

Guildford Grammar School

Staying Connected



Guildford Grammar
School

FOUNDED 1896

Where
tradition
MEETS
TOMORROW

Welcome

At Guildford Grammar School, we understand that clear, timely, and effective communication is essential in ensuring a strong and connected school community. Our aim is to make accessing information simple and staying engaged effortless, so families can focus on what matters most – supporting their child’s learning journey.

This booklet outlines the tools and processes we have in place to keep parents, students, and staff informed and connected. From our new School App and newsletters to learning management systems like SeeSaw and SEQTA Engage, we are committed to ensuring that communication is straightforward and reliable. You’ll also find information about key areas such as:

- Absentee procedures
- The School Calendar
- Sport and Co-Curricular updates
- Parent engagement opportunities and programs
- Bus routes and transport information

At Guildford Grammar School, communication is more than sharing information – it’s about fostering relationships, building community, and ensuring every family feels included and supported. Whether it’s through face-to-face events, digital platforms, or regular updates, our goal is to ensure you have everything you need to stay informed and engaged.

We hope this resource helps you navigate our communication processes with ease. Feedback is always welcome as we continue to enhance how we connect with our community at communications@ggs.wa.edu.au

Kind regards,

Laura Kendall
Director of Community
and Sustainability



Communication Channels



Text Message

Text messages will be sent if your child does not present to School without notification. Text messages are also used in an urgent or emergency situation and to act as a final form of notification of an event or paperwork due. Please ensure your phone number registered with the School is up to date through Consent2Go.

TEXT MESSAGE



EMAIL



Email

Sending important emails to families (e.g., From the Principal/Critical Incident etc).

In lieu of sending via SEQTA if can't come from a generic email address.

SOCIAL MEDIA



Social Media

Provide a regular 'day in the life' insight into Guildford activities.



School App

School App

- All mass communication
- Student Absentees
- SEQTA access
- Calendar access
- Notices are sent to parents based on their child's year group
- News Blog and Social Pages access
- Co-Curricular and Sport Systems

Consent 2Go

Consent2Go

Consent2Go is used to collect contact information, photo permissions and incursion/excursion permissions.

SeeSaw

SeeSaw

Learning management tool for Prep Students.

Reach

Reach

Boarding House communication tool and approvals.

SEQTA

SEQTA

SEQTA is the Learning Management System for GGS. This system provides access to both students and parents to all information relating to an individual's timetable, bell times, lessons, assessments and student communication with staff. Daily notices can also be found here for both parents, staff and students.

WEBSITE



Website

The School website is a resource for prospective families to learn more about the School and to be informed when choosing a school for their child. The intended purpose is not for current, enrolled families.

Parent Hub

Parent Hub

One-stop-shop for accessing information.

School App

The Guildford Grammar School App has been designed to make staying connected easier than ever. With instant access to key information, including notices, newsletters, the School Calendar, and Co-Curricular information, it's your **one-stop-shop** for staying informed. The App also allows you

to receive timely notifications, provide absentee notifications to the School, and access essential tools like Sport and Co-Curricular schedules. With everything you need at your fingertips, the Guildford Grammar School App ensures you're always engaged with school life.



Notices
Targeted notices based on Class/Year/House.

Calendar
Access to School events and activities.

Co-Curricular
Link directly to your child-specific Sport and Co-Curricular information.

Contacts
Directory of School contacts.

Newsletter
Fortnightly newsletter with updates from the Principal and key staff.

SEQTA Engage
Learning management tool (timetables and reports) and Parent Accounts.

Links
Access to links including the Parent Hub, Clothing Shop, Term Dates and more.

Absentees
Notify the School of your child's absence.

Logging into the App

The GGS App is connected to your School account and will require a log in. Use your email address the School has on file for you and your set password. **To reset your password, please click here or scan the QR code below.**

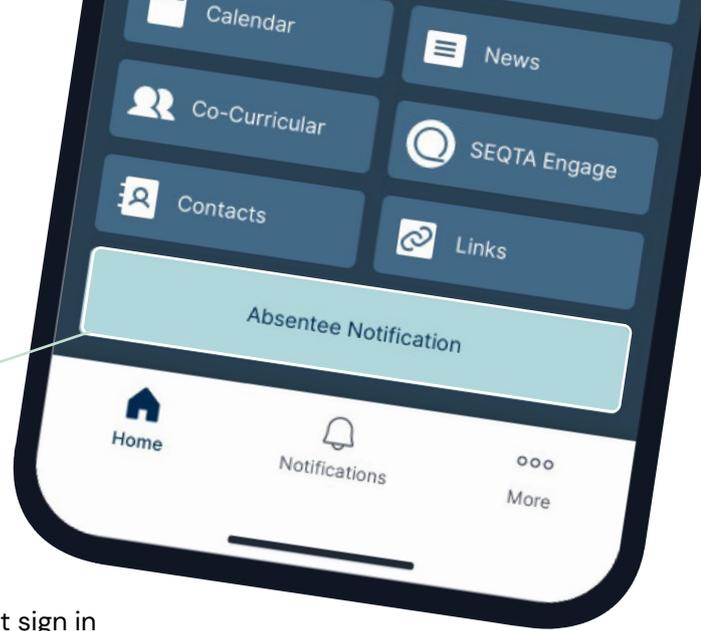


Once logged in, you will be able to set Face ID or Touch ID to enter the App in the future. You will also not need to log in to access any of the Co-Curricular or SEQTA information when access is made through the App as it is all connected.



For any IT related queries, please **contact the Tech Centre here or scan the QR code below.**





Absentees

To ensure the safety and wellbeing of our students, parents/guardians are required to notify the School of any absences prior to the start of the school day. Notifications for both planned and unplanned absences can be easily submitted via the **Guildford Grammar School App** for both the Preparatory and Senior Schools.

For late arrivals or early departures, students must sign in or out using the designated kiosks located throughout the School. If a student is being collected early, they must be picked up from the **Preparatory Administration, Senior Administration, or Boarding Reception.**

Planned absences can also be recorded in advance through the App, and medical certificates can be uploaded as needed to streamline the process. These procedures help us maintain accurate attendance records and ensure a smooth day-to-day experience for students and families alike.

Consent2Go

Consent2Go is the online platform that the School uses to collect contact information, photo permissions, to inform parents of events and to obtain parent permission for School incursions and excursions. The system works by sending an email to parents, no login is required as the emails are personalised. Once you have clicked on the link, you will be asked to check all details ensuring the information is updated on our systems.

Consent2Go correspondence will come from admin@mcbschools.com, not a School email address. Please add this email address to your contacts to ensure you do not miss an email.

To update any contact or medical details held by the School, please [click here](#) or scan the QR code.



Parent Hub

The Parent Hub is your central resource for all essential school information and updates at Guildford Grammar School when not using the GGS App. Designed to make it easier for families to stay connected and informed, the Parent Hub provides quick access to key details, including:

- School policies and procedures
- Transport and bus service information
- Term dates and calendars
- Parent guides and resources
- Important notices and updates

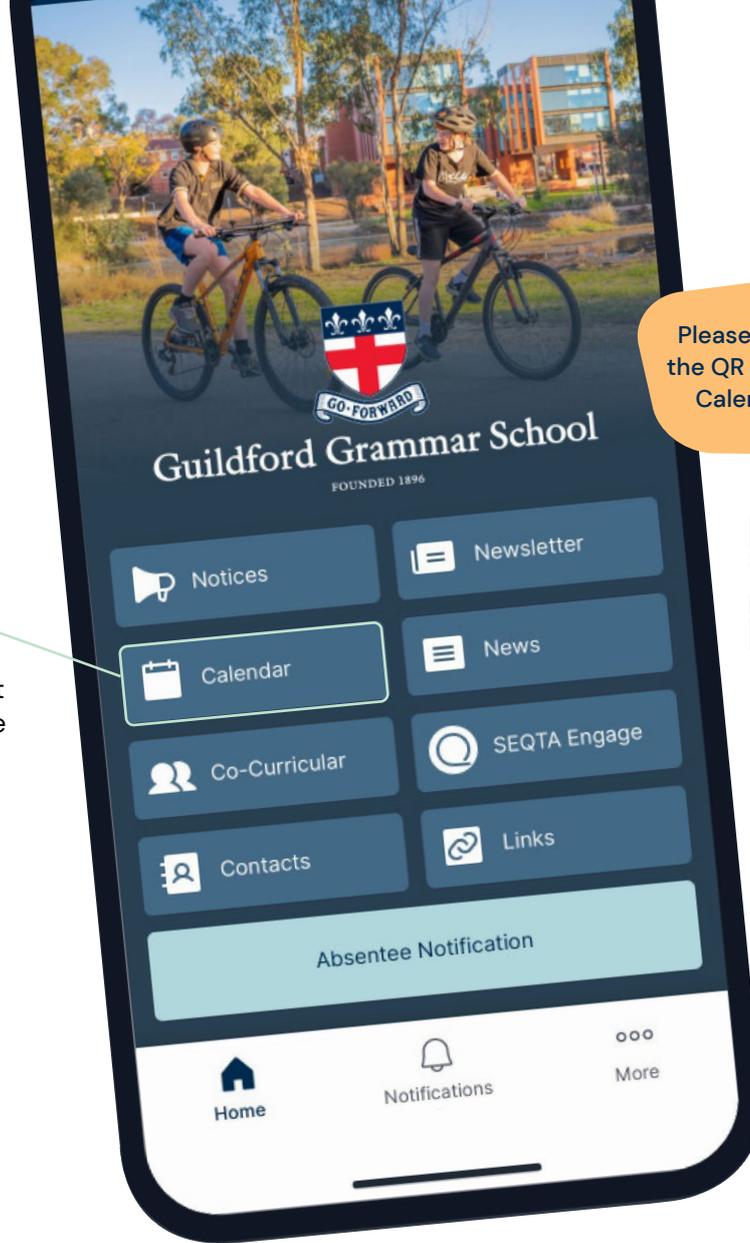
Accessible via the GGS website and the [Parent Hub link](#) under the 'Links' tab on the GGS App, this platform ensures that everything you need to support your child's school experience is at your fingertips.



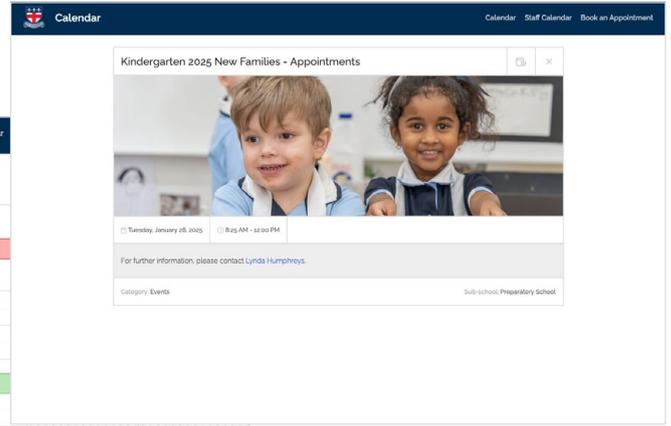
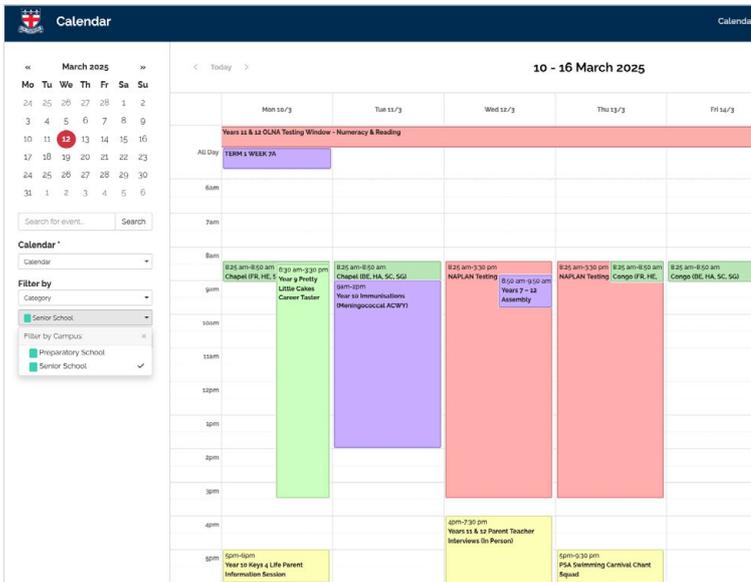
Calendar

Our new School Calendar makes it easier than ever to stay up to date with school events and activities. Featuring a search function and the ability to **filter by event category** or by **Preparatory and Senior Schools**, the calendar allows you to quickly find what's most relevant to you.

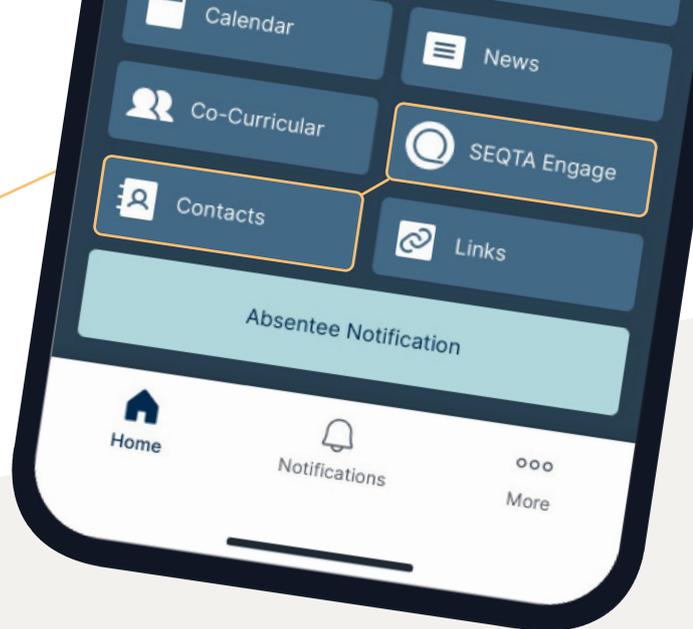
Each event listing provides comprehensive details, where available, when you click through, including the main contact, date, time, and any additional information you may need. The Calendar is designed to provide a clear and organised view of everything happening across the School, helping families plan and stay informed.



Please click here or scan the QR code to access the Calendar via the web.



Co-Curricular and Sport



The **Co-Curricular** button on the GGS App provides families with quick and easy access to information tailored specifically to the activities their child has selected through Clipboard.

Whether your child is involved in music tuition, choirs, orchestras, drama productions, cadets, service-learning programs, or one of the many clubs and activities offered, all relevant details are available in one place. This includes schedules, rehearsal times, event locations, and contact details for staff or activity coordinators, ensuring parents can stay informed and organised.

Our **sporting programs** are equally accessible through the App, offering key details such as fixtures, training schedules, team names, results, and coach contact information. This centralised hub ensures families have the information they need to support their child's sporting commitments with ease.

We encourage all families to engage with their child's co-curricular and sporting experiences. Whether attending performances, cheering from the sidelines, or lending a helping hand, your involvement strengthens the strong sense of community for which Guildford Grammar School is renowned.

Student Access to Co-Curricular and Sport Information

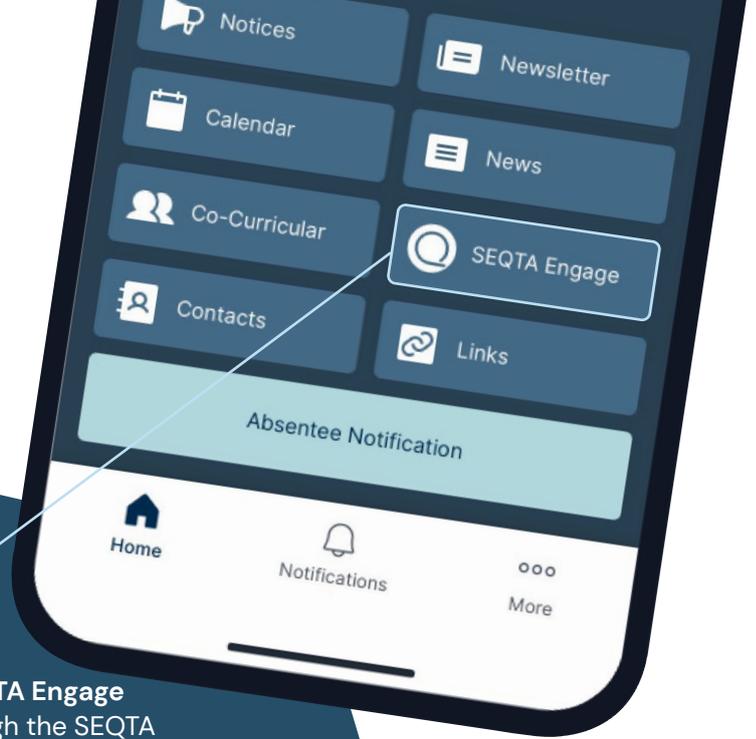
Students also have their own access to the Co-Curricular and Sport area through the dedicated Clipboard website. This allows them to view their commitments, including schedules, rehearsal times, training sessions, fixtures, and event details. By having this information at their fingertips, students can take greater ownership of their activities, helping them stay organised and prepared.

Encouraging students to check their schedules and updates regularly fosters independence, accountability, and time management skills—key attributes that will benefit them both during their school years and beyond.

Please click here or scan the QR code to access the Co-Curricular and Sport information via the web.



Please note: Hats are compulsory for all summer sports, and mouthguards are required for all contact sports.

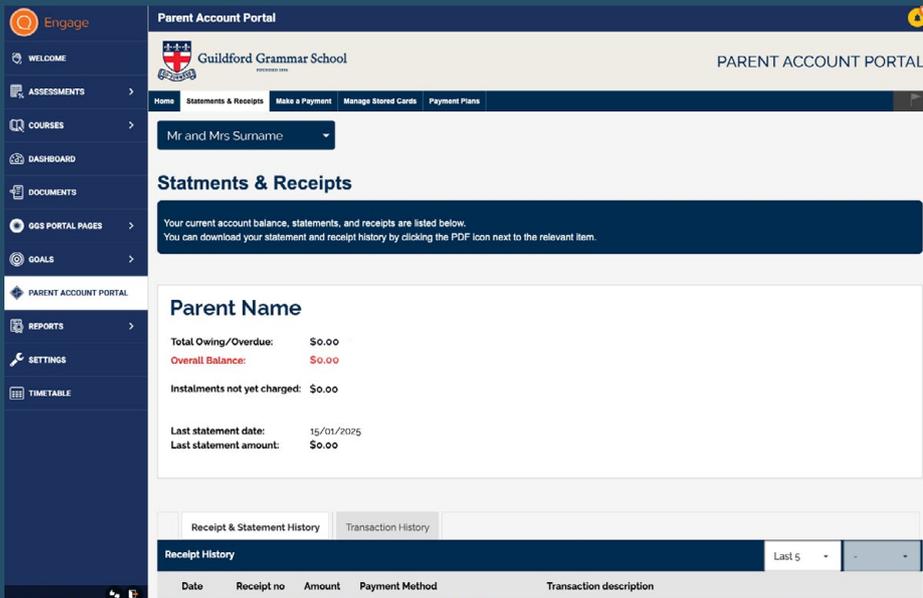


SEQTA Engage

SEQTA Engage is a valuable tool for Guildford Grammar School parents, providing access to key information to support their child’s learning and organisation. Senior School parents can view their child’s reports, timetables, assessments, and homework, while Preparatory School parents can access reports online with ease. SEQTA Engage ensures you have a clear overview of your child’s academic progress and day-to-day commitments, helping you stay informed and engaged with their learning journey.

Accessing SEQTA Engage is simple through the SEQTA Engage button on the GGS App, making it easy to check updates anytime, anywhere. This centralised platform ensures that important details are readily available, keeping communication around your child’s academic life clear and accessible.

To access SEQTA Engage via the website please click [here](#) or scan the QR code.



Parent Account Portal

Within SEQTA Engage, parents can also access the **Parent Account Portal**, our dedicated finance module. Here, families can view fee statements, receipts, and payment history, as well as pay accounts online or set up direct debit arrangements. This integrated feature provides a convenient way to manage school finances efficiently, ensuring everything is at your fingertips.

SeeSaw

Within the **Preparatory School**, SeeSaw is used as an ongoing learning journey and assessment portfolio, showcasing your child's learning experiences, progress, and the level at which they are working. It provides a clear and interactive view of your child's classroom journey, with teachers and students sharing responsibility for uploading evidence of learning. This typically includes work samples, assessment tasks, photos, videos of learning in action, and activities completed on the platform.

For families of students in **Years 3-6**, SeeSaw offers an additional opportunity to strengthen the connection between home and school. Parents and students can comment on learning posts, fostering meaningful conversations, encouraging reflection, and further engaging students in their learning journey.

Accessing SeeSaw is simple:

- **On your smartphone:** Download the free *SeeSaw Family app*, scan the QR code, or [click here to create your family account](#).
- **On your computer:** Click the link, select your child, and follow the steps to create your account. SeeSaw can be accessed directly through the **SeeSaw** link on the 'Links' tab of the GGS App, providing a seamless way for families to stay connected, celebrate achievements, and actively engage in their child's learning.



For additional guidance, please refer to the ['How to use SeeSaw'](#) video.



REACH Boarding App

At Guildford Grammar School, the **REACH Boarding App** is an integral tool for managing the day-to-day life of our boarding community. Designed specifically for boarding schools, REACH provides a streamlined system to manage student movements, leave requests, and residential activities, ensuring clear communication between parents, students, and staff.

Parents can use the REACH app to submit and monitor **boarding-specific leave requests**, while boarding staff utilise REACH to manage **roll calls**, track student movements, maintain student records, and complete essential reports. This ensures the safety, wellbeing, and accountability of all boarders, while providing families with confidence and peace of mind.

The **REACH Boarding App** can be accessed conveniently via the **REACH** link on the 'Links' tab of the GGS App, offering a simple and efficient way for parents to stay informed and connected to their child's boarding experience.

To access REACH via the web, please [click here](#) or scan the QR code below.



Community Engagement



At Guildford Grammar School, we recognise that **parents and guardians are a child's first educators**, and their involvement plays a vital role in the success of our students. Our strong and well-regarded community is one of Guildford Grammar School's defining strengths, and it is the **active participation of our parents and guardians** that drives this connectedness.

We encourage all families to get involved, as the more you contribute, the more you and your child will gain from the Guildford Grammar experience. Whether it's through events, groups, or informal connections, parent engagement fosters a supportive environment that benefits every student.

Opportunities for Parent Involvement

- **Orientation and Induction Events** – Held prior to the start of the school year to support new families and students as they transition into GGS.
- **P&F Welcome Sundowner** – Held at the start of Term 1, this is a whole-school event to bring our community together.
- **Preparatory School Information Evening** – An opportunity early in Term 1 for Preparatory families to connect with teachers and learn about the year ahead.

- **Boarding Parent Catch-Ups** – Held both on campus and during regional tours, these provide boarding families with the chance to connect and engage with staff and other parents.
- **P&F Events** – A range of social and fundraising events organised throughout the year to strengthen connections across the community.
- **Parent Supporter Groups** – Active groups supporting sports, music, and co-curricular programs.
- **Guest Speaker Opportunities** – Regular talks and workshops for parents on topics relevant to education and student wellbeing.
- **Sub-School/Year/Class/Subject-Specific Information Evenings** – Opportunities to engage with staff and stay connected to your child's learning.
- **Parent Liaison (LP) Group Catch-Ups** – Smaller, informal gatherings to discuss relevant year-level topics and foster relationships.
- **The Old Guildfordians Association (OGA)** – Supporting students and families beyond Year 12, fostering lifelong connections within the Guildford Grammar community.

Parent Code of Conduct

To maintain the positive relationships and respectful environment we are known for, we ask all parents and guardians to uphold our Code of Conduct. This ensures interactions are supportive, constructive, and reflective of our shared values. [The Code of Conduct can be found on the Guildford Grammar School Website.](#)

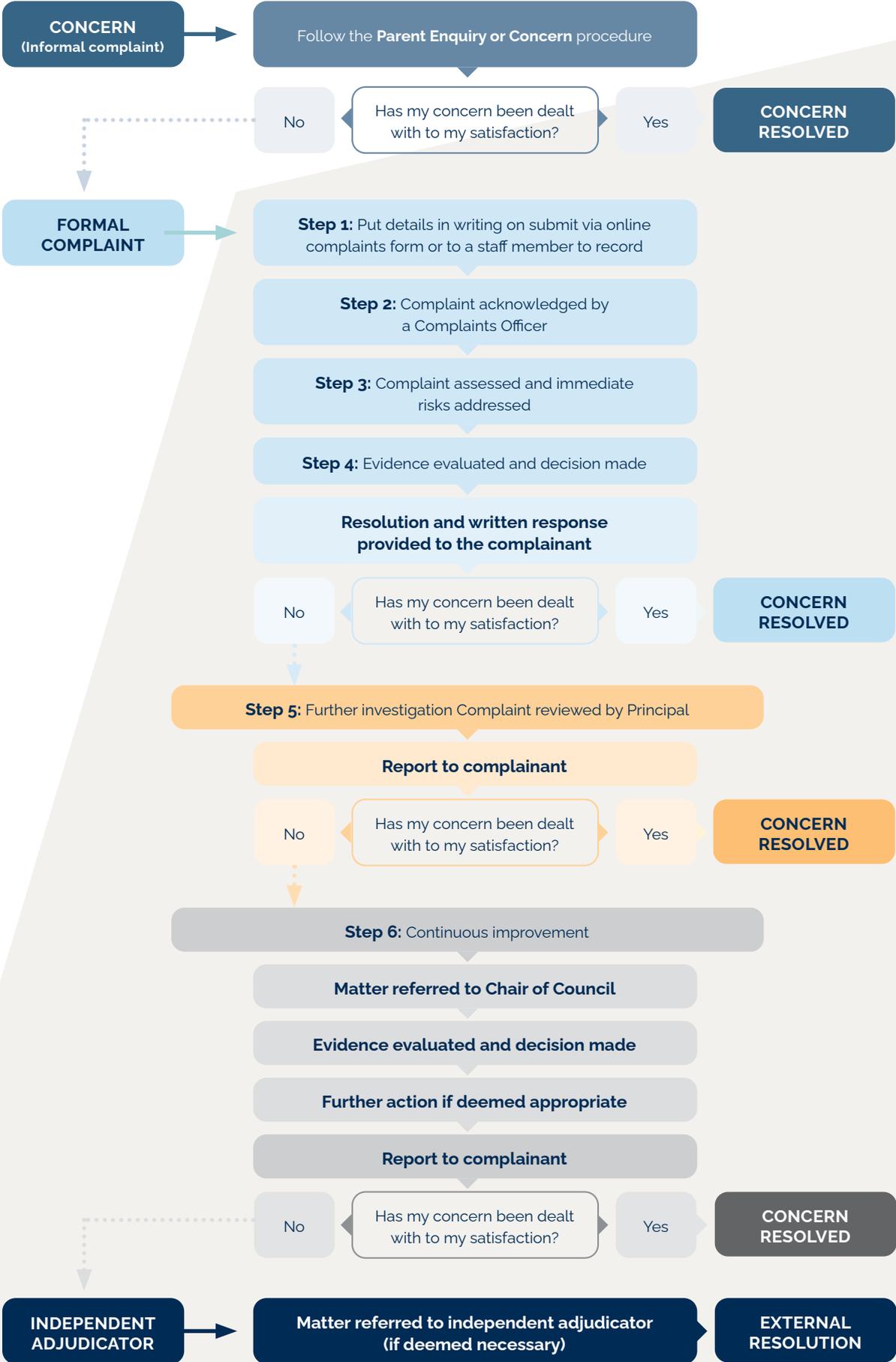
Please note that any events organised outside of the official School Calendar are not sanctioned by the school. These events must not be branded under the Guildford Grammar School name, nor should school uniforms or supporter uniforms be worn. Respect for the School's processes, values, and brand is essential to maintaining the integrity of our community.

Parent Supporter Merchandise

Guildford Grammar School's **Clothing Shop** offers a range of **parent supporter merchandise** to help families show their School spirit. From supporter shirts and hats to other branded accessories, these items are a great way to actively support your child's activities and show pride in our community. Merchandise can be purchased directly through the **Clothing Shop** on campus or via our [online store, click here or scan the QR code.](#)



Complaints Process



Staying Informed

Notices

Notices are used for communication that is specific to your child's Class, Year group or House. This ensures families receive timely and relevant updates tailored to their child's school experience. Notices can be accessed easily through the Notices section of the GGS App, helping you stay informed and connected to key information.

Newsletter

Our **fortnightly newsletter** is a key communication channel, highlighting important updates and insights from across the school. It includes messages from the Principal and key staff, highlighting news, events, and achievements within our community. Easily accessible via the **Newsletter** tab on the GGS App, it ensures families stay connected and informed about what's happening at Guildford Grammar School.

News

Our **News** section highlights the stories, achievements, and experiences that make Guildford Grammar School such a vibrant and dynamic community. From student successes and event highlights to updates on programs and initiatives. News stories are easily accessible via the **News** tab on the GGS App, ensuring families can stay connected to the latest happenings across the School.

Social Media

Guildford Grammar School's social media platforms provide a glimpse into the **day-to-day life** of our vibrant School community, sharing stories, photos, and updates to keep families and the broader community connected. Each platform has its own unique focus:

- **Facebook** – A mix of campus stories, photos, and videos that celebrate student experiences, events, and life across the School.
- **Instagram** – A visual showcase of photos and videos capturing the energy, moments, and happenings around the school.
- **LinkedIn** – Professional updates, staffing news, and stories highlighting achievements, innovations, and broader contributions from the GGS community.
- **Old Guildfordians** – Dedicated accounts to keeping alumni connected, sharing updates, events, and news relevant to The Old Guildfordians Association.

You can follow and connect with us here:

- Facebook
- Instagram
- LinkedIn



Facebook Instagram LinkedIn



Social Media Groups and Other Pages

While there may be other parent/community-run groups or pages on social media, please note that these are **not managed or sanctioned by Guildford Grammar School**. Information shared in these groups does not represent the School, and we encourage parents and guardians to approach them with careful consideration.

For official information, updates, and news, please refer to the School's approved communication channels, including the GGS App, news, and official social media accounts.

Transport and Bus Services

Guildford Grammar School partners with **Horizons West** to provide safe and efficient before and after-school bus services for both the Senior and Preparatory Schools. This partnership ensures reliable transportation for our students while providing families with convenient tools to manage bus travel.

Bus Routes

Our current bus routes include the following locations:

- Warwick
- South Perth and Victoria Park
- Muchea
- The Vines and Ellenbrook
- Kalamunda
- Mount Lawley and Maylands
- Stirling
- Gidgegannup/Chidlow/Mundaring/Darlington area



Detailed route information and how to use the Horizons West Bus Service and more can be found in the 'Student Transport' section of the Parent Hub, or under the 'Links' tab on the GGS App.

For route-specific queries, please contact our Transport Services Manager, **Danny de Hoog**, at Danny.DeHoog@ggs.wa.edu.au.

Using Your SmartRider

At Guildford Grammar School, the **SmartRider** is a versatile card that supports students across multiple services:

1. Transperth Services

The SmartRider can be used on all Transperth public transport services, including buses, trains, and ferries. Families can load funds directly onto the card via Transperth's online system or at Transperth outlets.

2. Horizons West School Buses

Funds for Horizons West School bus services must be managed separately using the **Swype App** or **Web Portal**. Students tag on and off when using the School

buses, and families can top up balances through the Swype system. Please note that the Horizons West balance is **separate** from the Transperth balance. More information can be found on the 'Student Transport' section of the Parent Hub, or under the 'Links' tab on the GGS App.

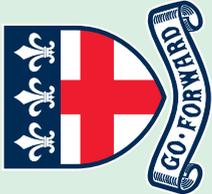
3. FlexiSchools for School Meals

The SmartRider can also be used for purchasing meals at the **Food Van, Tuck Shop, or Prep Café**. Funds for FlexiSchools must be loaded separately via the **FlexiSchools** website or app.



By keeping funds topped up on your child's SmartRider, they can easily access public transport, school buses, and meal purchases, ensuring smooth day-to-day school routines. SmartRider replacements can be organised, for a fee, through the Tech Centre.

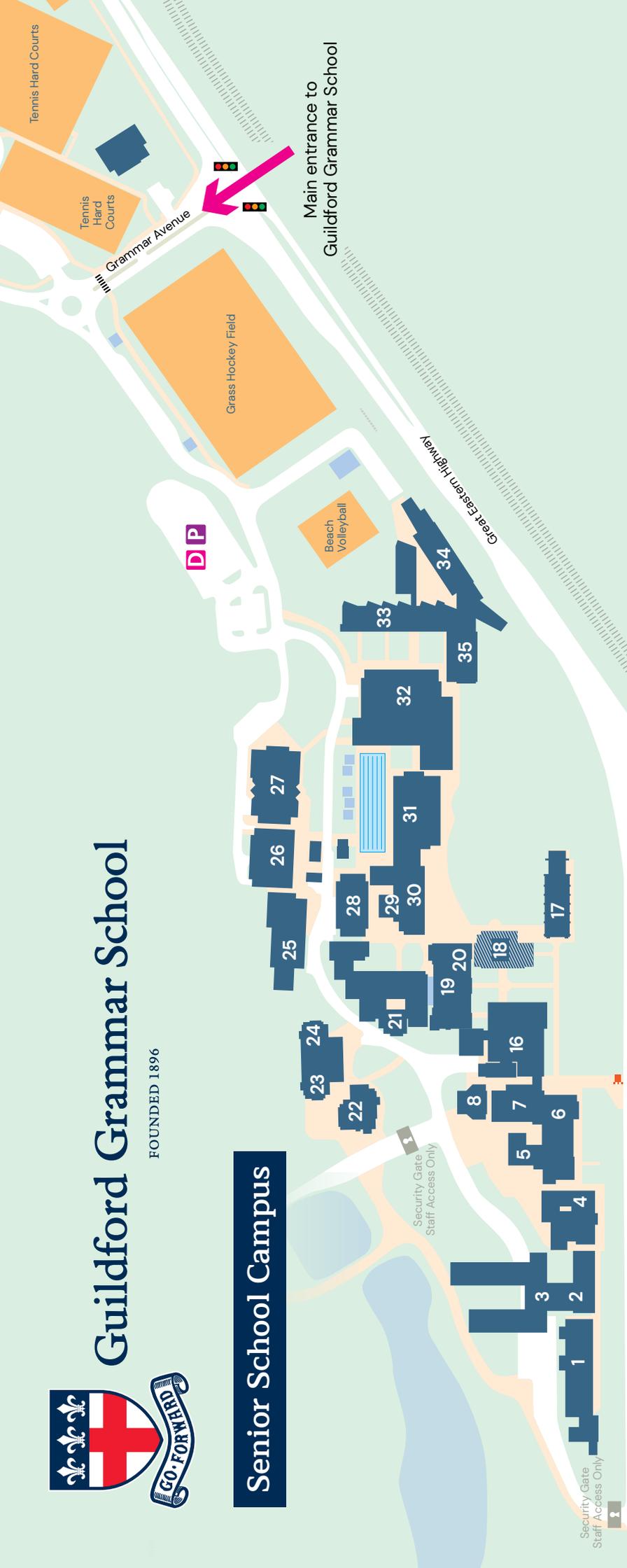




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Senior School Campus



1. Sir Francis Burt Senior Hall of Residence
2. Boarding Precinct
3. Medical Centre
4. Henn's House and St George's House
5. Freeth House
6. Museum, Big School Roomand School of Music
7. School House
8. Tuckshop
9. Graham Malcolm Junior Hall of Residence
10. Community Relations Office and Old Guildfordians
11. Archives
12. Dance Studio
13. Clothing Shop
14. Finance Office
15. Printery
16. Dining Hall
17. Chapel of St Mary & St George
18. Closed for refurbishment
19. Hamilton Library
20. LOTE Faculty and Computing
21. Waller Centre and Education Support, Indigenous Students
22. Stirling House
23. Woodbridge House
24. Bennett House
25. Brine Building SOSE Faculty
26. Wickham Centre Arts, T&E Faculty
27. David Lawe Davies Centre
28. Harper House Sturtridge Building
29. Counsellor's Office
30. Memorial Science Building
31. Moody Building Science Faculty and Senior School Administration
32. Oliverson PE Centre
33. Thwaites Centre Mathematics and English Faculty
34. Thwaites Centre Catalyst Classrooms
35. Thwaites Centre School Reception

Terrace Road

Terrace Road

East Street

Student drop-off/
Pickup zone



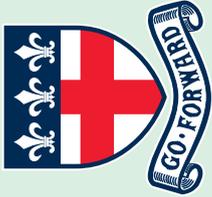
Parking



East Guildford
Train Station

Gladstone
Grass
Tennis
Courts





Guildford Grammar School

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Preparatory School Campus



- 1. Administration (upstairs), Cafe (downstairs)
- 2. Kindy, Pre-Primary and Learning Support
- 3. Speech and Occupational Therapy
- 4. Sick Bay
- 5. Year 1-2 Classes (Woolba)
- 6. Year 3-4 Classes (Monop)
- 7. Year 5-6 Classes (Joobatch)
- 8. Little Explorers (Woodgate House)
- 9. Hamersley Resource Centre
- 10. Staffroom
- 11. Out of School Care
- 12. Art Room
- 13. Todd Music Room
- 14. Priestley Hall
- 15. Preparatory School Pool
- 16. Foundation Pavilion
- 17. H.C. Small Boat Shed

Main entrance to Guildford Grammar School



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