



MOUNT ALBERT GRAMMAR SCHOOL

**Alberton Avenue,
Mount Albert, Auckland**

CENTENNIAL HOUSE

HANDBOOK 2023

Each girl will be supported in her academic, service, spiritual and sporting areas by the MAGS way values which promote excellence, harmony, integrity and personal responsibility"

Centennial House – growing great young women

Welcome to Centennial House

Centennial House offers a safe, caring, and nurturing home away from home. Centennial House has allowed girls from outside the Mount Albert Grammar school zone to access a quality education rich in tradition and one that promotes high standards. Centennial House students not only have the opportunity to access many areas of the wider school life, but they also make significant contributions.

Centennial House will strive to always provide an environment that helps girls grow emotionally, physically, and spiritually into mature young women and leaders of tomorrow.

Living at Centennial House is about maximising opportunities for leadership and participation. The culture at Centennial House aims to allow each girl to realise her potential through personal growth where they develop a sense of independence, learn to manage the challenges of communal living, and foster lifelong friendships.

Ultimate Accountability to the Board of Trustees and the Headmaster

Centennial 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 Centennial 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 Centennial House, the staff, and the students living at Centennial House.

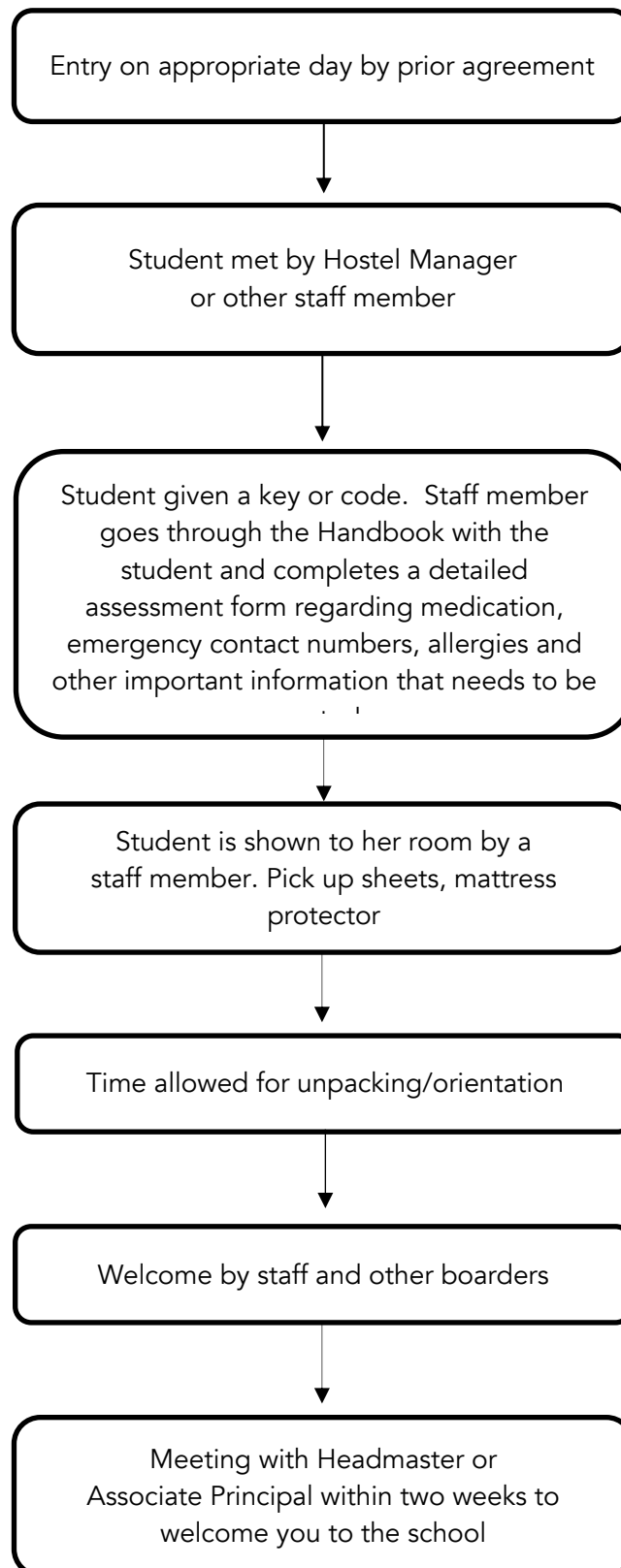
We hope that you enjoy your experience at Centennial House.

Patrick Drumm
Headmaster

Daryl Cartwright
Director of Boarding

1. Induction Process for your first day at Centennial House

New Student Entry



2. Daily Routine

Days	Times	Routine
Mon - Thurs	7.00am	Wake up
	7.10 am	Out of bed and getting dressed, shower - beds made, blinds up
	7.20 am	To breakfast
	8.25 am	Leave rooms for school
	1.30 pm	Lunch at School
	2.15 pm	School
	3.30 - 5pm	Casual Leave. Sport/free time/study/quiet time in rooms
	5.00pm – 6.00pm	Showers
	6.00pm	Dinner
	7.15 pm	Prep (Study)
	8.50 pm	House meeting: supper
	9.00 pm	Year 9 and 10 to start getting ready for bed
	9.15pm	Juniors in bed side bed lights on
	9.30 pm	Junior section lights out
	9.45 pm	Seniors to start getting ready for bed
	10.00 pm	Seniors' lights out

Days	Times	Routine
Fri	7.00am	As for Monday - Thursday
	6.00pm	Dinner
	8.50pm	Supper
		Lights out at Duty Staff/Hostel Manager's discretion.

Days	Times	Routine
Sat	8.00am – 9.30am	Wake up and breakfast by 9.30 am
	1.00pm	Lunch
	6.00pm	Dinner
	8.50pm	House meeting
		Lights out at Duty Staff/Hostel Manager's discretion.

Days	Times	Routine
Sun	8.00am – 9.30am	Wake up and breakfast by 9.30 am
	1.00pm	Lunch
	6.00pm	Dinner
	7.30 - 8.30pm	Prep
	8.50 pm	Supper
	9.00 pm	Year 9 and 10 to start getting ready for bed
	9.15pm	Juniors in bed side bed lights on
	9.30 pm	Junior section lights out
	9.45 pm	Seniors to start getting ready for bed
	10.00 pm	Seniors' lights out

Centennial House Procedures

Centennial House Property

- All Centennial House property is to be treated with respect. Damage must be reported immediately to the Duty Staff/Hostel Manager so that repair or replacement can be arranged
- Beware of slippery entranceways when wet
- **Lounge:** shoes and feet are not to be on the furniture, plus no food or drink
- No hats or towels on heads are to worn in the dining room
- No chewing gum at Centennial House
- No hoodies up in the Dining room
- No bare feet in Dining room
- Chairs are not to be tilted backwards when being sat upon
- Equipment is to be returned to its appropriate place after use

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.
- The Duty Staff/Hostel Manager may be able to supply emergency items from the storage cupboard between 7.15 am and 7.45 am.

(At Centennial House)

- Mufti is to be worn at the Centennial 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, i.e., semi naked, drugs, alcohol.

Centennial House Uniform Requirements

For day-to-day purposes, "uniform" refers to the usual uniform worn to school by all students. All the expectations in regard to uniform that apply at school also apply to the boarders during the school day. "No 1 Uniform" refers to the formal uniform of Centennial House.

No. 1 Uniform

- Centennial House Tie
- School long white sleeve shirt
- School long skirt
- School socks
- Black leather lace-up shoes

Prep

- Prep is compulsory for all girls Monday to Thursday, 7.20 pm - 8.30 pm Juniors, 8.45pm Seniors.
- Girls 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 Hostel Manager in advance
- Prep is a planned activity and boarders are expected to bring to prep all the equipment and resources they need. This can be a book to read if homework does not last the whole session.
- Prep is normally a silent period of sustained study

Lights Out

- All rooms will be quiet with main lights out at time specified by Duty Staff/Hostel Manager.
- Years 9 and 10 must go straight to bed from supper, with reading lights switched off at the designated lights out time.
- Seniors must be in bed at the time given by the Duty Staff/Hostel Manager
- Duty Staff/Hostel Manager may change these times at their discretion.

Exeat Leave

- All leave is at the discretion of the Hostel Manager.
Girls 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 submitted in boarding app Orah on Wednesday night (before supper or no later than breakfast on Thursday morning) for approval by the Hostel Manager.
- All boarders must check out with the Duty Staff/Hostel Manager when going on any leave and personally check in and out on their return by using the Orah checkpoint.
- Normal weekend leave begins on Friday at 3.10 pm and ends at 8.00 am Monday morning (variations to this must have the Hostel Manager's prior approval).
- Failure to not following exeat process will result in hostel duty at Duty Staff /Hostel Manager's discretion.
- Girls may cancel or alter minor exeat details with the Duty Staff/Hostel Manager prior to leaving.
- Once a boarder has returned to the Centennial House grounds, exeat leave is finished, and she must report to the Duty Staff/Hostel Manager immediately.
- As per the school policy, if a student will be away from school for more one day, leave must be applied for through the Deputy Principal nominated to act on behalf of the Headmaster.

See Appendix 1 – Exeat Procedure

Sunday Night Return

- Returning boarders are required to return by 6.00pm (Dinner) or later if agreed to by the Hostel Manager. Latest for return on Sunday night is 8.30pm.
- If returning during Prep time, boarders are required to report directly to the Duty Staff/Hostel Manager

Centennial House Compulsory Exeat Dates (closed for Public and School Holidays)

Key Dates 2023

Term 1 (Summer Term)

Wednesday 1 February	Centennial House opens for Year 9's (2pm)
Thursday 2 February	Centennial House open for New to House boarders (2pm) Returning boarders (3pm onwards)
Friday 3 February	Waitangi weekend Centennial House remains open
Thursday 6 April	End of Term 1 House closes at 5pm

Term 2 (Autumn Term)

Tuesday 25 April	Centennial House opens (3pm)
Friday 2 June	King's Birthday weekend House closes at 5pm
Monday 5 June	House re-opens at 4pm
Thursday 29 June	End of Term 2 House closes at 5pm

Term 3 (Winter Term)

Sunday 16 July	Centennial House opens (3pm)
Friday 25 August	Compulsory Exeat Weekend. Centennial House closes (5pm)
Sunday 27 August.	Centennial House opens (4pm)
Thursday 21 September	End of Term 3 House closes at (5pm)

Term 4 (Spring Term)

Sunday 8 October	Centennial House opens (3pm)
Friday 20 October	Labour Weekend House closes at 5pm
Monday 23 October	House reopens at 4pm

Casual Leave

- Boarders may choose to go on casual leave from 3.30 pm during the week (there is no limit to the number of casual leaves girls may take).
- The Duty Staff will give the return time if it is different from 5pm.
- Popular destinations are sports practice, St Luke's, (only ONCE on Wednesday for Juniors), Mount 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 Staff/Hostel Manager
- No boarder may enter leave or sign in for another boarder.
- All boarders must sign out/in when they leave/return to the Centennial House grounds.
- **St Lukes:** Juniors – Wednesday only: 3.30 pm - 4.30 pm
- **Dairy:** Every day, but 30 minutes return time only

Cars

- Girls who abuse the opportunity to keep a car at the Centennial House may lose this privilege.
- Girls may not travel in another girl's vehicle without approval of the Hostel Manager
- No girl is allowed to keep a vehicle at Centennial House or privately for use in Auckland, unless with the Hostel Managers knowledge and permission.
- The Hostel Manager will keep a record of licence and car details. Girls are required to inform the Hostel Manager of changes to this information.
- Cars and their usage must not disturb staff and students or face possible loss of privilege.
- Parental approval is required every time the girl wishes to use her vehicle

See Appendix 2 – Student Use of Private Car

Meals

- Girls must attend all meals, unless absence through exeat or special leave has been approved.
- No cutlery, cups or plates are to be removed from the dining room.
- The duty girls are responsible for ensuring the girls' recreation and kitchen areas are clean after supper.

Dining Room

Manners are important in the dining room. We expect the following:

- Sit at the table properly (no moving around unnecessarily), especially when chewing
- Avoid spillages and clean any up immediately
- Do not leave the dining room until you have been dismissed (see Duty Staff /Hostel Manager for special circumstances)
- Arrive for meals clean and tidy
- Footwear must be worn in the dining room
- At dinner all plates are to remain on the table until the Duty Staff/Hostel Manager dismisses each table group
- Use plates for preparing food (e.g., making sandwiches), not the tabletop
- Absolute attention to be given to the Duty Staff/Hostel Manager on duty during notices.
- Always speak to kitchen staff in a courteous manner
- No technology at mealtimes.
- Table cleaning is done by the duty girls and is assisted by girls on clean up duty

Punctuality

- Girls must be on time for all activities
- At Prep and mealtimes assemble up front on the signal of one bell
- Should two bells ring any other time, this is a signal that all girls assemble up front immediately

Duties

- All girls expected to do some duties around the Centennial House to help out
- Each year level has a "duty day". This involves cleaning up after meals and supper
- All girls are expected to show initiative by picking up rubbish and keeping the place tidy

Money and Valuables

- We advise girls to have no more than \$20 cash in their possession at any time
- All girls are expected to use automatic teller machines for obtaining personal money
- Larger sums of money or other valuables should be given to the Hostel Manager for safe keeping.
- Only year 13 students are allowed to have a TV in their room.

Centennial House Telephones

Landline (09) 815 4033

Cell Phones

- Although cell phones are encouraged, their misuse is not. It is assumed that all girls will keep their phones in credit, for ease of communication with family.
- Cell phones, or any technology, are not permitted at mealtimes or after lights out.
- Misuse of cell phones may result in confiscation by staff.
- Year 9 and 10 cell phones will be locked away in safe keeping in the evenings.

Juniors

- Cellphones and devices to be placed in lockers in the evening. Year 9 students – before supper. Year 10 students immediately after supper. If using devices after lights out, then phones are confiscated for seven (7) days and parents informed.
- Cellphone confiscated at meals for all girls - loss for three (3) days for first offence.

Laundry/Sick Bay

- See Duty Staff/Hostel Manager from 7.30am – 8.00am each weekday morning. Duty Staff over the weekend
- If sick during the night: Juniors - notify a senior who will ring the Hostel Manager, seniors may call the Hostel Manager directly.

Laundry

- All girls do their own laundry and are responsible for it at all times. Laundry needs to be washed and dried on the same day
- Commercial name tags must be used and securely sewn on to clothes in obvious places
- See the Duty Staff/Hostel Manager if you have problems with naming.
- **Each item of clothing is to be named with a sewn in, woven, name label tag.** They need to be sewn onto clothes on the neck or waistband, beside the manufacturer's label. Socks should be marked on the inside at the top. We recommend Mark-it Woven Labels in Onehunga, when ordering please use the black lettering option
- **Parents must also supply some spare labels (30)** when your daughter arrives so that any new clothes bought, or clothes missing labels, can easily and quickly be named by the staff.
- Socks and underwear must be put in your small mesh- net bag. All other clothing goes into your laundry bag
- You must check your laundry when you collect it and see the Duty Staff/Hostel Manager **immediately** if you have items missing
- Bed linen is to be laundered as per roster each week.
- **Girls are expected to wash laundry daily**

All girls are responsible for keeping the laundry clean and tidy

Instructions on how to use the washing machines and dryers are displayed on the laundry walls, inform Duty Staff/Hostel Manager if washing machines or dryers are not working.

Other items:

- Vacuum cleaner is available from the storage cupboard.
- Mops and replacement sponges are available from the Duty Staff/Hostel Manager.
- Do not borrow or use equipment from any other part of Centennial House
- The house should have a squeegee mop and water broom.
- See the Duty Staff/Hostel Manager if any equipment requires maintenance.

Guests

- Occasional guests are welcome but must report to the Duty Staff/Hostel Manager
- Guests are not permitted in the rooms. All guests are to be in the dining room or lounge. If parents/guardians need to visit the room, they should be accompanied by a staff member
- Girls are responsible for their guest(s) during the visit and guests must not engage in inappropriate behaviour while onsite or they will be required to leave.

Kitchen/Dining Room

- Late dinner may be ordered but you must follow the following procedure:
- The Duty Staff/ Hostel Manager will get the dinner from the fridge for you
- You must heat the dinner in the microwave in the dining room

TV

- There is to be no TV use during mealtimes or during Prep

Office

- The front office is for staff use only

Sports Equipment

- All borrowed equipment must be returned **before dinner** each day
- Accidental damage to equipment must be reported **immediately**

Fire

- Procedures, should the fire alarm ring, are detailed on the notice board at the entrance to each corridor. Fire assembly point is the front car park by the main office

Security

- Lockers should be locked at all times
- Passports or any valuable items should be given to the Hostel Manager for safe-keeping
- Close windows and the fire door when you leave your room/area/s

Computer Use

- As for day students, all girls have internet access and a file on the school server. This is set up through the ICT centre at school
- Inappropriate use of Centennial House computers or personal laptop computers or Ipad or tablets will result in removal of the privilege and possible confiscation of the devices and disciplinary action. No accessing inappropriate websites. No forwarding of inappropriate / offensive materials to others.
- Girls may have personal laptop computers in their room, but these will be confiscated and/or sent home if used inappropriately. They may be used for Prep in rooms
- Girls take full responsibility for their personal laptop computers, hardware, and software, including security, content and usage

Note: Centennial House and Mount Albert Grammar School takes no responsibility for the theft, damage or loss of property belonging to the girls or their guests.

3. Procedures for Prep

Objectives of Prep

- To provide an environment conducive to quality study
- To promote good work habits and to introduce the girls 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 and assignment tasks
- To motivate and improve reluctant learners
- To provide academic guidance

Monday to Thursday Prep

- Years 9, 10 and 11 study in dining room under the care of the Duty Staff/Hostel Manager
- Years 12 and 13 study in their room under the care of the Duty Staff/Hostel Manager

Junior Prep (7.20 pm - 8.30 pm)

Minimal walking around and/or talking

Senior Prep (7.20 pm – 8.45 pm)

Girls must be in their rooms and respect the atmosphere of study. Up front must be at table in Dining room or Study room

- General Rules and Guidelines:
 - Girls bring all materials (including their diary) to Prep and are not able to leave once Prep starts
 - Girls may have a drink bottle at Prep

Sunday Prep (7.30 pm – 8.20 pm)

- Girls study in same locations as during Monday - Thursday Prep
- Girls are in their room or in the dining room and Prep finishes at 8.20 pm.

General Rules and Guidelines for all Prep:

- No Phone calls can be taken during Prep unless if they are urgent family calls (please refrain from calling during this time unless absolutely necessary)
- Girls bring all materials (including their diary) to Prep and are not able to leave once Prep starts
- Students may have a drink bottle at Prep

4. Sickbay and Illness

If you are injured or unwell, have uniform difficulties or require exemptions, need a medical appointment made, or require a late pass or school exeat:

Monday - Friday: 7.30 am – 8.00 am

Please wait for the Duty Staff/Hostel Manager, in uniform, outside the sick bay room, until her arrival; or send a student to get the Duty Staff/Hostel Manager if you are too unwell

Weekends:

See Duty Staff/Hostel Manager for medical supplies

If an emergency arises, please inform the Duty Staff, or contact the Hostel Manager immediately.

Rules

- To stay back and be absent from school because of sickness or injury you **must have** permission from the Hostel Manager only
YOU MUST NOT STAY DOWN WITHOUT PERMISSION
- 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
- When you are excused from school through illness, you must stay in your room
- If it is necessary for you to see a doctor, physiotherapist, dentist etc. the arrangements should be made through the Duty Staff/Hostel Manager unless your parent or guardian has already made them. The Hostel Manager must be informed if this has occurred
- If you are too sick to go to school, it is assumed that you are too sick for casual leave that day
- If you become sick or are ill while on leave you are required to be well again before you return to Centennial House
- If you are too ill to remain at Centennial House, you will be sent home to your parents/guardian

Centennial House will constantly review and follow the operating guidelines set by the Ministry of Health for Boarding Hostels.

Health and Safety at Work Act requirements

To meet requirements under the Health and Safety Act 2015 the Hostel must manage risks and protect staff, children and young people. This is detailed in the Centennial House COVID-19 safety plan.

Workplaces are obliged to eliminate transmission risks where possible and where not, to substitute work practices or provide as high a level of control as possible. A simple example is where possible, propping or wedging a door open rather than focusing on wiping the handles regularly.

The key controls for schools/hostels and all workplaces are:

- ensure people with COVID-19 symptoms or who are sick, stay away from school/hostel
- maintain physical distancing (in schools/hostels this means students and staff maintain a physical distance where possible)
- enable good hygiene practices
- minimise people that enter the Hostel

Public health measures that must be taken in hostels

In addition to usual practices when managing health and safety, there are some specific public health requirements that must be adhered to in all hostels:

- If girls or staff are sick stay at home – isolate the girl or staff member and seek medical advice through Healthline or your GP and get tested if they have flu-like symptoms (parents should not be sending their child to the hostel if they are sick)

Other considerations to minimise risk

- Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with those symptoms should be isolated and contact Healthline for advice, which may include getting tested for COVID-19
- Physical distancing of 2 metres is recommended for parents, caregivers, and other visitors, from people they don't know (to align with public health measures outside the school grounds). Any visitors who come on site need to be noted in the visitor register.
- Managing drop offs – if parents and caregivers do come inside, they will need to wash their hands (hand sanitiser at the entrance). Consider scheduling specific drop off times so that parents and girls don't all arrive at the same time. Again, record these visitors in your register which will support contact tracing

If a student is ill

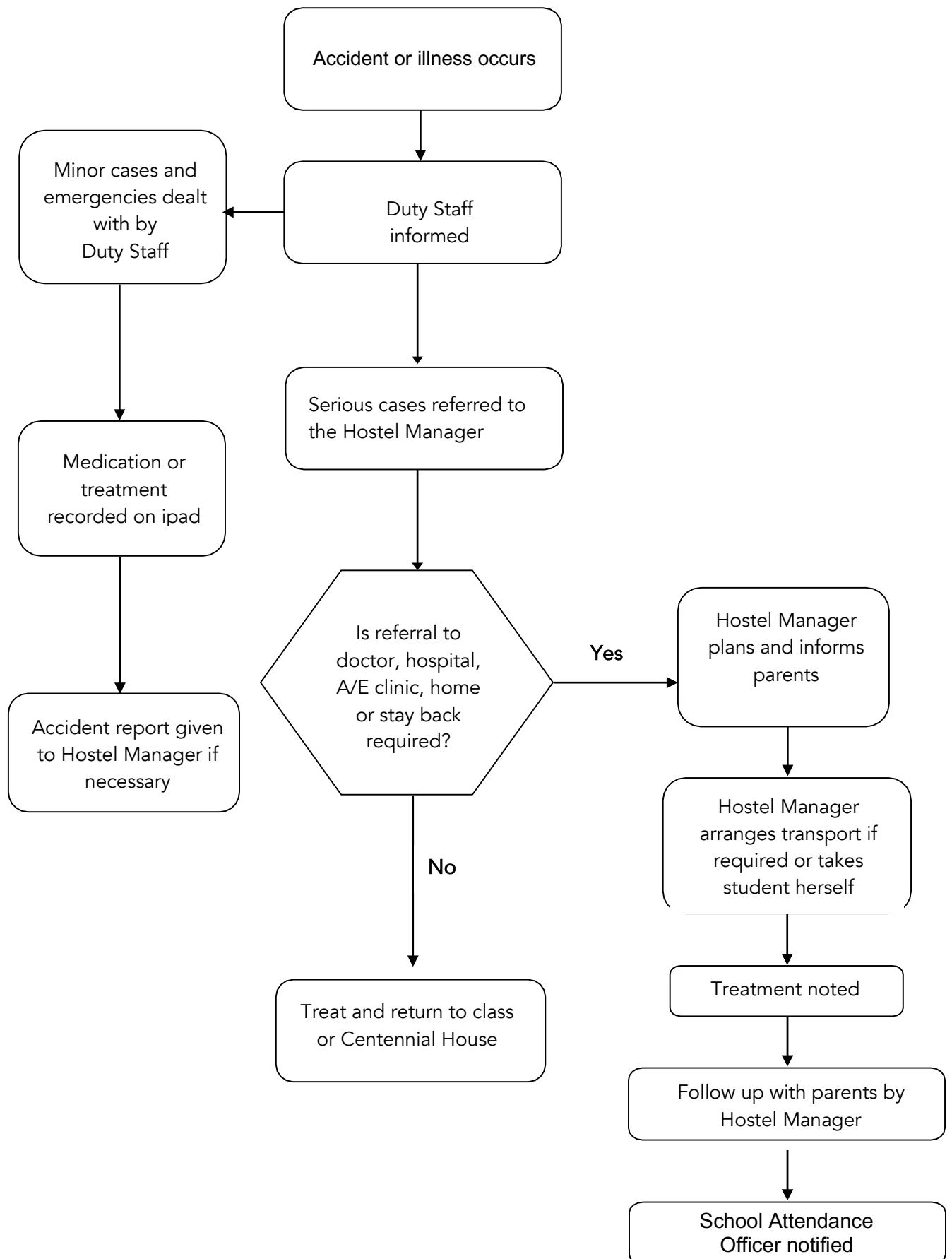
- Under section 64 a hostel owner must take all reasonable steps to separate any girl who is ill from other girls and contact their public health authority. They will work with you about how to manage the situation - [Public Health Units – Ministry of Health](#)

Boarder or staff member confirmed/probable case of COVID-19

- As you would do normally, you will need to work with the school and Medical Officer of Health to manage your response which will include supporting health authorities to identify any close contacts. This will depend on when the person was infectious, and who the person was in close contact with.

Face-Masks - Currently facemasks are only worn when visiting healthcare services. At Centennial House it is not compulsory to wear a mask, but girls can do so if they wish. Anyone who chooses to wear a face covering should be supported to do so. All girls will have to bring their own mask/s to use when required.

5. Student Injury or Illness



6. Code of Conduct

This Code of conduct sets out the behaviours that are required if you wish to be a Boarder at Centennial House. It also sets out the behaviours that will not be tolerated at Centennial House.

A refusal or failure to comply with this Code of Conduct may result in your suspension from Centennial House and the termination of your placement.

Serious breaches of the Code of Conduct including bullying; harassment; drug possession; use and supply; and violent; offensive or racist behaviour may lead to your suspension by the Headmaster under section 14 of the Education Act 1989. This will require you to appear for a hearing before the Board of Trustees who may ultimately exclude or expel you from Mount Albert Grammar School.

Exclusion and expulsion mean immediate termination of your placement at Centennial House. The Board of Trustees also has the power even if reinstating you with conditions under the Education Act 1989, to terminate your placement at Centennial House as a condition of any return.

Conduct that is required of all Girls at Centennial House

Centennial House girls 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

Respecting the Authority of the Director, Hostel Manager, Staff and Prefects

The Staff and Prefects have been selected by the Director of Boarding/Hostel Manager on behalf of Centennial House. Failure to obey these representatives is therefore an offence against Centennial House. Girls must be respectful to these leaders at all times and follow their reasonable instructions without question. Failure or refusal to comply with instructions will be viewed as a serious breach of discipline.

Conduct THAT IS NOT allowed at Centennial House

These offences WILL NOT be tolerated at Centennial House:

- **Harassment; drug possession, drug use or supply; bullying; and violence, racist and offensive speech, communication, and conduct are not tolerated at Centennial House.**
- Any girl or staff member that feels bullied or harassed, either sexually, physically, or emotionally, including over their race or religion, must report this offence immediately to the Hostel Manager. Offenders will be removed immediately from Centennial House and might ultimately be suspended by the Headmaster for gross misconduct under section 14 of the Education Act 1989 and have to appear before the Board of Trustees.
- Any girl that is found to be in possession, using or supplying illegal drugs including cannabis, or synthetic cannabis, will be removed from Centennial House and might ultimately be suspended by the Headmaster for gross misconduct under section 14 of the Education Act 1989 and have to appear before the Board of Trustees.
- Violence, theft, or property damage will not be tolerated; neither will any communication or conduct that is racist or offensive or contrary to the MAGS Way.

Searches, Investigations, Surrender and Seizing Items and Devices

Centennial House staff have been given authority by the Board of Trustees to undertake searches of school property at any time. School property includes all of Centennial House and the surrounding land, the rooms, the offices and any vehicles owned by the school.

Staff have the authority to undertake searches of girls and their property in accordance with the powers granted by the Education Act 1989.

Staff may also require girls to surrender items or devices (including iPad, laptops, and mobile phones) in accordance with the Education Act 1989. These powers are conferred on them by the Education Act 1989.

Girls who refuse to surrender items or devices, when required to by a staff member or refuse to co-operate with a search, may be removed from Centennial House and have their placement at Centennial House terminated by the Headmaster.

Girls who are found to have harmful items (including drugs, alcohol, weapons) or other banned substances, may be removed from Centennial House, lose their placement, and be suspended by the Headmaster under the Education Act 1989 and have to appear before the Board where they might be excluded or expelled.

Girls may be interviewed by Centennial House staff at any time. Parents will not be contacted before interviews take place.

Further Provisions relating to the Code of Conduct

Rooms/Corridors

- Behaviour in the rooms/corridors must be of a high standard, otherwise access will be restricted. Examples of things that are specifically prohibited are (pillow) fighting, kicking, or throwing balls etc.
- **There are to be no visitors in rooms other than family members with the knowledge of the Duty Staff/Hostel Manager. Other visitors are entertained in the lounge**
- Due to fire risk, no electric heaters, electric blankets, candles, or cooking appliances are allowed in the rooms
- Heating of food is banned in the rooms
- Posters are allowed on pin boards, and they are to be appropriate
- No alterations are to be done to rooms (e.g., extra locks, shelves in lockers etc.)
- Fire exit doors must not be left open
- Showers: late showers must be taken immediately after supper and before 9.30pm

Kitchen/Dining Room

- The kitchen is out of bounds except by permission
- All girls are expected to dress appropriately in the dining room. For example, no hats 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

Sports/Games

- No sports or physical games are to be played around walkways or inside building.

Banned Material – the following are banned at Centennial House

- Knives and any other items that could be used as weapons are banned
- Pocket knives are to be left with the Duty Staff or Hostel Manager for safe-keeping (not kept in the rooms) pornographic material, lighters and matches are also banned
- Inappropriate use of the internet and e-mail facilities will result in restricted access
- Staff and Girls must not access inappropriate sites or send inappropriate emails. Breaches of this rule will be treated very seriously

Out of Bound Areas

- No girl is allowed in the following areas without permission:
 - off the site:
 - staff dwellings
 - the kitchen
 - sickbay
 - storage cupboard

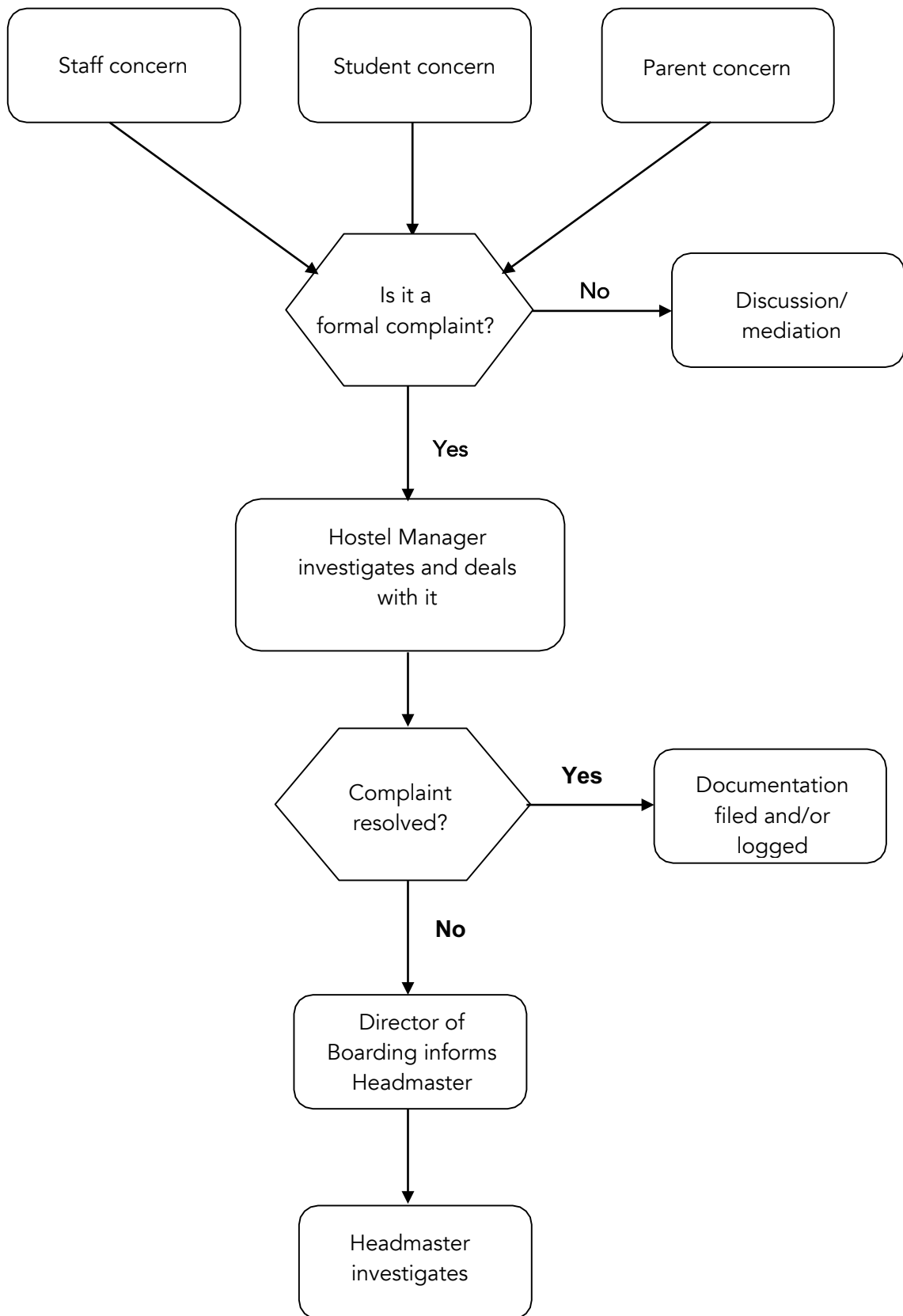
Access to Centennial House

- During school hours, return to Centennial House is not permitted under any circumstances unless authorised by the Hostel Manager
- Year 13s may stay at Centennial House if they have a first free period or a last free period but may not bring other boys with them.

Gatherings

- A girl may be gated by a Duty Staff/Hostel Manager if they are unwell or in breach of Hostel rules or routines. Girls who are gated are not permitted to sign out and exeat Centennial House. Girls may also be given duties such as 'Clean Up' or 'Jobs' and they are put to work around the hostel doing chores.
- The Hostel Manager for serious, or repeated offences may gate a girl for the weekend. They will not be allowed to exeat Centennial House and will complete chores over the weekend.

7. Complaints Procedure



Emergency Procedures

- All visitors should read the information sheet on the notice board in each corridor.
Note: When the fire alarm is activated, the Duty staff 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:
 - Do not use fly spray in the rooms/corridors
 - No hot food allowed in the rooms

Fire Alarm sounds:

- All girls and staff leave the area they are in immediately, do not go back to your room for any reason
- Leave through the closet available exit door and move to the drive-way at the front of the office.(off the roadway)
- Girls line up in year levels, in alphabetical order by last name
- Stand in a straight line, silently. Say yes/present when your name is called by a fire warden.
- Girls are to stay standing and quiet until the 'all clear' has been given by the Hostel Manager or Duty Staff in charge. Even if the alarm has stopped, do not move until instructed to.

Fire Wardens (Year 12 or 13)

Fire Alarm sounds:

- Grab your year level list and pen
- Exit the building to the year level you are in charge of. With your year level standing (in alphabetical order) move down the line ticking the names of the girls present. Only tick their name if you can physically see the girl
- When completed, find the Duty Staff at the front of the line with the 'Master List' and let them know if any girls are missing from your list. This staff member will have a list from Orah of who isn't in house at this time/or signed out of Centennial House. Give your checked list to the Duty Staff
- Once completed and no issues go back to the year level you are in charge of and keep the girls calm and quiet. Assist staff where needed/when asked.

Duty Staff

Alarm sounds: Close all doors and windows if possible

Duty Staff in charge needs to co-ordinate the following:

- 'Master List Holder' will have spare student list
- 'Master List Holder' will coordinate with the fire wardens an accurate list of who is and who is not at Centennial House. If a year level has no fire Warden, Master List Holder can delegate a senior girl and give them the year level list and pen to use
- Wait for the fire truck/s and liaise with the fire people. Make sure you have a full set of keys with you
- Liaise with designated 'Master List Holder' about the situation of the girls
- Once the 'all clear' is given by the emergency service or civil defence the boarding assistant will release the girls from the assembly point
- Once everyone is settled, email Karen Kidd, Daryl Cartwright to let them know the date/time of the fire alarm and any issues.

Earthquake

- In the event of an earthquake, stay in your area and take shelter under doors/tables/bunks/roof supports
- All girls wait for instructions from the Duty Staff who are responsible for the emergency procedure, in consultation with the Hostel Manager.

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 monitored by 'Alarm New Zealand'
- If a smoke detector is activated, the alarms will sound continuously. Normal evacuation procedures apply
The Fire Warden will determine if there is a genuine emergency or otherwise. Genuine emergency call 111 and ask for Fire Service
- In 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:
You will need to stop the siren by turning the key which is in the FP 1600 box which is in the Hostel Manager's office.

Fees

- Centennial House fees are set each year by the Board of Trustees for the following year.
- Fees must be paid on time. Failure to pay by the due date will incur a \$50 late payment fee.
- Girls are not allowed to return to Centennial house if their fees are overdue unless an arrangement has been agreed with the school Business Manager. This will only occur in exceptional circumstances.
- Fees are to be paid either in full prior to the start of the school year or by the Friday of the second to last week of each term, for the following term. **A schedule of due dates is available on the school website and is included in the annual Centennial House agreement signed by parents each year.**

If a girl leaves Centennial House before the end of the year, for any reason, they are liable for the fees of the current and following term. A partial refund may be given at the discretion of the school Business Manager if the girls place has been filled by another student.

Tradition

As part of the tradition of Centennial House all girls must learn the following:

Centennial 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

Appendix 1: Exeat Procedures

Centennial House – Exeat Leave Regulations

- Exeat leave is granted by the Hostel Manager on an application by the parents/caregivers of a student resident of Centennial House.
- Students or Parents are required to apply for leave using Orah boarding app
- No exeat leave shall be approved unless the Hostel Manager has received an application from a student or their parents on the boarding app Orah. An email application or request is sufficient if there is an issue with the boarding app.
- Exeat leave allows a student to leave Centennial House, for such periods as are determined by the Hostel Manager. The student must return to Centennial House at the end of the period granted by the Hostel Manager.
- The student must ensure that while on exeat leave, she travels directly to the address for which exeat leave is granted and be supervised by those persons nominated on the exeat leave application, if they are not her parents/caregivers.
- At the conclusion of the exeat leave period, the student is required to travel directly to Centennial House. All students that are on exeat leave are required to act in a way that promotes Centennial House and Mount Albert Grammar School. Students must comply with all laws and ensure that they do not behave in a way that brings Mount Albert Grammar School into disrepute. **Any breaches of laws or acceptable standards of behaviour shall result in disciplinary consequences, which may include expulsion of the student from Centennial House.**
- Parents and caregivers accept that once a student leaves the Centennial House premises for the purposes of exeat Leave, the student ceases to be the responsibility of Centennial House, or Mount Albert Grammar School, until the student returns to Centennial House at the end of that leave. During the period of exeat leave, the student is deemed to be under the supervision and care of her parents and caregivers.
- Parents, caregivers, and students further accept that Centennial House and Mount Albert Grammar School shall not be held liable, in anyway whatsoever, for any loss, injury, death, or damage that is caused to the student, or to another party, while a student is on exeat leave.
 - Parents and caregivers also undertake that in requesting exeat leave, in order for the student to spend time at the property of someone other than the student's parents/caregivers, that the parents/caregivers are satisfied that the student shall be appropriately supervised at all times. Neither Centennial House, the Hostel Manager, or Mount Albert Grammar School shall make any inquiries into the suitability of any address that a student is granted exeat leave to. It shall be the responsibility of the parents and caregivers in requesting the exeat leave, to ensure that the student is at all times supervised appropriately, and that the persons supervising the student are aware of these regulations, and the requirement that the student must return to Centennial House as agreed at the end of the exeat leave period granted by the Hostel Manager.
- **I have read and understand the Centennial House Exeat Leave regulations and agree to be bound by them.**

Introducing Orah to New Parents

As you might be aware, Orah is a management tool that Mount Albert Grammar Centennial House uses in order to improve communication between parents/guardians, girls, host families, and boarding house staff. Based around a web-based and iOS app, it allows us to keep track of the status of each girl whether 'in house', around the campus or off-site. Up to date details of a girl's whereabouts can be put into the app by the girls, through an iPad in the house, in order to provide information directly to the boarding house staff who are on duty. The aim of the system is both to ease and improve the collection of information, therefore providing a clear picture of a girl's status.

One of the benefits of the system is that parents/guardians can create a Orah account in order to request leave for their child, thereby simplifying the process of informing the boarding house staff. Also through each Orah account, parents/guardians are able to review activities that their child undertakes off-site.

You can use Orah with a web-enabled device, such as a smartphone or laptop, and all that is required to sign up to it is an active email address. Once you have signed up and use Orah, you will be able to keep up to date with your child's activities here at Mount Albert Grammar Centennial House and easily communicate with house staff. Girls will also create their own accounts in order to request leave. Once this is done, and you are signed up, the system will link up students, parents/guardians, and house staff.

In the very near future, we will trigger an invitation to be delivered to your inbox. This invitation will come from the email noreply@orah.com and this will allow you to create an account. If you would like any further information about how Mount Albert Grammar Centennial House will be using it or you would like to check in on your invitation status, please contact Mount Albert Grammar Centennial House . For technical and web/app support, please contact support@orah.com.

Getting started guides:

Parent Guide

<http://success.boardingware.com/parents-and-guardians/your-account/getting-started-parent-guide>

Student Guide

<http://success.boardingware.com/student/getting-started-student-guide>

Please note that Orah for parents is available through an Android App, your computer and your web browser on iOS.

Appendix 2: Student Use of Private Car

- Year 13 girls who wish to use a private car must seek prior approval from the Hostel Manager, giving reasons for the request.
- Girls 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.

Driver's Licence Information for Centennial House Boarders

Name: _____

Licence Number: _____

Licence Type: (circle one): Restricted / Full

Expiry Date: _____

Vehicle Details:

Make/Model: _____

Colour: _____

Registration Number: _____

I agree to the following conditions which govern the use of and having my vehicle at Centennial House. I will use my vehicle only for the use that my parents have agreed to. I will not use my vehicle for casual leave purposes unless permission has been obtained from the Hostel Manager in advance. I agree to park my vehicle in the designated carpark only. I will not lend my vehicle to any other person without my parents and the Manger's permission. I undertake to be responsible in the use of my vehicle regarding the usual rules of the road and directions and my vehicle will meet current Road Usage Regulations

I will not take Centennial House girls or other students as passengers, unless my license allows it **AND** the Hostel Manager has agreed in advance.

I understand that misuse of this privilege may result in loss of permission to keep a car at Centennial House and disciplinary action against me.

Name: _____

Signature: _____

Parent: _____

Signature: _____

Date: _____

Centennial House Contact Details

Director of Boarding. Daryl Cartwright 021 350 080. dcartwright@mags.school.nz

Hostel Manager Mrs. Karen Kidd 021 267 3379 Karen.kidd@mags.school.nz

Boarding Assistant Miss. Chris D'Souza cdsouza@mags.school.nz

Boarding Assistant Miss. Leah Murray leah.murray@mags.school.nz

Centennial House Office 09 815 4033

School Attendance Officer 846 2044 Ext 8109 attendance@mags.school.nz

- for matters relating to absence from school (illness, injury, or family reasons)
- for planned extended periods of absence, please apply to the Hostel Manager karen.kidd@mags.school.nz for permission on behalf of the Headmaster.