

## Welcome Message

Dear Students and Families,

Welcome to Goroka Grammar School. Whether you are joining us for the first time or continuing your journey with us, we are delighted to have you as part of our school community.

At GGS, we believe every child has the potential to achieve something meaningful. We are committed to providing a safe, respectful, and engaging learning environment that encourages academic success, personal growth, and a strong sense of responsibility.

This handbook has been created to help you understand the rules, routines, and responsibilities that support our school community. Please take time to read through it carefully with your family. If you have questions, don't hesitate to ask a teacher or school leader.

We wish you a productive and successful school year!

The Leadership Team  
Goroka Grammar School

## Our Motto, Vision & Mission

**School Motto: Aude Aliquid Dignam – Dare to do something worthwhile**

**Vision Statement:** To inspire and develop young people of integrity, resilience, and excellence who contribute meaningfully to their communities.

**Mission Statement:** Goroka Grammar School is committed to providing a high-quality K-12 education in a safe and inclusive environment. We promote: academic excellence, respect for self and others, leadership in action, unity in diversity and a strong partnerships between school, family, and community.

## Term Dates – 2026

Term 1: 26 Jan – 2 Apr Term 1 Key Dates	Term 2: 13 Apr – 18 Jun Term 2 Key Dates	Term 3: 6 Jul – 10 Sep Term 3 Key Dates	Term 4: 21 Sep – 3 Dec Term 4 Key Dates
<ul style="list-style-type: none"><li>• 26 -28 Jan: Term 1 Resumption</li><li>• 9-13 Feb: Reading Assessment</li><li>• 11 Feb: Whole school CE</li><li>• 21 Mar: Variety Show</li><li>• 30 Mar: Mock #1 2026</li><li>• 2 Apr: Term 1 Closing Assembly</li></ul>	<ul style="list-style-type: none"><li>• 13 Apr: Term 2 Resumption</li><li>• 24 Apr: Athletics Carnival</li><li>• 11 May: Gr 10 WEX Mock #2</li><li>• 15-18 June: Mock #2 2026</li></ul>	<ul style="list-style-type: none"><li>• 6 July: Term 3 Resumption</li><li>• 10 July: Gr 12 WEX #3</li><li>• 20-24: Mock #3 2026</li><li>• 29 July: Gr 12 CE</li><li>• 7 Aug: PC Open Day</li><li>• 24-28 Aug: Mock #4 2026</li><li>• 2 Sep: Gr 12 CE #2</li></ul>	<ul style="list-style-type: none"><li>• 21 Sep: Term 4 Resumption</li><li>• 12-16 Oct: Gr 11 Work Experience</li><li>• 5 - 23 Oct: National Exams*</li><li>• 26-30 Oct: Reading Assessment</li><li>• 9-13 Nov: Grade 11 Mock #1</li><li>• 16-20 Nov: Whole school internal exams</li><li>• 27 Nov: Fun Sports</li><li>• 2 Dec: Hospital Visit</li><li>• 3 Dec: Closing assembly</li></ul>

## Daily Bell Schedule

- To be included at a later date.

## Contact Directory

Role/Name	Contact	Notes
Director of Education - Paddy Kelly	<a href="mailto:director@gorokagrammar.school.org">director@gorokagrammar.school.org</a>	Overall school oversight of academic policies and curriculum direction
Director of Operations - Sinead Kelly	<a href="mailto:sineadkelly@gorokagrammarschool.org">sineadkelly@gorokagrammarschool.org</a>	Overall school oversight for non-academic functions
School Principal - Mr Nelson Huanaromo	<a href="mailto:nhuanaromo1@gmail.com">nhuanaromo1@gmail.com</a>	Educational leadership and daily management of teaching/learning
Deputy Principal - Mrs Joyce Koilopa	<a href="mailto:jktuwen@gmail.com">jktuwen@gmail.com</a>	The Deputy Principal supports the Principal in managing daily operations. This role leads behaviour management across all grades and supervises Heads of Department and Section staff.
Head of Section (Secondary) - Ms Miriam Riyong	<a href="mailto:mitix01@gmail.com">mitix01@gmail.com</a>	The Head of Secondary oversees academic and pastoral operations for Grades 7–12. They directly supervise Heads of Department and classroom teachers and play a leading role in student discipline, progress tracking, and parent engagement.
School reception	<a href="mailto:admin@gorokagrammarschool.com">admin@gorokagrammarschool.com</a>  5322559	The School Receptionist is the first point of contact for all visitors and enquiries. They manage front-desk operations, assist with student records, and support daily administrative tasks.
Bursary office	<a href="mailto:bursar@gorokagrammarschool.org">bursar@gorokagrammarschool.org</a>	Handles all school fee invoicing, receipts, and financial records

## Uniform Policy

Goroka Grammar School students are expected to wear their uniform with pride and represent the school respectfully at all times — both on and off campus. Your appearance reflects our school's values of respect, discipline, and excellence.

- Wear the correct school uniform with pride
- No visible non-uniform garments
- ID badges must be carried when issued

Uniform Type	Worn By	Details
Formal Uniform	All students (Primary & Secondary)	School logo shirt, tailored trousers/skirt, blazer, shoes, socks

Sports Uniform	All students on PE/sports days	House-coloured shirt, school sports shorts, runners
Optional Items	Year 12 students	Senior polo shirt or commemorative jumper (approved design only)

\*Detailed information regarding the uniforms can be found in Uniform\_Policy\_v2025.01

Not Allowed

- Non-school jackets, caps, or jumpers
- Jewellery or excessive makeup
- Torn or visibly altered uniforms

Uniform Shop Hours

Location: Primary Campus Admin Office

Open Tuesdays and Thursdays, 2:00 PM to 4:00 PM

During school holidays: Open daily from 10:00 AM to 2:00 PM

## Behaviour Management Summary

Student Code of Conduct:

The Goroka Grammar School Code of Conduct is the foundation for a safe, respectful, and academically focused environment. All students are expected to follow this code at all times during school hours, boarding time, excursions, and any activity where they represent the school or are in school uniform.

### A. Respect for Self

- I will attend school regularly and arrive on time.
- I will be clean, well-presented, and wear the correct school uniform with pride.
- I will take responsibility for my actions, my learning, and my belongings.
- I will speak, act, and behave in ways that show maturity and dignity.

### B. Respect for Others

- I will treat my classmates, teachers, and all school staff with courtesy and kindness.
- I will listen when others are speaking and take turns to contribute.
- I will not bully, tease, gossip, intimidate, or exclude others.
- I will use respectful and appropriate language at all times.
- I will accept differences and show compassion to those in need.

### C. Respect for Learning

- I will follow all classroom rules and instructions without delay or defiance.
- I will stay focused, try my best, and complete all assigned tasks.
- I will not disrupt others or interfere with teaching and learning.
- I will bring the correct materials and be prepared for every class.

### D. Respect for Property

- I will take care of school property, equipment, and the environment.
- I will not steal, damage, or misuse school or personal belongings.
- I will report any damage or unsafe behaviour immediately.
- I will help keep the school clean and safe for everyone.

### E. Responsibility in the Digital Space

- I will not bring mobile phones to school or use them on campus unless formally authorised.
- I will use school ICT systems for educational purposes only.
- I will not post or share harmful, disrespectful, or inappropriate content online.
- I will respect the privacy and dignity of others on all digital platforms.

### F. Honour and Representation

- I will represent Goroka Grammar School with integrity at all times.
- I will participate fully in school life and take pride in my conduct.
- I will take ownership of my mistakes and work to restore trust when broken.

### Behaviour Levels:

Level 1 – Minor: Warning or Think Sheet

Level 2 – Moderate: Yellow Card, parent contact

Level 3 – Serious: Orange Card, loss of privileges

Level 4 – Critical: Suspension, meeting with parents

### Rewards:

- House Points, certificates, Golden Time, PBS awards

### Restorative Practices:

- Think Sheets, re-entry meetings, apologies, peer mediation

## Technology and Cyber Behaviour

At Goroka Grammar School, technology is used to support learning, not distract from it. We expect all students to act responsibly and respectfully when using devices — both at school and online.

### Phone-Free School

- Mobile phones are not allowed at school.
- If brought, they must be handed in at the start of the day and collected after dismissal.
- Phones found on students will be confiscated, and parents will be contacted.

### Social Media Rules

Students must not:

- Post or share inappropriate or harmful content (photos, messages, videos).
- Post pictures of students in school uniform without school approval.
- Create fake accounts or impersonate others.
- Bully or embarrass others online (cyberbullying).

### What Happens If You Break the Rules?

Breaking the cyber-policy may lead to: Tech restrictions, Yellow or orange cards, suspension or expulsion for serious misuse, reports to police (in cases of online threats or illegal content).

### Be a Responsible Digital Citizen

Always:

Ask before sharing photos or names, keep your passwords private and report anything that feels unsafe to a teacher or parent.

## Academic Integrity

At Goroka Grammar School, we believe in honesty, hard work, and doing your best. Learning is about effort and growth — not shortcuts. All students are expected to complete their own work and follow the school's assessment rules.

Academic integrity means:

Doing your own work (not copying or cheating), Being honest about your sources and research, Respecting deadlines and Taking tests fairly without help or notes.

### What Counts as Cheating or Misconduct?

Copying answers during a test, Submitting someone else's work as your own, Using phones, books, or help during tests, Sharing test answers with others, Using AI, internet tools, or copied materials without permission.

### Assessment Expectations

Students must attend all tests and exams, If you are absent during test week, you must show a valid medical certificate on the day of return or you will not be allowed to sit the test, Students may not retake assessments unless approved by the Senior Admin Team for serious reasons (e.g. medical, family emergency).

If you find a topic hard or are falling behind:

Talk to your teacher early, Use study time and homework clubs, Ask for a revision sheet or extra help and Don't copy — ask for support instead!

## Health & First Aid

Your health and safety matter to us. Goroka Grammar School has clear procedures to help students when they feel sick or get hurt at school. Follow the rules below to stay safe and help us support you.

If You Feel Sick at School

- Tell your class teacher or boarding carer immediately.
- You will be sent to the First Aid Officer or School Reception.
- You may rest in the sick bay if needed.
- If your illness is serious, your parent/guardian will be contacted.

Students are not allowed to leave school grounds without permission, even if they are unwell.

Medication Rules

- Students are not allowed to carry medication.
- All medicines (prescribed or over-the-counter) must be handed to:
- Class teacher (Primary)
- School nurse / matron (Secondary/Boarding)

Provide clear instructions from a parent or doctor.

Injuries or Accidents

- All injuries, even small ones, must be reported to a teacher or staff member.
- First aid will be given at school, and parents will be informed if necessary.
- For serious cases, students may be taken to the hospital and parents will be contacted immediately.

Health Tips

- Eat breakfast and drink plenty of water.
- Get enough sleep, especially before test days.
- Stay home if you're very unwell (e.g., flu, fever, vomiting).
- Wash hands regularly and keep your desk and dorm tidy.

## Social Media & Internet Use

The internet is a powerful tool — but how we use it matters. At Goroka Grammar School, we promote safe, respectful, and educational online behaviour both at school and in your personal life.

Use of School Devices and Internet

You may use school internet and computers only for:

- Research and schoolwork
- Learning activities approved by a teacher
- Logging in to school learning platforms (e.g., assessments, assignments)

You may not:

- Play games or stream videos unrelated to learning
- Chat, message, or use social media during class
- Access or share inappropriate content

Posting on Social Media

If you are wearing the school uniform — online rules still apply.

Do not:

- Post rude or inappropriate photos/videos in uniform
- Tag the school in negative or offensive content
- Share school-related content without permission

Do:

- Ask permission before posting photos with friends
- Speak positively and responsibly about school events
- Use private accounts if you prefer to share personal updates

#### Protecting Yourself Online

- Never share your full name, address, or school location with strangers.
- Use strong passwords and don't share them.
- Report harmful messages or fake accounts to an adult.
- Think before you post — what you put online can last forever.

Let's have a great year together!