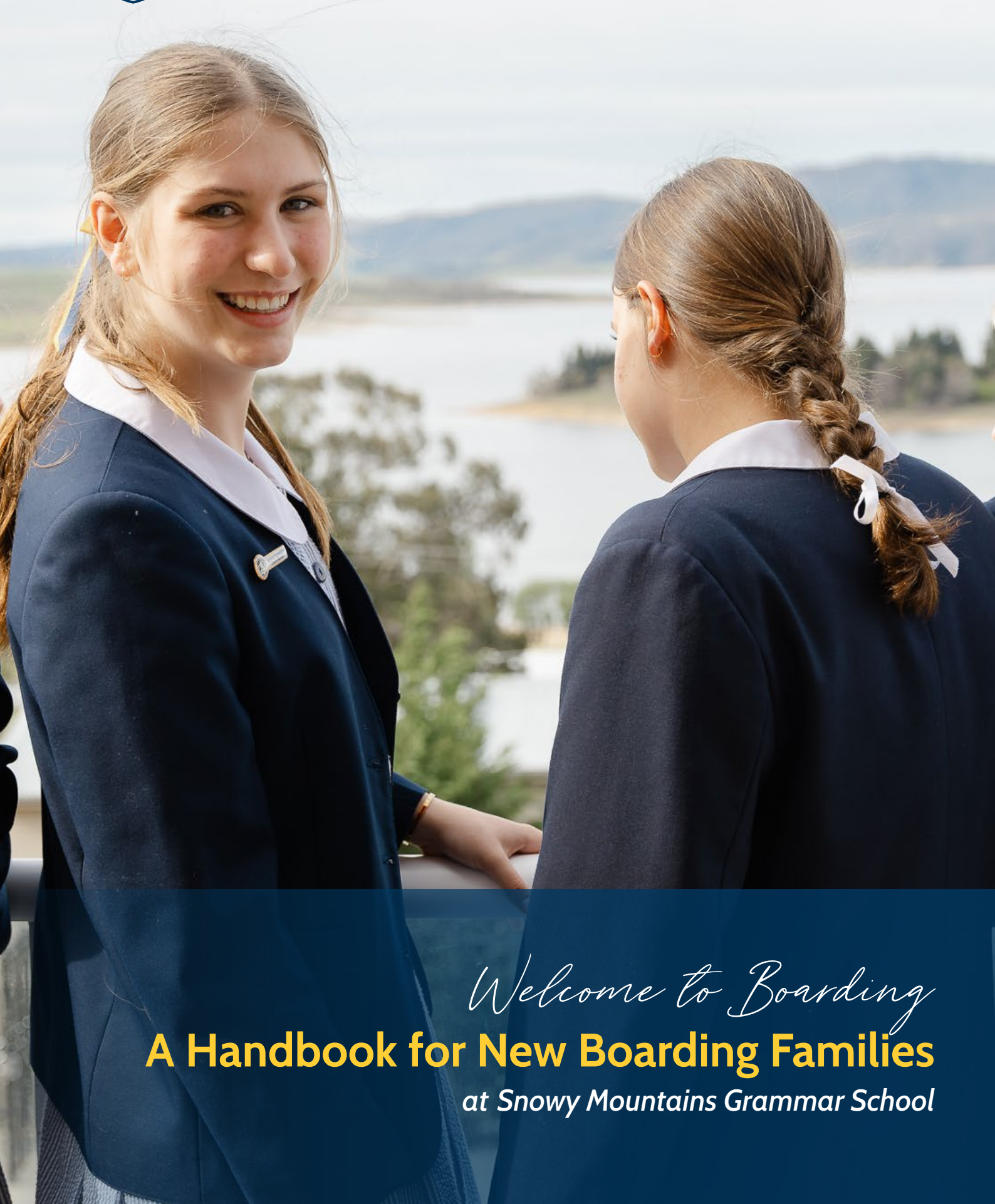




SNOWY
MOUNTAINS
GRAMMAR
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CHALLENGE BELONG EXPLORE



Welcome to Boarding
A Handbook for New Boarding Families
at Snowy Mountains Grammar School

Contents

- 03 Welcome to Boarding
- 04 Key Contacts
- 05 Our Boarding Campus
- 06 Boarding at Snowy Mountains Grammar School
- 07 Boarding Houses
- 08 Staying Connected
- 09 Key Communication Platforms
- 10 Life as a Boarder
- 12 Daily Routine
- 13 Everyday Living
- 14 Wellbeing and Academic Support
- 15 Health and Medical Care
- 18 Travel and Leave
- 21 Boarding Guidelines and Expectations
- 23 The Uniform
- 24 What to Bring
- 25 Boarding FAQs
- 27 New Family Checklist

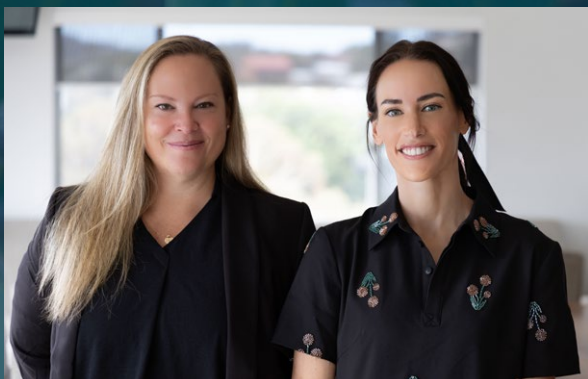
Policies

Snowy Mountains Grammar School operates in accordance with a range of policies that guide the operation of the School and support the safety, wellbeing and learning of our community. Current policies are available on the School website:

www.smgs.nsw.edu.au/policies

Welcome to Boarding

A Handbook for New Boarding Families



Welcome to the Snowy Mountains Grammar School boarding community.

Choosing boarding is a significant step for both students and families. Alongside the excitement of new opportunities, friendships and experiences, it is natural to have questions as you prepare for the transition to boarding life.

This handbook has been designed to help your family prepare for boarding and to serve as a practical reference throughout the year. It includes important information about daily routines, communication channels, wellbeing and academic support, medical requirements, leave arrangements, boarding expectations and key contacts.

We look forward to partnering with your family and supporting your child as they settle into boarding life.

Mrs Nadia Maxwell and Ms Annalese Smith
Co-Heads of Boarding
nadia.maxwell@smgs.nsw.edu.au
annalese.smith@smgs.nsw.edu.au

As boarding students are also day students, this handbook should be read in conjunction with the Middle and Senior School Handbook, which contains important information about day school life, academic programs, student wellbeing, co-curricular opportunities and school operations.

Key Contacts

Boarding Team

General Boarding Enquiries

boarding@smgs.nsw.edu.au

Boarding Duty

Doug Olding Building (Mobile): 0413 814 442

Panorama Building (Mobile): 0478 596 693

Landline: 02 6451 2422

Available Monday - Friday:

6:30 - 9:30 am

3:30 - 10:30 pm

Available Weekends:

8:00 am - 10:00 pm

Heads of Boarding

Mrs Nadia Maxwell and Ms Annalese Smith

nadia.maxwell@smgs.nsw.edu.au

annalese.smith@smgs.nsw.edu.au

Director of Residential

Mr Paul Horvath

paul.horvath@smgs.nsw.edu.au

School Reception

Office Hours: 8:30 am - 4:30 pm

Monday - Friday (except public holidays)

Phone: 02 6457 1022

Email: info@smgs.nsw.edu.au

Mail and Deliveries

Snowy Mountains Grammar School

6339 Kosciuszko Road

Jindabyne NSW 2627

Please ensure all student mail and parcels are clearly labelled with the student's name.

Social Media



Facebook

facebook.com/snowymtnsgrammar



School Instagram

instagram.com/snowymountainsgrammarschool



Boarding Instagram

instagram.com/smgs.boarding

The Boarding Team

Our Boarding Team is dedicated to creating a safe, supportive and welcoming environment where every student feels known, valued and cared for.

Working closely with families, the team provides pastoral care, wellbeing support, academic guidance and day-to-day supervision, helping students settle into boarding life and thrive throughout their time at Snowy Mountains Grammar School.

Students are supported by a network of staff including:

Director of Residential

Provides oversight and support to the Head of Boarding.

Head of Boarding

The Head of Boarding oversees all aspects of boarding life and works closely with students, families and staff to ensure a positive boarding experience.

Boarding Supervisors

Boarding Supervisors provide day-to-day care and supervision, supporting students with routines, wellbeing, activities and life in the boarding community.

School Counsellors

Our counselling team provides confidential support and works closely with boarding staff to promote student wellbeing and assist students when additional support is needed.

Catering and Facilities Team

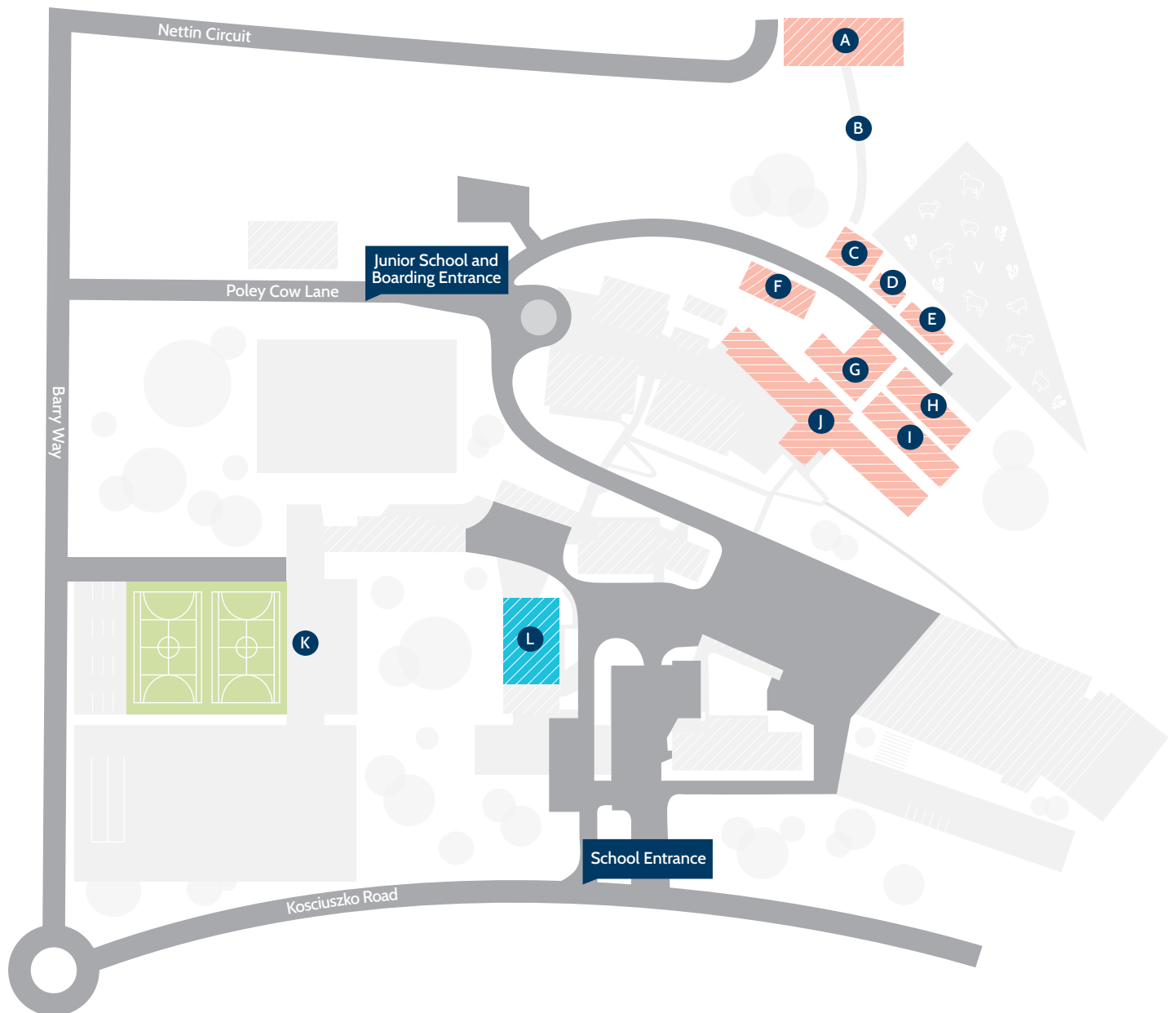
Our catering and facilities teams help create a comfortable home away from home by providing nutritious meals and maintaining our boarding facilities.

Together, our Boarding Team is committed to ensuring every student feels supported, connected and confident throughout their boarding journey.

Areas of Responsibility

Enquiry	Contact
General Boarding Enquiries	Boarding Office
Leave Requests	Head of Boarding
Student Wellbeing	Boarding Supervisors or School Counsellor
Academic Support	Head of Boarding
Medical Matters	Head of Boarding

Our Boarding Campus



- A** Panorama Boarding House
Co-Ed Dining Hall
- B** Pedestrian path
- C** Boarding Storage Shed
- D** Boarding Drying Room
- E** High Altitude
- F** Senior Girls Wing

- G** Kosciuszko Recreational Building, Dining Hall
- H** Senior Boys Wing
- I** Senior Boys Wing
- J** Doug Olding Building
- K** Multipurpose Courts
- L** Gymnasium

Boarding at Snowy Mountains Grammar School

What Matters Most

Snowy Mountains Grammar School is a co-educational boarding community for students in Years 7–12. While girls and boys live in separate boarding houses, they come together as one community for dinner each night, study, activities and weekend experiences providing an important opportunity to connect as a community and strengthen the relationships that makes boarding such a rewarding experience.

Our boarding community is built around four key commitments:

A Safe and Supportive Environment

Students are cared for by dedicated boarding staff who take the time to know each individual and ensure they feel safe, valued and supported.

Strong Academic Foundations

Structured routines, supervised study and access to academic support help students develop positive habits and achieve their personal best.

Growth Through Independence

Boarding provides opportunities for students to develop confidence, responsibility, resilience and the skills needed for life beyond school.

A Sense of Belonging

Through shared experiences, friendships and community life, students develop meaningful connections and a genuine sense of belonging.

Boarding staff work closely with families to support students throughout their boarding journey. While students are encouraged to develop independence, they are always supported by staff, peers and the wider school community.



Boarding Houses

Students are accommodated in age-appropriate boarding houses designed to provide a balance of independence, support and community.

Boarding options include both full-time and weekly boarding, providing flexibility for families while allowing students to participate fully in boarding life.

Our boarding facilities are designed to provide students with a comfortable, safe and welcoming home away from home. Boarders enjoy a bedroom, equipped with a bed, desk, chair, heating and personal storage, providing a dedicated space for relaxation.

Students have access to shared bathroom and laundry facilities, comfortable common rooms, kitchenettes and recreational spaces where they can relax, socialise and connect with friends.

Boarders also have access to:

- Wi-Fi throughout the boarding residences
- Dedicated bike and snowsports storage
- Drying facilities for outdoor and winter gear
- Outdoor recreation and barbecue areas
- The School's sporting facilities, including courts and playing fields
- The Curiosity Centre and Library for study and learning
- A dedicated Recreation Centre with separate games and large TV room.

Together, these facilities support students' academic, social and personal wellbeing and help create a positive and supportive boarding environment.



Staying Connected

Strong communication between home and school is an important part of a successful boarding experience. We encourage families to maintain regular contact with the Boarding Team and to reach out whenever they have questions, concerns or information they would like to share.

Key Communication

While the School uses a range of communication platforms, the Boarding Team communicates with parents and carers primarily via email. Families are encouraged to monitor their email regularly to ensure they receive important boarding updates and information. Key communication platforms are outlined on the following page.

Platform	Purpose
Sentral (School)	School absences, reports, permissions, school calendar, school notices and communications
Canvas (School)	Learning and assessment
REACH (Boarding)	Boarding leave requests

Supporting Communication Platforms

Aspects

Aspects is our digital newsletter, sharing stories, updates and highlights from across the School. It features student learning experiences, upcoming events and community celebrations.

We also encourage families to let us know if their child has achieved something worth sharing with our community. Celebrating student success is an important part of recognising the diverse talents and achievements of our students.

Social Media

The School maintains an active presence on Facebook and Instagram. These platforms showcase daily learning, school events and student achievements.

Families are welcome to share photos or news for consideration on our official channels by contacting the Marketing Team at marketing@smgs.nsw.edu.au

Boarding Instagram

Families are invited to follow the private Snowy Mountains Grammar School Boarding Instagram account, which provides a snapshot of boarding life, student achievements, special events and weekend activities.

To request access, please contact the Boarding Team. boarding@smgs.nsw.edu.au

Website

The School website provides access to important information, policies, event details, publications and school news.

www.smgs.nsw.edu.au

SMS

In the event of an emergency or time-sensitive situation, SMS notifications will be sent to nominated parent and carer contacts.

Podcast

The Snowy Mountains Grammar School Podcast is available on Apple Podcasts and Spotify.

Boarding Family Meetings

Boarding families are invited to attend Boarding Family Meetings throughout the year. These meetings provide an opportunity to hear updates from the Boarding Team, connect with other boarding families and provide valuable feedback about the boarding experience.

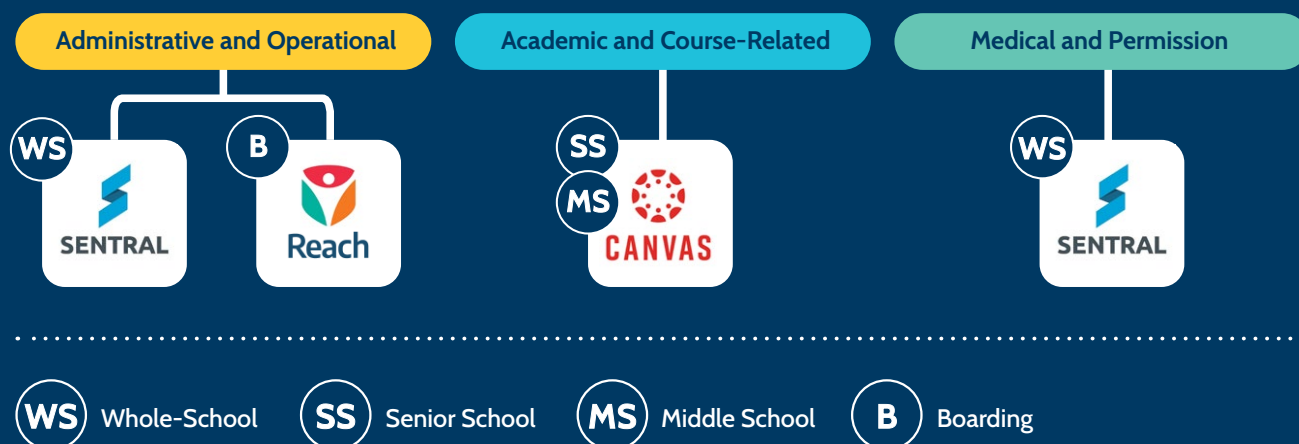
Meeting dates and details are communicated directly to boarding families throughout the year.

Boarding Reports

Boarding students receive a formal Boarding Report at the end of each semester. These reports provide feedback on a student's contribution to the boarding community, personal growth and engagement in boarding life.

Throughout the year, boarding staff also maintain regular communication with families to share successes, discuss any concerns and ensure students are well supported.

Key Communication Platforms



Sentral

Sentral is the School's Student Management System and is used by students, parents and staff to access important school information.

There are separate Student and Parent Portals, each designed to provide information and services relevant to the user.

Sentral Parent Portal

Using the Sentral Parent Portal, parents and carers can:

- Notify the School of student absences (whole or part day)
- Access school reports
- Message teachers
- View the School Calendar and key dates
- Update medical and emergency contact information
- Provide permissions for excursions, sport and activities
- Access school resources and important information
- View student timetables
- Receive notifications and communications from the School

Access the Parent Portal:

www.smgs.sentral.school/auth/portal

Sentral Student Portal

The Sentral Student Portal provides students in Years 5-12 with access to information relevant to their school experience, including:

- Timetables
- Daily notices

- Academic reports
- Sport selections
- Co-curricular activity selections

Access the Student Portal:

www.smgs.sentral.school/auth/portal

We encourage families to regularly check the Sentral Parent Portal and students to engage with the Student Portal as part of their organisation and school routine.

REACH

Reach is used to manage student leave requests from the boarding house. A reminder that leave requests/absences from day school must also be made via the Sentral Parent Portal.

Access REACH:

www.mgs.reachboarding.com.au

Canvas

Canvas is the SMGS Middle and Senior School online learning management system (LMS). It is a central location that connects students with every aspect of their learning.

As a parent or carer, you can 'observe' your child, ensuring you have full visibility into their work, including progress, results and teacher interaction.

Access Canvas:

www.smgs.instructure.com

Life as a Boarder

A Typical Boarding Week

The structure of the day varies from day to day, but a typical weekday routine which a boarder can expect is outlined below.



A Typical Boarding Weekend

This routine varies depending on the weekend activity. There is typically a full day event or activity on Saturdays.



Weekday Routine Breakdown

Note: Students who have external co-curricular commitments are accommodated where possible in the routine shown below.

Monday - Friday (Sample)	
7:00 am	Wake up-staff will knock on student doors.
7:15 am	- Breakfast-all students are required to attend breakfast - Students must be ready in full school uniform if they choose to attend breakfast after 7:45 am.
7:30 am	Roll call.
8:00 am	Breakfast finishes.
7:45 - 8:35 am	Students are required to: - shower and be fully dressed for school, with bed made and room tidied, ensuring lights and heaters are turned off - perform any duties required, if rostered - be prepared for the school day, as students are not allowed in the Boarding House during the day - present to boarding staff for dispensing of any required medication.
8:25 am	- Students should be ready for a room check with a tidy room. - Students to collect technology required for the school day (Years 7-10).
8:35 am	Students leave for school.
3:35 pm	- School concludes-all students required to sign back into the Boarding House. - Afternoon tea is available.
3:40 - 5:15 pm	- Afternoon activity/free time-students may sign out with permission to go to town or to a sporting activity. - If students wish to wear their school uniform when they sign out, it must be full school uniform (including blazer). - All Middle School students must be back in the house by 5:00 pm, or by 5:15 pm for Senior School students.
5:15 - 5:45 pm	Whole boarding house group activity (Monday afternoons).
5:45 pm	Students to get ready for dinner-they must have changed out of school uniform.
5:45 - 6:20 pm	Dinner service.
6:45 pm	Prep time, Monday to Thursday. Friday-no Prep.*

* Early Prep - Bright Sparks 3:45- 5:00 pm Tuesday and Thursday will count towards Boarders Prep for that day.

Monday - Thursday	Years 7 and 8	Year 9	Year 10	Year 11 and 12
Prep	6:45 - 8:00 pm	6:45 - 8:15 pm	6:45 - 8:15 pm	6:45 - 8:30 pm (Yr 12 until 9.00 pm)
Free Time	8:15 - 9:00 pm	8:30 - 9:30 pm	8:30 - 9:45 pm	9:00 - 10:15 pm
Device Time	8:45 pm	9:15 pm	9:45 pm	
Bedtime	9:00 pm	9:30 pm	10:00 pm	10:30 pm

* Times subject to change.

Daily Routine

Boarding routines are designed to provide students with structure, consistency and balance throughout the week. A regular routine helps students establish healthy habits, manage their academic commitments and maintain their wellbeing.

Sleep and Technology

Getting enough sleep is an important part of adolescent health, wellbeing and learning. Boarding routines are designed to support healthy sleep habits and ensure students are well rested for the school day.

Students are expected to return to their rooms at designated times to prepare for bed and unwind from the day. Years 7-10 are required to hand in their technology overnight. Devices are securely stored and returned the following morning.

As students mature and demonstrate responsible use of technology, greater independence may be provided. In some circumstances, older students may be permitted greater flexibility with technology use under the guidance of boarding staff.

Activities and Recreation

Students are encouraged to participate in the wide range of sporting, cultural and recreational opportunities available through Snowy Mountains Grammar School and the wider community.

All students in Years 7–11 are expected to participate in at least one regular activity in addition to Wednesday sport. Students may choose from school-based activities, external programs or approved recreational pursuits.

A compulsory boarding activity is held each Monday afternoon, providing an opportunity for students to connect, stay active and engage with the boarding community.

Weekends in Boarding

Weekends are an important part of boarding life and provide opportunities for students to relax, socialise and enjoy the unique experiences available in the Snowy Mountains region.

Throughout the year, boarding staff organise a variety of activities that may include local outings, outdoor adventures, sporting activities, community events and trips to nearby towns and attractions. Activities vary from term to term and are designed to cater for a range of interests and age groups.

During the snow season, many weekend activities take advantage of the School's unique alpine environment. A schedule of weekend activities is communicated to students throughout the term.

External Activities

Many boarders participate in activities organised by external providers. Families wishing to arrange participation in external programs should contact the Boarding Team, who may be able to assist with approvals and transport arrangements.

Everyday Living

Meals and Dining

Sharing meals is an important part of boarding life and provides students with an opportunity to connect as a community throughout the day.

Our catering team prepares fresh, nutritious meals and caters for a range of dietary requirements. Families should advise the School of any allergies, medical conditions or special dietary needs prior to commencement so appropriate arrangements can be made.

Snowy Mountains Grammar School is a nut-aware school. Students with specific dietary requirements, allergies or medical conditions should ensure these are included in their medical documentation and discussed with the Boarding Team prior to arrival.

Boarders are expected to attend all meals unless alternative arrangements have been approved by boarding staff. Students who miss a meal due to a school commitment will be provided with an alternative meal.

Kitchen Facilities and Snacks

Students have access to shared kitchen facilities within the boarding residences, including a microwave, kettle and refrigerator.

Students are welcome to keep appropriate snacks and personal food items. All items stored in communal refrigerators should be clearly labelled with the student's name.

If families have concerns regarding nutrition, dietary requirements or food preferences, they are encouraged to contact the Boarding Team.

Laundry

Boarders are responsible for washing their own clothing and linen, helping them develop independence and practical life skills. Fully equipped laundry facilities are available within the boarding residences, with washing detergent provided.

Boarding staff are available to assist students as they learn these routines, particularly during their first few weeks in boarding.

All clothing, uniforms, shoes, towels and personal belongings should be clearly labelled with the student's name to assist with identification and recovery of misplaced items.

Dry cleaning services are not available locally. Families should arrange for blazers and other dry-clean-clean-only items to be cleaned during school holidays.

Support and Care

Boarding staff are available to assist students with day-to-day needs, including settling into routines, managing personal organisation and maintaining their living spaces.

Our goal is to help students develop confidence and independence while ensuring they feel supported throughout their boarding journey.

Wellbeing and Academic Support

The wellbeing of every student is a shared responsibility at Snowy Mountains Grammar School. Boarding staff work closely with tutors, teachers, school counsellors and Heads of School to ensure students feel supported, connected and able to thrive both in boarding and in the classroom.

We recognise that moving away from home can be a significant transition. While many students settle quickly into boarding life, others may experience homesickness, friendship challenges or periods of uncertainty as they adjust. Our staff take the time to know students as individuals and are available to provide guidance, encouragement and support whenever it is needed.

Families are also encouraged to contact the Boarding Team if they have concerns about their child's wellbeing. Strong communication between home and school helps ensure students receive the support they need to feel settled, connected and successful in boarding.

CARE and 4Peaks

The School's wellbeing framework is underpinned by our values of Courage, Authenticity, Respect and Empathy (CARE).

These values guide student behaviour, relationships and decision-making both in boarding and across the wider school community. Through our 4Peaks Positive Behaviour Framework, students are encouraged to take responsibility for their actions, contribute positively to the community and develop the skills needed to navigate challenges with confidence and integrity.

[View the Middle and Senior School 4Peaks Program](#)

Academic Support

Boarding provides students with a structured environment that supports academic success. Through supervised study, academic support programs and access to learning spaces and staff, students are encouraged to develop positive study habits, take responsibility for their learning and achieve their personal best.

Prep (Supervised Study)

Prep is a supervised study session held Monday to Thursday each week and forms an important part of the boarding routine.

During Prep, students are expected to complete homework, assessment tasks, revision and other academic commitments. Boarding staff monitor student engagement and work closely with academic staff where additional support may be required.

Prep is held at the following times:

- Years 7-8: 6.45 pm - 8.00 pm
- Years 9-10: 6.45 pm - 8.15 pm
- Years 11-12: 6.45 pm - 8.30 pm

Senior students may continue studying after Prep if required.

Students are responsible for monitoring assessment tasks and academic requirements through Canvas, the School's Learning Management System.

If parents have concerns regarding study habits, academic progress or workload, they are encouraged to contact the Boarding Team or their child's Tutor.

Bright Sparks

Bright Sparks is an academic support program held on Tuesday and Thursday afternoons.

Open to all students, Bright Sparks provides additional assistance with organisation, homework, assessments and subject-specific learning. The program is supported by teaching and learning staff and is particularly beneficial for students requiring additional support with their studies.

Private Tutoring

Students may participate in private tutoring, including approved online tutoring sessions.

Families wishing to arrange private tutoring should notify the Boarding Team so appropriate arrangements can be made around Prep, activities and boarding routines.

Learning Support and Enrichment

Snowy Mountains Grammar School provides a range of learning support and enrichment opportunities to meet the diverse needs of students.

Additional support is available for students requiring learning adjustments, while enrichment opportunities are available to challenge and extend students with particular strengths and interests.

Student Leadership

Boarding provides many opportunities for students to develop leadership skills and contribute positively to the community.

Senior students are encouraged to lead by example, support younger boarders and help foster a positive and inclusive boarding culture. Formal leadership opportunities include Boarding Captain positions and a range of student leadership roles across the School.

Health and Medical Care

The health, safety and wellbeing of our boarders is a priority. Snowy Mountains Grammar School works closely with local medical services, including NSW Ambulance, local medical practitioners and the Cooma Health Service and Hospital, to ensure students have access to appropriate care when required.

All boarding staff hold current first aid qualifications and are able to provide initial care and support for minor illnesses and injuries.

Individual Health Needs

Students with ongoing medical conditions, allergies or health requirements should have an up-to-date medical management plan provided to the School prior to commencement.

Parents and carers are responsible for ensuring all medical information remains current and are expected to update this information via the Medical Information section of the Sentral Parent Portal. Families should also notify boarding and the school of any changes to a student's health needs, medical management plans or medication requirements.

If a Student Becomes Unwell

If a student is unwell, boarding staff will assess the situation and determine the most appropriate course of action. This may include rest, monitoring by staff, consultation with parents or arranging a medical appointment.

Students who are unwell during the school day should report to the School Office. Outside school hours, including overnight, students should notify the boarding staff on duty.

Where a student has an illness that requires extended recovery time or is not suitable for a communal living environment, families may be asked to make alternative care arrangements.

If families have concerns about their child's health or wellbeing, they are encouraged to contact the Boarding Team.

Medications

All prescription medications must be declared to the School and provided to boarding staff.

If your child requires ongoing prescription medication, it must be supplied in an approved Webster pack prepared by a pharmacy. Boarding staff are unable to administer medication that is not supplied in a Webster-pak.

Parents and carers are responsible for ensuring prescriptions remain current and that all required pharmacy and medical documentation has been completed prior to the commencement of boarding. Snowy Mountains Grammar School works closely with Jindabyne Pharmacy to support medication management for boarders.

Jindabyne Pharmacy:
jindabynerx@gmail.com

Students requiring ongoing medication must have all required forms completed and submitted directly to their pharmacy prior to commencement. Families should allow sufficient time for Webster packs to be prepared before the start of term.

Students are not permitted to store or self-administer prescription or over-the-counter medication unless approved by the Head of Boarding as part of an agreed medical management plan.

All medications must be clearly labelled and accompanied by relevant medical information. Any changes to medication, dosage or administration requirements must be communicated to the School and supported by appropriate medical advice.

Medication is dispensed by boarding staff at designated times each day. Students are responsible for attending the boarding office to receive their medication as required.

These procedures are in place to ensure the safety and wellbeing of all students within the boarding community.

Medical Appointments

Students may occasionally require appointments with doctors, dentists, psychologists, physiotherapists or other health professionals.

Appointments may be arranged by boarding staff or by families. Where parents arrange appointments, the Boarding Team should be notified so appropriate supervision and transport arrangements can be made.

Where possible, appointments should be scheduled outside school hours.

For younger students, a boarding staff member will accompany them to appointments and provide feedback to parents where appropriate. Students over 16 years of age may attend appointments independently in accordance with legal requirements and individual circumstances.

Returning to Boarding After an Extended Absence

If your child is returning to boarding following an extended absence, families must contact the Head of Boarding prior to their return. Early communication enables the School to provide appropriate support and ensure a smooth transition back into boarding life.

Extended illness during school holidays

If your child has experienced a significant illness or medical condition during the holidays, please discuss this with the Head of Boarding before they return. This ensures Boarding staff are aware of any ongoing health needs, possible complications or special management requirements.

Extended illness during term time

Where an illness has resulted in an extended absence from school, families must communicate with the Head of Boarding and Head of Teaching and Learning as early as possible. This enables academic work to be coordinated and appropriate support to be provided during the student's absence and return.

Emotional wellbeing or mental health concerns

If a student is returning following a period of emotional distress or mental health concerns, families must contact the Head of Boarding and/or the School Counsellor prior to their return. Any information shared is managed sensitively and confidentially. Where appropriate, the School will work collaboratively with the student, family and relevant professionals to develop a wellbeing and return-to-school plan to support a successful transition back to boarding.

Behavioural suspension

Where a student is returning to boarding following a suspension relating to behaviour, parents or carers will be required to meet with the Deputy Principal prior to the student's return. A re-entry plan will be developed to support a successful return and ensure clear expectations are understood by all parties.

In all cases, returning students will be assessed by the Head of Boarding before re-entering the boarding community to ensure they are ready to resume boarding safely and successfully.

Bullying and Respectful Relationships

Snowy Mountains Grammar School is committed to providing a safe, inclusive and respectful environment for all students.

Bullying is an ongoing misuse of power that may occur in person or online and can include repeated verbal, physical, social or cyber behaviours that cause harm to another person.

Single incidents and conflict between students are not generally defined as bullying; however, all incidents that impact student wellbeing are taken seriously and addressed appropriately.

Examples of bullying may include:

- Physical aggression or intimidation
- Repeated name-calling, ridicule or offensive comments
- Deliberate exclusion from social groups
- Spreading rumours or harmful online behaviour

Students are encouraged to report concerns to a Boarding Supervisor, Tutor, Head of Boarding, School Counsellor or another trusted staff member. Families are also encouraged to contact the School if they become aware of any concerns.

All reports of bullying are taken seriously and investigated in accordance with the School's wellbeing and behaviour management procedures. Appropriate support is provided to students involved, and families will be kept informed throughout the process.

Further information can be found in the Student Welfare and Discipline Policy and Anti-Bullying Plan.
www.smgs.nsw.edu.au/policies

Safety and Security

The safety and security of students is a priority at Snowy Mountains Grammar School. Boarding residences are designed to provide a safe, secure and well-supervised environment where students can live, learn and thrive.

Access and Security

Boarding residences are fitted with electronic access controls, security systems and monitored entry points. Students are provided with access credentials to enter their boarding residence and are expected to carry these with them at all times.

Students are required to sign out whenever they leave the boarding residence and sign back in upon their return. This enables boarding staff to know where students are and supports the safety and wellbeing of all boarders.

Students are also provided with a key to their bedroom and are responsible for securing their room and personal belongings. Lost keys may incur a replacement charge.

To assist with security, students should avoid bringing valuable or sentimental items to boarding wherever possible.

Personal Belongings and Insurance

While every effort is made to maintain a secure environment, Snowy Mountains Grammar School does not insure students' personal belongings.

Families are encouraged to ensure personal items, electronic devices and valuables are appropriately covered under their own insurance arrangements.

Emergencies

All boarding staff are trained in emergency procedures, including evacuations, lockdowns and critical incident response.

Students participate in regular emergency drills and are familiarised with evacuation and lockdown procedures at the commencement of each year. In the event of an emergency, students are expected to follow staff directions at all times.

Safety Expectations

To maintain a safe environment for all residents, items that present a fire or safety risk are not permitted in boarding residences. This includes candles, incense, lighters, matches and similar items.

CCTV

Closed-circuit television (CCTV) operates in selected areas across the School and within boarding common areas to support security, safety and the protection of students and property. CCTV is not installed in private areas such as bedrooms or bathrooms.

Travel and Leave

Management of Leave

REACH

Snowy Mountains Grammar School uses REACH to manage all boarding leave requests and student movements.

REACH allows parents, students and boarding staff to track leave arrangements, host details and student whereabouts, helping ensure all boarders are safe and accounted for at all times.

Prior to commencement, families will receive instructions on how to access and use REACH. All leave requests must be submitted through REACH and approved before a student departs the boarding residence.

Leave Requests

Parents and carers are responsible for submitting leave requests through REACH. Boarding staff are responsible for reviewing and approving leave requests.

Where overnight leave involves another family, parents are expected to make direct contact with the host family. All hosts must be over 21 years of age and boarding staff must have the host's contact details before leave can be approved.

All leave remains at the discretion of the Head of Boarding.

Returning from Leave

At the conclusion of weekend leave:

- Students are required to return to boarding by 8:30 pm on Sunday

With prior approval, students may return by 8:45 am on Monday morning.

If a student is delayed returning from approved leave, parents and carers must notify the Boarding Team as soon as possible.

Any unexplained absence from boarding will be followed up immediately by boarding staff.

Academic Leave

Any leave that requires a student to be absent from classes is considered Academic Leave.

Academic Leave must be approved by the School before boarding leave can be approved through REACH.

Applications for Academic Leave should be submitted through the Sentral Parent Portal.

Where possible, medical and other appointments should be scheduled outside school hours.

Weeknight Leave

Weeknight leave is generally discouraged unless a student is leaving with their parents or carers.

As Prep and evening routines form an important part of boarding life, students are expected to prioritise their academic and boarding commitments during the school week.

Town Leave

Town Leave allows boarders to access approved areas within central Jindabyne, including local shops and services. All Town Leave is managed through the Boarding House sign-in/sign-out (SISO) process and recorded in REACH.

Students are required to sign out whenever they leave the boarding residence and sign back in upon their return. This enables boarding staff to know where students are and supports the safety and wellbeing of all boarders.

The Head of Boarding has the authority to restrict or deny Town Leave at their discretion.

Town Leave forms part of the normal boarding routine and parent permission is not sought for each individual occasion. However, parents and carers may withdraw permission for Town Leave at any time for a specified period by notifying the Boarding Team.

Town Leave generally covers the central business district of Jindabyne, including local shopping areas and approved recreational spaces. Areas outside approved Town Leave boundaries require separate approval.

During Term 3, additional supervision arrangements apply due to the increased number of visitors in Jindabyne throughout the snow season. Specific Town Leave expectations and supervision arrangements will be communicated to students by the Boarding Team.

Swimming in Lake Jindabyne is not permitted under Town Leave arrangements.

External Host Leave

External Host Leave occurs when a boarder signs out of the Boarding House into the care of another approved host. This may include parents, relatives, another family or another suitable responsible adult and may occur for a day visit or overnight stay.

Sign-in/sign-out (SISO) for External Host Leave can only occur with prior written parent permission. Permission may be provided through the REACH Parent Portal, from a registered parent email address or from a registered parent mobile phone number and is recorded in REACH for each occasion.

All hosts must be registered in REACH and approved by the School as a suitable responsible person. The host must be sighted when collecting the student from the Boarding House or designated collection point, unless alternative arrangements have been approved by both parents and the Boarding Team.

Exeat Weekends

An Exeat Weekend is scheduled during Term 1, 2 and 4 and provides boarders with the opportunity to spend time away from boarding and reconnect with family.

Boarding remains open for students who require supervision, including interstate and international students.

During Term 3, boarding remains open throughout the season to support students participating in snowsports training, competition and weekend activities.

Travel

NSW Boarders Travel Pass

Boarding students whose parents are permanent residents of New South Wales may be eligible for a NSW TrainLink Boarders Travel Pass.

The pass allows eligible students to travel between school and the destination closest to their home address using approved NSW TrainLink services. Further information can be obtained from the Boarding Team.

School Drive Subsidy

Families who transport students to and from boarding may be eligible for assistance through the NSW School Drive Subsidy Scheme. Further information is available through Transport for NSW.

Canberra and Bega Bus Service

Snowy Mountains Grammar School operates a bus service between Jindabyne and Canberra and Jindabyne and Bega on Fridays and Sundays throughout the term, as well as at the beginning and end of each term.

This is a user-pays service. Price is \$60 one way.

Transport to Appointments

Where possible, medical and specialist appointments should be arranged during school holidays or outside school hours.

If transport is required during term time, families should discuss arrangements with the Boarding Staff. Additional costs may apply where school transport and staff supervision are required.

School and Public Transport

School buses are used regularly for boarding activities, excursions and transport requirements throughout the year.

Students may also access local public transport services, including services to Jindabyne, Thredbo and Cooma. Fares for public transport are the responsibility of the student or family.

Bus timetables can be viewed on the following page.

Bus Timetables

Canberra - Boarders' Weekend Bus Timetable			
Friday	Scheduled Stop	Sunday	Scheduled Stop
3:50 pm	Departure from SMGS	3:30 pm	Canberra Airport <i>Arrivals Bay - Downstairs</i>
4:55 pm	Cooma <i>Centennial Park Bus Stop</i>	3:45 pm	Jolimont Bus Terminal (If required)
5:25 pm	Bredbo (If required) <i>Park</i>	3:55 pm	Civic Olympic Pool <i>Carpark</i>
5:45 pm	Michelago <i>Service Station</i>	4:15 pm	Rose Cottage <i>Monaro Highway Roadside</i>
6:05 pm	Rose Cottage <i>Rose Cottage driveway</i>	4:35 pm	Michelago <i>Service Station</i>
6:20 pm	Canberra Airport (For flights only) <i>Departure Drop Off - Upstairs</i>	4:55 pm	Bredbo (If required) <i>Park</i>
6:35 pm	Jolimont Bus Terminal (If required)	5:30 pm	Cooma <i>Centennial Park Bus Stop</i>
6:45 pm	Civic Olympic Pool <i>Carpark</i>	6:45 pm	Arrive at SMGS

Bega - Boarders' Weekend Bus Timetable			
Friday	Scheduled Stop	Sunday	Scheduled Stop
3:50 pm	Departure from SMGS	4:30 pm	Bega <i>Plumb Motors Carpark 80 Auckland Street, Bega</i>
4:55 pm	Cooma <i>Centennial Park bus stop</i>	6:00 pm	Cooma <i>Centennial Park Bus Stop</i>
6:25 pm	Bega <i>Plumb Motors Carpark 80 Auckland Street, Bega</i>	7:20 pm	Arrive at SMGS

Boarding Guidelines and Expectations

Living successfully in a boarding community requires mutual respect, responsibility and consideration for others. All boarders are expected to uphold the School's values of Courage, Authenticity, Respect and Empathy (CARE) and contribute positively to the boarding community.

The School's Student Code of Conduct applies to all boarders and should be read in conjunction with this handbook.

Living in Community

To ensure a safe, respectful and supportive environment for all students, the following expectations apply at all times:

- Students must inform boarding staff of their whereabouts and follow all sign-in and sign-out procedures.
- Students must not leave the School grounds without approval.
- Bullying, harassment and behaviour that compromises the safety or wellbeing of others will not be tolerated.
- The possession or use of alcohol, illicit substances, vapes, tobacco products or non-prescribed drugs is strictly prohibited.
- Students must respect the privacy and residential boundaries of others, including the separation of boys' and girls' boarding residences.

These expectations help create a community where every student feels safe, supported and able to thrive.

Technology and Mobile Phones

Technology plays an important role in communication, learning and maintaining connections with family and friends.

To support healthy routines and quality sleep, technology is managed within the boarding environment. Students in Years 7-10 are required to hand in their devices overnight. Senior students are expected to manage technology responsibly and may be required to participate in device hand-in arrangements if additional support is needed.

Students must also comply with the School's expectations regarding mobile phone use during the school day.

Visitors

Parents, carers and immediate family members are welcome to visit students throughout the year.

All visitors must report to the Boarding Office on arrival and follow sign-in procedures. This is an important Child Protection requirement and helps ensure the safety and wellbeing of all students.

Visitors are not permitted in student bedrooms. Boarding staff can assist with appropriate arrangements for family visits and catch-ups.

Bicycles, Scooters and Skateboards

Boarders may bring bicycles, scooters and skateboards to school. Please note that all bicycles must be returned home at the end of Term 2 and can be brought back at the beginning of Term 4.

Students must wear an approved helmet at all times and use equipment safely and responsibly. Personal equipment must be securely stored in designated areas and remains the responsibility of the student.

Families should note that Snowy Mountains Grammar School does not accept responsibility for loss or damage to personal equipment.

Student Drivers

Senior boarding students may apply for permission to keep a vehicle at school and drive to and from home or for approved leave. This is subject to School and Boarding approval and the completion of all required documentation. Permission to have a vehicle at school can only be granted by the Head of Middle & Senior School and Head of Boarding.

Vehicles are to be parked at Panorama designated car park behind locked gates.

Employment

Senior students may undertake casual employment with the approval of their parents and the Head of Boarding, provided employment does not interfere with academic progress, wellbeing, distance from school or boarding commitments.

Students must ensure work commitments fit around Prep, school activities and boarding routines. Employment in licensed premises is not permitted.

Duties and Shared Responsibilities

Boarding is a shared community and all students are expected to contribute to keeping residences clean, tidy and welcoming.

Students participate in age-appropriate duties and are responsible for maintaining their personal spaces and shared areas. These responsibilities help students develop independence, accountability and respect for their community.

Damage to Property

Students are expected to treat Boarding facilities, furnishings and equipment with care.

Where damage occurs through misuse or negligence, repair or replacement costs will be charged to the student's account and families will be notified.

Personal Property and Valuables

Students are encouraged not to bring valuable or irreplaceable items into boarding.

All clothing, uniforms and personal belongings should be clearly labelled. Boarding does not accept responsibility for personal items that are lost, damaged or stolen and does not provide insurance for student belongings.

Families are encouraged to ensure valuable items are covered under their own insurance arrangements.

Complaints and Concerns

Open communication between families and the Boarding Team is encouraged.

Students are encouraged to raise concerns with a Boarding Supervisor, Head of Boarding, Tutor, School Counsellor or another trusted staff member. Parents and carers are encouraged to contact the Head of Boarding if they have any concerns regarding their child's wellbeing, boarding experience or school life.

All concerns and complaints will be handled respectfully, fairly and in a timely manner. Where a matter cannot be resolved, families may access the School's formal complaints process.

Notice of Withdrawal

Should your family decide to withdraw your child from Snowy Mountains Grammar School, written notice must be provided to the Principal via the Enrolments Officer in accordance with the School's Enrolment Policy.

Notice of withdrawal must be provided at least twelve (12) weeks, or one full school term (whichever is greater), prior to the student's final day of attendance.

Where the required notice period is not provided, fees in lieu of notice will apply in accordance with the Enrolment Policy.

Relationships

Positive friendships are an important part of boarding life and students are encouraged to develop respectful, healthy relationships within the boarding community.

Boarding staff provide guidance and support to help students maintain appropriate boundaries and make positive decisions. In particular, staff monitor situations where relationships may impact student wellbeing, academic engagement or the broader boarding community, including:

- age-inappropriate relationships
- excessive displays of affection
- exclusive friendships that limit healthy peer relationships
- behaviour that compromises supervision, routines or school expectations
- inappropriate leave arrangements.

Where staff have concerns about a student's wellbeing or relationships, families will be contacted so that students can be appropriately supported.

Search of Personal Areas

Boarding staff have a duty of care to investigate where there are reasonable grounds to believe a student may be in possession of prohibited, illegal or dangerous items.

Where necessary, School property, including boarding rooms and lockers, may be searched. Wherever possible, the student will be present during the search. Where this is not practicable, a search may be conducted in the student's absence with the approval of the Director of Residential and in the presence of at least two staff members.

Where a search of a student's personal belongings, such as a bag, is required, this will be undertaken in the presence of the student and with the student's or parent's permission. If permission is not granted, the matter will be referred to the Principal.

Mail and parcels delivered to boarding may be opened by boarding staff where necessary to ensure they do not contain prohibited or unapproved items.

The Uniform

Students are expected to wear the correct school uniform and present themselves in accordance with the School's Uniform Policy.

For detailed information about uniform requirements, including hair and appearance expectations, families are encouraged to consult the Uniform Policy and Uniform Picture Guide, available on the school website.

Uniform Policy:

www.smgs.nsw.edu.au/our-school/policies

Middle and Senior School Uniform Picture Guide:

www.smgs.nsw.edu.au/uniform

Uniform Shop

The Uniform Shop stocks all compulsory and optional uniform items. Opening hours are available on the School website.

Visit the Online Uniform Shop:

www.smgs.nsw.edu.au/uniform

Appointments can also be arranged outside of regular opening hours.

uniformshop@smgs.nsw.edu.au | 02 6457 1022

Used Uniforms

Families can buy and sell second-hand uniform items through the Snowy Mountains Grammar School Used Uniforms and Equipment Facebook Group.



What to Bring

Bedding and Linen

A mattress protector is provided by the School.

- Doona and doona cover
- Pillow and pillowcases
- Two sets of bed sheets - parents will be notified what size sheets to bring as the Boarding Houses use single and king single beds
- Two bath towels
- One swimming towel
- Laundry basket or laundry bag
- Mesh laundry bags (recommended for girls)

Clothing

- School uniform
- Casual clothing suitable for warm and cold weather
- Smart casual outfit
- Swimmers and hat
- Warm jacket
- Pyjamas
- Slippers or enclosed footwear
- Underwear and socks
- Dressing gown or robe for use when moving between bedrooms and bathroom facilities

Toiletries

- Shampoo and conditioner
- Soap or body wash
- Toothbrush and toothpaste
- Deodorant (no aerosol sprays)
- Moisturiser and personal care items
- Shower caddy (boys only) or toiletry bag

All clothing, uniforms, footwear and personal belongings should be clearly labelled with the student's name prior to arrival. Clearly labelled items are significantly more likely to be returned if misplaced.

Snowsports Equipment

Students participating in snowsports should bring:

- Snow jacket
- Snow pants
- Thermals
- Gloves or mittens
- Goggles
- Helmet
- Beanie
- Skis, poles and boots or snowboard and boots

Technology and Electrical Items

Students may bring:

- Laptop (School BYOD compliant)
- Mobile phone
- Tablet or iPad
- Power board
- Fan (boys only)
- Hair dryer or hair straightener
- Battery-operated alarm clock (recommended)

Electrical items must comply with School safety requirements and must be tested and tagged

Additional Items

Many students also find the following useful:

- Reusable water bottle
- Coffee mug, bowl and spoon for snacks
- Umbrella
- Torch
- Clothes hangers
- Clothes pegs
- Basic stationery items
- Small beanbag or cushion for common areas and boarding activities
- Bedside table - recommended for boys
- Shower caddy (boys only) or toiletry bag

Boarding FAQs



What time should we arrive on the first day?

Arrival and commencement details are communicated to families prior to the start of each term. Please refer to the information provided by the Boarding Team and School Administration.



Does my child need to bring their own bedding?

Yes. Students are required to bring their own doona, pillow, sheets and towels.

A mattress protector is provided by the School.



How is medication managed?

All prescription medication must be declared to the School and provided to boarding staff.

Students requiring ongoing medication must have their medication supplied in an approved Webster-pak prepared by a pharmacy. Boarding staff administer medication at designated times each day.



Can my child keep medication in their room?

Students are not permitted to store or self-administer prescription or over-the-counter medication unless approved by the Head of Boarding as part of an agreed medical management plan.



What happens if my child becomes unwell?

If a student is unwell, boarding staff will assess the situation and provide appropriate care. Parents and carers will be contacted where required, and medical appointments will be arranged if necessary.

Students who are unwell during the school day should report to the School Office. Outside school hours, including overnight, students should notify the boarding staff on duty.

Where a student's illness continues for more than two days, parents or carers will be required to arrange for their child to be collected from boarding. Students must not return to boarding until they are symptom free and have been assessed by the Head of Boarding, who will determine that it is appropriate for the student to return to the boarding community.

If families have concerns about their child's health or wellbeing, they are encouraged to contact the Head of Boarding.



What support is available if my child is homesick or struggling?

Homesickness is a normal part of the transition to boarding for some students.

Boarding staff, Tutors, Heads of School and School Counsellors work together to support students and families.

Parents are encouraged to contact the Boarding Team if they have concerns.



Can parents visit their child?

Yes. Parents and carers are welcome to visit. All visitors must sign in through the Boarding Office



How do I communicate with boarding staff?

Boarding can be contacted via Reception, the Boarding Office, email or phone.



How do leave requests work?

The Boarding Team can be contacted via Reception, the Boarding Office, email or phone. All enquiries should initially be directed through Reception, who will ensure they reach the appropriate staff member.



Can my child stay with another family?

Yes, for weekend leave only provided it has been approved through REACH and all required host information has been supplied.



What happens on weekends?

Boarders have access to a range of organised activities, recreation opportunities and leave options. Activities vary throughout the year and are communicated by the Boarding Team.



What technology can students bring?

Students may bring a laptop, mobile phone and other approved devices. Technology is managed in accordance with boarding routines and year-level expectations.



Do students do their own laundry?

Yes. Boarders are responsible for washing their own clothing and linen. Laundry facilities are available within the boarding residences and staff are available to assist students as they learn these routines.



Who should I contact if I have a concern?

In the first instance, please contact the Head of Boarding. Early communication helps us work together to support your child and resolve concerns promptly.



Can students have extra food?

Students may store dry foods in sealed containers in their rooms and can utilise their designated common room fridge.



New Family Checklist

Before your child arrives, please ensure you have completed the following:

Essential Setup

- Read this Boarding Handbook and the Middle & Senior School Handbook
- Set up and familiarise yourself with the Sentral Parent Portal
- Set up your REACH account and confirm access once the log in link has been sent to you
- Review the Uniform Guide and purchase all required uniform items
- Purchase stationery and learning resources as outlined by the School

Medical and Wellbeing

- Complete and return all required medical information and forms
- Ensure all medical information is current and accurate
- Submit any medical management plans (Asthma, Allergy, Diabetes, Epilepsy etc.)
- Arrange Webster-packed medication if your child requires ongoing prescription medication
- Ensure all pharmacy documentation has been completed and submitted
- Provide boarding staff with any important wellbeing information that may assist in supporting your child's transition to boarding

Boarding Preparation

- Label all clothing, uniforms, linen and personal belongings
- Purchase and pack all required bedding and linen
- Pack toiletries and personal items
- Pack snowsports equipment (if applicable)
- Ensure any electrical items comply with School safety requirements
- Pack a battery-operated alarm clock

Before Arrival

- Confirm arrival details and boarding commencement information
- Discuss communication expectations and routines with your child
- Ensure your child understands boarding routines, technology expectations and leave procedures
- Save important boarding contact details in your phone

Congratulations - you're ready to start your boarding journey at Snowy Mountains Grammar School.



SNOWY MOUNTAINS GRAMMAR SCHOOL

CHALLENGE BELONG EXPLORE

The Snowy Mountains Grammar School Boarding House is a special place, where students can grow as individuals whilst being supported in a caring community. A boarding experience provides a unique opportunity that allows for great personal growth. Students develop strong interpersonal skills while building resilience and gaining independence that can hold them in good stead when they move into life outside school.

The boarding staff look forward to working with our boarders and their families to develop positive and strong relationships and so that students have a meaningful experience in boarding.

We welcome you to Boarding at Snowy Mountains Grammar School and look forward to sharing your boarding journey.

Snowy Mountains Grammar School

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