students on local leave MUST 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> </li> </ul>
9:30pm	<b>SHOWER TIME</b> <ul style="list-style-type: none"> <li>- Showers completed by 10.00pm.</li> </ul>
10.00pm	<b>LAPTOPS</b> <ul style="list-style-type: none"> <li>- Laptops handed in</li> <li>- All students in own rooms, quiet reading</li> <li>- No movement between rooms</li> </ul>
10:30pm	<b>LIGHTS OUT</b> <ul style="list-style-type: none"> <li>- Room roll call</li> <li>- Lights out and silence</li> <li>- Boarding House is locked.</li> </ul>

## WEEKEND ROUTINE - SATURDAY

6:30 - 9:00am	<p><b>WAKE UP - FOR SPORT</b></p> <ul style="list-style-type: none"> <li>- Students who have a sport commitment have a self-serve breakfast and depart for school at required time.</li> </ul> <p><b>WAKE UP</b></p> <ul style="list-style-type: none"> <li>- Students up by 9.00am unless they have an early sport commitment.</li> </ul>
9.00am	<p><b>BREAKFAST</b></p> <ul style="list-style-type: none"> <li>- All students MUST be out of bed by 9:00am</li> <li>- Students must be dressed, no pyjamas to breakfast</li> <li>- After breakfast, kitchen duty as per roster.</li> </ul>
9.30am - 12:30pm	<p><b>FREE TIME</b></p> <ul style="list-style-type: none"> <li>- Time to do personal laundry - wash school uniform items</li> </ul>
12:30pm	<p><b>LUNCH</b></p>
1:00 - 5:30pm	<p><b>FREE TIME - DAY LEAVE, LEAVE CARD TO BE SIGNED BY SUPERVISOR</b></p> <ul style="list-style-type: none"> <li>- All boarders to be back in the Boarding House by the designated times for your year group (see below)</li> </ul>
6:00pm	<p><b>DINNER TIME</b></p>
6:30 - 9:30pm	<p><b>FREE TIME - STUDENTS MUST RETURN TO THE BOARDING HOUSE AS FOLLOWS:</b></p> <ul style="list-style-type: none"> <li>- If a student takes local leave the Day Leave Card must be approved and signed by the Duty Supervisor</li> <li>- On return to the Boarding House a student must sign in and tell the Duty Supervisor they have returned</li> <li>- Saturday overnight leave may be taken if parent permission letters have been completed, received and approved by the Head of the Boarding House no later than 5:30pm on Wednesday afternoon</li> <li>- Students on local leave MUST return to the Boarding House as follows:             <ul style="list-style-type: none"> <li>- <b>Year 7 - 9</b> in by <b>5:30pm</b></li> <li>- <b>Year 10 - 11</b> in by <b>8:30pm</b></li> <li>- <b>Year 12</b> - in by <b>9:30pm</b>.</li> </ul> </li> </ul>
9:30pm	<p><b>SHOWER TIME</b></p> <ul style="list-style-type: none"> <li>- Showers completed by 10.00pm.</li> </ul>
10.00pm	<p><b>LAPTOPS</b></p> <ul style="list-style-type: none"> <li>- Laptops handed in</li> <li>- All students in own rooms, quiet reading</li> <li>- No movement between rooms.</li> </ul>
10:30pm	<p><b>LIGHTS OUT</b></p> <ul style="list-style-type: none"> <li>- Room roll call</li> <li>- Lights out and silence</li> <li>- Boarding House is locked.</li> </ul>

## WEEKEND ROUTINE - SUNDAY

9.00 - 10:00am	<b>WAKE UP</b> <ul style="list-style-type: none"> <li>- All students MUST be out of bed by 10:00am.</li> </ul>
11.00 - 12.00Pm	<b>BREAKFAST - BRUNCH STYLE SELF-SERVE</b> <ul style="list-style-type: none"> <li>- Students must be dressed, no pyjamas to breakfast brunch</li> <li>- After breakfast brunch, kitchen duty as per roster</li> <li>- Time to do personal laundry, wash school uniform items.</li> </ul>
10.30 - 12.00pm	<b>STUDY TIME - SUPERVISED STUDY TIME</b>
12.30 - 5:30pm	<b>FREE TIME</b> <ul style="list-style-type: none"> <li>- If a student takes local leave the Day Leave Card must be approved and signed by the Duty Supervisor</li> <li>- On return to the Boarding House, a student must sign in and tell the Duty Supervisor they have returned</li> <li>- Students on local leave MUST return to the Boarding House <b>by 5:30pm</b>.</li> </ul>
5.30pm	<b>ALL STUDENTS TO BE BACK IN THE BOARDING HOUSE</b> <ul style="list-style-type: none"> <li>- Students tidy their room and put laundry away.</li> </ul>
5.45pm	<b>GENERAL HOUSE MEETING</b> <ul style="list-style-type: none"> <li>- When required the Head of the Boarding House or Duty Supervisor will hold a meeting with all boarders to provide general information or discuss activities, events, daily routine issues etc.</li> </ul>
6:00 - 7.00pm	<b>DINNER TIME</b> <ul style="list-style-type: none"> <li>- Student duty roster dining room duty.</li> </ul>
7:00 - 8:30pm	<b>FORMAL STUDY TIME</b> <ul style="list-style-type: none"> <li>- Supervised</li> <li>- Mobile phones are turned off during this time</li> <li>- No music allowed. Restricted laptop use during study time.</li> </ul>
8.30 - 9:30pm	<b>SHOWER TIME</b> <ul style="list-style-type: none"> <li>- Showers completed by 9:30pm.</li> </ul>
9.00 - 9.30pm	<b>LAPTOPS &amp; MOBILE PHONES</b> <ul style="list-style-type: none"> <li>- All year levels hand in their laptops and mobile phones at 9:30pm (please note for Year 12 this is mandatory for Term 1. For future terms hand in time will be advised and is subject to the Head of Boarding House's discretion)</li> <li>- Laptops are locked in the Supervisor's Office cupboard</li> <li>- Mobile phones are kept in the office</li> <li>- Students return to own room, ready for bed, quiet reading</li> <li>- No movement between rooms.</li> </ul>
10:00pm	<b>LIGHTS OUT</b> <ul style="list-style-type: none"> <li>- Room roll call</li> <li>- Lights out and silence (please note older students may stay up later with permission)</li> <li>- Boarding House is locked.</li> </ul>

**BASED ON SOUND RESEARCH AND EXPERTISE, OUR DAILY ROUTINE IS DESIGNED TO ASSIST YOU TO REALISE YOUR FULL POTENTIAL.**

# OVERNIGHT AND WEEKEND LEAVE FORM

To: Head of Jaffray House  
Peninsula Grammar  
Mount Eliza Vic 3930

Email: [boardingboys@pgs.vic.edu.au](mailto:boardingboys@pgs.vic.edu.au)

## STUDENT NAME AND INFORMATION

I, ..... request permission to have weekend leave as follows:

Leaving Boarding House: Day: ..... Date: ..... Time: .....

Return to Boarding House: Day: ..... Date: ..... Time: .....

Name of person I intend staying with: .....

Address: .....

Contact: Home Phone: ..... Mobile Phone: .....

Relationship with this person (please tick): Family  Guardian

## PARENT PERMISISON

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

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

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

Parent's signature: .....

Print name: .....

Leave approved by: ..... Date: .....



# PENINSULA

GRAMMAR

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info@pgs.vic.edu.au | +61 3 9788 7777 | 20 Wooralla Drive, Mount Eliza, VIC 3930 | [www.peninsulagrammar.vic.edu.au](http://www.peninsulagrammar.vic.edu.au)

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