



**MOUNT ALBERT GRAMMAR SCHOOL**

**Alberton Avenue,  
Mount Albert, Auckland**

# **SCHOOL HOUSE**

## **HANDBOOK 2022**

*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”*

*School House – growing great young men*

# Welcome to School House

School House offers a safe, caring, and nurturing home away from home. Since 1927, School House has allowed boys from outside the Mount Albert Grammar school zone to access a quality education rich in tradition and one that promotes high standards. School House students not only have the opportunity to access many areas of the wider school life, but they also make significant contributions.

School House has operated for over 90 years and during that time we have striven to always provide an environment that helps boys grow emotionally, physically and spiritually into mature young men and leaders of tomorrow.

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

## Brief History

School House opened in 1927 as the Mount Albert Grammar School Hostel with 22 boys, H L Towers was House Master and T Scott was his assistant. The following years the numbers almost doubled. 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 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 remarkedeted as Towers Hall, a tribute to the legendary first House Master. In 2009 the Board of Trustees resolved to change the name of the institution to School House.

## Ultimate Accountability to the Board of Trustees and the Headmaster

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

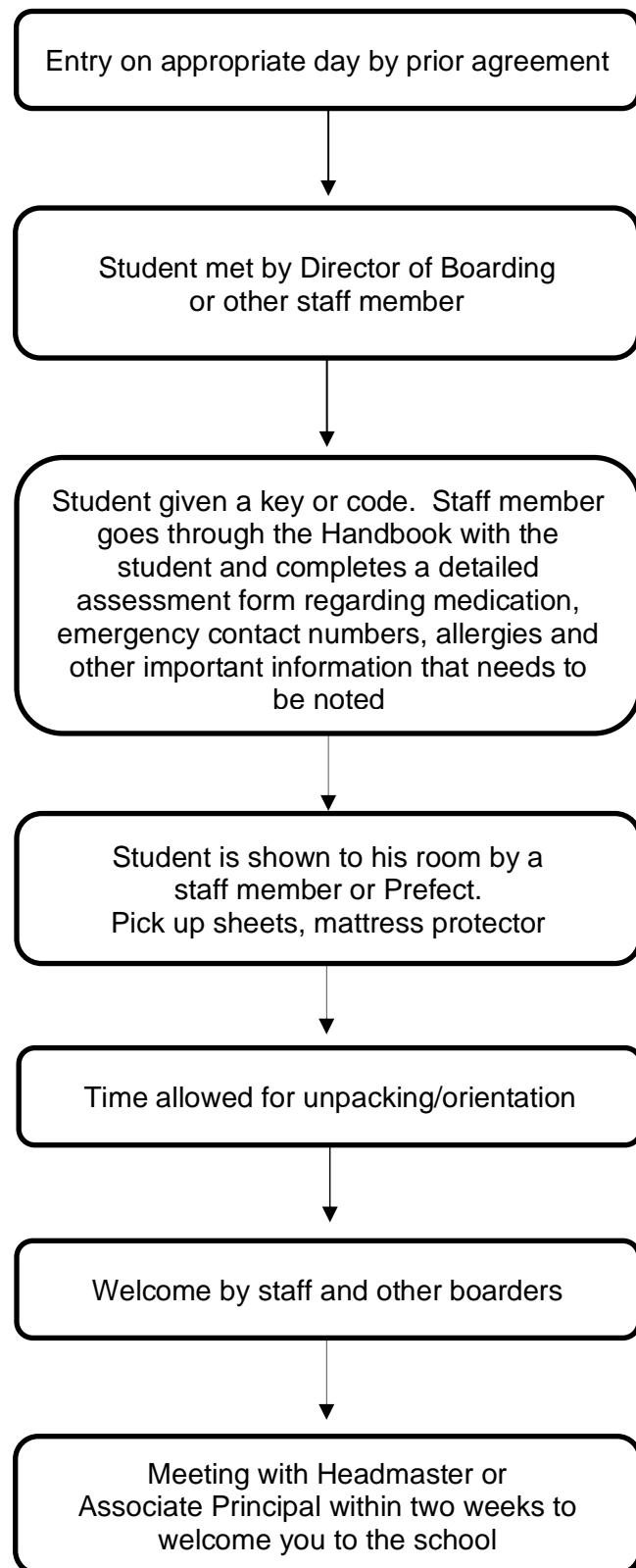
We hope that you enjoy your experience at School House.

**Patrick Drumm  
Headmaster**

**Daryl Cartwright  
Director of Boarding**

## 1. Induction Process for your first day at School House

### New Student Entry



## 2. Daily Routine

### Monday - Thursday:

7.00 am	Wake up
7.10 am	Out of bed and getting dressed, shower - beds made, blinds up
7.15 am	To breakfast
8.20 am	Leave dorms for school on the first bell. Prefects leave/lock their dorms
	All windows and doors locked
1.30 pm	Attend lunch
2.00 pm	Leave for school
3.30 - 5.15 pm	Casual Leave. Sport/free time/study/quiet time in dorms.
5.00 - 6.00 pm	Showers
5.00 pm	Junior Dinner
6.15pm	Senior Dinner
7.20 pm	Prep (Study)
8.50 pm	House meeting: supper
9.00 pm	Year 9 and 10 to bed//main lights out
9.15pm	Juniors in bed side bed lights on
9.30 pm	Junior section lights out
9.45 pm	Seniors to bed
10.00 pm	Seniors' lights out

### Friday:

7.00 am	As for Monday - Thursday
6.00 pm	Dinner
8.50 pm	Supper
	Lights out at Duty Master's discretion.

### Saturday:

7.00 - 9.30 am	Wake up and breakfast by 9.00 am
1.00 pm	Lunch
6.00 pm	Dinner
8.50 pm	House meeting
	Lights out at Duty Master's discretion.

### Sunday:

8.00 am	Wake up
8.00 - 9.30 am	Breakfast
1.00 pm	Lunch
6.00 pm	Dinner
7.30 - 8.30pm	Prep
8.50 pm	Supper
9.00 pm	Year 9 and 10 to bed//main lights out
9.15pm	Juniors in bed side bed lights on
9.30 pm	Junior section lights out
9.45 pm	Seniors to bed
10.00 pm	Seniors' lights out

### **3. School House Procedures**

#### **School House Property**

- All School House property is to be treated with respect. Damage must be reported immediately to the Duty Master, so that repair or replacement can be arranged
- Beware of slippery entranceways when wet
- **Dorms:** Boots are to be removed in the foyer of the dorms. Mud should be removed at the school, not in School House
- **Lounge:** shoes and feet are not to be on the furniture, plus no food or drink
- No caps or hats are worn in the dining hall
- No chewing gum in the Dining Hall
- No hoodies up in the Dining hall
- No bare feet in Dining hall
- 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 House Matron may be able to supply emergency items from the laundry between 7.15 am and 7.45 am.

##### **(At 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, i.e. semi naked, drugs, alcohol.

#### **School 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 and personal grooming that apply at school also apply to boarders during the school day. “No.1 Uniform” refers to the formal uniform of School House.

##### **No. 1 Uniform**

This comprises the following:

- School House tie
- Long-sleeved plain white business style shirt
- Long black trousers purchased from the Uniform Shop
- Dark socks
- Black leather lace-up shoes

## **Prep**

- Prep is compulsory for all boys Monday to Thursday, 7.20 pm - 8.30 pm Juniors, 8.45pm Seniors;
- 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 of Boarding 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 Dorms will be quiet with main lights out at time specified by Duty Master.
- 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 House Master on Duty.
- Duty Master may change these times at his discretion.

## **Exeat Leave**

- All leave is at the discretion of the Director of Boarding.  
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 submitted in boarding app Orah on Wednesday night (before supper or no later than breakfast on Thursday morning) for approval by the Director of Boarding.
- All boarders must check out with the Duty Master when going on any leave and personally check in and out on his 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 Director of Boarding's prior approval).
- Failure to follow exeat process will result in hostel duty at House Master'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.
- 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 director. Latest for return on Sunday night is 8.30pm.
- If returning during Prep time, boarders are required to report directly to the Duty Master.

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

- |  |   |
|--|---|
| • Friday 4 February<br>Monday 7 February     | Waitangi weekend House closes at 5pm<br>House reopens at 4pm                  |
| • Thursday 14 April<br>Sunday 1 May          | End of Term 1 House closes at 5pm<br>Beginning of Term 2 House reopens at 3pm |
| • Friday 3 June<br>Monday 6 June             | Queens Birthday weekend House closes at 5pm<br>House reopens at 4pm           |
| • Friday 24 June<br>Monday 27 June           | Matariki weekend House closes at 5pm<br>House reopens at 4pm                  |
| • Thursday 7 July<br>Sunday 24 July          | End of Term 2 House closes at 5pm<br>Beginning of Term 3 House reopens at 3pm |
| • Thursday 29 September<br>Sunday 16 October | End of Term 3 House closes at 5pm<br>Beginning of Term 4 House opens at 3pm   |
| • Friday 21 October<br>Monday 24 October     | Labour Weekend House closes at 5pm<br>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 boys may take).
- The Duty Master will give the return time if it is different from 5.30 pm.
- 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 Master.
- No boarder may enter leave or sign in for another boarder.
- All boarders must sign out/in when they leave/return to the School House grounds.
- **St Lukes:** Juniors – Wednesday only: 3.30 pm - 4.30 pm
- **Bottom Shops:** Every day, but 30 minutes return time only

## Cars

- No boarder is allowed to keep a vehicle at School House or privately for use in Auckland, unless with the Director of Boarding's knowledge and permission.
- Year 13 students only may apply to the Director of Boarding to have a car at School House.
- The Director of Boarding will keep a record of licence and car details. Boarders are required to inform the Director of Boarding 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. Approved boarders will be given a carpark for the year
- Parental approval is required every time the boarder wishes to use his vehicle
- Boarders who abuse the opportunity to keep a car at the School House may lose this privilege.
- Boarders may not travel in another boarder's vehicle without approval of the Director.

**See Appendix 2 – Student Use of Private Car**

**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 supper. There must be a good reason for requesting this.
- No cutlery, cups or plates are to be removed from the dining room.
- 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:

- 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 Master 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 master dismisses each table group
- Use plates for preparing food (e.g. making sandwiches), not the table top
- Absolute attention to be given to the Master on duty during notices – signaled by the loud closing of the kitchen door
- Speak to kitchen staff in a courteous manner at all times
- No technology at meal times.
- Table cleaning is done by the duty dorm and is assisted by boys' on clean up duty

**Punctuality**

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

**Duties**

- All boarders expected to do some duties around the School House to help out
- 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

**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 of Boarding for safe-keeping.
- Only year 13 students are allowed to have a TV in their room.

## School House Telephones

**Landline** (09) 849-5170

### 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, or any technology, are not permitted at meal times 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 boys - loss for three (3) days for first offence.

## Laundry/Sick Bay

- See House Matron from 7.30 am – 8.00am am each weekday morning. Duty Master at all other times
- If sick during the night: Juniors - notify your Prefect who will ring the Director of Boarding, seniors may call the Director directly, or see the prefect.

### Laundry

Boys may deposit bagged dirty laundry in the bins or give it directly to laundry staff.

**Monday to Friday: 7.00 am - 8.00 am.** **Note:** There is no laundry service on the weekend

You may collect your clean laundry at the following times:

**Monday - Friday: 7.00 – 8.00am, 1.30 – 2.00pm and after school 3.10- 3.30pm.**

- Laundry will be washed and dried on the same day whenever possible
- 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 House Matron or laundry staff if you have problems with naming, or with lost property
- **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 son arrives so that any new clothes bought, or clothes missing labels, can easily and quickly be named by the laundry staff.
- **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 laundry bag
- You must check your laundry when you collect it and see the Laundry Staff or House Matron **immediately** if you have items missing
- **Boarders are expected to hand in laundry on a daily basis**

**Other items:**

- Bed linen is to be laundered as per roster each week.
- Prefects organize the change of sheets.
- Vacuum cleaner is available from the Duty Master's office.
- Mops and replacement sponges are available from the House Matron.
- Do not borrow or use equipment from any other part of School House
- Each Dorm should have a squeegee mop and water broom.
- See the House Matron if any equipment requires maintenance.

**Guests**

- Occasional guests are welcome but must report to the Duty Master
- 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 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 Master or Tutor 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, pool or table-tennis use during meal times or during Prep

**Pool Table**

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

**Office**

- The front offices are 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 dorm. Fire assembly point is the front car park at gate 1.

## **Security**

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

## **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
- Inappropriate use of School 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.
- 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
- Boarders take full responsibility for their personal laptop computers, hardware and software, including security, content and usage
- Restrictions will be placed on boarders gaming by the Director at the start of each term.

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

## 4. Procedures for Prep

### 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 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 or the classroom under the care of the House Masters and Tutor
- Years 12 and 13 study in their dorms under the care of the Tutor or House Master

#### **Junior Prep (7.20 pm - 8.30 pm)**

Minimal walking around and/or talking

#### **Senior Prep (7.20 pm – 8.45 pm)**

Boys 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:
  - Boys 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

#### **Sunday Prep (7.30 pm – 8.20 pm)**

- Boys study in same locations as during Monday - Thursday Prep
- Boys are in dorms 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)
- Boys 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

## 5. 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 House Matron, in uniform, outside the laundry room, until her arrival; or send a student to get the House Matron if you are too unwell

### **Weekends:**

See Duty Tutor or Duty Master for medical supplies

If an emergency arises, please inform the Duty Master or contact the House Matron immediately.

### **Rules**

- In order to stay down and be absent from school because of sickness or injury you **must have** permission from the House Matron 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 House Matron unless your parent or guardian has already made them. The House Matron 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 School House
- If you are too ill to remain at School House, you will be sent home to your parents/guardian

## Covid Protocols

School 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 School 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 boarders or staff are sick stay at home – isolate the boarder 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 boarders 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 boarder who is ill from other boarders 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***

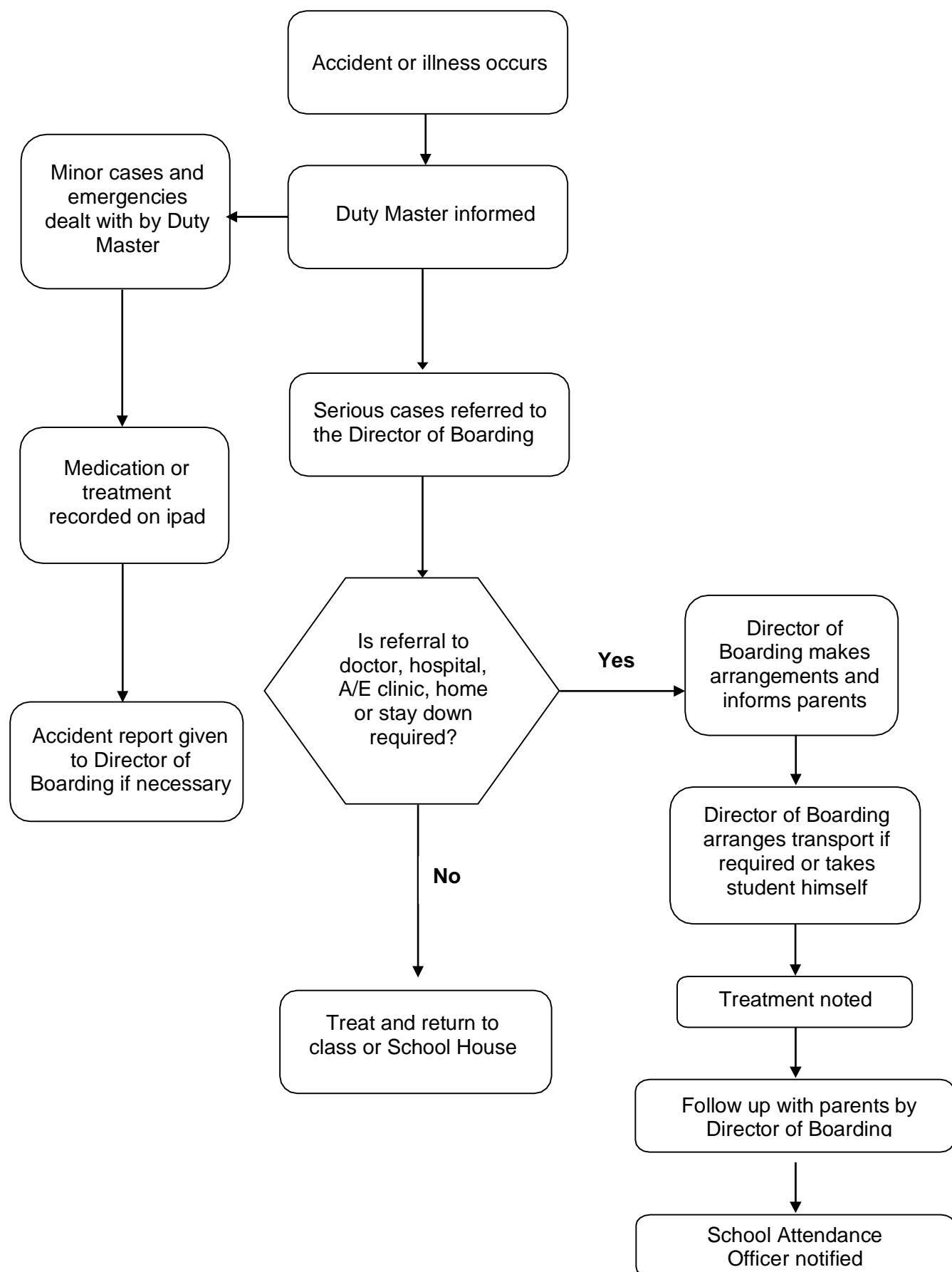
- As you would do normally, you will need to work with the school and Medical Officer of Health to manage your response which will include supporting health authorities to identify any close contacts. This will depend on when the person was infectious, and who the person was in close contact with.

**Face Masks** – it is compulsory to wear a facemask on public transport and in essential stores like supermarkets etc. Students will be required to wear a mask at school at all times except when eating and drinking.

At School House it is not compulsory to wear a mask but students can do so if they wish. All students will have to bring their own mask/s to use when required.

Anyone who chooses to wear a face covering should be supported to do so. Unlike when at school, face coverings are not required to be worn by students in a school hostel, including for students in years 9 – 13.

## 6. Student Injury or Illness



## **7. Code of Conduct**

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

A refusal or failure to comply with this Code of Conduct may result in your suspension from School 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 means immediate termination of your placement at School 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 School House as a condition of any return.

### **Conduct that is required of all Boarders at School House**

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

### **Respecting the Authority of the Director, Staff and Prefects**

The Staff and Prefects have been selected by the Director of Boarding 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. Failure or refusal to comply with instructions will be viewed as a serious breach of discipline.

### **Conduct THAT IS NOT allowed at School House**

These offences WILL NOT be tolerated at School House:

- **Harassment; drug possession, drug use or supply; bullying; and violence, racist and offensive speech, communication and conduct are not tolerated at School House.**
- Any Boarder 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 Director of Boarding. Offenders will be removed immediately from School 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 boarder that is found to be in possession, using or supplying illegal drugs including cannabis, or synthetic cannabis, will be removed from School 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.

## **8. Searches, Investigations, Surrender And Seizing Items And Devices**

School 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 School House and the surrounding land, the rooms, the offices and any vehicles owned by the school.

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

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

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

Boarders who are found to have harmful items (including drugs, alcohol, weapons) or other banned substances, may be removed from School 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.

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

### **Further Provisions relating to the Code of Conduct**

#### **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, electric blankets or cooking appliances are allowed in the dorms
- Heating of 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.)
- 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 students 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 buildings except for pool and table tennis

#### **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 of Boarding 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 must not access inappropriate sites or send inappropriate emails. Breaches of this rule will be treated very seriously

### **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, except on a pass
  - staff dwellings
  - the creek
  - bush areas north of the creek
  - the kitchen
  - the Roy Clements Walkway
  - the school grounds

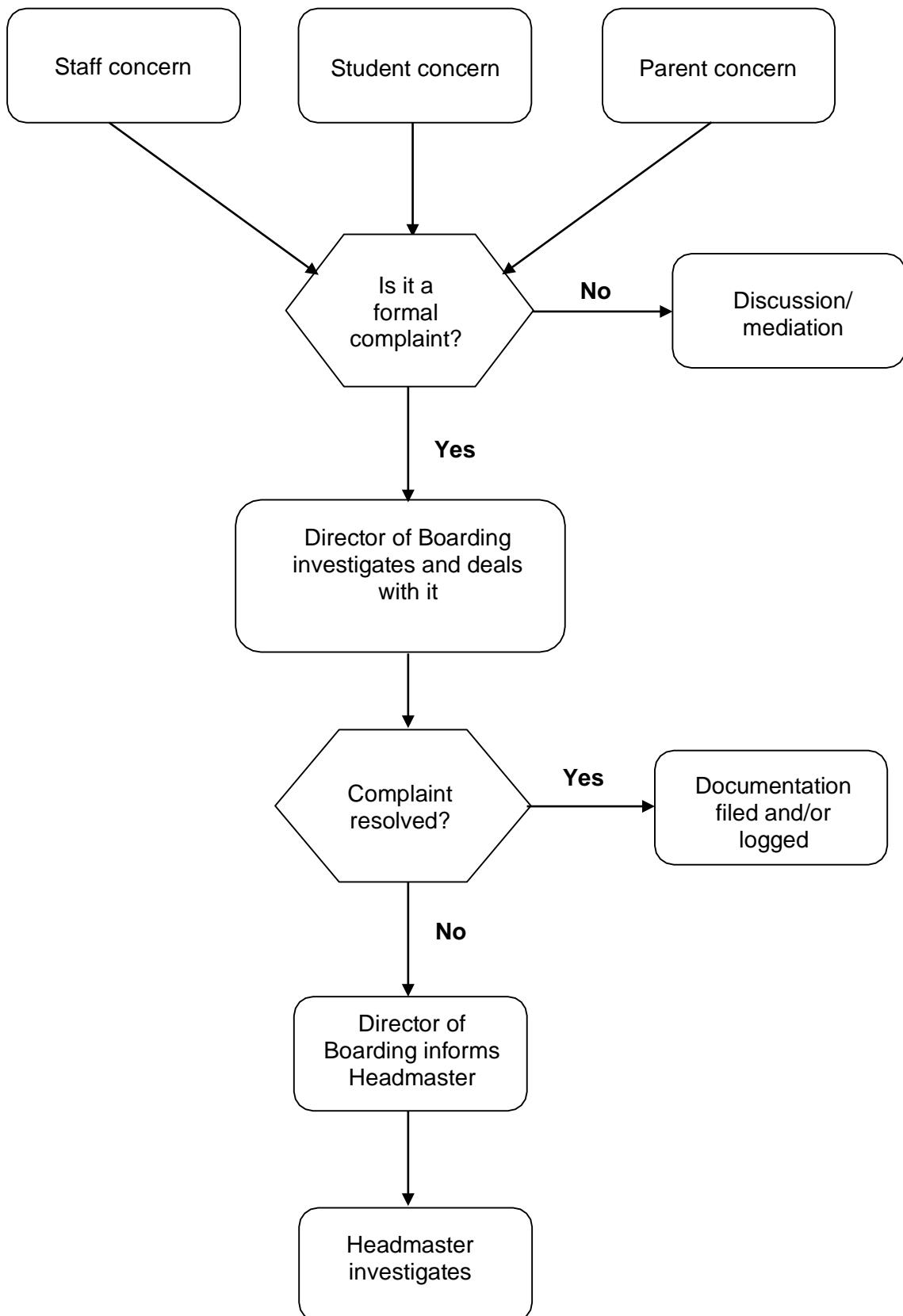
### **Access to School House**

- During school hours, return to School House is not permitted under any circumstances (except for lunch) unless authorised by the Director of Boarding
- Year 13s may return to School House at interval and during student periods, but may not bring other boys with them

### **Gatings**

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

## 9. Complaints Procedure



## 10. 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:
  - Do not use fly spray in the dorms
  - No hot food allowed in the dorms

### 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 front carpark by the main entrance (off the roadway).
- Line up in Dorms from Bridger (closest to gate) to School House.
- 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 of Boarding.

#### 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 of Boarding.

### 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'      'Tower'**

#### 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 of Boarding's office.

## Fees

- School 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.
- Boys are not allowed to return to school 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 School House agreement signed by parents each year.**

If a boy leaves School 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 boy's place has been filled by another student.

## Tradition

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

### School House Prayer

Almighty God,  
we thank thee for rest and health  
for work to do and the strength to do it  
and for all the surroundings of our lives that make  
it desirable and enjoyable,

Do thou raise our thoughts and purify our aspirations.  
Strengthen our will we beseech thee, on the side  
of what is right and good, and against what is wrong and evil.

Through Jesus Christ our Lord  
Amen

### The School Song

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

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

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

### Haka

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

## **Appendix 1: Exeat Procedures**

### **School House – Exeat Leave Regulations**

- Exeat leave is granted by the Director of Boarding on an application by the parents/caregivers of a student resident of School House.
- Students or Parents are required to apply for leave using Orah boarding app
- No exeat leave shall be approved unless the Director of Boarding 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 School House, for such periods as are determined by the Director of Boarding. The student must return to School House at the end of the period granted by the Director of Boarding.
- The student must ensure that while on exeat leave, he 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 his parents/caregivers.
- At the conclusion of the exeat leave period, the student is required to travel directly to School House. All students that are on exeat leave are required to act in a way that promotes School 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 School House.**
- Parents and caregivers accept that once a student leaves the School House premises for the purposes of exeat Leave, the student ceases to be the responsibility of School House, or Mount Albert Grammar School, until the student returns to School 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 his parents and caregivers.
- Parents, caregivers and students further accept that School 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 School House, the Director of Boarding, 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 School House as agreed at the end of the exeat leave period granted by the Director.
- **I have read and understand the School 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 School House uses in order to improve communication between parents/guardians, boarders, 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 boarder whether 'in house', around the campus or off-site. Up to date details of a boarder's whereabouts can be put into the app by the boarders, 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 boarder'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 School House and easily communicate with house staff. Boarders 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](mailto:noreply@orah.com) and this will allow you to create an account. If you would like any further information about how Mount Albert Grammar School House will be using it or you would like to check in on your invitation status, please contact Mount Albert Grammar School House . For technical and web/app support, please contact [support@orah.com](mailto: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 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.

## Driver's 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 agree to the following conditions which govern the use of, and having my vehicle at School 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 Director of Boarding 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 Director's permission. I undertake to be responsible in the use of my vehicle in regards to the usual rules of the road and directions and my vehicle will meet current Road Usage Regulations

I will not take School House boys or other students as passengers, unless my licence allows it **AND** the Director of Boarding has agreed in advance.

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

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

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

Parent: \_\_\_\_\_

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

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

## School House Contact Details

Director of Boarding	Daryl Cartwright	021 350080	<a href="mailto:dcartwright@mags.school.nz">dcartwright@mags.school.nz</a>
Asst. Director of Boarding	Toby Powell	09 846 2044	<a href="mailto:tpowell@mags.school.nz">tpowell@mags.school.nz</a>
Asst. Manager/Matron	Kylee Pihema	021 201 2889	<a href="mailto:kylee.pihem@mags.school.nz">kylee.pihem@mags.school.nz</a>
Asst. Manager/Matron (A/h)	Jolene Cartwright	021 201 2889	
Bridger Dorm Housemaster	Toby Powell		<a href="mailto:tpowell@mags.school.nz">tpowell@mags.school.nz</a>
Hunter Dorm Housemaster	Alex Brown		<a href="mailto:alex.brown@mags.school.nz">alex.brown@mags.school.nz</a>
Fleming Dorm Housemaster	James Naylor		<a href="mailto:james.naylor@mags.school.nz">james.naylor@mags.school.nz</a>
Spence Dorm Housemaster	Joseph Payne		<a href="mailto:jpayne@mags.school.nz">jpayne@mags.school.nz</a>
Towers Dorm Housemaster	Daryl Cartwright		<a href="mailto:dcartwright@mags.school.nz">dcartwright@mags.school.nz</a>
School Attendance Officer	846 2044 Ext 8109		<a href="mailto:attendance@mags.school.nz">attendance@mags.school.nz</a>

- for matters relating to absence from school (illness, injury, or family reasons)
- for planned extended periods of absence, please apply to the Deputy Principal Corey Todd [ctodd@mags.school.nz](mailto:ctodd@mags.school.nz) for permission on behalf of the Headmaster.