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GEELONG
COLLEGE
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Information for Parents

BOARDING – YEARS 7 TO 12



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Values

- Integrity with compassion**
- Community with diversity**
- Aspiration with humility**
- Respect with grace**
- Endeavour with courage**

Our Purpose

The Geelong College aims to provide an inspiring education where all students can learn how to learn, flourish, be innovative and aspire to futures that harness their many skills and abilities.

We aim for our students to be respectful and to confidently develop their academic, emotional, physical, social and spiritual potential. The Geelong College seeks to provide learning experiences that shape personal development in ways that prepare students to contribute to society.

Welcome

We would like to welcome you all to the Geelong College boarding family. Each member of your family is now a member of our boarding family, and you all have a special part to play in your child, or children’s experience.

Geelong College boarders develop lifelong friendships, they learn to be tolerant, to share and to understand others from different backgrounds and cultures; they have to, because they all live together. Boarding encourages independence and social awareness, consolidates study habits and effectively prepares students for the next step, be that university, travel or work.

Key features of the boarding program include:

- Academic support with specialised subject tutors
- A 24-hour fully staffed Medical Centre
- Monitored Internet access (with restrictions during study periods)

- Flexible boarding arrangements, such as short stay (minimum of one term) or weekly boarding
 - Access to the College’s recreational facilities, including the Recreation Centre (incorporating a 25-metre indoor swimming and diving pool), gym, tennis courts, and the Keith Humble Centre for Music and the Performing Arts
 - Regular recreational and social weekend activities, as well as boarding family activities scheduled throughout the year
- If you require any further information, please contact our Admissions Manager, Kristen Wiadowski, on 5226 3190 or email admissions@geelongcollege.vic.edu.au
- Mr Gareth Gilby Mrs Leigh Knight**
Head of Boys’ Boarding Head of Girls’ Boarding



Key Contacts

To view an up-to-date list of key contacts or scan the QR code or visit:
<https://gnet.tgc.vic.edu.au/portal/home/boarding>





Mossgiel Boarders' Recommended Packing List

School Uniform

Please refer to the Uniform Guidelines for detailed descriptions of the summer and winter uniform options

1 Gordon tartan kilt (mid-calf length) and/or 2 pairs Mid-Grey trousers	10 pairs Underpants
1 College blazer	5 pairs White socks with College colour bands
3 College summer dresses and/or 2 pairs Navy shorts	1 pair Black polished school shoes (lace-up or T-bar – to be repaired in holiday time)
3 White College shirts with rounded collar	3 pairs Navy tights or knee-high socks
1 V-neck College jumper or navy Year 12 jumper	Hair ribbons should be navy blue, bottle green, white or Gordon tartan

Physical Education Uniform

1 College tracksuit (comprises College spray jacket and College navy tracksuit pants)	Appropriate sports shoes
2 College sports polo tops	College cap – compulsory Terms 1 and 4
2 pairs Green College sports shorts	Other items may be required depending on chosen sport, eg Geelong College bathers for swimming.
2 pairs White sports socks	

Linen and Personal Requisites

1 Dressing gown	1 Laundry bag or laundry basket
3 Nighties or pairs of pyjamas	1 Desk Light (optional)
2 Fitted mattress protectors	1 Extension lead and power board
2 Pillowcases	1 Shoe cleaning kit
1 Pillow	Toiletries
1 Continental quilt (Doona)	Sunscreen and hat
2 Fitted single sheets	Umbrella (optional)
2 Flat single sheets	Electric Fan (optional)
2 Doona covers – clearly named on outside opening	Mobile Phones: Boarders are strongly advised to bring a portable charger
4 Towels	
1 Beach Towel	
1 pair Bathers (must be one-piece for school swimming)	
2 Durable net bags for laundry of underwear and socks – available from the Uniform Shop (Net bags need to have name sewn on the outside of the bag)	

Casual Dress

Boarders may wear tidy casual dress, acceptable to the Head of House, after school and at weekends. Items must be kept to a minimum.

5 T-shirts	1-2 pairs Casual shoes
2 Polo shirts	1 pair Thongs
3 pairs Shorts	1 pair Bathers/ Swimwear
2 pairs Jeans/Pants	
2 to 3 Jumpers/ Windcheaters	

All items must be clearly named with sewn-on name tags.



Mackie Boarders' Recommended Packing List

School Uniform

Please refer to the Uniform Guidelines for detailed descriptions of the summer and winter uniform options

1 College blazer	1 Mackie tie
2 pairs Mid-grey trousers	5 pairs Grey or black socks (winter)
3 pairs Navy shorts with belt loops	5 pairs College summer socks
2 College jumpers or navy Year 12 jumpers	1 pair Black polished school shoes (to be repaired in holiday time)
3 White long-sleeved shirts	All items must be clearly named with sewn-on name tags
3 White short-sleeved shirts	
3 or 4 Singlets or plain white T-shirts (optional)	
7 pairs Cotton underpants	

Physical Education Uniform

1 College tracksuit (comprises College spray jacket and College trackpants)	College cap – compulsory Terms 1 and 4
2 College sports polo tops	Other items may be required depending on chosen sport, eg Geelong College bathers for swimming.
2 pairs Green College sports shorts	All items must be clearly named with sewn-on name tags
2 pairs White sports socks	
Appropriate sports shoes	

Linen and Personal Requisites

1 Fitted mattress protector (to enclose sides of mattress)	1 Laundry bag or basket
2 Fitted single sheets	1 Desk lamp
2 Flat single sheets	1 Extension lead and power board
2 Doona covers (clearly named on outside opening)	1 Permanent laundry marker
2 Pillowcases	1 Key ring
1 Continental quilt (Doona)	1 Lockable box (optional)
1 Pillow	1 Shoe cleaning kit
4 Towels	Toiletries and a small plastic container for wet toiletries
1 Beach towel	Sunscreen and hat
2 pairs Pyjamas or similar i.e. T-shirt and boxer shorts	Umbrella (optional)
2 Durable net bags for laundry of socks and underwear – available from the Uniform Shop. (Net bags need to have name tag sewn on the outside of the bag)	Electric fan (optional)
	Mobile Phones: Boarders are strongly advised to bring a portable charger

Name Tape on Clothing

It is important that every article of clothing and linen is sent in good repair and clearly marked in a prominent place with the student's initials and full surname with woven name tape sewn on.

The School pays for the use of an external laundry service and when clothing and linen are returned, are placed in named pigeonholes for students to collect. By naming all articles, you will assist in ensuring nothing is lost or misplaced. We cannot

accept responsibility for unnamed articles. Any unclaimed articles will be donated to charity at the end of each term.

Laundry facilities are available in each House for students if they wish to do personal washing. Students must have their own laundry basket.



Mossgiel Boarding House Daily Routine

WEEKDAYS

7.00am

Units, laundry, TV room and duty office unlocked.
Person on Duty (POD) checks every girl.

7.00am - 8.00am

Girls up, shower, tidy room, make bed etc.

Floors to be cleared in units to be cleaned on that day

Linen to be changed if unit is cleaned that day

If unwell, report your illness to the POD

Kitchens are to be checked and cleaned if necessary.

Mobile phones can be collected from the POD in the duty office.

7.55am

Bell rung for breakfast by Year 12 on duty.

Move to the Dining Hall for breakfast and then directly to School.

3.30pm

Return from school. Request for leave to be applied for through the online leave system. This may not be granted on some occasions.

Afternoon tea is available from the duty office.

5.50pm

Bell rung for dinner – move to Dining Hall. Mobile phones handed in.

All units, TV room, duty office and laundry to be locked.

7.00pm

Study commences – see table on next page for details.

10.30pm - 11.00pm

Fire doors and main gate checked. Residential tutor in place.

Laundry, TV room, duty office and all units locked.
Security system armed.

Study and Bedtime Routine

MONDAY - THURSDAY

Year level	Mobile Phone	Start Time	Where	Finish Time	Phone /laptop in for overnight	Bedtime
Year 7 and 8	Hand in 5.45pm	7pm	Study Room	8pm	8.30pm	9.30pm
Year 9 and 10	Hand in 5.45pm	7pm	Study Room	8.30pm	9.10pm	9.45pm
Year 11	Hand in 5.45pm	7pm	Room - door open	9pm	Can keep	10pm
Year 12	Hand in at 5.45pm	7pm	Room - door open	9pm	Can Keep	10pm

WEEKENDS

8.00am

Unlock units, TV room, laundry room etc.
In-house breakfast.

12.20pm

Bell rung for lunch. Units locked and weekend roll taken to lunch.

12.30pm

Lunch in the Dining Hall unless otherwise specified.

5.50pm

Bell rung for dinner.

6.00pm

Dinner in the Dining Hall, unless otherwise specified.

7.00pm - 8.00pm

Study (Sunday only) – quiet to be maintained.
Year 7-10 mobile phones and laptops checked in

8.30pm - 9.10pm

Lock up



Mackie Boarding House Daily Routine

WEEKDAYS

7.00am

Year 7- 9s wake up and shower
Kitchen and Linen Room unlocked.

7.10am

Year 10s wake up and shower

7.20am

Year 11s wake up and shower

7.30am

Year 12s wake up and shower

8.00am - 8.40am

Bell rung for breakfast, by Year 12 on duty.
Move to the Dining Hall for breakfast.

3.30pm

Return from school. Sport training, usually twice each week.

Request for leave to be applied for through the online leave system.

5.50pm

Bell rung for dinner – move to Dining Hall.
House to be locked.
Roll marked. Prefect on duty says grace and allocates table order.

7.00pm

Bell is rung for study.

Year 7-10 boys move to Common Room where study is supervised by Tutor on Duty.

Year 11-12 boys study in their rooms with the door open.

Quiet should be maintained throughout study.
Request for academic tutoring should be written on sheet on notice board.

Year 7-11 mobile phones to be handed in to the Tutor.

8.30pm

(Wednesdays only) Indoor soccer (voluntary)

9.00pm

(Mon, Tues, Thur) Study ends. Supper. Boys may collect their mobile phones from the Tutor.

11.00pm

Security system armed.

Study and Bedtime Routine

MONDAY - THURSDAY

Year Level	Mobile Phone	Start Time	Where	Finish time	Phone /laptop in for overnight	Bedtime	Lights Out
Year 7 and 8	Hand in 8.30pm	7pm	Common Room	8.30pm	9pm	9.30pm	9.45pm
Year 9	Hand in 7-9pm	7pm	Common Room	9pm	9.30pm	9.45pm	9.45pm
Year 10	Hand in 7-9pm	7pm	Common Room	9pm	9.45pm	10pm	10.15pm
Year 11	Hand in 7-9pm	7pm	Own Room	9pm	Can keep	10.15pm	10.30pm
Year 12	Can keep	7pm	Own Room	9pm	Can keep	10.30pm	11pm

WEEKENDS

7.00am-12.00pm

In-House breakfast.

Saturday sport

12.20pm

Bell rung for lunch. House locked.

12.30pm

Lunch in the Dining Hall unless otherwise specified.
Roll to be marked.

5.50pm

Bell rung for dinner.

6.00pm

Dinner in the Dining Hall, unless otherwise specified.
Roll to be marked.

7.00pm

(Saturday) Year 7-10 boys to be in Common Room
(Sunday) Study – quiet to be maintained.

9.00pm

Supper.

10.00pm

Year 7-10 mobile phones and laptops checked in.

10.30pm

Year 7-12 roll marked (bed check).

11.00pm

Security system armed.



Leave Arrangements for Beginning and End of Term

All Boarders

Heads of House need to be notified of your child's departure and return arrangements if:

- your child is departing early at the end of a school term or returning late at the beginning of a school term.

- at the end of a school term, your child is not travelling directly home. For example, if he/she is staying with a friend for a day before returning home.

Year 12 Boarders

All Year 12s are expected to leave the boarding houses on the day they finish their VCAA Exams.



Leave

Students on leave are still accountable to the Head of House at all times. The school may refuse or revoke permission for leave at any time at its discretion. If a student does not comply with the school's leave policies and procedure (including if s/he undertakes activities while on casual leave which are beyond the scope of any permission which has been granted), the school may take disciplinary action including possible suspension or expulsion from the school.

Students are required to uphold the school's standards of behaviour when they are within or outside of the school's grounds, including while on leave. Whether in uniform or not, the College reserves the right to take disciplinary action if a student's behaviour brings or may bring the school's good name into disrepute.

Online Parental permission for leave form
At the beginning of each year boarding parents must complete the online Parental Permission for Leave Form via the Parent Portal.

Applying for Leave

All leave is applied for online. Leave of less than two hours, to school or local shops, does not require parental permission. Any parental permissions are covered in the online Parental Permission for Leave form.

All leave of longer than two hours requires parental permission. When a student applies for leave, the parent will receive an email with a link to the Parent Portal, where online permission can be given. This leave includes overnight leave, weekend leave, or visiting a friend.



Home Stay

Some of our boarders are unable to return home during the exeats or public holidays. International students must notify the International Student Coordinator if they require Home Stay arrangements over these periods.

Please note that there are three exeats each year, these dates will be provided at the start of the school year. On all exeat weekends, the Boarding

Houses will close at 5pm on the Friday and reopen at 4pm on the day before school resumes.

Those international students who require home stay to be arranged during the exeats must let the International Student Coordinator know at least two weeks before the exeat. The College uses Australian Homestay Network, Australia's largest facilitator of trained homestay hosts and international student placements.



Medical Centre

The school Medical Centre is staffed by registered nurses (Division 1) who provide nursing care for the boarders, although cases of serious illness or accident may be referred to the Geelong Hospital. Occasionally, it may be necessary for students to go home.

Doctor

The school Medical Officer is Dr Andrew Bell, in his absence, medical attention is given by one of his partners. Parents are, of course, entitled to nominate another Geelong doctor if they wish to do so. Dr Fiona Nelson also visits the school Medical Centre on a regular basis.

All new boarding students receive a full medical examination when they arrive.

Records

Parents of new students must enter medical information and emergency details into the College's online system (Operoo) prior to entry. It is the responsibility of parents to keep this information updated and provide consent for educational activities such as excursions and trips when required.

It is important that you provide the school with a complete and up-to-date record of any continuing medical treatment for your child. Written notification is needed whenever boarders receive medical treatment during holidays and further treatment is necessary after they return to school. This not only applies to obvious cases, such as fractures, but also to matters such as the need for regular medication. On no account should boarders have any medicines in their possession unless the school has been notified. Heads of Boarding will confiscate any medication which has not been declared.

Disabilities

Parents must notify the school if their child has or acquires any temporary or permanent disabilities, so that appropriate staff are informed, and the Medical Centre is able to help as needed.

Immunisation

Immunisation against Hepatitis A, Hepatitis B, Influenza and Meningococcus (Serogroup C) is available from the school doctor, as requested. It is helpful if parents indicate on the Medical History Certificate if they wish for these immunisations to be carried out when necessary.

The approximate costs of the vaccines are as follows:

- Hepatitis A \$165 for 2 injections
- Hepatitis A and B – Twinrix \$251.85 for 3 injections
- Influenza \$20

Accident Insurance

The College Council provides personal accident insurance for students. This is \$18 per term.

Medical/Dental

Appointments for medical and dental treatment can be arranged through the school nurse and accounts will be sent direct to parents. In most cases, students will travel to and from their appointment by taxi and the fares will be charged to the parents' sundries account.

In the case of international students, the following procedure will apply:

- An invoice will be received from the practitioner who provides the service with the student's name provided.
- This invoice will be paid by the school within 7 days of receipt and charged directly to the student account at the full rate of the service.
- The medical practitioner will send a receipt of payment to Davey House.
- The student will sign a private health insurance claim form and forward this to Davey House. Davey House staff will send the claim form with the receipt to the health fund's claims' department.
- When the rebate cheque is received, the amount will be credited to the student's account.

If the student fails to provide a signed health insurance claim form, the rebate will not be credited to their school fee account.

Overseas Student Health Cover

It is a condition of the student visa that students have Overseas Student Health Cover for the duration of their stay in Australia. The College's nominated OSHC provider is BUPA.

Overseas Student Health Cover will help pay for medical and hospital care and will contribute towards the cost of most prescription medicines and emergency ambulance transport. It does not cover dental, physiotherapy, optical or other ancillary services.



General Information

Academic Support

The College offers an Academic Support Program for all boarders which provides specialist tutoring in English and Mathematics during study throughout the week.

Alcohol/Drugs

The consumption of alcohol and drugs by boarders is forbidden. Boarders must not drink alcohol or have alcohol or drugs in their possession. If the Person on Duty believes that a boarder has consumed alcohol, the College reserves the right to breathalyse them. This will be carried out by a member of staff. Parents will be contacted regardless of the result. Smoking and vaping are also strictly forbidden while students are under the care of the school.

Bicycles

Boarders may bring their own bicycle to school. Bicycles should be clearly marked with their name and another identifying mark, such as the parents' driver's licence number. Bicycles may only be used outside the school grounds if leave from the Person on Duty has been granted. Helmets must be worn when cycling.

Boarding Supervisor

Among other duties, the Boarding Supervisor acts as "mother" to the students during out-of-school hours. If students feel lonely, worried or homesick, they will find her to be a person who is sympathetic and understanding. She also attends to minor medical matters and liaises with the Medical Centre.

If students need labels sewn on new clothing or minor repairs made, she will be able to help. In short, we hope that just by "being there", she will be able to help students settle into the life of the House quickly and happily.

Cash Expenditure

All boarders are expected to have a savings account or a credit card facility whereby bills can be paid. The College can advise boarders in setting up a suitable account.

An estimate for the cash required per student is \$200 a term. This includes additional cash for their own snacks on organised weekend activities.

Students should not carry excessive amounts of cash around the school. They do so at their own risk.

Computers

All emails are strictly filtered by our MailGuard filter to comply with the College emailing policy. The use of other email providers is prohibited. Students are encouraged to email their new College email address (firstname.surname@student.geelongcollege.vic.edu.au) as soon as possible to their parents and friends.

Check the Mossgiel and Mackie daily routines in this booklet for mobile phone and computer arrangements.

Concession Cards (for travel on public transport)

Australian residents who wish to apply for public transport concession cards must provide two passport-sized photos at the beginning of Term 1 to submit with the application form. These forms will be available from the Boarding Supervisor.

Courtesy

Consideration of others is an essential part living in the boarding houses. It is expected that all members of the House will always extend courtesy to other members of the House, members of staff and visitors to the school.

Cultural Visit Levy

All boarding families will be charged a subsidised levy of approximately \$25 per term for cultural visits during the year.

Damage

Any damage in the Boarding House should be reported immediately to the Boarding Supervisor or Person on Duty. In general, students are charged half of the cost of repairs if damage is reported. If not reported, the full cost is charged to the student.

Discipline

The smooth running of each House relies on honesty and trust between students and staff. The school may take disciplinary action against students for misconduct or any other breach of its rules, policies and procedures.

Disciplinary action may include restrictions placed on leave, the school refusing or revoking permission for students to take leave, requiring students to assist at College activities on Saturdays or during the week or, in certain cases, suspension or expulsion from the school. Disciplinary matters will be written in the Day Book and the punishment noted.

Dress

School Uniform is worn to lessons and other official occasions. Casual clothing can be worn out of school hours.

All clothing must be marked with a sewn-in name tag in an easy-to-find position to assist with sorting the laundry. Please ensure that doona covers are also labelled.

Uniforms should always be kept clean and in good condition. Lost buttons, small tears, etc, can be taken to the Boarding Supervisor who will arrange mending. Uniforms, especially blazers, kilts and trousers, should be dry cleaned regularly. Shoes are to be cleaned regularly.

Duties

All members of the Houses are rostered for various duties and it is expected that they carry them out readily and thoroughly.

Homework

Students are expected to do homework each week as follows: Sunday to Thursday: 1.5 - 2 hours

Sunday evening: approximately 1 - 1.5 hours

This is regarded as a minimum and students are encouraged to undertake extra work, especially on weekends. From Sunday to Thursday students have supervised study from 7pm to 9pm when they do their homework and prepare for the next day's lessons, tests or exams. Supervised study is held in the Common Room and is done in silence unless the Person on Duty says otherwise.

Student Leaders

Student Leaders play a key role in the running of the Houses, providing leadership and guidance for their peers as they move into the senior years. All students are encouraged to take leadership opportunities, either formally or informally, and most benefit greatly from their experiences.

Students can talk to Leaders about any questions they may have about the House or the school and can discuss any problems or concerns with them. The most senior student in the House is the House Captain, who is supported by House Prefects.

Mail

All mail should be addressed to the student at The Geelong College, 150 Noble St Newtown 3220. Mail can be collected from Davey House.

Meals

Meals, except weekday lunch and weekend breakfast, are eaten together in the school Dining Hall, and attendance is compulsory. Meal bells are rung 10 minutes prior to the mealtime and students should be punctual. If they are late, they must report to the Person on Duty. For most evening meals, students wear casual clothes. Mobile phones are not permitted in the Dining Hall.

Medication

All medication must be handed to the Heads of Boarding for checking at the beginning of each term.

Passport

Passports must be handed to the Head of the Boarding House at the beginning of each term. This will be kept securely in a safe. This is a condition of entry.

Personal Effects Insurance

The College does not provide insurance against the loss of boarders’ clothing and personal effects due to fire or theft while those goods are in the boarding house. It is strongly recommended that families arrange their own insurance cover for personal effects and, in particular, computers. Wardrobe doors are fitted with locks and keys provided. The cost of replacing lost keys will be added to the student’s account.

Rooms/Dormitories

No boarder should go into the room of another boarder unless they are specifically invited. Any items such as posters and photographs affixed to walls must be attached with Blu Tack only. Rooms should be kept neat and tidy, and with the bed made. Luggage should be stored in the storeroom.

Boarders must be mindful of other boarders when listening to music in their rooms, ensuring that the volume is not excessive and that music is off at lights out.

All boarders must be in their beds at the time specified. Boarders are encouraged to read quietly for 15 minutes before lights out.

The use of balls, cricket bats and other sporting equipment is not permitted inside the houses at any time.

Heads of House reserve the right to conduct searches of rooms if deemed necessary.

Safety

Concern for everybody’s safety is a matter of high priority in the boarding houses. The following are particularly important:

- Electric toasters, kettles, etc, may only be used in the kitchenettes provided in each block/unit, and students must clean up immediately afterwards.
- The roof and ceiling spaces are out of bounds.
- Safety equipment (fire extinguishers, alarms and so on) must not be interfered with in any way.
- No student shall have in their possession any dangerous materials, eg fireworks, firearms, knives, drugs, matches, lighters, candles etc.
- No fan heaters.
- No screwdrivers or other tools.
- **No aerosols.**

Sport, Music and Recreation Centre

Students are encouraged to use the sport, recreation and music facilities in their free time.

The Recreation Centre swimming pool is available to boarders out of school hours, as is the Keith Humble Centre for Music and the Performing Arts.

Students can book private practice sessions on weekdays when staff are available. Students also attend excursions and school sport at weekends.

TGC Family Networks

TGC Family Networks is a program designed to foster friendships between boarders and day students, as well as their parents and families.

All current Geelong College families, especially those based in Geelong and surrounds, are encouraged to help support boarders from Years 7 to 9.

A friendly family close to school provides invaluable support to new boarders and their families. Family Network families often invite ‘their boarder’ to share a family meal, attend a football match or take a day trip.

Some wonderful family friendships have developed between Boarding and Network Families.

Transport

Cars

No boarder is permitted to have the use of a car or motorbike during term time, unless a special arrangement has been made with the Head of House.

Uber

Boarders are not permitted to use ride sharing services such as Uber. If a boarder requires transport, they should use public transport or a taxi.

Tutors

A Person on Duty (Tutor) or Head of House will be in attendance in the House while boarders are present. Each House has a Head of House, Assistant Head of House, Tutors and a Boarding Supervisor. The Tutors assist the Head of House in the running of the House. While on duty, they are responsible for all boarders in the House.

Weekend Activities Program

During Terms 1-3, there will be organised activities every second Sunday for students from both houses who are in for the weekend. In the past, these have included an AFL football game, yum cha for lunch, tree surfing, go-karting, visits to Chadstone Shopping Centre and other sports and games.



To do list

Before your child begins, please make sure you have checked all of these boxes

- ☐ Make sure you can log into the portal (contact IT help on 5226 3150 if you have problems)
- ☐ Fill in your child’s medical profile on Operoo
- ☐ Fill in your child’s photo consent on the portal
- ☐ Complete the online Parental Permission for Leave Form via the Parent Portal.
- ☐ Submit subject selections
- ☐ Submit booklists and collect books
- ☐ Submit your sport selections
- ☐ Purchase your child’s uniform from the uniform shop (see guidelines for information)
- ☐ Sign up to the Boarding parents friendship list via the parent portal
- ☐ Ensure you have everything for your child’s room
- ☐ Label all clothes and uniform



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