

**MOUNT ALBERT GRAMMAR SCHOOL**

**School House**  
**Quality Assurance Manual**

**Alberton Avenue**  
**Mount Albert**  
**Auckland**

1 September 2009

# INTRODUCTION

Welcome to the Mount Albert Grammar School, School House Quality Assurance Manual.

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.

## WHY A QUALITY ASSURANCE MANUAL?

School House has operated for many years without a specific manual, relying where appropriate on the School’s Quality Assurance Manual and the School’s Policies Manual. There has been an increasing need for School House to have its own 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.

**DM Burden**  
**Mount Albert Grammar School Headmaster**

## 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 which 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 Hostel 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.

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# 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

### Personnel

School House will be a good employer. Staff will be appointed to ensure “duty of care” is paramount. They are required to be good role models through their skills in academic support, enthusiasm, commitment to hostel life, performance of their duties and capacity to work well with colleagues.

### Finance

School House finances will be managed with due prudence, ensuring that funding is expended to maximise comfort and satisfaction in the areas of accommodation, catering, security, grounds, recreation and learning. In conjunction with the Headmaster, the Director

will ensure that long-term development of the campus is maintained. The school's Business manager will be responsible for overseeing finance at the Hostel. All employment matters if they cannot be resolved by the Director in the first instance, should be referred to the Business Manager.

### **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. All significant pastoral care issues such as bullying and harassment must be reported immediately by staff and students to the Director. 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.

## **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**

## 2.1 Appointments Policy and duration of employment

- The Hostel will appoint the best candidate for the position. It will also have regard to the good employer provisions set out in the State Sector Act 1988.
- The Director of Boarding, the Assistant Director of Boarding and the Matron, will all be employed as permanent staff, on Individual Employment Agreements.
- **Housemasters** will be appointed on fixed term agreements of 12 months duration pursuant to section 66 of the Employment Relations Act 2000. The reason for the fixed term nature of the employment is the fluctuating numbers, and therefore the uncertainty of funding. The Hostel may offer a further fixed term agreement(s), for 12 months, but this will be at the absolute discretion of the Headmaster. The Headmaster may also, in his / her discretion offer a Housemaster an employment agreement other than a fixed term agreement.
- **Tutors** will be appointed on fixed term agreements of 12 months duration pursuant to section 66 of the Employment Relations Act 2000. The reason for the fixed term nature of the employment is the fluctuating numbers, and therefore the uncertainty of funding. The Hostel may offer a further fixed term agreement(s), for 12 months, but this will be at the absolute discretion of the Headmaster. The Headmaster may also, in his / her discretion offer a tutor an employment agreement other than a fixed term agreement.
- In keeping with the Mount Albert Grammar School Quality Assurance Policy, it is the intention of the school to ensure that quality educational opportunities are supported by high quality staff in School House.

### Director of Boarding and Matron

- The Appointment of the Director and Matron, generally a family unit, will be made by the Headmaster, on delegated authority from the Board of Trustees. This will follow the normal school appointment process of advertising, receiving applications, short listing and interviewing.

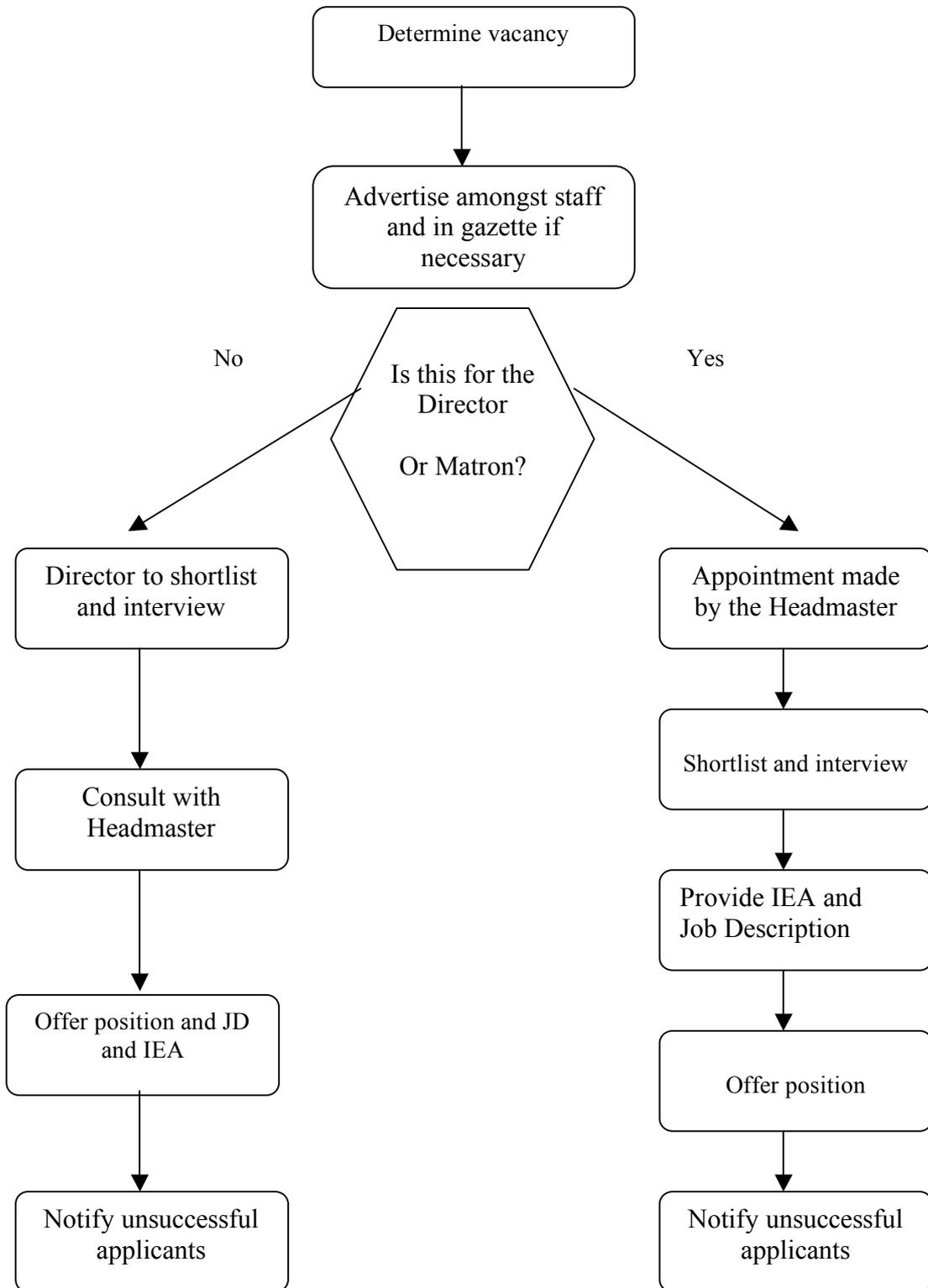
### Assistant Director of Boarding and Housemasters

- Appointment to these positions will be made by the Director of Boarding, on delegated authority from the Board and Headmaster, in consultation with the Headmaster. Vacancies will be advertised within the Mount Albert Grammar School teaching community and interviews conducted.

### Tutors

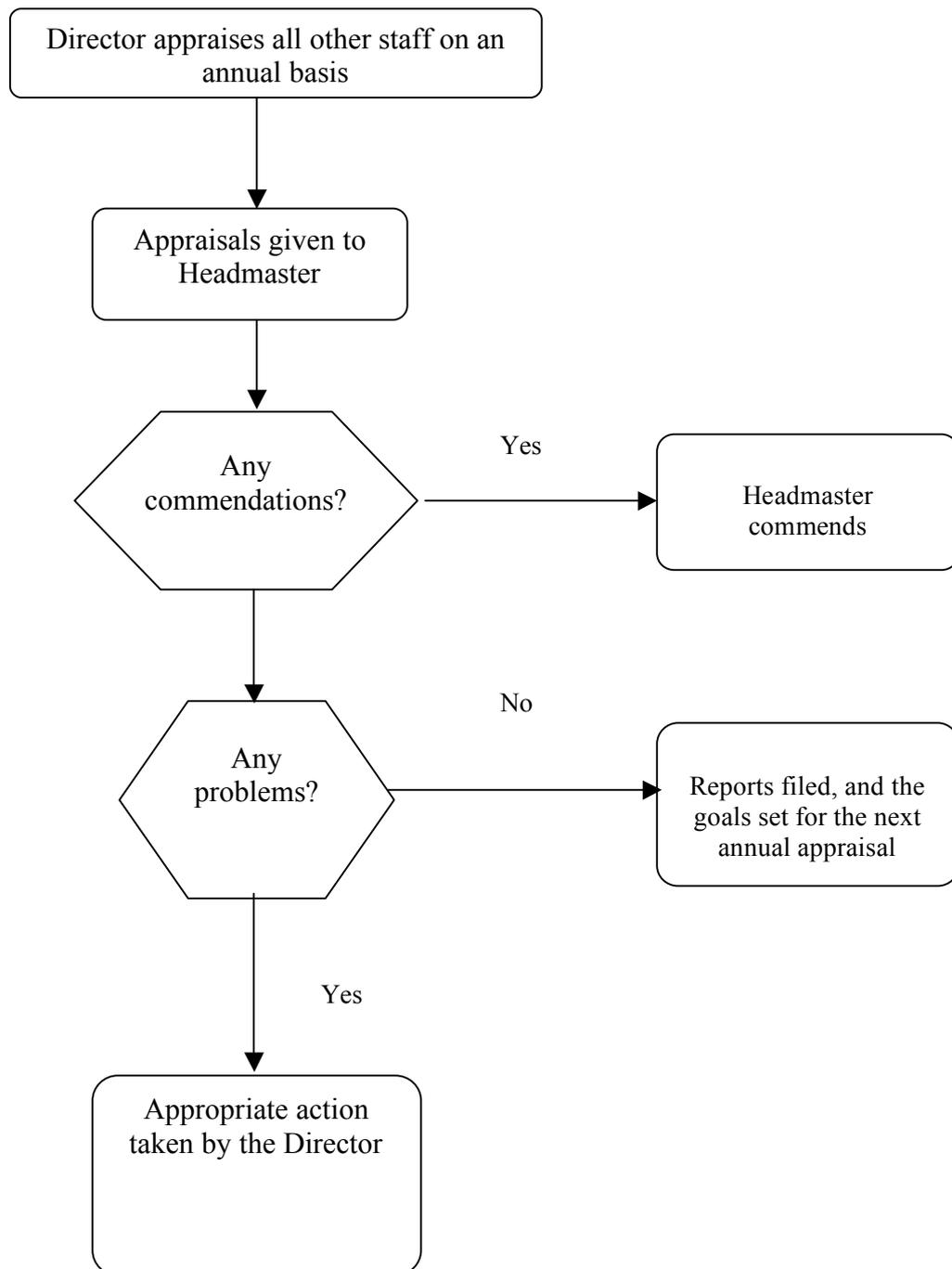
- Appointment as a tutor will be by invitation. Appointment to these positions will be made by the Director of Boarding, in consultation with the Headmaster, on delegated authority from the Board and Headmaster.

## 2.2 Staffing Appointments

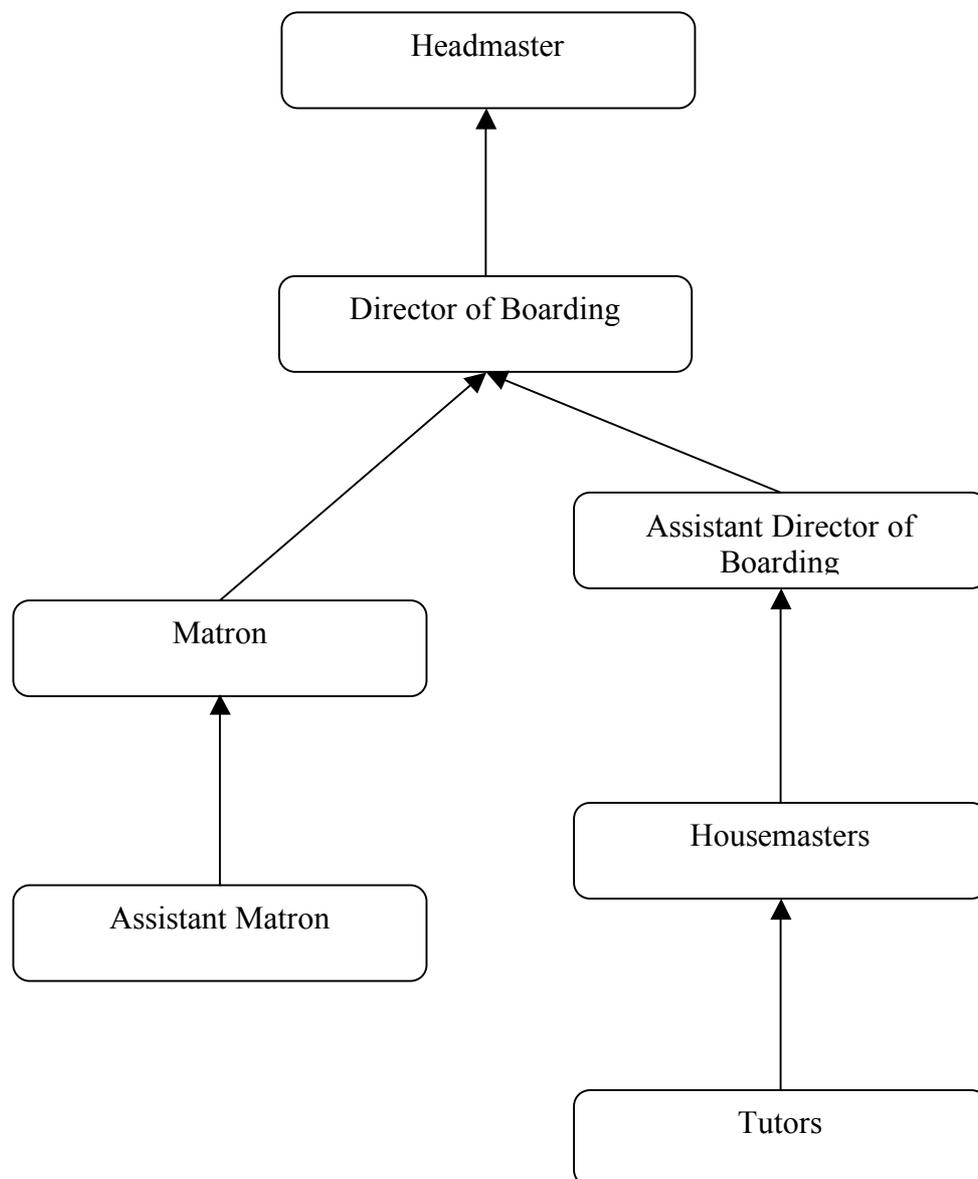


## 2.3 Staff Appraisal

**The Director and Matron are appraised by the Headmaster on an annual basis, against their job descriptions, their goals from the previous appraisal, this Manual, and any other criteria as agreed between the parties.**



## 2.4 Management Structure



## **2.5 Director of Boarding – Job Description**

**Responsible to:** Headmaster

### **Function: Student Care**

#### ***Key Tasks***

1. Be readily available for boarders to discuss issues or seek assistance.
2. Foster a climate of mutual respect and cooperation between boarders and staff.
3. Ensure there is a clear set of procedures for the day-to-day pastoral care of the boarders. This will address health and safety, guidance on personal wellbeing, school progress and behavior and discipline.
4. Ensure that there is a system for in-house counseling and maintain good links with the school counselling system as appropriate.
5. Maintain and improve procedures for ensuring behavior and discipline standards are sustained.
6. Meet regularly with the prefects..
7. Ensure that co-curricular activity is promoted.
8. Ensure that medical matters are attended to in an effective and timely manner.
9. Ensure that the food menu is reviewed at least twice a year to sustain quality of food (nutritionally) and that quantities are sufficient. Share at least three evening meals per week with the boarders.

#### ***Expected Results***

1. Boarders have easy access to the Director of Boarding.
2. Boarders and staff live and work in an atmosphere of mutual respect and cooperation.
3. Day-to-day operational procedures are clear, easily applied and directed towards a positive boarding experience in all respects.
4. Counseling needs are met by in-house or at-school counseling.
5. A clear and workable process for behaviour management exists.
6. Regular meetings are held with the prefects.
7. Boarders are widely involved in co-curricular activity.
8. The food menu is reviewed at least twice per year and evening meals are shared with the boarders at least three times per week.

### **Function: Personnel Management**

#### ***Key Tasks***

1. Manage School House staff, namely Assistant Director of Boarding, Housemasters, Matron, Assistant Matron, Tutors and contracted service staff.
2. Meet regularly with the School House staff.
3. Ensure all staff carry out their responsibilities, as specified in their job descriptions.
4. Appraise staff annually and submit an official appraisal report to the Headmaster for each staff member.

#### ***Expected Results***

1. An annual report is produced for the Board of Trustees and Headmaster.
2. Positions are filled in conjunction with the Headmaster as they become vacant.
3. A weekly meeting takes place with the minutes recorded.

### **Function: Education**

#### ***Key Tasks***

1. Ensure all homework and exam preparation is completed.
2. Ensure that an environment that is conducive to good study habits is provided.
3. Communicate regularly with boys who are experiencing study difficulties.
4. Co-ordinate a tutor programme using Tutors or outside assistance.
5. Communicate promptly with parents whenever study and academic problems arise.

***Expected Results***

1. A system of prep supervision is in place.
2. The best possible environment for study is established using both School House and School facilities.
3. Boys who are having study difficulties are identified and assisted.
4. A tutor programme is established and maintained using Tutors or outside assistance.
5. Parents are contacted when study and academic problems arise.

**Function: Facilities and Grounds**

***Key Tasks***

1. Maintain the School House facilities at the most competitive cost in consultation with the school Property Manager.
2. Maintain the grounds to the highest possible standards in consultation with the school Property Manager.
3. Ensure ease of access to outside organisations wishing to use the hostel during school holidays and manage their stay in line with the contract for such groups.

***Expected Results***

1. The general maintenance of the hostel is dealt with promptly by using recognised tradesmen/firms.
2. The grounds are kept to the highest possible standard.
3. Outside organisations comply with the terms of the contract during their stay.

**Function: Communication**

***Key Tasks***

1. Ensure the Senior Management team is informed of issues warranting their awareness.
2. Liaise with the teaching and support staff of the School as necessary.
3. Communicate promptly with parents directly on matters of concern.
4. Indirect communication takes place by a School House newsletter at least three times a year.
5. Report on student progress at the hostel during the year.

***Expected Results***

1. The Director meets with the Senior Management Team when appropriate.
2. Liaison with the teaching and support staff takes place as necessary.
3. A newsletter is sent to parents at least three times a year.
4. A system is established to ensure parents have prompt access to the Director.
5. Parents receive reports of student progress.

**Function: Financial Management**

***Key Tasks***

1. Prepare a budget request document for the following year and submit to the Business Manager by the date required in Term 4.
2. Manage the hostel budget in conjunction with the Business Manager.
3. Monitor payment of hostel fees in conjunction with the Business Manager and, where necessary, contact parents to follow up non-payments.

***Expected Results:***

1. A budget request is prepared and submitted to the Business Manager as required.
2. The hostel finances are managed efficiently and within budget.
3. Hostel fees due are paid in full by all students.

**Function: General**

***Key Tasks***

1. Be on call for, and attend to, any event or emergency that may arise.
2. Inform the duty staff when Director's absence from the hostel site is anticipated to be for a lengthy period.
3. Be available for hostel duties as per the duty roster.

***Expected Results***

1. Emergencies and events are dealt with.
2. Duty staff are made aware of any lengthy absences of the Director from the hostel site.
3. Duties are completed.

## **2.6 Assistant Director of Boarding – Job Description**

**Responsible to:** Director of Boarding

**Function:** Student Care

### ***Key Tasks***

1. Assist the Director to provide clear systems of expected behaviour and fair discipline.
2. Assist the Director to put in place an official counselling system.
3. Meet regularly with the prefects.
4. Assist the Director to ensure that each boy is encouraged to be fully involved in at least one co-curricular activity.
5. Assist the Director to have roster systems in place to ensure that each boy contributes to the daily functions of the Hostel.
6. Assist the Director to ensure that each boy is given the best of medical care both within the hostel and when taken to an outside medical centre.
7. Assist the Director to ensure that the menu is reviewed twice annually and the boys are well fed.
8. Share at least three evening meals per week with the boarders.

### ***Expected Results***

1. Documentation outlining expected behavioural codes exists and is complemented by systems for discipline.
2. A counselling system is readily available and records are kept of each session where appropriate.
3. Weekly meetings take place between the Assistant Director and the prefects.
4. Boys receive a healthy and ample diet.
5. At least three evening meals per week are shared with the boarders.

**Function:** Personnel Management

### ***Key Tasks***

1. Assist in the management of School House staff.
2. Meet regularly with the Director of Boarding and hostel staff.
3. Ensure all staff fulfill their responsibilities, as specified in their job descriptions.
4. Assist in appraising staff when required.

### ***Expected Results***

1. Assistance is provided for the Director in the management of the hostel.
2. Weekly hostel staff meetings are attended.
3. Staff fulfill the responsibilities outlined in their job descriptions.
4. Assistance is provided in the appraisal of specified staff members, as required.

**Function:** Education

### ***Key Tasks***

1. Assist the Director to ensure all homework and exam preparation sessions are productive and successful.

2. Assist the Director to ensure that an environment conducive to good study habits is provided.
3. Assist the Director to communicate regularly with boys who are experiencing study difficulties.
4. Assist the Director to communicate with parents regarding students' study and/or academic problems.

***Expected Results***

1. A system of prep supervision is in place.
2. The best possible environment for study is established using both hostel and School facilities.
3. A system is established to identify boys who are having study difficulties and these problems are addressed.
4. A tutor programme is established for prep and exams and maintained.
5. Parents are contacted when study and academic problems arise.

**Function: Buildings/Grounds**

***Key Tasks***

1. When on duty, check that grounds and facilities are being used appropriately and that any problems regarding buildings/grounds are addressed and/or reported to the Director.

***Expected Results***

1. The grounds and buildings are maintained to the highest possible standard.

**Function: Communication**

***Key Tasks***

1. Assist the Director to liaise with the teaching and support staff of the School about students.
2. Assist the Director to communicate directly with parents on matters of concern.
3. Assist the Director to indirectly communicate at least three times a year via a hostel newsletter.
4. Provide information to the Director on boys' progress at the hostel for reports.

***Expected Results***

1. Provide information for the Director for reports and newsletters.
2. Liaison occurs with the teaching and support staff as necessary.

**Function: Finances**

***Key Tasks***

1. Manage financial matters as delegated by the Director.
2. Be a signatory to Reserve Account cheques.

***Expected Results***

1. Delegated financial matters are managed prudently.
2. Records are kept of individual boys' accounts and parents have ready access to those records.
3. Reserve accounts are managed correctly.

**Function: General**

***Key Tasks***

1. Be on call for, and attend to, any event or emergency that may arise.
2. Inform the duty staff when Assistant Director's absence from the hostel site is anticipated to be for a lengthy period.

3. Perform appropriate hostel duties as per the duty roster.
4. Assume the role of Director when required during the Director's absence from the hostel for an extended period of time.

***Expected Results***

1. Emergencies and events are dealt with.
2. Duty staff are made aware of any lengthy absences of the Assistant Director from the hostel site.
3. Duties are completed.
4. The role of Director is assumed during any lengthy absence of the Director from the hostel.

## 2.7 Housemaster – Job Description

**Responsible to:** Director of Boarding  
Assistant Director of Boarding

**Function:** Student Care

### *Key Tasks*

1. Put into practice the systems for expected behaviour and discipline as directed by the QAM.
2. Be actively involved in student counseling (being mindful of confidentiality and privacy issues).
3. Work actively with prefects in a positive manner.
4. Encourage and actively support the co-curricular activity of each boy.
5. Participate fully in the medical welfare of each boy, as occasion arises.
6. Supervise meal times and share at least three evening meals with the boys each week.
7. Ensure routines are followed and rosters observed.
8. Provide information to the Director on boys' progress at the hostel for reports.

### *Expected Results*

1. Behaviour is maintained to a high standard and discipline systems are implemented.
2. Student counselling takes place (confidentially).
3. A positive working relationship is established with prefects.
4. Co-curricular activity is actively encouraged and supported.
5. As medical needs arise, the boys are dealt with appropriately, i.e., any boy who requires medical assistance is brought to the attention of the Matron and boys are accompanied to outside agencies where necessary.
6. Meal times are supervised and at least three evening meals are shared with the boys each week.
7. All students adhere to routines and rosters are completed.
8. Information on boys' progress is provided to the Director for reports.

**Function:** Education

### *Key Tasks*

1. Ensure that all homework and exam preparation sessions are effective.
2. Enhance the positive study environment.
3. Assist with tutoring of boys who are experiencing subject difficulties.
4. Assist the Director in communicating with parents whenever study/academic problems arise.

### *Expected Results*

1. Boys have a good homework record and exam preparation supervision is carried out.
2. Every attempt is made to establish a positive environment.
3. Boys are regularly assisted with their studies.
4. Parental communication takes place when appropriate.

**Function:** Buildings/Grounds

***Key Tasks***

1. When on duty, check that grounds and facilities are being used appropriately and that any problems regarding buildings/grounds are addressed and/or reported to the Director.

***Expected Results***

1. The grounds and buildings are maintained to the highest possible standard.

**Function: General*****Key Tasks***

1. Be on call for, and attend to, any event or emergency at which the Director or Assistant Director needs assistance.
2. Complete hostel duty slots as per the roster.
3. Exercise professionalism and care when dealing with students at all times.

***Expected Results***

1. The Director and Assistant Director are assisted during emergencies or when a request is made.
2. Duty slots are completed.
3. Students are dealt with appropriately.

## **2.8 Matron - Job Description**

**Responsible to:** Director of Boarding

**Function:** Student Care

### ***Key Tasks***

1. Support the system of pastoral support and the ethos of School House.
2. Be actively involved in student counseling (being mindful of confidentiality and privacy issues).
3. Open the laundry/Matron's office at stated times.
4. Deal with sick and injured students and make medical appointments for boys when necessary.
5. Check on uniform problems and provide uniform exemptions when necessary.
6. Organise medical supplies.
7. Organise hygiene checks.

### ***Expected Results***

1. The Matron plays an integral part in the duty of care of boarders.
2. Student counseling takes place (confidentially).
3. Laundry use is supervised and any laundry related problems are dealt with.
4. Sick and injured students are adequately cared for and medical appointments are made as required.
5. Uniform problems are dealt with and exemptions are provided when necessary.
6. The medical supplies are well stocked and up to date.
7. Hygiene checks are carried out regularly.

**Function:** Health Management

### ***Key Tasks***

1. Manage the sickbay.
2. Communicate boys' illnesses to appropriate people.
3. Provide information to the school re absences.
4. Provide relevant information at weekly staff meetings.
5. Manage Assistant Matron when required.

### ***Expected Results***

1. Sickbay is clean and rules (on the boys' notice board in each dorm) regarding it are followed.
2. Duty Master/parents are informed of boys' illnesses when necessary.
3. School Attendance Officer is informed about absent boys.
4. Weekly staff meetings are attended and relevant information is provided.
5. Arrangements are made for Assistant Matron to assume Matron's role when required.

**Function:** Facilities/Grounds

### ***Key Tasks***

1. Oversee laundry contract in consultation with the Director.
2. Oversee catering contract in consultation with the Director.
3. Oversee cleaning contract in consultation with the Director.
4. Perform regular dorm checks.
5. Plan for equipment/maintenance/supply purchases.

***Expected Results***

1. The laundry contract runs smoothly and close liaison is maintained with the contracted manager.
2. The catering contract runs smoothly and close liaison is maintained with the on-site manager.
3. The cleaning contract runs smoothly and close liaison is maintained with the on-site manager.
4. Warnings are given regarding room tidiness and information is provided to the Duty Master for further action when necessary. Any open buildings are closed during dorm checks.
5. Equipment/maintenance/supplies are ordered as necessary.

**Function: General**

***Key Tasks***

1. To be on call for, and attend to, any event or emergency at which the Director or Assistant Director needs assistance.
2. To exercise professionalism and care at all times when dealing with students.
3. Oversee significant events - Beach Day, special dinners etc – in conjunction with the Director.

***Expected Results***

1. The Director and Assistant Director are assisted during emergencies or when a request is made.
2. Students are dealt with appropriately.
3. Significant hostel events are well run.

## **2.9 Assistant Matron – Job Description**

**Responsible to:** Matron

**Function:** Student Care

### ***Key Tasks***

1. Support the system of pastoral support and the ethos of School House.
2. Open the laundry/Matron's office in the morning in the absence of the Matron.
3. Check on uniform problems and provide uniform exemptions when necessary.

### ***Expected Results***

1. Behaviour of the expected order is demanded and discipline systems are seen to be implemented.
2. Sick and injured students are dealt with.
3. Uniform problems are identified and exemptions are provided when necessary.

**Function:** Health Management

### ***Key Tasks***

1. Manage the sickbay in conjunction with the Matron.
2. Communicate boys' illnesses to appropriate people and provide a list of those requiring medical appointments to Director.
3. Inform the Duty Master of any absences.
4. Attend weekly staff meetings.

### ***Expected Results***

1. Sickbay rules (on the boys' notice board in each dorm) are followed.
2. The Duty Master is informed of boys' illnesses when necessary.
3. The School Attendance Officer is informed of any absences through the Director or Assistant Director.
4. Weekly staff meetings are attended.

**Function:** General

### ***Key Tasks***

1. To be on call for, and attend to, any event or emergency at which the Matron requires assistance.
2. To exercise professionalism and care at all times when dealing with students.

### ***Expected Results***

1. The Matron is assisted during emergencies or when requested.
2. Students are dealt with appropriately.

## 2.10 Tutor – Job Description

**Responsible to:**            **Director of Boarding**  
                                      **Assistant Director of Boarding**  
                                      **Matron**  
                                      **Housemasters**

### **Function: Student Care**

#### ***Key Tasks***

1. Put into practice the systems that support day-to-day operations and the spirit of School House.
2. Work actively with prefects in a positive manner.
3. Encourage the co-curricular activity of each boy.
4. Participate in the medical welfare of each boy, if required.
5. Ensure routines are followed and rosters observed, particularly when on duty.
6. Provide information to the Director on boys' progress at the hostel for reports.

#### ***Expected Results***

1. Day-to-day operations and weekend management of School House are effectively supported.
2. A positive working relationship is established with prefects.
3. Co-curricular activity is actively encouraged and supported.
4. As medical needs arise, the boys are dealt with appropriately, i.e., any boy who requires medical assistance is brought to the attention of the Matron and boys are accompanied to outside agencies where necessary.
5. All students adhere to routines and rosters are observed.
6. The Director is provided with information on boy's progress for reports.

### **Function: Education**

#### ***Key Tasks***

1. Ensure that all homework and exam preparation is completed.
2. Enhance the positive study environment by proactive prep organisation.
3. Tutor boys who are experiencing subject difficulties. Tutoring sessions are to be conducted in the dining room or dorm rooms (not in Tutor residences).

#### ***Expected Results***

1. Boys have a good homework record and exam preparation is carried out.
2. Every attempt is made to establish a positive environment.
3. Boys are regularly helped with their studies.

### **Function: Facilities and Grounds**

#### ***Key Tasks***

1. Follow the weekend checklist when rostered on duty.
  2. Ensure the dorms and main building remain tidy at all times.
- N.B.: Rostered night duty is from 6:00pm till 10:30pm**

#### ***Expected Results***

1. The grounds and facilities are maintained to a high standard.

**Function: General**

***Key Tasks***

1. Be on call for, and attend to, any event or emergency at which the Director, Assistant Director, Housemasters, Matron or Assistant Matron requires assistance.
2. To exercise professionalism and care at all times when dealing with students.

***Expected Results***

1. The Director, Assistant Director, Housemasters, Matron and Assistant Matron are assisted during emergencies or when requested.
2. Students are dealt with appropriately.

## **Section 3: Hostel Management and Responsibilities**

### 3.1 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.

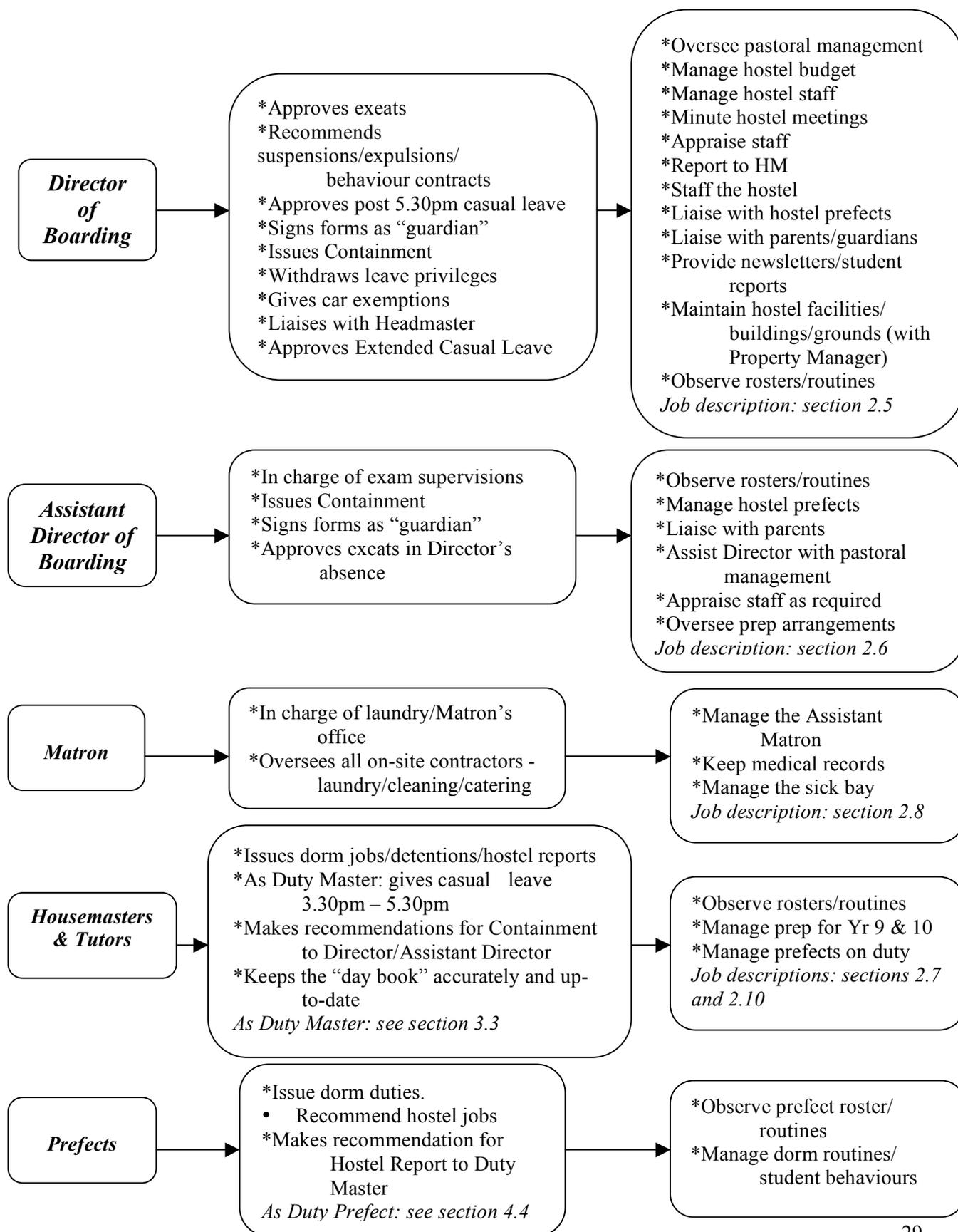
#### Duty Personnel

- 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.

### 3.2 House Hierarchy



### 3.3 Duty Master

#### A. Monday to Friday – Day Shift

##### 7.00 a.m.:

- Ring “wake up” bell.
- Ensure Duty Prefect is awake.
- Ensure front entrance chain is off.
- If dorms have music, it must be low in bass sound.

##### 7.10 a.m.:

- Ring “out of bed” bell.
- Check that the boys are up.

##### 7.20 a.m.:

- Ensure the breakfast bar is open.
- Take the roll at breakfast (marked on the day book).
- Note any uniform infringements and get the boys to rectify them immediately.
- Make sure that cut lunches are collected.
- Read out any notices transferred from the previous shift.
- “Jobs” boys help with the clean up.
- Dismissed.
- Record any boys staying down due to illness in the day book.

##### 8.20 a.m.:

- Ring the “to school” bell.
- Inspect dorms for completed duties inside. Ensure doors and windows are locked.

##### 12.25 p.m.:

- Monitor lunch operations.
- Read out any new notices.
- Distribute mail.
- Early sign outs (for afternoon) may be required (e.g., training, appointments). These can be recorded after lunch. No early sign outs for trivial reasons (e.g., going to St Lukes). **Y12 & Y13 2:15pm sign-out at housemasters discretion.**

##### 3.15 p.m.:

- Attend to casual leave records out/in.
- Ensure the Duty Prefect supervises “jobs” boys and oversee the prefects in this work.
- **Dorms are to be quiet areas from 3.30p.m. – 4:30p.m.** Music allowed only under personal headphones.
- Ensure dorms remain tidy by conducting at least one walk through check.

##### At dinner:

- Hand over the day book to the evening Duty Master.
- Ensure he is informed of any other noteworthy matters.

## **B. Monday to Friday - Evening Shift**

### **Before dinner:**

- Meet outgoing Duty Master and discuss any handover matters. Arriving ten minutes before scheduled dinner time means that this can be done effectively.

### **At dinner:**

- Organise someone to say “grace before meals”. Staff go to servery.
- Remaining boarders are served by **order of dorm, as shown on Duty Board**.
- Give the kitchen staff the numbers for later dinners plus a named sticky label for each person.
- Give any notices and outline the plan for the evening, i.e., prep arrangements (except Friday) or other activities.

### **Prep:**

- *See the procedures applicable to prep.*
- Duty Master generally supervises juniors (with one tutor). The second tutor supervises seniors.

### **Supper:**

**9.00pm – Whole House seated in the Dining room.**

**Tutor: Supper carts are brought out of the kitchen and onto the lino.**

**Prefects: (Duty Dorm) – Serve the drinks to the boys. Dorm at a time starting with the Duty Dorm of the day.**

**Tutor: Serves the food from the masters table.**

**Prefects: Lead prayers**

**Duty Master: House notices, cut lunches order and set junior and Senior bedtime and lights out. Set definite times.**

**9.30pm(approx) – Juniors to bed and Seniors up front. No seniors to dorms**

**Prefects: All prefects to their Dorms to put juniors to bed.**

**Tutor: To wander dorms to aid in Juniors to bed.**

**First area is the ally ways to get Juniors into Dorms quietly and then into each dorm supporting the Prefects in the Junior sections.**

**Duty Prefects: Duty Dorm to clean up.**

**10.00pm(approx) – Seniors to Bed and lights out**

**Prefects: To Dorms to settle Seniors.**

**No Seniors to enter Junior sections unless a yr 11 boy.**

**Tutor: Concentrate on the Dorms – keeping noise down and Seniors into bed.**

**The Dorm lights are not to be turned on.**

**Housemaster: Wander the Dorms from School House backwards.**

**Prefects: up front till 10.45 at the latest after Dorm is settled.**

**Tidy the lounge – chairs straight, rubbish off floor, dining room chairs straight.**

**Housemaster: Lock the Dining room, Lounge and Foyer. Alarm the Lounge.**

- Final “sweep” of the dorms to ensure all is in order and boys are settled for the night.



### 3.4 Tutors – Weekend Duty

This checklist is to assist tutors in making sure all duties are properly carried out when on duty.

**Saturday**                      **Date:** \_\_\_\_\_

<b>Tick when each task is done</b>	<b>Time</b>	<b>Action</b>
	7.30am – 8.15am	Read the daybook for yesterday and today, noting any instructions regarding the boys.
	7.45am	Single bell to waken up. Unlock front gate chain if necessary – the key is on a blue lanyard in the Housemasters’ office. Lock the padlock to the side of the pillar and put lanyard back in the office.
	8.00am	Double bell for all to be in dining room.
	8.00am – 8.45am	Roll call and mark off on Daysheet. Anyone who does not come up for roll check and does not have a valid reason loses casual leave until lunchtime. NO TV during breakfast.
	9.00am (at latest)	<b>Breakfast must be finished and Dining Room cleaned.</b>
	9.00am (at latest)	Give pills (from side of fridge in office) to any boys who have daily medication.
	9.00am – 9.15am	The dining room must be tidy. Dorm check. Boys tidy their space. Individuals can sign out when their space has been checked by the tutor.
	1.00pm	Double bell for lunch.
	1.00pm – 1.20pm	Roll called and marked off on Daysheet. Anyone who does not come up for roll check and does not have a valid reason loses casual leave until dinner. The dining room must be left tidy. <b>Compulsory 30 min tidy up of dorms, rooms and bathrooms must occur.</b>
	1.45pm -	Physical activity encouraged, e.g., to the gym, pool or fields. Record where people are. The lounge and dining room must be kept tidy.
	5.00pm	Begin preparation for handover to the evening duty master. Special leave/casual leave/late dinners all recorded properly. Returnees recorded clearly (ensure you mark return by a neat line through the entry).
	5.30pm	Meet with duty master during dinner so that all aspects of the records are clear and understood. This means that every boy is accounted for.
	6.00pm	Duty officially over.

Sunday

Date: \_\_\_\_\_

Tick when each task is done	Time	Action
	8.45am – 9.00am	Read the daybook for yesterday and today, heeding any instructions regarding individual boys.
	8.45am	Single bell to waken up. Gate chain needs to be unlocked. See Saturday instructions.
	9.00am	Double bell for all to be at breakfast. NO TV on during breakfast.
	9.00am – 9.30am	Roll called and marked off on Daysheet. Anyone who does not come up for roll check for a valid reason loses casual leave until lunchtime.
	9.30am (at latest)	Give pills (from side of fridge in office) to any boys who have daily medication.
	9.30am	<b>Breakfast must be finished and Dining Room cleaned.</b>
	9.30am	Rented movies to be returned to Video Ezy by a reliable boy.
	9.30am – 9.45am	Room check. Boys tidy their space. Individuals can sign out when their space has been checked by the tutor.
	1.00pm	Double bell for lunch.
	1.00pm – 1.20pm	Roll call and mark off on Daysheet. Anyone who does not come up for roll check for a valid reason loses casual leave until dinner. The dining room must be left tidy. <b>Compulsory 30 min tidy up of dorms, rooms and bathrooms must occur.</b>
	1.45pm -	Physical activity encouraged, e.g., to the gym, pool or fields. Record where people are. The lounge and dining room must be kept tidy.
	5.30pm	Begin preparation for handover to the evening duty master. Special leave/casual leave/late dinners all recorded properly. Returnees recorded clearly. (Ensure where they went on leave is still visible, i.e., a neat line through the entry).
	6.00pm	Meet with duty master during dinner so that all aspects of the records are clear and understood. This means that every boy is accounted for, one way or another.
	6.30pm	Duty officially over.

### 3.5 Guidelines for Duty Master

1. The housemasters' office is for staff only – boys are not to be in the office unsupervised.
2. The staff member who gives a punishment is the only person who can remove that punishment. The Director or Assistant Director may change/remove a punishment in consultation with the relevant staff member. Punishments should be recorded in the day book with reasons. Only staff can sign off a punishment.
3. If the Duty Master is unable to do a duty he should try to negotiate a swap in advance. If this is not possible, he should consult the Director.
4. School House is a smoke-free zone.
5. Staff may use the laundry outside of normal operating times but not after 10.30p.m.
6. If the duty staff member is not in the office, Lounge or Dining Room, he must indicate on the office door where he can be found.
7. Duty staff are expected to be vigilant and active during their duty slot, **visibly active in all student areas.**
8. During Friday/Saturday night video sessions, the dorms are to be locked and windows closed. An exception to this may be if a boy wishes to go to sleep. Lights will be out in the dorms at these times.
9. Breakages or unusual events need to be recorded in the day book and notified to the Director.
10. Exeat leave is granted by the Director only (or the Assistant Director in his absence).
11. The separate procedures for prep should be adhered to. The importance of quality homework, study and reading cannot be underestimated.
12. During examination weeks, the Assistant Director will produce a roster for supervision of boys on study leave. The boys work in the Dining Room except for prefects who may study in their rooms.
13. All visitors must report to the duty staff member. **No visitors allowed in dorms.**
14. Day students are forbidden from entering dormitories or roaming the campus. They must remain in or around the main building. The dormitories are to remain locked during lunch. After dismissal they may be opened for boys to change their books.
15. At evening lock up all internal lights are to be switched off and area alarmed.
16. Issues in regard to catering must be discussed with the Director, not directly with kitchen staff.
17. Jobs and Hostel Report must last for the specified periods. Alterations are at the Director's discretion.
18. The designated staff member on duty is also the Evacuation Warden in case of emergency. The emergency box is kept in the housemasters' office. Follow procedures as outlined in the relevant documents. By default, the Director will be ultimately responsible for event management.
19. During weekends, boys are not to change sleeping arrangements. They stay in their own bed in their own dorm.
20. TV use is at the discretion of duty staff.
21. School offences are dealt with by school staff. However, if there is a "blurring" of responsibility or additional support required from the hostel, the Director will consult accordingly and put actions in place.

## 3.6 Tutors' Tasks as Assistant to the Duty Master

### 1. Tasks as Assistant to the Duty Master (approximate times only)

#### a) *Prep and Supper*

- Monday to Thursday: Prepare for prep in a proactive manner
  - 6.30 – 8.30: Prepare, supervise and assist boys at prep in the White Dining room
  - 8.30 – 9.00: Supervise the Junior boys
  - 9.00 – 9.30: Supervise the Junior and Senior Supper with the Duty Prefect
- Run additional tutorial sessions (outside of prep times) as circumstances dictate, e.g., prior to exams.

#### b) *Bedtime*

- 9.30: All Juniors in bed
- 9.45: All Juniors' lights out
- 10.00: All Seniors in Bed
- 10.15: All Seniors' lights out

#### c) *Duty*

- Duty slot(s) to be done during weekends as per the duty roster.
- Assist and be present at significant School House Functions such as parent lunches, hostel dinners.

### 2. Professional Conduct

- The Duty Master is to be advised if guests are on site for extended periods of time or staying for meals.
- Recreation and entertaining should be conducted outside the hostel .
- NO ALCOHOL IS TO BE BROUGHT ON SITE AND NO SMOKING IS ALLOWED ON SITE.
- The laundry facilities are to be used outside of the contractor's hours.

### 3. Provisions

- The hostel will provide three meals, supper, tea, coffee and milk, but all other food requirements are the tutor's individual responsibility.

Notes:

***Friday and Saturday casual leave:***

- Those who sign out for casual leave must be back 30 minutes before **each** meal (lunch and dinner). Casual leave after dinner is to local areas only, **not** the city, with latest sign in at 8.30pm.
- Exceptions to beyond the local area are to be at the request of the parent/guardian only, in **direct** consultation with the duty person (and recorded) **before the sign out actually happens!**

***Sunday casual leave:***

- As above except no casual leave after dinner – PREP!

***It is crucial that, when on duty, we are all thorough and accurate in written record keeping. Carelessness in this leads to miscommunication.***

### **3.7 Prep Management – Junior Prep Requirements and Guidelines**

1. **Junior Prep** runs from 7.00pm to 9.00pm, Sunday to Thursday.

**2. During this time:**

- Juniors must complete all homework set by their teachers. They work quietly in the dining room (no more than two per table), not in the TV/pool room or in their dorms.
- Students must have their homework diaries visible on the table.
- Move students who talk, disrupt, annoy or fail to complete work.
- Computer use: Juniors may book a computer for specific homework tasks through the supervisor. They should need no more than 30 minutes. Seniors and their internal NCEA assessments take priority in access to computers. All students should take advantage of the school ICT Centre on Monday and Wednesday afternoons (3.00pm – 5.00pm).
- Juniors should only leave the dining room, with the permission of the supervisor, to use the bathroom.
- During prep, the supervisor needs to take the roll and check and sign students' homework diaries (when all work is finished). The supervisor grades each Junior on prep performance from 1 (dreadful) to 5 (brilliant). If they receive a 1 grade they should also receive a one hour job for their poor behaviour. Encourage the attainment of 4 and 5 grades; there will be prizes/awards at the end of the week for the best three or four students. Record each student's grade in the Prep Folder.
- Juniors who finish homework early are to do revision or silent reading.
- Finish time is at the discretion of the supervisor, but is to be no earlier than 8.30pm. This allows students time before supper to watch Discovery, National Geographic, Animal Planet or to read a book. They can also request to use the phone during this time. Playing pool and table tennis are not allowed at this time.

**3. Standard Rules:**

- No cell phone use during prep
- No chewing gum
- No hats, caps, beanies or hoodies to be worn inside
- No non-educational or inappropriate use of computers
- No wandering around
- No returning to dorms
- No CD disc, music, earphones etc for the first hour. After that, it will be at supervisor discretion.

**4. Most Important Points:**

- Homework diaries signed
- Juniors are graded on their behaviour and this is recorded in the Prep Folder
- Noise and disruptions are kept to a minimal level.

**5. Supper:**

- This takes place at 9.00pm. During the evening prep, select two good juniors from the dorm on duty to help prepare supper at 8.45pm. They should be supervised whilst in the kitchen and assisted where needed.

6. **Laundry:**

- Open the laundry immediately after supper for Juniors and Seniors to obtain their belongings. This must always be supervised.

7. **Junior Bedtime:**

- The tutor may be required to assist the Duty Master to ensure the Juniors settle to bed promptly. Tutor's duty finishes when this has occurred.

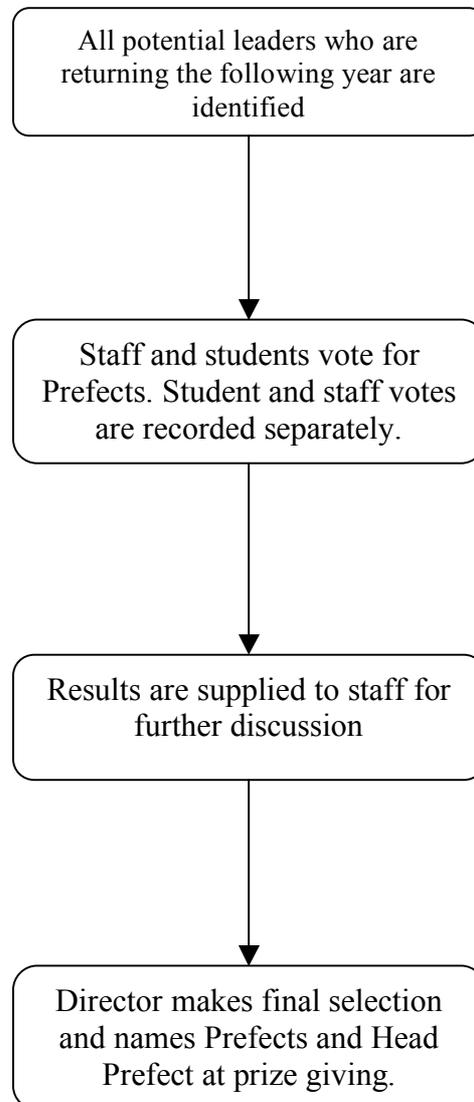
## **Section 4: Student Procedures and Responsibilities**

## **4.1 Prefect Selection Policy**

The Director oversees the voting and selection process.

- Early in Term 4, an alphabetical list is completed of all prospective Year 13 and 12 boarders for the following year. (Known leavers are excluded from the list.)
- Over a short time frame (e.g., after dinner and before prep), each boarder is given a voting form. Following instructions on the form, each boy ranks 10 (most preferred) to 1 (least preferred) choices for up to ten boys as prefects. If a nominated boy wishes to be a prefect, he puts a 10 against his own name.
- Staff vote in the same fashion as the boys but the tally is recorded separately.
- The boarders' points total for each prospective prefect is tallied and ranked; similarly for staff voting.
- At a staff meeting, a decision is made on the eleven most suitable candidates (including Head Prefect). The decision is embargoed until the night of prize giving.
- The Director has the right of veto on choice of a person as prefect.
- Pairings for dorm allocation are made following consideration of compatibility at a subsequent staff meeting.
- Should the need arise to remove a prefect from his role, the Director will consult with staff on the matter of a replacement person for the role.

## 4.2 Prefect Selection Procedure



### **4.3 Prefect Responsibilities**

**Responsible to:** Dorm Housemaster  
Assistant Director of Boarding

**Function:** Student Care

#### **Key Tasks:**

- Support the pastoral care of the boarders, especially those in the prefect's own dorm of residence.
- Support the general operation of the hostel.

#### **Expectations:**

- Appointment to the role of prefect acknowledges the personal qualities and leadership potential of the boarder.
- In accepting one of these positions, boarders recognize the responsibility involved and the importance of being a good role model for all boarders at School House. Prefects will aim to uphold the values, traditions and routines of hostel life, in support of the masters and tutors. This will be reflected in their dealings with all staff and boarders as well as in the way they carry out their set duties.

#### **Pastoral Care:**

- Be available for support and guidance to boarders when approached through self-referral.
- Be active in developing positive relationships with all boarders, especially those in the prefect's own dorm of residence.
- Develop an awareness of boarders' needs and of when issues may require referral to a housemaster or the Director.
- Uphold the code of conduct expected of boarders by ensuring that unacceptable behavior is admonished and followed up (either by the prefect or by the Duty Master or Director).
- Be a positive role model for all boarders.

#### **General Hostel Operation**

- Actively carry out all rostered duties as per the "Prefect Duties" document.

## 4.4 Prefect Duties

### Notes:

- Duty day is the same day as the duty day for the housemaster of the prefect's dorm. This is published at the start of the year.
- If there is a clash of duty, due to other unavoidable commitments, then it is the prefect's responsibility to advise the housemaster and arrange a suitable alternative.
- Duties should be shared fairly between prefects in each dorm, who are expected to act as a team.

### Monday – Friday:

- On the 7.00a.m. bell, ensure that all boarders are woken and out of bed.
- Make sure that morning use of showers is equitable.
- Make sure that everyone from the dorm is ready to go to breakfast by 7.20a.m. bell.
- Lock the dorm on the way to breakfast.
- At 8.20a.m., when the "go to school" bell rings, ensure that everyone leaves the dorm, all windows are shut and the dorm is locked.
- After school, ensure that the "quiet time" rule applies in the dorm until dinner.
- If prep is in the dorms, make sure that seniors are in their rooms and quiet. Set a good example.
- At the time set for junior lights out, ensure that they are quiet and settling down for the night. A two or three minute warning may be given. Remain with the boys until they appear quite settled. Quietly encourage slow movers to hurry up. Ensure that lights are out at the set time.
- Check that juniors are still settled five or ten minutes after lights out.
- At the time set for senior lights out, use the same strategies as for juniors: give the warning and then check that everybody is getting ready to sleep. Ensure that lights are out at the set time.
- Check seniors are still settled five or ten minutes after lights out.

### Duty Day:

- Ensure that cleanup after meals is efficient and thorough.
- After school, actively supervise jobs boys in their activity. The Duty Master will give guidance on what is required.
- Assist with prep supervision if required.

### Friday Duty:

- Assist the Duty Master to check that dorms are tidy before boys go on exeat leave.

## **4.5 Prefects' Code of Ethics**

The staff has the following expectations of prefects as leaders in the hostel:

1. Have the conduct, dignity and style of a leader.
2. Be firm but fair in all discipline matters.
3. Be supportive and caring of students – especially those with special needs.
4. Encourage and support inter-dorm activities in a positive manner.
5. Undertake training, attend meetings and contribute ideas.
6. Have sensitivity to the cultural, religious and financial status of students.
7. Promote team work – have a sound working relationship with the prefects/hostel staff.
8. Encourage and assist students in their studies.
9. Be a good role model – set a good example to other students.
10. Maintain the hostel grounds and facilities to a high standard.

## **4.6 Prefect Privilege**

- Being made a Prefect at School House is an honour. Prefects are given a position of importance at the hostel. Their appointment indicates a degree of trust. Prefects are a vital ingredient in the smooth and effective running of School House.
- With that in mind, Prefects are awarded certain privileges for their commitment. These are given by the Housemasters in the expectation that Prefects work hard for the benefit of other students and the Masters. These privileges can, and will, be withdrawn for poor performance or as a discipline measure.
- Prefects should remember that their role is one of service through leadership.

### **Meal Times**

- Prefects are given first option after the Masters for second helpings.
- Prefects are allowed to “push in” the line for breakfast and lunch meals, and weekend dinner meals.

### **Leave**

- Prefects may have casual leave after dinner with permission from the Duty Master.

### **General**

- Prefects may use phones after prayers without asking permission.
- Prefects have their own room in the dormitory.
- Prefects may stay up later than other boys but not beyond 10.30 p.m. on week nights unless special circumstances apply and the Duty Master gives permission.

## 4.7 Daily Routine

### Monday – Thursday:

0700	Wake up
0710	Out of bed and getting dressed
0720	Breakfast
0820	Leave Dorms for school on the first bell
0820	Prefects leave/lock their dorms. All windows and doors locked.
1225	Attend lunch
1300	Leave for school
1530–1730	Casual Leave; sport/free time/study/quiet time in dorms. Run (Tuesday)
1730-1800	Showers
1800	Dinner
1900-2100	Prep (Study)
2100	House meeting: supper and prayers
2120	Year 9 and 10 to bed//main lights out
2130	Junior section lights out
2150	Seniors to bed
2200	Seniors' lights out
2230	Prefects to bed/dorm lockup

### Friday:

0700-1900	<i>As for Monday – Thursday</i> <i>Dinner at 1730</i>
2000 (approx)	House meeting
2030 (approx)	Video followed by bed time/lights out for all boarders
2230 (latest)	Lights out

### Saturday:

0745	Wake up
0800-0900	Breakfast
1300	Lunch
1800	Dinner
2000 (approx)	House meeting
2030 (approx)	Video followed by bed time/lights out for all boarders
2230 (latest)	Lights out

### Sunday:

0845	Wake up
0900	Breakfast
1300	Lunch
1800	Dinner
1930-2100	Prep
2100	Supper and prayers
2120	Year 9 and 10 to bed/main lights out
2130	Juniors' lights out
2150	Seniors to bed
2200 (latest)	Seniors' lights out
2230	Prefects to bed/dorm lockup

## 4.8 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 activities must be approved by the Director 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 an 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 singlets 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 – signalled 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 safe-keeping.

## 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 safe-keeping.
- 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**

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

**14. Laundry/Sick Bay**

- 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, they should be accompanied by a staff member.
- 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**

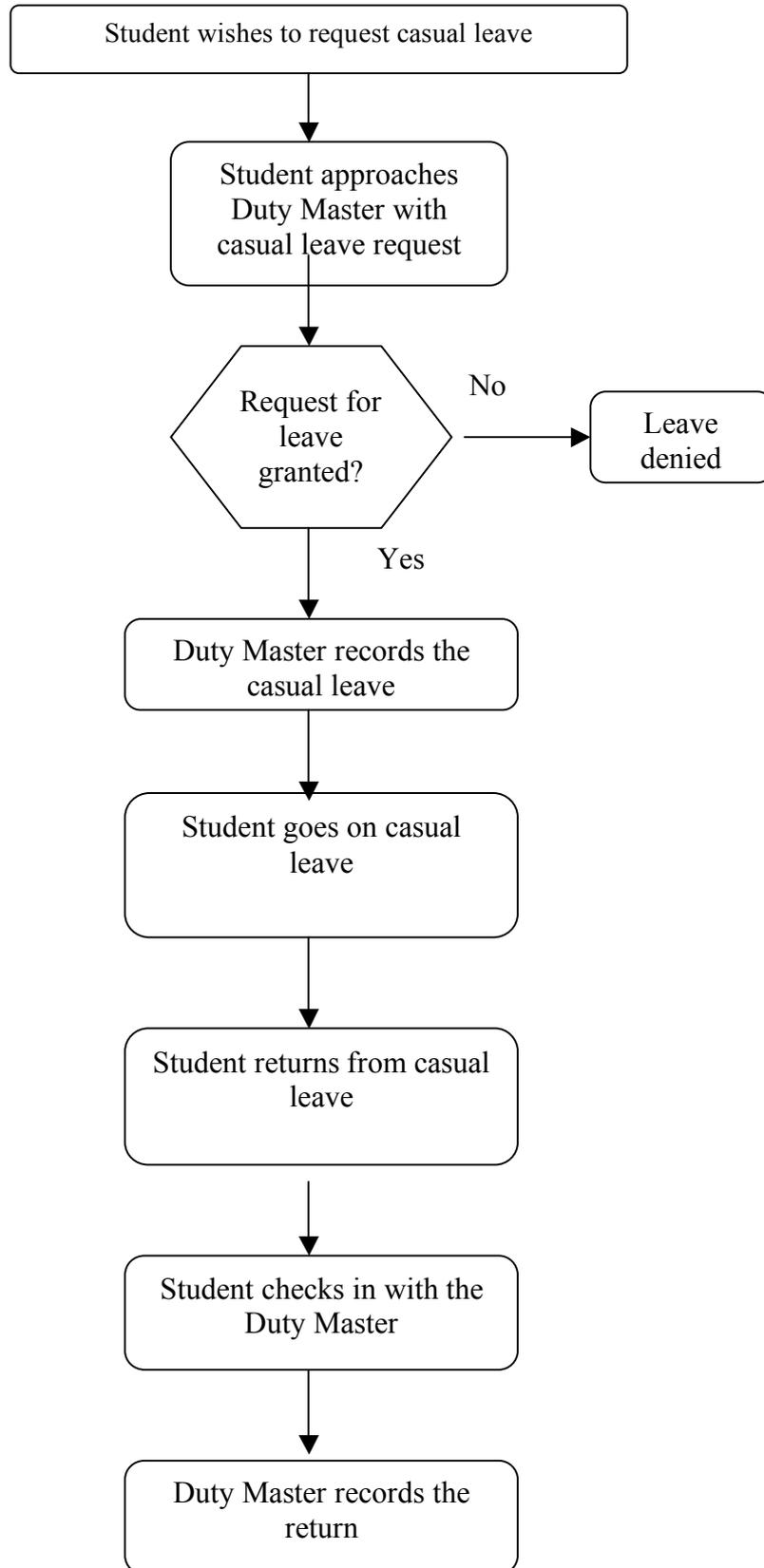
- Procedures, should the fire alarm ring, are detailed on the notice board at the entrance to each dorm.

### **23. Security**

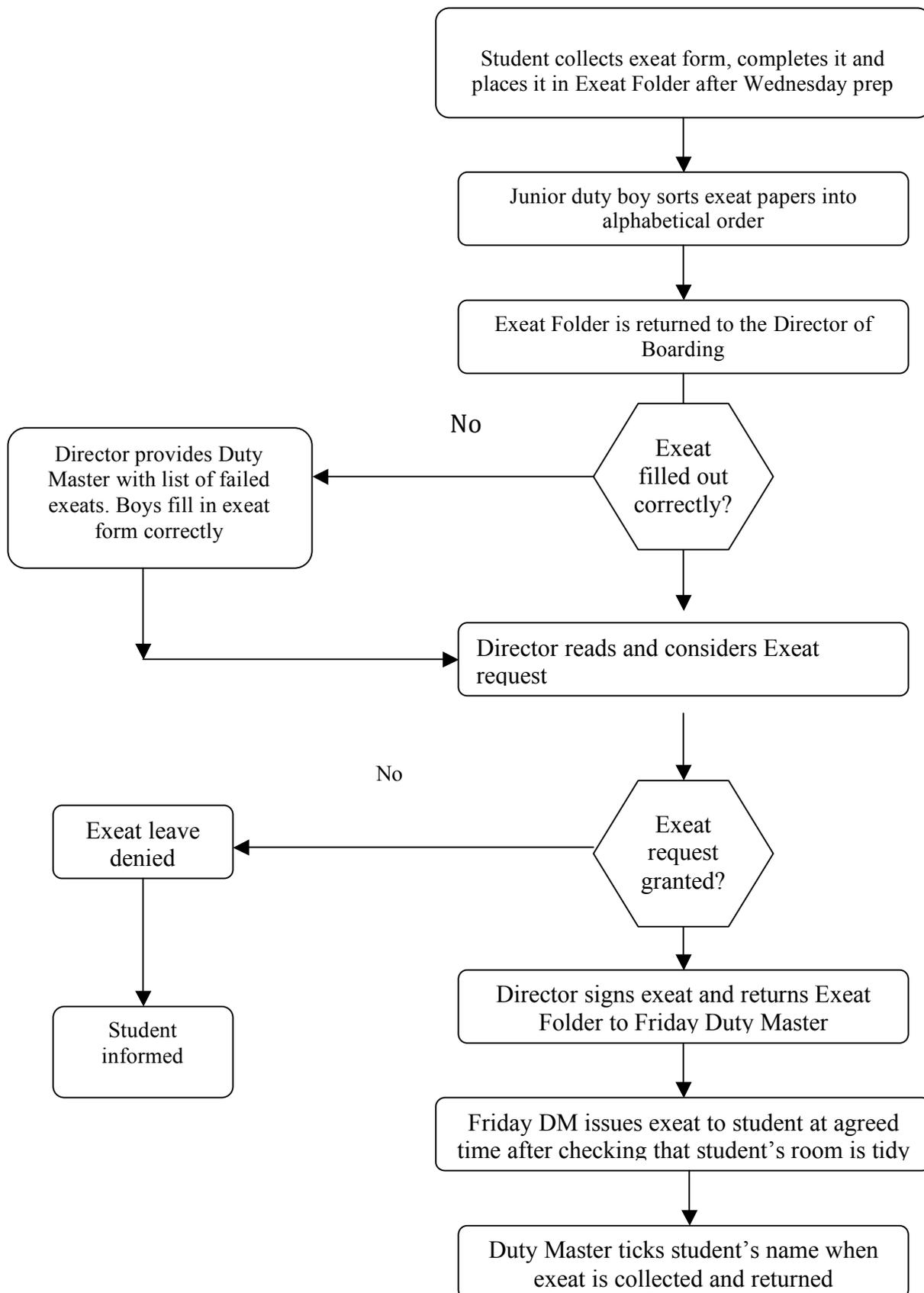
- Lockers should be locked at all times.
- Passports or any valuable items should be given to the Director for safe-keeping.
- Close windows and the fire door when you leave your room or the dorm.



## 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 Staff and Prefects have been selected by the Director on behalf of School House. 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. Suspension or exclusion may only be made by the Headmaster, usually at the recommendation of the Director. 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 l nga hoariri, hei pakanga.  
Ka tihaehaea te kiri, Ka wetewete l te toto  
Uhia nei l te tuha ki runga l a koutou e pakanga.
- L: Ti ahah
- G: ikatu te ihi, l katu te wanawana  
Ki runga l 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, 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, pillow slip.
  - 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.

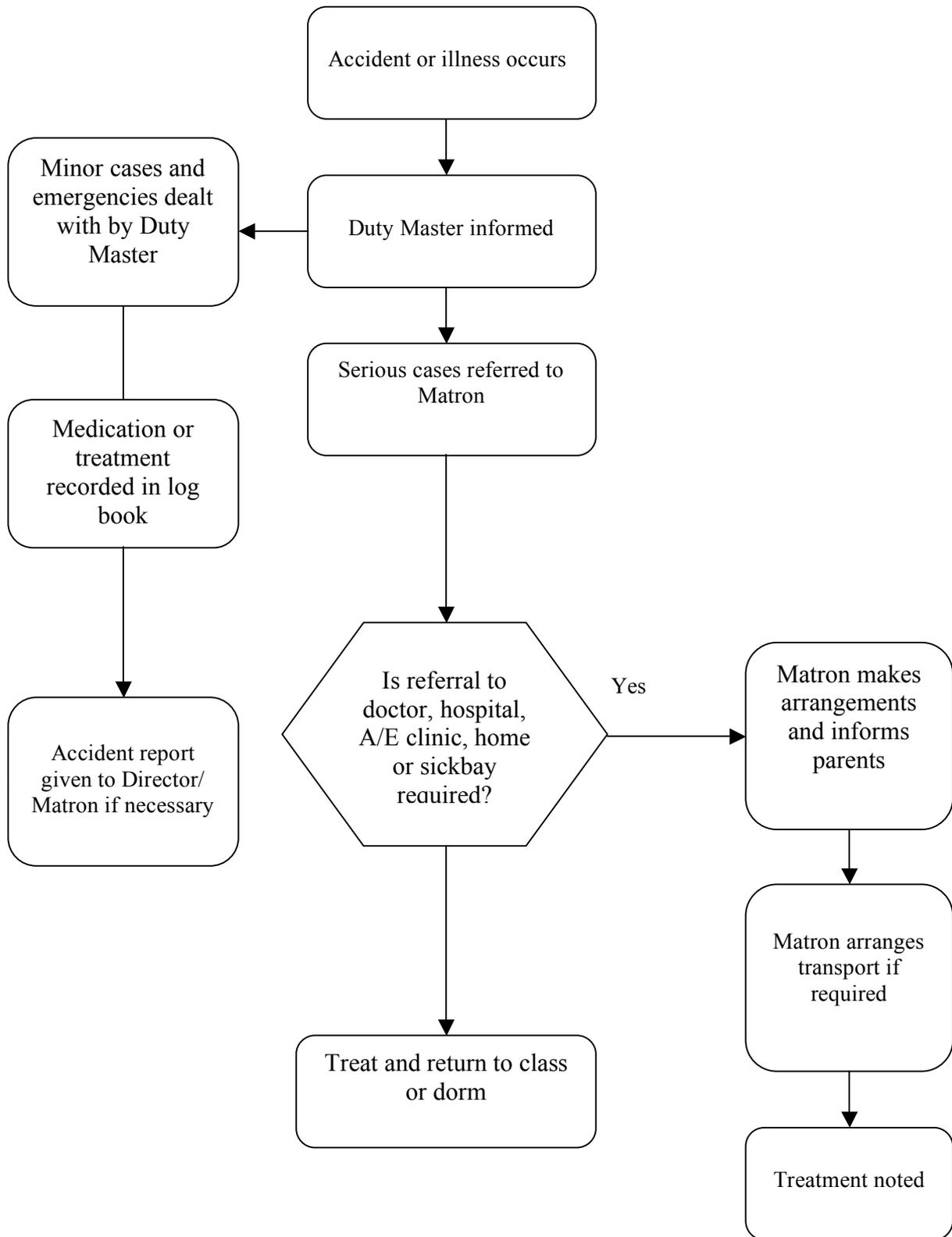
***You must not leave school without going through these steps. If you do, you will be considered to be AWOL.***

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

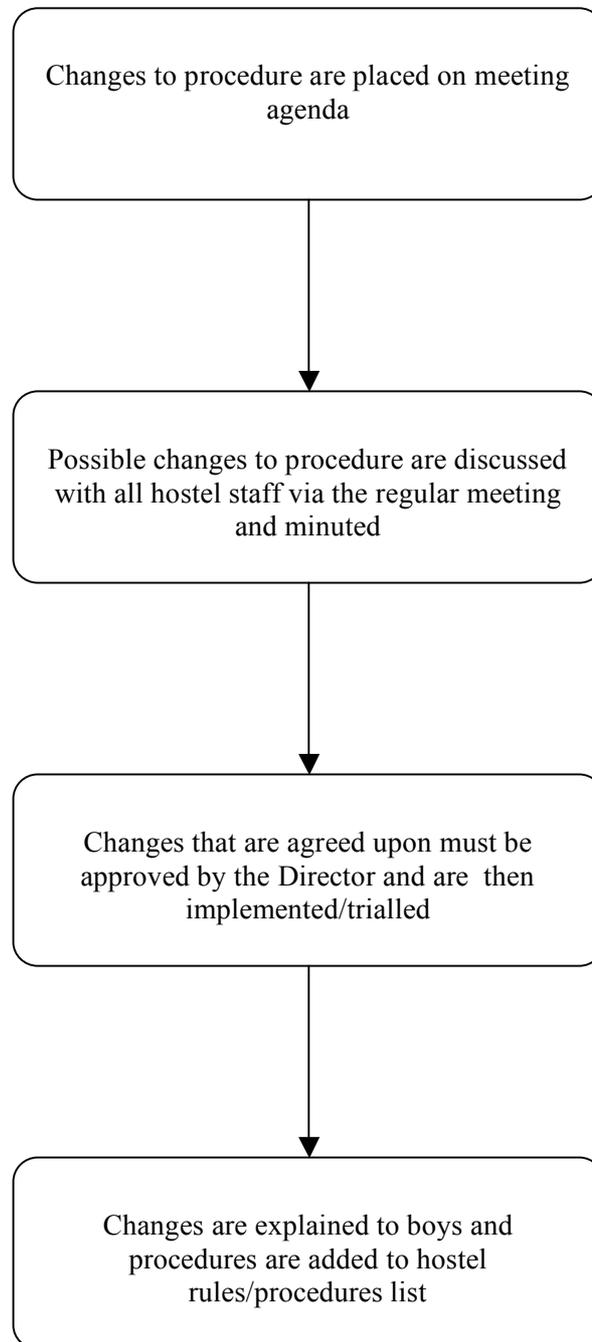
Number One uniform is to be worn for formal hostel occasions such as the following:

- 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.

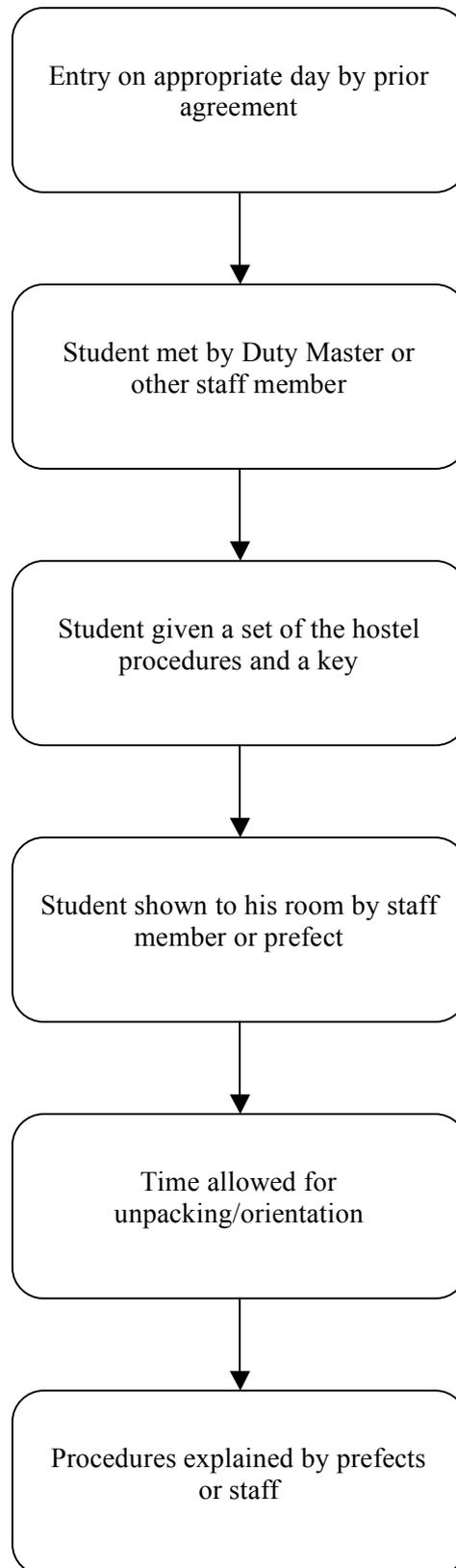
**Note:** All items for both uniforms (except shoes and School House tie) can be purchased through the *Schoolwear Shop* at Mount Albert Grammar School. School House ties are purchased through the hostel and shoes should be purchased separately.

## 4.18 Changes to Student Procedures

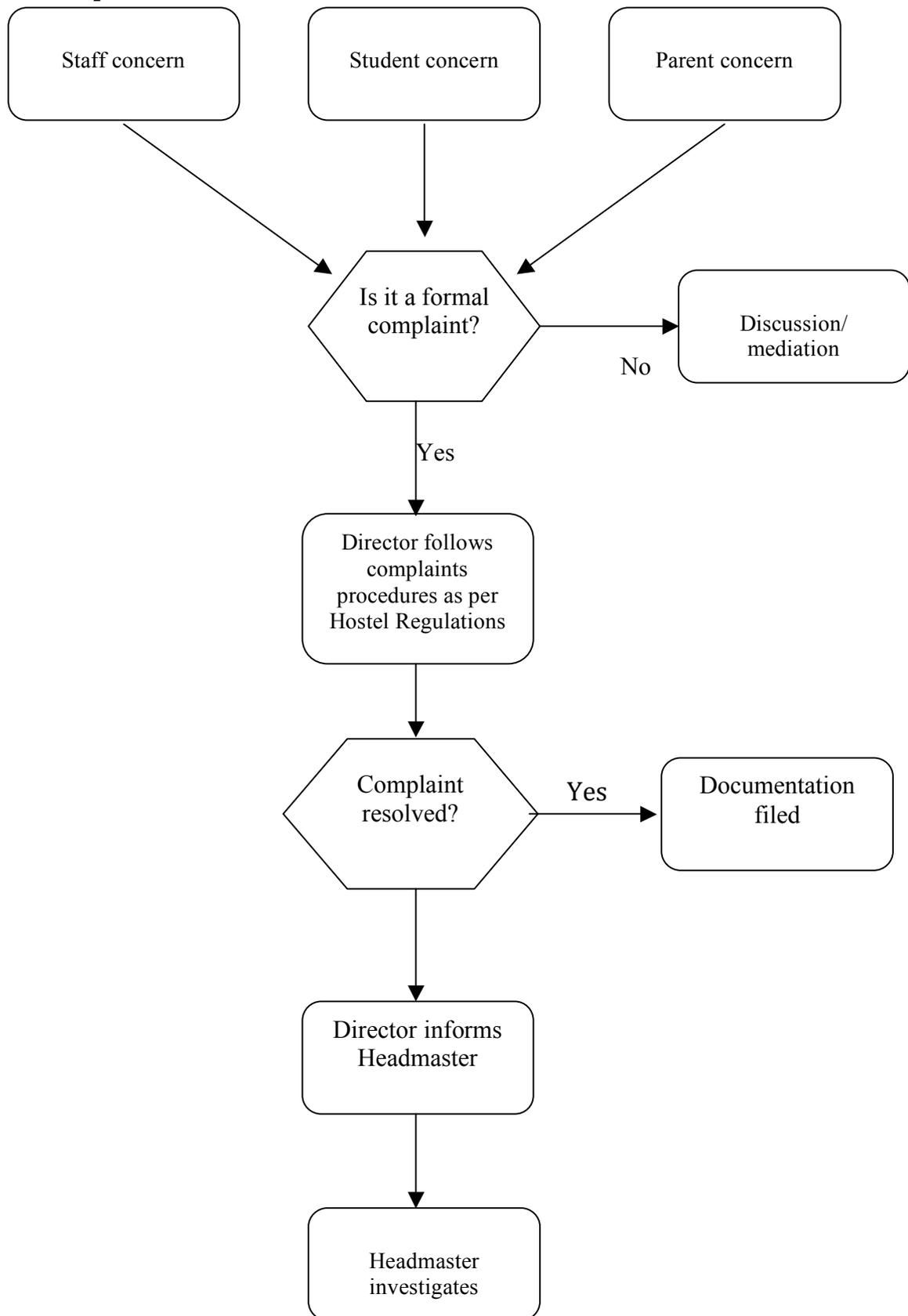


## **Section 5:      Guidance**

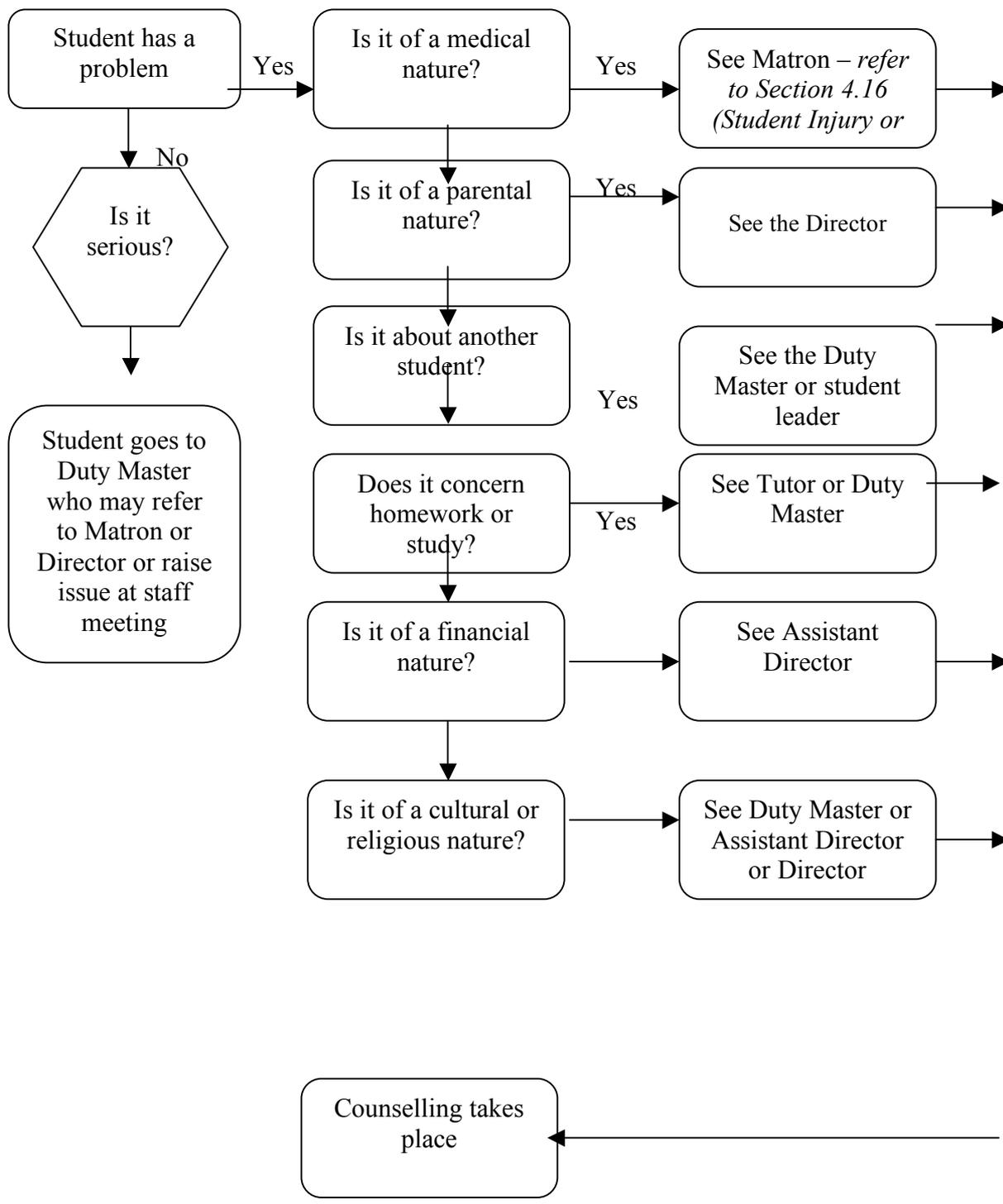
## 5.1 New Student Entry



## 5.2 Complaints Procedure



### 5.3 Student Counseling



## **Section 6: Discipline**

## **6.1 Staff Conduct and Discipline**

Employees of School House are expected to conduct themselves with the highest standards of integrity. They are expected to act as positive role models for the boarders at all times.

They will also be expected to comply with the provisions of this Manual; and the MAGS Policy Manual, especially Policies on Harassment (5.2) ; Assisting Sexually Active Pupils (5.3); Sexual harassment Policy (5.4); Child Abuse Policy ( 5.5); Reporting on Physical and Sexual Abuse Policy ( 5.8); Teacher / Student relationships (6.2); Staff Discipline (6.3); Alcohol and Drugs Policy (6.5); Complaints (12.5); Cybersafety Policy (12.7).

Refer to the *Mount Albert Grammar School Quality Assurance Manual*:

Section 7.1: Teacher Competence

Section 7.2: Staff Conduct and Discipline

Where an allegation of wrongdoing is made against a member of staff, the Director must contact the Headmaster or the Associate principal as soon as possible.

The Director will generally make inquiries on behalf of the Headmaster. If the matter is serious, then the Headmaster may decide to commence a formal disciplinary investigation.

### **SUSPENSION OF STAFF**

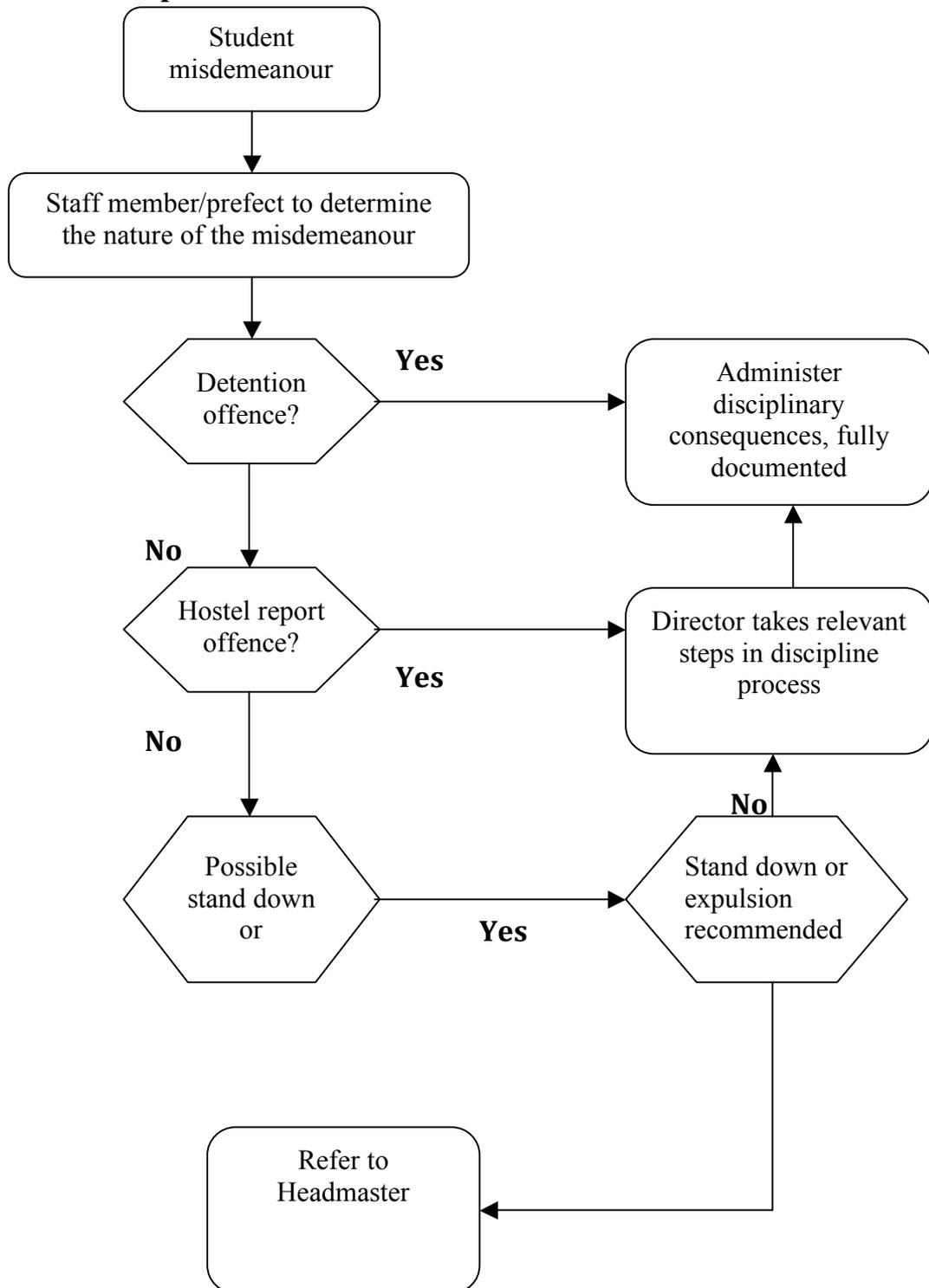
The Headmaster has been delegated by the Board the authority to suspend a staff member on pay, or transfer them to other duties, where it is considered appropriate, that they be suspended or otherwise transferred to other duties, while a matter is investigated. A decision to suspend or transfer to other duties can only be made after the staff member has been provided with a reasonable opportunity to address the Headmaster before a decision to suspend or transfer is made.

### **WARNINGS AND TERMINATION OF EMPLOYMENT**

The Headmaster has also been delegated authority by the Board to investigate allegations against staff, commence formal disciplinary procedures, and where appropriate, decide in his absolute discretion, to among other things; dismiss the complaint, take no further action, issue a warning, or terminate the employment of that staff member with or without notice. This will only occur after a full and fair investigation, and an opportunity being provided to the staff member to address the Headmaster before a decision on a sanction is made. The Headmaster may in appropriate circumstances, delegate to the Director or any other person, the authority to make inquiries or investigate a matter on behalf of the Headmaster.

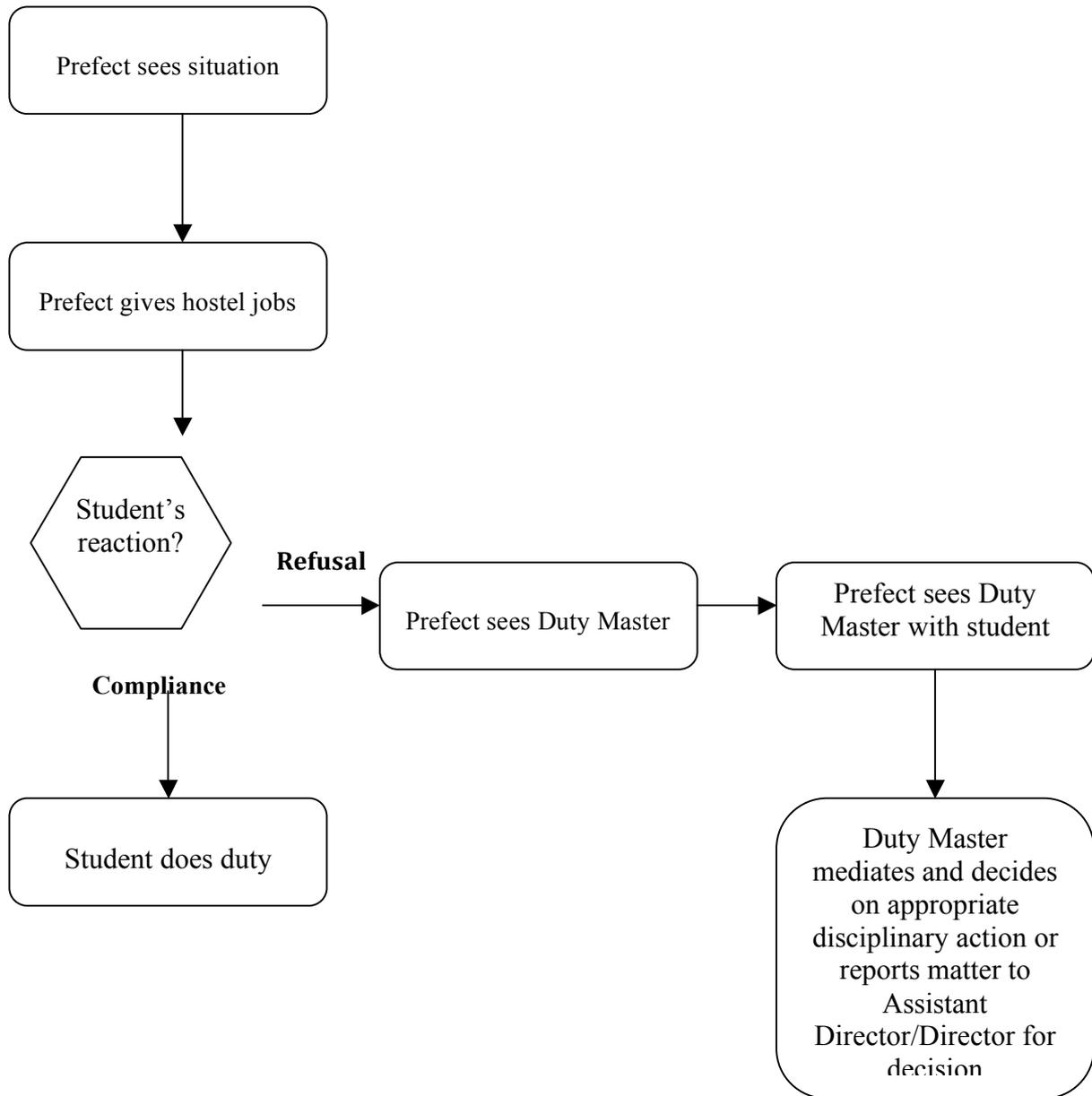
Issues of performance, or competence, will be handled in accordance with the relevant employment agreement, or pursuant to the Policies and Procedures that apply at Mount Albert Grammar School.

## 6.2 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.**

### 6.3 Procedure for Prefects in Disciplinary Situations



## 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.

## 6.5 Prefect Discipline

Prefects must obey the hostel rules and lead by example (see sections 4.3 and 4.5).

1. If a **Level Two** offence is committed, the prefect will take “jobs” for a suitable period of time.
2. If a **Level Three** offence is committed, the prefect may be stripped of his badge and privileges for a period to be decided by the Director in consultation with the staff.
3. If a **Level Four** offence is committed, the prefect may be stripped of his badge and privileges for a period to be decided by the Director in consultation with the Assistant Director and due process involving the Headmaster if necessary. This process may result in their suspension or expulsion from School House.

## 6.6 Keeping Kids Safe to Learn

(from School Safety Advisory Services' *Fights – Breaking up is hard to do*)

Breaking up fights is one of the most challenging and risky duties that school personnel find themselves tackling in the arena of school safety. Armed only with verbal skills and little if anything else, administrators and other school staff are obligated to ensure the safety of those who are trying to hurt each other. Many a school staff has suffered more severe injuries than those he/she was trying to protect by immediately resorting to physical intervention.

Listed below are some strategies and practices that can assist in minimizing the risk to staff, as well as those in the vicinity of a fight.

- Always anticipate assistance will be necessary. Take other adults to the scene or call for assistance.
- Upon arriving on the scene where a fight is taking place, assess the situation and surroundings. Look for onlookers who can be trusted to follow instructions should assistance be necessary.
- When using bystanders for assistance, clearly identify whom you are addressing and tell them specifically what you want them to do. Call individual students by name and give them verbal commands. Do not merely yell “someone go get help!” Instructions must be clear and given to specific students.
- Removing the audience is sometimes very effective. Getting leaders within the crowd to “move on” is critical because others will tend to follow. Some fights – particularly at the middle school level – are for show, or at least they start that way. Consequently, neither combatant will be willing to back down for fear of losing “face”. Removing the audience can eliminate a prime motivation for some students. For students who interfere with the administrative response or those who refuse to leave the scene when asked to do so, disciplinary consequences should follow.
- Identify the combatant with whom you have the most rapport and give verbal instructions. Using general directives is less effective than calling individuals by name. Fighting is a stressful situation for all involved, as well as those responding. All will experience selective hearing and vision. Therefore, clear, short and precise sentences are advisable and one will more likely be heard and understood. Use a firm, commanding voice.
- If an opportunity exists, create a diversion to break and gain the attention of those fighting. A loud, unexpected noise such as slamming a book to a wall or floor can interrupt and break the concentration of those fighting. Throwing water on the combatants has been known to work. Look for anything that will get their attention.
- Unless absolutely necessary to prevent serious injury, remain at least an arm’s length away from those involved in the fight. Attempt to place one’s self where there is a reasonable chance some eye contact can be made with one of the combatants. Continue to use clear verbal commands in an attempt to direct the attention of those involved.
- Only as a last resort should a staff member attempt to physically intervene in a fight when he/she is the only adult present. If forced to do so, push and shove rather than grab. When the adult grabs, the result may be a position of defenselessness, as well as creating an easier target for the remaining aggressor to continue to attack. The shock of being pushed and shoved, along with the resulting loss of balance, may bring some reality back to the combatants. Many staff assaults and injuries occur during a fight as a result of putting one’s self between the combatants.

All fights within a school setting have the potential for injury for both students, as well as staff. However, this is much more pronounced and problematic at the high school level due to size and strength of many of the students. While consequences alone will not necessarily reduce the number of fights, it can send a strong message about the school's lack of tolerance for anything that presents such a dangerous potential. High school students should not be allowed to repeatedly fight while at school. It would be our recommendation that, at the very least, a second fight during the school year by a high school student would result in some type of long-term suspension.

A pro-active stance against fighting is always better and the single most effective method of deterrence is visible adult presence throughout the school building. However, most secondary schools will still have to manage a few altercations throughout the school year. When this happens, plan in advance and think through how to react in a manner that minimizes staff and student injury.

## 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 which 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 (Standown, 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.

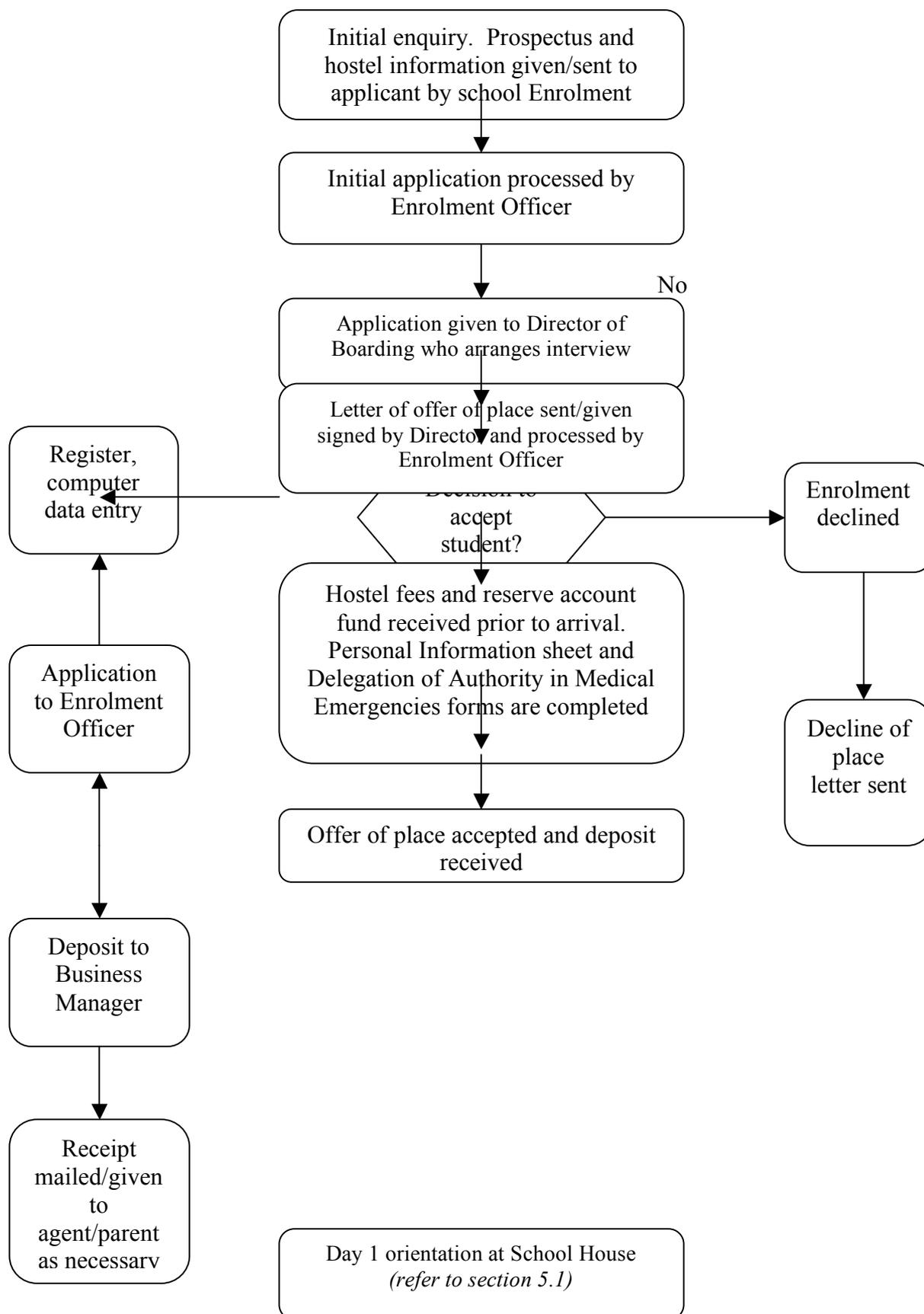
Where students are expelled or suspended from School House, the Headmaster shall determine what fees if any are refunded to the student and their family.

## **Section 7: Records and Reporting**

## **7.1 School House Enrolments**

- All enrolment enquiries will be directed to the Enrolment Officer.
- The Enrolment Officer sends all application forms to the prospective family, with instructions to return them to the Enrolment Officer.
- On receipt of an application, the Enrolment Officer will give it to the Director of Boarding.
- The Director of Boarding contacts the applicant. He arranges and conducts interviews for School House..
- The Director will return the application to the Enrolment Officer, with an indication of acceptance or rejection. He keeps a copy of the School House application form.
- If the student is accepted, then the Enrolment Officer sends a letter of offer and a contract for the parents/caregivers to sign and return, with the relevant deposit. If the student is not accepted, then a suitable letter will be sent to the family.
- On receipt of a signed contract and deposit, the Enrolment Officer takes a copy of the contract for the student's records and gives the original contract and deposit to the Business Manager.
- The Business Manager arranges banking of the deposit and sends a receipt to the family. She/he also copies the contract for her/his records and gives the Director of Boarding the original contract plus a copy of the payment receipt.
- The Enrolment Officer adds the student to the KAMAR system as appropriate.

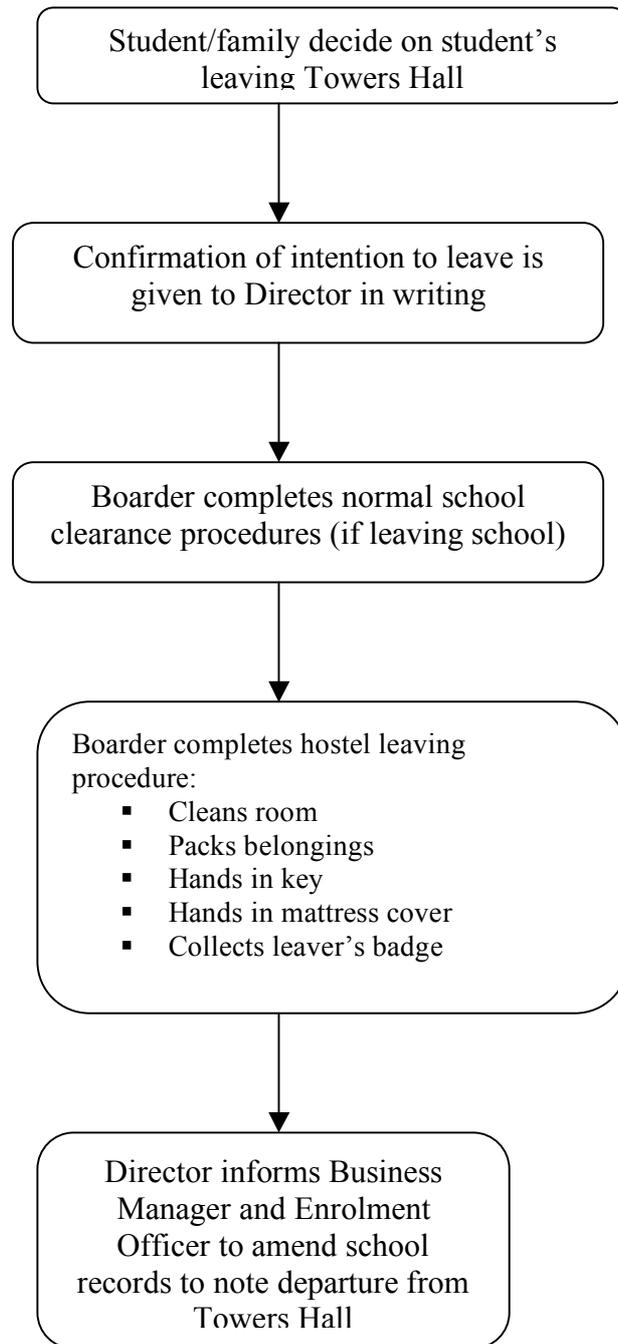
## 7.2 Enrolment Procedure



### **7.3 International Student Enrolments**

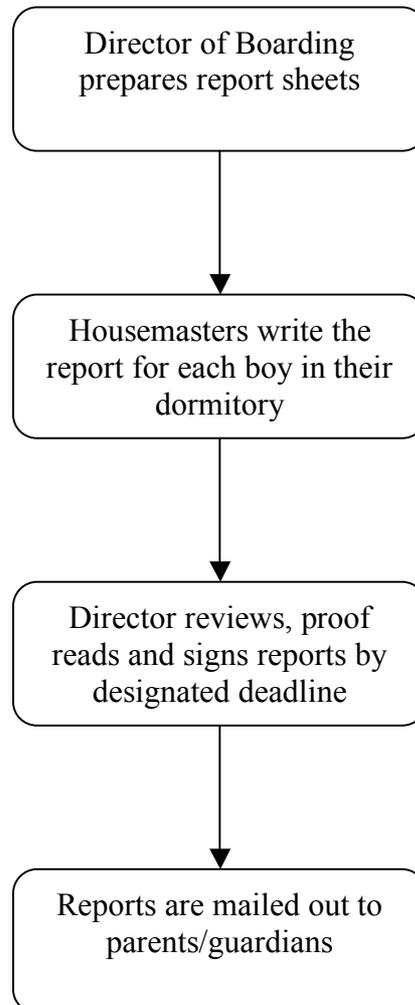
- School Housel application sent to International Department by applicant.
- Director of Boarding consulted as to whether vacancies exist for the year level requested.
- Discussion on the suitability of the applicant takes place.
- A letter of offer is prepared and signed by the Director of Boarding. This is sent to the applicant by the International Department along with a contract pre-signed by the Director of Boarding.
- Signed contract is returned to the International Department.
- International Department ensures payment of deposit and/or full fees is transferred to the hostel account.
- International Department gives confirmation of payment and a copy of the contract to both the Business Manager and the Director of Boarding.
- On receipt of the above information, the Director of Boarding reserves a place in the hostel for the applicant.
- Other hostel paperwork and set up of reserve account complete the enrolment process before occupancy takes effect.

## 7.4 Leaving



## 7.5 School House Student Reports

A term report is issued at the end of each of the four terms for all boarders.



## **Section 8: Finance**

## 8.1 Boarding Fees

Yearly hostel fees are reviewed and set by the Board of Trustees annually. Fees are to be paid according to the following schedule:

### **New Students:**

- A non-refundable deposit is to be paid at the time of acceptance of an offer of placement for the following year. Confirmation of the placement for the following year cannot be given until the deposit is paid.
- 50% of the yearly fees (i.e., Terms 1 and 2 fees) is due by January 30<sup>th</sup>. This must be paid before the student is accepted as a resident in the hostel in Term 1, unless an installment plan has been put into place.
- 50% of the yearly fees (less the deposit) is due by June 30<sup>th</sup> for Terms 3 and 4. This must be paid before the student is accepted back into the hostel in Term 3, unless an installment plan has been put into place.

### **Returning Students:**

- Returning deposit is to be paid by September 30<sup>th</sup> to ensure continued placement for the following year.
- 50% of the yearly fees (Terms 1 and 2 fees) is due by January 30<sup>th</sup>. This must be paid before the student is accepted as a resident in the hostel in Term 1, unless an installment plan has been put into place.
- 50% of the yearly fees (less the deposit) is due by June 30<sup>th</sup> for Terms 3 and 4. This must be paid before the student is accepted back into the hostel in Term 3, unless an installment plan has been put into place.

### **Payment by Installments:**

- Payment of fees (but not the deposit or returning deposit) may be made in installments ***but must be paid in full by September 30.***
- Arrangements for installment payments must be made with the Business Manager. This will usually be set up as monthly automatic payments with the final payment due by September 30.
- ***Note: Non-payment of fees may result in expulsion of the student from the hostel unless arrangements for payment are made in consultation with the Business Manager.***

### **Fee Refunds:**

The conditions for refund of fees in the event that a student leaves the hostel before the end of the year are outlined in the contract that is signed by the parent/guardian of the boarder. Any applications for refunds outside these conditions must be made in writing to the Headmaster/Board of Trustees who will review each case on an individual basis.

## 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

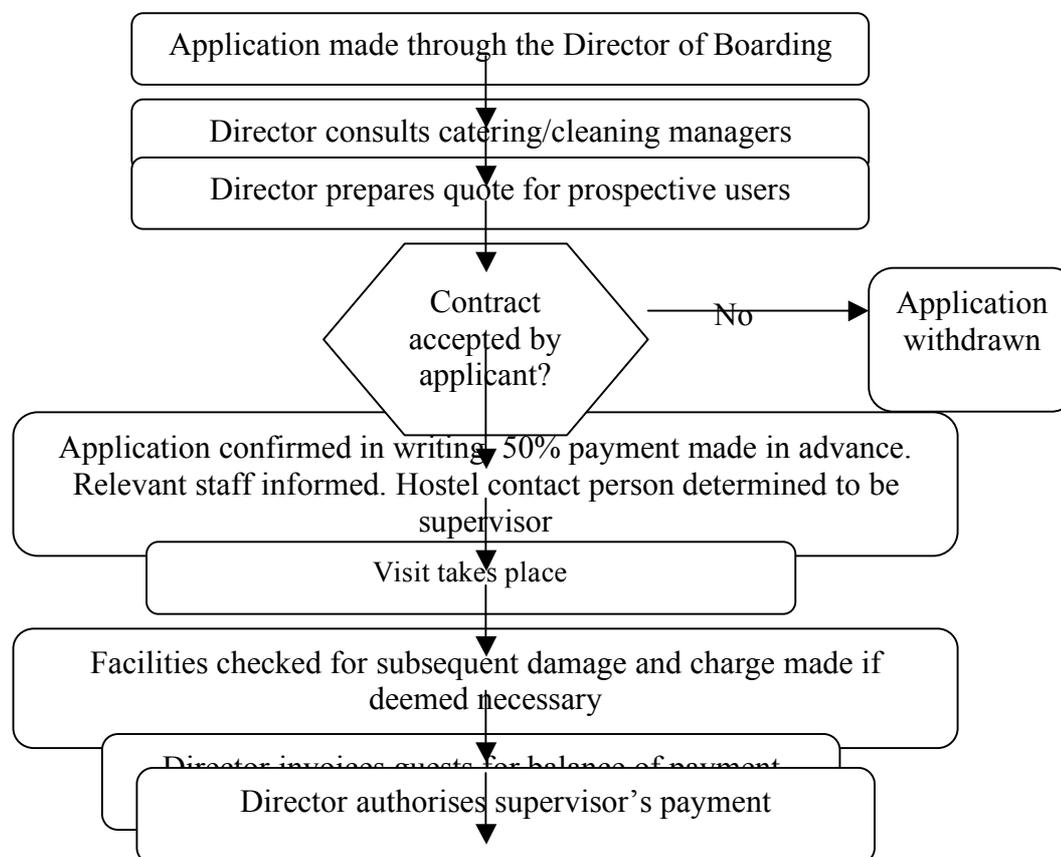
This account is managed by the hostel Matron and is reconciled at least once a term. Parents are notified of the current status of their son's account and a request for further funds made as necessary.

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

## **Section 9: Environment**

## 9.1 Community Use of School House

The Board of Trustees encourages community usage of School House on the basis that the following procedures are adhered to:



## 9.2 Contract for Community Group Use of School House.

### 1. Fees

- All hireage fees should be negotiated with the Director of Boarding (846 2044 Ext 8178).
- A deposit of 50% of the agreed fee will be required at the time of confirmation of booking.

### 2. Care of the Facility

- The Supervisor is a facilitator for your visit. She/he is not responsible for your group.
- Any damage to the facility during your stay will be at your group's cost.
- Security of all buildings is the group's responsibility. All security concerns should be discussed with the Supervisor.
- Please ensure that all buildings and grounds are litter free at all times.

### 3. Meals

The following is a guideline if the hostel caterers are used during your stay:

- A bell (switch is on the left of the men's toilet in the foyer) can be rung to announce meals
- Breakfast, lunch and dinner times are to be negotiated with the Kitchen Manager.
- No one except the catering employees is to use the kitchen except for tea and coffee making.
- A duty team from your group is required to clean up tables and dishes

### 4. Dormitories

- Mattresses only are provided. All bed linen (including pillows) must be provided by your group.
- Put all rubbish in the dorm bins and empty them in the Wastecare bin by the kitchen service entrance.
- Any damage in the dorm should be reported immediately to the Supervisor.

## 5. Laundry

- Laundry is the responsibility of the group or individuals.
- The School House laundry is not for use by visitors unless by arrangement.

## 6. Emergency Procedures

- All visitors should read the information sheet on the notice board in each dorm.
- *Note: When the fire alarm is activated, the supervisor will act as Warden. Your group must assemble in the carpark and all people must be accounted for. In case of fire call 111.*
- To avoid a fire alarm activation, the following points are to be followed:
  - **NO Smoking** on campus.
  - Do not use fly spray in the dorms.
  - No hot food allowed in the dorms.

## 7. Other

- Heating – an automatic timer turns on heating during the winter months.
- Please return all keys to the Supervisor at the end of your visit.
- There are three phones available – 1 card phone and 2 incoming phones. These numbers are free calling phones.
- Television, pool table and table tennis are for visitor use.
- Please do not remove any material from the hostel letter box (mail/papers)
- Any party or disco arrangements should be made with the Supervisor and our neighbours given due warning.
- Our contracted cleaners will clean during holiday periods.
- Last day clean up – liaise with the Supervisor and inspect the site with him before leaving.
- Any lost property will be kept safe for a limited time period only.
- See the supervisor if you wish to use the laundry facility. There is a charge for this service.

### **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.

## **9.4 Emergency Procedures – Staff**

### **Fire**

- Indicated by a continual ringing of the notice bell and/or fire alarm bells and/or hand bell.
- You must leave the building immediately by the nearest safe exit and go to the grass area outside the Housemaster’s cottage by the main entrance (off the roadway).
- Report to the Duty Master to advise him that you are safe. Assist the Duty Master in ensuring that all residents are accounted for.
- Senior student leaders should assist boys from the dorm exits and close doors and windows if possible.
- The dorm’s ranking students leader will report to the Duty Master and identify any boys who are missing.
- All residents 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 building and take shelter under doors/tables/bunks/roof supports.
- All residents wait for the Duty Master’s instructions. He is in sole charge of all emergency procedures, in consultation with the Director.

## 9.5 Warden Duties in Case of Alarm

**The Housemaster or Tutor on duty at the time of an alarm is the designated Warden. He is responsible for the procedures below but should enlist the support of the Director or Assistant Director as required.**

- Go immediately to Housemasters' office.
- Put on the fluorescent jacket from the red emergency box and take the box to outside the front entrance of the hostel.
- Identify the source of the alarm from the indicator board (in the window of the Director's office).
- Distribute the roll boards to the senior person for each dormitory.
- Collect the rolls as soon as checks are completed.
- Check the roll for personnel other than boarders.
- If the Director of Boarding is not present, contact him by cell phone (021 522 318) and then contact the Assistant Director (021 0667078).
- Delegate crowd control to another staff member. Go to the area indicated as the source of the alarm. If there is a genuine fire emergency, call the NZ Fire Service on 111, directing them to come to School House, 32 Alberton Avenue, Mount Albert. ***Do not attempt to extinguish a fire.***
- Return to the main carpark area.
- The Warden has sole responsibility for giving the all-clear only after:
  - All personnel have been safely accounted for, and
  - Any emergency services or Civil Defence have confirmed the safety of the site.

## 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.
- A list of adults and other residents is checked by the Warden.
- The Warden ensure that all people are accounted for.

### **All Clear**

- The all clear is given by the Warden 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.

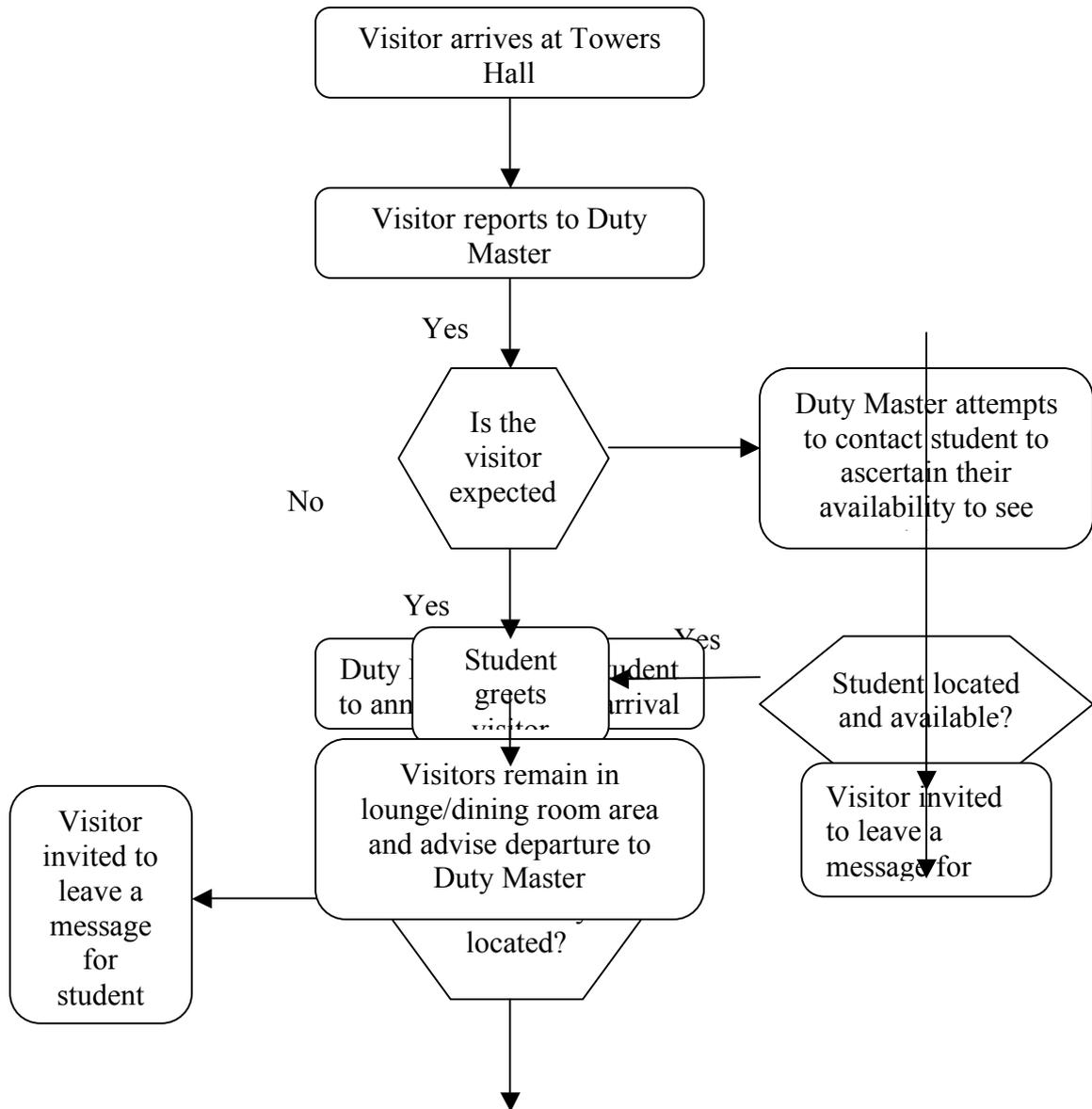
## Restoration after the Alarm

- The smoke detectors are connected to a Wormald siren system, which is no longer connected directly to the Fire Service.
- The system is now monitored by “Alarm New Zealand”.
- If a smoke detector is activated, the alarms will sound continuously. Normal evacuation procedures apply.
- The Warden will determine if there is a genuine emergency or otherwise. ***If there is a genuine emergency, call 111 and ask for Fire Service.***
- In the case of a ***manual fire point (red box) being genuinely activated, call 111 immediately.***
- Once an all clear has been given, the following actions must be taken:
  - The continuous siren is to be stopped by turning the key which is in the FP1600 box in the Director’s office. (In the absence of the Director and Assistant Director, there is a spare office key kept in the Masters’ office.)
  - The Micron Keypad is situated below the Wormald box. ***Press 1, 2, 3, 4 # three times*** to disarm, neutralize and reset the monitoring system.

## Contact Requirements

- ***Alarm New Zealand will make contact as soon as the alarm begins to sound.***
- The order of the contact list is:
  - Director of Boarding
  - Assistant Director of Boarding
  - School Property Manager
  - School Caretaker
- In the planned absence of the Director or Assistant Director, another Housemaster may be nominated to the call centre.
- The Alarm New Zealand number is 303 0303
- ***Call Wormald after an alarm situation is over,*** as they are not automatically notified. They will then need to come to School House to reset or replace the smoke detector that caused the alarm.
- The Wormald number is 826 1700

## 9.7 Procedures for Visitors to School House



## **Section 10: Miscellaneous**

## **10.1 Student Use of Private Car**

- Students who wish to use a private car must seek prior approval from the Director, giving reasons for the request.
- Students must complete the acceptable use form (see next page), sign it and furnish a copy of their driver's licence.
- Failure to abide by the conditions of private car use in the hostel is likely to result in the removal of the privilege.

## Drivers Licence Information for School House Boarders

*Name:* \_\_\_\_\_

*Licence Number:* \_\_\_\_\_

*Licence Type (circle one):*                      **Restricted/Full**

*Expiry Date:* \_\_\_\_\_

### **Vehicle Details:**

*Make/Model:* \_\_\_\_\_

*Colour:* \_\_\_\_\_

*Registration Number:* \_\_\_\_\_

**I undertake to be responsible in the use of my vehicle in regards to the usual rules of the road and directions about parking in or near the hostel grounds. I will not take boarders as passengers unless my licence allows it *and* the Director has been consulted. I understand that misuse of this privilege may result in loss of permission to keep a car at the hostel.**

*Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## **10.2 Use of Computers and Internet**

- During the school week, students must follow all school guidelines for acceptable use of computers and the internet.
- From 3.10pm Friday and during Saturday and Sunday, students will be able to use the School House computers for relaxation as well, although students who need to use them for assignment work will have priority.
- Games and other leisure sites that are not blocked may be accessed, but students must be aware that unacceptable material such as pornography, extreme violence, profanity, etc., will remain unacceptable.