



GEELONG GRAMMAR SCHOOL®  
EXCEPTIONAL EDUCATION



CORIO CAMPUS HANDBOOK

# MIDDLE SCHOOL

*Last updated February 17, 2026*

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# 01 About Geelong Grammar School

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Welcome to Geelong Grammar School, a vibrant and pioneering school that provides exceptional learning opportunities built on real-world experiences and genuine human connections. Established in 1855, we advance our heritage through innovation that champions a well-rounded, modern education for young people.

## Corio Campus

*The space to flourish*

Corio Campus offers a unique 'village' setting located on a private 230-hectare estate on the outskirts of Geelong and an hour south of Melbourne, wholly removed from local traffic or the bustle and distractions of city living. Our students enjoy a busy, stimulating, and supportive learning environment with ample open space, playing fields and gardens with a magnificent blend of beautiful historic buildings and modern architecture. Our location and scale allow students a sense of freedom and independence within the safe parameters of our school grounds. Most of our academic staff live on campus; there are almost 100 family residences nestled in and amongst the boarding houses, creating a nurturing, interconnected community with a strong sense of family and belonging.

## Middle School framework

Each year, our Middle School team is responsible for the care and education of around 300 students in Years 5 to 8. We welcome students from all areas of Australia and overseas and celebrate the tremendous diversity this brings. All students enjoy the opportunity to live, learn and develop with friends from different backgrounds, cultures and life experiences.

We understand that during primary and secondary education, the relationship between independence and interdependence is complex. There is the desire for space and exploration and yet the need for structure and support. Our Middle School programme focuses on providing a stimulating environment with diverse experiences that nurture confidence in

learning, an enthusiasm for a broad range of activities, respect for others and a desire to contribute to the community.

## The Houses

Our house system is intrinsic to the networks we create to enable our students to give and receive support, and to develop and sustain relationships within our community.

Middle School has two boarding houses, Kunuwarra for girls and Parrwang for boys, and two co-educational day houses, Otway and Highton. Each house is a vibrant community of young people where, over the time with us at Middle School, our staff get to know each child and family well.

# 02 Enrolment options for students

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We have a long tradition of boarding and, over the years, have adapted to meet the changing needs of our students and families, offering a rich educational experience to all.

Boarding begins in Middle School from Year 7, where students may enrol as full boarders and weekly boarders.

Day student enrolment is from Year 5 to 8. A day student attends classes from 8.20 am to 3.40 pm and participates in afterschool co-curricular activities on Monday to Wednesday. Day students will finish their day at 5.00pm (Monday to Wednesday) or 3.40pm (Thursday to Friday).

Parents who are considering changing their child's enrolment arrangement, such as switching into boarding, are asked to contact the Admissions Office directly: [admissions@ggs.vic.edu.au](mailto:admissions@ggs.vic.edu.au)

# 03 Middle School : staff and roles

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We have a team of compassionate staff who become integral to the lives of our students and work collaboratively to understand and support the needs of each individual under their care, including consideration for intellectual, physical, spiritual, social and emotional aspects of a student's development.

## **Vice Principal | Residential Education, Care & Community**

As a member of the Executive Leadership Team, the Vice Principal brings a vital link between executive management and the living and learning community members of the Corio Campus.

## **Head of Middle School**

The Head of Middle School is responsible for managing and facilitating programmes, policies, and actions to support a culture of quality teaching and learning in Middle School and enhance the delivery of our pastoral care programme.

## **Head of House**

The Head of House is a pivotal figure across all aspects of a student's life in Middle School, overseeing the care and wellbeing of each student in their house, and upholding the rules, routines and expectations that are consistent with overall school policy.

## **Assistant Head of House**

The Assistant Head of House supports the Head of House in the day-to-day running of the house and assists in overseeing each student's academic and pastoral needs.

## **Mentors**

Mentors are vital in supporting a sense of community connectedness within each house. Mentors are academic staff whose purpose is to maintain positive and supportive relationships within their mentor groups in Years 7 and 8.

Mentor groups meet regularly each week, allowing Mentors to check in with each student and respond to their pastoral, wellbeing and learning needs as they arise. They are the first point of contact for parents in addressing academic or pastoral queries. For Year 5 and 6 students, the classroom teacher is their mentor and a key contact in day-to-day matters relating to your child.

## **House Assistant (boarding)**

House Assistants care for the general health and wellbeing of boarders and oversee the day-to-day matters of the house, such as laundry, cleanliness, daily operations, student movements and general care for students.

# 04 The pastoral care programme

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The house system underpins student care throughout Corio and ensures that every student is visible. Pastoral care encompasses boarding staff, teaching staff, supporting staff, sports coaches, school counsellors and psychologists, school nurses and the Chaplain. If a student needs to discuss any concern or issue, they will always have someone to turn to and someone watching out for them.

## Who to contact?

Key to the success of our Middle School programme is the quality of communication between the school and home. There are a number of readily available points of contact for matters concerning your child, depending on the nature of the communication and the student's enrolment type.

These include the Head of Middle School, Head of House, House Mentor, House Assistant (boarding), classroom teacher (Years 5 and 6), and the Kennedy Health Centre.

The Head of House and the student's House Mentor are responsible for the immediate needs of each student and are therefore the first point of contact for any questions or concerns. For Year 5 and 6 students, the classroom teacher is a pivotal figure and primary point of contact for parents. Staff contact details are found in the Hive (parent portal).

# 05 School routines

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## Boarding house routine

From rising time until lights out, life as a GGS boarder is purposeful and active.

Whilst each day is different, a typical week will look something like this:

- 7.00am Wake and shower
- 7.20am Breakfast in the Darling Hall
- 8.15am Tidy rooms and prepare for the day
- 8.30am School activities – house assembly or MS assembly/Chapel/Mentor groups
- 8.55am Classes begin
- 10.40am Recess
- 1.00pm Lunch available in Darling Hall - attendance compulsory
- 3.40pm End of classes
- 4.00pm Music, Sport or Activities programme
- 5.30pm Dinner in Darling Hall - attendance compulsory
- 6.30pm Supervised Prep (homework)
- 8.00pm Supper
- 8.30pm Bed, reading, lights out

## Day student routine

A typical daily schedule for a Middle School day student:

- 8.20am Arrive at School
- 8.30am School activities – House assembly or MS Assembly / Chapel / Mentor groups
- 8.55am Classes begin
- 10.40am Recess

- 1.00pm Lunch available in Darling Hall - attendance compulsory
- 3.40pm End of classes
- 4.00pm Music, Sports or Homework Club (Mon, Tue, Wed)
- 4.00pm Bus departs (Thur, Fri)
- 5.15pm Bus departs (Mon, Tue, Wed)

## Regular parts of the day

### Academic timetable

We operate on a 10-day cycle of six periods per day, from Monday to Friday.

Students engage in school activities before class on most mornings, including house assembly, MS assembly, or whole school assembly.

Whole school assemblies take place every second Tuesday with a reduced five-period timetable for that day.

### After school

After their academic timetable finishes at 3.40pm, Middle School students engage in the following:

- Monday - Music co-curricular programme,
- Tuesday - Sport co-curricular programme,
- Wednesday - Sport co-curricular programme (Year 7 and 8),
- Wednesday - Homework Club-optional (Year 5 and 6),
- Thursday - Activities programme (boarding students),
- Friday - free

### Assemblies

House assemblies are conducted regularly in the boarding house by the Head of House or Assistant Head of House to discuss relevant house matters, important dates, and upcoming events with students.

### Chapel

All boarding students attend Chapel twice each week. Middle School boarders attend Chapel together on Sundays and on one weekday. Day students attend Chapel once during the week.

## **Jobs**

We ask every student to contribute in an emotional and practical sense within their boarding house. Boarders are expected to assist with small routine jobs around the house, such as tidying the kitchen, washing up and maintaining a tidy space around them. Jobs are completed after Prep and on Sunday mornings.

## **Prep (supervised homework)**

Prep (short for 'Preparation') is quiet study time to prepare for the following day's schoolwork and assigned homework tasks. All students complete a session of Prep each weeknight in house.

# 06 Weekends

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## Saturday morning sport

As a member of the Associated Public Schools of Victoria (APS), all boarding and day students from Year 7 participate in compulsory sporting competitions or practice on Saturday mornings. There is a wide range of sports at different levels of achievement available for students. Whilst we do not prescribe which sports students play, we insist that they are involved in something.

Students in Years 5 and 6 do not compete on Saturday mornings.

## Weekend activities - for boarders

It is essential we allow students to relax, have fun, and enjoy well-earned downtime with their friends outside of class. Every weekend is different, with the one constant being Saturday morning sporting commitments.

Once completed, students can meet friends at our Handbury Centre for Wellbeing for a swim, or use the gym, or have quality time to themselves. In addition, we offer a wide range of house and whole school activities for students to engage in. Example activities include Saturday night movies, woodfired oven pizza nights, trips to the beach, Geelong and Melbourne, fun runs, mountain biking in the You Yangs, theatre trips and cinema outings.

# 07 Co-curricular activities

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## Activities programme

The Activities programme takes place after school on Thursday afternoon for all boarding students and changes from term to term. Examples of activities include robotics, clay target shooting, fencing, yoga, fitness, art and relaxing board games. Rehearsals for the Middle School production occur in Term 3.

## Ballet

Ballet tuition is provided by an accredited teacher of the Royal Academy of Dance (RAD). Students may choose to take RAD examinations and participate in the annual ballet concert.

## Debating and public speaking

Debating always attracts much interest amongst students and parents. The Geelong Grammar School Public Speaking team participate in competitions in the Geelong area with local schools.

## Music

Music is an integral and energetic part of our learning community that nurtures engagement, and inspires loyalty, teamwork, and dedication.

The Middle School Music programme is a compulsory element in the weekly timetable with all Middle School students participating in the afterschool programme on Monday afternoons. Students have the opportunity to participate in ensemble music making - including Brass, Woodwind, Percussion, Strings, Voice and contemporary instruments.

Year 5 and 6 students participate in the 'Starling Singers' Middle School Primary choir group which meets once a week to practice and perform.

Individual, group instrumental and vocal tuition is also offered at Corio Campus and does not require students to be enrolled in music as an academic subject to participate. Lesson lengths are generally between 30 and 60 minutes, depending on the student's level. Details of instrumental and vocal tuition are provided in Hive.

## Outdoor Education – Camps

Year level camps are scheduled in Term 1 for Years 5 to 7, and Term 4 for Year 8 students, and have included locations such as Ballarat, Canberra and Anglesea.

In Year 8, students experience 'The Journey', joining either the Great Victorian Bike Ride or the Lake Eildon Adventure.

## Performing Arts

The school hosts a vibrant and diverse range of dramatic compositions. Each year, our Middle School students look forward to the opportunity to perform and be involved in a full-scale production, with past musicals including *Shrek*, *The Lion King*, and *Aladdin*. Rehearsals occur in Term 3 for a Term 4 performance.

## Relay for Charity

The Relay for Charity community fundraiser is a popular event for Year 8 students. Students apply to be selected and collaborate as a team, raising funds for a nominated charity. Such endeavours are complemented by students attracting sponsors who support them on the last day of Term 2 when students complete a six-hour relay marathon.

## Sport

Sport is an integral part of a student's time at Geelong Grammar School. The playing fields offer students opportunities to develop physical skills and nurture their social and emotional skills, especially helping to build resilience among young adults.

Sport is a compulsory activity at school, and it is our hope the habits learned will last a lifetime. All Geelong Grammar School students must participate in a summer and winter season of sport and are encouraged to participate in Athletics in the spring season.

The sports on offer for Middle School students can change from year to year based on interest. Middle School sports may include Australian Rules Football, Badminton, Cricket, Hockey, Netball, Rowing, Soccer, Swimming, Tennis and Touch Rugby. The final sports on offer for the academic year are published on Hive.

In Term 3, students may apply to do Snowsports if they are experienced competitors.

**Year 5 and 6 students:**

Students participate in a specific sporting programme for the Primary levels and are involved in the School Sport Victoria (SSV) competition with other Geelong schools. Sport training is compulsory and held on a Tuesday after classes and on Wednesdays during class time. Year 5 and 6 students do not play competition sport on Saturdays.

**Year 7 and 8 students:**

Sport is compulsory for Year 7 and 8, including competition matches on Saturday mornings. Training is after school on Tuesday and Wednesday and matches played on Saturday morning. Most sports are played competitively in the Associated Public Schools (APS), and local Geelong sporting associations.

# 08 Exeats, attendance and travel

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## Exeats

### *Exeats (leave from school)*

Exeats provide the opportunity for students to have a break from the boarding environment and enjoy time with their parents and families, nominated guardians or with the families of other Geelong Grammar School students.

### *Mid-term exeats*

Mid-term exeats are compulsory breaks in the academic calendar and occur in the middle of terms 1, 2, 3 and 4. On these weekends, students will leave the campus on Friday afternoon or after their Saturday sport commitments and return to campus by 7pm (and after 5pm) on Monday. Term 4 exeat extends to 7pm on Tuesday.

Dates of mid-term exeats are announced in the preceding year and marked in the school calendar. Parents can view the Term Dates via Hive and the GGS website. Parents, guardians and students are encouraged to plan mid-term exeats well in advance.

### *Weekend leave*

Boarding students are permitted weekend leave (i.e. Saturday and/or Sunday) most weekends. Public holidays are not observed at Geelong Grammar School unless they coincide with an exeat weekend or school holiday period.

Weekend exeats begin on Saturdays following the conclusion of sports commitments. Students must return to house by 8 pm on Sunday evening or 8am on Monday morning.

### *Weekday exeats*

Weekday exeats are not encouraged and permitted only occasionally for students to have a meal with their parents or guardians visiting the school. On those occasions, students may be

absent from school following sport or other commitments and must return in time for bedtime routines at 8:30pm.

## Process for applying for exeats and leave

Students apply for leave online through the REACH management system, which connects families to the boarding houses to ensure an efficient and safe leave approval process.

Students initiate a leave request by completing the required fields, including the exit destination, full address, and times for departure and arrival. This is automatically emailed to parents/guardians for permission to be granted before routing to the Head of House for approval. Leave involving a host will need to be approved by parents and the host. This is a simple process, enabled by email notifications generated by the system. Entering the leave request is the responsibility of the student.

For weekend exeat, requests need to be submitted online and approved by parents, guardians or hosts by 8:30pm Wednesday to allow time for the Head of House to review and approve.

All leave is subject to the student not being required for school activities.

Travel arrangements to and from exeat destinations are the responsibility of parents or guardians and must be detailed in the application.

Leave requests are required any time a boarding student is leaving the Corio Campus unless they are under the direct supervision of a Geelong Grammar School staff member (e.g. school excursion, house activity, school sport) or are on house sanctioned weekend shopping leave to pre-approved locations subject to the relevant curfews and permitted duration.

## Absence

For parents of day students, if your child will be absent from school due to illness or unforeseen circumstances, please email the Head of House, or complete the Absentee form via Hive.

For planned short absences for boarding students, parents should email their Head of House. Requests for more extended periods of absence, longer than one week, should be addressed to the Head of Middle School. It is expected that students do not take holidays during term time.

Refer to 'Exeats' for information on weekend leave.

## Airports

Parents should be aware that, given the travel time from Corio Campus to Melbourne Airport (Tullamarine), students need to leave Corio at least three hours before the departure time of international flights. Students can use the Gull Airport Shuttle service to and from Tullamarine for all flights. International flight tickets must be purchased by parents and sent to the Head of House as far ahead as possible. Domestic flights may also depart from Avalon Airport, which is approximately 20 minutes from Corio.

## Buses

The school operates many bus routes travelling daily to and from the Corio Campus for day students. The buses are available only to Geelong Grammar students and travel from Altona, Anglesea, Ceres, Drysdale, Highton, Newtown, Ocean Grove, Point Cook, Toorak, Torquay and Williamstown. Most buses are fitted with the Bus Minder system, which allows students to 'tap' on and 'tap' off, providing parents with real-time information on their child's location whilst in transit. Up to date timetables and route descriptions are provided in Hive.

At exeats and the end of term, the school coordinates bus travel to and from Corio Campus, transferring students to Southern Cross Station, Tullamarine Airport and Toorak Campus. In addition, service to the Albury/Wodonga border has been provided for students over recent times due to border restrictions and when required. Parents are advised of details for the bus service via the Head of House, and announcements from the Principal and Head of Campus.

## Commencement and conclusion of a term

Students need to arrive back on time at the start of term. All boarding students are expected to be in their house before 7pm on the evening before classes commence. At the end of term, students may depart from Thursday afternoon, and up to 8am on Friday. Our academic program runs until the last day of term, and we ask that is recognised when making travel arrangements. Requests for early departures will only be considered if there is a significant reason for departure. Heads of House need to receive all requests for early departures or late arrivals well in advance where possible.

## **Taxis**

Payment for the service will be by cash or cab charge, which incurs a 20% accounting fee and is passed on to the user. Cab charges, which the issuer must authorise, are available only from Heads of House, their deputies, and teachers in charge of sports and activities. Taxi companies will not accept any other form or docket/requisition. The School will not be responsible for the payment of any unauthorised taxi trips, and students must return any unused dockets to the person who issued them. They must not be altered or given to other students. For reasons related to child safety, we do not advise the use of Uber type services.

## **Travel arrangements**

Whilst the School will provide reasonable assistance to ensure that satisfactory travel arrangements are made for all students travelling to and from the School, it is the responsibility of parents or guardians to ensure adequate travel arrangements are made. Accordingly, the School does not accept responsibility in any respect for those arrangements.

Consequently, when making travel arrangements, parents or guardians should ensure that adequate arrangements are made not only for travel but, where necessary, for the supervision of students travelling to or from the School. In general, all travel bookings (air/rail/bus) need to be confirmed at least two weeks before the end of term.

## **Visitors to boarding houses**

All external visitors to boarding houses must do so via communication with the Head of House. Visitors do not include casual staff working in the houses or tutors employed by families to provide academic tuition. All visitors must inform the Head of House, or the tutor on duty, at a minimum. The Head of House will have the opportunity to approve the visit to campus and make arrangements for all visitors to do this in a manner that observes the Geelong Grammar School Child Safety Code of Conduct. Visitors are not permitted to enter a student's room; instead, all visitors must stay in shared spaces in the house.

# 09 Clothing and Uniform

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## Uniform

The Geelong Grammar School uniform can only be purchased from the GGS uniform shop, located in the Handbury Centre for Wellbeing at Corio Campus, either in person or remotely if required.

Uniform requirements and the uniform shop opening hours are provided on the school website and in Hive.

To contact the uniform shop directly, please email: [uniformshop@ggs.vic.edu.au](mailto:uniformshop@ggs.vic.edu.au) or phone +61 3 5273 9329

A range of pre-loved uniform items is available for purchase in good condition, and we encourage families to recycle uniforms with us.

Uniforms should be worn correctly and neatly at all times. Girls' dresses and kilts should be of a length that finishes on or just above the knee. A sports uniform is only to be worn at designated times.

The black GGS fleece is not an official uniform item and should only be worn for sports training. The black GGS raincoat should only be worn on rainy days and not as a substitute for a blazer.

Formal uniform, known as 'No. 1', is worn on special occasions (e.g. Anzac Day) and to chapel on Sundays. Students will be notified by their Head of House when required to dress in their No. 1s.

## Clothing - for boarders

Casual clothes may be worn on weekends and in the evening within the boarding house. All clothing items should be named. It is not necessary to bring an extensive casual wardrobe to

school — less is more. Three changes of tidy casual clothing and one change of smart casual clothing is sufficient. Clothes should be machine washable and able to be tumble-dried.

## What to bring - for boarders

In addition to school and sports uniform requirements, stationery, books and personal hygiene items, boarding students should bring the following:

- Casual clothing (see 'Clothing' section)
- Mesh laundry bag, available from uniform shop (4)
- Name tapes, available from uniform shop (24 dozen, 6 extra for House Assistant)
- Pyjamas (3)
- Underwear (10)
- Bathers, GGS pair is compulsory, but extra pair is recommended
- Thongs for shower
- Suitable casual shoes to wear to dinner
- Doona, single size recommended (1)
- Doona covers, single size recommended (2)
- Woolen rug, school rug recommended (1)
- Towels, available from uniform shop (4)
- Weekend case or bag/backpack, GGS sport back pack recommended (1)
- Sleeping bag for overnight stays and camps, available from uniform shop
- Brush and comb, available from uniform shop
- Nail clippers, available from uniform shop
- Toothbrush and toothpaste, available from uniform shop
- Shampoo/conditioner, available from uniform shop
- Soap, available from uniform shop
- Deodorant, no aerosols permitted
- Small basket to hold all shower items (1)
- Wrist watch with vibrating alarm, or Small alarm clock (smart watches not permitted in Middle School)
- Inexpensive headphones
- Small umbrella (1)
- Small washing basket for personal washing use, if student is likely to require this

Optional items:

- Photographs, posters, appropriate pictures
- Personal iPods and MP3 players

## Storage in Boarding House

Each student is provided with a hanging cupboard, chest of drawers and bedside table to store their personal belongings.

# 10 General Information - A to Z

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## Bedding - for boarders

The school supplies a mattress protector, fitted sheet, pillow and pillowcase. A pillowcase protector and a flat sheet are available on request. Students should bring their doona as well as two doona covers. Extra pillows and pillowcases are optional. A sleeping bag is required for camps.

## Bicycles and skateboards

Students may bring their bicycle or skateboard to school. A locked bike shed is available for storage, and students are responsible for ensuring their equipment is safely locked up. Students are permitted to ride their bikes around designated areas of the campus. Heads of House may allow longer excursions in groups of three. Helmets are compulsory whenever bikes or skateboards are being ridden, and protective knee and elbow pads are required for skateboarding.

## Books and supplies

Books are ordered through Champion Education and are delivered to the School at the commencement of the school year. More details for booklist ordering codes and dates are provided in Hive.

The Corio Campus book room, located in the Cook Quad, sells a range of pens and pencils, general stationery, books and novels to students and is open during term time, Monday to Friday.

## Computers

Middle School students are required to have a personal laptop computer which is provided by the School and must be ordered prior to commencement. Access to a personal laptop

computer allows the development of capabilities needed to learn, collaborate and communicate, and prepares students for future digital demands.

Computers are ordered through the nominated school provider. A summary of the GGS laptop programme and instructions on how to order a computer may be found in Hive.

## Electrical Appliances - for boarders

Students can bring electric toothbrushes and international power adaptors into the boarding house. These may be used at the discretion of the Head of House. These items must be named.

The following appliances are prohibited and must not be brought onto campus: cooking appliances (including kettles, coffee machines and toasters), electric blankets, air conditioners, heaters, refrigerators and televisions.

## Food

Breakfast, lunch and dinner are enjoyed in the Darling Hall, apart from some occasions when breakfast or dinner is taken 'in house'. Supper is enjoyed following Prep each night in the house, and homemade pizzas and BBQ breakfasts are enjoyed on occasion during term time. Each house has several pantries where students can prepare morning tea, snacks and drinks.

### *Dietary needs*

Students with dietary needs should contact the House Assistant. Kitchen staff will also be notified, and special meals will be provided.

### *Snacks / 'Tuck'*

Food for snacking (known as Tuck in the boarding house) may be brought into the house for consumption at recess and on weekend afternoons. Food should be safely packaged in plastic sealable containers or cans and should not require refrigeration. Suitable options include dried fruit, wholegrain crackers, cups of soup and bags of air dried popcorn. Students have access to fresh fruit at every meal and is always available in the house.

Junk food is discouraged, and food containing nuts and nut products are not permitted. Chewing gum, soft drinks and energy drinks are not permitted.

## **Hair and make-up**

Students are expected to keep their hair clean and well-groomed each day. All hair is to be of natural colour. Coloured nail polish, shellac, acrylic nails and extensions are not permitted. Make-up should not be worn with school uniforms.

## **ID cards**

Identification cards, including a photograph and individual barcode, are used to borrow books from the libraries, purchase items from the book room or Uniform Shop, commuter bus travel, and photocopy use.

## **Insurance of personal belongings**

Students' belongings such as computers, phones and bicycles are not covered by the School's insurance. If cover is needed, it must be arranged by parents. All personal electrical appliances should be labelled with the student's name and fully insured. The School takes no responsibility for articles of value that are left in bedrooms or studies. Each student is provided with a lockable cupboard to store their personal belongings.

## **Jewellery**

The only earrings that are permitted to be worn are a single pair of studs or sleepers. Earrings are only to be worn in the ear lobe. Apart from a watch, no other jewellery may be worn. Tattoos are not permitted.

## **Laundry - for boarders**

Laundry within each house is managed by the House Assistant and sent to an external laundry facility every week with a 48-hour turnaround. Items such as blazers, trousers, kilts and pullovers are dry-cleaned. Students are responsible for distributing their dirty laundry to the correct place in the boarding house and collecting clean laundry regularly.

There are washing machines, clotheslines, and a drying room for students to wash small loads of casual clothes within each house. Expensive clothing items should not be brought to school as they are unsuitable for industrial laundering and tumble drying.

## Library

The Fisher and Panckridge libraries have an extensive range of resources available to Middle School students. At their core, they aspire to stimulate curiosity and encourage a love of reading and learning across all year levels. We encourage students to use the library for quiet study and collaborative work.

## Lockers

Each Day Student is provided with a private locker for storing personal items during the day. Locks are issued to students at the beginning of the year.

## Mobile phones

Middle School students are not permitted to use their mobile phones during the school day.

Boarding students may bring mobile phones to school, but they must be kept with their Head of House, who will, with discretion, allow use at appropriate times: e.g before Prep time in the evening, and specific times on the weekend.

Day students are always required to keep their mobile phones in their locker during schooltime.

Any student found to have their phone with them outside of the permitted times will have it confiscated.

## Money and valuables

Students should use a debit card or cash card to access their money. Students should not keep cash on their person or within their dorms, except in small amounts (e.g. \$20). More significant sums of money, passports and other travel documents should be stored in the care of the Head of House.

## Name tapes

Name tapes can be ordered from the Geelong Grammar School uniform shop. Only sew-in name tapes are permitted, and they must state your child's full name and house code as

follows:

JANE SMITH, HI

House codes: Highton (HI), Kunuwarra (KU), Otway (OT), Parrwang (PA)

All items of clothing should be named. For trousers, kilts, shorts and underwear, name tapes should be sewn on the inside of the middle-back of the waistband. For shirts, jumpers, blazers and tops, the tape should be sewn inside the middle of the back of the neck. For socks, sew the tape vertically on the inside of the top of each sock. Shoes should be named with marking ink.

The school sewing room can name your child's clothing. Please arrange this through the uniform shop.

## Prohibited items

Please do not allow your child to bring the following items to school: aerosol cans (e.g. deodorant, hair spray), candles and oil burners, chewing gum, incense sticks, soft drinks, electrical appliances (as previously listed), liquid shoeshine, lighters and laser beams. Items that are expensive or irreplaceable should remain at home.

Please refer to the Student Behaviour Rules available via Hive for expectations and requirements regarding student behaviour, including prohibited substances and items, to ensure a safe and supportive learning and living environment for all in our community.

## REACH

All students sign in and out of the boarding house via the REACH student management software. This allows our staff to monitor student locations on and off campus safely, and this software is also used to manage exeat and leave requests.

## Toiletries

A consistent supply of shampoo, soap, deodorant, toothpaste and feminine hygiene products is required. These items may be purchased at the uniform shop, and other essential chemist items can be ordered through the House Assistant and charged to your account.

# 11 Health and wellbeing

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At Corio Campus, we offer a comprehensive and interconnected network of care for our students so that their health and wellbeing needs are fully supported.

In order to ensure the best possible health care for each student, it is important that parents communicate to the Kennedy Health Centre and Head of House any health and wellbeing considerations for their child, in particular any ongoing health matters and/or medication that their child has been prescribed. The Kennedy Health Centre, House Assistant or Head of House should also be notified if any new medication has been prescribed or the student has suffered an illness during the school holidays.

## Kennedy Health Centre

The Kennedy Health Centre is an on-campus clinic, open 24 hours during the school term. Students with minor ailments will be treated by staff in the house, and all other matters will be referred to the Kennedy Health Centre where qualified staff are always available throughout the day and night.

Boarding students have access to the GP clinic and physiotherapy service that are offered through the Centre. The Kennedy Health Centre has the capacity to accommodate nine students if a student requires overnight care or observation during the day.

Appointments can be made through the House Assistant/Head of House, or directly to Kennedy Health Centre via phone or email. Parents are encouraged to have private health insurance and ambulance cover in the State of Victoria in case a student requires hospital care for serious injury or illness. Students who have a student visa must have Overseas Student Health Cover.

**Kennedy Health Centre:**

T: +61 3 5273 9302 E: KennedyM@ggs.vic.edu.au

## Counselling services

Student counselling support is available to students in the Kennedy Health Centre with our qualified team of psychologists and counsellors. This is a confidential service offered from Monday to Friday and available to all students and families to help identify and support educational, behavioural, emotional, psychological, social and developmental concerns.

Our professional team has a detailed understanding of the complex needs of our learning community and can assist in supporting through transition and adjustment difficulties, stress and anxiety, sleep issues, family issues, friendships and relationships, Indigenous support, gender diversity, sexuality, self-confidence, low mood and other matters that can arise through adolescence.

Students do not require parent permission to access School Counselling and it is a free service. For ongoing counselling needs, it is the School's policy for families to acquire the services of external health professionals. This allows for continuity of health services during school holidays as well as when students have graduated from school and require the ongoing care from external health professionals. Please refer to the School Health Centres Policy, available in Hive, for further information.

Appointments with counsellors can be made through the Head of House by the student or parent/guardian, or through the Kennedy Health Centre via phone or email.

### **Student Counselling Services:**

T: +61 3 5273 9302 E: KennedyM@ggs.vic.edu.au

## Dental and orthodontist appointments

Regular medical and dental appointments should be restricted to holidays or after class so that interruption to schooling is kept to a minimum.

## Medicines

Students are not permitted to self-medicate. All prescription and non-prescription medicines that are brought to school must be handed in to the House Assistant or Head of House. This includes pain relief medication such as Panadol as well as vitamins. Medicine is administered either by a member of house staff or the Kennedy Health Centre, with a record of dosage

maintained.

## Sleep

Sleep allows students to gather the physical and mental ‘recharge’ needed to participate in a busy school life. On weekends and exeat days, students must be mindful of the need for sleep. Late nights establish a sleep debt which is difficult to overcome. The consequences of this seriously reduce a student’s capacity to productively manage academic and co-curricular activities. There needs to be a general acceptance by students that having the right amount of sleep is important, and we encourage parents to discuss this with their children.

## Sun safety

Exposure to the sun during childhood and adolescence significantly increases the risk of developing skin cancer in later life. Students must ensure that they avoid unnecessary harmful exposure to the sun and wear appropriate protection when exposed to the sun, including:

- Shirt (long-sleeved if possible)
- Hat (wide-brimmed) or GGS cap for specific sports — compulsory for sport and PE lessons
- Sunglasses (close-fitting)
- Sunscreen

Note: hats, caps and sunscreen are available from the GGS Shop

## Swim safety

All new students to GGS or previously untested swimmers are required to complete a water safety competency check to enable them to participate safely in water-based activities, camps and excursions. Swimming lessons can be arranged for those students who do not pass the test. Students who do not pass the test are able to arrange swimming lessons by liaising with the Sports Office team. Students with an RLSS Bronze Star or Swim and Survive Award may be exempt.

# 12 Middle School communication

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We believe it is fundamentally essential to work in partnership with parents to optimise student development and outcomes. We utilise a range of communication tools to connect with parents and students effectively.

## Hive

The Hive is our primary communication portal for parents and the learning platform for all students from ELC to Year 12 across all campuses. Hive is a centralised point of reference for most school matters for parents, including accessing student reports, statement of fees, updating contact details, viewing the school calendar, student timetables, co-curricular information, and other important matters. In addition, Hive provides parents with access to resources and information related to their child and matters for the whole school community. It is explicitly designed to be the central communication hub for parents, reducing the risk of overlooked emails and a centralised information repository for easy retrieval.

Parents will be provided with a username and password for Hive in the year prior to their child commencing with the school and encouraged to visit the Hive regularly.

Email digests are sent daily at 6pm to notify parents of news, pastoral alerts or grades and feedback released during that day. Families with students across multiple campuses will access student campus pages directly from the Hive dashboard.

Hive can be accessed at: <https://hive.ggs.vic.edu.au>

Assistance with login details or access issues should be directed to the IT Service Desk at [support@ggs.vic.edu.au](mailto:support@ggs.vic.edu.au)

## Hive app

The Hive app allows key features to be easily accessed from the app home page, including news, sports fixtures and results, notifications and calendar. Notifications can be formatted to

suit the individual user.

The Hive app is available free from the iTunes App Store for iPhone and iPad users and Google Play App Store for android phone users, and can be found by searching 'Geelong Grammar School'.

## Calendar

The school calendar is available in Hive and via the Hive app. It is regularly updated. Printed school calendars are also distributed at the start of each year.

## Class contact lists

Class contact lists are available via Hive, and parents can choose whether they wish for their details to be shared with other families. Please ensure your contact details are kept up to date via the Hive.

## Fee Accounts

School fee account enquiries should be directed to the Accounts Department:

Telephone: +61 3 5273 9200

Email: [AccountsSupport@ggs.vic.edu.au](mailto:AccountsSupport@ggs.vic.edu.au)

## Parent-student-teacher conversations

Parent-student-teacher conversations occur mid Term 2 and mid Term 3. The purpose of these conversations is to provide the opportunity to discuss learning progress, approaches to learning, and areas and strategies for improvement and development. Further details are provided by the Head of Learning and Teaching and Head of House and communicated through Hive.

## Social media

Geelong Grammar School news for all campuses is regularly posted on the School's official social media channels.

Instagram: @geelonggrammar

Twitter: @geelonggrammar

Facebook: @GeelongGrammarSchool

We encourage you to engage via our GGS social media channels. A simple like or share of a GGS social media post can help connect others to the exceptional opportunities our students enjoy at our School.

Some boarding houses have individual Facebook and Instagram pages which you can request to join through the Head of House, however, these are not administered by the School.

# 13 Community

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Nurturing a strong sense of community is one of our biggest priorities at Geelong Grammar School. Throughout the year, we endeavour to provide a number of opportunities for our families to connect and experience the joy of being a part of a warm, inclusive community.

## Athletics Day

All four school campuses participate in Athletics Day held at Corio in August each year. The day commences with an outdoor chapel service, followed by house events. Food is available for purchase and parents are invited to bring a picnic and stay for the day.

## Family Day

Family Day celebrates the Corio community and is a memorable day on the school calendar for families to meet in a relaxed setting. Family Day takes place in Term 1. The day culminates with the John Landy Duathlon, which finishes at the SPACE, where all families can enjoy a delicious afternoon tea with jazz.

## Friends of Middle School (parent association)

Established in 1998, the Friends of Middle School (FoMS) plays a vital role as a connection point for all Middle School parents to meet other parents and raise funds to support Middle School programmes and students. The FoMS committee hosts regular meetings during term time and several social gatherings during the year. We warmly invite all parents to be involved in our FoMS.

For further information about becoming involved in the FoMS, please contact [supportgroups@ggs.vic.edu.au](mailto:supportgroups@ggs.vic.edu.au)

## Hirschfeld-Mack Club

The Hirschfeld-Mack Club is a parent support group for the arts at Geelong Grammar School. News of arts events and achievements around the school is regularly posted on Instagram @hirschclubggs. For further information about becoming a member of the club, or to sign up for the club's newsletter, contact [supportgroups@ggs.vic.edu.au](mailto:supportgroups@ggs.vic.edu.au)

## House dinner

House dinners take place in second semester each year in a venue in or around Geelong or Melbourne and are a welcomed opportunity for parents to connect with other parents of the same house. The Head of House communicates details for the event through Hive.

## Sport support groups

A number of parent groups play an active role in supporting sport at GGS. For further information, contact [supportgroups@ggs.vic.edu.au](mailto:supportgroups@ggs.vic.edu.au)

Brazier Club (Sailing)

Doc Dunn Club (Soccer)

Frank Sedgman Club (Tennis)

Geelong Grammar Equestrian

Geelong Grammar Netball

Geelong Grammar Hockey

Geelong Grammar Polo Club

Geelong Grammar Snowsports

Landy Club (Athletics)

GGS Rugby Club (Rugby)

Tunbridge Club (Cricket)

Newman Club (Football)



# 14 Policies

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All our students have responsibilities and duties – to their houses, to the School, to themselves and to each other.

Up to date school policies and procedures can be found on HIVE, and include:

- Student Safeguarding Policy and Code of Conduct
- Duty of Care Policy
- Supervision in Boarding Policy
- Inclusivity Policy
- Student Behaviour Rules
- Community Code of Conduct
- Student Anti-Bullying Policy
- Student Cyber Safety Policy and Guidelines
- Student Drugs and Alcohol Policy
- Student Search and Confiscation Policy
- Suspensions and Expulsions Procedure
- Student Leave and Exeat Procedure
- Overseas Student Policies and Procedures
- Student Complaints Handling Policy and Guide
- School Health Centres Policy
- Anaphylaxis Management Policy
- Concussion Policy
- Eating Disorder Policy
- Self-Harm Policy
- GGS Bursary Guidance Statement
- Uniform Regulations

## Overseas Students

- The School has specific policies and procedures which govern and support our overseas students enrolled at the School pursuant to a student visa (subclass 500). Importantly, overseas students need to be aware of the Course Progress, Attendance and Progression

Policy, and Complaints and Appeals Policy. These can be found on the Overseas Student Policies & Procedures page on Hive.

The School's Overseas Student Manager can answer any queries regarding current overseas students:

Laura Shandley | Overseas Student Manager

Email: [lshandley@ggs.vic.edu.au](mailto:lshandley@ggs.vic.edu.au)

Phone: +61 3 5273 9138 or +61499 331 746

**Geelong Grammar School**

50 Biddlecombe Avenue, Corio, VIC 3214

[www.ggs.vic.edu.au](http://www.ggs.vic.edu.au)

CRICOS 00143G



GEELONG GRAMMAR SCHOOL®  
EXCEPTIONAL EDUCATION



CORIO CAMPUS HANDBOOK

# SENIOR SCHOOL

*Last updated February 17, 2026*

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# 01 About Geelong Grammar School

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Welcome to Geelong Grammar School, a vibrant and pioneering school that provides exceptional learning opportunities built on real-world experiences and genuine human connections. Established in 1855, we advance our heritage through innovation that champions a well-rounded, modern education for young people.

## Corio Campus

*The space to flourish*

Corio Campus offers a unique 'village' setting located on a private 230-hectare estate on the outskirts of Geelong and an hour south of Melbourne, wholly removed from local traffic or the bustle and distractions of city living.

Our students enjoy a busy, stimulating, and supportive learning environment with ample open space, playing fields and gardens with a magnificent blend of beautiful historic buildings and modern architecture. Our location and scale allow students a sense of freedom and independence within the safe parameters of our school grounds. Most of our academic staff live on campus; there are almost 100 family residences nestled in and amongst the boarding houses, creating a nurturing, interconnected community with a strong sense of family and belonging.

## Senior School framework

Each year, our Senior School team is responsible for the care and education of more than 600 students in Year 10 to Year 12. We welcome students from all areas of Australia and overseas and celebrate the tremendous diversity this brings. All students enjoy the opportunity to live, learn and develop with friends from different backgrounds, cultures and life experiences.

Our Senior School programmes aim to support independent, confident learners; young people of integrity and compassion who commit themselves to achieve their personal goals and

contribute fully to school life.

We want to stimulate in students confidence in learning, an enthusiasm for a broad range of activities, respect for others and a desire to contribute to the betterment of the community. Vital to this aim is the house system, for it is in the houses that our students develop the relationships that will sustain them throughout their years at the School.

## The Houses

Our houses are far more than places of residence; they are vibrant, close-knit communities where staff and students develop close working relationships and where the opportunities for pastoral care, individual attention and supervised study are greatly enhanced. Together, our great houses make the great community at Corio.

There are eight Senior School boarding houses – four for girls and four for boys – and two co-educational day boarding houses. Each boarding house is home to students from Year 10 to Year 12, with approximately the same number of students at each year level.

Years 11 and 12 students typically sleep in single bedrooms/studies, and Year 10 students share dormitory rooms comprising four students. The dorm rooms are located throughout the house to build stronger, inter-year level relationships. Students will rotate at the end of term or semester to allow a variety of friendships to develop over the year.

# 02 The options for students

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In Senior School, students may enrol as a full boarder or day boarder. Both modes of enrolment have the advantage of guided academic support and access to exceptional facilities and co-curricular activities outside of traditional school hours.

## Full boarding

Full boarding is the most common arrangement where students live in the boarding house during term time. Leave is available every second weekend with the first and last weekends of each term designated a “closed weekend” with no leave to be taken.

## Day boarding

Many local students enjoy the opportunity of day boarding, which brings myriad benefits over a traditional day school. Day boarding provides students with the continued immersion into school life during the afternoon and evening hours, which has a continued impact on their school success.

A day boarder attends classes from 8.30 am to 3.40 pm and remains on campus to participate in sport and other co-curricular activities from 4 pm. Throughout the day, students can return to their house at morning tea and lunch to socialise with friends, visit the Handbury Centre for Wellbeing (gymnasium and pool), continue work in the Library, Art School and Music School and access additional teaching, coaching and learning support. Students enjoy dinner together and complete their homework (Prep) before returning home to their family each night, typically at 8.30 pm, and 3.45 pm on Fridays.

Parents should contact the Admissions Office to discuss potential changes to their child's boarding arrangements.

# 03 Boarding staff and roles

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We have a team of compassionate staff who become integral to the lives of our students and work collaboratively to understand and support the needs of each individual under their care, including consideration for intellectual, physical, spiritual, social and emotional aspects of a students' development.

## Vice Principal | Residential Education, Care & Community

As a member of the Executive Leadership Team, the Vice Principal brings a vital link between executive management and the living and learning community members of the Corio Campus.

## Heads of Senior School

The Heads of Senior School are responsible for managing and coordination of programmes, policies, and actions to support a culture of quality teaching and learning in Senior School and enhance the delivery of our pastoral care programme.

## Head of House

The Head of House is a pivotal figure across all aspects of a student's life in Senior School, overseeing the care and wellbeing of each student in their house, and upholding the rules, routines and expectations that are consistent with overall school policy.

## Assistant Head of House

The Assistant Head of House supports the Head of House in the day-to-day running of the house and assists in overseeing each student's academic and pastoral needs.

## House Mentors

House Mentors are vital in supporting a sense of community connectedness within each house. House Mentors are academic staff whose purpose is to maintain positive and supportive relationships within their mentor groups, consisting of around ten to twelve students. Mentor groups meet regularly each week, allowing House Mentors to check in with each student and respond to their pastoral, wellbeing and learning needs as they arise. They are the first point of contact for parents in addressing academic or pastoral needs.

## House Assistant

House Assistants care for the general health and wellbeing of boarders and oversee the day-to-day matters of the house, such as laundry, cleanliness, daily operations, student movements and general care for students.

## House prefects

Senior students play a vital role in helping the staff develop the cooperative and friendly atmosphere necessary to create a home away from home for all the students in the house. Prefect positions are allocated at the end of Year 11. All students are offered opportunities to develop their leadership skills through house activities, projects, charities, events such as dinners and house competitions.

## The pastoral care programme

The house system underpins student care throughout Corio and ensures that every student is visible. Pastoral care encompasses boarding staff, teaching staff, supporting staff, sports coaches, school counsellors and psychologists, school nurses and the Chaplain. If a student needs to discuss any concern or issue, they will always have someone to turn to and someone watching out for them.

## Who to contact?

Key to the success of our Senior School programme is the quality of communication between the School and home. There are six readily available points of contact for matters concerning your child, depending on the nature of the communication.

These include the Head of Campus, Heads of Senior Schools, Head of House, House Mentor,

House Assistant and the Kennedy Health Centre.

The Head of House and the student's House Mentor are responsible for the immediate needs of each student and are therefore the first point of contact for any questions or concerns.

Contact details for these members of staff can be found in the Hive.

## **Who to contact – for academic matters?**

In relation to academic advancement, parents/guardians are encouraged to contact teachers and include the House Mentor in correspondence. This way, there is clear communication between house, teacher and home. This is critical to ensure that all those responsible for the students are informed and can act in the best interests of each child.

# 04 School routines

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## Boarding house routine

From rising time until lights out, life as a GGS boarder is purposeful and active.

A typical daily schedule for a Senior School boarding student is:

- 7.00am Wake and shower
- 7.30am Breakfast in the Dining Hall
- 8.15am Tidy rooms and prepare for the day
- 8.30am School activities – house assembly, self directed learning or Chapel
- 8.55am Classes begin
- 10.40am Recess – morning tea is enjoyed in the boarding house
- 1.00pm Lunch available in Dining Hall
- 3.40pm End of classes
- 4.00pm Sport, co-curricular programme or study time
- 5.30pm Dinner in Dining Hall
- 7.00pm House assembly
- 7.10pm Supervised Prep
- 9.00pm Jobs and supper
- 10.00pm Lights out – Yr 11 and Yr 12 may study quietly in their rooms

## Day boarding routine

A typical daily schedule for a Senior School day boarding student:

- 8.20am Arrive at School
- 8.30am School activities – house assembly, self-directed learning or Chapel
- 8.55am Classes begin

- 10.40am Recess – morning tea is enjoyed in the day house
- 1.00pm Lunch available in Dining Hall
- 3.40pm End of classes
- 4.00pm Sport or co-curricular programme or study time
- 5.30pm Dinner in Dining Hall
- 6.55pm House Assembly / Prep
- 8.30pm Students depart from School

## Regular parts of the day

### Academic timetable

We operate on a 10-day cycle of six periods per day, from Monday to Friday.

Before class on most mornings, students are engaged in school activities, including house assembly, self-directed learning, meeting with the House Mentor, or Chapel.

Whole school assemblies occur every second Tuesday with a reduced five-period timetable for that day.

### After school

After their academic timetable, Senior School students will either attend sport or co-curricular activities or have free time for additional study before attending dinner in the Dining Hall at 5:30 pm.

### Assemblies

House assemblies are conducted every evening by the Head of House or Assistant Head of House to discuss relevant house matters, important dates on the calendar, and upcoming events with students.

### Chapel

All boarding students attend Chapel twice each week. Senior School boarders attend Chapel together each Sunday evening and on one weekday according to their year level. Day boarders attend Chapel once during the week.

## **Jobs**

We ask every student to contribute in an emotional and practical sense within their boarding house. Boarders are expected to assist with small routine jobs around the house, such as tidying the kitchen, washing up and maintaining a tidy space around them. Jobs are completed after Prep and on Sunday nights.

## **Prep (supervised homework)**

Prep (short for 'Preparation') is quiet study time to prepare for the following day's schoolwork and assigned homework tasks. All students complete a session of Prep each weeknight in house. Year 11 and 12 students are permitted to 'sign out' of house during Prep to attend the Library or Art School. Although there is scheduled Prep time, it is essential that students also work independently and consistently on weekends.

# 05 Weekends

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## Saturday morning sport

As a member of the Associated Public Schools of Victoria (APS), all boarding and day boarding students participate in compulsory sporting competitions or practice on Saturday mornings. There is a wide range of sports at different levels of achievement available for students. Whilst we do not prescribe which sports students play, we insist that they are involved in something.

## Weekend activities

It is vital that we provide opportunities for students to relax, have fun, and enjoy well-earned downtime with their friends. Examples of weekend activities can include Saturday night movies on the oval, woodfired oven pizza nights, trips to the beach or to Melbourne, mountain biking in the You Yangs, theatre trips and cinema outings.

Chapel is held on Sunday evenings on a bi-weekly rotation and is compulsory for students to attend if they are not on a weekend exeat. Senior School boarders may apply for permission to travel into Geelong by taxi for shopping and lunch on Saturday afternoons. On weekends, students can also enjoy access to the Handbury Centre for Wellbeing pool, gymnasium and social areas. Access to specialist areas outside houses (e.g. libraries, the Music School, the Art School, science laboratories) is also strongly encouraged over the weekend.

# 06 Co-curricular activities

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## Activities programme

Activities occur throughout the week for Years 10 to 12, mainly after school, and change from term to term.

Examples of the types of activities that students can be involved in are horse polo, Pilates, fencing, table tennis, sculling on the Barwon River, ceramics, clay target shooting, strength and conditioning, swimming lessons, barista and coffee art courses, first aid, lifeguarding and hospitality training.

## Committees

Student committees help to foster a sense of belonging and purpose where students with common interests work together towards mutual goals. Equally, student committees are vital in championing student voices to shape change and improve the learning and living community. Examples of student committees include the Wellbeing Committee, the Academic Committee, and the Environment Committee. These are open to any students interested in being involved and coordinated by students with staff support as needed.

## Community service

Each house has a community service representative who coordinates various charitable ventures throughout the year, such as the Red Cross Door Knock and the Red Shield Appeal. Service activities also take place during the week outside classroom hours. Service activities are an essential part of the Duke of Edinburgh Awards and the Creativity, Action and Service (CAS) component of the IB Diploma Programme.

## Debating and public speaking

Debating always attracts many students who participate in the inter-house and regional

competitions organised by the Debating Association of Victoria (DAV). Teams are selected on a year level basis. The Geelong Grammar School Public Speaking Team participates in the main public speaking competitions in the Geelong area.

## **Duke of Edinburgh Award Scheme**

All students are eligible to participate in the Duke of Edinburgh Award Scheme. Most students will have completed their Bronze Award while at Timbertop and have completed the hiking component of the Silver Award during their final term at Timbertop.

## **Lorne 160**

This is the School's largest fundraising event throughout the year. Students plan events to raise money for a charity nominated by the Lorne 160 team each year. It culminates in the students (approximately 16) running overnight from Geelong to Lorne and back in a relay. Students must apply to be part of this group, and criteria are published. Applications and interviews occur during Term 2. The run occurs on the last full day of Term 3.

## **Music**

Music is an integral and energetic part of our learning community that nurtures engagement, and inspires loyalty, teamwork, and dedication. The School's broad music programme caters to all students, from the most serious academic to the hobbyist, offering tuition in various instruments from a team of over fifty visiting musicians.

## **Private instrumental and vocal tuition**

Individual and group instrumental and vocal tuition is offered at Corio Campus and does not require students to be enrolled in music as an academic subject to participate. Lesson lengths are generally between 30 and 60 minutes, depending on the student's level.

Details for the instrumental and private tuition that is available are published in Hive. Students can enrol for instrumental and vocal tuition at the start of the year or preceding each term. Fees are charged to the school account in arrears on a termly basis.

## **Outdoor education – camps**

Camps for Year 10 students are a compulsory component of the Year 10 programme. The Year 10 programme offers a different challenge and can include a variety of experiences for students to choose from.

## Performing arts

The School hosts a vibrant and diverse range of dramatic compositions. School productions, which collectively equate to 12 per year at Corio Campus, vary from musicals and classics to the latest in contemporary drama, house plays of all types and small-cast, physical theatre pieces. Each year, our Middle School and Senior School students look forward to the opportunity to perform and be involved in a full-scale production. Past Senior School shows include *Chicago*, *Sense and Sensibility* and *Beauty and the Beast*.

The annual Senior School play takes place in Term 1, and the Senior School musical in Term 3, and are open to all Senior School students by audition. Most rehearsals take place during the week, with some occasional weekend days closer to the performance date.

Excursions are organised during the year to attend professional theatrical productions in Melbourne, and these are open to all interested students.

## Sport

Sport is an integral part of a student's time at Geelong Grammar School. The playing fields offer students opportunities to develop physical skills and nurture their social and emotional skills, especially helping to develop resilience amongst young adults. Training and participating in sport in conjunction with other co-curricular and academic pursuits helps promote a healthy mind, body and spirit.

Sport is a compulsory activity, and it is our hope the habits learned will last a lifetime. All Geelong Grammar School students are required to participate in a summer and winter season of sport and are encouraged to participate in athletics in the spring season.

Sport training for Senior School students is typically scheduled on Monday, Wednesday and Thursday afternoons. The Saturday morning competition fixture times are updated each week and made available through Hive.

# 07 Careers support for students

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Our Careers Department works extensively with students from Year 10 onwards. In designated Year 10 careers classes (conducted during Pathways) and in partnership with Pathways Learning Coaches, students complete Morrisby Assessments that help connect interests, aptitudes, and personality with future career and study options. Students arriving in Years 11 and 12 also have the opportunity to complete Morrisby and the follow-up counselling session to discuss the report. Parents are also encouraged to be part of these sessions via Zoom meetings or in person.

## Personalised support

Individual career appointments are available on-demand for all students throughout the year, with peak times leading up to subject selection and tertiary course applications. In addition, there are formal presentations to students and parents regarding the Victorian Certificate of Education, the International Baccalaureate Diploma and transition to tertiary education.

## Careers Day

The annual Careers Day at the Corio Campus provides students and parents with the opportunity to talk to local and interstate universities and gap year providers, and residential colleges from the University of Melbourne. In partnership with the Old Geelong Grammarians Association, a mentor programme enables many Old Geelong Grammarians (OGGs) to return on this day to talk to students and parents about their workplace experiences post-school.

## Overseas Tertiary Applications

Though most of our students elect to continue their education at Australian universities, we have students successfully applying to overseas institutions every year, including high-profile universities in both the USA and UK. Assistance and support through the overseas

application process are individual and ongoing. Presentations from Education USA and visiting universities provide valuable insight into the application process and the options available. SAT entrance tests are offered at GGS several times a year. UK admission tests through Cambridge Assessments are also available on campus in November. Overseas students can attend the University of Melbourne's Schools Partnership Initiative (MSPI), which offers unique opportunities and assistance to overseas students.

## Supporting diverse pathways

Not all students intend to go to university immediately following Year 12. Therefore, the Careers Department also offers individual support with gap year applications, resumé production, scholarship applications, sporting scholarships, work experience, internships and job applications.

# 08 Exeats, attendance and travel

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## Exeats

### Exeats (leave from school)

Exeats provide the opportunity for students to have a break from the boarding environment and enjoy time with their parents and families, nominated guardians or with the families of other Geelong Grammar School students.

### Mid-term exeats

Mid-term exeats are compulsory breaks in the academic calendar and occur in the middle of terms 1, 2, 3 and Term 4 (for Years 5-11). On these weekends, students will leave the campus on Friday afternoon, or at the completion of their Saturday sport commitments, and return to campus by 7pm on the Monday evening. Dates of mid-term exeats are announced in the preceding year and marked in the school calendar. To make the best use of mid-term exeats, parents, guardians and students are encouraged to plan them well in advance.

### Weekend exeats

Boarding students are permitted weekend exeat (i.e. either Saturday and/or Sunday) every second weekend. The first and last weekend of each term are 'closed' and exeat arrangements on those weekends are not permitted. Public holidays are not observed at GGS unless they coincide with an exeat weekend or school holiday period.

Weekend exeats begin on Saturdays following the conclusion of sports commitments. Students must return to house by 6.30pm on Saturday or Sunday evenings. Exeats are not taken on Friday night except under extenuating circumstances and in consultation with the Head of House and with approval from the Head of Campus.

### Weekday exeats

Weekday exeats are not encouraged and permitted only occasionally in order for students to have a meal with their parents or guardians who may be visiting the School. On those occasions, students may be absent from school following sport or other commitments and must return in time for roll call at 7pm.

## Process for applying for exeats and leave

Students apply for leave online through the REACH management system which connects families to the boarding houses to ensure an efficient and safe leave approval process.

Students initiate a leave request by completing the required fields, including the exit destination, full address and times for departure and arrival. This is automatically emailed to parents/guardians for permission to be granted before routing to the Head of House for approval. Leave involving a host will need to be approved by parents and the host. This is a simple process, enabled by email notifications generated by the system. Entering leave is the responsibility of the student.

For weekend exeat, requests need to be submitted online and approved by parents, guardians or hosts by 7pm Thursday evening to allow time for the Head of House to review and approve. Overseas and exchange students are asked to submit a leave request before Wednesday 10am ahead of the exeat weekend to allow sufficient time for the parent/guardian, home stay provider, Overseas Student Officer and Head of House to review and approve.

All leave is subject to the students not being required for school activities.

Travel arrangements to and from exeat destinations are the responsibility of parents or guardians and must be detailed in the application.

Leave requests are required any time a boarding student is leaving the Corio Campus, unless they are under the direct supervision of a GGS staff member (e.g. school excursion, house activity, school sport), or are on house sanctioned weekend shopping leave to pre-approved locations subject to the relevant curfews and permitted duration.

## Absence

For parents of day boarders, if your child will be absent from School due to illness or unforeseen circumstances, please email the Head of House, or complete the absentee form via the Hive app.

For planned short absences for boarding students, parents should email their Head of House. Requests for longer periods of absence, longer than one week, should be addressed to the Head of Corio. It is expected that students do not take holidays during term time. Refer to 'Exeats'

for information on weekend leave.

## **Airports**

Parents should be aware that, given the travel time from Corio Campus to Melbourne Airport (Tullamarine), students need to leave Corio at least three hours before the departure time of international flights. Students can use the Gull Airport Shuttle service to and from Tullamarine for all flights. International flight tickets must be purchased by parents and sent to the Head of House as far ahead as possible. Domestic flights may also depart from Avalon Airport, which is approximately 20 minutes from Corio.

## **Buses**

The School operates a number of bus routes traveling to and from the Corio Campus every day. Most buses are fitted with the Bus Minder System which allows students to ‘tap’ on and ‘tap’ off, providing parents with real-time information on the location of their child whilst in transit. Up to date timetables and route descriptions are provided in the Hive.

Over exeat and end of term, the School coordinates bus travel to and from Corio Campus, transferring students to Southern Cross Station, Tullamarine Airport and Toorak Campus. Parents are advised of details for the bus service via the Head of House, and through announcements from the Principal and Head of Campus.

## **Commencement and conclusion of term**

It is important for students to arrive back on time at the start of term. It is expected that all boarding students are in their house before 7pm on the evening prior to classes commencing. At the end of term, students may depart from Thursday afternoon and up to 8am on Friday morning at the end of term. Our academic program runs until the last day of term and we ask that is recognised when making travel arrangements. Requests for early departures will only be considered if there is a significant cause for departure. Heads of House need to receive all requests for early departures or late arrivals well in advance where possible.

## **Student motor vehicles**

As per the Student Behaviour Rules available in Hive, students cannot drive a motor vehicle

on the School's Corio Campus, or to or from the School's Corio Campus without the permission of Heads of Senior School and Head of House. Students may only be a passenger in a motor vehicle when the driver is a person approved by parents/legal guardians or the Head of House. If students have an approved vehicle on campus, they must provide their car keys to the Head of House and may not drive other students in the vehicle.

## **Taxis**

Payment for the service will be by cash or cab charge which incurs a 20% accounting fee and is passed on to the user. Cab charges, which must be authorised by the issuer, are available only from Heads of House, or their deputies, and teachers in charge of sports and activities. Taxi companies will not accept any other form or docket/requisition. The School will not be responsible for the payment of any unauthorised taxi trips. Students must return any unused dockets to the person who issued them. They must not be altered or given to other students. For child safety reasons, we do not advise the use of Uber type services.

## **Travel arrangements**

Whilst the School will provide reasonable assistance to ensure that satisfactory travel arrangements are made for all students travelling to and from the School, it is the responsibility of parents or guardians to ensure satisfactory travel arrangements are made. The School does not accept responsibility in any respect for those arrangements. Consequently, when making travel arrangements, parents or guardians should ensure that adequate arrangements are made not only for travel but, where necessary, for the supervision of students travelling to or from the School. In general, all travel bookings (air/rail/bus) need to be confirmed at least two weeks before the end of term.

## **Visitors to the boarding house**

All external visitors to boarding houses must do so via communication with the Head of House. Visitors do not include casual staff working in the houses or tutors who have been employed by families to undertake academic tuition. All visitors must inform the Head of House, or the tutor on duty, at a minimum. The Head of House will have the opportunity to approve the visit to campus and make arrangements for all visitors to do this in a manner that observes the Geelong Grammar School Child Safety Code of Conduct. Visitors are not permitted to enter a student's room, but must stay in common spaces in the House.

# 09 Clothing and Uniform

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## Clothing

Casual clothes may be worn on weekends and in the evening within the boarding house. All clothing items should be named. It is not necessary to bring an extensive casual wardrobe to school — less is more. Three changes of tidy casual clothing and one change of smart casual clothing is sufficient. Clothes should be machine washable and able to be tumble-dried.

## Uniform

The Geelong Grammar School uniform can only be purchased from the GGS uniform shop, located in the Handbury Centre for Wellbeing at Corio Campus, either in person or remotely if required.

Uniform requirements and the uniform shop opening hours are provided on the school website and in Hive.

To contact the uniform shop directly, please email: [uniformshop@ggs.vic.edu.au](mailto:uniformshop@ggs.vic.edu.au) or phone +61 3 5273 9329

A range of pre-loved uniform items is available for purchase in good condition, and we encourage families to recycle uniforms with us.

Uniforms should be worn correctly and neatly at all times. Girls' dresses and kilts should be of a length that finishes on or just above the knee. A sports uniform is only to be worn at designated times.

The black GGS fleece is not an official uniform item and should only be worn for casual wear. The black GGS raincoat should only be worn on rainy days and not as a substitute for a blazer.

Formal uniform, known as 'No. 1', is worn on special occasions (e.g. Anzac Day) and to chapel on Sundays. Students will be notified by their Head of House when required to dress in their

## What to bring

In addition to school and sports uniform requirements, stationery, books and personal hygiene items, boarding students should bring the following:

- Casual clothing (see 'Clothing' section)
- Mesh laundry bag, available from uniform shop (4)
- Name tapes, available from uniform shop (24 dozen, 6 extra for House Assistant)
- Pyjamas (3)
- Underwear (10)
- Thongs for shower
- Doona, double size recommended (1)
- Doona covers, double size recommended (2)
- Woolen rug, school rug recommended (1)
- Towels, available from uniform shop (4)
- Weekend case/bag (1)
- Brush and comb, available from uniform shop
- Nail clippers, available from uniform shop
- Toothbrush and toothpaste, available from uniform shop
- Shampoo/conditioner, available from uniform shop
- Soap, available from uniform shop
- Deodorant, no aerosols permitted
- Wrist watch with vibrating alarm, or Small alarm clock

Optional items:

- Photographs, posters, appropriate pictures
- Personal iPods and MP3 players

## Storage in Boarding House

Each student is provided with a hanging cupboard, chest of drawers and bedside table to store their personal belongings.

# 10 Boarding Info – A to Z

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## Bedding

A mattress protector, fitted sheet, pillow and pillowcase are supplied by the school. A pillowcase protector and a flat sheet are available on request. Students should bring their own doona (double size recommended) as well as two doona covers. Extra pillows and pillowcases are optional.

## Bicycles and skateboards

Students may bring their bicycle or skateboard to school. A locked bike shed is available for storage in most houses and students are responsible for ensuring their equipment is safely locked up. Students are permitted to ride their bikes around designated areas of the campus. Heads of House may give permission for longer excursions in groups of three. Helmets are compulsory whenever bikes or skateboards are being ridden, and protective knee and elbow pads are required for skateboarding.

## Books and supplies

Books are ordered through Champion Education and are delivered to the School at the commencement of the school year. More details for booklist ordering codes and dates are provided in Hive.

The Corio Campus book room, located in the Cook Quad, sells a range of pens and pencils, general stationery, books and novels to students and is open during termtime, Monday to Friday.

## Colours (recognition system)

The colours system acknowledges contribution by students to the Corio Campus community. House colours are awarded on the basis of exceptional service to the house community and

inter-house competition, and school colours are awarded for commitment, achievement, and performance in the areas of academics, drama, music and sport. Students are awarded half-colour jumpers and full colours are acknowledged with an embroidered wreath and embellishments of the blazer pocket.

## Computers

Senior School students are required to have a personal laptop computer. Access to a personal laptop computer allows the development of capabilities needed to learn, collaborate and communicate, and prepares students for future digital demands.

Parents may choose between purchasing a laptop computer through the School's provider or supply their own computer that meets the minimum specifications outlined by the School. Further information outlining the laptop programme can be found in Hive.

## Electrical appliances

Students are permitted to bring hair dryers, hair straightening wands, shavers, electric toothbrush, desk lamp, clock radio and international power adaptor into the boarding house. These may be used at the discretion of the Head of House. Hair straightening wands must be unplugged after use and stored in a heat-proof pouch (available from the uniform shop). These items must be named

The following appliances are prohibited and must not be brought onto campus: cooking appliances (including kettles, coffee machines and toasters), electric blankets, air conditioners, heaters, refrigerators and televisions.

## Food

Breakfast, lunch and dinner are enjoyed in the Dining Hall, apart from some occasions when breakfast or dinner is taken 'in house'. Supper is enjoyed following Prep each night in the house, and homemade pizzas and BBQ breakfasts are enjoyed on occasion during termtime. Shared cooking facilities are available on weekends for students to bake or prepare meals. Each house has several pantries where students are able to prepare morning tea, snacks and drinks.

### *Dietary needs*

Students with dietary needs should contact the House Assistant. Kitchen staff will also be notified and special meals will be provided.

### *Snacks*

Food for snacking may be brought into the house for after school and in the evening. Food should be safely packaged in plastic sealable containers or cans. Junk food is discouraged and food containing nuts and nut products are not permitted.

### *Takeaway food*

Boarders are permitted to order takeaway food at their own expense on Saturday nights only.

## **Hair and make-up**

Students are expected to keep their hair clean and well-groomed each day. All hair is to be of natural colour. Coloured nail polish, shellac, acrylic nails and extensions are not permitted. Make-up should not be worn with school uniform.

## **ID cards**

Identification cards, which include a photograph and individual barcode are used to borrow books from the libraries, to purchase items from the book room or GGS Shop, for commuter bus travel, and to use photocopiers.

## **Insurance of personal belongings**

Students' belongings such as computers, phones and bicycles are not covered by the School's insurance. If cover is needed, it must be arranged by parents. All personal electrical appliances should be labelled with the student's name and fully insured. The School takes no responsibility for articles of value that are left in bedrooms or studies. Each student is provided with a lockable cupboard to store their personal belongings.

## **Jewellery**

The only earrings that are permitted to be worn are a single pair of studs or sleepers. Earrings are only to be worn in the ear lobe. Apart from a watch, no other jewellery may be worn.

Tattoos are not permitted.

## Laundry

Laundry within each house is managed by the House Assistant and sent to an external laundry facility every week with a 48-hour turnaround. Items such as blazer, trousers, kilts and pullovers are dry-cleaned. Students are responsible for distributing their dirty laundry to the correct place in the boarding house and collecting clean laundry regularly.

Within each house, there are washing machines, clothes lines and a drying room available for students to wash small loads of casual clothes. Each student should bring a small amount of washing powder if they wish to use these facilities. Expensive items of clothing should not be brought to school as they are not suitable for industrial laundering and tumble drying.

## Library

The Fisher Library has an extensive catalogue which is available to Senior School students. Books and audio material may be borrowed for two weeks and DVDs overnight. Other books and periodicals are available for reference in the library only. Borrowers with overdue items for longer than a week will be referred to their Head of House and further loans will not be permitted until overdue items are returned. The School subscribes to a number of online databases that provide high-quality authoritative reference sources for student work.

## Mobile Phones

The use of mobile phones is accepted and can allow for important communication access for parents. In accepting the use of mobile phones, it is expected they will be used responsibly. Students are not permitted to make and receive calls and text messages in the following times:

- During assemblies and class time
- During Prep (7–9pm on weekdays)
- After 10pm

Please assist us with ensuring your child only uses their phone within these guidelines.

Year 10 students are required to hand in their mobile phone and computer prior to lights out.

## Money and valuables

Students should use a debit card or cash card to access their money. It is not advisable for students to keep cash on their person or within their dorms, except in small amounts (eg \$20). Larger sums of money, passports and other travel documents should be stored in the care of the Head of House.

## Name tapes

Name tapes can be ordered from the uniform shop. Only sew-in name tapes are permitted and they must state your child's full name and house code as follows:

JANE SMITH, HE

House codes: Allen (AL), Clyde (CL), Cuthbertson (CU), Francis Brown (FB), Fraser (FR), Garnett (GA), The Hermitage (HE), Elisabeth Murdoch (EM), Manifold (M), Perry (P)

All items of clothing should be named. For trousers, kilts, shorts and underwear, the name tape should be sewn on the inside of the middle-back of the waistband. For shirts, jumpers, blazers and tops, the tape should be sewn inside the middle of the back of the neck. For socks, sew the tape vertically on the inside of the top of each sock. Shoes should be named with marking ink.

The school sewing room is able to name your child's clothing. Please arrange this through the uniform shop.

## Prohibited items

Please do not allow your child to bring the following items to school: aerosol cans (eg deodorant, hair spray), candles and oil burners, humidifiers, chewing gum, incense sticks, soft drinks, electrical appliances (as previously listed), liquid shoeshine, lighters and laser beams. Items that are expensive or irreplaceable should remain at home.

Please refer to the Student Behaviour Rules available via Hive for our expectations and requirements regarding student behaviour, including prohibited substances and items, to ensure a safe and supportive learning and living environment for all in our community.

## REACH

All students sign in and out of the boarding house via the REACH student management software. This allows our staff to safely monitor student locations both on and off campus and this software is also used to manage exeat and leave requests.

## Toiletries

A consistent supply of shampoo, soap, deodorant, toothpaste and feminine hygiene products is required. These items may be purchased at the uniform shop, and other essential chemist items can be ordered through the House Assistant and charged to your account.

# 11 Health and wellbeing

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At Corio Campus, we offer a comprehensive and interconnected network of care for our students so that their health and wellbeing needs are fully supported.

In order to ensure the best possible health care for each student, it is important that parents communicate to the Kennedy Health Centre and Head of House any health and wellbeing considerations for their child, in particular any ongoing health matters and/or medication that their child has been prescribed. The Kennedy Health Centre, House Assistant or Head of House should also be notified if any new medication has been prescribed or the student has suffered an illness during the school holidays.

## Kennedy Health Centre

The Kennedy Health Centre is an on-campus clinic, open 24 hours during the school term. Students with minor ailments will be treated by staff in the house, and all other matters will be referred to the Kennedy Health Centre where qualified staff are always available throughout the day and night.

Boarding students have access to the GP clinic and physiotherapy service that are offered through the Centre. The Kennedy Health Centre has the capacity to accommodate nine students if a student requires overnight care or observation during the day.

Appointments can be made through the House Assistant/Head of House, or directly to Kennedy Health Centre via phone or email. Parents are encouraged to have private health insurance and ambulance cover in the State of Victoria in case a student requires hospital care for serious injury or illness. Students who have a student visa must have Overseas Student Health Cover.

**Kennedy Health Centre:**

T: +61 3 5273 9302 E: KennedyM@ggs.vic.edu.au

## Counselling services

Student counselling support is available to students in the Kennedy Health Centre with our qualified team of psychologists and counsellors. This is a confidential service offered from Monday to Friday and available to all students and families to help identify and support educational, behavioural, emotional, psychological, social and developmental concerns. Our professional team has a detailed understanding of the complex needs of our learning community and can assist in supporting through transition and adjustment difficulties, stress and anxiety, sleep issues, family issues, friendships and relationships, Indigenous support, gender diversity, sexuality, self-confidence, low mood and other matters that can arise through adolescence.

Students do not require parent permission to access School Counselling and it is a free service. For ongoing counselling needs, it is the School's policy for families to acquire the services of external health professionals. This allows for continuity of health services during school holidays as well as when students have graduated from school and still require the services of the external health professionals. Please refer to the School Health Centres Policy, available in Hive, for further information.

Appointments with counsellors can be made through the Head of House by the student or parent/guardian, or through the Kennedy Health Centre via phone or email.

### **Student Counselling Services:**

T: +61 3 5273 9302 E: KennedyM@ggs.vic.edu.au

## Medicines

Students are not permitted to self-medicate. All prescription and non-prescription medicines that are brought to school must be handed in to the House Assistant or Head of House. This includes pain relief medication such as Panadol. Medicine is administered either by a member of house staff or the Kennedy Health Centre, with a record of dosage maintained.

## Dental and orthodontist appointments

Regular medical and dental appointments should be restricted to holidays or after class so that interruption to schooling is kept to a minimum.

## Sleep

Sleep allows students to gather the physical and mental ‘recharge’ needed to participate in a busy school life. On weekends and exeat days, students must be mindful of the need for sleep. Late nights establish a sleep debt which is difficult to overcome. The consequences of this seriously reduce a student’s capacity to productively manage academic and co-curricular activities. There needs to be a general acceptance by students that having the right amount of sleep is important, and we encourage parents to discuss this with their children.

## Sun safety

Exposure to the sun during childhood and adolescence significantly increases the risk of developing skin cancer in later life. Students must ensure that they avoid unnecessary harmful exposure to the sun and wear appropriate protection when exposed to the sun, including:

- Shirt (long-sleeved if possible)
- Hat (wide-brimmed) or GGS cap for specific sports — compulsory for sport and PE lessons
- Sunglasses (close-fitting)
- Sunscreen

Note: hats, caps and sunscreen are available from the GGS Shop

## Swim safety

All new students to GGS or previously untested swimmers are required to complete a water safety competency check to enable them to participate safely in water-based activities, camps and excursions. Swimming lessons can be arranged for those students who do not pass the test. Students with an RLSS Bronze Star or Swim and Survive Award may be exempt.

# 12 Senior School communication

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We believe it is fundamentally important to work in partnership with parents to optimise student development and outcomes. We utilise a range of communication tools to connect with parents and students effectively.

## Hive

The Hive is our main communication portal for parents, as well as the learning platform for all students from ELC to Year 12, across all campuses. Hive is a centralised point of reference for most school matters for parents, including accessing student reports, statement of fees, updating contact details, viewing the school calendar, student timetables, co-curricular information, and other important matters. Hive allows parents access to resources and information that relates to their child, as well as matters for the whole school community. It is designed specifically to be the main communication hub for parents, reducing the risk of emails being overlooked, and a centralised information repository for easy retrieval.

Parents are provided their own username and password and encouraged to visit the Hive regularly. Email digests are also sent daily at 6pm to notify parents of news, pastoral alerts or grades and feedback released during that day. Families with students across multiple campuses will be able to access student campus pages directly from the Hive dashboard.

Hive can be accessed at: <https://hive.ggs.vic.edu.au>

Assistance with login details or access issues should be directed to the GGS Service Desk at [support@ggs.vic.edu.au](mailto:support@ggs.vic.edu.au)

## Hive app

The Hive app allows key features to be easily accessed from the app home page, including news, sports fixtures and results, notifications and calendar. Notifications can be formatted to suit the individual user. The Hive app is available free from the iTunes App Store for iPhone

and iPad users, and from Google Play App Store for Android phone users, and can be found by searching 'Geelong Grammar School'.

## Calendar

The school calendar is available in Hive and via the Hive app. It is regularly updated. Printed school calendars are also distributed at the start of each year.

## Class contact lists

Class contact lists are available via Hive, and parents can choose whether they wish for their details to be shared with other families. Please ensure your contact details are kept up to date via the Hive.

## Fee Accounts

School fee account enquiries should be directed to the Accounts Department:

Telephone: +61 3 5273 9200

Email: [AccountsSupport@ggs.vic.edu.au](mailto:AccountsSupport@ggs.vic.edu.au)

## Newsletter

The Corio Campus newsletter is distributed to parents three times per term.

## Parent-student-teacher conversations

Parent-student-teacher conversations occur mid Term 2 and mid Term 3. The purpose of these conversations is to provide the opportunity to discuss learning progress, approaches to learning, and areas and strategies for improvement and development. Further details are provided by the Head of Learning and Teaching and Head of House and communicated through Hive.

## Social media

Geelong Grammar School news for all campuses is regularly posted on the School's official

social media channels.

Instagram: @geelonggrammar

Twitter: @geelonggrammar

Facebook: @GeelongGrammarSchool

We encourage you to engage via our GGS social media channels. A simple like or share of a GGS social media post can help connect others to the exceptional opportunities our students enjoy at our School.

Some boarding houses have individual Facebook and Instagram pages which you can request to join through the Head of House, however, these are not administered by the School.

# 13 Community

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Nurturing a strong sense of community is one of our biggest priorities at Geelong Grammar School. Throughout the year, we endeavour to provide a number of opportunities for our families to connect and experience the joy of being a part of a warm, inclusive community.

## Athletics Day

All four school campuses participate in Athletics Day held at Corio in August each year. The day commences with an outdoor chapel service, followed by house events. Food is available for purchase and parents are invited to bring a picnic and stay for the day.

## Family Day

Family Day is a celebration of the Corio community and a special day on the school calendar. Senior School families enjoy a relaxed lunch within their houses. The day culminates with the John Landy Duathlon, which finishes at the SPACE where all families are able to enjoy a delicious afternoon tea with jazz.

## Friends of Senior School (parent association)

The Friends of Senior School (FoSS) is an integral part of our community. It exists to act as a central liaison point for Senior School parents, and to raise funds to support Senior School programs and students. The committee meets regularly during term time and encourages members from across Australia and internationally. Annual events organised by the Friends of Senior School include the FoSS Spring Luncheon, where all families, friends and alumni from all campuses are invited to come together in a relaxed and friendly atmosphere. For further information about becoming involved in the FoSS, contact [supportgroups@ggs.vic.edu.au](mailto:supportgroups@ggs.vic.edu.au)

## Hirschfeld-Mack Club

The Hirschfeld-Mack Club is a parent support group for the arts at Geelong Grammar School. News of arts events and achievements around the school is regularly posted on Instagram @hirschclubggs. For further information about becoming a member of the club, or to sign up for the club's newsletter, contact [supportgroups@ggs.vic.edu.au](mailto:supportgroups@ggs.vic.edu.au)

## House dinner

House dinners take place in Term 3 each year in a venue in or around Geelong and are a welcomed opportunity for parents to connect with other parents of the same house. Details for the event are communicated by the Head of House through Hive.

## Sport support groups

A number of parent groups play an active role in supporting sport at GGS. For further information, contact [supportgroups@ggs.vic.edu.au](mailto:supportgroups@ggs.vic.edu.au)

Brazier Club (Sailing)

Doc Dunn Club (Soccer)

Frank Sedgman Club (Tennis)

Geelong Grammar Equestrian

Geelong Grammar Hockey

Geelong Grammar Netball

Geelong Grammar Polo Club

Geelong Grammar Snowsports

Landy Club (Athletics)

Lewis Club (Rugby)

Tunbridge Club (Cricket)

Newman Club (Football)

WH Pincott Club (Rowing)

## Valedictory dinners

Year 12 students, parents and staff are invited to attend a valedictory dinner at a location in or around Geelong in October each year.

## Past Parents Network

The Past Parents' Network makes it possible to keep friendships fresh and alive and retain the great depth of wisdom and experience that resides among the parent group. The Network provides a valuable vehicle to maintain links, share news, follow our children's lives, occasionally meet face to face and keep in touch with the School Community. Further information for joining may be found on the GGS website.

# 14 Policies

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All our students have responsibilities and duties – to their houses, to the School, to themselves and to each other.

Up to date school policies and procedures can be found on HIVE, and include:

- Student Safeguarding Policy and Code of Conduct
- Duty of Care Policy
- Supervision in Boarding Policy
- Inclusivity Policy
- Student Behaviour Rules
- Community Code of Conduct
- Student Anti-Bullying Policy
- Student Cyber Safety Policy and Guidelines
- Student Drugs and Alcohol Policy
- Student Search and Confiscation Policy
- Suspensions and Expulsions Procedure
- Student Leave and Exeat Procedure
- Overseas Student Policies and Procedures
- Student Complaints Handling Policy and Guide
- School Health Centres Policy
- Anaphylaxis Management Policy
- Concussion Policy
- Eating Disorder Policy
- Self-Harm Policy
- GGS Bursary Guidance Statement
- Uniform Regulations

## Overseas Students

- The School has specific policies and procedures which govern and support our overseas students enrolled at the School pursuant to a student visa (subclass 500). Importantly, overseas students need to be aware of the Course Progress, Attendance and Progression

Policy, and Complaints and Appeals Policy. These can be found on the Overseas Student Policies & Procedures page on Hive.

The School's Overseas Student Manager can answer any queries regarding current overseas students:

Laura Shandley | Overseas Student Manager

Email: [lshandley@ggs.vic.edu.au](mailto:lshandley@ggs.vic.edu.au)

Phone: +61 3 5273 9138 or +61499 331 746

**Geelong Grammar School**

50 Biddlecombe Avenue, Corio, VIC 3214

[www.ggs.vic.edu.au](http://www.ggs.vic.edu.au)

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GEELONG GRAMMAR SCHOOL®  
EXCEPTIONAL EDUCATION



GGs PROGRAMME HANDBOOK

# OVERSEAS STUDENT

*Last updated October 20, 2025*

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# 01 Introduction

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Welcome to Geelong Grammar School (GGS)! We look forward to welcoming you upon your arrival in Australia. This Handbook has been prepared to help you to get ready to travel to Australia, and to prepare for your study at GGS.

For students at our Corio and Timbertop campus, this Handbook should be read alongside the following handbooks (which will give you further insight into your life at GGS):

1. Middle School (Years 5-8) students: The Middle School Handbook;
2. Timbertop students: the Timbertop Handbook; and
3. Senior School (Years 10-12) students: the Senior School Handbook.

We hope you find this Handbook helpful and informative in getting to know GGS and Australia.

If you have any suggestions about any additional items for inclusion in the Handbook, please contact the Overseas Student Manager ([lshandley@ggs.vic.edu.au](mailto:lshandley@ggs.vic.edu.au)).

# 02 Key Contacts

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**Overseas Student Manager** - Available to assist all overseas students and their families

Name Laura Shandley

Email [lshandley@ggs.vic.edu.au](mailto:lshandley@ggs.vic.edu.au)

Phone +61 499 331 746

## **Bostock House Campus**

Name Rachael Dewhurst

Position Head of Campus

Email [rdewhurst@ggs.vic.edu.au](mailto:rdewhurst@ggs.vic.edu.au)

Phone +61 3 4232 2656

## **Toorak Campus**

Name Nicole Ginnane

Position Head of Campus

Email [nginnane@ggs.vic.edu.au](mailto:nginnane@ggs.vic.edu.au)

Phone +61 3 9829 1405

## **Timbertop Campus**

Name Ross Hopkins

Position Head of Campus

Email [rhopkins@ggs.vic.edu.au](mailto:rhopkins@ggs.vic.edu.au)

Phone +61 3 5733 6701

Your Head of Unit is also an important contact for you and your family; you will receive their details upon your arrival at Timbertop Campus.

## **Corio Campus (Middle School)**

Name Esther McRae  
Position Head of Middle School  
Email [emcrae@ggs.vic.edu.au](mailto:emcrae@ggs.vic.edu.au)  
Phone +61 3 5273 9260

Your Head of House (and other House staff, including the Assistant Head of House and your tutor) is also an important contact for you and your family; you will receive their details prior to your arrival at the School.

### Corio Campus (Senior School)

Name	Ant Le Couteur	Catherine Krause
Position	Head of Senior School (Boys)	Head of Senior School (Girls)
Email	<a href="mailto:alecouteur@ggs.vic.edu.au">alecouteur@ggs.vic.edu.au</a>	<a href="mailto:ckrause@ggs.vic.edu.au">ckrause@ggs.vic.edu.au</a>
Phone	+61 3 5227 6230	+61 3 5273 9817

Your Head of House (and other House staff, including the Assistant Head of House and your tutor) is also an important contact for you and your family; you will receive their details prior to your arrival at the School.

# 03 School Campuses

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## **Bostock House**

*Address: 139 Noble St, Newtown VIC 3220*

Bostock House is one of our two primary school campuses, catering to students from Early Learning (ELC) to Year 4. Located in central Geelong, it is approximately a 20-minute drive from the Corio Campus. Please note: In 2026, Bostock House will relocate to the Corio Campus, into a purpose-built Junior School and Early Learning Centre.

## **Toorak Campus**

*Address: 12- 14 Douglas St, Toorak VIC 3142*

Toorak Campus accommodates students from Early Learning (ELC) to Year 6. It is situated in the eastern Melbourne suburb of Toorak, approximately 20 minutes by car from Melbourne's CBD.

## **Timbertop**

*Address: 145 Grammar School Rd, Merrijig VIC 3723*

Timbertop is our dedicated Year 9 campus, located near Mansfield at the base of Mount Buller, approximately 3.5 hours from Melbourne. All students board during the term, returning home for school holidays and one scheduled weekend per term (known as an exeat). Set in an isolated alpine environment, Timbertop offers a distinctive and transformative experience that many students describe as both challenging and unforgettable.

## **Corio Campus**

*Address: 50 Biddlecombe Avenue, Corio VIC 3214*

Corio is our main campus, home to approximately 950 students across Middle School (Years 5–8) and Senior School (Years 10–12). Located on the outskirts of Geelong, it is around one hour from Melbourne by car. Students may attend as day students, weekly boarders (boarding during the week and returning home on weekends), or full boarders (boarding throughout the term with occasional weekend visits home).

# 04 The GGS Overseas Student Programme and the ESOS Framework

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The School is approved by the Australian government to offer primary and secondary school courses to overseas students who are in Australia studying on a subclass 500 visa (a student visa). The GGS Overseas Student Programme supports these overseas students in their study at GGS between ELC and Year 12. Overseas students at GGS attend from a variety of countries across the world, including China, Malaysia, Japan, Thailand, Vietnam, Indonesia, USA, UK, Germany, Austria, France, Hong Kong, and Singapore.

As an education provider offering courses to overseas students, the School must comply with legislation and regulations, known as the Education for Overseas Student (ESOS) Framework.

The Framework ensures that the School meet nationally consistent standards in education delivery, facilities and services, and provides tuition fee protection for international students. This includes standards on marketing, written agreements, and accommodation, orientation and support for overseas students. The standards also require that the School monitor and support compliance of overseas students with their visa requirements (including attendance, course progression and behaviour) and to advise the Australian government if these requirements are not being met.

# 05 Life in Australia

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## Time difference

Victoria is within the Australian Eastern Standard Time GMT+10 (AEST) international time zone. In October of each year, clocks are moved forward for one hour for Daylight Saving. Clocks are moved back in April of the following year.

## Water

Tap water in Australia is completely safe to drink so there is no need to purchase bottled water. You can use a reusable bottle and fill up at taps in the School, out in public and in your homestay provider home.

## Activities, Trips, Adventures and Excursions

If you are boarding at Corio Campus, your House staff will offer opportunities for excursions and activities on the weekends and evenings, both on and off the campus. This may include trips to the beach, activity centres, movies, shopping centres, and theatre or exhibitions.

There is much to do in Geelong and Melbourne (and around Victoria and Australia) on weekends, exeat and school holidays, including shopping centres, movie cinemas, food and drink, festivals, exhibitions, sporting matches, and day trip opportunities. Some further examples of things you may do, by yourself, with your family or homestay provider are included on the Overseas Student Programme Hub.

## Climate and Weather

The Victorian climate is mild and comfortable. Weather can change quickly though, sometimes more than once a day. Like all countries in the southern hemisphere, Australia's seasons follow the sequence as follows:

- Summer – December to February
- Autumn: March to May

- Winter: June to August
- Spring: September to November

The minimum and maximum temperatures may vary by location, including proximity to mountains. The Timbertop Campus location is ordinary far colder in winter than the locations of other campuses, and may see temperatures close to 0, including snowfall during winter.

You can find more Victorian weather information at the [Bureau of Meteorology](#) website.

## **Bushfires**

During the summer, and particularly during days of high temperatures and wind, Victoria is at high risk for grassfires and bushfires to occur.

GGS is alert to the risk, however, the GGS campuses have not to date been impacted by a bushfire or grassfire. GGS has an emergency management plan (EMP) in place for each of its individual campuses, which includes details of the responses in the case of a bushfire or grassfire at or near a campus. The School also undertake regular fire evacuation drills at each of its campuses, to ensure staff and students are aware of what to do in the case of an emergency. GGS will communicate with staff, students and families if an emergency occurs.

Please advise the Overseas Student Manager if you would like further information about your campus EMP.

## **Working in Victoria**

If you are aged over the age of around 14 years old, your student visa lets you work while you study in Australia.

While your study and co-curriculars at School may not leave much time for you to work during School Term time, you may choose to do so in school holiday times. Because working during the School Term may affect your studies and opportunities to engage in co-curriculars and sport, if you do wish to work during the School Term, you should discuss this with your Head of House and Head of School before commencing a job.

If you decide to take a part-time or casual job, you must begin your studies before starting work. You can then work up to 48 hours per fortnight during the School Term, and full-time during school holidays.

If you have further queries about work, please speak to the Overseas Student Manager. They can assist you to ensure you have the necessary items to commence work (including a Tax File Number) and also assist you to ensure that any employment is with a 'reputable' employer and that you understand your rights at work. If you are working, and you are worried about your work conditions or anything happens that you feel is not right, you should contact the Overseas Student Manager immediately.

For more information on working in Australia, please see [Fair Work Ombudsman](#).

### **Insider Guides**

Insider Guides are comprehensive, free guides for international students, carefully researched and created by expert locals and fellow international students. This is for older students (entering University) however provides some good information and guidance on life in Australia and Melbourne. <https://insiderguides.com.au/international-student-guides/>

# 06 Your Safety

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No matter how small your question or concern, if you are worried about something you should speak to your parents, your Head of House, a teacher, the Overseas Student Manager, your homestay family or another adult you trust. It is important you feel safe, happy and supported during your time in Australia.

## **Student Safeguarding Commitment**

You can expect to be safe and to feel safe, wherever you go and whatever you do. A fundamental responsibility of GGS and its staff is student safeguarding – the safety and wellbeing of our students is of paramount importance.

At GGS we demonstrate this commitment by providing information, support and processes to you, to other students, and to staff and homestay families to provide for your safety and wellbeing, and to help create child safe environments appropriate for diverse backgrounds.

If you feel unsafe or someone is making you feel uncomfortable or unhappy, or you just don't feel something is right, you must speak immediately to a trusted adult. This may be your parents, homestay provider, Head of House or Unit, the Overseas Student Manager or a teacher or House staff member. They must listen to your concerns and take action.

## **Emergencies**

In an emergency (including a life-threatening situation or for serious injuries) you should call 000 immediately, and request the Police, Ambulance or Fire Brigade. Once you have called 000, you should also arrange for someone trusted to be called, whether that is the Overseas Student Manager, your parents/guardians, your homestay provider or another trusted adult. Your homestay provider or parents will also notify GGS, so they will be able to assist you.

You should also download the “Emergency Plus” app on your phone. This app gives direct call access to 000 and also the Police non emergency line, and provides details to you on your exact location, to give to the 000 operator.

<https://www.emergencyplus.com.au/>

## Sun Safety

Sun safety is incredibly important in Australia. Exposure to ultraviolet (UV) radiation from the sun can cause sunburn, skin damage, eye damage and skin cancer. Even on a cool day, UV can damage our skin without us knowing, which is why it is important not to rely on temperature to decide whether sun protection is needed.

On days where the UV is above 3, we recommend that you do the following, to protect yourself:

- wear clothing that will protect you from UV rays;
- wear a hat, preferably broad-brimmed;
- wear sunglasses;
- apply SPF 50 sunscreen before going outside; and
- seek shade outside.

The GGS Sun Safety Policy details how GGS addresses sun safety for its staff and students. For further information, please see the Cancer Council's [SunSmart resources](#).

## Water Safety

Australia has over 10,000 beaches, along with various other rivers, lakes and waterways available for swimming. You may come from a country or location with many beaches and you may be a confident swimmer or you may instead live in a big city, not be close to beaches in your home country, or not be a confident swimmer. You should consider your capability and confidence before getting into the water; conditions at beaches (and other places) can potentially be dangerous or there may be unseen hazards.

Always choose a patrolled surf beach for swimming, where lifesavers are on duty.

### *Swim between the flags*

When you see the red and yellow flags on a beach, it indicates that there is currently a lifesaving service operating on that beach. The lifeguards have chosen a section of the beach that's best for swimming and they'll closely supervise this area.

If you can't swim, tell your homestay family or the friends who invite you to the pool or beach so they can keep you safe.

### *Be aware of rip currents*

Rip currents are the number one hazard on our beaches. Avoid getting caught in a rip current by swimming at patrolled beaches between the red and yellow flags.

### *Read the safety signs before you go on to the beach*

Safety signs are put in place to warn you about the permanent and occasional hazards such as large waves or even marine stingers. Swim with others and be aware of changing conditions such as tides; wind strength and wave height/strength.

If you see someone in trouble in the water, call 000 for help and seek assistance from those nearby to assist (lifeguards or a surfer) – do not jump in if someone has been washed into the water.

### *Don't mix swimming and alcohol*

Your judgment and reflexes while under the influence of alcohol or drugs are significantly impaired.

There's more information about beach safety online at [Surf Lifesaving Victoria](#).

### *GGIS Water Safety Policy*

The GGIS Water Safety Policy details how GGIS addresses water safety for its students, including swimming competency assessments which are undertaken at the start of each year at Corio and Timbertop campuses.

The ability to swim and be safe around water is an important part of life at the School. Students at Corio Campus have access to the indoor pool at the Handbury Centre, and also may participate in water based sports (rowing, sailing and swimming). Timbertop students swim in the Dam at the Timbertop campus. Students at Toorak and Bostock House campuses will undertake swimming lessons annually as part of their curriculum program.

### **Safe Partying**

While at GGIS, you will likely attend events and parties alongside your peers and friends. Some may be School events, and other may be personal birthday parties, or other personal events.

The legal drinking age in Victoria is 18 years. Child under the age of 18 years are not permitted to buy, be served or drink alcohol. This may be the same or different to your home country, however, while you are in Australia you need to ensure you comply with these laws. At School events you will never be served alcohol, regardless of whether you are over or under 18 years old.

To ensure you have a fun time and stay safe, some tips are as follows:

- Plan how you'll get home afterwards;
- Look after each other, stick together in large crowds, don't leave a friend alone;
- Ensure your phone is charged;
- If aged over 18 years, set a limit on any alcohol you consume;
- To prevent risk of drink spiking, don't accept a free drink from someone you don't know; and
- Give your body time to sober up, your body needs approximately 1 hour to process  $\frac{3}{4}$  of a standard drink. Anyone driving on a Learner or Probationary (red P1 or green P2) licence is required to have a 0.00 reading for blood alcohol concentration.

There's more information available about safe partying at [Youth Central](#) and [Headspace](#), or on the HIVE Safeguarding Hub.

## Online Safety

Please see below some online safety tips, to keep yourself safe while online:

## 12 ONLINE SAFETY TIPS FOR STUDENTS



There's more information available on the [HIVE Safeguarding Hub](#).

Remember, if you are being targeted, attacked, harassed, or bullied online, you should talk to a trusted adult so they can assist you. It's important to know you will not be in trouble, you've done nothing wrong and you can make it stop.

### Personal Safety

While Victoria is a relatively safe location, when you are out in Geelong or Melbourne you should ensure you take care of yourself and your personal belongings (including keeping watch over your bag and phone), to prevent loss or theft.

Unless you need to do so (because you are intended to travel) you should not take your

passport with you when out and about. It should be safely held by your parents (if they are in Australia) or otherwise held in your House or Unit safe until required.

If any of your belongings are ever lost or stolen, you should tell your parents and the School, so we may assist you.

### **Further Information**

For further information about how you may stay safe while in Australia, please see the GGS Safeguarding Hub.

### **Student Safety Card**

When you arrive at the School, you will receive a copy of the GGS Student Safety Card, which has phone numbers to call in an emergency. You should include these numbers on your phone, and keep the card in your wallet.

If you need to contact the Overseas Student Manager anytime - while at the School, on exeat or School holidays - please call or text the mobile number or send an email using the details on the Card.

This includes if you feel unsafe or worried at any time or for any reason – your safety and wellbeing is our top priority. Your parents or homestay provider can also contact the Overseas Student Manager on your behalf.

# 07 Transport and Travel

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## Airports

There are two airports in Victoria, Avalon Airport (close to the Corio Campus) and Tullamarine Airport (which is the main international airport for Victoria). When booking flight tickets, you should confirm which airport the flight is arriving or departing from, to ensure a safe arrival and someone to meet you.

In choosing flights, where a homestay provider will be collecting you or dropping you off, consultation with them and consideration of their family and work commitments is important. Flights which go out very early in the morning, or during the day on a weekday may make it difficult for a homestay provider to support transport. In this case, a taxi or a private car service may be a more appropriate option.

If your homestay provider or another trusted person is collecting you from the airport, you should ensure they have your up to date phone number and flight details (including the flight number) so they can track your flight, including any delays. You should also ensure you have their phone number or another way to contact them on your arrival.

If you have issues in the course of your travel, you should ensure you contact your parents, homestay provider or the School's Overseas Student Manager, to assist you.

## Public Transport

Victoria's public transport system has buses, trains and (in Melbourne's city centre) trams. Within Melbourne, *Metro* is the train network provider. To travel regionally (outside of Melbourne) *VLine* is the regional rail provider. You may use public transport for travel to and from your family or homestay provider home, or on weekends, exeat or during school holidays while you are not at GGS. If you are a Middle School overseas student, you will not be able to take public transport to and from the Corio Campus.

Trains run from around 5am until after midnight on most lines. On Friday and Saturday nights, metro trains and some trams operate throughout the night.

Information about and timetables for the public transport system (buses, trains and trams) are available at [Public Transport Victoria](#).

### **Public Transport - Ticketing**

To travel on any public transport in Victoria you will need to purchase a **myki card** – you may then use this card to ‘tap on’ and ‘tap off’ on trams and buses, and in train stations. The price of your trip will depend on where you are travelling (ie whether you are travelling only in Melbourne, or regionally). The myki card system allows you to top up your myki card with money at most train stations, newsagents and convenience stores, or to set up an online account to pay online.

If you are under the age of 19, you are able to purchase a child myki card, and pay a concession/reduced fare. If you are aged 17 or 18 years old, you must carry proof of your age at all times on public transport to be able to use a child myki.

You must carry a myki card with a balance at all times while on public transport, and you must touch on and off public transport. Victorian public transport officers regularly conduct checks of passenger mykis and if you have not touched on you may be fined (\$300 for adults, and \$99 for children).

Your parents, your homestay provider or another person who is familiar with the transport system will assist you to purchase a myki card, arrange a method to top up and show you how to use your myki before you travel alone on public transport. If you have further questions, please speak to the Overseas Student Manager.

### **Corio Campus - Transport**

The School operates a daily bus service to and from the Corio Campus for day students to locations around Geelong, Surf Coast, Bellarine Peninsula, and Western Melbourne, including Toorak campus for Middle School students only. Middle School weekly boarders may also use the bus service on weekends to travel home.

On exeat weekends and at the start and end of School Term, GGS operates bus services for boarders to locations in Melbourne and to Tullamarine Airport. Information is provided by GGS prior to each exeat or school holiday period.

If you are using the School’s bus system, either to travel home daily or at exeats, you may need

to download the BusMinder app. More information about this is available on the HIVE, and your parents will have received details to register you on the GGS BusMinder system.

To get around, you may also use your family or homestay provider's car, taxis or ride share, or you may walk or ride a bike. For Senior School students on weekend leave, another travel option is the Vline, which is accessed via a 10 minute walk to the Corio Train Station.

### **Timbertop Campus - Transport**

Public transport is not available for travel to Timbertop campus, due to its location.

On exeat weekends and at the start and end of Term, GGS operates bus services for boarders to locations in Geelong, Melbourne and to Tullamarine Airport. Information is provided by GGS prior to each exeat or school holiday period.

If you are departing or arriving outside of the days of scheduled travel, you may arrive or depart Timbertop campus in your family or homestay providers car, or otherwise you may require the assistance of a private transport service. The School has a number of suggested private transport services; their details are available on the Overseas Student Programme Hub.

### **Bostock House Campus – Transport**

The majority of our Bostock House students walk or are driven to Bostock House Campus daily by their parents or guardians. The School operates a bus service from the Corio Campus to Bostock House Campus; for more information please speak to the Head of Campus.

A number of public buses run close to the Bostock House Campus, if needed.

### **Toorak Campus - Transport**

The majority of our Toorak students walk or are driven to Toorak Campus daily by their parents or guardians.

A number of public buses run close to the Toorak Campus, if needed. The Number 58 tram also runs on an adjacent street. The Hawksburn and South Yarra Train Stations are the closest train station to the Toorak campus.

### **Travelling by Bicycle or Scooter**

If you ride a bike or scooter (including an e-scooter or e-bike) you must wear a properly fitted helmet at all times. This ensure you stay safe, and is also required by law – if you are caught not wearing a helmet you may be fined.

# 08 What to Bring to Australia

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The below is general information on what you should consider in packing for your trip to Australia. You should also consider your airline luggage size and weight limits.

The Middle School, Senior School or Timbertop Handbook will have further information for you on what is suggested that you bring, particularly if you will be boarding at GGS. Your Head of House may also provide further information, or recommendations and suggestions on things to bring.

## **Passport**

Ensure your passport is valid and you have a copy of your visa. You should also photocopy or have a scanned copy of your passport and your visa, in case these are lost or stolen at any time. Your parents should also keep a copy, and a copy may be provided to the School.

## **Uniform, Booklist, Computer and Other Equipment**

You will receive information as to your uniform, booklist, computer device requirements, and other equipment requirements (including for any sports and music lessons) from the School prior to your commencement. These will vary dependent on your age and your campus. The majority of these items can be purchased through GGS.

The GGS uniform and sports uniforms may be purchased from the Uniform Shop, which has a shop at both the Corio Campus and Toorak Campus. The Uniform Shop offers both new and pre-loved uniform items.

For students who are attending the Overseas Student Programme Orientation in January, you will have the option to attend a uniform fitting as part of the Orientation. For all other students, you and your parents, guardians or homestay provider will need to make an appointment to be fitted for a uniform prior to commencement.

Items purchased from GGS, through the uniform or hike shops or similar, and any excursions will be put on your student account for payment by your parents / guardians.

If you are a Senior School student and you are bringing your own device (ie computer) to GGS, your parents will receive instructions on how to set up your device to access the GGS systems in mid January – you should access this email to set up your device before you arrive at GGS.

The Corio Campus book room, located in the Cook Quad, sells a range of pens and pencils, general stationery, books and novels to students and is open during School Terms, Monday to Friday.

### **Casual Clothing and Toiletries**

You will need casual clothing for evenings, weekends and other times you are not at GGS / in School uniform. Given Victoria has varied weather, you will need to ensure you have clothing for both hot and cold weather.

Don't forget toiletries and personal care items as well. Additional items can be purchased through the School, or on weekends and exeats with your parents or homestay provider.

Further details on what to bring are available in the Middle School, Timbertop and Senior School Handbooks.

### **Medicine**

If you need regular medicine for a medical condition (like diabetes, asthma or eczema), you will need to pack this along with a letter from your doctor (written in English) which details how the medication is to be taken.

If you are a boarder, the GGS Kennedy Health Centre or Timbertop Health Centre will have been in touch with you and your parents to discuss the School's requirements for your medication. This includes giving the medication to your House or Unit staff on your arrival and they will arrange for you to have your medication as required. You must not keep any medication in your dorm room or unit.

### **Mobile Phone**

Ask your mobile phone provider if your phone will work in Australia – if not, you might need a new Australian SIM to use while you're here. You may arrange this at most supermarkets and shopping centres, and your family or homestay provider will be able to assist you to get a SIM

card and set it up.

If you need a new Australian SIM you should ask your parents or homestay provider to assist you to do this on your arrival in Australia. This will ensure you are able to get in contact with your family, friends and homestay provider while in Australia. The easiest way to stay in touch with your family is via Whatsapp, Facebook Messenger, Facetime or something similar.

Students at Timbertop are not permitted their phones or other devices during School Term however you are able to access phones and devices during exeats and School holidays. They may, however, communicate via letter with their families – further details is available in the Timbertop Handbook and will be provided by your child’s Head of Unit. For overseas students, letter are scanned and sent to parents to avoid delays in international mail. Parent replies are printed from email and provided to their child.

## **Money and Banking**

If you are not in Australia with your family, you should have a debit or credit card from your parents, which you can use to purchase food, personal items and activities when you go on excursions, visit your homestay provider, or spend time away from GGS.

While your homestay provider will provide you food and accommodation, you are responsible to pay for your personal treats, special foods or tuck you may wish to buy, your activities and trips, and any personal items you buy while you are in their home.

If you will be using a card connected to your parent’s bank, it’s important for you or your parents to tell your bank that you are about to travel and arrange to either access money in Australia or make charges in foreign currency.

An alternative to debit cards may be a prepaid card. Well known examples in Australia include [Spriggy](#), [ZAAP](#) and [FLX](#), but there are a number of other options out there. Prepaid cards are similar to debit cards but they are not linked to a transaction account. Instead, money is loaded onto the prepaid card and you may only spend what is on the card. You and your parents may monitor the balance via an app.

Your parents, homestay provider or another trusted adult should show you how to use the card before you arrive at the School, so you are confident to use it.

If you need to pay money from overseas into an Australia bank account you will need a

SWIFT code from the payee to make the transfer. This is a code which is specific to each bank in Australia. The payee (the person receiving the money) will be able to tell you their SWIFT code and bank name, along with their BSB and Account Number.

### **Personal Insurance**

Your parents will have arranged Overseas Student Health Cover (OSHC) as part of your enrolment process, with a health insurance provider. This medical insurance provides different levels of cover, so make sure you and your parents understand any limits or conditions. In all cases, OSHC will cover ambulance in Australia.

For more information on Overseas Student Health Cover see the [Australian Government](#) website, your provider's website or your relevant Policy.

You and your parents should also consider whether you should obtain separate travel insurance as well, to cover things like flight delays, and lost or broken personal items. The School may also recommend further travel insurance for certain Adventures or activities, and will advise you and your parents in those circumstances.

# 09 GGS Orientation

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## **Start of Year Arrivals and Orientation**

The majority of our overseas students arrive in January, for the start of the new School year and for our orientation programmes. If you are one of these students, you will be joined by many other students who have only just arrived in Australia like you, as well as many students from Australia who are also starting their first day at the School.

If you are a new overseas student commencing in Year 7 to 12, arriving at the start of the School year, you will need to attend the Overseas Student Orientation, which takes place in late January of each year. Details of the Orientation will be provided to your family in Term 4 of the prior year.

This Orientation Programme is mandatory for overseas students and you and your family (if they are coming with you) should arrive in Australia prior to the commencement of the Orientation. If your family is not joining you in Australia, you should ensure your homestay provider knows your flight details and will be available to collect you from the airport on your arrival.

The Overseas Student Orientation is in addition to other orientation programmes arranged by GGS, including the Middle School sleepover, and start of year orientations for new students.

## **Arrivals during the School Year**

If you are a student starting partway through the year, don't worry! There are many people at the School who will help you settle into life at GGS, and help you with anything you are unsure about.

For Students commencing after the start of the school year at Corio Campus and Timbertop Campus, the Overseas Student Manager will meet with you in the first couple of weeks, to check in around how you are settling in, go over orientation matters, and answer any questions you may have about the School, homestay, or the Overseas Student Programme. You will already have had an orientation to the School from your Head of House, and also from

your teachers by that time.

### **Arrivals at Bostock House and Toorak Campus**

New overseas families to Bostock House and Toorak Campus will be provided with the opportunity for an overseas student information briefing.

Bostock House and Toorak Campuses provide orientation and settling in days for new commencing students, and further information will be provided to you by your campus.

# 10 Timetables, Term Dates and Special Events

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## Term Dates

The GGS School Term dates are available [here](#) for all campuses.

More information about school holidays, and bus travel arrivals and departures will be provided to you and your parents or guardians prior to each term break and exeat via the HIVE.

## Special Events

Dates you should take note of include the start and end of term dates, dates of exeat weekends and also special events including **Family Day** and **Athletics Day** (for Corio Campus) and **Parents Dinner** (for Timbertop). If you are at Corio Campus, your House will also have a yearly House dinner (to which your family is invited) and a Valedictory Dinner for Year 12 students (to which families are also invited). You may wish to ask your parents or other family members to join you for these special dates.

Each campus puts on parent and community events during the year, including ‘Connect’ and ‘Friends of’ events and activities, which your parents may be interested in attending.

## Academic and Co-Curricular Timetable

You will receive a timetable on your commencement, which is regularly updated as required and which details your academic classes and also your co-curricular commitments – sports, music, community, musical and other events and activities.

You should ensure you check your timetable and attend all timetabled academic and co-curricular requirements, or that you tell your teacher or coach if you are not able to attend for any reason. Remember, as part of your student visa requirements you must have an 80% minimum attendance at your academic classes and maintain satisfactory course progression and behaviour. If you fail to meet this requirement, GGS may be required to advise this to the

Australian Government.

### *School Holidays*

*The School's holiday periods for 2025 are as follows:*

*Term 1 Holidays            Friday 4 April to Tuesday 22 April*

*Term 2 Holidays (Mid    Friday 27 June to Monday 21 July*  
*Year)*

*Term 3 Holidays            Friday 19 September to Monday 6 October*

*End of Year Holidays    Thursday 4 December to Wednesday 28 January 2026 (or later, dependant on*  
*Year Level and Campus)*

# 11 Taking Care of your Health

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While you are away from your home country it is still important to look after your health and wellbeing. This includes physical health, mental health and personal hygiene.

## Physical Health

For all students at the School, physical health, sports and activity is an important part of the School's curriculum and co-curricular programmes. Making good choices of food to fuel your body is also something you should think about, and this forms part of the School's pastoral and academic curriculum.

Toorak and Bostock House campuses incorporate physical education and activity into the everyday curriculum, and offer after school activities for students in various sports.

For Corio campus students, involvement in co-curricular sports is a requirement, with training and matches occurring across the week and over the weekend. Sports offered include swimming, rowing, badminton, sailing, cross country, netball, football, rugby, soccer, hockey, athletics and equestrian.

For Timbertop students, running, hiking and camping are a key component of your Timbertop experience.

## If you feel unwell or get sick

If you feel unwell or sick while at School, you should let a trusted adult know.

At Timbertop and Corio Campuses, the School has a dedicated health centre, operated by registered nurses and with appointments available with external general practitioners and physiotherapists for Students. When booking an appointment you are able to request a preferred gender of your doctor. If you need it, it may also be possible to find an external doctor who speaks your native language.

You are encouraged to have a chaperone for any medical appointment – this may be a health

centre staff member or a friend.

At Bostock House and Toorak campuses, the School has a registered nurse, who is available to provide first aid at the relevant campuses during School hours.

If you need different or more specialised care, this can be arranged with an external organisation. If you need to spend some time away from campus to rest and recover, the School will contact your parents or your homestay provider for you, so they can collect you.

If you are unwell while away from School (for example visiting a friend or with your homestay provider) you should let your host know so they can assist you or contact the School to seek assistance on your behalf.

## **Mental Health and Wellbeing**

Living away from close family and friends, adapting to a new culture and keeping up with your studies can be very stressful. Some things which may assist you when you may be feeling upset, stressed, homesick or anxious are as follows:

- Telling a trusted adult;
- Making a call home to family or friends;
- Ensuring you get a good night's sleep, drink plenty of water and eat nutritious food which fuels your body;
- Ensure you have regular study breaks, particularly when preparing for exams;
- Spend time doing things that make you happy, like hanging out with friends, going to the movies or getting involved in your school's extra-curricular activities;
- Try meditation.

## **Getting help if you have mental health concerns**

If you do have any mental health concerns it is important to have a chat with someone that you trust. The School has psychologists and counsellors who are available in its health centres as required.

You may contact the health centre yourself to request an appointment, or your Heads of House, Heads of School or any other person may make contact on your behalf.

Below are some additional external mental health services and support you can access at any time:

# Mental Health Services and Support

## Beyond Blue

24/7 mental health support service

1300 22 4636  
beyondblue.org.au

## headspace

Online support and counselling to young people aged 12 to 25

1800 650 890  
(9am to 1am daily)  
headspace.org.au

## Kids Helpline

24/7 crisis support and suicide prevention services for children and young people aged 5 to 25

1800 55 1800  
kidshelpline.com.au

## Lifeline

24/7 crisis support and suicide prevention services

13 11 14  
lifeline.org.au

## Suicide Call Back

24/7 crisis support and counselling service for people affected by suicide

1300 659 467  
suicidecallbackservice.org.au

## 13YARN

24/7 crisis support for Aboriginal and Torres Strait Islander people

13 92 76  
13yarn.org.au

## Mensline

24/7 counselling service for men

1300 78 99 78  
mensline.org.au

## 1800 RESPECT

24/7 support for people impacted by sexual assault, domestic violence and abuse

1800 737 732  
1800respect.org.au

## QLife

LGBTIQ+ peer support and referral

1800 184 527  
qlife.org.au

If you are concerned about someone at risk of immediate harm, call 000 or go to your nearest hospital emergency department.



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# 12 Important Policies

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The GGS Policies and Procedures are available on the School's website and on HIVE. You should read and familiarise yourself with the Policies and Procedures prior to your arrival, in particular the Student Behaviour Rules, and other Student Pastoral Policies. Your House staff will also discuss relevant policies and procedures with you on your arrival, to ensure you understand the School's expectations and commitments to you.

Some of the School's policies and procedures are only applicable to overseas students. These are detailed below and you should also be aware of these additional policies as they relate to you. Copies of these policies and procedures are available via the Overseas Student Programme Hub.

- *Overseas Student Support Policy*
- *Overseas Students Complaints and Appeals Policy*
- *Overseas Students Complaints and Appeals Flowchart*
- *Overseas Students Course Progress and Attendance Policy*
- *Deferral, Suspension or Cancelling Enrolment Policy*
- *Overseas Students Course Transfer Policy*
- *Overseas Students Accommodation Policy*

## **Complaints and Appeals**

If you have a complaint or seek to appeal an internal decision made by the School, the Overseas Students Complaints and Appeals Policy and Flowchart provide information on how you may progress your complaint.

This includes informal and formal complaints, as well as internal and external processes.

Complaints which fall outside of the scope of the Overseas Students Complaints and Appeals Policy may be instead dealt with by the School's Student Complaints Policy.

## **Course Progress and Attendance**

As part of your student visa, you are required to ensure you maintain satisfactory course progression and at minimum 80% attendance each Semester throughout your time at the School. You must also ensure that your behaviour is appropriate and in line with the Student Behaviour Rules and other pastoral policies at all times.

If you do not meet these minimum requirements, the School will take intervention steps to support you in meeting your course progression and/or attendance requirements. If these supports do not result in your course progression and/or attendance improvement, the School may be required to take action to report the breach of your visa to the Australian government.

Further information, including on what constitutes satisfactory course progression is available in the School's Overseas Students Course Progress and Attendance Policy.

# 13 Homestay

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The following information is only for students who will be staying with a homestay provider when not on campus. This information does not apply to you if you are living with a parent or Department of Home Affairs approved relative while you are in Australia.

## **What is a homestay provider?**

A homestay provider is a person who provides care and accommodation to a student when they are not able to be on campus / in their boarding house (for example at exeat, during illness or injury and on School holidays, if they are not flying back to their home country). Students must stay with their homestay provider, or another approved person during times they are not on campus.

This person may be someone nominated by your parents and who is known to you – your older sibling, a grandparent, an aunt or uncle, or a family friend – or this person may not be known to you – they may have been suggested for you by the School. In some cases, the homestay provider may have children also at GGS. You may be the only overseas student with the homestay provider, or other students from the School may also stay with the homestay provider.

A homestay provider is not your legal guardian – this is your parents and the School has responsibility for you while in Australia. Your homestay provider is however providing care and accommodation to you, and it is important you are kind and respectful to everyone in your homestay provider home while you reside there.

Australia is a multicultural country and families will be made up of people from different nationalities. Your homestay family may be quite different to your own family. They may also be a little different to your expectations and even not quite the same as the homestay families of other students in the program.

## **Getting to know your homestay family**

If you do not already know your homestay family, the School will arrange an opportunity for

you to meet your homestay family prior to your arrival at the School. Often, this first meeting will be via video call, and then you will meet your homestay family in person when you arrive in Australia with your parents.

Your homestay family will tell you about them and their interests, including any activities they do, what their children do and any pets they have. You should tell them about your interests and your likes and dislikes as well, so they get to know you.

You and your parents will receive contact information for your homestay provider, prior to your arrival in Australia. You should ensure this information is saved in your phone, for you to contact your homestay provider as required.

### **What to expect from your homestay family**

Your homestay family will provide you with:

- a safe, secure, welcoming place to live;
- a household compliant with the Child Safe Standards;
- a separate single room for your personal use;
- three meals a day while you are in homestay;
- facilities – a bed, wardrobe, space to study, towels and linen;
- utilities – gas, electricity, heating and water costs, internet; and
- the use of common living areas within the house.

Victoria can be cold during the winter, so ask your homestay family for extra blankets if you don't feel warm.

Don't be afraid to ask how to use household appliances (including the laundry) as you need them. Everything from the washing machine to the kettle might operate a little differently from what you are used to. It is a great idea to double check with your homestay family before you start using any household appliance.

### **Day-to-day living with your homestay family**

Weekend activities of a homestay family might be different from what you are used to at home. Examples may include Saturday sport or other co-curricular activities, shopping for the week ahead, or visiting friends or family.

We recommend that you get involved in these activities as a great way to get to know your

homestay family and develop your English language skills.

Even though you might be tired after your Term at School, try not to just stay in your bedroom or spend significant time on your devices. Getting to know your homestay family will be easier if you make the effort to spend time together.

### **House expectations**

Each homestay will have a unique set of expectations. This will be something discussed between you, your parents, the Overseas Student Manager and your homestay provider prior to your arrival.

Your homestay's house expectations may cover some or all of the following:

- Expected behaviour, from the School, your parents and your homestay provider;
- Use of common areas and facilities (i.e. bathroom, laundry, kitchen);
- Going out to visit friends or go into Geelong or Melbourne while in homestay and travel;
- Cleanliness expectations (for example, cleaning up after yourself);
- Curfews;
- Phone and device personal use, and having your phone or device with you when you sleep;
- Transportation provided by homestay provider;
- Food and drink which is offered by the homestay provider and what you must buy yourself (personal items, tuck, personal snacks);
- Ordering food in (for example by UberEats); and
- Communication with your homestay provider.

# 14 Staying with someone who is not a homestay provider or your parents

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For overseas students in Australia without their parents and under the age of 18, the School is required to approve all people you stay overnight with – whether that is a friend or a relative.

If you wish to stay overnight with someone during your time at the School, you need to advise your Head of House/Unit, your parents and the Overseas Student Manager, so that your parents approval can be confirmed and the School's approval process can be arranged.

Please do this as soon as possible prior to your intended visit, so that the approvals can be arranged and you are able to visit as you wish. Please note that with less than four days notice of your intended visit, the visit may not be able to take place. GGS will do its best to support these arrangements, however we need you to be timely.

# 15 Legal Services

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Please contact the Overseas Student Manager or speak to your parents, Head of House or Head of Unit if you require legal services at any time. They will be able to assist and support you in this need.

[Youth Law](#) has helpful and easy to read factsheets and information around Victorian and Australian law for people under the age of 25. This includes information about:

- Becoming independent / turning 18 years old;
- Consent;
- Bullying and cyber bullying;
- Police searches;
- Harassment and discrimination;
- Employment;
- Public transport and parking laws;
- Fines for people over and under 18;
- Police arrests;
- Going to Court.

Youthlaw or Victorian Legal Aid may also be able to provide legal assistance or support:

- Victorian Legal Aid: 1300 792 387 or [legalaid.vic.gov.au](http://legalaid.vic.gov.au)
- Youth Law: 03 9113 9500 or [info@youthlaw.asn.au](mailto:info@youthlaw.asn.au)

# 16 Immigration and Migration Services

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If you have an education agent, you or your parents should speak to them in relation to any immigration, visa, passport or migration related questions.

Other helpful links are as follows:

- Foreign Embassies in Australia: 02 6261 1111 or <https://protocol.dfat.gov.au/Public/MissionsInAustralia>
- Department of Home Affairs: 131 881 or [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)



**GEE LONG GRAMMAR SCHOOL®**  
EXCEPTIONAL EDUCATION



GGs PROGRAMME HANDBOOK

# HOMESTAY PROVIDER

*Last updated October 20, 2025*

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# 01 Introduction

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We are incredibly grateful for your assistance and support to Geelong Grammar School (the School) as homestay providers, and we look forward to working closely with you.

This Handbook has been prepared to help you in your role as a homestay provider for the School. It provides information for you in relation to the responsibilities and requirements of the role of a homestay provider, together with expectations of students in your care.

Being a homestay provider can enrich your life, and the life of your family and the overseas student who stays with you. many of our homestay provider families report a strong relationship is built between the overseas student family and their family over the time of homestay and beyond, with opportunities available for the families to visit each other over the years.

# 02 School Contacts

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Your School contact, in the case of questions, concerns, issues and emergency matters are as follows:

Name: Laura Shandley  
Role: Legal Services and Overseas Student Manager  
Mobile: 0499 331 746 (please call or text)  
Email: [lshandley@ggs.vic.edu.au](mailto:lshandley@ggs.vic.edu.au)

You will also separately receive details from me for contacts of your Overseas Student's Boarding House or Unit, including the Tutor's mobile number for use.

Please note that during exeat weekends and School holidays, the School is closed and an Overseas Student's Head of House and House staff are not able to be contacted. In those situations, my phone number should be called or texted for any matters.

In an urgent or emergency situation, where you are not able to make contact with myself or the Overseas Student's Boarding House or Unit for any reason, please contact:

Name: Bronwen Charleson  
Role: Executive Director | Safeguarding and Legal Services  
Mobile: 0428 399 228  
Email: [bcharleson@ggs.vic.edu.au](mailto:bcharleson@ggs.vic.edu.au)

Finally, the School's **Kennedy Health Centre** is available outside of exeat and School holiday times, and may assist with any questions or concerns about a student's health or medical requirements. They can be contacted on +61 3 5273 9302.

# 03 The GGS Overseas Student Programme and the ESOS Framework

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The School is approved by the Australian government to offer primary and secondary school courses to overseas students who are in Australia studying on a subclass 500 visa (a student visa). The GGS Overseas Student Programme supports these overseas students in their study at the School between ELC and Year 12. Overseas students at the School come from a variety of countries across the world, including China, Malaysia, Japan, Thailand, Vietnam, Indonesia, USA, UK, Germany, Austria, France, Hong Kong, and Singapore.

As an education provider offering courses to overseas students, the School must comply with legislation and regulations, called the Education for Overseas Student (ESOS) Framework.

The Framework ensures that the School meet nationally consistent standards in education delivery, facilities and services, and provides tuition fee protection for international students. This importantly includes standards on accommodation and care for overseas students aged under 18 years old and where they are not in Australia with their parents on a DHA approved relative.

# 04 School Campuses

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## **Bostock House**

*Address: 139 Noble St, Newtown VIC 3220*

Bostock House is one of our two primary school campuses, catering to students from Early Learning (ELC) to Year 4. Located in central Geelong, it is approximately a 20-minute drive from the Corio Campus. Please note: In 2026, Bostock House will relocate to the Corio Campus, into a purpose-built Junior School and Early Learning Centre.

## **Toorak Campus**

*Address: 12- 14 Douglas St, Toorak VIC 3142*

Toorak Campus accommodates students from Early Learning (ELC) to Year 6. It is situated in the eastern Melbourne suburb of Toorak, approximately 20 minutes by car from Melbourne's CBD.

## **Timbertop**

*Address: 145 Grammar School Rd, Merrijig VIC 3723*

Timbertop is our dedicated Year 9 campus, located near Mansfield at the base of Mount Buller, approximately 3.5 hours from Melbourne. All students board during the term, returning home for school holidays and one scheduled weekend per term (known as an exeat). Set in an isolated alpine environment, Timbertop offers a distinctive and transformative experience that many students describe as both challenging and unforgettable.

## **Corio Campus**

*Address: 50 Biddlecombe Avenue, Corio VIC 3214*

Corio is our main campus, home to approximately 950 students across Middle School (Years 5–8) and Senior School (Years 10–12). Located on the outskirts of Geelong, it is around one hour from Melbourne by car. Students may attend as day students, weekly boarders (boarding during the week and returning home on weekends), or full boarders (boarding throughout the term with occasional weekend visits home).

# 05 Term Dates

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Below is a table outlining the Start and End of School Term dates for 2025, and the Exeat dates for Corio and Timbertop campus, for your awareness. The School Term Dates (and special event dates) are also available here: <https://www.ggs.vic.edu.au/enrolment/ggs-term-dates/2024-2/>

## 2025 School Holidays and Exeat Breaks | Corio Campus\* and Timbertop Campus

*\*For Corio Campus Students, where the end of term or start of exeat is 8.00am, the remainder of the day is designated as a travel day. Boarders may depart from 4.30pm on the previous day with prior agreement from their Head of House.*

	Corio Dates*	Timbertop Dates
<b>Term 1</b>		
Start of Term Arrivals	Wednesday 29 January: Year 10 students arrive by 12.00pm Thursday 30 January: All new Middle School and Year 11 & 12 students arrive by 12.00pm Thursday 30 January: All other returning boarding students arrive by 7.00pm	Wednesday 29 January: Students new to GGS to arrive from 9.30am to 11.00am Thursday 30 January: All remaining students (ie students who were in year 8 in 2024) to arrive from 9.30am to 11.00am
Mid-Term Exeat	Friday 7 March (2.00pm) to Monday 10 March (7.00pm)	Friday 7 March (8.00am) to Monday 10 March (4.00pm to 6.00pm)
End of Term 1	Friday 4 April (8.00am)*	Friday 4 April (8.00am)
<b>Term 2</b>		
Boarders return	Tuesday 22 April	Tuesday 22 April
Mid-Term Exeat	Saturday 17 May (after sport) to Tuesday 20 May (7.00pm)	Saturday 17 May (8.00am) to Tuesday 20 May (4.00pm to 6.00pm)
End of Term 2	Friday 27 June (8.00am)*	Friday 27 June (8.00am)

<b>Term</b>	<b>Boarders</b>	Monday 21 July	Monday 21 July
3	return		
	Mid-Term Exeat	Friday 22 August (3.40pm) to Tuesday 26 August (7.00pm)	Saturday 23 August (10.00am) to Tuesday 26 August (4.00pm to 6.00pm)
	End of Term 3	Friday 19 September (8.00am)*	Friday 19 September (8.00am)
<b>Term</b>	<b>Boarders</b>	Monday 6 October	Monday 6 October
4	return		
	Mid-Term Exeat	Saturday 1 November (8.00am)* to Tuesday 4 November (7.00pm)	Saturday 1 November (8.00am) to Tuesday 4 November (4.00pm to 6.00pm)
	End of Term 4	Thursday 4 December (8.00am)*	Friday 5 December (10.30am)

# 06 Who is a Homestay Provider?

---

A homestay provider is a person who provides care and accommodation to an overseas student when they are not able to be on campus / in their boarding house (for example at exeats, during illness or injury and on School holidays, if they are not flying back to their home country). Students must stay with their homestay provider, or another approved person during times they are not on campus.

This person may be someone nominated by a student's parents and who is known to the student – an older sibling, a grandparent, an aunt or uncle, or a family friend. In other cases, families may not know anyone in Australia and the School provides an independent homestay provider for the student. This is someone in the GGS Community and may be a School family, former staff or alumni or another community member.

Students aged under 13 years old may not be in homestay accommodation. If they are in Australia and enrolled at the School, they must reside with their parents or a DHA approved relative.

All students who require homestay while at the School must be full boarders at the Corio or Timbertop Campus; day overseas students or day overseas borders must be in Australia with their parents or a DHA approved relative.

# 07 Your Homestay Relationship

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A Confirmation of Appropriate Accommodation and Welfare (CAAW) letter is issued where the Principal has undertaken responsibility for approving the accommodation, support and welfare arrangements for a student under 18 years of age who is not residing with a parent, legal guardian or DHA approved relative. In these circumstances, a homestay provider must also be appointed.

A homestay provider is *nota* legal guardian for an overseas student. Parents retain legal guardianship of their children and the School remains at all times responsible for the welfare and accommodation arrangements for that overseas student under the CAAW arrangements while they are in Australia.

A homestay provider supports the School in providing the care, support and accommodation for an overseas student when not in boarding.

# 08 Approval of a Homestay Provider

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All homestay providers are required to be approved by the School, a process which includes the provision of student safeguarding documentation and an initial residential visit.

If you are nominated to be a homestay provider, or are a GGS Community member seeking to become a homestay provider, the School's Overseas Student Manager will provide further information on the requirements, including applicable policies and other documents, and will guide you through this process.

Homestay providers are monitored and supported on a regular basis to ensure they are meeting the needs and requirements of the School as outlined in the Homestay Responsibility Agreement and Homestay Provider Residential Check.

## **Homestay Provider Requirements**

For consideration as a homestay provider, you must meet the following requirements:

- You must be an Australian citizen or permanent resident, or have an appropriate visa for the period of homestay;
- You must be over 25 years of age (subject to the exercise of discretion by the Principal, but at least 21 years of age);
- You must hold a valid Australian driver's licence;
- You must live in the Melbourne/Greater Geelong area and be easily contactable by the School and/or the Overseas Student and their family; and
- You and your family must be able to meet the below housing and safeguarding requirements.

## **Property Requirements**

You must also have the following available for the student in your home:

- A separate single room for their personal use, with clean linen and towels, adequate privacy, storage for their belonging (ie a wardrobe), a desk and study chair (or a study space available within the house);

- Access to a bathroom and toilet (it is preferred if this is their own bathroom, or is only shared with others of the same gender, but this is not a requirement); and
- Access to common areas of the home – living, kitchen dining, laundry and outdoor spaces.

### **Safeguarding Requirements**

It is a requirement of the Overseas Student Programme that each adult person (18 years and over) who ordinarily lives in the Homestay Provider's household (or will be in the household while an Overseas Student resides in the home) provides evidence to the School of the following:

- A valid and current Working with Children Check (WWCC);
- National Police Checks (from both Australia and overseas, if required);
- Two student safeguarding references;
- A signed Student Safeguarding Policy and Code of Conduct; and
- That the primary homestay providers:
  - Sign the School's Homestay Responsibility Agreement; and Complete Bravehearts child safety training annually (which is provided by the School).

### **Initial and Ongoing Home Visits**

The School will physically inspect all new homestay accommodation and will complete the Homestay Visit Residential Form with you while visiting.

Each ongoing inspection, which will take place every six months, will also be conducted physically.

The visits also provide an opportunity to connect and discuss the last 6 months of homestay with you, to confirm any changes in your home and to support you in any questions or concerns you have.

The School will be in touch across the year as these times arise and we thank you in advance for your kind assistance to arrange inspections with the School. School representatives are able to complete out of business hours inspections with you (at the start or end of day) if this is more convenient for you.

### **Household Changes or Moves**

If any changes occur to your household across the year - including updated contact details,

change of address, new adult members of the household or your children turning 18 years old – please make contact with the Overseas Student Manager to provide these update details, and for us to discuss any visits or updated safeguarding checks which may be required on the basis of the change.

Household changes include if you have family or visitors staying in your home (even on a temporary basis), where that visit will cross over with an overseas student visit.

# 09 First Meetings

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If you are an independent homestay provider (and you do not know the student or their family who will be in homestay with you) the School will facilitate information sharing and a meeting between your family and the overseas student and their parents. This will most likely occur through an initial collective introductory email, and then a video call between the Overseas Student Manager, the overseas student, their parents and the homestay provider family.

The initial meeting provides an opportunity for the overseas student and the homestay provider family to meet, become comfortable with each other and to learn more about each other – interests, likes and dislikes, family activities and other relevant matters. The homestay family may provide a video visit of their home and the space the student will stay in for the overseas student and their family. School, parent and homestay provider expectations should be considered and discussed as part of this initial meeting. These matters are considered later in this Handbook.

Future meetings and contact may then be arranged between the parties following on from this initial contact. Most parents and homestay providers build a direct relationship after the initial School arranged contacts, and contact each other directly moving forward around travel, visits, questions and other matters related to the overseas student homestay. The School remains available to assist at any time.

The types of information for sharing between the School, homestay provider and the student's family as part of the initial introductory email will include:

**1. For the School:**

- Emergency contact details;
- The Overseas Students House/Unit details and emergency contacts; and
- The relevant Health Centre's contact details;

**2. For the overseas student (which will be provided with consent of the family):**

- Their name, campus, house and year level;
- Their contact number and email address;
- Their nationality/home country and any relevant other cultural or religious information;
- Any relevant dietary, health or medical information;
- Their parents' names, home address and contact details (phone and email); and
- Any other relevant information about the overseas student.

### 3. For the homestay provider:

- Their names, home address and contact details (phone and email);
- Details of others living in the home (children and their ages, and other family members); and
- Details of any pets in the home; and
- Any other relevant information about the homestay provider family.

## Introductions

Homestay provider should consider providing the following information as part of the initial meeting:

- An introduction to your family and your home (including any pets and family members who may visit regularly);
- If you have children, their ages and where they go to School;
- What you enjoy doing as a family on weekend, holidays and evenings – this gives the overseas student and their family an insight into your lives;
- How your family connects – over meals, sport, family games or movie nights etc;
- Anything which may be of interest to the overseas student around your home – shopping centres, attractions, the beach may all be of interest to the overseas student; and
- Any travel or living overseas experience you have – particularly if you have travelled or lived in the overseas student home country.

Some questions to ask or think about as part of your initial meeting and communications with the overseas student and their family may include the following:

## Student Preferences, Interests and Capabilities

- What are your food likes and dislikes, including any dietary requirements?
- What are your interests, favourite sports, music, movies, activities and subjects?
- What is your home life like, including family members and pets?

- Where have you travelled or lived, where would you like to travel or live?
- What languages do you speak, how confident do you feel in your English speaking?
- What would you like to know about our family and our home?
- Have you visited Australia (or Victoria) before?

### Overseas student parent preferences

- Do you wish your child's homestay provider to wake your child by a certain time in the morning?
- Is there expectations on when you would wish them to have breakfast by in the morning?
- Is your preference for your child to engage with our family life? Or are you content that your child may use the time at our house as respite and rest?
- Is there any food you prefer us monitor the consumption of by your child (ie sweets or junk food, sugary drinks etc)?
- Do you want us to help your child shop for tuck? Are there any tuck foods you want to monitor purchasing of?
- Are you content for your child to participate in activities alongside our family; are there any activities you would prefer they do not participate in?

### Communication and Visits

- What is the easiest way to communicate between families and overseas student – via WhatsApp or another app or communication platform?
- How will parents or the overseas student communicate homestay requests to the homestay provider, and when should they be communicated (timeframe prior to the visit)?
- How often is it intended the student will need homestay – only for exeats and emergencies, on other weekends (for Corio students), at the start and end of term, during school holidays (note – this is rare, and most students go home for School holiday breaks)?
- Will there be any periods of unavailability for the homestay family - where they may be on holidays or have other commitments? Early discussion of these allows for alternative arrangements to be made.

### Transportation and Travel

- Will the overseas student's parents be travelling out with them at the start of the year to settle them into School (this is common for our overseas student families)?
- For Timbertop: will the overseas student's parents be travelling out with them at the start of the year to settle them into Timbertop. No bus runs at the commencement of the Timbertop year, as the expectation is all student families will transport them directly to

Timbertop? If not, is there an expectation the homestay provider may be able to assist?

- For flights, will the student have their own passport and ticket arranged, or will they need support to ensure they have them available before they go to the airport?
- Will the student fly as an unaccompanied minor, and if so will that require someone to be at the airport with them to hand them off to an airport representative or to collect them?
- Will the student be able to navigate the airport and wait alone for their flight, or do they require support until they go through security? This will be an assessment based on the student's age, maturity level and experience of travel – many of our overseas students are very confident travellers.

# 10 First Arrivals

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Please regard the Overseas Student as though they are a member of the family/household, whilst giving due regard to different cultural backgrounds. Some things to think about when an overseas student first arrives in your home are as follows:

- Give them a tour of the home and introduce them to everyone who lives there.

This should include showing them their bedroom, the bathroom and toilet they will use, where they can study, the common areas of the home, and any areas they should not enter (other people's bedrooms, any private workspaces or garages which may have machinery etc).

- Provide any towels, and linen for their bed.
- Provide direction on how to use common household appliances – microwave, oven, washing machine, dryer, clothes line, heating or cooling, television etc (if they will use these items).
- Provide direction on any hygiene related house instructions (ie. which bins to use for food and perishable items, location of bins, and not to flush anything aside from toilet paper down the toilet).
- Show them where kitchen items are located – glasses, bowls, plates and cutlery.
- Show them where they may keep their own food, or where there is food for common consumption which they may eat as they wish.
- Provide them access to the internet and the Wi-Fi password.
- Go over main household rules and any expectations that have been previously discussed.
- If they have medication or health/dietary requirements, discuss these with them, including how and when they take medication.
- If they will have keys to your home, provide these to them and confirm they know how to access the house. If they will use a common set of keys, make sure they know where these are located, when required.
- Provide them details of what to do in an emergency (including for example how they should exit the house and where they should meet).
- Show them the local area, including public transport options and shops or parks which

they may be able to walk to for amenity or exercise.

- Make sure they have with them what is needed for their personal needs – this may include a correct charging cable for their devices, their debit or credit card to buy food, personal items or tuck, or a myki if they will use public transport.
- Ensure you have each other's contact details in case of an emergency or if you need to get in touch.

# 11 Student Safeguarding

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Student safeguarding is a fundamental responsibility of the School, and a responsibility that is shared by its community, including homestay providers. The School has zero tolerance for all forms of child abuse.

If you believe an overseas student has been harmed in any way, or is at risk of harm, please immediately make contact with the School (through the School's Emergency Contact details). If required, please also call 000 in an emergency. If you see or hear any concerning behaviour (by a student, staff member or member of your family) this must also be immediately reported to the School for further investigation.

The School will support you to ensure these matters are promptly managed and records kept in accordance with the School's obligations.

## Child Safe Standards Requirements

The obligation for all School volunteers to be aware of their responsibilities to children, student safeguarding information sharing, reporting obligations, and record keeping obligations arises under the Child Safe Standards.

Further details are set out below. If you require further information on any of the below, please speak to the Overseas Student Manager or the School's Safeguarding and Legal Services Team at [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au).

## Student safeguarding

By taking on the role as a volunteer at our School you are committing to supporting safe learning and living environments and supporting a culture where student's rights, needs and interests are met, where students are safe and feel safe, and their voices are heard. Student Safeguarding is a fundamental responsibility of all and as a volunteer you commit to prioritising the safety of students and maintaining a zero tolerance of all forms of student abuse.

To support your awareness of the School's student safeguarding framework and your obligations as a homestay provider and a community member, the School will:

- Discuss the School's commitment and expectations around student safeguarding with you;
- Provide you with the Student Safeguarding Policy and Code of Conduct, and Homestay Responsibility Agreement, for your reading and signing;
- Provide you with e-Learning opportunities to further your understanding of student safeguarding; and
- Be available for you to contact in the case of any questions or concerns in connection with student wellbeing, safety or safeguarding.

At any time, if you are uncertain about any of the above, please speak to a School employee, and they will be able to assist you to better understand the School's expectations. The above will support and protect you in your role as a volunteer, as well as supporting students and ensuring all adults who interact with them in the School environment model consistent safe behaviour.

For further information, or for a copy of the Student Safeguarding Policy and our Code of Conduct for Volunteers, please contact School's Safeguarding and Legal Services Team at [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au).

## Reporting obligations

The School Council Directors annually endorsed for publication the School's updated strategy and policies for student safeguarding, which include policies related to reporting requirements for School Community Members, including those who are Mandatory Reporters.

The School's Student Safeguarding Framework is comprised of the following policies:

- Student Safeguarding Strategy
- Student Safeguarding Policy
- Student Safeguarding Codes of Conduct
- Mandatory Reporting Policy
- Reportable Conduct Policy
- Obligation to Protect Policy
- Obligation to Disclose Policy

The current Student Safeguarding Framework is located on [the School's website](#).

If you have a concern about student safeguarding or consider at any time you are required to make a report under any of the School's safeguarding policies and procedures, please make contact with the Overseas Student Manager or the School's Safeguarding and Legal Services Team at [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au) to provide you assistance and to support to ensure the relevant student is appropriately safeguarded. The School takes all student safeguarding concerns and reports seriously, and will investigate each report made.

## Record keeping obligations

The School's Record Management Policy provides guidance to all School Community members (including volunteers) on the creation, storage and retention / disposal of records created as part of their role. It is not expected that as a volunteer you will be required to create or manage any records as part of your role, however you should be aware of these processes as part of your volunteering role with the School.

In summary, the School's Record Management Policy details:

1. Records are created by the School regarding all School functions and activities including governance, operations, finances, Student and School Employee management, and the handling of incidents complaints and investigations. Records should be created and maintained in appropriate formats, with file titles which support accessibility and retention decision making.
2. Records should be stored in secure managed locations, to they ensure cannot be lost, damaged, altered or tampered with over time. The majority of School records will be maintained on School systems appropriate for the relevant record management (for example Hive). 'Cloud' storage services, other than those provided by the School, should not be used.
3. In the case of physical documents, files should be stored in a locked desk or filing cabinet when not in use.
4. When physical records are no longer required for current business use in an area of the School, a request should be sent to the Safeguarding and Legal Services Team to assess the material for storage requirements.
5. The School provides access to records, including student records in accordance with its Records Access Procedures, located on [the School's website](#).

For further information, or if you seek a copy of the School's Record Management Policy, please contact School's Safeguarding and Legal Services Team at [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au).

## Information Sharing

The School expects that you must treat information on students, families and School Employees you access as part of your role as confidential and must not use, copy, record or disclose the information except for the purpose intended when shared with you. The School has information sharing obligations, which take into account confidentiality and privacy, but also address situations where information is required to share with a third party for a specific purpose.

If any person makes a request from you for personal or sensitive information on a School student, family or School Employee, please direct this enquiry to your volunteering contact at the School or to the School's Safeguarding and Legal Services Team at [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au). They will assess and respond to the request in line with the School's policies and procedures.

The School addresses information sharing to external organisations generally in line with the following guidelines:

1. Any information shared to an external organisation which provides support to the School or to a Student (ie a medical practice, allied health professional, psychologist) will be either by consent of the student / their parents, be in accordance with a contract between the School and the provider, be in accordance with the School's legislated or permitted reporting requirements or otherwise be permitted by the School's Privacy Policy.
2. The School may share certain confidential information with other authorised organisations and services to promote the wellbeing or safety of children. This occurs through the Child Information Sharing Scheme (CISS) and the School's engagement with CISS is managed via the Safeguarding and Legal Services Team. Outside of School nominated persons, no person is permitted to share confidential information within the Scheme on behalf of the School.

# 12 Emergencies, Health Insurance, Medical and Medications

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The School will provide you with details on any dietary, health and medical conditions of the overseas student in your care, including if they are taking any medications (and if so what the requirements are while they are in your care).

If an overseas student becomes unwell or is injured while in your care, please contact the student's parents and:

- During Term time contact the School's Kennedy Health Centre on +61 352 73 9302 for advice and assistance; and
- During exeats and School holidays contact the Overseas Student Manager via the School's Emergency Contact details.

During term time, if a student is with you while unwell or injured, or will not return to School when anticipated on the basis of the illness or injury, you will also need to provide updates to the Students Head of House or Head of Unit, so they are aware and can provide support or advice as necessary.

In an emergency, please contact 000 or take them to an emergency room or urgent care clinic as required and appropriate. Please also make immediate contact with the student's family and the School (via the School's Emergency Contact details).

All Overseas Students have Overseas Student Health Cover, which includes ambulance coverage. You should not hesitate to seek emergency medical care for an Overseas Student where required.

If a critical incident arises with the Overseas Student, please contact the relevant authorities immediately followed by the School (via the School's Emergency Contact details) and the Overseas Student's parents.

# 13 Use of HIVE

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The School utilises HIVE as its learning management system.

As a homestay provider you will have limited access to the system (in addition to any other accesses you have as a parent of the School) to be able to see news and other items related to the overseas students. This enable you to stay involved and aware of School events, trips and activities across the year.

# 14 Use of Reach and Leave Requests

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The School utilises the Reach leave management system for its leave requests for boarders. If a student wishes to leave campus for the weekend, or at exeats and school holidays they will input their leave request (date, times, destination, host and travel arrangements) and the Reach system provides this notification to parents, the host, the homestay provider, the Overseas Student Manager and the Head of House, who all must approve the request.

You will receive an email from the Reach system which details the leave request made, even if you will not be the host for the visit. Homestay providers are required to approve all leave requests for an overseas student, even where the overseas student is not residing with them for that leave time.

If you will be the host of the overseas student's visit for that break, please confirm the details are correct prior to approving (i.e. that you are available for the visit, and that the times and days and travel arrangements are appropriate – will you be required to drop off or collect the student, or will they travel to you by public transport or taxi). The student or their parents should have asked your consent to the visit prior to making the request.

If you have any concerns about the leave request – that you are not available, that the travel arrangements will not work, or if the student is indicating you will go to their house but they have indicated they will go elsewhere – please immediately contact the Overseas Student Manager so arrangements may be made to update or decline the leave request as required.

## **Overnight Visits**

If a student wishes to visit another person overnight while they are with you (even if they are a School friend or a relative) this will need to be approved by the School. If this is the case, please contact the Overseas Student Manager to discuss this request, or ask the overseas student to do so.

## **Holidays and Unavailability**

If you intend to go on holidays, meaning you either cannot host an overseas student for a

particular time, or the overseas student will be left without adult supervision in your home, please notify the Overseas Student Manager regarding your plans with as much notice as possible to allow alternative accommodation arrangements to be made.

The School understands that unexpected unavailability (ie for family emergencies etc) does occur. In those circumstances, please contact the Overseas Student Manager as soon as possible by phone or email.

# 15 Travel Considerations

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## From School Campuses

On exeat weekends and at the start and end of School Term, the School operates bus services for boarders as follows:

- For Corio campus, to locations in Melbourne and to Tullamarine Airport;
- For Timbertop campus, to locations in Geelong, Melbourne and to Tullamarine Airport.

Information is provided by the School prior to each exeat or school holiday period. If you live near one of the locations, it may be most appropriate that your overseas student takes that bus service to the location, and you are able to collect them from the location on arrival.

Senior School (Years 10 to 12) are also permitted to take public transport (the VLine) to and from Corio Campus.

Middle School students are not permitted to use public transport to and from the School, on the basis of their age and safeguarding concerns. Middle School overseas students may take the Middle School bus to Toorak campus, which departs daily at the start and end of each School day during Term time.

For students departing or arriving campus outside of these times, alternative arrangements may be required to be made. This may include you collecting the overseas student in your car from their campus, or the School arranging a taxi or private car service to transport the overseas student.

## For International Travel

If an overseas student is staying with you for the start or end of term, you may be requested to assist to transport the student to or collect the student from the airport (Avalon Airport or Tullamarine). You are entitled to charge for this additional support, please see *16 Fees for Homestay* for further information.

## Generally

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If you are requested to collect or drop off the overseas student to any location, this should fit in with your availability, including your family considerations. If you are not available at the relevant time, alternative arrangements may be made (including a taxi or private car service). Please note that families are advised that consideration of your family and work commitments is important in making flight arrangements. Flights which go out very early in the morning, or during the day on a weekday may make it difficult for you to support transport.

# 16 Expectations of an Overseas Student in Homestay

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## School Expectations

You must provide a safe and welcoming family environment for your Overseas Student to live in. Homestay providers provide accommodation, care and support for students while they are not in boarding, however they are not expected to be a 'parent' for the overseas student.

Despite this, it is appreciated that many homestay providers have their own children, who may be a similar age, or may have raised their own children and it is natural to take on that type of role in caring for an overseas student in your home.

Collective parents and homestay provider agreement on expectations and understanding around matters such as involvement in household activities and meal times, when and where a student is able to go out, study while in homestay, curfews, use of devices and other similar matters ensures the comfort of all involved. These decisions will take into account the parental expectations for an overseas student, but also the operation of the homestay provider home.

Decisions should take into account the age, reliability and maturity of the overseas student – likely more supervision and less freedom of movement and travel would be expected for a Middle School student as compared to a Senior School student. This means that decisions may change over time, as they student increases in age and confidence. In some cases, the expectations determined for a homestay student may be different to what they expect for their own child, or what their expectations were for their child at the same age.

Homestay providers should also take into account the nature of boarding and the School environment (ie where students from Years 7-9 may share dorms/units of up to 16 students, and Year 10 students share dorms of 4 to 6 students). Exeat and end of Term is an important chance for rest and relaxation for students. While ordinarily a homestay provider may not wish their own child to sleep late across the weekend or be at home, an overseas student may require that time to rest and recover from the busy Term. Where a family may discourage use of mobile phones and devices across the weekend, for an overseas student (particularly at

Timbertop) the use of devices is an important connection to their family and friends overseas.

Please remain mindful of these circumstances in your care arrangements for and supervision of a student.

## Collective Expectations

Some matters for discussion between all parties may be as follows:

- What responsibilities will the overseas student have while in homestay?

To clean up after themselves in the home, to strip their bed and put their towels in the laundry at the end of their visit, and to keep their room neat and tidy would all be expectations which align with the School's expectations for students in boarding.

Please do not expect your overseas student to be available for babysitting or household jobs that would be considered unreasonable (assisting with meal preparation and clearing away and keeping a clean and tidy room would be considered reasonable).

- At the Corio Campus, the School removes phones from Students from Years 7 to 11 (and devices from Students from Years 7 to 10) prior to bedtime. At Timbertop, students do not have access to phones or devices at any time while at Timbertop.

Is there an expectation that students will be permitted to have their phones and devices overnight while in homestay?

- Will the overseas student be permitted to go out while in homestay – to visit Geelong or Melbourne, have an appointment, or to see friends? If so, can they take public transport or a taxi, or should they be driven to the location? Does the parent need to provide approval to the homestay provider on each occasion?
- A curfew time for the overseas student to be back in their homestay.
- Privacy in the home – if a door is closed for any reason, the person should knock and await confirmation that they are allowed to enter the room, or that the room is empty. This includes bedrooms and bathrooms.
- What engagement does the homestay provider anticipate that the overseas student will have in the family – involvement in mealtimes and family activities, sports, visits outside of the home, trips etc?
- Is the overseas student able to cook their own meals in the house and/or order food or takeaway from a food delivery service or restaurant?

- Should the overseas student be studying or completing homework while in homestay (this may be a case by case questions, taking into account any School expectations for study for the student for that period)?
- Will the student need support from the homestay provider in other areas – this may include how to use their debit or credit card in Australia, or to buy a myki and how to use public transport?
- May the homestay provider take photographs of the overseas student (with their consent) while they are in homestay, for memories and to provide to the parents?

It is recommended that homestay providers not post the overseas student on their social media, but it is appreciated that students and the homestay providers children may develop friendships and post collective photographs on their own social media by joint consent.

Students should not take and post photographs or video of their homestay provider home on social media, or of any person without their express consent.

- Payments for food and personal items. The fee payable to homestay providers is to cover meals, board and utilities for the student's stay at the home.

The School's expectation is that the overseas student will pay for all of their own personal items (including public transport costs, clothing, tuck, toiletries, and personal snacks and food) which they buy while in homestay, and that they will pay their own costs for all activities and experiences they attend with a homestay provider. A homestay provider should not be expected to pay those costs.

### **Disagreements Around Expectations**

The School encourages open conversation between families about expectations. There are times that there may be disagreements or concerns.

Please contact the Overseas Student Manager to discuss this and any support which may be provided. In some cases, the Overseas Student Manager may be able to assist in a compromise between all parties, or may provide the School's approach to such issues (while students are in boarding) to identify reasonable expectations moving forwards.

### **Behaviour Expectations**

The School expects that students continue to meet the requirements of the Students Behaviour

Rules while they are in homestay, which includes broadly that the student model their behaviour on the three guiding principles of respect, safety and positive engagement.

Homestay providers are not expected to and should not provide discipline to an overseas student. Any minor issues or concerns which arise as to behaviour or expectations being unmet may be addressed between a homestay provider and the overseas student (and their parents as required), however for more significant or ongoing issues or concerns, these should be raised immediately with the overseas student parents and the Overseas Student Manager for management.

### **Confidentiality**

During the course of providing homestay, you may have access to information relating to the overseas student and their family, which may be confidential or private.

You must treat this information as confidential and must not use, copy, record or disclose the information except for the purpose intended when shared with you. You must not tell or give this information to other GGS Community members (except to employees on a need to know basis). This confidentiality obligation extends beyond the term of your engagement with the School.

### **Storage of Equipment**

Overseas students (particularly those transitioning from Middle School to Timbertop, and Timbertop to Senior School) will often have a significant amount of equipment (skiing and camping) which cannot be taken home over the summer holidays. The School may arrange storage of this equipment for overseas students, it is not expected that a homestay provider is required to do so.

If there is a need for storage at the School, please contact the Overseas Student Manager.

# 17 Fees for Homestay

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Some homestay providers choose not to seek a fee for their assistance to an overseas student; this may be because they are a friend or family member.

For homestay providers who seek a payment for their support, the following are available as options:

- You may negotiate and arrange the payment (what it is and how it is paid) directly between yourself and the overseas student family. In this you may set your own fees (provided they are reasonable) for each night of accommodation for the student, and for any travel. The School does not assume any legal liability or responsibility for fee negotiation or payment arrangements between the family and you, if you choose this option.
- The School offers a system whereby the School will make payment directly to a homestay provider for homestay accommodation (and travel) of a student, at rates set by the School. These amounts are then on charged to the student, through the student account.

Please let the Overseas Student Manager know if this is your preferred approach to payment of homestay fees. The Overseas Student Manager will provide you a copy of the School's rates directly.

# 18 Policies

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- Homestay Provider Policy
- Homestay Provider Responsibility Agreement
- Homestay Provider Engagement Procedure
- Homestay Provider Residential Visit Form
- Student Safeguarding Policy
- Student Safeguarding Code of Conduct