

**GOROKA GRAMMAR SCHOOL**

## **Boarding Staff Handbook**

**2025 Edition**

“Boarding that Builds Leaders”

Developing character, discipline, and a community for every student.

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## Goroka Grammar School Boarding Handbook

### 1. Values and Visions

#### Boarding Philosophy

The boarding system is built around a **family-style approach**, encouraging students to take shared responsibility, participate in mentoring systems, and engage in regular group check-ins and devotions. The dorm-specific structure ensures routines, expectations, and community identity remain strong and developmentally appropriate.

Future expansion will retain the **dorm-specific model** rather than transition to a house-based system. This enables better age grouping, academic monitoring, and gender-sensitive support.

### 2. Boarding Structure

Goroka Grammar School currently operates three boarding campuses: Bihute Boys Dorm, Primary Campus Boys Dorm and Faniufa Mixed Dorm (Primary boys and Secondary girls).

Boarding is fully residential, with students housed in shared rooms with a capacity of two to four students per room depending on the campus. Long-term plans include separating primary and secondary boarding students by campus.

Each dormitory is staffed by designated boarding teachers and carers who provide 24/7 oversight. The structure encourages a stable, age-appropriate, and culturally respectful living environment for all students. The structure is designed to foster academic discipline, shared responsibility, and cultural respect, with students housed in age-appropriate, dorm-specific settings.

### **Current Dormitories**

#### **1. Secondary Campus Dorm (Faniufa)**

- **Room Setup:** 5 self-contained rooms with individual bathrooms
- **Capacity:** Up to 3 students per room; total of 15 students
- **Student Type:** Girls (Grades 7–12) of Boys (Grades 3-6)

#### **2. Bihute Boys Dorm**

- **Room Setup:** 8 rooms (2 students each) + 1 larger room (5 students), shared bathrooms
- **Capacity:** 19 students
- **Student Type:** Boys (Grades 7–12)

#### **3. Primary Campus Dorm**

- **Room Setup:** 2 self-contained rooms, expandable depending on the need
- **Capacity:** 4 students per room; current total of 8
- **Student Type:** Boys (Primary & Secondary)

### **Gender & Year-Level Allocation**

- **Bihute:** Grades 7–12 boys
- **Faniufa:** Mixed dorm
- **Primary Campus:** Boys only (Grades 3-12)

Room assignment is based on **academic compatibility and year level**, not student choice. There are **no designated quiet zones or prayer spaces**, though structured reflection/check-in periods are built into routines. Currently, there are **no accessibility features** for students with physical disabilities.

### **Facilities Provided Per Student**

- Bed, shelves (individual)
- Shared cupboards for storage

### **Administrative & Supervisory Setup**

- Rooms are assigned by boarding staff and administration
- Supervision includes live-in dorm teachers and day-shift carers

### **Capacity & Staffing Vision**

- Ideal student-to-staff ratio is **10:1**
- Staffing will scale with future dorm growth

### 3. Staff Roles & Duty Expectations

Staff include Boarding Coordinator, Dorm Teachers, and Dorm Carers. Boarding Teachers rotate their residential assignments annually and remain responsible for overnight and emergency supervision.

- Key roles include:
- Morning & evening routines
- Meal supervision
- Hygiene checks and incident reporting
- Weekend supervision
- Emergency and public holiday coverage

Dorm Carers provide day support including meal preparation, laundry, hygiene checks, and facility upkeep.

#### *Staff Roles & Duty Expectations – Boarding*

##### **Boarding Coordinator (To Be Appointed)**

Core Duties:

- Oversee boarding operations across all dorms
- Coordinate rosters, supervision, and staff performance
- Liaise with admin on behaviour, welfare, and logistics
- Monitor compliance with safeguarding and school policies
- Support staff training, parent communication, and term planning

##### **Dorm Teachers (Live-In Staff, Rotated Annually)**

Number per dorm:

- Bihute: 3
- Faniufa: 3
- Primary Campus: 6

Core Duties:

- Supervise boarders (day, night, weekends)
- Take daily roll calls and fill out attendance logs
- Oversee lights-out and uniform checks
- Assist with prep/study time and log academic issues
- Submit daily reports (behaviour, incidents, welfare)
- Occasionally lead weekend activities
- Communicate with parents only via admin
- Maintain professional boundaries

##### **Dorm Carers / Matrons (Day Shift Only)**

Number per dorm:

- Bihute: 2
- Faniufa: 3
- Primary Campus: 3

Core Duties:

- Monitor student hygiene (uniform, laundry, nails, rooms)
- Track hygiene charts
- Assist with wake-up and mealtimes
- Provide minor medical support or alert teachers/admin
- Report student absences or illness

- Maintain respectful, professional interactions
- Do not discipline or supervise in isolation

### **Night Duty Teacher (From Dorm Teacher Roster)**

Core Duties:

- Conduct roll call and lights-out walkthroughs
- Respond to emergencies or disturbances overnight
- Ensure students are in rooms and safe after hours
- Log any overnight incidents

What Staff Must Not Do

- Do not smoke or chew buai near students
- Do not speak in languages other than English in front of students
- Do not form inappropriate friendships or contact with students
- Do not collect money from students or families without approval of administration
- Do not share personal contact or social media with students
- Do not allow students to leave dorm without permission from administrators

## **4. Student Leadership in Boarding**

Each dorm elects a Dorm Captain and Vice Captain via student vote. Bi-termly leadership meetings are held to provide input on dorm life. Duties include:

- Leading roll calls
- Welcoming and orienting new boarders
- Assisting in devotions or evening gatherings
- Promoting unity and discipline

A Peer Mentor system will be introduced by dorm, allowing older or experienced students to support younger ones in academics and social adjustment.

### **Leadership Positions**

Dorm Captain (One per Dorm)

- Elected by peers annually
- Must be a senior student in good academic and behavioural standing
- Represents boarder concerns to dorm staff and school leadership
- Helps enforce dorm rules, hygiene standards, and lights-out routines
- Assists in welcoming new students and conducting peer orientation
- Leads weekly room checks in coordination with carers

Dorm Vice-Captain (One per Dorm)

- Supports the Dorm Captain in all duties
- Acts in their place if the captain is unavailable
- Helps with prep room organisation and weekend event planning

Peer Mentors (Optional – One per grade group or dorm wing)

- Assigned by dorm staff or elected from among peers
- Offers academic, emotional, or social support to junior boarders
- May assist with homework time or buddy-checks
- Role is non-disciplinary and mentorship-focused

### **Selection Process**

Leadership positions are selected through a peer vote, followed by staff review

Candidates must:

- Submit a short written application or speech
- Demonstrate a clean disciplinary record
- Maintain consistent academic engagement

### **Duties & Commitments**

- Attend bi-termly leadership meetings with the Boarding Coordinator
- Lead by example in punctuality, respect, and personal hygiene
- Act as communication liaisons between students and staff
- Assist during emergency evacuations, ensuring peers are accounted for
- Encourage inclusive participation during weekend and recreational activities
- Support during reflection/devotion sessions and morning routines

### **Expectations & Conduct**

Student leaders must:

- Maintain high behavioural standards—any serious breach will lead to immediate removal from their position
- Not abuse authority; they are not permitted to issue punishments
- Uphold confidentiality and report issues to staff, not resolve them alone
- Foster a positive, respectful, and inclusive environment

### **Future Development**

- Training or orientation for student leaders at the start of each year
- Leadership badges, certificates, or recognition during school assemblies
- Inclusion of student leaders in planning co-curricular and cultural events

## **5. Communication & Parent Engagement**

Effective and respectful communication between Goroka Grammar School's boarding staff, students, and families is essential to maintaining trust, transparency, and student wellbeing. We believe that active partnerships between home and school help students thrive socially, emotionally, and academically.

Dorm staff only communicate with families via written term summaries or email through the administration.

A termly boarding report will be issued for each student including academic, behavioural, and wellness updates.

### **5.1 Parent–Student Contact Guidelines**

Parents and guardians may contact their child during the following times:

- Monday to Friday: 4:00 PM – 6:30 PM
- Saturday: All day
- Sunday: Until 6:30 PM

These hours are designed to protect academic time and routines. Parents are kindly asked to respect these boundaries.

Students may access personal phones (ONLY from 3pm on Friday to 6:30pm on Sunday) or calling devices (Boarding phones) only during these hours, under the supervision of dorm staff. Emergency contact outside these hours must be arranged through school administration.

### **5.2 Communication Between Dorm Staff & Parents**

Dorm staff do not directly communicate with parents regarding behavioural or academic matters unless instructed to do so by school leadership. All parent communications should be routed through:

- Director of Education or Director of Operations
- Principal, Deputy Principal or Head of Section - Secondary
- Boarding Coordinator (when appointed)

Forms of parent communication include:

- Written term summaries (highlighting student adjustment, hygiene, room cleanliness, and engagement)
- Email updates
- Official notices regarding leave, rules, or behaviour

All communication is provided in English only to maintain clarity and consistency.

### **5.3 Termly Boarding Reports**

Each boarding student will receive a termly Boarding Report that includes:

- Academic Summary (collaborated with subject teachers)
- Behavioural Log (reflections, warnings if applicable)
- Wellbeing & Social Participation
- Room Hygiene & Personal Responsibility
- Extracurricular Involvement / Leadership Updates

These reports are sent to parents via email or hard copy, depending on the family's preferred communication method.

### **5.4 Parent Engagement Opportunities**

Parents are encouraged to remain involved in their child's boarding life. The following channels are available:

- Parent-Admin Meetings at term breaks or when concerns arise
- Boarding Orientation for new parents at the beginning of each year
- End-of-Term Wrap-Ups or Assemblies (when feasible)

Parents are welcome to provide suggestions or feedback regarding dorm life, which should be directed through the Director of Operations.

## **6. Academic Support & Prep**

Night study ('Prep') is conducted in-dorm for all students under staff supervision. Primary students study from 6:30–8:00 PM; secondary students until 8:30 PM.

Teachers will provide termly study plans and check-ins. Homework logs are currently not used, but may be introduced.

A new peer tutoring support plan will be developed, allowing academically strong boarders to assist others through structured help sessions.

Goroka Grammar School's boarding program supports students in maintaining consistent academic engagement through structured prep time, staff oversight, and termly monitoring.

Although boarding teachers do not provide tutoring, they are essential in facilitating a quiet, focused, and supportive environment for learning.

### **6.1 Study Time ("Prep") Structure**

**Definition of Prep:** "Prep" refers to the designated evening study session where boarders are expected to complete homework, revise class content, or read independently.

**Location:** Prep is conducted in the dormitory study areas or classrooms where available.

**Schedule:**

Primary Prep: 6:30 PM – 7:30 PM

Secondary Prep: 6:30 PM – 8:30 PM

(Subject to adjustment during exam weeks.)

**Supervision:** A duty dorm teacher must be present during the entire prep session, maintaining discipline, quiet, and attendance.

**Expectations:**

- All students must be seated and ready at the start of prep.
- Mobile phones and non-academic devices are prohibited unless permitted by admin.
- Talking is not allowed unless asking for help.
- Late arrivals must have a valid reason and be logged.

### **6.2 Role of Boarding Staff in Academic Monitoring**

Boarding teachers are expected to:

- Maintain an academic attendance register during prep.
- Submit weekly Academic Prep Logs summarising participation, punctuality, and behaviour.
- Follow up on students who regularly miss or fail to use prep time effectively.
- Refer any academic concerns to the Deputy Principal or Director of Education.

### **6.3 Homework & Study Logs**

While there is no current school-wide homework log, dorms are encouraged to:

- Use a Prep Monitoring Sheet (Annexed template) for each student.
- Encourage students to list their homework or revision targets nightly.
- Ask students to review or reflect on their academic progress weekly.

### **6.4 Peer Support**

Though formal tutoring is not required:

- Peer study groups may be formed by dorm teachers -with administrative approval.
- Stronger students can assist peers under supervision.
- A Peer Mentor system may be introduced to help junior students adapt to prep expectations.

### **6.5 Termly Check-ins**

To track progress over time:

- Dorm staff should complete an Academic Summary Report (part of the Termly Boarding Report).
- Patterns of disengagement must be raised in bi-termly dorm meetings with admin.
- A Termly Prep Summary will be reviewed by senior staff for early intervention.



### **6.6 Quiet Study & Catch-up Time**

Students who fall behind may be assigned additional supervised study slots:

- During afternoon rest time (by arrangement).
- After lights-out in special cases (Grades 10–12 only, with approval).

## **7. Recreation & Weekend Life**

Every weekend includes a scheduled recreational activity. These are optional and teacher-led. Parents are only expected to provide for:

- Personal care items
- Snacks and pocket money
- Phone credit

### **7.1 2025 Activity Schedule**

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## **8. Leave, Sign-Out & Visitor Policy**

All leave must be digitally signed using a Google Form. Students are permitted:

- 2 town trips per term (Week 3 and Week 6)
- Visits only with parents or adults approved in writing

Visitors are not permitted inside dorms without written administrative approval. Sample Leave Forms will be included in the annexes.

### **8.1 Google Form Sign out link**

Term 1  
Term 2  
Term 3  
Term 4

## **9. Dining, Food & Hygiene**

All students are served three meals daily with fruit available at all times of the day. All boarding students are responsible for their own cleaning up after meals and of rooms, common room cleaning rosters will be available in each dorm. Students are also required to wash and dry all plain clothes -with the exception of Grade 10 and 12 students, their plain clothes will be washed with uniforms of all other boarding students.

Students with dietary restrictions (e.g., vegetarian, allergies) must notify staff using a medical form. Laundry (school uniforms) is collected and returned daily.

Basic hygiene (nail checks, uniform cleanliness, room tidiness) is monitored daily by carers and weekly by dorm staff.

## **10. Safeguarding & Confidentiality**

All boarding staff will complete annual safeguarding and child protection training. A signed Child Safety Pledge will be required from all staff and senior student leaders.

All wellbeing or protection-related incidents must be recorded confidentially and reported to the Director of Operations.

External agencies, including certified PNG pastors or child advocates, may be engaged as support partners for student welfare and counselling.

## **11. Emergency Procedures & Fire Safety**

Emergency evacuation drills are conducted once per term. All dorms will have visible, posted fire protocols.

The duty dorm teacher holds the first aid kit and leads evacuations. Currently, no two-way radios or alert systems are used. Staff will be trained in manual alert methods and student headcounts.

## **12. Behaviour & Discipline**

A formal 3-strike discipline system will be implemented. Each strike must be logged using a Disciplinary Referral Form. After the third strike, the student may be:

- Placed on probation
- Referred for counselling
- Removed from boarding

Leadership roles will be revoked for serious misconduct. Weekend privileges are linked to positive behaviour. A demerit log will be added to each student's term report.

## **13. Annexes**

### **13.1 Prohibited Items & Room Standards**

Boarding students at Goroka Grammar School are expected to maintain a clean, safe, and respectful living environment. In order to support wellbeing, safety, and discipline, a clear list of prohibited items and room conduct expectations applies to all dormitories.

#### **A. Prohibited Items**

The following items are strictly prohibited in the boarding dormitories and on school property. Possession of any of these items will result in disciplinary action and, in serious cases, suspension or expulsion from the boarding program.

##### *13.1.A.1. Substances*

- ☒ Buai (betel nut)
- ☒ Cigarettes, rolling paper, tobacco
- ☒ Vapes and e-cigarettes
- ☒ Alcohol of any kind
- ☒ Drugs or drug-related paraphernalia (including pipes or grinders)
- ☒ Over-the-counter or prescription medication not disclosed to staff
- ☒ Energy drinks (e.g., Monster, Red Bull, Sting)

##### *13.1.A.2. Weapons and Dangerous Items*

- ☒ Knives, pocketknives, box cutters
- ☒ Scissors with sharp blades (non-school use)
- ☒ Lighters or matches
- ☒ Fireworks, flammable liquids, or explosives

#### 13.1.A.3. Electronics

- ☒ Personal gaming consoles (e.g., PSP, Nintendo Switch, Xbox)
- ☒ Large speakers, subwoofers, or amplifiers
- ☒ Smartwatches with internet access or messaging
- ☒ Mobile phones (during restricted hours)
- ☒ Personal Wi-Fi modems, SIM devices, or routers
- ☒ Unauthorized extension cords or power banks

#### 13.1.A.4. Offensive or Inappropriate Material

- ☒ Pornographic magazines, books, posters, or content
- ☒ Violent or graphic media (movies, games)
- ☒ Content promoting hate, racism, or gang culture

#### 13.1.A.5. Miscellaneous

- ☒ Aerosol sprays (e.g., deodorants, perfumes, insect sprays)
- ☒ Unsealed or uncovered food in dorms
- ☒ Food containing peanuts or known allergens
- ☒ Candles, incense burners, or plug-in scent devices
- ☒ Gambling cards or betting materials
- ☒ Large sums of cash (must be handed to boarding staff)

### B. If Prohibited Items Are Found

1. If a student is found in possession of any prohibited item:
  - Immediate confiscation of the item(s).
  - Written warning for first minor offense (recorded).
  - Parent/guardian will be notified.
2. Depending on the item:
  - Disciplinary Referral will be completed by staff.
  - Loss of privileges (e.g., community outings, town trips).
  - Probation or referral to school counselling.
  - Suspension from boarding for serious or repeat infractions.
3. Illegal or dangerous items (e.g., drugs, weapons) may result in:
  - Immediate removal from boarding,
  - Police notification, if required under PNG law,
  - Expulsion from Goroka Grammar School.

### C. Room Standards

Students are expected to keep their personal and shared dorm spaces neat and hygienic. All boarders must:

- ☐ Make their bed every morning before breakfast.
- ☐ Store bags, shoes, and clothes in lockers or designated areas.
- ☐ Maintain clean, labelled laundry in laundry baskets.
- ☐ Keep personal items tidy and off shared floors or hallways.
- ☐ Use non-damaging adhesives for wall decorations (no nails or tape).
- ☐ Only use approved electrical items (tagged and safe).
- ☐ Not consume or store food in bedrooms.

- ☐ Not swap or rearrange furniture without permission.
- ☐ Respect other students' property and shared spaces.

#### D. Room Inspections

- Dorm carers will conduct daily informal checks.  
Staff will complete a weekly hygiene chart inspection.
- Repeated poor hygiene may result in community service, weekend restrictions, or additional duties.
- Hygiene logs are reviewed monthly by administration.

#### E. Damage, Breakages & Vandalism

- Any damage to dorm property must be reported to the duty staff immediately.
- Intentional or reckless damage will result in:
  - Cost of replacement or repair charged to the student/family.
  - Behaviour warning or referral.
  - Loss of room privileges or demotion of leadership role.
- Damage in shared areas where the responsible student is not identified may result in cost being shared across all occupants.

## ***Boarding student packing checklist***

### **Academic Supplies**

- School bag
- Exercise books (as per subject list)
- Pens, pencils, erasers, sharpener
- Ruler, calculator (for secondary students)
- Geometry set
- Dictionary
- Highlighters and coloured pens
- Homework/study diary or notebook

### **Clothing**

- School uniforms (at least 2 sets of formal uniforms)
- House T-shirt
- Sports uniform (2 sets)
- Casual clothes (4–6 sets)
- Jumper or jacket (2 sets)
- Sleepwear (2 sets)
- Undergarments (~7 sets)
- Socks (~7 pairs)
- Black school shoes
- Sandals or flip flops
- Runners/sport shoes

### **Toiletries & Hygiene**

- Toothbrush & toothpaste
- Bath soap & container
- Face towel & body towel
- Shampoo & conditioner
- Deodorant
- Comb or brush
- Nail clippers
- Sanitary items (for girls)
- Laundry soap or powder
- Pegs & laundry bag
- Personal hygiene wipes (optional)
- Trimmer or razors for shaving beard

### **Dormitory Items**

- Bedsheet sets (2)
- Pillow & pillowcase
- Light blanket
- Mosquito net (optional)
- Small bucket or basin
- Torch/flashlight (optional)
- Water bottle
- Plastic container for personal items

### **Optional / Extras**

- Bible or religious book
- Small musical instrument

- Personal journal
- Leisure reading books
- Photos of family
- Phone (to be handed in during weekdays)
- Pocket money (through bank card or to admin for managing)

#### Prohibited Items – Do NOT Pack

- Extra Mobile phones (if not permitted during weekdays)
- Lighters, matches, candles
- Cigarettes, vapes, alcohol, or drugs
- Weapons or sharp tools
- Expensive gadgets or jewellery
- Loudspeakers or large electronics
- Buai (betel nut) or related items
- Magazines or books with inappropriate content