



TIGS

The Illawarra Grammar School



2024 Year 7 Orientation Booklet

A guide for parents

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Orientation Day Programme: Thursday 9 November

TIME	ARANDA	COLIGAN	KOGARA	WOLGAL	
8:15-8:45	Informal Welcome (IGC) Year 12 School Captains, Vice Captains, Peer Support Leaders				
8.45-9.00	Formal Welcome and Introduction to Dean and Mentors (IGC) Mrs Egan (Dean) Mr Gardiner (Aranda), Mrs Rowe (Coligan), Mrs Toland (Kogara), Mr Toombs (Wolgal)				
9.00-9.48	Senior School Tour and Initiative Games (IGC/Oval) Mrs Egan (Dean), Peer Support Leaders (Year 9) Mr Gardiner (Aranda), Mrs Rowe (Coligan), Mrs Toland (Kogara), Mr Toombs (Wolgal)				
9.48-10.46	HSIE M12	MATHS/SCIENCE (STEM) D17	MUSIC RECITAL	VISUAL ARTS FG1	ENGLISH BG2
			PRODUCTION AUDITIONS		
10.46-11.16	BYO Recess and Games (IGC & Oval) Year 10 Leaders				
11.16-12.14	ENGLISH BG2	HSIE M12	MATHEMATICS SCIENCE (STEM) D17	MUSIC RECITAL	VISUAL ARTS FG1
				PRODUCTION AUDITIONS	
12.14-1.12	MUSIC RECITAL	ENGLISH BG2	HSIE M12	MATHEMATICS SCIENCE (STEM) D17	
	PRODUCTION AUDITIONS				
1.12-1.42	BYO Lunch and Games (IGC & Oval) Year 10 Leaders				
1.42-2.12	Camp Overview + Q & A Session (IGC) Mrs Egan (Dean) Mr Edgerton (Camp Coordinator) Year 12 Outdoor Education Prefects				
2.12-2:55	MATHEMATICS SCIENCE (STEM) D17	MUSIC RECITAL	VISUAL ARTS FG1	ENGLISH BG2	HSIE M12
		PRODUCTION AUDITIONS			
2:55-3:00	Finish and Pickup (IGC)				

Orientation Day Programme: Friday 10 November

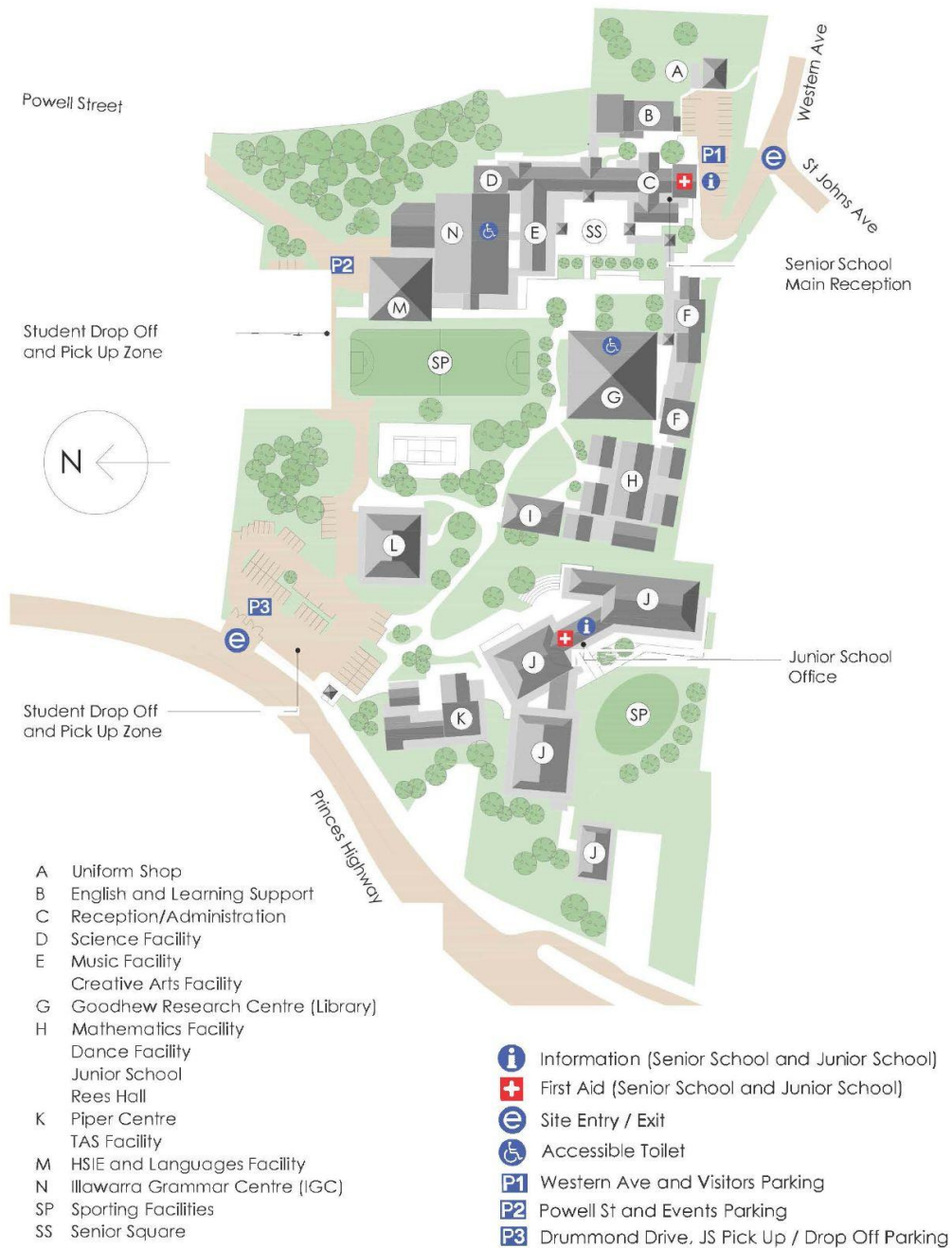
TIME	ARANDA	COLIGAN	KOGARA	WOLGAL
8.30-8.45	Welcome Back (IGC) Mrs Egan (Dean) Mrs Rowe (Leadership Support)			
8.45-10:46	Learning Profile Assessment (IGC) Allwell Staff Supervision			
10.46 - 11.16	BYO Recess and Games (IGC & Oval) Year 10 Leaders			
11.16 - 12.40	Learning Profile Assessment (IGC) Allwell Staff Supervision			
12.40 - 1.05	BBQ Lunch Provided (IGC & Oval)			
1.05-2:00	LANGUAGE TASTERS M BLOCK	LANGUAGE TASTERS M BLOCK	HOUSE GAMES OVAL	HOUSE GAMES OVAL
2:00-2:55	HOUSE GAMES OVAL	HOUSE GAMES OVAL	LANGUAGE TASTERS M BLOCK	LANGUAGE TASTERS M BLOCK
2:55-3:00	Finish, Farewell and Pickup (IGC)			

School Map



TIGS

The Illawarra Grammar School



Starting the New School Year

Day One - Thursday 1 February 2024

- Students are to wear full Summer School Uniform today.
- Year 7 students are to arrive at the Illawarra Grammar Centre (IGC) at 8.30am where they will be greeted by Mrs Egan (Year 7 Dean) and staff.
- The Canteen will be open.
- There will be an Assembly for all year groups in the IGC, commencing at 8.40am.
- Timetables and School Diaries will be distributed today.

The School day

Students must arrive at school before 8.35am. Students will commence Period 1 promptly at 8:40am with the School day finishing at 3:10pm.

Daily periods

There are five (5) periods per day, each lasting 55-60 minutes, with the exception of Community which is a shorter (30 minute) Period for Year and House Meetings, Assembly, Chapel and Wellbeing to take place.

Timetable structure and bell times

PERIOD	TIME
Period 1	8:40 am - 9:40am
Period 2	9:40 am - 10:40 am
Recess	10:40 am - 11:10 am
Community	11:10 am - 11:40 am
Period 3	11:40 am - 12:40 am
Lunch	12:40 am - 1:15 pm
Period 4	1:15 pm - 2:15 pm
Period 5	2:15 pm - 3:10 pm

Students will receive a copy of their timetable on their first day. Students' timetables can also be accessed through OLLE (refer to page 10).

- At the start of the lesson, students are to wait outside their classroom for their teacher to arrive.
- Eating or drinking is not allowed in classrooms. (Only water bottles are permitted in some classrooms - ask your teacher).
- Students are to ask their class teacher for permission if they wish to leave a lesson.

2024 Term dates

TERM	DATES
Term I	1 February - 12 April
Term II	29 April - 28 June
Term III	22 July - 27 September
Term IV	14 October - 13 December

Assembly, Chapel and House

Assembly and Chapel will take place on a weekly basis. Assembly and Chapel are considered formal school events and students are expected to wear their School Blazer.

Assembly

During Assembly, all Senior School students sit in House groups with their House Mentor in the IGC. The Principal or Head of Senior School will start the Assembly and Year 12 School Captains and Chapel Prefects will usually open with an address and prayer. The Assembly will include the presentation of awards, talks by students or visiting speakers and sometimes music or drama performances by students.

Chapel

Chapel is like an Assembly where students sit in House groups with their mentor teachers. Chapel usually includes a song and a Bible teaching, usually presented by one of our School Chaplains, but sometimes by external speakers.

House allocations and activities

There are four Houses at TIGS:

- Aranda (Yellow)
- Coligan (Blue)
- Kogara (Red)
- Wolgal (Green)

Students are placed in Houses when they enrol in the School and will remain in that House for the duration of their enrolment. Family members and children of past students are placed in the same House.

House meetings are called as required throughout the term. Students go to one of four designated spaces with their House Mentor teacher to take part in House Meetings directed by the House Captains.

House activities or competitions occur during the year and offer a range of opportunities for individual students to earn points for their House. The House with the most points at the end of the year, wins the highly coveted 'Shell Shield'. These events include the Swimming Carnival, ArtsFest, Cross Country Carnival, Athletics Carnival, The Great Race and Trivia Quiz.

Attendance

Students who are late to school

Students arriving after 8.40am are to report to Student Reception in the Senior School to sign in. If they do not have a note from you to sign in, an SMS will be sent out after 10.30am to confirm their late arrival. Parents or Carers can reply immediately to this SMS to explain their child's absence.

Students who are absent from school

If students are not in attendance at school and you have not advised in writing of the absence, an SMS will be sent, informing you of their absence. Parents or Carers can reply immediately to this SMS to explain their child's absence by either replying with the letter 'S' (indicating sickness as the reason for absence) and no further action needs to be taken. If students are absent for any other reason, parents or carers need to explain this in the text and no further action needs to be taken.

If students need to leave school during the day

- They are to bring an absentee slip or note from their parents indicating the time and reason for leaving school.
- Students will need to show the note to their class teacher when they need to leave.
- Students are to report to Student Reception, hand the note to the administration staff and they will then be signed out.
- For safety reasons parents should collect students leaving during the day from the School's car park at the back of the IGC, off Powell Street.

(A 'Notification of Students' Absences/Lateness and Leaving' booklet is available for your convenience. Please ask at Student Reception if you need to obtain a copy).

Students who are feeling sick or are injured at school:

- Students who are in class when this happens should ask to be excused to go to Student Reception.
- Once the student arrives at Student Reception, the staff will call a parent or carer to make arrangements for their care.
- Students should not be making private calls to their parents or carers to make arrangements to be picked up. For safety reasons, this should be done from Student Reception under the guidance administration staff.

Canteen

The Canteen menu and price list is available via the [Canteen](#) page on OLLE. Students in Year 7 to Year 12 can order their lunch from the Canteen, or pre-order online via [Flexischools](#). Students can also purchase their lunch over the counter. All orders must be collected from the Canteen.

For further information on Flexischools, please refer to the [Canteen](#) page on OLLE.

Daily Notices

If students arrive late to school they need to check the Daily Notices. They can check these on the electronic notice boards around the school, in the Library and on OLLE. Peer Support Leaders will help students to locate the specific places where this information can be found.

The Goodhew Research Centre (Library)

The Goodhew Research Centre, our library, is one of the main hubs for student life and is located below Senior Square.

All students have access to the library during school hours either at lunchtime, recess or in allocated class and study times.

Students in Years 6 through to Year 12 are also welcome to use the library before and after school. Students from Prep to Year 5 are invited to use the library after school if they are accompanied by parents or carers.

The library is open every school day:

Monday – Thursday 8.00 am – 5.00 pm
Friday 8:00 am – 4.00 pm

Library print and electronic resources are available to the whole school community and may be accessed from OLLE.

The library is a vibrant location that provides collaborative learning spaces, breakout areas, access to technology, chess and other board games, and a collection of fiction, picture books, graphic novels, magazines, newspapers, information books and electronic resources selected to encourage a lifelong love of reading and learning.

During recess and lunch, students are invited to read in a dedicated reading space.

Our library catalogue can be accessed from home by signing into the TIGS Portal and selecting 'Library'.

Students are invited to participate in library activities and author events throughout the year. Suggestions, comments or requests regarding the library and library resources are always welcome. Please send an email to library staff using this address: librarystaff@tigs.com.edu.au

Lockers

- Every student will be allocated a locker on their first day at TIGS.
- Students will be provided with a 3-digit combination code for their locker. They are free to change the combination once they have opened their locker for the first time. If a student forgets their combination, the staff at Student Reception will be able to help.
- Lockers are to be used before and after school and at recess and lunchtime.
- Please refer to the [Senior School Locker Agreement](#) on OLLE.

OLLE (Online Learning Environment)

All students are issued with a username and password for OLLE. OLLE is our Online Learning Environment and provides a virtual space for innovative, collaborative, and engaging teaching and learning to take place. Students can access class pages for each of their lessons, and these pages include details of assessment tasks, deadlines, homework, marks and a range of other useful information.

- Students will receive homework on most days and this homework will normally be recorded on OLLE.
- Students will be given further instructions on how to use OLLE at the start of the year.
- OLLE is to be used as a communication channel between students and class teachers and it will allow access to timetables, assessment schedules and notifications, permission notes and messages from the Dean of Year 7.

TIGS parents can access OLLE to check calendar dates and to support your son/daughter's learning. The Year 7 OLLE page contains a wealth of useful information for Year 7 parents, and will be demonstrated during the Parent Information Evening.

Physical and Health Education

- In PDHPE, students will have practical and theory lessons. Their teacher will tell them which lessons will be practical, and which will be theory. Theory lessons are held in classrooms.
- For practical PE lessons, students should meet their teacher outside the IGC.
- Students must always bring their correct PE uniform for practical lessons regardless of the weather conditions.
- We recommend that all items of clothing are clearly labelled with students' names. This avoids potential problems when there are large numbers of students changing for PE and helps reunite lost property with its owner.
- Eating is not allowed in the IGC.
- Students should get changed quickly at the end of PE, back into School Uniform, so that they are not late for their next class.
- When PE lessons are held outside, hats and sunscreen are to be used. In cold weather students should bring their School tracksuit to wear in PE.

Student Diaries

Every student is provided with a TIGS Diary. The TIGS Diary contains a wealth of helpful information, dates of school events and provides a place for students to note important information such as homework and deadlines for tasks.

Student support

House Mentors: All students in each Year Group are allocated to one of four Houses, with a House Mentor teacher allocated to each. Regular opportunities are provided throughout the week for Mentor teachers to spend time with their House Mentor group. This facilitates important, supportive relationships that are sustained throughout the entirety of the students time at TIGS, as House Mentors usually stay with their House Group from Year 7 through to Year 12.

Deans: The Deans are responsible for student wellbeing and Year Group oversight whilst students progress through the different stages of Senior School. They assist the team of House Mentors and provide additional support and guidance when needed.

School Sport and Co-Curricular Activities

Information on School and Representative Sport are provided on [OLLE](#).

The School also offers a wide variety of co-curricular activities. For further detailed information, please refer to the [co-curricular](#) page on OLLE or talk to the Year 7 Dean.

School Uniform and Personal Presentation

Full Summer and Winter Uniform requirements are outlined on OLLE - [Senior School Uniforms](#).

The Uniform Shop (see Map) is open Tuesdays and Thursdays from 8.30am to 4.00pm during term time and on advertised dates during holidays.

General rules regarding personal presentation are:

There is an obligation upon all students to wear the appropriate uniform neatly and correctly. There is also an obligation upon parents to ensure that students come correctly attired and neatly dressed.

Hair Styles

1. At all times hair is to be clean and tidy.
2. Hairstyles must be conservative and natural in colour. Bold styles are not permitted. This includes:
 - hair that has noticeably been coloured
 - lines that have been cut with a razor
 - undercuts
 - dreadlocks/braids
 - mullet-style cuts
3. If students are not sure what is acceptable, they should seek guidance from their Mentor or Dean beforehand.
4. The School reserves the right to instruct any student to conform to hair regulations.

Boys

- Hair is to be cut above the collar, not covering eyes and off the ears.
- Hair is not to be shaved off. (No shorter than a number 3 clipper).
- Hair is not to be tied back.
- Face must be clean-shaven.
- Sideburns should not extend below the ear and should be neatly trimmed.

Girls

- Long hair (below the collar) must be tied back with a regulation, coloured ribbon or scrunchie.
- Length of skirts and dresses are to fall mid-calf.

Shoes - School Black leather lace-up, with a flat sole and no more than a 2cm heel. School shoes are to be clean and polished at all times. (Joggers or skate shoes are not allowed).

Sport Shoes - No fluorescent-coloured laces or shoes are acceptable.

Ties - For boys (and girls in Winter Uniform) ties must be worn to and from school and all day (they may be temporarily removed at lunchtime or during certain lessons).

Jewellery and makeup

- Jewellery, nail polish, makeup or earrings must not be worn by any student.
- If a female student has pierced ears, then the smallest, most plain 'stud', or 'sleeper' earring may be worn, one in each lobe only.
- No visible tattoos or body piercing.

Blazers

- Blazers must be worn by Year 7 to Year 12 students travelling to and from school and in public during the winter semester.
- Blazers are to be worn to Assembly and Chapel in Summer and Winter and official School functions.

Technology requirements

All Senior School students are expected to bring their own computing device to school every day. Both Apple and PC options are accommodated. Further information is detailed on OLLE – [ICT in the Senior School](#).

Software is also available for download from [TIGS Portal](#). Assistance is available from ICT staff in the library.

Textbooks

Textbooks are ordered through Champion Education. Textbook lists can be found on [OLLE](#). To place an order, please use [Champion Education](#). Textbook orders will be delivered by courier to either the family's home address or a parent's work address as directed by the family.

Toilets and change rooms

- Before school, Recess, Lunch and after-school are the times when students are advised to go to the toilet so that they are not inconvenienced during lessons. Students should ask permission from their class teacher if they wish to go during a class.
- Changing Rooms are for use at the start and at the end of PE lessons. PE staff will explain their use during students' early PE lessons.

Transport

Buses

There are two main forms of bus transport to and from school:

- TIGS private buses. These buses incur additional costs. Full details of these buses are available on OLLE. The Request for Private Bus Travel Form should be filled in and returned to the School as soon as possible so that buses and bus routes for next year can be organised. Please refer to the [School Bus Travel Agreement for Senior School](#) on OLLE
- Service and School bus routes run by the local bus companies. Students will need an Opal Card for this service.

For further information regarding the School's private bus and other services, please refer to OLLE -> TIGS School Life -> [Transport](#).

Trains

Students can catch trains from the southern suburbs or from Engadine and the northern suburbs. The train from the north connects with a special bus (see Buses above) that transports students to and from the School. Students will need an Opal Card for this service.

Opal Card applications

Students will need an Opal Card for public bus services. Opal Card applications can be made at [Opal Card](#).

Transport enquiries

PUBLIC TRANSPORT	CONTACT
Senior School Student Reception	(02) 42 200 227
PRIVATE TRANSPORT	CONTACT
TIGS Transport Coordinator	(02) 42 200 213 transport@tigs.nsw.edu.au

The Ministry of Transport publishes a Code of Conduct for students travelling on transport, which explains appropriate and inappropriate behaviour for students travelling under the School Student Transport Scheme. Access the Code of Conduct [here](#).

Car drop-off/pick-up points for students

- There are TWO drop-off/pick-up points for students arriving or departing by car.
- The IGC Car Park via Powell Street, or the Princes Highway car park.
- Please note the one-way traffic flow, drive carefully, and follow the directions of staff on duty.
- Princes Highway car park afternoon pick-up: In the afternoon parents with Junior School students may have to join the carline for picking up Junior School students in the Princes Highway car park. If your child is not waiting, please drive around and join the carline again or park in the car park and walk over and collect your child.

Pick-up after 3.40pm: If you are collecting your child from school after 3.40pm they must be signed in to work in the library or at their designated co-curricular location under nominated supervision. Upon the conclusion of this activity, they are permitted to proceed to the Powell Street car park to either be collected by their parent or to access the late bus.

School speed zones

The Princes Highway, Powell Street and Western Avenue have morning and afternoon School Speed Zone 40 km/h restrictions. (Speed cameras are installed on the Princes Highway.)

Staff Members

Key Staff Members

Principal
Deputy Principal and Chaplain
Head of Senior School
Deputy Head of Senior School
Director of Academic Excellence
Director of Personalisation and Enhancement
Director of Information Services
Head of Sport and Outdoor Education K-12

Dr Julie Greenhalgh
Rev. James Rogers
Mr Nick Hackett
Mrs Naomi Sullivan
Mr Chris Breheny
Mrs Lisa Hughes
Mr Adam Foxall
Mr Adrian Deck

2024 Deans

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12
Dean of Senior Students

Mrs Sandra Egan
Mrs Erin Rowe
Ms Hana Crombie
Ms Amanda Lokys
Mr Todd Southcombe
Mrs Lyndal Cassidy
Mrs Jean Burton

Heads of Department

Mathematics
Physical and Health Education
The Arts
Human Society and its Environment
Technological and Applied Studies
English
Science
Biblical Studies
Languages
Library

Mr Andrew Tome
Mrs Kylee Lane
Mr Brody Toombs
Mrs Kate Woolnough
Mr Steve Brigham
Mr Tim Murray
Mrs Kerri Baird
Rev Dave Binggeli
Mrs Shao-Ping Yeh
Mr Adam Foxall

Year 7 Camp

Date of camp: Monday 12 February - Friday 16 February 2024

Location: Cataract Scout Park

Theme: The Year 7 Outdoor Education Programme is a crucial event in the Year 7 calendar. The theme of the programme is 'Community' and is purposely scheduled at the beginning of Year 7 to facilitate positive connections among peers and their Mentor teachers.

Gear List

EQUIPMENT

- Sleeping Bag
- Sleeping Mat
- Pillow
- Single Bottom Sheet
- Cutlery
- Plate, Bowl, Cup
- 1 Tea Towel
- 1 x Water Bottle
(plus 1 x 1L supplied by Boomerang)
- 3 Large Garbage Bags
(For dirty clothes/wet clothes)
- Sunscreen SPF50+
- Personal Toiletries
- 2 x Towels
- 50ml Hand Sanitiser
- Medication – Not Expired
(Minimum 2 x EpiPens per Student if Anaphylactic)
- Head Torch & Spare Batteries
- Day Pack
- Camera (optional)

CLOTHING

- Sun Hat
- 1 x Long Pants
- 3 x Shorts
(no shorter than mid thigh)
- Track Pants
- Jumper / Sloppy Joe
- 4-5 x Socks
- 3-4 x T-Shirt with sleeves
- Underwear
- Sleepwear
- Waterproof Rain Jacket
- Fully enclosed shoes for walking
- Fully enclosed shoes for wet activities
- Swimmers
- Clothes suitable for water activities/getting muddy
- A white cotton shirt
- Bush Dance outfit

DO NOT BRING

- Singlets
- Mobile phones
- AirPods
- Spray deodorant
- Expensive items

EQUIPMENT SUPPLIED BY BOOMERANG ADVENTURES

- Tents
- Cookset

Please pack in a medium-sized bag. If possible a duffle bag rather than a suitcase is ideal.

Year 7 Language Taster Sessions

In Year 7, every TIGS student will study a language as part of a broad, balanced programme of study. Students can choose to learn French, Japanese or Mandarin.

During the Year 7 Orientation Day (November 10, 2023), students will have the option to experience taster lessons in two of these languages. Students are asked to choose TWO languages to allow us to create classes and ensure each student is allocated to two language taster sessions of interest to them.

Please use the QR code or link below to submit your preferences by Monday 6 November.



<https://forms.gle/yjMRWyp7aATNheCo6>

After the Orientation Day Taster Sessions, you will be invited to choose ONE language for your son or daughter to study throughout Year 7. A separate Google Form will be sent out to allow you to indicate this preference immediately after Day two of the Orientation Days.



TIGS

**The Illawarra
Grammar School**

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