Contents

A Welcome from the Head of Junior School 1
About the School 2
History of the School 2
Our Values 3
Junior School Staff 2020 4
Lesson Times 4
The A–Z of Handy Hints 5
— Absences 5
— Assembly 5
— Asthma 5
— Behaviour management 6
— Birthdays 6
— Bullying 6
— Burrawi 6
— Buses 6
— Camps 6
— Canteen 6
— Car parking / Drop off 7
— Chapel 7
— Change of personal details 7
— Class contact lists 7
— Co-curricular Program 7
— Communication 8
— Community 8
— Differentiation 8
— Dogs 8
— Enrichment and learning support program 8
— Excursions 8
— First Aid / sickness 8
— Food 8
— Hair styles 8
— Holiday Program 9
— Home help – parent guidelines 9
— Homework 9
— Houses 10
— Illnesses – exclusion times 10
— Jewellery 11
— Languages 14
— Library 14
— Lost property 14
— Maps 15
— Junior School 15
— Senior School 16
— Medication 17
— Mobile telephones 17
— Office hours 17
— Out of uniform 17
— Pastoral Care 17
— Parents and Friends Association 17
— Parent representatives 17
— Payment 17
— Presentation Day Assembly 17
— PYP 18
— School Age Care 18
— School Counsellor 18
— School day 18
— School uniform 18
— Second-hand uniforms 21
— Sick Bay 21
— Stationery/book packs 21
— Student leadership positions 23
— Students’ reports 23
— Travelling to and from school 23
— Visiting the school during school hours 23
— “Waste Wise” 23
— Welcome Day 23

Junior School Parent Participation Form 24
A Welcome from the Head of Junior School

The Junior School at Canberra Girls Grammar School comprises a busy, enthusiastic learning environment for students from 3–12 years. The School is dedicated to providing a high quality education. As educators we are also committed to the pastoral needs of our entire student body, and to fostering an environment where all students feel supported and encouraged in working towards their personal potential.

A diverse, globally significant curriculum which spans across the ages 3–12 has been embraced by our community of staff, parents and students. The International Baccalaureate’s Primary Years Program (PYP) has been implemented following intensive research. CGGS is an authorised International Baccalaureate World School.

At CGGS staff are cognisant of the needs of students at different ages and stages of their learning and development. Students are immersed in the balanced PYP curriculum appropriate to their needs and readiness, which in turn nurtures a love of learning and positive self-esteem. Emerging literacy and numeracy is fostered and the children’s development is carefully guided, along with each child’s curiosity and interests.

You will discover at CGGS our commitment to the establishment and mastery of foundation skills in literacy and numeracy, especially in the Junior Primary years. As students develop, they are increasingly encouraged to risk-take in their learning, identify with strong role models, engage in higher order thinking and take the opportunities offered to excel and take on the responsibilities of leadership. Specialist classes are part of the core curriculum and expanded as the children move from the Junior Primary years to the Primary years.

Our students, from those in the Early Learning Centre to our leaders in Year 6, have a strong sense of their place in the School. Each stage of schooling is distinctive, reflecting the age and stage of development of its cohort, yet the boundaries are blurred: from the Early Learning Centre, where it all begins, moving through the Junior Primary Years to the Primary Years and culminating at our leadership group in Year 6. At every level there is a sense of looking forward, and yet an appreciation of what has gone before. For many of our senior students completing Year 12 at our Senior School, their hopes and dreams for the future mingle with nostalgic memories of their early years in the Junior School.

For students the sense of belonging and connectedness to school is a critical one. It is one of the major factors that indicate the health of a school and the wellbeing of its students. By building relationships with students in earlier and later years, one also builds a sense of one’s importance in the School community. Every student is aware that there will be someone looking out for each of them, just as one also needs to watch out for others.

As a parent in our school, you will gain a sense of our community and how we at CGGS care for each other.

Angela Whitaker
Head of Junior School
About the School

Canberra Girls Grammar School (CGGS) is an independent Anglican school founded in 1926. It has an enrolment of more than 1,400 students, spread between an Early Learning Centre (ELC), a Junior School and a Senior School. The School is co-educational from Early Learning to Year 3. Boarding facilities are available on the Senior Campus for students in Years 7 to 12. The Junior School, located on Grey Street, caters from students from Pre-School to Year 6, whilst the secondary years are taught in the Senior School located on Melbourne Avenue, Deakin.

Located in the leafy inner Canberra suburb of Deakin, the School provides students and their families with easy access to the airport, road and rail transportation.

The School campuses cover ten hectares and include facilities such as an indoor heated swimming centre, gymnasium, sports courts, playing fields, an aquatic centre and our multi-purpose teaching and meeting building, Yhuuramulum, on the shores of Lake Burley Griffin and purpose-built buildings for the performing arts, art and textiles, and ICT.

Our Innovation Space classroom enriches the teaching and learning of our students by incorporating technology such as 3D printers, green screens and coding and robotics software.

History of the School

In the year 1926 the first Federal Parliament House was nearing completion, surrounded by the sheep paddocks dominating the rural landscape of early Canberra, which at this time had a population of less than 5,000. On the other side of the Molonglo River, St Gabriel’s School was opened, with just ten pupils, in the old St John’s Rectory, known as Glebe House. The Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of the then Diocese of Goulburn, who saw a need for such a school in the small community which was designated as the federal capital.

From such humble beginnings both the city of Canberra and CGGS began and the School’s development has continued to reflect the story of Canberra’s growth.

In May 1927 the foundation stone of the School was laid by Dr Radford, for the mock Tudor building which today comprises the Boarding House in Melbourne Avenue. It was no accident that this was just one day before the opening of Parliament House by the Duke and Duchess of York, when the appropriate dignitaries were in town.

Through the Great Depression both the School and city weathered economic setbacks. With the decline in Canberra’s population, and hardship in the rural community which supplied much of the School’s enrolment, the School came close to closing down. It was rescued by the determination of Canon Robertson, and later by a dedicated group of parents and friends, who took the dramatic step of purchasing the School from the Sisters in 1935. St Gabriel’s had already been renamed the Canberra Church of England Girls’ Grammar School in 1933.

When the Second World War finally ended in August 1945, the School shared the celebration of the whole Canberra community. Shops stopped trading after the announcement of peace, and workers and school
children headed for shopping centres carrying flags and sprigs of the bushland wattle then in bloom.

The prosperity of the post war decades saw a boom in the birth rate and in the migrants who came to this country. The acceleration of Canberra’s development saw the expansion of suburbs and all their associated services. These were also years of growth in education and Church of England Girls’ Grammar School shared in the expansion of schools, both government and private, to meet the enrolment demands for the generation of “baby boomers”. The building program of the School was assisted greatly by the Government Science Grants of the sixties, and the expansion of the city mirrored the optimism and buoyancy of these years. In 1972 the Junior School moved to a new campus in Grey Street, Deakin to allow for expansion of both the Junior and Senior Schools.

From the beginning the School has provided a boarding house, meeting the demand created by parents from defence forces and embassies, as well as the original rural population, for such a boarding facility for their daughters. Today the original Melbourne Avenue school is still contained within the central buildings of a much expanded and improved Boarding House.

Now a new and grander Parliament House dominates the original building, and the School, with its name updated to Canberra Girls Grammar School in 2000, has expanded beyond recognition. In 2004 the School opened its Early Learning Centre for 3 and 4 year olds and overall CGGS now caters for close to 1 500 students on its Junior and Senior campuses. How far we have come from those sheep paddocks and the original ten students at Glebe House!

Our Values

We are creating a world where the young never stop believing anything is possible.

Our Anglican Values
- Compassion and kindness
- Justice and forgiveness
- Dignity and respect
- Service and inclusivity
- Courage and hope

Our Community Values
- Trailblazing spirit
- Empowering young people and the advancement of women
- Advocate for a world of diversity and equity

Our Organisational Values
- Every young person needs a champion
- Family and community
- Continuous learning and personal development
- Listening and collaborating
Lesson Times

**History of the School**

In 1926, on the site of the first Federal Parliament House, the Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of the then Diocese of Goulburn, who saw a need for such a school in the small community which was designated as the federal capital. From such humble beginnings both the city of Canberra and CGGS began and the School's development has continued to reflect the story of Canberra's growth.

In May 1927 the foundation stone of the School was laid by Dr Radford, for the mock Tudor building which today comprises the Boarding House in Melbourne.
Junior Primary
Monday: Assembly 2.15pm (alternate weeks)
Friday: Chapel 2.15pm

Primary
Monday: Assembly 2.15pm (alternate weeks)
Friday: Chapel 2.15pm

The A–Z of Handy Hints

Absences
In accordance with Government regulations, the School should be notified of all students’ absences from school.

Sickness – the School has a dedicated absentee line, 6273 1087, to be used to report student sickness. Messages can be left at any time. The office staff listen to messages at 9.30am every school morning. Alternatively emails can be sent to jsabsentee@cggs.act.edu.au. Please do not send emails to an individual member of staff in case they too are absent. The School has to be notified even if your child was sick the previous day. If you know that your child will be absent due to sickness for a certain time, please state the expected period absent and this will then be recorded. A note or email explaining the absence is to be sent to school on the student’s first day back at school.

Leave – requests for students’ leave of absence should be made in writing, either letter or email, to the Head of Junior School. Parents are strongly advised to plan holidays during the school vacation period to avoid unnecessary interruption to the learning program for their son or daughter.

General – In addition to the above, parents are reminded that they are to inform any external specialists such as Speech Therapists, relevant co-curricular teachers such as instrumental music teachers and School Age Care on 6273 1242, if appropriate when their children are away for any reason.

Assembly
The assemblies take place on alternate Mondays at 2.15pm for Primary age students and Junior Primary students. Whole School Assemblies will take place on Mondays when appropriate. Assemblies are times for recognition of achievements and awards. Reports on past events and notices are also delivered. Parents and friends are welcome to watch any assembly from the upstairs gallery.

Asthma
Students who suffer from asthma are to carry their puffers (bronchodilators) on them at all times. If a puffer is inadvertently left at home, the School has spare puffers located in the Sick Bay.
Behaviour management

At Canberra Girls Grammar School (CGGS) we believe that every individual matters. We believe that every individual within our school community is important and should be treated with respect, kindness and fairness. Every individual has the right to learn in a safe, nurturing and positive learning environment where he/she is provided with the best opportunities to develop.

This policy outlines our guidelines and expectations for rewarding positive behaviour and the formal processes to support students who have made poor behavioural decisions.

Birthdays

Birthdays are very special occasions and often parents provide a treat for other students in the class. Individual patty cakes make ideal treats as they can be easily distributed and eaten. Please remember, party invitations are not to be handed out at School by students or teachers. They are to be posted or distributed to students away from School.

Bullying

‘Speak Up’ – the CGGS Safe School Policy can be found on Agora.

Burrawi

“Burrawi” is the School Magazine. This is prepared by a committee of students under the oversight of a teacher coordinator. A member of staff from the Junior School coordinates submissions from Junior School students.

Buses

The School is serviced by ACTION Buses. Details of their service can be found on the ACTION Bus website www.action.act.gov.act or by telephone on 13 17 10.

For information regarding bus passes please refer to www.transport.act.gov.au/myway

Students living in Queanbeyan, Jerrabomberra or other local NSW areas are served by Qcity Transit. Their contact details are www.qcitytransit.com.au telephone 6299 3722.

Students who miss the bus will be permitted to ring a parent/guardian to arrange collection. Any student not collected after school by 4pm will be directed to School Age Care where fees will apply.

Camps

All students in Years 3 – 6 attend a compulsory School camp at various locations around or in close proximity to Canberra, or in the case of the Year 6 students further afield. The Year 2 students spend a wonderful overnight stay at School after a day’s Outdoor Education program. Year 1 students enjoy a day camp experience at a local venue.

Canteen

The School Canteen operates every day and provides morning tea for Primary students and lunch for both Junior Primary and Primary students. Online ordering of lunches at the Junior School canteen is through Flexischools. To register, follow the link to go to www.flexischools.com.au

Students who forget their lunch are provided with appropriate food. A request for payment will be sent home. Students should only carry small amounts of money to spend at the Canteen. Canteen menus are changed twice a year. In class heating and refrigeration facilities for food are not available.
Parents are advised not to send foods that require strict temperature control. Parents are responsible for ensuring that any food items needing to be chilled are kept cold, by way of ice packs within the lunch bag/box. Staff will ensure that children’s food is not placed in direct sunlight, and is kept in a cool location until ready to be eaten.

Car parking / Drop off

Parents are to park in the Visitors’ Car Park situated at the eastern end of the School. All traffic / road signs should be adhered to. This includes no queuing across the yellow painted box. Parents are reminded that there is no right hand turn into the Visitors’ Car Park.

When using the Pick Up area for dropping off in the morning, please move as far as possible along the kerb where the shelters are so that others may park behind you. If you need to exit your car for any reason, please park in a designated car parking space. These rules are in place to keep students and the neighbouring community safe. As the pavement to the front of the School is narrow in parts, only those students catching buses may exit the School at 3.20pm via the doors leading from the Art Room Courtyard and the Courtyard door near the French Room. All other parents and students are to exit using the barred gate between the Gym and Room G10, through the Reception foyer doors.

All parents are issued with a fluro name card to be displayed clearly (attached to the car’s passenger seat sun visor) when driving into the Pick Up zone after School each day. This will assist staff to ensure students are waiting ready at the end of the Pick Up zone for efficient collection and to reduce congestion. Any students not collected from the Pick Up zone by 3.50pm are taken to Reception. The Admin staff endeavour to contact the parents by telephone. Any students still not collected by 4pm are taken to School Age Care if places are available and students are enrolled.

Chapel

Weekly Chapel services for all students are held on Fridays at 2.15pm. Parents are welcome to attend Chapel and may observe from the upstairs gallery.

Change of personal details

Parents are to update their personal details using their personal login and password on Agora, then clicking on the Synergetic tile.

Class contact lists

Class Contact Lists detailing addresses and telephone numbers of all the students in the Year Level are distributed to families. These can be used to make contact with other families.

Co-curricular Program

The School offers an extensive array of co-curricular activities. Details of activities are available in the Co-curricular Booklets located on Agora. Details on Music Co-curricular can be found on The Music Academy website, via the CGGS website.

Students wanting to participate in a sport offered by the School’s Co-curricular Program should elect to belong to a School team. The School upholds a high standard of sportsmanship at all sporting events.

All students attending an after school hours co-curricular program are required to complete an After School Care form regardless of whether or not it is intended to use the facility. This is in case of delays with picking up. Any student not picked up at the conclusion of the program will be taken immediately to After School Care.
Communication

About the School

The School embraces strong communication ties between families, the community and the School. The first person to contact in your child’s class is the class teacher. Depending on the query, the class teacher will then either deal with the problem or refer you to an appropriate member of staff. All staff can be contacted by email. The email addresses are made up in the following format: GivenName.Surname@cggs.act.edu.au. This is often the best method of contact.

The School Diary is another form of communication that can be used by students, parents and teachers. Please check your child’s Diary every evening and initial any notes left by the class teacher.

Community

CGGS values its diverse community and encourages its families to share their skills, expertise and cultures with us through classroom programs and other parental involvement programs.

In the year 1926 the first Federal Parliament House was nearing completion, surrounded by the sheep paddocks dominating the rural landscape of early Canberra, which at this time had a population of less than 5,000. On the other side of the Molonglo River, St Gabriel’s School was opened with just ten pupils, in the old St John’s Rectory, known as Glebe House. The Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of Goulburn, who saw a need for such a school in the small community which was then being established in the area.

In May 1927 the foundation stone of the School was laid by Dr Radford, for the mock Tudor building which today comprises the Boarding House in Melbourne.

Enrichment and learning support program

The School undertakes a variety of cohort and, where necessary, specialised testing programs. These vary according to the year level. Those students identified as requiring extra support or extension are referred to the specialist Learning Support Team. Qualified specialist teachers then either withdraw individual or small groups of students for appropriate lessons or work with the class teacher in classrooms.

Excursions

Throughout the year students will be required to go on school excursions to support a relevant unit of inquiry being studied in the classroom. Notification will be forwarded to parents in advance of the outing.

First Aid / sickness

Students who are feeling unwell are sent to the Reception. All administration staff are qualified in First Aid. Parents will be contacted to collect their child if they are deemed to be too unwell to continue at School.

Food

Healthy eating habits are encouraged throughout the School. Please limit the use of lollies in lunch boxes. The chewing of gum is prohibited at School. Students are not permitted to share or swap food with other students. A Fruit Break takes place in the morning. The students have five minutes in which to eat some fruit. Please supply an appropriate amount of fruit in a separate container as the students may need to take the fruit to a specialist subject lesson. Lunch is eaten in the classroom between 1.30pm and 1.45pm under the supervision of the class teachers. Students are encouraged to leave any uneaten food in their lunchbox to take home.
Hair styles

Girls’ hair should be pulled back if it falls below the collar. In all cases, hair should be kept off the face with the use of clips and/or head bands. Fringes should not cover the eyebrows and hair accessories should be in School colours of white and/or navy blue.

Boys’ hair should be kept neat and tidy and should not fall below the collar.

Holiday Program

Two School Holiday Programs are run. For students in Prep – Year 6 a program entitled Awesome Activities is provided. This program is open to CGGS students and also students in the community.

A separate ELC Holiday Program for ELC CGGS students only is also available.

Home help – parent guidelines

From time to time parents are offered workshops designed to assist them working with their children at home or in a classroom. In addition, the following suggestions may be useful:-

Ways in which speech leads to reading and writing

Stories and plays seen on television or listened to can be helpful in providing a stimulus for the child’s imagination and dramatic play. Programs should be chosen carefully and watched with the child to promote discussion at the conclusion of the program.

A rewarding and totally satisfying activity is reading and story-telling with your child. This offers opportunity for closeness and interaction between child and parent. Talk to your child about the book you are about to read. Ask them to guess what it might be about, point to words they recognise, point to the words you are reading. Nursery rhymes are thoroughly enjoyed by children. They enjoy the rhymes, tunes and repetition. Make up a story and get your child to participate in the make believe. Please don’t forget the local Libraries where a large selection of quality books can be borrowed for free. If your child is just beginning to learn to read try adopting the Pause, Prompt, Praise method. Pause – give the child the opportunity to work out what the word is; Prompt – give hints such as pointing at the object in the picture (if the word is a noun) and Praise when the child accomplishes the word, if even you have to pronounce the word before getting the child to repeat it. Remember each child learns at a different rate!

Handwriting skills

This can be enhanced even before school age by promoting your child’s fine motor skills. This is achieved by building up the finger hand strength, coordination and by integrating hand/eye skills. Some activities to promote these aspects are:

- Ball games
- Jigsaws
- Craft activities, including the use of scissors and scrunching paper
- Playing with Playdough
- Finger painting
- Construction games such as Lego
- Sewing activities

Encourage the correct manner to hold a pencil. When naming things for School use lower case school cursive script; not all capitals.

Homework

It is the School policy at CGGS that Homework is set on a regular basis. Evidence from research shows that there is a strong relationship between effective homework and school achievement. An appropriate organised homework program can help students develop skills and attitudes which have a lasting value.
Homework is essentially extra time spent on learning. It involves work of a formal nature, specifically set by a teacher to be completed outside timetabled lessons, as well as less formal work - such as the revision of the day's lessons, private reading, preparation for tests, independent Anglican school founded in 1926. It has an enrolment of more than 1,400 students, spread between 10

### History of the School

In the year 1926 the first Federal Parliament House was nearing completion, surrounded by the sheep paddocks dominating the rural landscape of early Canberra, which at this time had a population of less than 1,000. On the other side of the Molonglo River, St Gabriel's School was opened, with just ten pupils, in the old St John's Rectory, known as Glebe House. The Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of the Diocese of Goulburn, who saw a need for such a school in the small community which was designated as the federal capital.

**Bates**
- Colour: Blue
- Mascot: Platypus
- Motto: Honour before Honours

**Chisholm**
- Colour: Purple
- Mascot: Koala
- Motto: Strive to Succeed

**Gilmore**
- Colour: Yellow
- Mascot: Kangaroo
- Motto: Perseverance in all things

**Mackellar**
- Colour: Orange
- Mascot: Wombat
- Motto: Lift up your Hearts

Daisy Bates CBE (1863 – 1951) was a self-taught anthropologist and is remembered for her work with the Australian Indigenous people. Her efforts have been represented in children's literature, theatre, film and opera. She was appointed a Commander of the Order of the British Empire in recognition of her dedication to Indigenous Australians. In May 1977, the foundation stone of the School was laid by Dr Radford, for the mock Tudor building which today comprises the Boarding House in Melbourne.
### Illnesses – exclusion times

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of person with condition</th>
<th>Exclusion of persons in contact with condition</th>
</tr>
</thead>
</table>
| **Chicken Pox** (varicella and herpes zoster) | Exclude until the last blister has scabbed over.  
The child should not continue to be excluded by reason only of some remaining scabs. | Not excluded.  
Any child with immune deficiency should be excluded for their own protection and seek urgent medical advice. |
| **Conjunctivitis (acute infectious)** | Exclude until discharge from eyes ceases.                                                          | Not excluded.                                                                                                 |
| **Cold**                         | A child suffering from a cold should stay at home during the first days of that cold, which is when cold symptoms are most contagious.  
The child may return when his or her cold symptoms have mainly subsided and when he or she can interact normally with fellow students and staff. | Not excluded.                                                                                                 |
| **Diarrhoea**                    | This refers to more than the child’s normal number of stools, with increased stool water or decreased form that is not controlled by toilet use, or stools that contain blood or mucus. Diarrhoea can be extremely contagious and may be caused by parasites or bacteria.  
Medical attention may be necessary. A child with diarrhoea should be diarrhoea free for 24 hours and have returned to a normal diet before returning. | Not excluded.                                                                                                 |
| **Fever**                        | A child who has a fever during the morning hours or who had a fever in the course of the preceding night, should remain at home until he or she has been fever free for a 24 hour period. | Not excluded.                                                                                                 |
| **Head Lice** (Pediculosis)      | A child with head lice may return to the Early Learning Centre or Junior School when free of nits or 48 hours after treatment was begun, whichever is the later. Students found to have head lice at school will be sent home for treatment. | Not excluded.                                                                                                 |
### Condition Exclusion of person with condition

**Hepatitis A**
- A child is excluded for at least 7 days after the onset of jaundice. A certificate should be provided by a medical practitioner recommending that the exclusion should cease.

**Herpes (cold sores)**
- Exclude young children unable to comply with good hygiene practices while the lesion is weeping. Lesion to be covered by a dressing in all cases, if possible.

**Impetigo (school sores)**
- Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with watertight dressing.

**Influenza and influenza-like illnesses**
- Exclude until well.

**Measles**
- Exclude for at least four days after the rash appears.

**Meningitis (bacterial)**
- Exclude until well. Full adequate carrier eradication therapy has commenced.

### Condition Exclusion of persons in contact with condition

- Not excluded.
- Not excluded.
- Not excluded.
- Not excluded.
- Immunised contacts are not excluded.
- Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case.
- Non-immunised contacts vaccinated with measles vaccine within 72 hours after their first contact with the index case are not excluded after being vaccinated.
- Non-immunised contacts who have been given normal human immunoglobulin (NHIG) within 7 days after their first contact with the index case are not excluded after being given NHIG.
- Not excluded.
- Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer.
- Otherwise, excluded until 10 days after the last contact with the index case.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of person with condition</th>
<th>Exclusion of persons in contact with condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after the onset of symptoms, or until parotid swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a medical practitioner recommending that the exclusion should cease.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Exclude until effective treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude for 4 days after the appearance of the rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonellosis</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has recovered or has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until approval to return has been given by the Chief Health Officer.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid and paratyphoid fever</td>
<td>Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Child to be excluded if he or she has vomited twice or more in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping cough (pertussis)</td>
<td>Exclude for 21 days from the start of the cough, or for at least 5 days after starting a course of antibiotics recommended by the Chief Health Officer.</td>
<td>Exclude non-immunised household for 14 days after the last exposure to infection, or until 5 days after starting a course of antibiotics recommended by the Chief Health Officer.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>
Jewellery

About the School

The only jewellery allowed is a watch for boys or girls and a single pair of plain, small gold or silver studs or sleepers for girls. For any special or religious requirements, please discuss the matter with the Head of Junior School or her delegate.

Languages

The School offers French from Prep to Year 6. Lessons are differentiated to accommodate those students with no prior knowledge of French and those with extensive knowledge.

Lost property

All clothing and articles brought to School should be clearly named. Any named lost property will be returned directly to the relevant classroom. Unnamed lost property will be taken to the Lost Property area. Students are encouraged to check the lost property area on a regular basis. Any unnamed and unclaimed uniform items are passed on to the Uniform Shop to be resold and unnamed non-uniform items are donated to charity.

Library

The students visit the Library to exchange books as part of their normal weekly classroom timetable. Students are welcome to use the Library during lunch break and they are welcome to browse, read and undertake individual research between 1.45pm and 2.15pm. A staff member will always be on duty. If a child loses a library book, they will receive an overdue notice. If the book has not been located by the end of the year a letter will be sent home to advise you and the cost of replacing the book will be charged to your School account.

History of the School

In the year 1926 the first Federal Parliament House was nearing completion, surrounded by the sheep paddocks dominating the rural landscape of early Canberra, which at this time had a population of less than 5,000. On the other side of the Molonglo River, St Gabriel’s School was opened, with just ten pupils, in the old St John’s Rectory, known as Glebe House. The Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of the then Diocese of Goulburn, who saw a need for such a school in the small community which was designated as the federal capital.

From such humble beginnings both the city of Canberra and CGGS began to grow. The School’s development has continued to reflect the story of Canberra’s growth.

In May 1927 the foundation stone of the School was laid by Dr Radford, for the mock Tudor building which today comprises the Boarding House in Melbourne.
Maps Junior School

Building Name

- Art room 5 (lower level)
- Early Learning Centre 8
- General classroom 1 (upper level)
- General classroom 3 (upper level)
- General classroom 4 (lower level)
- General classroom 5 (upper level)
- General classroom 7 (upper level)
- Gymnasium 6
- Multipurpose Hall 2
- Library IT Resource 4 (upper level)
- Music room 4 (lower level)
- General classroom 7 (lower level)
- Reception 2 (lower level)
- Sick Bay 2 (lower level)
Canberra Girls Grammar School (CGGS) is an independent Anglican school founded in 1926. It has an enrolment of more than 1,400 students, spread between an Early Learning Centre (ELC), a Junior School and a Senior School. The School is co-educational from Early Learning to Year 3. Boarding facilities are available on the Senior Campus for students in Years 7 to 12. The Junior School, located on Grey Street, caters for students from Preschool to Year 6, whilst the secondary years are taught in the Senior School located on Melbourne Avenue, Deakin.

Located in the leafy inner Canberra suburb of Deakin, the School provides students and their families with a supportive and stimulating environment.

History of the School

In the year 1926 the first Federal Parliament House was nearing completion, surrounded by the sheep paddocks dominating the rural landscape of early Canberra, which at this time had a population of less than 5,000. On the eastern side of the Molonglo River, St Gabriel’s School was opened, with just ten pupils, in the old St John’s Rectory, known as Glebe House. The Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of the then Diocese of Goulburn, who saw a need for such a school in the small community which was designated as the federal capital.

From such humble beginnings both the city of Canberra and CGGS began and the School’s development has continued to reflect the story of Canberra’s growth.

In May 1927 the foundation stone of the School was laid by Dr Radford, for the mock Tudor building which today comprises the Boarding House in Melbourne Avenue.

Canberra Girls Grammar School

About the School

Canberra Girls Grammar School (CGGS) is an independent Anglican school founded in 1926. It has an enrolment of more than 1,400 students, spread between an Early Learning Centre (ELC), a Junior School and a Senior School. The School is co-educational from Early Learning to Year 3. Boarding facilities are available on the Senior Campus for students in Years 7 to 12. The Junior School, located on Grey Street, caters for students from Preschool to Year 6, whilst the secondary years are taught in the Senior School located on Melbourne Avenue, Deakin.
Medication

Students requiring any medication whilst at School are to bring the medication in its container together with a signed instruction note detailing, dosage and time of administering to Reception. The medications will be kept under lock and key in either the fridge or first aid cabinet. Staff will then administer the medication at the required time. A note will be sent home with the student to advise the parents the time and dosage of administering the medication. Please be sure that you keep your sick child at home. Coughs and sneezes spread diseases very quickly in schools!

Mobile telephones

Students may bring mobile phones to school for use outside school hours. The telephones should not be turned on during School hours and should be kept in School bags or handed to the Class Teacher. The School accepts no responsibility for the safety of the telephone. Students wishing to make telephone calls during School hours are required to obtain a permission note from their class teacher to call from the Reception phone.

Office hours

The Junior School Reception hours are 8.00am – 4.00pm. Messages, other than notification of absences, can be left outside these hours on 6202 6411. The School operates a dedicated absentee line, 6273 1087 to record messages regarding student absences. Parents may also send an email to jsabsentee@cggs.act.edu.au

Out of uniform

If a student is unable to be in complete School uniform for some exceptional reason, a note should be sent to the Head of Junior School from parents/guardians explaining the situation. Students should not be out of uniform for an extended period of time.

Pastoral Care

The School prides itself in the pastoral care it offers their students. Parents are encouraged to maintain regular communication with their child’s class teacher.

Parents and Friends Association

The School has an active and highly valued Parents and Friends Association. Meetings are held on the first Tuesday of the month and newcomers are extremely welcome. The major fundraising event each year is the School Fête which generally takes place in October. This is a wonderfully successful event enjoyed by students, staff, parents and the community. Assistance is always welcome and we strongly encourage parents to become involved in this highly motivated, dedicated group.

Parent representatives

At the beginning of each year, parents are sought to take on the role of Parent Representative for their child’s class. This important and valued role is not intended to be onerous but to provide a wonderful means of communicating and socialising with other parents. A role description can be obtained from the Class Teacher.

Payment

Please be advised that you are more than welcome to hand in cheques for forwarding to the Senior School for items such as School fees however cash cannot be accepted at the Junior School and needs to be taken directly to the reception area at the Senior School.

Presentation Day Assembly

Presentation Day Assembly is a major Assembly held at the end of the School year to which parents and guests are invited. The emphasis is placed on graduating Year 6 students. They are presented with a graduation
About the School

At the Achievement Assembly early in Term 4 certificates and badges are awarded for Music and Sports achievements. At the Achievement Assembly early in Term 4 certificates and badges are awarded for Music and Sports achievements. 

PYP

CGGS is an International Baccalaureate World School offering the Primary Years Program (PYP), one of the three programs offered by the International Baccalaureate and is designed to embrace the ages 3 – 12. The program is recognised and taught in a vast number of schools throughout the world. Schools that teach this program belong to a worldwide network and, as a result, CGGS Junior School has the opportunity to forge links with schools in this network.

School Age Care

The School operates a School Age Care Program in the Undercroft and outside playing areas. This program runs from 8.45am every School day. Students attending after School co-curricular activities will be required to complete the online School Age Care application form to be used in the event of unforeseen difficulties that prevent prompt pick up at the conclusion of the co-curricular activity. The form link can be found on the School website.

School Counsellor

The School employs the services of a qualified Psychologist. The role of the School Counsellor is to offer confidential advice on social and emotional guidelines and behavioural matters. The School Counsellor is also involved in the team that offers academic assistance to students. The School Counsellor operates three days a week. The Counsellor’s office is set up to ensure maximum confidentiality and privacy. The service is open to students and parents. Appointments can be made by ringing the School on 6202 6411. Please remember parental and student concerns should usually be directed in the first instance to the class teacher.

School day

School commences at 8.45am and concludes at 3.20pm. Students are required to arrive between 8.30am and 8.45am and to make their way to the Undercroft or playground where a member of staff will be on duty. Students may arrive from 8.00am when a Staff member is on duty, but not before. It is important that all students arrive punctually in order to facilitate their learning.

School uniform

The School uniform is only available from the School Shop. The term opening hours are:

- **Mondays**: 8.15am – 2.00pm
- **Tuesdays**: 8.15am – 2.00pm
- **Wednesdays**: CLOSED
- **Thursdays**: 12 noon – 5.30pm
- **Fridays**: CLOSED

Additional opening hours operate during the School holidays. The times are published on the School website. The School Shop also offers a range of secondhand uniforms.

The Uniform Shop Manager and the shop assistants can be contacted by phone: (02) 6202 6486.

It is expected that students wear the full correct School and sports uniforms and to demonstrate pride in themselves and the School by a high standard of personal presentation, grooming and hygiene. The summer uniform is worn during Terms 4 and 1 and the winter uniform in Terms 2 and 3.
## Junior School uniform list

**Summer uniform – Girls**
- 3 School Uniform Dresses
- 1 School Blazer
- 1 School green jumper
- 1 School straw hat with crested band
- 5 pairs navy fold-down ankle socks, plain not patterned
- 1 pair regulation flat black leather shoes
- 1 navy blue sunhat
- White/navy hair accessories: headbands, clips, elastics or School uniform scrunchie

**Winter uniform – Girls**
- 2 tartan winter pinafores (Y6 may wear Senior tartan skirt)
- 3 Peter Pan collared long-sleeved white blouses
- School navy blue opaque tights or navy socks as for summer
- 1 School Blazer
- 1 School green jumper
- 1 School straw hat
- 1 navy blue sunhat
- 1 pair regulation black shoes
- White/navy hair accessories: headbands, clips, elastics or School uniform scrunchie

**Summer uniform – Boys**
- 3 School short sleeve shirts
- 3 School shorts
- 1 School green jumper
- 1 School Blazer
- 1 pair of black leather shoes
- 5 navy blue short socks
- 1 School straw hat with crested band
- 1 navy blue sunhat

**Winter uniform – Boys**
- 3 School navy trousers
- 3 white long sleeved shirts
- 1 School tartan tie
- 1 pair of black leather shoes
- 5 navy blue knee-hi or woollen socks
- 1 School green jumper
- 1 School blazer
- 1 School straw hat

**Optional**
- Regulation navy blue gloves
- Regulation navy blue scarf
- Regulation navy blue beanie or approved Cancer Council Beanie
- School navy blue coat
- Navy polar fleece jacket (Prep – Year 3 with Sports Uniform only)
- Pants are available for girls (can be worn all year)
- Skorts are also available for girls (Terms 1 and 4)
- White CGGS blouse to be worn with skorts (Terms 1 and 4) and pants (Terms 2 and 3).

**Sports uniform**
- 1 School red shorts (girls)
- 1 School navy shorts (boys)
- 1 School white polo shirt
- 1 House polo shirt
- Short white socks
- Gym shoes (Velcro fasteners optional for Prep, Year 1 and 2)
- 1 School swimsuit (JP students are permitted to wear a one-piece swimsuit or the regulation School swimsuit, boys to wear navy or black swimwear)
- 1 School tracksuit (Year 3 to Year 6)
- 1 School rugby jumper (optional Year 3 to Year 6)
- 1 School fleecy track pants (Prep, Year 1 and 2)
- 1 Woollen school rugby jumper (Prep, Year 1 and 2)
- 1 Navy blue sunhat
#### History of the School

In the year 1926 the first Federal Parliament House was nearing completion, surrounded by the deep paddocks dominating the rural landscape of early Canberra, which at this time had a population of less than 5,000. On the other side of the Molonglo River, St Gabriel’s School had opened, and just ten years in, in the centre of a federal city, grew the capital city. The Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of the then Diocese of Goulburn, who saw a need for such a school in the small community which was designated as the federal capital.

From such humble beginnings both the city of Canberra and St Gabriel’s School began, and the School’s development continued to weave the story of Canberra’s growth.

- School dresses, pinafores and skirts should be no longer than mid-calf.
- Students may wear the School summer or the winter uniform when in the school grounds.
- Only bags with the School crest or plain black bags (without logos) are to be carried.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
- Only Year 6 students may purchase and wear the School red sport skirt.
- Only Year 6 students may purchase and wear the School red shorts.
- Only plain black or navy one-piece or two-piece swimsuits, available from the School Shop, are acceptable with the summer uniform. These items are available from the Cancer Council and advise staff accordingly.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
- Only Year 6 students may purchase and wear the School red sport skirt.
- Only Year 6 students may purchase and wear the School red shorts.
- Only plain black or navy one-piece or two-piece swimsuits, available from the School Shop, are acceptable with the summer uniform. These items are available from the Cancer Council and advise staff accordingly.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
- Only Year 6 students may purchase and wear the School red sport skirt.
- Only Year 6 students may purchase and wear the School red shorts.
- Only plain black or navy one-piece or two-piece swimsuits, available from the School Shop, are acceptable with the summer uniform. These items are available from the Cancer Council and advise staff accordingly.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
- Only Year 6 students may purchase and wear the School red sport skirt.
- Only Year 6 students may purchase and wear the School red shorts.
- Only plain black or navy one-piece or two-piece swimsuits, available from the School Shop, are acceptable with the summer uniform. These items are available from the Cancer Council and advise staff accordingly.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
- Only Year 6 students may purchase and wear the School red sport skirt.
- Only Year 6 students may purchase and wear the School red shorts.
- Only plain black or navy one-piece or two-piece swimsuits, available from the School Shop, are acceptable with the summer uniform. These items are available from the Cancer Council and advise staff accordingly.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
- Only Year 6 students may purchase and wear the School red sport skirt.
- Only Year 6 students may purchase and wear the School red shorts.
- Only plain black or navy one-piece or two-piece swimsuits, available from the School Shop, are acceptable with the summer uniform. These items are available from the Cancer Council and advise staff accordingly.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
- Only Year 6 students may purchase and wear the School red sport skirt.
- Only Year 6 students may purchase and wear the School red shorts.
- Only plain black or navy one-piece or two-piece swimsuits, available from the School Shop, are acceptable with the summer uniform. These items are available from the Cancer Council and advise staff accordingly.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
- Only Year 6 students may purchase and wear the School red sport skirt.
- Only Year 6 students may purchase and wear the School red shorts.
- Only plain black or navy one-piece or two-piece swimsuits, available from the School Shop, are acceptable with the summer uniform. These items are available from the Cancer Council and advise staff accordingly.
- Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.
Senior School skirt and blouse worn untucked. The blouse should not be seen below the jumper.

- Nail varnish is not to be worn and students will have the nail varnish removed if worn to school.
- No student may chew gum at School or at any time when in School uniform.
- Students in uniform should not eat on a bus.

Please note the following

- Junior School parents may phone the Shop to place an order and pay using MOTO with either Visa or Mastercard. The items will then be delivered to the student in the Junior School. This applies to new uniforms ONLY.
- A new uniform may be refunded or exchanged within 30 days with a receipt. The items should be in original condition i.e. tags still on.
- Second hand items should be carefully chosen as they cannot be exchanged or refunded.

Second-hand uniforms

To maintain a high uniform standard the following conditions apply to the Second Hand section of the School Shop.
1. All items should be in good repair and freshly laundered. Blazers, tartan skirts and pinafores, green skirts, duffle and overcoats should be dry cleaned. Garments with ink/paint stains will be discarded. Any item with broken zips will be discarded. All crested garments should have the CGGS lettering or crest. Items not sold within 12 months will be disposed of.
   For Health reasons hats, caps and swimming costumes cannot be accepted.
2. A card (as supplied by the shop) should be filled out with all the necessary information required and pinned to each item. Please update any changes in address with the Business Office to avoid delays in payment.
3. Any item left for sale that does not meet these criteria WILL be disposed of at the discretion of the Shop Manager. This will include any stained, faded or excessively worn items and those which are no longer correct length and current uniform.
4. Each item will be priced by Shop Staff after it has been assessed for suitability. Goods left will not be available for sale until the following day.
5. Prices are calculated according to the new item price and its current condition. When an item sells the School Shop retains 25% Commission from the selling price and the balance will be either credited to the seller’s account or paid by cheque at the end of each term.
6. Purchasing – once an item has been purchased it CANNOT be returned. It is the customers’ responsibility to inspect each garment prior to purchase.

Sick Bay

Sick Bay is located behind Reception area in Junior School. Parents picking up sick children are asked to report to Reception before entering the Sick Bay room as there may be other students being attended to in Sick Bay. All students leaving the premises are required to be electronically signed out by the receptionist.

Stationery/book packs

For your convenience and to ensure that all CGGS Junior School students commencing the new academic year are equipped with the correct stationery, all stationery and textbooks will be available in the classroom on Welcome Day. The cost of the pack will be charged to your School account.
### Additional requirements

<table>
<thead>
<tr>
<th>Year</th>
<th>Items to be Purchased</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Mouthguard for PE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Drawstring PE equipment bag – School Shop</td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>2 Green book carrier bags – School Shop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Plastic Yamaha Descant Recorder – School Shop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Large School pencil case – School Shop</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Mouthguard for PE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Drawstring PE equipment bag – School Shop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Green book carrier bags – School Shop</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>2 Red book carrier bags – School Shop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Plastic Yamaha Descant Recorder – School Shop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Large School pencil case – School Shop</td>
<td></td>
</tr>
<tr>
<td>Year 4</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Mouthguard for PE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Drawstring PE equipment bag – School Shop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Green book carrier bags – School Shop</td>
<td></td>
</tr>
<tr>
<td>Year 5</td>
<td>2 Red book carrier bags – School Shop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Plastic Yamaha Descant Recorder – School Shop</td>
<td></td>
</tr>
<tr>
<td>Year 6</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Mouthguard for PE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Drawstring PE equipment bag – School Shop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Green book carrier bags – School Shop</td>
<td></td>
</tr>
</tbody>
</table>

---

**About the School**

Canberra Girls Grammar School (CGGS) is an independent Anglican school founded in 1926. It has an enrolment of more than 1,400 students, spread between an Early Learning Centre (ELC), a Junior School and a Senior School. Boarding facilities are available on the Senior Campus for students in Years 7 to 12. The Junior School, located on Grey Street, caters from students from Pre-School to Year 6, whilst the secondary years are taught in the Senior School located on Melbourne Avenue, Deakin. Located in the leafy inner Canberra suburb of Deakin, the School provides students and their families with a full boarding education.
Student leadership positions

Every term each class elects a Class Captain, Class Sports Captain, Tech Angel and Green Guru. In Term 4 the Head Girls for the following year are elected. There are several other leadership positions available to Year 6 students and these are elected during Term 1 for the remainder of the year.

Students’ reports

Students in Years P – 6 receive formal reports at the end of the first Semester and at the end of the School year. Parent / Teacher optional interviews are held towards the end of the first and third terms. In Term 3 the Prep – Year 6 also hold Student Led Conferences. Year 6 students hold an Exhibition evening. Other events designed to inform parents about their child’s learning may be organised by year levels on an occasional basis.

Travelling to and from school

Students arriving at School between 8am–8.30am should go immediately to the playground areas or Undercroft.
- Junior Primary students may put their bags in their lockers before moving to the appropriate area.
- The internal Courtyards are not play areas.
- Students may use play equipment before school from 8.30am only under supervision of the teachers on duty.

On wet days students should stay in the Undercroft until 8.30am under teacher supervision. An announcement will then be made over the public address system to advise students to go to classrooms at 8.30am.

Students riding bikes to and from School should wear safety helmets. To cross Grey Street, students should dismount and cross on foot using the School crossing. Bikes are stored in the Bike Rack on the Oval.

Visiting the school during school hours

All visitors should enter the School via Reception where they should register via the iPad and wear the issued Visitor’s badge.

“Waste Wise”

The School is a recognised “Waste Wise School” with every effort being made to reduce waste. Parents are asked to be particularly vigilant in the use of cling wrap. Periodically during the year, parents are asked not to use packaging that cannot be recycled. This is also supported by the Canteen.

The School encourages students and staff to turn off lights and to be mindful of the amount of water they use in the School.

Welcome Day

The day before school commences at the beginning of the year is called ‘Welcome Day’. Welcome Day provides parents with the opportunity to share information about their child with the class teacher. Brief interviews can be booked using an online link that will be forwarded to you.
Junior School Parent Participation Form

Student’s Name: ____________________________________________________________ Year: _________________

There are many ways in which parents can become involved within the School community. Depending on the requirements of the various programs within the School, teachers will make contact with you. Please indicate below if you can give your time and expertise, and return this form as soon as possible marked to the attention of your child’s class teacher.

GUEST SPEAKER – Hobby, special interest, career

Area of expertise: ______________________________________________________________________________________

Cultures

Please indicate below if you are prepared to talk to the students about a culture you are familiar with.

☐ Yes

Culture ____________________________________________________________________________

Parent Representatives

Please tick the box if you are willing to take on the role of Class Parent Representatives.

☐ I would be prepared to take on the role of Class Parent Representative.

Sports Assistance

Please circle below if you are able to offer assistance in any of the following sports:

<table>
<thead>
<tr>
<th>SPORT</th>
<th>COACHING</th>
<th>TEAM MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cricket</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Basketball</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Netball/Net-Set-Go</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Canberra Girls Grammar School

Canberra Girls Grammar School (CGGS) is an independent Anglican school founded in 1926. It has an enrolment of more than 1,400 students, spread between an Early Learning Centre (ELC), a Junior School and a Senior School. The Colleges of the School are: Junior (Pre-School to Year 6), Middle (Years 7 to 10), and Senior (Years 11 to 12). The Junior School, located on Grey Street, caters for students from Pre-School to Year 6, whilst the secondary years are taught in the Senior School located on Melbourne Avenue, Deakin.

Located in the leafy inner Canberra suburb of Deakin, the School provides students and their families with a special education opportunity in a safe and nurturing environment.

History of the School

In the year 1926 the first Federal Parliament House was nearing completion, surrounded by the sheep paddocks dominating the rural landscape of early Canberra, which at this time had a population of less than 5,000. On the other side of the Molonglo River, St Gabriel’s School was opened, with just ten pupils, in the old St John’s Rectory, known as Glebe House. The Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of the Diocese of Goulburn, who saw a need for such a school in the small community which was to become the federal capital. From such humble beginnings both the city of Canberra and CGGS began and the School’s development has continued to reflect the history of Canberra’s growth.

In May 1927 the foundation stone of the School was laid by Dr Radford, for the mock Tudor building which today comprises the Boarding House in Melbourne.
**Classroom assistance**

If you are able to provide assistance in the classroom, please tick the box. □

**Single subject assistance**

Please indicate below if you are able to offer assistance in any of the following areas:

☐ Art  ☐ Music  
☐ French  ☐ PSPE  
☐ Library  ☐ Religion and Philosophy

**General assistance**

Some parents may prefer to offer general assistance, eg book covering, help with co-curricular groups such as Craft, Art or Gardening. Please list:

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

Parent:  

(Home):  (Work)  

Email:  

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________