



# ROSMINI HOUSE

St Peter's College • Gore

## Handbook 2018



[www.facebook.com/stpetersboardinghousegorenz](http://www.facebook.com/stpetersboardinghousegorenz)

[www.stpetersgore.school.nz](http://www.stpetersgore.school.nz)  
[boarding@stpetersgore.school.nz](mailto:boarding@stpetersgore.school.nz)  
Phone/Fax: 03 208 8241

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# BOARDERS' HANDBOOK 2018

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*Preparation for Life!*

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# WELCOME TO ROSMINI HOUSE

Rosmini House is a safe, family orientated boarding house that caters for boys and girls from years seven to thirteen.

Boarding at St Peter's provides an environment where students can develop academically, socially and spiritually in accordance with our Catholic values.

Students are supported by a capable and professional team who take pride in helping students reach their potential.

This handbook is designed as a reference point for boarders and their families.

Additional information including Governance Systems, and up to date Policy and Procedure is available on the College website, [www.stpetersgore.school.nz](http://www.stpetersgore.school.nz) under the Boarding House section.

For further information please do not hesitate to contact me or member of the Boarding House Leadership Team.

We trust your association with the Boarding House and wider St Peter's community will be positive and rewarding.

*David Barton*

*Director of Boarding*

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## HOUSE STAFF

**Director of Boarding – Mr David Barton**

Email: [boardingdirector@stpetersgore.school.nz](mailto:boardingdirector@stpetersgore.school.nz)

Phone: 03 208 8241 ext 4

**Boarding Manager – Mr Tim Chatfield**

Email: [boardingmanager@stpetersgore.school.nz](mailto:boardingmanager@stpetersgore.school.nz)

Phone: 03 208 8241 ext 2

**Office Assistant – Mrs Carmel Mason**

Email: [boarding@stpetersgore.school.nz](mailto:boarding@stpetersgore.school.nz)

Phone 03 208 8241 ext 1

**Boys Dorm supervisor**

Tim Chatfield

**Girls Dorm supervisors**

Claire Wards

**Gore High Dean**

Richard Shannon

**Gap Students**

Jonah

Lara

Kirsty

Robyn

**Mornings supervisor**

Gail Shanks

**Canteen/Kitchen Manager**

Gail Shanks

**Evening Cook**

Cee Jay De Wit

**Grounds**

Trish Millar

**Property**

Ray Shanks

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# BOARDING OPTIONS & FINANCES

Rosmini House has a flat boarding fee as per the fees policy located at the back of this handbook. There are boarding bursaries available from the Ministry of Education and other providers. Visit their website [www.minedu.govt.nz](http://www.minedu.govt.nz) and search boarding bursaries, or contact Carmel for further details.

## **CASUAL BOARDING**

If space is available day pupils are able to stay in the Boarding House on a casual basis. All casual boarders must comply with the Boarding House policy and procedures. Casual boarding agreements are to be made with the Director of Boarding prior to taking up residence.

Casual board fee    \$49.00 per night

## **CLOSED WEEKENDS**

Closed weekends are indicated in the College Calendar. Please note students are to be collected by 5pm on the day of closure. If this is not possible a prior arrangement must be made with Tim in the office. The Boarding House re-opens at 5pm and on these nights we ask that students return having had tea.

## **FEES**

Per payment    \$3700 (3 payments per year)

All fees are due as per the schedule in the fees policy in the rear of this book.

## **WITHDRAWAL**

Families who choose to withdraw their child before the conclusion of a school year or their child has been withdrawn by the Boarding House Board will be bound to the Fees Policy outlined at the back of this document.

**MATTRESS LEVY**

All new entrants are ordered a new mattress that will remain theirs for the duration of their time at the Boarding House. The mattresses are named and moved accordingly between terms. The levy of \$250 is invoiced at the time of purchase. As the Boarding House is rented out at times throughout the year families agree that where necessary the mattress may be used by another party. On completion of such rentals, Boarding House staff will check for any damage. If damage occurs, the mattress will be replaced at no cost to the student's family.

**LAUNDRY BAG**

All new students in 2018 will be issued with a laundry bag. The cost of these bags will be invoiced with the first fees instalment at a rate of \$40 each.

**BOND**

A \$200 refundable bond is charged and subsequently held upon the first year of enrolment. This bond allows cover for damage and disbursements. When enrolment ceases and the account is settled, the bond is returned.

**DISBURSEMENT ACCOUNT**

This allows your son/daughter to have money on hand to cover unexpected and incidental costs. All requests for disbursements must be made through Gail prior to leaving for school in the morning. Gail will process requests and have them ready for collection afterschool. Other staff generally cannot disburse money. If requests are not made in the morning, there is no guarantee of the money being available.

All College accounts are to be paid through the College and not placed in disbursements; this includes subs for sports, camps, uniform and field trips.

You will be sent a breakdown of your child's disbursement spending each term with your account. A 10% accounting fee is added to the total, this 10% fee goes towards the administration of the service.

Weekend boarders need to arrange all disbursements prior to 5pm Friday. There is no guarantee money will be available if students do not adhere to this procedure.

The money may be handled in the following ways.

- Cash is put aside to pick up at check in
- A cheque is made out for a specific amount to a specific place.
- A docket is made out for a shop where we hold accounts; a cap is held on the amounts.

Disbursements can also be used to provide a set amount of pocket money for students each week. If you wish to place any restriction on disbursements please contact Tim in the office.

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# DEVELOPING RELATIONSHIPS AND BELONGING

## HOME VISITS

Once students have enrolled Carmel will co-ordinate a home visit. Typically the Director of Boarding, Learning Tutor, and Boarding Manager will visit new students in their homes. The purpose of this is to meet students in an environment where they feel comfortable, invite them to the Future Boarders sleepover, and to gather any pertinent information.

## MENTORING

All new entrants will receive one to one mentoring from a senior Boarding House student. This programme is designed to help assimilate new entrants into the Boarding House community. Seniors work through a set programme that commences at Boarding House retreat at the beginning of the year. Initially mentors and their students meet once a week in term one, followed by every second week in term two and as required from that point on. The Boarding Manager oversees this process.



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# STUDENT LEADERSHIP

Student input is regarded as a vital aspect when planning and reviewing Boarding House systems, procedures and performance. Students are encouraged from new entrants to get involved with the operations of the Boarding House.

## **HEAD STUDENTS FOR 2018**

Oliver and Laura have an important role in terms of ensuring the student voice at the Boarding House is listened to and acted upon. Oliver and Laura meet regularly with the Director of Boarding and other key staff. They organize our Masses, assist in retreat, student activity, and marketing and lead the student council.



## **BOARDING HOUSE LEADERS**

Year 13 students are encouraged to take on the role of a Boarding House leader. This role involves assisting Oliver and Laura to organize regular student activities, assist the staff in the mornings in ensuring dorms are clean and duties are completed and in the evenings with bedtimes, helping our juniors with their school work in prep and assisting where required our younger students. Leaders also act in the capacity of Mentors to the younger students in a 1:1 capacity with a new student. The Boarding Manager oversees our leaders.

## **HOUSE LEADERS**

Tedesco and Buckner have a great rivalry. At the commencement of each year students from each house elect a house leader from either year 12 or 13. The leaders role primarily involves organizing the inter house competition and house dinners. The leaders report to the Boarding Manager.

## **STUDENT COUNCIL**

This elected group meets once a month to review Boarding House operations and plan upcoming events. The Boarding Manager leads this group along with the Head Students. The council is made up of two representatives from each dormitory, plus the Head Students.

## **CULINARY COMMITTEE**

Food is important to our boarders and we encourage and welcome their feedback. This committee is chaired by the Kitchen Manager and meets once a term, or as required.

## **PEER MEDIATORS**

All year 13 students are trained as peer mediators. The role of these students is to act in a support capacity for other students to help them work through minor issues in a positive manner.



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## RETREAT

The Rosmini House Retreat is an annual event designed to help re-establish our community as we welcome our newest members. In 2018 the retreat will be held in Mosgiel from Tuesday 23 January through to and including Thursday 25 January. It is expected that all students will attend. Further information regarding gear lists etc will be sent out via email in January. There is a cost of approximately \$145 for all students. This is invoiced with period ones fees.

All year 13 students will arrive on Monday 22<sup>nd</sup> of January at 10:00am to complete leadership training with David. All other boarders will arrive at 10:00 on Tuesday January 23<sup>rd</sup>.



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## GETTING INVOLVED

Rosmini House offers students many opportunities to get involved with the House, school, and community life. All you're left to do is sign up for as much as possible! Our staff can point you in the right direction wherever your interests are. It is expected that all boarders partake in at least one co-curricular activity each term.

### HOUSE ACTIVITIES

The Interhouse competition is a fiercely fought battle between Buckner and Tedesco. Students are put into a house upon their enrolment.

### BOARDING HOUSE EXCURSIONS & ACTIVITIES

Various trips are planned throughout the year to ensure our students lives are enriched by boarding at Rosmini House. A full list for each term is available on the Boarding House website. There is no cost for the activities aside from 'Special' trips such as the Ski weekend at Coronet Peak. This information is available on the website, and will be communicated to parents via email. Students who are in on these days may be asked to go on the trips if other staffing is not available.

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# PASTORAL CARE

The House places great emphasis on positive relationships and reinforcement. We actively work to create a positive environment. Students are expected to commit to the goals they set for themselves, and the expectations that come with being a positive community member.

## ‘WHANAU TIME’

Twice a term groups will meet with their Year 13 leaders, and a staff member who oversees their welfare.

These meetings serve three main purposes:

- ✚ Develop relationships between junior and senior students as well as staff
- ✚ Forum for goal setting and positive reinforcement via Character System and Whanaungatanga systems
- ✚ Create a forum for discussion and problem solving with regard to any concerns

Students will also have an activity/outing as a year group each term to support positive peer relationships.

Serious and/or on-going issues are referred to the Director of Boarding regardless of who is involved.

## CHARACTER SYSTEM

Staff actively look for positive behaviour to reinforce. At the end of each shift staff enter students into our database who have displayed positive behaviour that day outlining who and what the particular behaviour was. This is referenced against the Whanaungatanga expectations.

At dinner on a Monday our House Leaders will present a small surprise as recognition of the positive manner character for one of the students who has been entered into the database for the week prior. Not only is this a celebration of positive behaviour and a commitment to community, but also a means of reinforcement.

The parent portal on the onBoard system offers parents the ability to view their students' positive acknowledgements.

## PHYSICAL AND EMOTIONAL TRACKING

As we track student's physical whereabouts, we also monitor their emotional state. Staff complete these checks formally five times a day plus general observations as they move about the Boarding House. Any concerns are referred to the Boarding Manager in the first instance who will decide on which course of action to take.

## CONSULTATION AND REVIEW

Students complete anonymous surveys throughout the year via an online system. This enables us to get a picture of trends and potential issues within the Boarding House. Students generally complete the My Hauora and pastoral care based surveys.

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## WHANAUNGATANGA

Students taught, work toward and reflect on the expectations derived from the Key Competencies of the NZ Curriculum. These competencies are designed in a manner to reinforce positive expectations and relationships to strengthen our Special Character and community whilst preparing our students with the core skills to succeed in life independently. The Whanaungatanga system is the foundation of the Boarding House, progress against competencies is reported to parents throughout the year through the onBoard system and conferencing models.



# Whanaungatanga

## Competency Scale

Competencies	Developing (1)	Competent (2)	Very good (3)	Excels (4)
<b>Relationships</b>	<ul style="list-style-type: none"> <li>✓ Working toward increasing acceptance of difference</li> <li>✓ Working toward become more self-aware</li> <li>✓ Working toward being consistently kind and considerate of others' needs</li> </ul>	<ul style="list-style-type: none"> <li>✓ Accepts difference</li> <li>✓ Can see others' points of view, and can recognise the role of self</li> <li>✓ Is considerate of others' needs and contributes in a positive manner to the community</li> </ul>	<ul style="list-style-type: none"> <li>✓ Recognises difference and strengths in others</li> <li>✓ Acknowledges decisions, moves on whilst working in conjunction with staff</li> <li>✓ Role model to others, is kind and considerate to all students, staff and community members</li> </ul>	<ul style="list-style-type: none"> <li>✓ Celebrates difference &amp; strengths in others</li> <li>✓ Resolves conflict in a positive solutions focused manner</li> <li>✓ Treats others with respect, is aware of their needs, privacy and property</li> <li>✓ Exceptional leadership skills in this area, mentors and coaches others</li> </ul>
<b>Managing Self</b>	<ul style="list-style-type: none"> <li>✓ Developing a positive attitude and increasing application toward achievement and success, and/or personal wellbeing &amp; living space</li> <li>✓ Developing organisational skills</li> <li>✓ Aware of own strengths and uses them for the betterment of others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Positive attitude toward, with some application toward achievement and success, personal wellbeing &amp; living space</li> <li>✓ Can manage self to meet daily needs</li> <li>✓ Has an awareness of how own routine can affect others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Positive attitude toward achievement and success, personal wellbeing &amp; living space</li> <li>✓ Independent and shows initiative</li> <li>✓ Aware of own strengths and uses them for the betterment of others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Exceptional attitude and application toward achievement and success, personal wellbeing &amp; living space</li> <li>✓ Independent, shows initiative, maturity</li> <li>✓ Aware of own strengths, and uses them for the betterment of others</li> </ul>
<b>Participating &amp; Contributing</b>	<ul style="list-style-type: none"> <li>✓ Developing confidence to contribute in different contexts</li> <li>✓ Working toward contributing to the community, being supportive and engaging in an activity or hobby</li> <li>✓ Working toward meeting community expectations</li> </ul>	<ul style="list-style-type: none"> <li>✓ Is confident to engage in a variety of contexts, supportive of others</li> <li>✓ Helps out where they can throughout the community</li> <li>✓ Meets community expectations</li> <li>✓ Engages in some co-curricular and boarding house activities</li> </ul>	<ul style="list-style-type: none"> <li>✓ Actively takes on roles of responsibility</li> <li>✓ Fosters positive relationships, values and community culture</li> <li>✓ Engages in a variety of co-curricular and boarding house activities</li> </ul>	<ul style="list-style-type: none"> <li>✓ Models servant leadership</li> <li>✓ Leader in the promotion of values and community culture</li> <li>✓ Engages in a wide variety of co-curricular and boarding house activities</li> </ul>
<b>Languages, symbols and text</b>	<ul style="list-style-type: none"> <li>✓ Developing an understanding of how to make positive choices with regard to language, symbol, and text</li> <li>✓ Is developing an appreciation of how different groups within the boarding community may infer some choices of language, symbol and text</li> </ul>	<ul style="list-style-type: none"> <li>✓ Makes positive choices in selecting choices of language, symbol or text, including the usage of ICT</li> <li>✓ Has some understanding of how the choices uses when using language, symbol and text can affect others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Recognises and demonstrates how the appropriate choices of language, symbol, or text can affect people's understanding and responses to different communications within the boarding community</li> </ul>	<ul style="list-style-type: none"> <li>✓ Can interpret a comprehensive range of language, symbol and text, (including ICT) to express knowledge in an articulate and meaningful way across the boarding community</li> </ul>
<b>Thinking</b>	<ul style="list-style-type: none"> <li>✓ Working toward developing an understanding and ability to make sense of information, experiences and ideas that occur within the boarding environment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Is supportive of, and can conceptualise reasoning for the information, experiences and ideas that occur within the boarding community</li> </ul>	<ul style="list-style-type: none"> <li>✓ Engages with self-review, is creative in working toward, and encouraging others to bring about positive change</li> </ul>	<ul style="list-style-type: none"> <li>✓ Encourages and leads critical self-review using the knowledge created to make decisions, and create actions that enriches the boarding experience</li> <li>✓ Is intellectually curious</li> </ul>

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# COMMUNICATION

The Boarding House values the link between home and the Boarding House. The Boarding House has an open door policy for parents and whanau. This can be a through a coffee, meal or general catch up at any time to get updates on their child and to express any concerns they may have.

## EMAIL

The Boarding House communicates regularly through email. This includes a brief weekly update plus any other important information regarding upcoming events. Staff emails are listed earlier in this book. Please email the most appropriate person to ensure your request is dealt with as soon as possible.

## REPORTS

Instead of publishing written reports, the parent portal will show progress with key competencies, learning and positive affirmations throughout the year. Parents of new entrants are invited in after 5 weeks to discuss progress to date. At any time boarding staff welcome an opportunity to meet to discuss your child's welfare. Should you wish to do this please contact Tim.

At the culmination of the year, written references are available for leavers. Should you wish to take this up please contact Tim.

## PHONE – 03 208 8241

The Boarding House operates through a hub that will take you directly to an automated system. Please select your desired extension. If the phone is not answered it is feasible that staff are out supervising and being active with students. Please leave a message on extension 2.

Students are permitted to use the phones in the office when appropriate however we ask that calls are kept as brief as possible to allow the lines to remain as accessible as possible. Longer calls can be made via cell phones.

The house also has a cell phone which is carried by the van driver during the week, or the weekend staff from Friday to Sunday. This number is 022 468 5824

## PARENT COMMITTEE

The parent committee meets once a term to keep in the loop with what is happening at the Boarding House operationally and at Board level, and to work on any specific projects. We strongly encourage as many parents to attend as possible. It is very informal, and a great way to meet other parents. Meetings are communicated via email. Mrs Anita Williamson chairs this committee, her contact email [whitecombe@netspeed.co.nz](mailto:whitecombe@netspeed.co.nz)



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## SPECIAL CHARACTER AND CELEBRATIONS

Our philosophy is that we promote, foster and model the values; all formalised teachings are completed at the College.

The Boarding House has two main celebrations a year, the welcoming mass and leavers mass. In 2018 the welcoming mass will be followed by a shared meal, this will occur on Sunday February 18th. Dates for Boarding House celebrations are on the College calendar and will be communicated to parents via newsletters and email.

The Leavers mass coincides with the Rosmini House Christmas dinner, and prize giving/graduation. Further information regarding both of these events will be sent via email in the weeks preceding.

On a daily basis we promote the values and practices in the following ways:

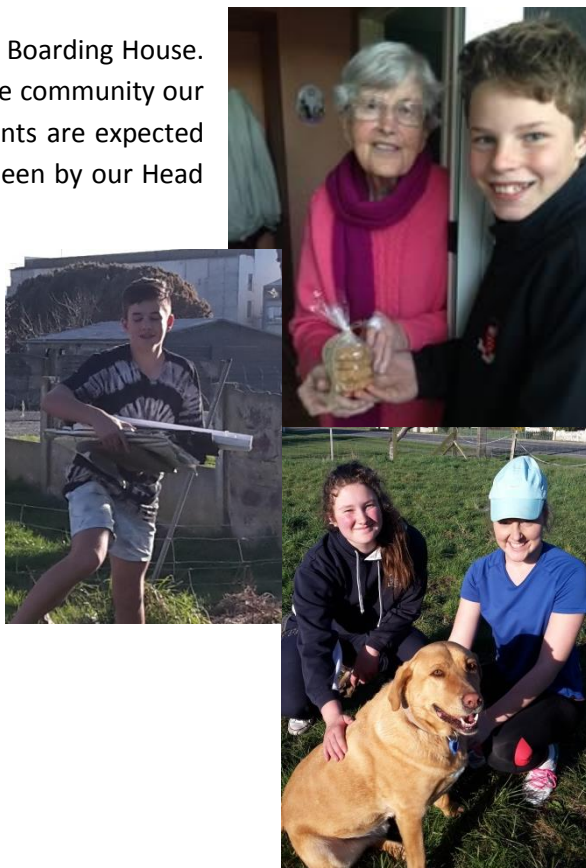
- Grace at tea
- Prayer at night
- Service for, and interaction with others
- Whanaungatanga system
- Pastoral Care and restorative practices
- Character system
- Promotion and recognition of Gospel Values
- Weekend Mass, or Eucharistic Service

Staff work closely with the College to ensure the Boarding House reiterates teachings at school. We liaise closely with our Chaplain, the Director of Religious Education and the College Guidance and Pastoral Team.

### SERVICE

In keeping with our values service is an integral aspect of the Boarding House. Whether it be service within the Boarding House, or out in the community our students are expected to complete service. In 2018 all students are expected to complete service within the community. This will be overseen by our Head Students and assisted by Tim.

We will once again be collecting non-perishable food throughout the year, and bringing gifts for children to place under our tree of hope at the end of year mass. The Boarding House will once again donate the goods and gifts to a charity for those in need during the Christmas period.



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## ACADEMIC STUDIES

The Boarding House has a proud tradition of academic excellence. Students are expected to work consistently during prep and other free time to ensure that not only are they meeting academic expectations but exceeding them.

Prep runs each evening from 7:00pm to 8:00pm with members of staff to supervise and support the students. All students are required to be in prep on a Monday and Wednesday with Tuesday and Thursday being optional. Our aim is to foster self-management skills for the Yr12 and 13 students, so while they are required to attend on a Monday and Wednesday this could be to help and support our younger students and they can choose to do their prep at a time that meets their daily needs and for a time period that reflects the amount of work they have.

However should the House be informed that a student is not completing the required homework, or at a parent's request they will be required to attend prep each night.

Student's attendance, attitude, application and organisation are documented on the onBoard system. The Parent portal enables parents to see their child's progress and attendance at any time.

	Developing (1)	Competent (2)	Very Good (3)	Excels (4)
<b>Attitude</b>	✓ Is negative toward learning ✓ Does not attempt learning of new tasks and contexts	✓ Needs encouragement to attempt some tasks ✓ Set work is completed, is content with completion	✓ Willingly accepts the challenge of learning new tasks and contexts ✓ Works to ensure material is completed to a high standard	✓ Promotes and positively role models independent learning to others ✓ Actively works toward personal bests
<b>Application</b>	✓ Needs frequent reminders to stay on task ✓ Can be disruptive to others ✓ Often does not complete set homework as a result of application level	✓ Typically completes set homework without the need for intervention ✓ Is generally respectful toward others learning needs	✓ Always completes set work ✓ Is always respectful toward others learning	✓ Completes work to personal bests levels ✓ Is a leader and role model to others
<b>Organisation</b>	✓ Often has incorrect resources ✓ Often is unaware of set learning tasks ✓ Often late and/or needs to leave/move about in order to complete learning	✓ Is generally prepared for learning ✓ Is typically aware of set learning tasks ✓ Generally on time with some prompting	✓ Is always prepared for learning ✓ Utilises an organiser to manage set learning tasks	✓ Is always prepared and on time for learning ✓ Maintains an accurate organiser to prioritise and promote effective use of time and resources

Boarding House staff are integrated into the college system to ensure smooth transition of information. Students are not permitted on social media during prep. There is zero tolerance for students not adhering to our expectations in prep.

David attends weekly year level meetings, and college staff are aware of who the boarders are and who to contact if there is an issue at school. This proves to be an effective tool for monitoring homework and other social issues that may arise during a school day. As mentioned, records of what each individual has completed each night in prep are recorded on the onBoard system in line with the independent learning scale below.

Should you have any concerns about your child's academic progress please contact Tim or David as soon as possible.

## **WIFI & COMPUTER ACCESS**

The boarding house has wifi connectivity where students can connect with their own device using their college log in. Internet access is a privilege. Any students caught abusing the internet will have access removed. This includes downloading material (games included) and/or using the internet to browse inappropriate material.

There are additional PC's located throughout the boarding house for student use. Students also have access to the College library computer suite during prep each day.

As with any device, the boarding house will take all practicable steps to ensure its security, however we are not liable for any damage or theft.

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## **LEAVE**

As in a family environment, students are given extra responsibilities and privileges as they get older.

Leave is never a right; it is a privilege and is at the discretion of the supervisors and management. Parents are expected to support the Boarding House in their decisions regarding leave.

All students must check in at 3:15 pm, (boys in their dorm, girls and seniors in the crush). It's here that students state their intentions for the rest of the day, request leave and van rides as required. Any student not able to make the 3:15 check in must gain permission for leave prior to 8:30 that morning and signs out on the online leave system.

All students are responsible for requesting leave, signing out and stating the expected time of return. Upon their return they must sign back in and notify their supervisor. It is very important these procedures are followed for the student's safety and in case of fire or emergency.

It is highly encouraged that all students are contactable when on leave through the use of a mobile phone.

The House uses the onBoard software for all aspects of leave.

### **TOWN LEAVE**

Town and corner shop leave allowances for each year group are outlined below. All students are required to be back by 5:30pm for tea. Casual leave after tea is at the supervisor's discretion. No casual leave will be granted during prep time without the Boarding Managers or Director of Boarding approval.

Years 7, 8 and 9	Town Leave	-1 x a week, Dairy -1 x a week
Year 10	Town Leave	-1x a week, Dairy -2 x a week
Year 11	Town Leave	-2 x a week, Dairy -3 x a week
Year 12 and 13	As required with permission from supervisor.	

The Dairy is considered to be to either Esplins Dairy on the corner of Robertson and Anzac Sts or the Broughton Street Dairy on Broughton Street.



### **ACTIVITY LEAVE**

This leave is on top of general leave outlined above. Where regular activities fall within prep, or tea, it is the student's responsibility to ensure they manage their time and relevant work is caught up on, and/or a late tea is ordered.

### **VISITING, ACTIVITIES AND TRAVEL**

Upon enrolment generic leave expectations are completed. A visiting, activity or travel form is sent home via email at the beginning of the year should you wish to alter this. If changes are required please return them via email prior to the term commencing to [boardingmanager@stpetersgore.school.nz](mailto:boardingmanager@stpetersgore.school.nz). Parents are welcome to update these lists at any time with staff. We urge parents to become acquainted with the families their children will be visiting.

### **WEEKEND OR OVERNIGHT LEAVE**

Students requesting overnight or weekend leave must complete an online leave request at least 48 hours prior to their intended leave. An email alert is automated to the parents and boarding management. Parents are required to review and approve/decline leave through the email link or by using their parent log in. Once this has been done staff give the final approval and it is transferred to the students log ready for their departure.

It is critical that students sign out and back in.

At the rear of the handbook is the Leave Procedure. Please make sure you are fully aware of you and your child's obligations. While the student is on weekend or overnight leave the Boarding House is released of its responsibility for the student. Parents need to ensure they are happy with the host family and student's plans. If a student is not going home, it is the responsibility of the parent to contact the host parent. Boarding House staff will raise with parents any concerns they have in relation to leave.

Further information regarding the online leave system will be covered at the parent information evening. Your log in details will be sent to you in the mail.

We presume all boarders are in for the weekends unless we are told otherwise.



## **BOUNDS**

Students must be kept within the bounds of the Boarding House unless they have permission to leave.

Areas that are out of bounds unless directed are:

- Kitchen, pantry, storerooms and chiller
- Laundry
- Offices
- Staff residences
- Garages
- Boiler
- School

Boys are not permitted in the girls dorm, and girls are not permitted in the boys dorm. Only residents of St Joes are permitted in St Joes.

After dark unlit areas are also out of bounds

## **VISITORS**

Family, friends and day pupils are welcome at appropriate times after school and during the weekends. Visitors are welcome to stay for tea as long as prior permission has been granted. All visitors must sign in at the foyer upon arrival. It is the responsibility of the boarder to introduce their visitor to the staff member on duty and ensure they have signed in. Only family members are allowed in the boys and girls dorm all other visitors may be entertained in the common areas. Year 13 students are allowed to have external visitors in St Joe's common areas as long as they have signed in.

A staff member may ask any visitor to leave at any time.

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# HEALTH, SAFETY AND WELLBEING

Every effort is made to safeguard the health, safety and wellbeing of the students in our care. To best look after our students we ask the parents to inform the staff of any medical problems; this includes any concerns about the student's physical or emotional wellbeing. Information regarding any medication required must be provided.

No student is to be in possession of drugs or medication without the knowledge and agreement of the Boarding Manager. All medication must be handed into the office where it is locked in a medical cabinet. Boarding House staff will administer and record all medication dispensed. The Medical Procedure is available for viewing should you require further information.

The Boarding House provides basic medical supplies at no cost to parents. Prescription medication and costs associated with medical care are at the cost of parents.

### **UNWELL STUDENTS**

The Office Administrator oversees medical issues for boarders including appointments. Boarding House staff are trained in First Aid and are capable of dealing with any minor cuts and ailments. If a student needs to see a doctor or a nurse, appointments are made with the Gore Medical Centre, or Gore Health. For students under 16 where practical a staff member will attend the appointment with them. Students 16 and older may choose to go to the consultation alone.

Any student who is too sick to attend class must stay in the Boarding House sick bay. Students who are in the sick bay during the day are not permitted any form of leave after school that day.

Boarding House staff will notify parents

- In the event of any serious illness or accident
- If the illness is contagious and the student needs to go home
- If the student has been unable to attend class for two consecutive days.
- If the staff feel they would be better cared for at home.
- If there is a reasonable concern about the safety and/or physical or emotional wellbeing of a student.

Parents may be called to collect their child if there are any cases of serious illness or contagion.

### **SECURITY**

Rosmini House has been designed to provide maximum personal safety. All windows are riveted to regulate maximum opening. All exit and entry points are alarmed at night and outside areas are well lit. Students requiring leave prior to 7am can be given an alarm card to exit the building during specific timeframes. This is to be arranged with the Boarding Manager.

### **EMERGENCY EVACUATION**

We have a comprehensive plan for emergency evacuation. Notices informing students of the nearest exits and emergency procedures are posted in each dormitory and in common areas. Emergency evacuation drills are carried out each term.

### **DAMAGE TO PROPERTY**

Students who damage Boarding House property will incur the cost to repair or replace. Boarding House insurance does not cover incidental damage caused by students. Parents should look into their own policies to see if their own insurance can cover your child whilst at residence at the Boarding House. There is zero tolerance to students who willingly damage house property and fittings.

**VALUABLES**

It is strongly recommended that any items of sentimental or monetary value be left at home. The Boarding House takes no responsibility for any items that go missing or that are damaged by other students. Parents are advised to carry suitable insurance.

All bedrooms in the dorms have a lockable cupboard; each student should bring a small padlock. Any valuable items or monies are able to be locked in the office.

**LAUNDRY**

All clothing must be named. Boarder's laundry is done on the following days:

- Tuesday – Girls dorm
- Wednesday – Boys dorm
- Thursday – St Joes

Boarders are to place their laundry in their laundry bag, then in the laundry bin prior to leaving for school. Collection is the same day from outside the laundry. Note: Laundry not in laundry bags, and that is not named will not be washed.

Students may put laundry out to be done over the weekend. Students going home can put their laundry out before they leave on Friday, those staying in over the weekend must put their laundry out by lunchtime on Sunday. Should a student need to utilise the laundry outside of regular times they are welcome to however need to see a staff member first.

**SHEETS AND TOWELS**

Students are required to bring their own sheets and towels. The Boarding House does have a supply in case of emergency. Towels and sheets are laundered on the same day as the students other laundry, these are also to be named.

**CELL PHONES**

The House encourages all students to have a cell phone to enhance safety and communication particularly around leave. Year 7-10 students are required to hand their cell phone/s into their supervisor at bed time. They will get them back in the morning. Students who have misbehaved during the evening will have their cell phone held for the day until they meet with management to work through any required issues. No cell phones are allowed during prep. Parents wishing to place restrictions on their child's usage of cell phones can contact the Boarding Manager.

### **END OF TERM CLEANING**

Students are required to clean out their rooms at the end of each term as per the cleaning checklist provided. This needs to be signed off prior to departure; failure to leave the room in an appropriate state will result in a \$50 cleaning fee being charged.



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## TRANSPORT

### **BOARDING HOUSE VAN**

The Boarding House owns and operates a van used primarily to transport students to and from scheduled activities. There is no cost associated with the use of the van. Casual trips are at the discretion of staff. Trips to appointments and activities take priority. Students must book a van ride when they check in after school. Failure to do so may result in a ride not being possible.

### **STUDENT VEHICLES**

Students must have a contract with the Boarding House. The Director of Boarding has final say as to what each individual contract includes and excludes. It is the students' responsibility to hand their keys into the supervisor when they arrive at the Boarding House. All keys are locked in the office and are only given out in accordance with each student's car contract. Any student who breaches their contract will face disciplinary action and may not be permitted to bring a car to the Boarding House again.

The Vehicle Procedure is available for those requiring further information.

### **BICYCLES & SCOOTERS**

Bicycles may be kept at the Boarding House with the permission of a parent. Helmets must be worn when using a bicycle. Locks are advised. A secure shed is available to put the bikes in. No scooters are to be utilised indoors, and will also be stored in the bike shed.

### **TRAVELLING IN CARS DRIVEN BY TEENAGERS**

Written parental permission is required for a student to travel in a car driven by a teenager. Forms are sent out at the beginning of each year and may be updated at any time.



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## **DISCIPLINE PROCEDURES**

Boarding House staff favour a positive approach to discipline. We work to create an environment where students develop self-awareness and self-control where the desire to support and contribute to the community outweighs the benefits of making misinformed choices.

Where students do not reach Boarding House expectations there are numerous courses of action that may be taken that reflect the level of offending whilst taking into account other contributing factors. Duty staff manage minor issues, the Boarding Manager middle issues and reports such issues to the Director of Boarding. The Director of Boarding manages on-going and/or serious issues, and is available to students who feel they need a second opinion.

### **REFERRAL – LOW LEVEL**

Students who persistently and/or consciously make a poor choice through action or words are referred to either the Boarding Manager, or Director of Boarding. This referral can either take place immediately should the staff member involved decide that it is a necessary step for the health and safety of others, or

will take place at 3:15 the immediate day after. As part of the referral, there is a make good aspect which could involve;

- Conversation to repair relationships
- A consequence (i.e service time)
- Restorative meeting

#### **BOARDING MANAGER – MIDDLE LEVEL**

Middle level offences are handled by the Boarding Manager. Dependant on the situation the following could be used as a means for consequence;

- 10 minute check – for those who have not met leave expectations
- Grounding – loss of casual leave
- Gating – Loss of all leave, and privileges. In this instance students cannot attend sport or any other activity. A consultation with parents is made prior to this being enacted.

#### **DIRECTOR OF BOARDING – SERIOUS/ON GOING**

For serious issues, or those that are on-going in nature the Director of Boarding determines the most appropriate course of action. This could include:

- Family conference
- Setting of contracts, alternative programmes and other support measures
- Stand downs and suspensions to the Board of Director's Disciplinary Committee

#### **BOARD OF DIRECTOR'S DISCIPLINARY COMMITTEE**

The committee consists of members from the Board of Director's. The board meets to hear cases referred on by the Director of Boarding. Boarding House management will ensure all appropriate information relating to the misbehaviour is disclosed to the student involved and their parents. Students and parents are given the opportunity to voice their concerns and make submissions as part of discipline process.

The board have the power to:

- Return a student to the Boarding House without conditions
- Return a student to the Boarding House with conditions
- Extend suspension for a period of time
- Exclude a student from the Boarding House indefinitely

#### **ANTI VIOLENCE/ BULLYING**

The Boarding House has a policy of zero tolerance toward bullying and violence. Students who persist with these behaviours face severe disciplinary action. Any student who is the victim of bullying or sees a bully in action is encouraged to report it confidentially to a staff member, or senior student. If students are being bullied, or know of an incident they are encouraged to do one of the following:

- Report incident to the Boarding Manager, and/or Director of Boarding
- Report incident to a supervisor or GAP student
- Report the incident in pastoral care meetings
- Report the incident to a mentor, or senior student
- Report the incident to the school guidance counsellor, or member of staff

All incidents are taken seriously and dealt with in a confidential and appropriate manner.

#### **SEARCHING THE ROOMS AND PERSONAL PROPERTY**

This is done in accordance with our Search and Seizure Procedure. This is available to all parents through contacting the office. It will also be covered at the parent information evening.



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# A DAY IN THE LIFE OF A BOARDER

## DAILY SCHEDULE 2018

### MORNINGS

7:30	Morning wake up, shower (for seniors), prepare for school. Note students are to come to breakfast in uniform, packed and ready for school
7:45-8:15	Breakfast, lunch preparation (Wednesday, Thursday & Friday)
8:15-8:40	Completion of chosen duties
8:40	All leave for school, lock up dorms

### AFTERNOON & EVENING

3:15	Check in – Boys in dorm, Girls and St Joe's in the office
3:20	Afternoon tea
3:30	Pastoral work, free time/co-curricular activities
3:40	Afternoon tea completed
5:30	Town leave return
6:00	Dinner
7:00 – 8:00	Prep
7:00	Recreational/Activity Session
8:15 – 8:30	Supper, Year 7-9 Showers
8:30	Prayers
9:00	Year 10 Showers
9:15	Year 7- 9 Lights out
9:30	Year 10 Lights out
10:00	Year 11 Lights out
10:30	St Joes Alarms on –Lights out

## MEALS

Boarding House meals are planned to ensure students are receiving a healthy, balanced diet. Our aim is to provide our students with the necessary energy required for their busy lives and develop good eating habits.

Meals are compulsory. All students must come down for breakfast and dinner and are able to make their own lunch. All students have access to the student kitchen located in the dining room where they are able to make toast, have hot drinks etc. A fruit bowl is accessible to students outside of school time.

**Breakfast**            7:45-8:15am – all students in years 7-12 must attend breakfast.

**Lunch**                On Monday and Tuesday students return to the Dining Room for lunch. On Wednesday, Thursday and Friday students prepare lunch from the selection available between 7:45 and 8:15.

**Dinner**                All students must attend. Grace and daily notices are given.

**Late Teas**            Students requiring a late tea must put their name on the sheet in the kitchen before 5:00pm

**Senior Meals**        Year 13 students housed in St. Joe's dormitory have access to their own well stocked kitchen where they make their breakfast and lunch. All seniors must come down to dinner



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# WHAT TO BRING

## ESSENTIAL ITEMS

- Duvet & cover
- Sheets
- Pillows
- Blankets
- Towels
- Face Cloths
- Pyjamas
- Dressing gown
- Slippers
- Underwear
- Comfortable casual clothing and footwear
- Wet weather jacket
- Swimming togs
- Coat hangers
- Toiletries- toothbrush, toothpaste, soap, shampoo, deodorant



## ADDITIONAL ITEMS

- Small padlock for lockable cupboard
- Cap or sunhat, sunglasses and sunscreen
- Cycle helmet - compulsory for all students riding bicycles
- Hot water bottle
- Named drink bottle
- Photographs and posters

Students are encouraged to decorate their own spaces, blue tac must be used to attach items to walls. Stereos, I pods, cell phones and laptops are permitted at the students own expense. Every item should be named wherever possible.

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# ONBOARD SOFTWARE

The House uses the onBoard Software for all documentation including:

- Maintaining all student records
- Leave – both casual and overnight
- Maintaining learning records
- Maintaining key competency records
- Implementation and documentation of Positive Psychology pastoral systems

All students and parents are given a log in. To log in at home parents can use:

<https://stpeters.onboard.net.nz>

## Parent Portal

You will be sent information regarding your username and password at the beginning of the year. As a parent/caregiver you are able to log in and see the following records regarding your child:

- Overnight leave
- Attendance and indicators of attitude, organisation, and application regarding prep
- Positive character nominations
- Weekly key competency indicators

We encourage parents to use this portal regularly as a means of keeping abreast of their child's progress. We will not issue formalised reports, this portal will replace that.

It is important that parents do not give their child access to their log in or password as well as their email accounts. The house takes no responsibility should your child be able to access this information and use it to their advantage.

Further information including a demo of 'how to' will be covered at the parent information evening early in term one.

## Student Portal

Each student is allocated a log in and password upon enrolment. Students are able to change their password and must keep this to themselves.

Students use the portal to complete leave processes primarily. They are also able to see their learning, key competency records as well as their character nominations.

Students will be taught upon enrolment how to use this system.

# St Peter's College Hostel Ltd

## Policy on Student Fees

A Student in residence at the beginning of the school year will be charged one year's fee that is payable on either an annual or as per the schedule below. Alternative options for fee payment may be made with the Director of Boarding prior to commencing residence.

Any new enrolment during the year will be charged at \$277.50pw for remaining weeks in the school year.

- Families should regard the boarding fee as a universal whole-year charge irrespective of student absence, school activities or seniors' reduced occupancy nights in term four.

### PAYMENT SCHEDULE:

Payment 1	Due 20 <sup>th</sup> January	\$3700
Payment 2	Due 20 <sup>th</sup> May	\$3700
Payment 3	Due 20 <sup>th</sup> August	\$3700

- Families on a pre-arranged payment schedule must ensure the amount invoiced for that payment is paid prior to the beginning of the next payment.
- Families who have overdue accounts prior to the commencement of the next payment may have their child's place removed until debt is cleared.
- In situations where boarding bursaries are credited in arrears, the difference is payable by the family before the next due payment.
- Casual boarding is defined as anything less than 20weeks enrolment.
- Casual boarding agreements are to be agreed to with hostel management prior to commencing residence.
- Students will be held liable for any costs incurred to repair or replace property to its original condition, whether damage is accidental or otherwise. Property may include but is not limited to fire alarm systems, security systems, fixtures and fittings.
- In the event of a fire alarm that is proven to be malicious or due to foolish behavior and resulting in a Fire Service or Fire Alarm System invoice, the students family/ies will be charged the full invoice cost incurred.
- Non-payment of fees may result in the exclusion of students, collection costs and reasonable legal costs in any action to collect past due amounts.
- New Boarders are charged a mattress levy of \$250 and a bond of \$200.
- Disbursement accounts are invoiced quarterly and payable the 20<sup>th</sup> of the month thereafter. Restrictions to disbursements are the responsibility of the parent to arrange this with boarding staff. Families in arrears are not able to use the disbursement facility. All disbursements incur a 10% administration fee.
- Annual retreat costs are invoiced with period one fee.
- Fees are set by the St Peter's College Hostel Ltd and are subject to change by the Board.

### EARLY DEPARTURE CHARGES

In the event of a family changing its plans and deciding to withdraw a student where the hostel is left with unfunded financial commitments, the board of Rosmini House has the following policy:

- Families removing first time boarders within the first 10 weeks must pay for time in residence.
- All other departures must give 10 weeks written notice.
- If a student is withdrawn without notice then family will incur payment for time in residence plus 10 weeks and \$250 administration fee.
- Families of students stood down from the hostel will continue to pay the regular fee while stood down.
- Students excluded from the boarding house will pay for time in residence up till the time of the exclusion plus a \$250 administrative termination fee.

Date policy reviewed: September 2017

Signed:

Bevan Pearce

Board Chair

Date of Next Review: September 2018

## **Complaint Procedure**

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### **According to the Education (Hostels) Regulation**

#### **Complaints about:**

Non-compliance with these regulations or conditions of the license

#### **Complaints may be from:**

Students, Parents, Staff members and Board members

#### **Complaint needs to be:**

In writing or put into writing by the hostel owner or person representing the hostel owner as soon as practicable if the complaint is unable to be put into writing.

All complaints are to be addressed to the Director of Boarding in the first instance, if the complaint is in relation to the Director of Boarding, the complaint should then be addressed to the Chairperson of the St Peters College Hostel Board of Directors.

#### **Procedure for resolving complaints**

##### **1) Within 5 working days:**

The Hostel owner or the person representing the hostel owner will

- Send an acknowledgement letter of receipt to the complainant. Inform the complainant of any relevant internal complaint procedures
- Send a copy of all information held by the owner that is or may be relevant to the complaint.
- Decide whether the complaint is justified in accordance with regulation 69

##### **2) Within 10 working days after acknowledgement receipt of complaint**

The hostel owner or the person representing the hostel owner will

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified.

##### **3) After making a decision**

The hostel owner must inform the complainant of

- The reasons for the decision that the complaint is or not justified; and
- Any actions the owner proposes to take; and
- Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owners decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

Date of policy reviewed: November 2016



Bevan Pearce (Board Chair)

Date of next review: November 2017



## *Leave Procedure*

### Preamble

Under Hostel Licensing Requirements (regulation 54) Rosmini House is required to have minimum standards and procedures regarding student leave.

Any leave is a privilege not a right, casual leave is at the discretion of staff. Student attitude and behaviour is taken into account when granting leave.

### onBoard

- The Boarding House uses an online leave system to document requests, permissions and transactions around leave.
- Parents and Guardians are given a log in and password to complete overnight leave approvals. Parents agree not to share this with their children, nor give their children access to their email account to which leave requests are sent (this includes mobile phone access). The House takes no responsibility if this is the case.
- Students are given a log in and password to complete any leave requests and sign in/out procedures. The students agree not to share their password.

### Leave Allocations

Town and corner shop leave allowances for each year group are outlined below. All students are required to be back by 5:15pm for tea. Casual leave after tea is at the supervisor's discretion.

Years 7, 8 and 9	Town Leave -1 a week, Corner Shop/Dairy 1 a week
Year 10	Town Leave -1 a week, Corner Shop/Dairy 2 a week
Year 11	Town Leave -2 a week, Corner Shop/Dairy 3 a week
Year 12 and 13	As required with permission from supervisor.

Year 7 & 8 students must be contactable, or leave in groups for all casual leave.

### Contact

Whilst on leave students must be contactable. The House highly recommends that all students have a cell phone. Where they do, they must carry it with them whilst on leave and it must be charged. Where students do not have a cell phone, they must provide staff with a contact number prior to departure.

### Parents Uncontactable

Where parents/guardians are not able to be contacted where required the Boarding Manager or Director of Boarding can approve leave after taking practical steps to ensure student safety. This does not apply to overnight leave.

*Other process documentation that sits alongside the above is available on the website.*





## *Medical Procedure*

**Rationale** To ensure safe, secure processes are adhered to with regard to student Health and safety with regard to medical, dental, and mental health.

### Information Gathering

1. Upon enrolment, all families complete the Medical Section of the form,
2. The Boarding Manager screens information, further information where applicable is gathered in the enrolment interview,
3. Information is entered into onBoard by management prior to the student commencing residence,
4. Relevant medical information is shared with staff at the beginning of year staff meeting, or when practicable for students commencing enrolment during the year. The Boarding Manager will determine in consultation with families if all information shall be shared with staff on a case by case basis to protect the privacy of the student.
5. Sensitive information is stored on the database under the security log in of the Director of Boarding, such information is shared by the Director of Boarding to other staff strictly on a need to know basis when, and if required.
6. This information is kept for the sole purpose for which it was gathered, and is not used for any other purpose.

### First Aid & Supplies

1. As per Hostel Licensing requirements, at least one staff member on duty (or call) shall have their Work Place First Aid Certificate,
2. All staff are encouraged and provided with opportunities to complete First Aid training,
3. The Operations Manager shall ensure the First Aid cupboard is stocked to at least minimum standards as outlined by the Hostel Licensing requirements. Termly audits occur to ensure stock is adequately maintained.
4. Staff shall communicate with the Operations Manager when any such supply is running low,
5. The Hostel shall provide necessary basic medical supplies to boarders. Where specialist supplies are required, such cost is met by Parents and Caregivers.
6. Out of date supplies, are returned to a local Pharmacy for destruction.

### Administering Medication

1. No student is to have prescription medication or over the counter medication in their possession. All medication is to be kept in a locked cupboard in the Hostel Office, or locked chiller where required.
2. No student is to have any illicit substances in their possession.
3. Students at all times will have access to medical supplies, including personal medications via staff.
4. Any medical supplies given to a student must be recorded in onBoard. This includes prescription medication which is preloaded into onBoard.
5. In built alerts notifying of missed medication must be followed up by the Director of Boarding, or nominee who receives the alert.



6. The Boarding Manager and Operations Manager shall monitor administered medication and report irregularities or concerns to the Director of Boarding.
7. Controlled drugs are kept in a locked safe. Controlled drugs are recorded in a Controlled Drugs Register located in the medical cabinet. Physical count/reconciliation is completed at the end of each term.

#### Unwell Students

1. Students feeling unwell are required to be in the Hostel Sick Bay between 8:30am and 3:15pm. The Assistant Manager explains student absence to the College prior to period one commencing.
2. The Operations Manager and/or Boarding Manager shall check regularly these students and record such checks on the onBoard database, an acceptable period between checks is considered to be 30 minutes. Students who require monitoring outside of reasonable expectations shall be required to go home.
3. Students in the sick bay shall have access to adequate and appropriate food and drink, tissues and other basic needs.
4. Any student in the Sick Bay during the day is not able to have leave for any circumstance after school or that evening.
5. Where deemed appropriate, the Operations or Boarding Manager shall contact parents when their child is in the sick bay. When a child enters the sick bay for the second day, parents must be contacted.
6. In the interests of student wellbeing, students who are deemed contagious are to be collected by parents and taken home until they are free from illness. Hostel management reserves the right to send unwell students home where deemed necessary, as part of precautions to reduce pandemic and contagious illnesses.

#### Medical Appointments

1. The Operations Manager shall make medical appointments on behalf of students after consultation with parents,
2. The Operations Manager, or Boarding Manager after 3pm shall ensure students are transported to and from medical appointments in a timely and safe manner,
3. Any subsequent treatment shall be overseen by the Boarding and Operations Managers,
4. Where students are under the age of 16, all practicable steps to have an adult present during consultation must be taken. Where this is not possible, parents shall be informed prior to the appointment,
5. Costs of medical appointments and prescriptions are the responsibility of parents.
6. Non urgent appointments, where practicable shall be made outside of school teaching hours.
7. Physio appointments shall be completed at the onsite clinic on Mondays. Appointments that require transport during school hours are at the discretion of the management team.

#### Incidents & Accidents

1. Any incident occurring at the Hostel, or on a Hostel EOTC trip, is to be reported to the Director of Boarding,
2. The Director of Boarding shall determine whether an incident form is to be completed. An incident review is carried as part of the regular review process in staff meetings.
3. Where students require urgent medical attention an ambulance shall be called. The Boarding Manager or senior staff member on call is to be briefed as soon as practicable after all reasonable steps to ensure student safety have been completed,
4. Parents of students involved in an Incident or Accident shall be contacted as soon as practicable by Hostel Staff,
5. Students requiring treatment at Hospital or any afterhours emergency facility shall be accompanied by Hostel staff in the first instance, until they are supported by their parents or designated support person.

## Pandemic

1. In the event of a notified Pandemic, the Hostel Pandemic Plan will override this procedure.

## Emotional and Mental Health

1. All students in accordance with Hostel Licensing requirements, as Policy including 'Relationships and Ill Treatment' shall be provided with regular support and guidance with regard to their mental and emotional wellbeing,
2. All staff shall be capable of providing adequate, timely and professional support to all students. Staff are provided training as part of the regular induction and ongoing PLD.
3. Regular Pastoral meetings, for both groups and individuals are held at least once per month. Appropriate records are kept within the onBoard system.
4. Students are surveyed at least once per year on Physical and Emotional Wellbeing, and Pastoral Care.
5. The Guidance Counsellor is accessible to Boarders, through individual appointments made by the student, or by referral from the Boarding Manager or Director of Boarding.
6. The Director of Boarding shall liaise with support agencies, attend relevant meetings, and implement subsequent plans where appropriate.
7. Where the Director of Boarding or Boarding Manager deems students are at risk, parents will be contacted, unless this action is deemed to enhance the risk to the student, in which case the Child Abuse and Neglect Procedure supercedes.
8. The Director of Boarding has ultimate responsibility for ensuring the emotional safety of Boarders. She/he delegates the day to day care for students to the Boarding Manager.
9. Students engaging in self harm or a behaviour/thought pattern that endangers the safety of themselves or others within the community can expect house support with regard to their welfare within acceptable risk parameters. Options for the Director of Boarding include:
  - a. Implementing a safety plan that negates immediate risk and promotes ongoing safety for all, personal and whanau support, or
  - b. Removing the child from the Boarding House until the Director of Boarding is satisfied that adequate Health and Safety practices are in place to enable a return. This may be short or long term and done in consultation with parents, whanau, the student and other relevant stakeholders within each situation.

All students can expect:

- c. Parents/caregivers will be informed. The only exception to this is if any notification enhances, or is the cause of any trauma. If this is the case relevant health professionals and authorities will be contacted.
- d. Referral onto an appropriate support agency

## Health and Safety

In line with the Health and Safety at Work Act 2015 it is expected students:

1. take reasonable care for their own health and safety
2. take reasonable care that their behaviour does not adversely affect the health and safety of others
3. comply with any reasonable instruction from the Director of Boarding, including policy and procedure to comply with the Act.

#### Other relevant documents

- Relationships and Ill treatment Policy
- Search and Seizure Procedure
- Alcohol, Tobacco and Drugs Policy
- Trauma Procedure
- Child Abuse and Neglect Procedure
- Harassment Procedure
- Professional Learning Procedure
- Health and Safety Programme

Date: April 2016

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A handwritten signature in black ink, consisting of a stylized 'J' followed by a horizontal line and a small dot.

For review: April 2018

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## KEY DATES

### Term One

Monday 22 <sup>nd</sup> January	10:00am	House opens for Year 13 leadership training, remaining boarders arrive throughout the day
Tuesday 23 <sup>rd</sup> January	10.00am	All boarders leave for Retreat
Thursday 25 <sup>th</sup> January	4:00pm	Return from Retreat
Friday 26 <sup>th</sup> January		Senior Conferencing (both schools)
Monday 29 <sup>th</sup> January		Teacher Only Day (both schools)
Tuesday 30 <sup>th</sup> January		Orientation Day – Y7 & Y 13 (SPC); Y9 & 13 (GHS)
Wednesday 31 <sup>st</sup> January		School commences – All students
Sunday 18 <sup>th</sup> February	5:00pm	House opening mass, dinner and parent info evening
Thursday 29 <sup>th</sup> March	5:00pm	House closed for Easter / Southland Anniversary
Tuesday 3 <sup>rd</sup> April	5:00pm	House open
Friday 13 <sup>th</sup> April	5:00pm	House closed for end of term 1

### Term Two

Sunday 29 <sup>th</sup> April	5:00pm	House open for term 2
Thursday 31 <sup>st</sup> May	5:00pm	House closed for Queen's Birthday Weekend
Monday 4 <sup>th</sup> June	5:00pm	House open
Friday 6 <sup>th</sup> July	5:00pm	House closed for end of term 2

### Term Three

Sunday 22 <sup>nd</sup> July	5:00pm	House open for term 3
TBA	5:00pm	House closed for weekend
TBA	5:00pm	House open
Friday 28 <sup>th</sup> September	5:00pm	House closed for end of term 3

### Term Four

Sunday 14 <sup>th</sup> October	5:00pm	House open for term 4
Friday 19 <sup>th</sup> October	5:00pm	House closed for Labour Weekend
Monday 22 <sup>nd</sup> October	5:00pm	House open
Friday 2 <sup>nd</sup> November	5:30pm	End of year mass, dinner and celebration evening
Friday 7 <sup>th</sup> December	5:00pm	House closed for year