



**MOUNT ALBERT GRAMMAR SCHOOL**

**SCHOOL HOUSE**

**Handbook 2010**

# INTRODUCTION

Welcome to the Mount Albert Grammar School, School House

In his first (1922) report, Headmaster FW Gamble noted, “frequent inquiries for boarding accommodation emphasise one of Auckland’s greatest liabilities- possessing no institution to receive children of outlying districts who have earned and desire the right to be taught in a Grammar School”. From the beginning, Gamble, who had been a Resident Master elsewhere, had wanted a boarding house.

The Auckland Grammar School Board of Governors agreed and in 1926 brought a large house at 807 New North Road from the Child Welfare Department. It had been built 43 years earlier as a gentleman’s resident on more than six acres of land, running the length of Burch Street through to Asquith Avenue and occupying half the block. After some refurbishment it opened in 1927 as the Mount Albert Grammar School Hostel with 22 boys, HL Towers as Housemaster and T. Scott as his assistant. The following years the numbers almost doubled; hardly surprising since 44 boys were boarding privately.

Gamble did not like the word ‘Hostel’ and wrote to the Board petitioning a change of name to School House. The board concurred. Over the years the large grounds provided tennis courts, a cricket pitch, vegetable gardens, grazing for cattle from the School Farm and adventures aplenty as well as a less-than-voluntary work site. The last year of 807 was 1970. The new School House, built on the lower hockey field, was up and running in 1971, six years before the Golden Jubilee. At the turn of the new century, and as the 75<sup>th</sup> Jubilee neared, the School House was remarketed as Towers Hall, a tribute to the legendary first Housemaster. In 2009 the Board of Trustees resolved to change the name of the institution to School House.

## QUALITY ASSURANCE MANUAL

The intention of the Quality Assurance Manual (QAM) is to provide documentation of adopted policies and procedures in order to:

- ensure continuity of good practice from year to year
- lay down benchmarks for effective performance
- provide easy access for staff, Board of Trustees, parents, Albertians and others seeking information about the policies and procedures of School House.
- ensure Mount Albert Grammar School meets the NZQA requirements and ISO 9001 accreditation, as well as comply with the Education (Hostels) Regulations 2005.

The Manual is a living document, and will be revised to meet the changing needs of the community. I hope you find the Manual useful. Any comments or suggestions should be referred in the first instance to the Director of Boarding.

**Chris Metcalfe**

Director – School House

**Mount Albert Grammar School**

## **SCHOOL HOUSE MISSION STATEMENT**

School House strives to provide a safe emotional and physical environment that supports students in their day-to-day life at Mount Albert Grammar School.

Living at School House is about maximising opportunities for leadership and participation. The culture at School House is to allow each boy to realise his potential in personal growth and to provide many challenges that assist this to happen.

Each boy will be supported in his academic, service, spiritual and sporting areas by the MAGS way values that promote excellence, harmony, integrity and personal responsibility.

## **RELATIONSHIP OF HOSTEL WITH THE SCHOOL AND STATUS OF THIS MANUAL**

The Mount Albert Grammar School boarding facility, known as School House is a part of Mount Albert Grammar School - and is ultimately accountable to the Mount Albert Grammar School Headmaster and Board of Trustees.

The Board of Trustees has delegated to the Director of Boarding the authority to manage and operate School House on a day-to-day basis. The Headmaster has been delegated the Board's authority to act as employer, and to make all-important decisions regarding the Hostel, the staff, and the students living at School House. This includes the power to suspend and ultimately exclude students from the School House in appropriate circumstances.

As such, all of the policies, where applicable, outlined in the *Mount Albert Grammar School Policy Manual* and all of the procedures, where applicable, outlined in the *Mount Albert Grammar School Quality Assurance Manual*, apply to the residents and staff of School House.

**This Manual contains policies and procedures specific to School House. The Manual, therefore forms the terms and conditions of the employment of all employees of School House. It also contains policies, procedures, and rules that must be followed by all residents, and students residing at School House.**

The School will make the Manual available to staff/ students/parents/caregivers, upon request, as required by the Education (Hostels) Regulations 2005.

The following information is taken from the Manual which all boys need to know and understand this information to enable them and the House to function effectively.

All Houseboys are encouraged to ask any Housemaster, Tutor or Prefect about any aspect that they do not understand or want to know.

## **Section 1: Quality**

### **1.1 Quality Defined**

For the purposes of this manual, quality is defined as that which enables School House to operate with efficiency, integrity and effectiveness.

### **1.2 Quality in Operation**

- School House exists to serve the joint needs of the boarders and the School.
- The students who meet enrolment requirements will satisfy some or most of the following criteria:
  - their homes are in rural areas
  - they cannot access the curriculum and/or services to meet their particular academic needs
  - they live outside of New Zealand and wish to further their education at Mount Albert Grammar School
  - they have particular talents, which Mount Albert grammar School is able to foster and develop towards excellence
  - they have personal attributes from which the hostel and school would benefit as a community.

#### **Hostel Life**

The staff at School House undertake to provide a safe emotional and physical environment that supports students in their day-to-day life.

Staff agree to learn

- independence and team-work
- personal organisation and a desire to help others
- self-discipline and motivation towards learning
- maturity in social development.
- Pastoral care strategies

#### **Community**

In School House we are in a unique position to provide excellent communication between school, hostel and family. We aim to take advantage of this situation in order to address issues promptly and effectively, to the greatest benefit of both students and hostel. Staff and students to the Director must report all significant pastoral care issues such as bullying and harassment immediately. Bullying, harassment, theft or violence of any form will not be tolerated at the Hostel.

#### **Self-review**

The staff of School House will review its achievements each year with the intention of ensuring that service to boarders, families and Mount Albert Grammar School is sustained. New goals will be developed in key areas, setting a focus for ongoing quality provision. These will also form the basis of goals that will be reviewed during the annual appraisal cycle for all staff.

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### **1.3 Aims**

The intention of the Quality Assurance Manual (QAM) is to provide documentation of adopted policies and procedures in order to:

- ensure continuity of good practice from year to year
- lay down benchmarks for effective performance
- reduce the need for repeated in-depth briefing and planning sessions in the annual cycle
- act as a firm basis for the training of staff
- provide easy access for staff, Board of Trustees, parents, Albertians and others seeking information about the policies and procedures of School House
- ensure Mount Albert Grammar School meets the NZQA requirements and ISO 9001 accreditation.

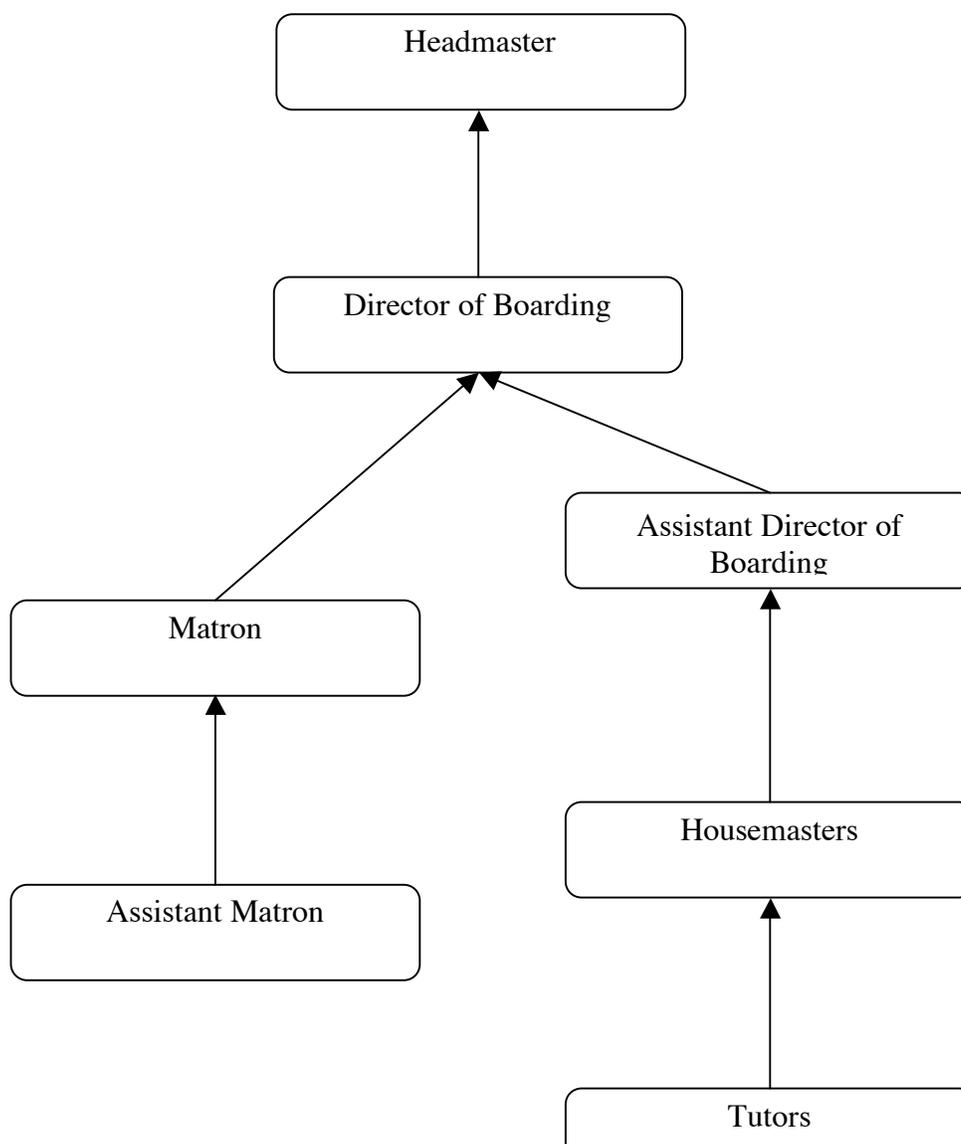
## 1.4 Quality System

### Requirements

- The Quality System in School House must be documented to ensure the expectations and procedures are known and understood.
- The School House documentation should reflect quality in that the Quality Assurance Manual acts as an induction manual, training guide and reference document.

## Section 2: Staffing

### 2.4 Management Structure



## **1.1 Duty Policy**

*Duty of Care* is paramount and it is the rationale for all day-to-day procedures that operate in School House.

### **Duty Times**

- The week is split into fourteen duty shifts. The first shift each day is from breakfast until dinner; the second shift is from dinner until breakfast the next morning.

### **Duty Personnel**

- The Assistant Director of Boarding and the four housemasters share Monday – Friday duties; one day and one night shift each, **or by arrangement.**
- Saturday and Sunday day shifts are managed by the tutors on an agreed roster, **or by arrangement.**
- The remaining two evening shifts are managed by the Assistant Director and housemasters on an agreed roster, **or by arrangement.**
- The Director of Boarding is expected to be on call if a duty shift cannot be covered for some reason. By default, he is on night duty in case of emergency and the Assistant Director is his substitute if necessary.
- In case of fire, the rostered Duty Master is the Fire Warden.

### **Duty Records**

- A “day book” records the activities and movements of boarders throughout the day.
- This is to be kept accurate and up-to-date by the duty staff member and is the prime means of information being passed on at changeover of duty. This is especially important at weekends.
- Concerns must be recorded in the “day book” and discussed with the next duty person on changeover. If necessary, the Director of Boarding is to be contacted.

All completed daily records are to be filed in the staff office and given to the Director for storage when no longer required.

## **4.7 Daily Routine**

### **Monday – Thursday**

7.00	Wake up
7.15	Out of bed and getting dressed
7.25	Breakfast
8.20	Leave Dorms for school on the first bell
8.20	Prefects leave/lock their dorms
12.30	Attend lunch
12.55	Leave for school
3.30–5.30	Casual Leave; sport / free time / study / quiet time in dorms Run – as directed by Housemaster
5.30-5.45	Showers
5.45-6.00	Laundry and room tidy for all boys
6.00	Dinner
7.00-9.00	Prep (Study) see prep notes
9.00	House meeting: Supper and Prayers – see Supper notes
9.20	Year 9 and 10 to bed / main lights out – see Juniors to bed notes
9.30	Junior section lights out - from times given by Housemasters
9.45	Seniors to bed - all at Duty Master's discretion
10.00	Seniors lights out
10.30	Prefects to bed / Dorm lockup

### **Friday**

7.00-10.00	As for Monday – Thursday. Dinner at 5.30
circa 8.00	House meeting
circa 8.30	Video followed by bed time / lights out for all boarders

### **Saturday**

	Wake up
8.00-9.00	Breakfast
1.00	Lunch
6.00	Dinner
circa	House meeting
circa 8.30	Video followed by bed time / lights out for all boarders

### **Sunday**

	Wakeup
9.00-10.00	Breakfast
1.00	Lunch
6.00	Dinner
8.30-9.00	Prep
9.00	Supper and prayers
9.20	Year 9 and 10 to bed / main lights out
9.30	Junior lights out
9.45	Seniors to bed, all at Duty Masters discretion
10.00	Seniors lights out
10.30	Prefects to bed / Dorm lockup

## ***School House Procedures***

### **1. School House Property**

- All School House property is to be treated with respect. Damages must be reported immediately to the Duty Master, so that repair or replacement can be arranged.
- Beware of slippery entranceways when wet.
- Dorms: football boots are to be removed in the foyer of the dorms. Mud should be removed at the school, not in the School House.
- Lounge: shoes and feet are not to be on the furniture.
- Chairs are not to be tilted backwards when being sat upon.
- Equipment is to be returned to its appropriate place after use.

### **2. Uniform**

#### ***At School:***

- As stipulated by the Headmaster. The School uniform will always be worn correctly beginning from the start of breakfast until end of school. You may not arrive at breakfast with incorrect uniform, e.g., incorrect footwear or jewellery.
- Incorrect uniform requires you to have a uniform pass, obtained from the Duty Master before breakfast.
- The Matron may be able to supply emergency items from the laundry between 7.15 and 7.45.

#### ***At the School House:***

- Mufti is to be worn at the School House outside of school hours.
- All mufti worn at the hostel must be of an acceptable standard, i.e., no torn, tatty or dirty clothes. Offensive material drawn or written on clothing is unacceptable.

### **3. Prep**

- Prep is compulsory for all boys Monday to Thursday, 7.00 – 9.00 (7.30 – 9.00 on Sundays).
- Boys with late sports practices or other late evening commitments are expected to spend the equivalent time after school doing homework. The Director must approve the activities in advance.
- Prep is a planned activity and boarders are expected to bring to prep all the equipment and resources they need. This includes a book to read if homework does not last the whole session.
- Prep is normally a silent period of sustained study. Cell phones and music are banned from use during prep.
- Computer use will be monitored. Use of items that interfere with the quality of study being done is likely to result in confiscation of the item for a period of time.
- Late prep, with the Duty Master's permission, may be done.

### **4. Lights Out**

- All dorms will be quiet with main lights out straight at time specified by Duty Master.

- Years 9 & 10 must go straight to bed from prayers, with reading lights switched off at the designated lights out time.
- Seniors must be in bed at the time given by the Housemaster on Duty.
- Prefects in bed and lights out at 10.30 or at Housemaster's discretion.
- Duty Master may change these times at his discretion.

## **5. Exeat Leave**

- All leave is at the discretion of the Director or, in his absence, the Assistant Director.
- Boys going on leave on Friday, Saturday and Sunday must be in respectable casual clothing, on both departure and return.
- Exeats for weekend leave must be neatly and fully filled out. They are to be put in the basket in the housemasters' office during prayers on Wednesdays (or no later than breakfast on Thursday morning) for approval by the Director. They are to be collected from the Duty Master just prior to going on leave. Late exeats must be handed to the Director.
- All boarders must check out with the Duty Master when going on any leave and personally check in on his return.
- Normal weekend leave begins on Friday at 3.30pm and ends at 8.00am Monday morning (variations to this must have the Director's prior approval).
- Failure to pick up or return a signed exeat will result in Hostel Duty at Housemaster's discretion.
- Boys may cancel or alter minor exeat details with the Duty Master prior to leaving.
- Once a boarder has returned to the School House grounds, exeat leave is finished and he must report to the Duty Master immediately.

### ***Exeat Leave - Sunday Night Return:***

- Returning boarders are required to return by 9.00pm.
- If returning during prep time, boarders are required to report directly to the Duty Master.

### ***Casual Leave:***

- Boarders may choose to go on casual leave from 3.30pm during the week (there is no limit to the number of casual leaves boys may take).
- The Duty Master will give the return time if it is different from 5.30pm.
- Popular destinations are: sports practice, St. Lukes, (only twice from Monday to Thursday for Juniors), Mt Albert shops, the Alberton Avenue shops, the Aquatic Centre and friends' homes in the local area.
- All casual leave is at the discretion of the Duty Master.
- No boarder may enter leave or sign in for another Houseboy.
- All boarders must sign out/in when they leave/return to the School House grounds.

## **6. Cars**

- No boarder is allowed to keep a vehicle at the School House or privately for use in Auckland, unless with the Director's knowledge and permission.
- The Director will keep a record of licence and car details. Boarders are required to inform the Director of changes to this information.
- Cars and their usage must not disturb staff and students, or face possible loss of privilege.
- Parking space is limited within the School House grounds.
- Boarders who abuse the opportunity to keep a car at the School House may lose this privilege.

- Boarders may travel in day students' vehicles only with the Director's knowledge and approval.

## 7. Meals

- Boarders must attend all meals unless absence through exeat or Special Leave has been approved.
- Boarders may obtain a cut lunch (for the next day) with the approval of the Duty Master by placing order on the kitchen list after prayers. There must be a good reason for requesting this.
- Boarders will receive 24hrs notice of a school lunchtime detention so that they may order a cut lunch.
- No cutlery, cups or plates are to be removed from the dining room.
- Noodles: the microwave is for the boys' convenience but they must provide their own plate and cutlery and clean up after each use.
- The Duty Dorm is responsible for ensuring the boys' recreation and kitchen areas are clean after supper.
- ***Dining Room:***  
Manners are important in the dining room. We expect the following:
  - ✓ Wait quietly in line for serving
  - ✓ Sit at the table properly (no moving around unnecessarily)
  - ✓ Use cutlery when appropriate
  - ✓ Avoid spillages and clean any up immediately
  - ✓ Chew with mouth closed, don't talk with your mouth full
  - ✓ Do not leave the dining room until you have been dismissed (see Duty Master for special circumstances)
  - ✓ Arrive for meals clean and tidy (no singlet or dirty clothes)
  - ✓ Footwear must be worn in the dining room
  - ✓ All plates are to be stacked in the middle of the table, including cutlery
  - ✓ Use plates for preparing food (e.g., making sandwiches), not the table top
  - ✓ Absolute attention to be given to the Master on Duty during notices – signaled by the loud closing of the kitchen door
  - ✓ Speak to kitchen staff in a courteous manner at all times
- Table cleaning is done by the duty dorm and is assisted by boys' on punishment duty.

## 8. Punctuality

- Boarders must be on time for all activities.
- At prep and meal times assemble up front on the signal of two bells.
- Should two bells ring any other time, this is a signal that all boys assemble up front immediately.

## 9. Duties

- Years 9 and 10 students are all expected to do some duties around the School House.
- Each dorm has a "duty day". This involves cleaning up after meals and supper.
- All boarders are expected to show initiative by picking up rubbish and keeping the place tidy.

## 10. Money and Valuables

- We advise boarders to have no more than \$20 cash in their possession at any time.
- All boarders are expected to use automatic teller machines for obtaining personal money.
- Larger sums of money or other valuables should be given to the Director for safekeeping.

## **11. Boarder Telephones**

### ***Landlines:* 09 8495170 or 09 8469018**

- All incoming calls to the boarders' landlines should be answered politely
- When looking for someone:
  - ✓ Check the Lounge
  - ✓ Check the "casual leave book"
  - ✓ Take a message
- Give other boarders some space for privacy when they are on the phone.
- If others are waiting to use the phone, keep your conversation short.

### ***Cell Phones:***

- Although cell phones are encouraged, their misuse is not. It is assumed that all boarders will keep their phones in credit, for ease of communication with family.
- Cell phones are not permitted at meal times or during prep.
- Cell phones are to be switched OFF after lights out, until morning wake up.
- Misuse of cell phones may result in confiscation. In such cases, the Director will put the phone into safekeeping.
- Parents/guardians are asked to support us in ensuring that phones are used appropriately. Please do not call during meals, prep or after lights out. Urgent messages can be given through the Duty Master (09 8462044 ext 8157) or Director (09 8462044 ext 8178).

## **12. Quiet Times**

- The dorms will be quiet places from 3.30pm to 5.00pm, Monday to Thursday.
- Boarders may read, sleep, do homework or listen to music under headphones.

## **13. Access to House Masters, Director or Matron**

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- You must see the Duty Master first, unless there is an emergency.

## **14. Laundry/Sick Bay**

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- See Matron's memo on the main notice board of each dorm.

## **15. Guests**

- Occasional guests are welcome but must report to the Duty Master, who will record name and purpose of visit.
- Guests are not permitted in the dorms. All guests are to be in the Dining room or Lounge. If parents/guardians need to visit the dorm, a staff member should accompany them.
- Boarders are responsible for their guest(s) during the visit.

## **16. Kitchen/Dining Room**

- Late dinner may be ordered but you must follow the following procedure:

- ✓ The Duty Master or Tutor will get the dinner from the fridge for you.
- ✓ You must heat the dinner in the microwave in the kitchen.

## 17. TV

- The priority for choice of TV channel is: first by Staff, second by Prefects, then by Year Level (seniors Year 13 down to Year 9).
- There is to be no TV, pool or table tennis use during meal times, after breakfast, after lunch or during prep.

## 18. Pool Table

- Use the equipment appropriately. Use chalk on pool cues.
- Look after the table surface and report any damage.

## 19. Office

- The front offices are for staff use only
- Do not enter the Director's office or Masters' office unless directly instructed to do so.

## 20. Computer Use

- As for day students, all boarders have Internet access and a file on the school server. This is set up through the ICT centre at school.
- Computers in the lounge may be used at prep time but you must book with the Duty Master.
- Inappropriate use of hostel computers or personal laptop computers will result in removal of the privilege.
- Boarders may have personal laptop computers in their dorm but these will be confiscated and/or sent home if used inappropriately. They may be used for prep in dorms. For recreation, they must be used on the dining room.
- Boarders take full responsibility for their personal laptop computers, hardware and software, including security, content and usage.

## 21. Sports Equipment

- All borrowed equipment must be returned *before dinner* each day.
- You must sign equipment out and back in.
- Accidental damage to equipment must be reported immediately.
- You may be held responsible for repair or replacement.

## 22. Fire

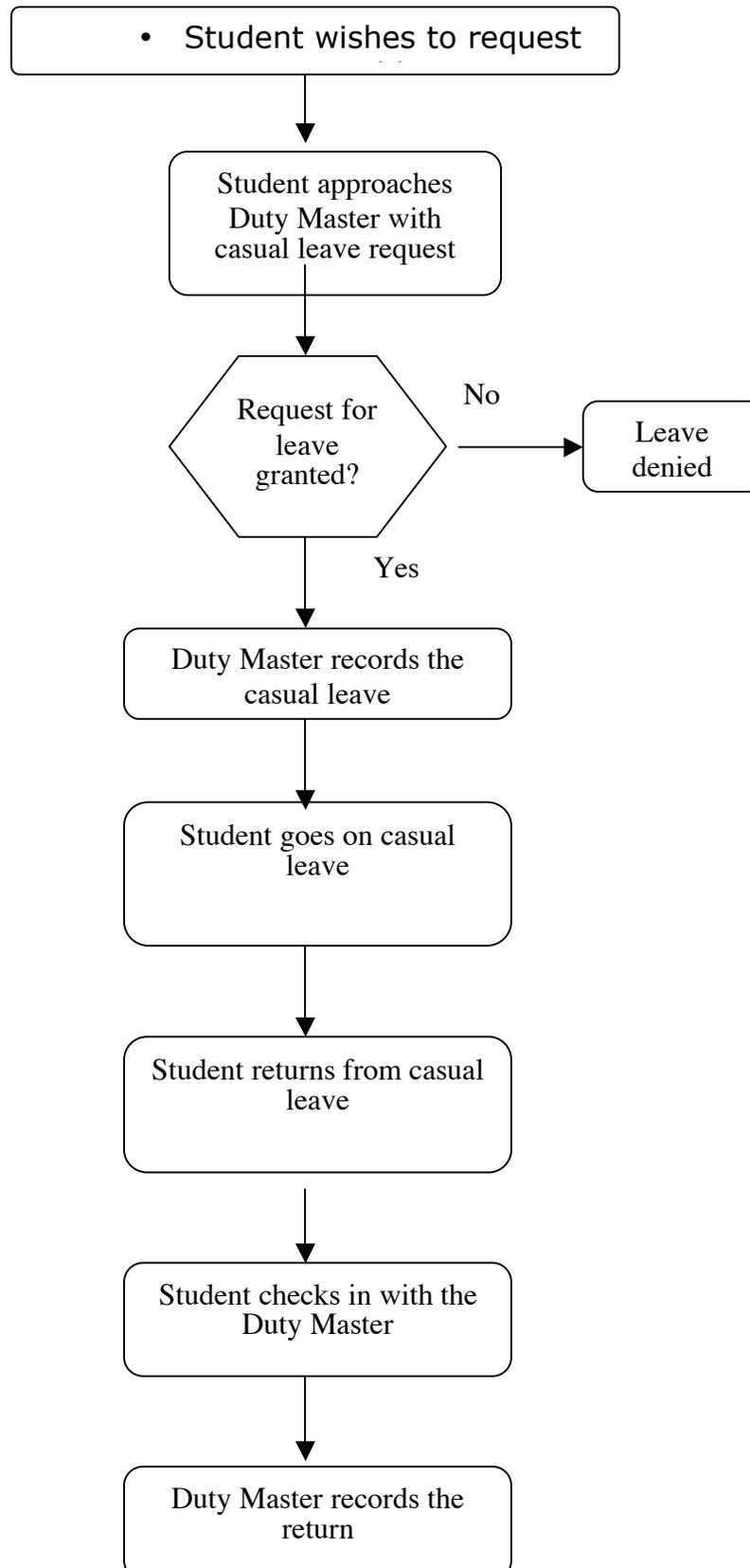
- Procedures, should the fire alarm ring, are detailed on the notice board at the entrance to each dorm.

## 23. Security

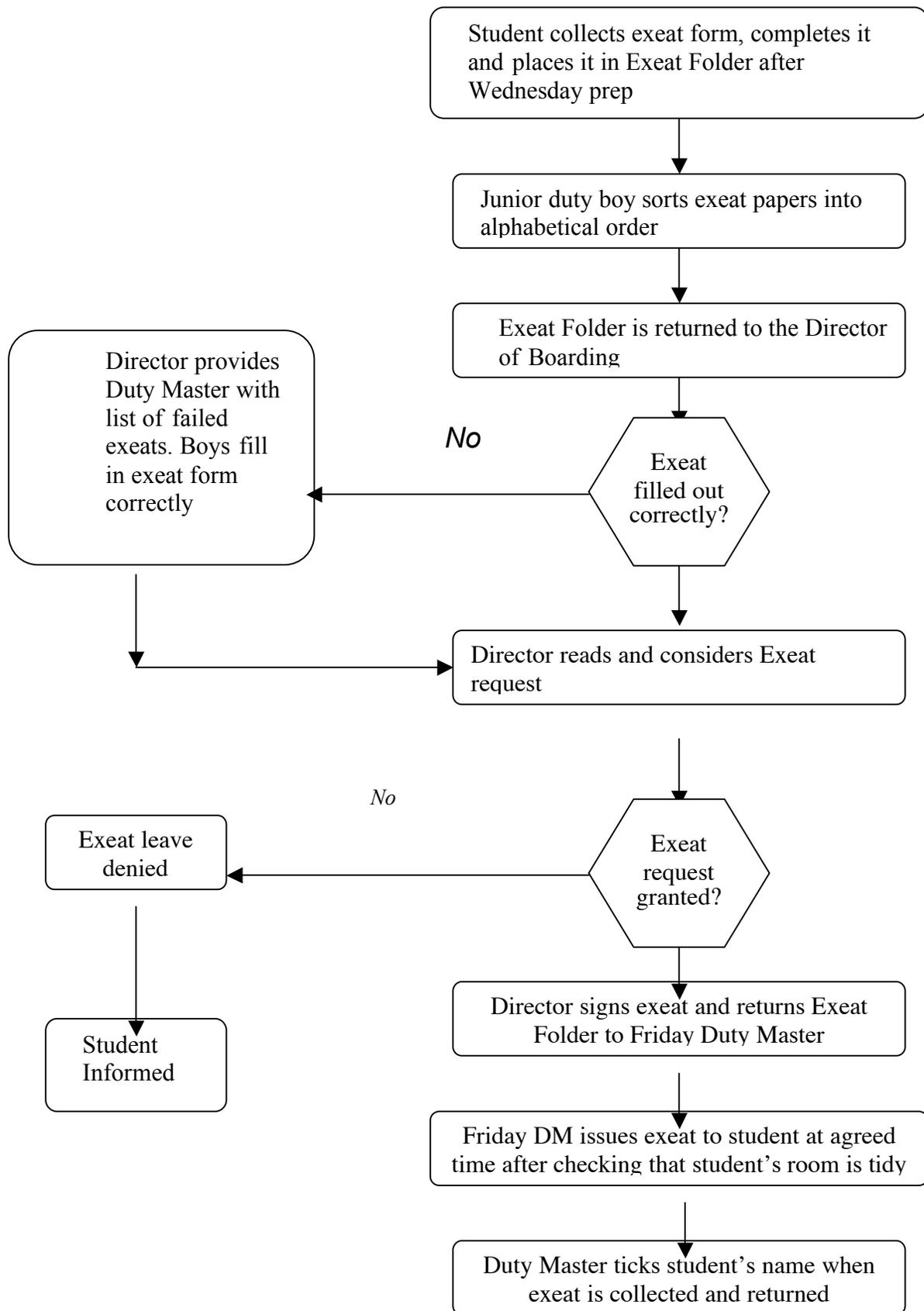
- Lockers should be locked at all times.

- Passports or any valuable items should be given to the Director for safekeeping.
- Close windows and the fire door when you leave your room or the dorm.

#### 4.9 Casual Leave



## 4.10 Exeat Leave



## 4.11 Code of Conduct

### Opening Statement:

- School House boarders and staff should behave in a mature and acceptable manner.
- The following are seen as underlying all behaviours:
  - Consideration and respect for self, for others and for the environment
  - Honesty
  - Integrity
  - Loyalty
  - Trust
  - Maintenance of dignity

### 1. Authority

- The Director on behalf of School House has selected the Staff and Prefects. Failure to obey these representatives is therefore an offence against School House. Boys must be respectful to these leaders at all times and follow their reasonable instructions without question.

### 2. Theft, Vandalism, Bullying, Harassment and Fighting

- **These offences will not be tolerated at School House.**
- **Harassment and Bullying are very serious matters for the school and the House.** Any Boarder or staff member that feels bullied or harassed, either sexually, physically, or emotionally must report this offence immediately to the Director or the Matron or the Headmaster.
- **All allegations of harassment and bullying must be investigated promptly and steps taken to protect the victim.**
- **Theft, vandalism and fighting are also regarded as very serious offences against the community.** These matters must also be reported immediately to the Director or the Assistant Director.
- These offences may be punished by removal from School House, either by way of suspension or exclusion. The Headmaster, usually at the recommendation of the Director, may only make suspension or exclusion. Suspension or exclusion from the hostel for these serious offences may also be regarded as gross misconduct for the purposes of suspension from the school.
- If a staff member is found to have engaged in harassment, or bullying, or fighting, theft or vandalism, then that will be regarded as serious misconduct, and may affect their employment at both the Hostel and the school.

### 3. AWOL

Breaches of exeat and sign-out procedures are a safety issue and will be treated seriously. They may result in suspension and exclusion from the hostel.

#### 4. Banned Substances

- Any boy found consuming, or in the possession of, drugs or alcohol will face the prospect of removal from School House. Any staff member found consuming, or in the possession of, drugs will face disciplinary consequences.
- If you are suspected of using drugs or alcohol you will be tested at the school's expense, if the Director deems it necessary. It is a condition of boarding at the hostel, or employment that you agree to drug testing, at the discretion of the Director.

#### 5. Dormitories

- Behaviour in the dorms must be of a high standard, otherwise access will be restricted. Examples of things that are specifically prohibited are (pillow) fighting, dorm raids, dorm runs, bed dumping, kicking or throwing balls etc.
- **There are to be no visitors in dorms other than family members with the knowledge of the Duty Master. Other visitors are entertained in the lounge.**
- Due to fire risk, no electric heaters or electric blankets are allowed in the dorms.
- Hot food is banned in the dorms.
- Posters are allowed on pin boards only and they are to be appropriate.
- No alterations are to be done to rooms (e.g., extra locks, shelves in lockers etc).
- No stereos are allowed except those belonging to Prefects.
- Fire exit doors must not be left open.
- Showers: late showers must be taken immediately after supper and before lights out (seniors only).

#### 6. Kitchen/Dining Room

- The kitchen is out of bounds at all times.
- All students are expected to dress appropriately in the dining room. For example, no hats or singlets are to be worn in the dining room; shoes or sandals must be worn at all times in the dining room.
- Cell phones and music players are not to be used during meals.

#### 7. Sports/Games

- No sports or physical games are to be played around walkways or inside buildings except for pool and table tennis.
- Skateboards are banned for usage within School House property.

#### 8. Banned Material – the following are banned at School House

- Knives and any other items that could be used as weapons are banned.
- Pocket knives are to be left with the Director or Duty Master for safe-keeping (not kept in the dorms).
- Pornographic material, lighters and matches are also banned.
- Inappropriate use of the Internet and e-mail facilities will result in restricted access.

- Staff and Boarders cannot access inappropriate sites or send inappropriate emails. Breaches of this rule will be treated very seriously.

## 9. Out of Bound Areas

- **No boarder is allowed in the following areas without permission:**
  - off the site;
  - past the steps leading to school;
  - the Aquatic centre;
  - staff dwellings;
  - the creek;
  - bush areas north of the creek;
  - the kitchen;
  - staff office;
  - the Roy Clements treeway;
  - the school grounds.

## 10. Access to Hostel

- During school hours, return to the hostel is not permitted under any circumstances (except for lunch) unless authorised by the Director or the Assistant Director.
- Prefects may return to the hostel at interval, but may not bring other boys with them.

## 11. Tradition

- As part of the tradition of School House all boys must learn the following:
- ***School House Prayer***

Almighty God,  
 we thank thee for rest and health  
 for work to do  
 and the strength to do it  
 and for all the surroundings of our lives that make  
 it desirable and enjoyable,  
 Do thou raise our thoughts and purify our aspirations.  
 Strengthen our will we beseech thee, on the side  
 of what is right and good, and against what is wrong and evil.

Through Jesus Christ our Lord.  
 Amen

## ***The School Song***

Dusk on the Walls, and the twilight lingering  
Darken, yet lighten, our half-dimmed gaze;  
While on the panels still bright with his fingering  
God writes this legend in golden rays;

“Through hardship to glory”, Mt Albert, create us  
Such that our honour may live evermore:  
And these be our thoughts, when in years they await us  
We shall look back to the motto of yore.

Grant with the days, then, Mt Albert, a reverence  
Springing from duty but vital with love,  
That, in the ending, there not be a severance  
Torn in the pattern thine own hands wove.

## ***Haka***

- L: Kia rite, tukua.  
Ko te amorangi ki mua, kote hapaio ki muri  
Engari, Kokiritia ra
- G: A ha,ti,ti, ha.  
A, whaia ra e nga waewaetapu o Rehua. Hi!
- L: Engari, koutou, ko wai tenai? Ko te wharekura
- G: o Wairaka
- L: Ko te maunga tapu
- G: o Wairaka  
E tukino nei I nga hoariri, hei pakanga.  
Ka tihahaea te kiri, Ka wetewete I te toto  
Uhia nei I te tuha ki runga I a koutou e pakanga.
- L: Ti ahah
- G: ikatu te ihi, I katu te wanawana  
Ki runga I te rangi e tu iho nei, tu iho nei.  
Hi aue, hi!
- L: He manga wai koia, kia kore e whitikia
- G: Anei te patu e tu werohia, kore e taka kit e whenua.  
ARA HI AUE HI

## 4.12 Procedures for Prep

### A. Objectives of Prep

- To provide an environment conducive to quality study
- To promote good work habits and to introduce the boys to time management skills
- To provide an opportunity for group work and/or to tutor groups
- To make use of the school's resources
- To finish homework tasks
- To motivate and improve reluctant learners
- To provide guidance

### B. Monday to Thursday Prep (7.00pm – 9.00pm)

1. Years 9 and 10 study in White Dining Room under the care of the Housemasters.
2. Years 11, 12 and 13 study in their dorms under the care of the Tutors.
3. Both junior and senior preps are divided into three parts:
  - **Strict Prep (7.00pm – 8.00pm):**
    - No walking around, no talking.
    - Break for 5 minutes (toilet/drinks/discussion/moving about but **not** out of the venue without permission).
  - **Normal Prep (8.05pm – 8.30pm):**
    - Students can approach the Duty Master or Tutor to seek help from other students.
    - No talking or movement without permission.
    - Break for 5 minutes (as above).
  - **Relaxed Prep (8.35pm – 9.00pm):**
    - For juniors, as per exam time – quiet talking/reading in the lounge/some movement is allowed.
    - During this time there may be study groups.

### 4. General Rules and Guidelines:

- There is no music during prep, including Walkmans/ipods, for juniors.
- Boys bring all materials (including their diary) to prep and are not able to leave once prep starts.
- Computer use is to be negotiated with the Duty Master/Tutor either *before* prep begins or during breaks.
- Desks and books are to be kept tidy.
- Students may have a drink bottle at prep but no cans or drinking glasses.
- The family phone is kept off the hook during prep.

### C. Sunday Prep (7.30pm – 9.00pm)

1. Boys study in same locations as during Monday – Thursday prep.
2. Prep is divided into two parts:
  - **Normal Prep (7.30pm– 8.30pm):**
    - Students can approach the Duty Master or Tutor to seek help from other students.
    - No talking or movement without permission.
    - Break for 5 minutes (as above).
  - **Relaxed Prep (8.35pm – 9.00pm):**

- As per exam time – quiet talking/reading in the lounge/some movement is allowed.
- During this time there may be study groups.

### 3. General Rules and Guidelines:

- Phone calls can be taken if they are urgent family calls.
- Boys bring all materials (including their diary) to prep and are not able to leave once prep starts.
- Computer use is to be negotiated with the Duty Master/Tutor either *before* prep begins or during breaks.
- Desks and books are to be kept tidy.
- Students may have a drink bottle at prep but no cans or drinking glasses.

### D. Other General Guidelines

#### 1. *All prep sessions are to be busy ones.*

- Students should be doing homework given by class teachers or assignments due in the future.

#### 2. *When homework is complete, students may:*

- Read novels or non-fiction books (for class or for pleasure)
- Write letters to family/friends
- Organise folders/notes/swot programme
- Revise notes for tests
- Organise a study timetable (giving weight to poorer subjects)
- Actively revise, e.g., make notes, condense material, highlight points, summarise
- Do analysis and practice of exercises/exam questions and give to teachers for marking
- Read model answers or examples of good essays
- Self-tests on work revised

#### 3. *Late prep guidelines:*

- Students who wish to do late prep must have the Duty Master's permission and must inform their Prefect/Dorm Prefect where they will be.
- Junior students may work until 10.00pm.
- Senior students may work until 10.30 pm.
- All students must sit at separate tables and work quietly.

#### 4. *The following behaviours are not allowed in "Strict" or "Normal" prep:*

- Reading comics or magazines.
- Passing notes to friends.
- Talking and/or annoying other students in any way.
- Using computers for entertainment purposes.

### 4.13 *Prep at School*

We have the opportunity to use the school library for evening prep.

The proposal is flexible according to needs

	<b>Seniors</b>	<b>Juniors</b>
<b>Sunday</b>	In dorms	In dining room
<b>Monday</b>	In Library	In dining room
<b>Tuesday</b>	In dorms	In Library
<b>Wednesday</b>	In Library	In dining room
<b>Thursday</b>	In Library	In dining room

There are rules for library use, which will be outlined before we use the facility.

These include no food, no drink, no phones, no music, and no bags on desks.

Other expectations will be given to the boys as well.

There is a great opportunity here, for boarders to gain expertise in using Myclasses, Epic etc. and of course have access to resources like BOOKS.

If the library is not going to be used on a scheduled evening, the property manager must be advised by text message in advance.

## 4.14 Laundry

1. Boarders may deposit bagged dirty laundry in the bins or give it directly to laundry staff.
  - **Monday – Friday: 7.00 – 8.00 am**
  - **NB:** There is no laundry service on the weekend.
2. You may collect your clean laundry at the following times:
  - 
  - **Monday – Friday: Pre-dinner from 5.45-6 pm by the Duty Master.**
  - Laundry will be washed and dried on the same day whenever possible.
3. No item of laundry is to be deposited without being clearly named.
  - Commercial name tags must be used and securely sewn on to clothes in obvious places.
  - See the Matron or laundry staff if you have problems with naming, or with lost property.
  - **Any item not named may result in the whole bag being returned unwashed.**
  - Socks and underwear must be put in your small laundry bag. All other clothing goes in your plastic bag
  - You must check your laundry when you collect it and see the Duty Housemaster
  - **immediately** if you have items missing.
4. Mending should be given to the Matron. If the garment is not seriously damaged the laundry staff will try to mend it. This may take a few days.
5. Boarders are expected to hand in laundry on a daily basis, as large accumulations cannot be handled.
6. All boarders must change their shirt, underwear and socks every day.
7. Other items:
  - Bed linen is to be laundered as follows:
    - **Tuesday** Bridger and Fleming
    - **Wednesday** Hunter and Spence
    - **Thursday** Towers
  - Prefects organise the change of sheets. All linen must be named - on the corner of the sheet, pillowslip.
  - Shower curtains are to be collected at the Matron's request each month and delivered to the laundry before 8.00 a.m.
  - Vacuum cleaner is available from the Duty Master's office.
  - Mops and replacement sponges are available from the Matron as required.
  - **Do not borrow or use equipment from any other part of the hostel.**
  - **Each dorm should have a mop, broom, brush & shovel and squeegee.**
  - **See the Matron if any equipment requires maintenance.**

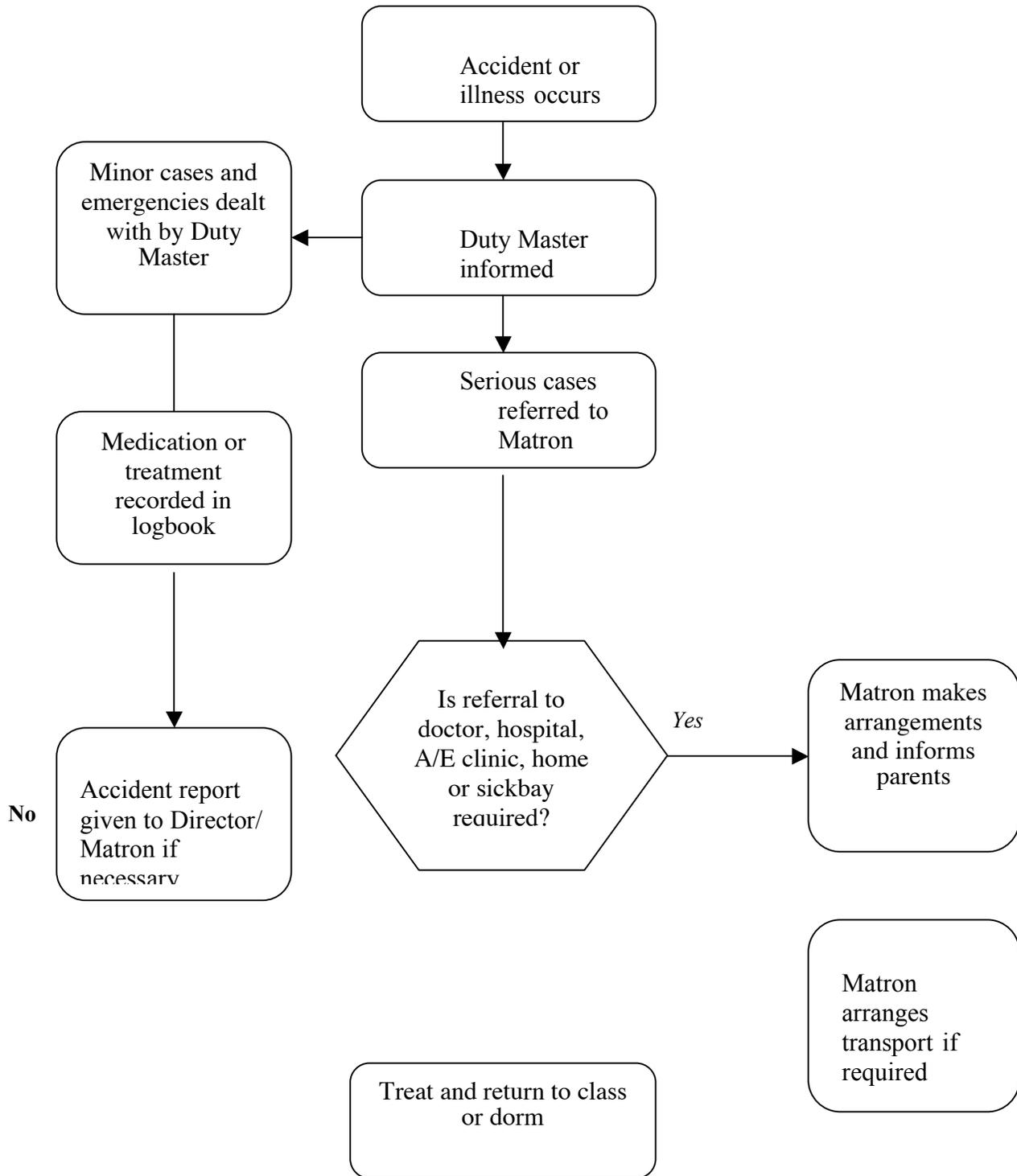
#### **4.15 Sickbay and Illness**

1. If you are injured or unwell, have uniform difficulties or require exemptions, need an appointment made, or require a late pass or school exeat:
  - **Monday – Friday: 7.15 a.m. - 7.45 a.m.**
  - Please wait for the Matron, dressed and ready for classes, outside the laundry room, until she arrives or send a student to get her if you are too unwell.
  - **Weekends: See Duty Tutor or Duty Master for medical supplies.**
2. If an emergency arises, please inform the Duty Master or contact the Matron immediately.

##### **Rules**

1. In order to stay down and be absent from school because of sickness or injury you ***must have*** permission from the Matron, the Director or the Duty Master.
  - ***You must not stay down without permission. If you do, you are truanting from school.***
2. If you are unwell during the school day, you must go to the School Nurse.
  - ***You must not leave school without going through these steps. If you do, you will be considered to be AWOL.***
3. When you are excused from school through illness, you must stay in your room until the Matron or a Master gives you permission to leave. You are not to use computers or electronic games.
4. If it is necessary for you to see a doctor, physiotherapist, dentist etc, the arrangements should be made through the Matron, unless your parent or guardian has already made them. The Matron must be informed if this has occurred.
5. If you are too sick to go to school it is assumed that you are too sick for casual leave that day.
6. If you become sick or are ill while on leave you are expected to be well again before you return to School House.
  - ***Do not return to School House while still unwell.***
7. If you are too ill to remain at School House, you will be sent home to your parents/guardians.

#### 4.16 Student Injury or Illness



## 4.17 School House Uniform Requirements

*For day-to-day purposes, “uniform” refers to the usual uniform worn to school by day students. All the expectations in regard to uniform and personal grooming that apply at school also apply to boarders during the school day. “Number One uniform” refers to the formal uniform of School House.*

### **Uniform**

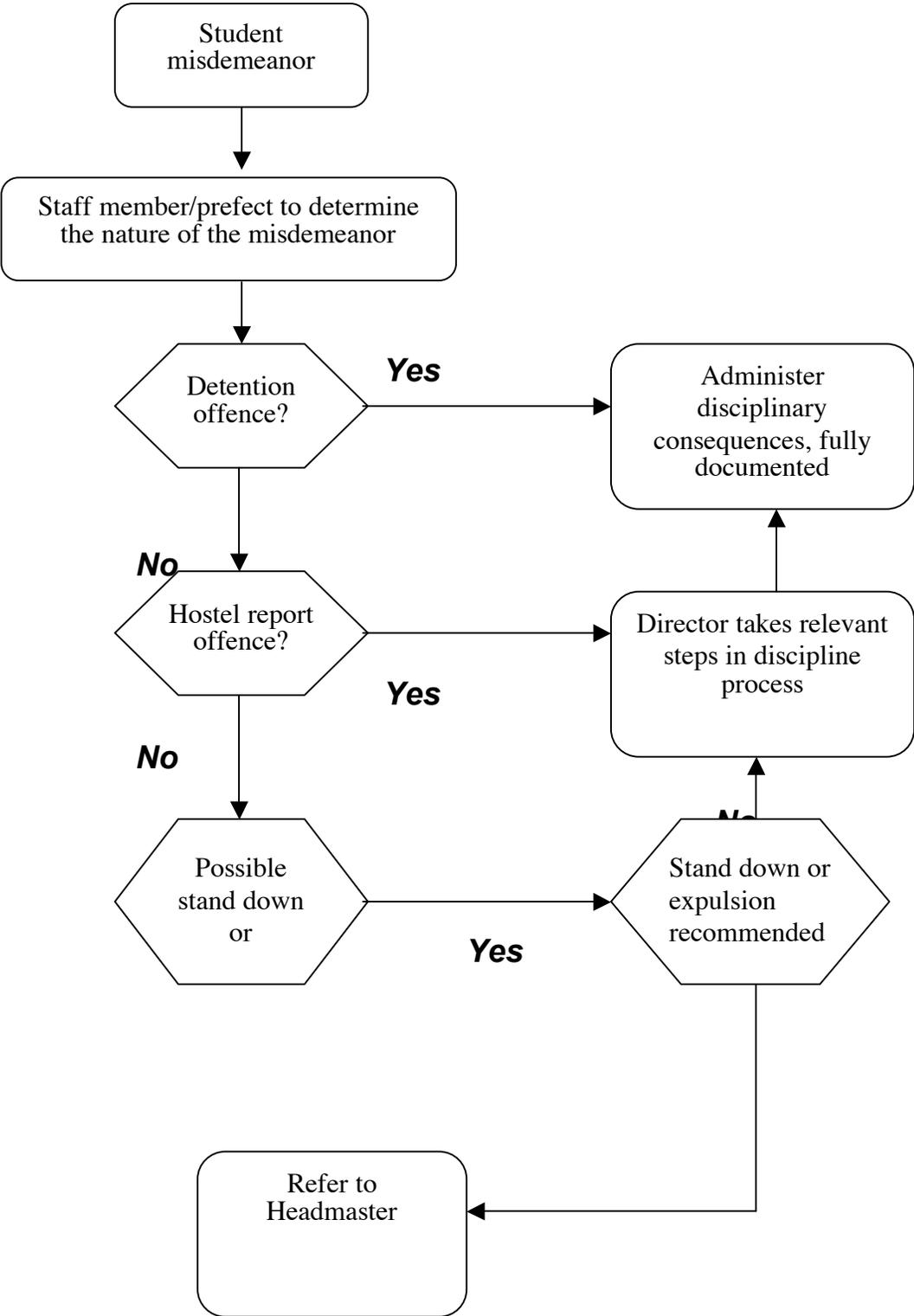
*Boarders are required to be fully dressed in uniform when they come to breakfast each school day unless there is some particular reason to be exempt, with the permission of the Duty Master.*

### **Number One Uniform**

*This comprises the following:*

- School House tie
  - long-sleeved plain white business style shirt
  - long black trousers
  - dark socks
  - black leather lace-up shoes
- Number One uniform is to be worn for formal hostel occasions such as the following:
    - annual photographs
    - prize giving
    - formal socials
    - trips to support school events
    - Formal Fridays
    - any other events when a boarder is acting as a representative of School House.
  - A previous tradition of Formal Friday was resurrected in 2008. This is a positive means of keeping the School House profile high within the school community and it is expected to continue. The boys are expected to wear Number One uniform correctly and with pride during such school days.
  - **Note:** All items for both uniforms (except shoes and School House tie) can be purchased through the *Schoolwear Shop* at Mount Albert Grammar School. School House ties are purchased through the hostel and shoes should be purchased separately.

**1.2 Student Discipline**



Note: Allegations of Bullying or harassment or fighting or theft or vandalism must be referred in the first instance to the Director or the Assistant Director. They are not to be handled by the Prefects or the Housemasters. Bullying or harassment allegations may also be referred in the first instance to the Headmaster.

## **6.4 School House Discipline**

Discipline is one part of pastoral care. Staff and prefects undertake to ensure that boarders are given support to change.

There are a range of impositions available for prefects and staff, and should be appropriate to the level of the infraction. All consequences should be actioned after due discussion and fair process has happened. Boys and staff must understand the reason for the consequence. Consequences should be aimed at modifying behaviour. Possible consequences include dorm duties, jobs (maximum 1 hour) or School House service.

### **1. Level One (Leading to dorm duties)**

These infractions are minor. They may be a failure to complete tasks that are required by students for the day to day running of the Hostel. Consequences for these infractions should be compulsory (and supervised) completion of the task, repeating the task, extension of the task (for multiple days) or additional tasks.

- ***Given by prefects and staff. – If in doubt, speak to the Director or Assistant Director***

- *Breaking dorm rules as set by Prefects*
- Minor dorm infractions

### **2. Level Two (Leading to Hostel duties – commonly called “jobs” or School House service at Directors or Assistant Directors discretion, or other suitable consequences eg confiscation)**

- These infractions are more serious and involve breaking general Hostel Rules. These incidents and those above must be recorded on the Student Management System SMS.

- ***Given by Housemasters or the Director or Assistant Director***

- Not turning up to dorm duties
- Inappropriate behavior at School House of a minor nature
- Exeats left behind or not returned or not signed
- Possession of pornographic material
- Breaking dorm/lounge/dining room rules as set by hostel staff
- Lateness (to school/ prep/meals/prayers/bed)

### **3. Level Three (Leading to Hostel Report, School House service and/or gating. Individual contracts may be put in place.)**

- These infractions are more serious or are continual and repeated infractions. These incidents require an incident reports.

***Given by the Director or Assistant Director***

- Possession of cigarette lighters or matches
- Being out of the dorm or in the wrong dorm after main lights out without permission
- Going AWOL or being in an out-of-bounds area
- Not obeying prefects/staff
- Lateness from casual leave or from exeat
- Not turning up to detentions or given three detentions in a week
- Minor theft/dishonesty, including blatant lying to staff
- Being truant from school
- Possession of offensive weapons such as knives
- Vandalism/deliberate damage to hostel property Caught smoking or being in the company of a student smoking or in possession of cigarettes
- Caught outside the school campus when gated
- Two failures on report

**1) Level Four (Leading to stand down and/or expulsion)**

- **These infractions could be classified and continual disobedience or gross misconduct.**

***Given by the Headmaster on the recommendation of the Director***

- Substance abuse (drugs/alcohol)
- Harassment
- Bullying
- theft
- Fighting
- Violence
- Persistent disobedience (including repeated serious defiance, AWOL, bullying and breach of individual contract)

**APPEALS OF PUNISHMENTS**

*Students may appeal decisions regarding level, 1 2 or 3 punishments to the Director. His decision shall be final.*

*If the Director issued the punishment, then the student may appeal to the Associate Principal of MAGS whose decision shall be final.*

*Level 4 punishments may only be issued by the Headmaster. There is no right of appeal against a decision of the Headmaster.*

**All potential level 4 offences must be referred to the Director or the Matron or the Headmaster.**

## **6.7 Stand-downs, Suspensions, Exclusions and Expulsions**

*Note: It is understood that the hostel comes under the jurisdiction of the Mount Albert Grammar School Board of Trustees and the Acts governing the Board, including the Education (Hostels) Regulations 2005.*

### **Purpose**

It is acknowledged that management of boarders within the hostel is a unique circumstance within Mount Albert Grammar School's pastoral care system. Therefore, disciplinary situations may require a different approach from that which applies at school. However, it is important that the procedures employed mirror those that are used in school so that natural justice applies throughout.

### **Principles**

- As with school, the hostel must be seen to apply procedures that address:
  - Gross misconduct
  - Continual disobedience
  - Behavior risking serious harm
  - The failure to comply with a condition associated with the lifting or extending of an earlier suspension

In the context of a large group of boarders living in close, continuous contact, it is important that:

- all boarders are protected (under sections 54 and 55 of the Education (Hostels) Regulations 2005) in relation to personal security, feeling valued, respect, dignity and guidance promoting appropriate behavior
- if a situation arises that clearly requires disciplinary judgments in a prompt manner, this is readily achievable
- behaviour risking serious harm and discouragement of harmful example to others are two particular circumstances in which hostel response may need to be particularly prompt and effective
- given that family or an alternative contact may be unavailable in a timely fashion, if at all, care must be employed in order to maintain appropriate procedures.

- **Definitions**

- Terms used in this document have the same meanings as those employed in the 2007 supplement to *Guidelines for Principals and Boards of Trustees on Stand-downs, Suspensions, Exclusions and Expulsions* unless otherwise defined below.

- **Initial Discussion and Initial Process Decision**

- Housemasters/tutors may investigate incidents on behalf of the Director of Boarding but the decision to recommend a statutory option to the Headmaster must be taken by the Director alone. Serious level 4 punishments / offences may only be investigated by the Director, in consultation with the Headmaster.
- Any staff member may discuss an incident with the boarder ( not a level 4 incident) and give him the opportunity to comment. This discussion is to be focused solely on obtaining a description of the incident rather than on gaining an admission of responsibility.

- **Investigation Process**

- The following are the principles that the Hostel will try to observe in the investigation of alleged infractions of the rules/ codes of conduct, or this Manual by the boarders.

There may be situations where it will not be possible to comply with all steps. Advice should be sought from the Director, or the school's adviser:

- An accurate description of the incident is obtained through discussion and it is confirmed in writing by the parties to the incident
- The Director evaluates the facts of the incident and decides if the investigation should continue
- The Director contacts the family of the boarder(s) concerned to advise them of the incident
- Where possible, a meeting with the parents/guardians is arranged. Otherwise, a meeting with an agreed "alternative contact" is arranged. If this is also not possible, the Director will outline the concerns by phone to the parent/guardian and also in writing. The process of the investigation will be explained.

### **PROCEDURE FOR PUNISHMENT OF LEVEL 4 OFFENCES INCLUDING STAND DOWNS AND EXPULSIONS, AND FOR SUSPENSIONS**

**This Manual provides the procedures that will be followed in dealing with level 4 offences.**

The investigation and punishment of these serious offences, are handled by the Headmaster and not the Board of Trustees. The Headmaster may, after investigation of a complaint, and after hearing from a student and their family or representative, decide to stand down the student from School House for a period to be determined by the Headmaster.

*The Headmaster may also decide to reinstate the student to School House, or impose any other sanction, as he considers appropriate, including expelling the student from School House. The Headmaster shall decide when an expulsion takes effect and an expulsion from School House shall not necessarily affect a student's enrolment at Mount Albert Grammar School, as that is governed by the provisions of the Education Act 1989 and the Education (Stand down, Suspension, Exclusion and Expulsion) Rules 1999. The Headmaster shall also have the authority to suspend a student from residing at School House on the recommendation of the Director, pending a hearing or investigation into allegation of gross misconduct or continual disobedience. The power to suspend may be exercised by the Headmaster where he believes that the welfare or safety of staff or student(s) require that the student is suspended.*

*Where students are expelled or suspended from School House, the Headmaster shall determine what fees if any are refunded to the student and their family.*

## **Finance**

### **7.2 Reserve Account**

All boarders are required to pay \$150 upon acceptance into the hostel for their *Reserve Account* funds, except for international students who pay \$50.

These funds are to cover:

- School House tie
- Medical expenses e.g., visit to A/E Clinic or doctor
- Flu injections, if applicable
- Laundry bags
- Miscellaneous expenses as approved by parents/guardians

This account is managed by the hostel Matron and is reconciled at least once a term. Parents are notified of the current status of their son's account and a request for further funds made as necessary.

**Note:** *Cheques for payment of this account must be made payable to **School House Reserve Account** (not "Mount Albert Grammar School").*

### **9.3 Emergency Procedures - Students**

#### **Fire**

- Indicated by a continual ringing of the notice bell and/or fire alarm bells and/or hand bell.
- You must leave the dorm immediately and go to the grass area outside the Housemaster's cottage by the main entrance (off the roadway).
- Line up in dorms from Bridger (closest to gate) to Towers.
- Senior student leaders should assist boys from the dorm exits and close doors and windows if possible.
- The dorm's ranking student leader will report to the Duty Master and identify any boys who are missing.
- All boys will wait for the Duty Master's instructions. He is in sole charge of all emergency procedures in consultation with the Director.

#### **Earthquake**

- In the event of an earthquake, stay in your area and take shelter under doors/tables/bunks/roof supports.
- All boys wait for the Duty Master's instructions. He is in sole charge of all emergency procedures, in consultation with the Director.

### **9.6 School House Evacuation Procedures**

*In the event of an alarm sounding:*

#### ***Leave the building immediately***

- *The senior person in each building ensures it is empty, windows are closed and the building is locked.*
- Seniority is deemed to be (in descending order) Tutor, Prefect, Year 13 student, senior student.

#### **Assemble in the main carpark**

- Each dormitory in a straight line, parallel to the road, by Year level (Year 13 nearest the main building and Year 9 nearest the creek).

**Road**   *Bridger*        *Fleming*        *Hunter*        *Spence*        *Towers*

#### **People Check**

- The senior boarder for each dormitory collects a list from the Warden and checks the roll for his dorm. This is marked off and returned immediately to the Warden.
- The Warden checks a list of adults and other residents.
- The Warden ensures that all people are accounted for.

#### **All Clear**

- The Warden gives the all clear only.
- All clear is given only when the Warden has consulted any emergency services or Civil Defence and the source of the alarm leaves no danger to safety.