



**MOUNT ALBERT GRAMMAR SCHOOL**

**SCHOOL HOUSE**

**Handbook**

## INTRODUCTION

Welcome to the Mount Albert Grammar School, School House

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

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

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

### QUALITY ASSURANCE MANUAL

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

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

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

**Daryl Cartwright**  
Director – School House  
**Mount Albert Grammar School**

## SCHOOL HOUSE MISSION STATEMENT

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

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

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

## RELATIONSHIP OF SCHOOL HOUSE WITH THE SCHOOL

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 School House, the staff, and the students living at School House. This includes the power to suspend and ultimately exclude students from the School House in appropriate circumstances.

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

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

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

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

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

## **Section 1: Quality**

### **1.1 Quality Defined**

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

### **1.2 Quality in Operation**

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

#### **School House Life**

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

Staff agree to learn

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

#### **Community**

In School House we are in a unique position to provide excellent communication between school, School House 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 School House.

#### **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.

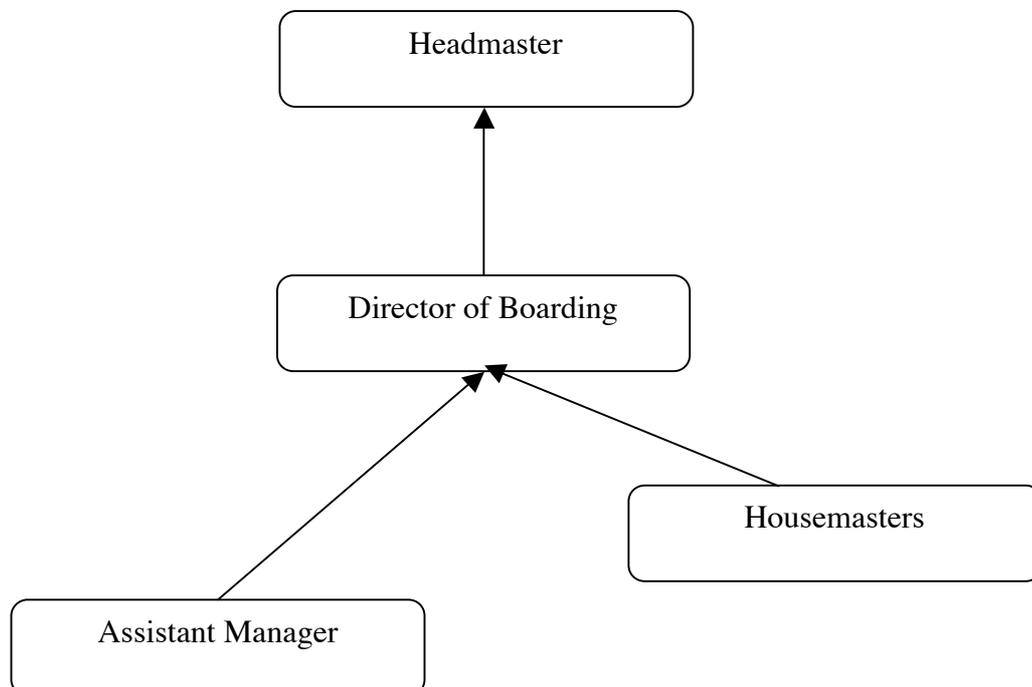
### 1.4 Quality System

#### 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 Management Structure



## **2.2 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 14 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 Director of School House 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 Housemasters on an agreed roster, or by arrangement.
- The Director of School House 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.
- In case of fire, the rostered Duty Master is the Fire Warden.

### **Duty Records**

- A Ipad records the activities and movements of Houseboys 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.

### 3. Daily Routine

#### Monday – Thursday

7.00	Wake up out of bed and getting dressed in uniform. Beds made and blinds pulled up.
7.15	Breakfast
7.50	Completed breakfast and Dining Room clean up commences
8.20	Leave Houses for school on the first bell
8.20	Prefects leave/lock their dorms
12.30	Lunch at School House
12.55	Leave for school
3.30–5.30	Casual Leave; sport / free time / study / quiet time in dorms via Housemaster Afternoon tea in Dining Room
5.30-5.45	Showers
5.45-6.00	Laundry
6.00	Dinner
7.20-9.00	Prep (Study) see prep notes
9.00	House meeting: Supper and Prayers – see Supper notes
9.20	Year 9 and 10 to bed / main lights out – see Juniors to bed notes
9.30	Junior section lights out - from times given by Housemasters
10.10	Seniors to bed - all at Duty Master's discretion
10.15	Seniors lights out
10.30	House lockup

#### Friday

700-10.00	As for Monday – Thursday. Dinner at 6pm
circa 9.00	Supper
circa 8.30	Activities then bed time / lights out for all Houseboys about 11pm

#### Saturday

	Wake up
8.00-9.30	Breakfast – earlier during sporting months
1.00	Lunch
6.00	Dinner
circa 9.00	Supper
circa 8.30	Activities then bed time / lights out for all Houseboys about 11pm

#### Sunday

	Wakeup
9.00-10.30	Breakfast
1.00	Lunch
6.00	Dinner
7.30-8.30	Prep at Housemasters discretion
9pm	Supper and prayers
9.20	Year 9 and 10 to bed / main lights out
9.30	Junior lights out
10.10	Seniors to bed, all at Duty Masters discretion
10.15	Seniors lights out
10.30	House lockup

### **3.1 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.
- Beware of slippery entranceways when wet.
- **Houses:** football boots are to be removed before entering the dorms and placed in the Drying cupboard.
- Rooms must be kept tidy at all times
- No balls, weights, scooters or skateboards are to be used in each House
- **Lounge:** shoes and feet are not to be on the furniture.
- **Dining Room**
- Boys must wear footwear at all meals
- Devices are not permitted at meal times

#### **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 see the Assistant Manager in her office.
- The Assistant Manager 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 School House 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, 7.20 – 9.00 (7.30 – 8.30 on Sundays).
- Boys with late sports practices or other late evening commitments are expected to spend the equivalent time after school doing homework. The Director must approve the activities in advance.
- Prep is a planned activity and boys 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.

#### **4. Lights Out**

- All Houses will be quiet with main lights out straight at time specified by Duty Master.
- Years 9 & 10. Juniors must place cellphones in lockers or drawers for the night. Use of devices after hours will result in confiscation for 7 days.
- Seniors must be in bed at the time given by the Housemaster on Duty.
- Duty Master may change these times at his discretion.

## 5. Exeat Leave

- All leave is at the discretion of the Director or designated by Director
- Exeats for weekend leave must be neat and fully filled out. They are completed on Wednesday evening 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 House boys must check out with the Duty Master when going on any leave and personally check in on his return and hand in exeat form.
- 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 House Jobs at Housemaster's discretion.
- Boys may cancel or alter minor exeat details with the Duty Master prior to leaving.
- Once a Houseboy has returned to the School House grounds, exeat leave is finished and he must report to the Duty Master immediately.
- All Exeats must comply with the Exeat Regulations.

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

- Returning Houseboys are expected to return by 9.00pm.
- If returning during prep time, boys 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).
- **Juniors only:** last signing out to bottom shops is 4.30pm.
- **All casual leave to shops must be completed by 5pm**
- **30mins total leave time to bottom shops**
- **St Lukes: Only on Wednesday afternoon and total leave time 60mins.**
- **Other times by permission only.**
- Popular destinations are: sports practice, St. Lukes, (only on Wednesday for Juniors for 1 hour), N 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
- All boys 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. Boys 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.
- Boys who abuse the opportunity to keep a car at the School House may lose this privilege.
- Boys may travel in day students' vehicles only with the Director's knowledge and approval.

## 7. Meals

- Boys must attend all meals unless absence through exeat or Special Leave has been approved.
- Boys must stay seated until dismissed by duty master at Dinner only
- No cutlery, cups or plates are to be removed from the dining room.
- The Duty House is responsible for ensuring the boys' recreation and kitchen areas are clean after supper. Only Seniors to be in the kitchen after supper.

### **Lunch:**

- Boys 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 supper.

### ▪ ***Dining Room:***

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

- ✓ Wait in line for serving
  - ✓ Sit at the table properly
  - ✓ Clean any up any personal mess made immediately
  - ✓ Do not leave the dining room from Dinner until you have been dismissed (see Duty Master for special circumstances)
  - ✓ Footwear must be worn in the dining room during meals
  - ✓ Your plate and cutlery is to be taken to the kitchen once you have finished. The cutlery is placed in cutlery container on the table – except at Dinner when plates are stacked on the table
  - ✓ Use plates for preparing food (e.g., making sandwiches), not the table top
  - ✓ Absolute attention to be given to the Master on Duty during notices – signaled by the closing of the kitchen door
- Table cleaning is done by the Duty House.

## 8. Punctuality

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

## 9. Duties

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

## 10. Money and Valuables

- All boys are expected to use automatic teller machines for obtaining personal money.
- Larger sums of money or other valuables should be given to the Director for safekeeping.

## **11. Boys' Telephones**

**Landline: 09 849 5170**

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

- Although cell phones are encouraged, their misuse is not. It is assumed that all boys will keep their phones in credit, for ease of communication with family.
- Cell phone usage is not permitted at meal times or during prep. Usage will mean that cellphone is confiscated for 7 days and doubled each time after that.
- Cell phones are to be switched OFF after lights out, until morning wake up. Juniors to place cellphones in their lockers at bedtime. Cellphone usage after lights out will mean phone is confiscated for 7 days.
- Misuse of cell phones may result in confiscation. In such cases, the Director will put the phone into safekeeping.
- Parents/guardians are asked to support us in ensuring that phones are used appropriately. **Please do not call boys during study time**

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

- You can see the Duty Master first, but are able to see the Director or Tami at their place.

## **13. Laundry/Sick Bay**

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

## **14. Guests**

- Occasional guests are welcome but must report to the Duty Master.
- Guests are not permitted in the Houses. All guests are to be in the Dining room or Lounge. If parents/guardians need to visit the House, a staff member should accompany them.
- Boys are responsible for their guest(s) during the visit.

## **15. Kitchen/Dining Room**

- Late dinner may be ordered but you must follow the following procedure:
  - ✓ The Duty Master or Tutor will allow you to get the dinner from the fridge.
  - ✓ You can heat the dinner in the microwave in the dining room.

## **16. TV**

- There is to be no TV, pool or table tennis use during meal times or during prep.

## **17. Pool Table**

- Use the equipment appropriately. Use chalk on pool cues.
- Look after the table surface.

## **18. Office**

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

## **19. Computer Use**

- As for day students, all boys 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
- Inappropriate use of School House computers or personal laptop computers will result in removal of the privilege.
- Boys may have personal laptop computers in their House but these will be confiscated and/or sent home if used inappropriately. They may be used for prep in Houses.
- Boys take full responsibility for their personal laptop computers, hardware and software, including security, content and usage.

## **20. Sports Equipment**

- All borrowed equipment must be returned *before dinner* each day.
- You must sign equipment out and back in leaving your phone with the Duty master.
- Accidental damage to equipment must be reported immediately.

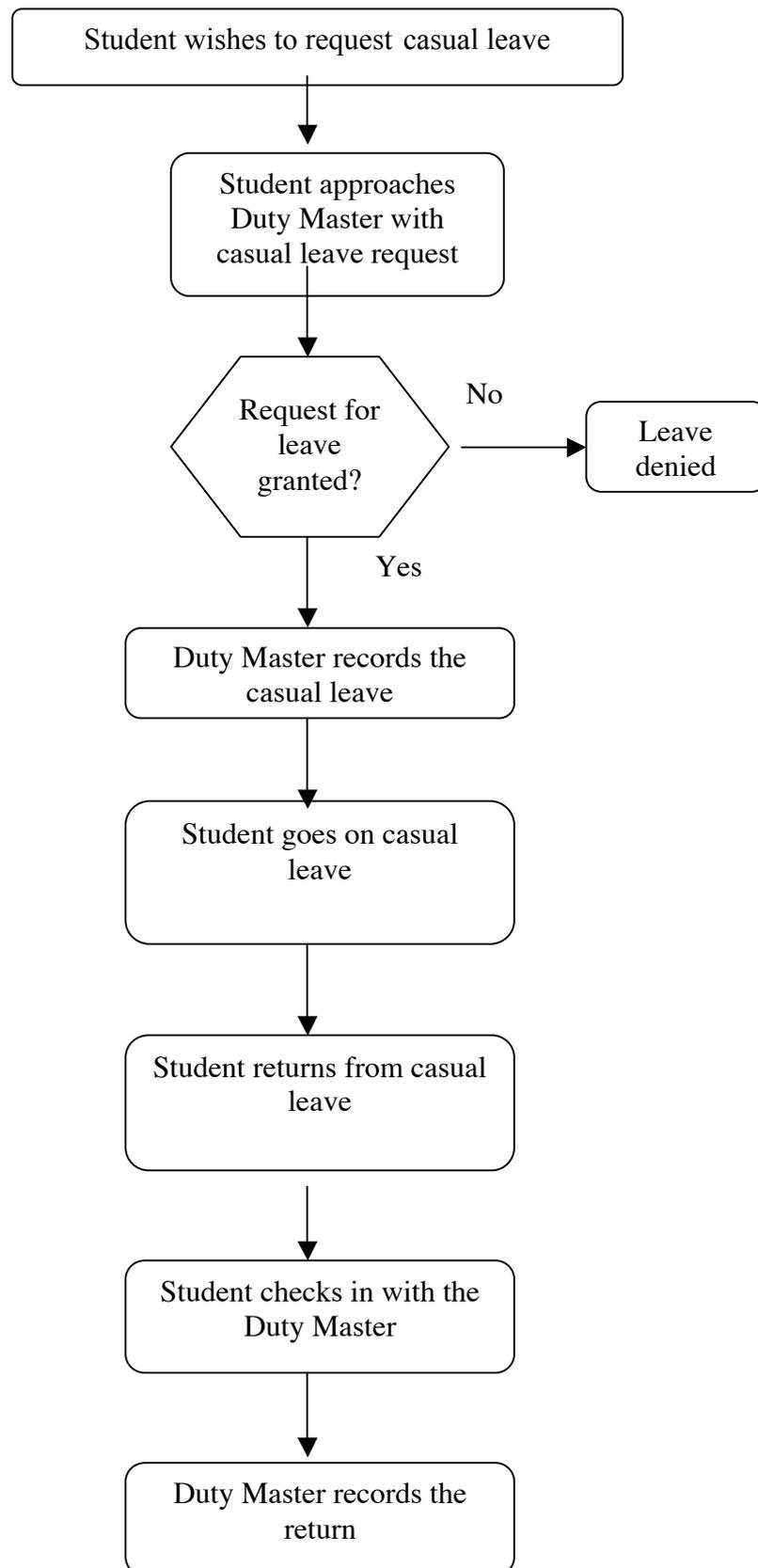
## **21. Fire**

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

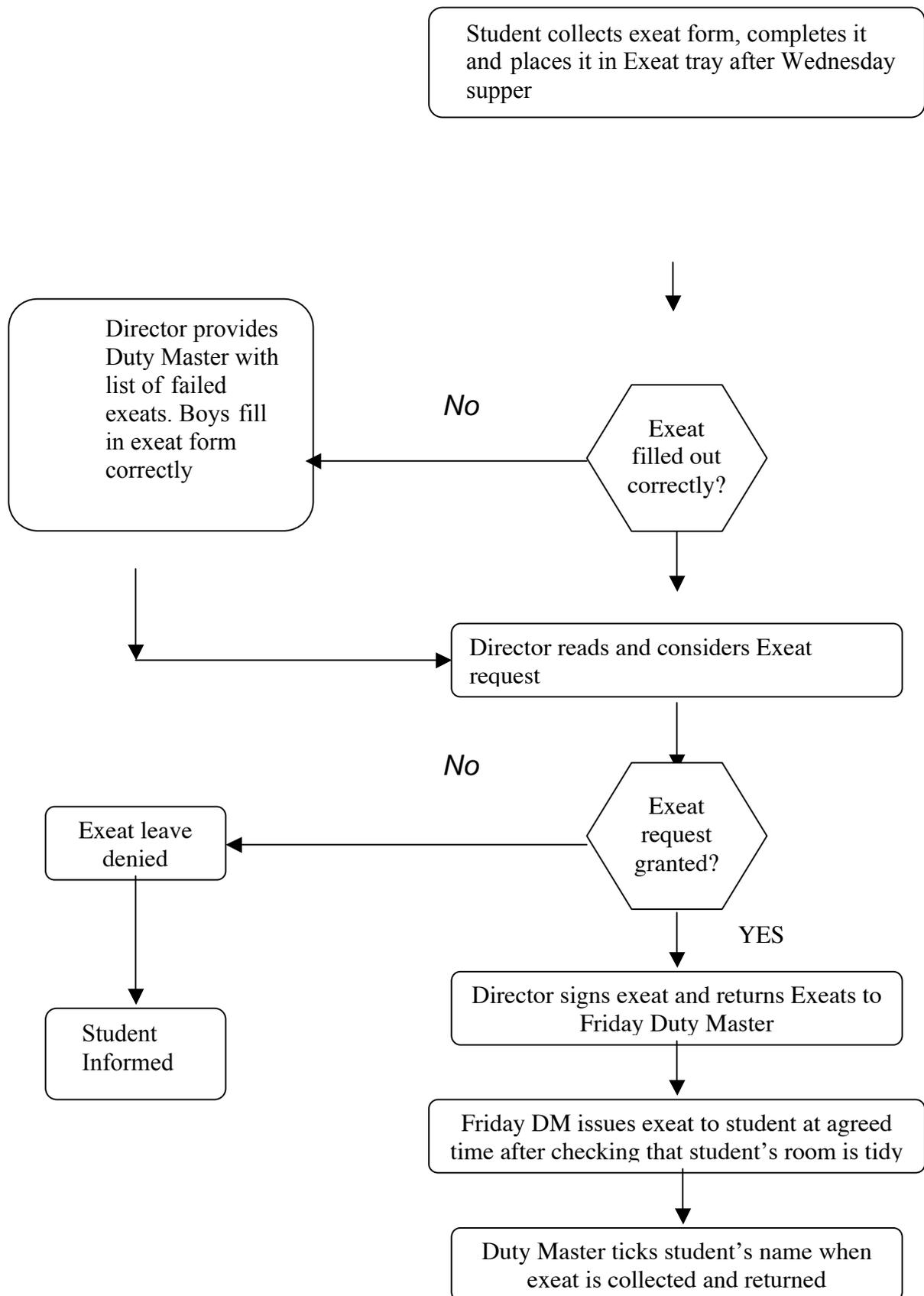
## **22. Security**

- Lockers should be locked at all times.
- Passports or any valuable items should be given to the Director for safekeeping.
- Close windows when you leave your room.

### 3.2 Casual Leave



### 3.3 Exeat Leave



## 4 *Code of Conduct*

### *Opening Statement:*

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

### 1. **Authority**

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

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

- **These offences will not be tolerated at School House.**
- **Harassment and Bullying are very serious matters for the school and the House.** Any boy or staff member that feels bullied or harassed, either sexually, physically, or emotionally must report this offence immediately to the Director or the Assistant Manager
- **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.
- These offences may be punished by removal from School House, either by way of suspension or exclusion. The Headmaster only, usually at the recommendation of the Director, may make suspension or exclusion. Suspension or exclusion from the School House for these serious offences may also be regarded as gross misconduct for the purposes of suspension from the school.

### 3. **AWOL**

Breaches of exeat and sign-out procedures are a safety issue and will be treated seriously. They may result in a standdown for a minimum period of 4 weeks or suspension and exclusion from School House

#### 4. Banned Substances

- Any boy found consuming, or in the possession of or associated with drugs or alcohol will be suspended 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.
- The storing of and distributing of offensive material is forbidden and will be dealt with at the highest level
- Tobacco in any form will or boys in the possession of tobacco products will face the prospect of removal from School House either by suspension or a stand down for a specified period of time.

#### 5. Houses

- Behaviour in the Houses must be of a high standard.
- Examples of things that are specifically prohibited are (pillow) fighting, 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.
- 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).
- Showers: late showers can be taken immediately after supper and before 9.30pm (seniors only).

#### 6. Kitchen/Dining Room

- The kitchen is out of bounds unless permission is sought..

#### 7. Sports/Games

- No sports or physical games are to be played around walkways or inside buildings except for pool and table tennis.

#### 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 boys cannot access inappropriate sites or send inappropriate emails. Breaches of this rule will be treated very seriously.
- Slug guns or any form of firearms
- Illegal substances , tobacco and alcohol in any form

## 9. Out of Bound Areas

- **No boy is allowed in the following areas without permission:**
  - off the site
  - 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 School House

- During school hours, return to the School House is not permitted under any circumstances (except for lunch) unless authorised by the Director
- Prefects and Year 13s may return to the School House 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

## 4.1 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 (7.20pm – 9.00pm)

1. Years 9 and 10 study in Dining Room till 8.30pm 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 under the following conditions:
  - The emphasis is on a study environment with minimal walking around and talking.
  - Students can approach the Duty Master or Tutor to seek help from other students.
  - Devices are encouraged.
  - When finished prep – can read or listen with headphones.
  - No juniors to study with headphones on.
  - **Seniors**  
**The first hour of Prep all boys must be in their own room. For the last hour of prep boys can see other boys only if they inform their Prefect.**

### 4. General Rules and Guidelines:

- There is no music during prep, including ipods, for juniors while doing homework.
- Boys bring all materials to prep and are not able to leave once prep starts.
- Desks and books are to be kept tidy.
- Boys may have a drink bottle at prep

### C. Sunday Prep (7.30pm – 8.30pm)

1. Boys study in same locations as during Monday – Thursday prep.

### D. Other General Guidelines

1. *All prep sessions are to be busy ones.*
  - Boys should be doing homework given by class teachers or assignments due in the future.
2. *Late prep guidelines:*
  - Boys 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 boys may work until 10.00pm.
  - Senior boys may work until 10.30 pm.
  - All boys must sit at separate tables and work quietly.

## 4.2 Laundry

1. Boys 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 or a laundry pen must be used and securely sewn on to clothes in obvious places.
  - See Tami or laundry staff if you have problems with naming, or with lost property.
  - 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 Laundry staff. If the garment is not seriously damaged the laundry staff will try to mend it. This may take a few days.
5. Boys are required to hand in laundry on a daily basis.
6. Other items:
  - Bed linen is to be laundered as follows:
    - - **Monday**      Bridger
      - **Tuesday**    **Fleming**
      - **Wednesday**   Hunter
      - **Thursday**    **Spence**
      - **Friday**       Towers
  - Prefects organise the change of sheets. A junior takes to Laundry before breakfast.
  - Beds are to be made before boys go to School
  - Shower curtains are to be collected at Tami'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 Tami as required.
  - **Each House bathroom should have a mop, broom and squeegee.**

### 4.3 **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 Tami, dressed and ready for school, 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 Tami immediately.

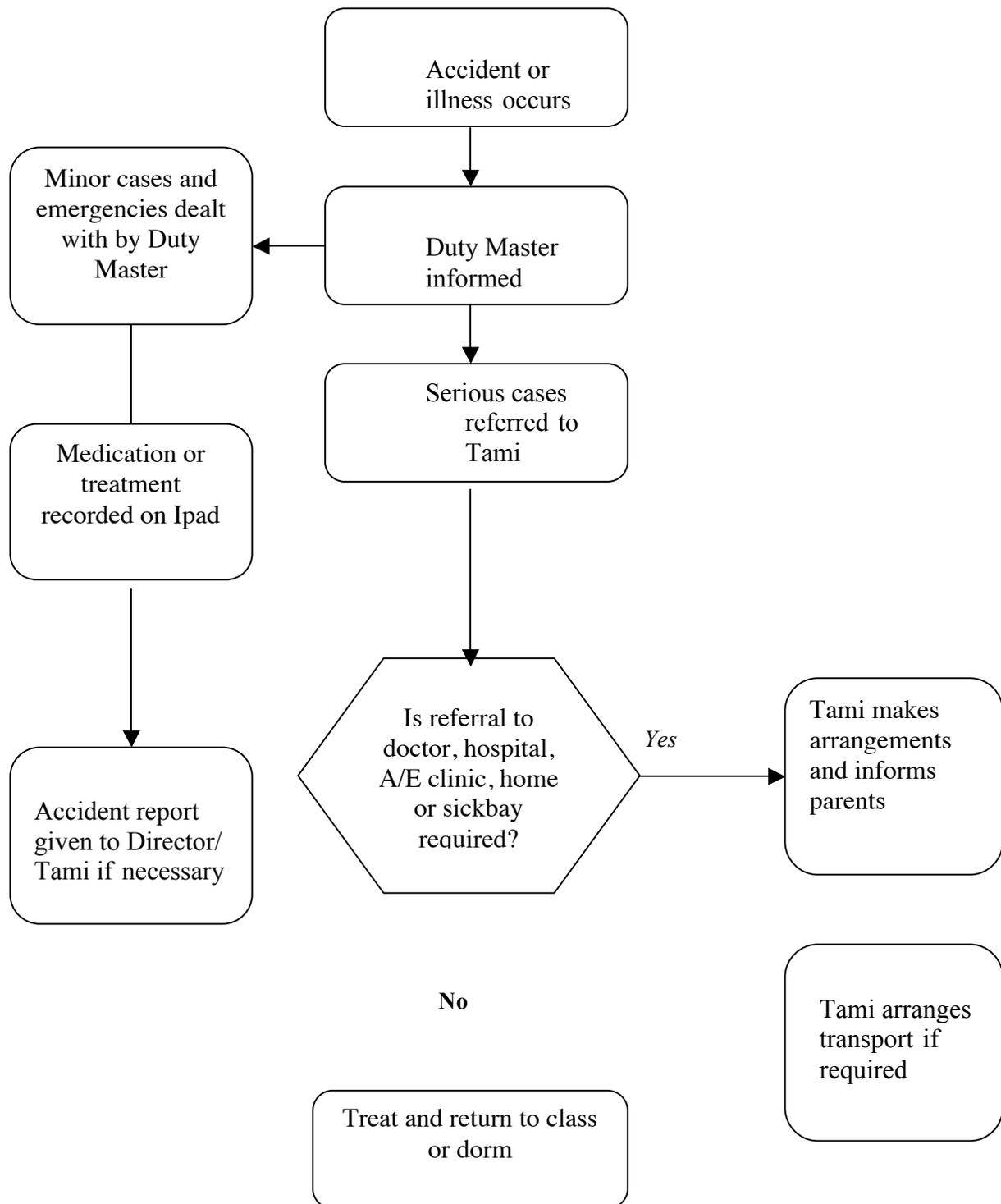
#### **Rules**

1. In order to stay down and be absent from school because of sickness or injury you ***must have*** permission from Tami.
  - ***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.***

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.

3. If it is necessary for you to see a doctor, physiotherapist, dentist etc, the arrangements should be made through Tami, unless your parent or guardian has already made them. Tami must be informed if this has occurred.
4. If you are too sick to go to school it is assumed that you are too sick for casual leave that day.
5. 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.***
6. If you are too ill to remain at School House, you will be sent home to your parents/guardians.

## *Student Injury or Illness*



## 5. **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**

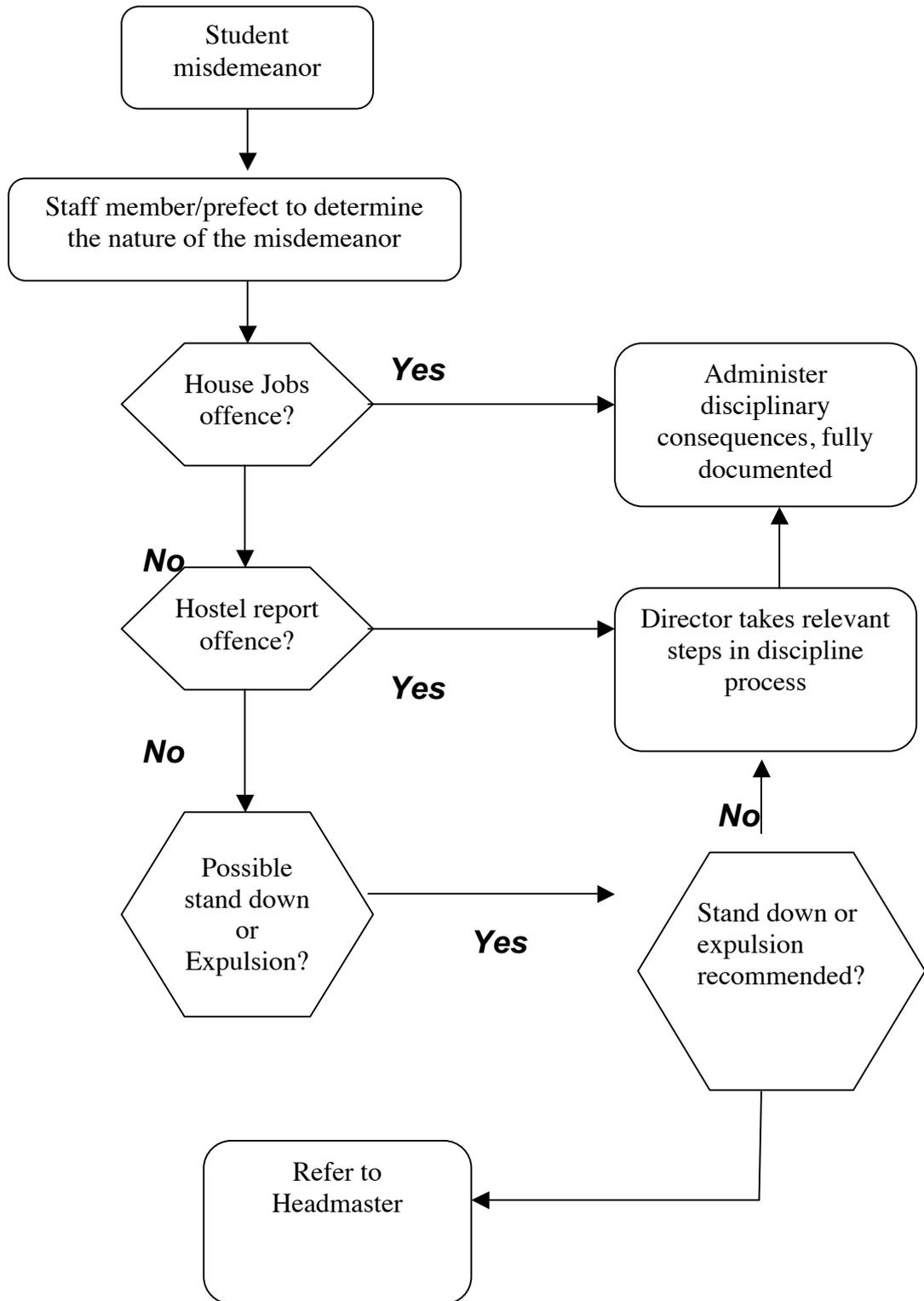
Boys are required to be fully dressed in uniform when they come to breakfast each school day unless there is some particular reason to be exempt, with the permission of the Duty Master.

### **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 School House 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.

## 6. Student Discipline



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

## **School House Discipline**

Discipline is one part of pastoral care. Staff and Prefects undertake to ensure that boys 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 are House jobs (maximum 2 hours per offence) or School House service.

### **Minor Infractions**

- Breaking House rules as set by Prefects
- Minor House infractions.

They may be a failure to complete tasks that are required by boys for the day to day running of the School House. 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.

Discipline given by Prefects and staff. If in doubt, speak to the Director or Assistant Director

### **Misbehaviours /disobedience**

These infractions are more serious and involve breaking general School House Rules.

- Not turning up to House 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 School House staff
- Lateness (to school/ prep/meals/prayers/bed)
- Failure to complete homework/assignment.

Discipline includes House job or School House service at Housemasters' discretion, or other suitable consequences, eg confiscation.

### **Disobedience – defiance**

These infractions are more serious or are continual and repeated infractions.

- Possession of cigarette lighters or matches
- Being out of the House after main lights out without permission
- Going AWOL during the day
- Not obeying prefects/staff - defiance
- Lateness from casual leave after warnings and discussion.
- Minor theft/dishonesty, including blatant lying to staff
- Being truant from school
- Possession of offensive weapons
- Vandalism/deliberate damage to School House property
- Failures on report
- Failure to complete homework/assignments habitually

These incidents require an incident report and parental contact. Discipline is given by the Director or Housemasters and includes School House service. Individual contracts may be put in place.

### **Infractions leading to stand down and/or Suspension**

These infractions could be classified as continual disobedience or gross misconduct.

- Substance abuse (drugs/alcohol) – In the possession of, usage and in the association with people who have/using these substances
- In the possession of, in association or usage of tobacco products
- AWOL – during the evening, night, weekends. This will result in a minimum standdown of 4 weeks. Further action maybe taken.
- Harassment
- Bullying
- Theft
- Fighting
- Violence
- Persistent disobedience (including repeated serious defiance, AWOL, bullying and breach of individual contract)

*Discipline given by the Headmaster on the recommendation of the Director*

### **APPEALS OF PUNISHMENTS**

Students may appeal decisions regarding all punishments to the Director. His decision shall be final.

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

Suspensions may only be issued by the Headmaster. There is no right of appeal against a decision of the Headmaster after the hearings decision.

**All potential suspensions must be referred to the Director.**

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

*Note: It is understood that the School House 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 boys within the School House 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.

### **Principles**

- The School House 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 boys living in close, continuous contact, it is important that:

- all boys 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 the School House 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 but the decision to recommend a statutory option to the Headmaster must be taken by the Director alone. Serious punishments / offences may only be investigated by the Director, in consultation with the Headmaster.
- Any staff member may discuss an incident with the boy ( serious incident) and give him the opportunity to comment. This discussion is to be focused solely on obtaining a description of the incident rather than on gaining an admission of responsibility.

## **Investigation Process**

- The following are the principles that the School House will try to observe in the investigation of alleged infractions of the rules/ codes of conduct, There may be situations where it will not be possible to comply with all steps. Advice should be sought from the Director.
  - 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 boy(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 SERIOUS OFFENCES INCLUDING STAND DOWNS AND EXPULSIONS, AND FOR SUSPENSIONS**

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

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

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

## **Finance**

### **6.2 Reserve Account**

All House boys are required to pay \$300 upon acceptance into School House *Reserve Account*.

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 Assistant Manager 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.

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

#### **Fire**

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

#### **Earthquake**

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

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

*In the event of an alarm sounding:*

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

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

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

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

**All Clear**

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