

PALMERSTON NORTH BOYS' HIGH SCHOOL

CollegeHouse



Boarding Handbook 2017

IMPORTANT CONTACT INFORMATION

The following are important numbers that can be used to reach College House staff:

Hostel Phone Numbers	College House	06 358 6704
	Duty Master	Extension 1
	Matron	Extension 2
	Kitchen	Extension 3
	Manager	Extension 4
	School	Extension 5

Hostel Manager **Mr Matt Davidson**
Phone: 06 358 6704 x 4
Mobile: 027 859 9721
Email: davidsonm@pnbhs.school.nz

Hostel Assistant Manager **Mr Richard Fogarty**
Mobile: 027 327 2995
Email: fogartyr@pnbhs.school.nz

Matrons Mobile: 027 361 2807

PNBHS Phone: 06 354 5176
Fax: 06 354 5175

College House Chairperson **Mr Ian Grant**
Phone: 06 327 3655
Mobile: 021 216 0133

INTRODUCTION

College House is the boarding establishment of Palmerston North Boys' High School, a national leader in the New Zealand education system. It was founded in 1908 when Mr Vernon, the Rector of Palmerston North Boys' High School invited students into his house. What started as a 20 bed annex on his house has grown into 9 dormitories able to house up to 180 young men. The staff and young men of College House, current or past, take a great deal of pride in the contribution they make to the history, reputation and daily life of Palmerston North Boys' High School.

Our mission statement clearly states that we wish to be regarded as "*the boarding establishment of choice through the provision of an exceptional environment conducive to the development and extension of young men*".

In essence, we endeavour to create a home away from home whereby our young men are able to develop into positive contributors to society by displaying traditional values with a healthy dose of common sense and work ethic. College House has a dedicated team of staff with the specific role of ensuring the safety and welfare of all boarders.

We are extremely proud of our facilities and we are continually looking to upgrade and further develop the physical environment we provide for our young men. Recent additions include the new Music Rehearsal Room and the refurbishment of a senior dorm. Recreational spaces have also been renovated to ensure a fun and relaxing atmosphere during boarders' free time. The living areas are all warm, clean, comfortable. Recreation areas include two gymnasiums, tennis and basketball courts, BBQ and courtyard areas and school playing fields.

College House is administered by a sub-committee of the Palmerston North Boys' High School Board of Trustees. Student welfare is the responsibility of the College House Manager, Matrons, and eight residential masters who supervise daily routines, tend student concerns and dispense health needs.

All students complete an academic school day at PNBHS whilst in the afternoon they participate in a wide range of co-curricular activities offered by the school. In the evening students have recreation time and approximately 90 minutes of study under the supervision of staff from College House who are all teachers at Palmerston North Boys' High School.

College House and Palmerston North Boys' High School provide an opportunity for students to grow and extend themselves in an environment that encourages participation, excellence and a sense of occasion.

A number of events during the year provide an opportunity for parents, family and staff to interact. These include Niger House Rugby, Sports, Athletics Day, Church Day, Parents of the Leavers' Dinner and Prizegiving.

If you wish to make an application for your son to board at College House, please fill out the Expression of Interest Form that can be found on the school website.

It is recommended that all prospective boarders and their families make a time to look at the facilities and speak to staff and current boarders about boarding at College House. There will be an opportunity to do this at annual Open Days or by making an appointment with the College House Manager.

TERM DATES 2017

Term 1	Wednesday 1 February to Thursday 14 April
Term 2	Monday 1 May to Friday 7 July
Term 3	Monday 24 July to Friday 29 September
Term 4	Monday 16 October to Thursday 7 December

The Sunday before the beginning of each new term boarders must return to College House between 4.00pm and 7.00pm in full dress uniform. Arrival outside of these times will need to be communicated with the Hostel Manager. At 7.30pm all boarders will attend a meeting with the College House Manager in the Dining Room. A roll will be taken at this time. This meeting will be followed by Year Level Meetings.

Please note that Dinner will be served for those boarders at College House by 5.30pm on the Sunday before a new term commences.

PREPARATION FOR BOARDING AT COLLEGE HOUSE

Leaving home for the first time can be a nervous time for young men and their parents. In order to ease your son's transition to boarding life we recommend that your son is comfortable with the following:

1. Everyday Household Tasks

- Setting and clearing a table
- Making toast and hot drinks
- Making a bed properly
- Keeping his room tidy and putting away belongings
- Sorting out laundry
- Using and emptying a vacuum cleaner
- Sweeping and mopping the floor
- Folding clothing
- Leaving a hand basin clean and tidy
- Using a lawn mower and basic garden tools

2. Accept responsibility for his actions and learning to work happily in a communal environment.
3. Writing and addressing a letter and being able to operate a telephone properly.
4. Showering at least once a day and understanding the importance for thorough basic hygiene.
5. Dressing properly including being able to polish shoes and tie a tie.
6. Being familiar with basic road rules for cyclists and pedestrians.
7. Addressing adults in a polite and respectful manner.
8. Understanding the inappropriateness of anti-social behaviour such as bullying and being able to respect others' differences.
9. Being physically fit and prepared to run regularly.

QUALITIES REQUIRED TO BE A SUCCESSFUL BOARDER

A successful boarder needs to be:

- prepared to become fully involved in College House life
- able to listen and follow instructions
- prepared to give everything a go and not look for excuses to opt out
- approachable and able to relate well to peers and adults
- polite
- respectful
- organised
- honest
- able to follow instructions
- supportive
- helpful
- responsible for his own actions
- willing to accept consequences for his actions
- tolerant and accepting of other people

COLLEGE HOUSE STAFF

Supervisory Staff (Masters)

Mr Matt Davidson – Hostel Manager

Mr Richard Fogarty – Assistant Hostel Manager

Mr Jacob Meehan

Mr Shaun McFarlane

Mr Alex Stephenson

Mr Jake Blanks

Mr Willie Docherty

Mr Robin Doyle

Mr Scott Davidson

Matrons

Mrs Margaret Finch

Ms Jean Byers

Administration

Mrs Tracey Davidson

Ms Deb Burgess (PNBHS Finance Manager)

Mrs Tracey Beck (College House Accounts/Human Resources)

Dining Room Staff

Mrs Christine Mackie (Catering Manager)

Mrs Marion Reiri

Ms Leanne Rippey

Ms Tara Anderson

Mr Harry Denning

Ms Alysha Wilson

Ms Karen McKinnon

Cleaning Staff

Mrs Vivienne Templeman (Supervisor)

Mrs Losena Gunn

Ms Jane Crosswell

Laundry Staff

Mrs Lynn Tyerman (Supervisor)

Mrs Vani Reid

Staff list and information in this book is current as at January 2017. Changes in policies and routines do happen occasionally and these are communicated verbally to the students and/or via email to parents.

ADMINISTRATION

College House is administered by a sub-committee of the Palmerston North Boys' High School Board of Trustees.

The current Palmerston North Boys' High School Board of Trustees comprises:

Mr Michael Lawrence	Chairman
Mr David Bovey	Rector
Mr Jack Siebert	Staff Representative
Mr Alan Kirk	Student Representative
Mrs Tania Harris	Parent Representative
Mr Simon O'Connor	Parent Representative
Mr Grant Watts	Parent Representative
Mr Craig Purdy	Parent Representative
Mr John Stewart	Parent Representative

The College House Sub-Committee comprises:

Mr Ian Grant	Chairman – Parent Representative
Mr David Bovey	Rector
Mr Gerard Atkin	Deputy Rector
Mr Matt Davidson	Hostel Manager
Mr Richard Fogarty	Assistant Hostel Manager
Mr Simon O'Connor	Board Representative
Mr Patrick Takurua	College House Head Boy
Mrs Rachael Werthmuller	Parent Representative
Mr Gary Nesdale	Parent Representative

Meetings are usually held on the third Thursday of each month except January.

ACCOUNTS

- College House fees for 2017 are \$12,341. This amount is invoiced in 10 monthly instalments at the end of each month from January to October inclusive. Payment for each of these months is due on the twentieth of the following month.
- Payment by Direct Debit is the preferred method of payment.
- In the event of an increase of fees, one term's notice will be given.
- Parents are required to give one term's notice (10 school weeks), in writing, if they wish to withdraw their son from College House (refer to clause 7 of the College House Boarding Contract).
- Incidentals are paid monthly. College House is a completely separate financial entity from PNBHS and it is funded solely from fees. It is vital that all fees and incidentals are paid by the due date.
- Accounts are generated by the PNBHS Finance Department. Any queries should be directed to Tracey Beck at beckt@pnbhs.school.nz or on 06 3545176 extension 871.

ATTENDANCE

Students are expected to attend all roll calls and classes. Lateness is unacceptable. When students are not able to attend school due to illness or emergency the Matron must be notified.

If College House students fall ill at school, they must report to the main school office who will in turn contact College House.

If your son has a specialist appointment during school time, please communicate this with the Matron at least one day prior to the appointment.

BOARDING ALLOWANCES

Application can be made to the Ministry of Education for Boarding Allowances. These allowances can help students living in remote areas or facing other barriers, board away from home and focus on their studies. Parents or caregivers have to apply for this allowance and funding is paid directly to school.

The amount of boarding allowance funding a student receives depends on what type of barrier a boarder is facing (an access barrier or multiple barriers) and/or where they board.

More information on Boarding Allowances can be found at:

<https://parents.education.govt.nz/secondary-school/your-child-at-school/boarding-allowances/>

CHURCH

Boarders are more than welcome to attend church or youth group. Leave must be taken in the normal manner.

In Term 3 College House holds its annual Church Day. This is a service held with The Salvation Army. This service is followed by a family meal in the College House Dining Room. We ask that all parents and boarders make every effort to attend this day as it provides a chance for the College House Community to come together.

CLOTHING

All boarders should be aware of the PNBHS and College House Clothing List (Appendix 1). Clothes must be named. Sewn on labels are recommended.

Boarders who purchase new items of clothing should see the Matron to get these items named. The Matron has pre-named labels for every boarder.

Footwear should also be named.

COMMUNICATIONS

Mail

Any mail to a College House boarder should be addressed to:

“Boarders name”

PO Box 4049

Manawatu Mail Centre

Palmerston North 4442

Mail for boarders is handed out at lunchtime. The College House Manager or Matron will post outgoing mail for boarders. All students must provide their own stamps.

Items that are couriered to College House should use the following address:

“Boarders name”

College House

Corner of North Street and Featherston Street

Palmerston North 4410

Telephone

Most boarders now have their own mobile phone. Please do not call your son during meal times, prep or after lights out.

If you cannot reach your son on his mobile phone, please contact the Matron and leave a message for them to return your call. The Matron's phone is available for boarders to use if they cannot access their mobile phone.

Fax

College House no longer has a fax line.

Television

A number of televisions/television projectors are located around College House Recreational Rooms. Sky Television is available on these. These can be used to play appropriate movies on during free time. Movies will be at the discretion of the Duty Master.

Boarders are not permitted to bring their own televisions to College House. Boarders may bring Xboxes or PlayStations to use in the Recreation Room. Gaming console use will be limited in the summer terms. Gaming consoles are not permitted to be used in dormitories.

Newspapers

The Dominion, Manawatu Standard and The Sunday Star Times in the weekend are available daily in the Dining Room for boarders use. Headlines are displayed on the noticeboard outside Dorm 4.

Newsletters

An electronic newsletter will be posted home at the conclusion of each term.

Facebook

The College House Facebook page is "College House PNBHS". Please "like" this page to keep up to date with College House news.

Internet

College House has Wi-Fi throughout the hostel that all boarders have access to. This system uses the same filters as school and disconnects at 10.30 pm. The Acceptable Use Policy that all students and parents sign on enrolment at PNBHS is also applicable at College House. Please see the College House Mobile Device Policy for more information on acceptable internet use.

Email

All students have access to email facilities and will be given a school email address.

DAILY ROUTINES

Weekdays

- 6.45 am Wake up – Hostel run.
 Shower and organise daily requirements.
 Tidy bed areas.

7.25 am Bed and dorm check.
Once bed areas are satisfactory, the Duty Master will dismiss to breakfast.
Boarders must attend breakfast in school uniform.
Morning tea is packed at this time and taken to school.
Once a boarder has finished breakfast they may leave.

8.00 am Junior boarders complete hostel job.

8.30 am Warning bell for school. All boarders must depart for school.

8.45 am Roll call at school and school assembly (four school periods in the morning).

NB: Students are not allowed to return to College House during school hours except for lunch. The exception to this is Year 13 boarders who can return for morning tea. Year 12 and 13 boarders who have study Period 5 may also remain at the hostel after lunch to study.

1.20 pm Lunch.

Lunch is cafeteria style and boarders are free to leave for school once they have finished their lunch. Only Year 12 and 13's are permitted to enter their dorms.

It is expected that all boarders attend lunch.

2.00 pm Return to school for SSR. (One school period in the afternoon).

3.20 pm End of school.

3.45 pm Sports practice, extra prep or free time.

Day Leave for those who have had it granted. Please see section on Leave.

5.00 pm Students on Day Leave return and sign in.

5.25 pm First Bell – Dinner.

5.30 pm Second Bell – Dinner.

During winter terms the evening meal is at 5.45 pm.

7:00 pm Prep – 90 minutes.

8.30 pm Supper.

9.15 pm Lights out for Year 9 and 10.

9.30 pm Lights out for Year 11.

10:00 pm Lights out for Year 12.

Year 13's must be in their own dorm by 10.00 pm.

Saturday

6.45 am Wake up.

Shower and organise daily requirements.

Tidy bed areas.

7.25 am	Breakfast.
8.00 am	Sport or free time.
12.30 pm	Lunch.
1.00 pm	Day Leave – see section on Leave. Organised activities.
5.30 pm	Dinner.
7.00 pm	Movie or organised activity.
8.30 pm	Supper.
10.00 pm	Lights out.
<u>Sunday</u>	
9.30 am	Wake up.
10.00 am	Brunch.
10.30 am	Hostel Jobs.
11.30 am	Leave if required. Free-time or organised activity.
2.30 pm	Hot afternoon tea.
3.00 pm	Leave if required. Free-time or organised activity.
5.30 pm	Dinner.
7.00 pm	Prep for one hour.
8.00 pm	All boarders returned from Weekend Leave.
9.15 pm	Lights out for Year 9 and 10.
9.30 pm	Lights out for Year 11.
10:00 pm	Lights out for Year 12.

DAMAGE

Deliberate or careless damage to hostel facilities or equipment will be charged to the persons concerned. If individual offenders cannot be identified, costs of damage may be split among a wider group. This includes damage from playing with sports equipment in dorms.

DISCIPLINE

College House operates under the Palmerston North Boys' High School "Fundamental School Rules". Each boarder has a copy of these in his school diary and parents are sent these at the beginning of the school year. A copy can also be found on the PNBHS website.

The “Fundamental School Rules” pertain to the prohibition of Drugs (including R18 legal drugs and party pills, Alcohol, Tobacco (including e-cigarettes and vaporisers). The “Fundamental School Rules” also detail policy on Theft, Truancy, Smoking, Bullying, Fighting, Assault and Repeated Disobedience.

College House also considers the breach of leave conditions and the possession of other prohibited items as gross misconduct. Prohibited items include, but are not limited to: knives, lighters, matches, fireworks, imitation firearms, paintball guns or any other item that can cause harm to another person.

These rules are not exhaustive and the College House Manager may decide that an individual breach of any College House rule constitutes a sufficiently serious offence for immediate action to be taken. Each case will be considered against all relevant circumstances.

Respect and self-discipline are the cornerstones of behaviour at College House. For those boarders who do not meet the expectations of College House there is a graduated system of consequences. This includes:

Immediate completion of a job

For a minor rule infraction, a boarder may be assigned an immediate job to complete, such as vacuuming the Dining Room.

Physical task

This will usually take the form of an extra daily run.

“Earlies”

Boarders report to Duty Master at 6.45am in school uniform ready to do specific jobs.

Weekday Gating

Being “gated” requires the student to remain at the hostel from Monday to Friday. Boarders may not take leave during this period. Students remain within the bounds of the hostel and may only take day leave to attend school or representative sports fixtures. Boarders are required to wear school uniform at all times and will complete jobs throughout the week. Boarders may be excused from wearing uniform if the nature of the job could ruin the uniform.

Weekend Gating

This “gating” is the same as Weekday Gating except that the boarder will not be able to leave the hostel from Monday until the following Sunday. This type of gating is for more serious offences. Parents will always be notified if their son is gated.

As a guideline, students can be gated for:

- Ball games inside.
- Bad language.
- Late returning from leave.
- Wilful damage.
- Failing to report damage.
- Gross or consistent disobedience or misconduct.

- Being disrespectful.
- Failing to turn up to an 'early.'

Parents are asked to support the hostel staff and not ask for special dispensations as this only serves to undermine the system that is in place.

ELECTRICAL DEVICES

Boarders are not permitted to have electrical devices such as toasted sandwich machines, blenders, toasters, televisions, desk-top computers or electric blankets in dorms.

This also includes stereos and large speakers.

EMPLOYMENT

Boarders are not permitted to hold down regular employment such as after school jobs.

FIRE ALARMS

All dormitories and hostel buildings are connected directly to the New Zealand Fire Service. Once alarms are activated they cannot be cancelled. Any boarder who sets off a false alarm is likely to be charged for the call out. The cost is in excess of \$1000.

Trial evacuations are carried out each term, however, any fire alarm should be treated seriously.

FIREARMS

The Hostel Manager holds a Firearms License and College House has an authorised safe to hold firearms of boarders who shoot competitively. Boarders who bring a firearm to College House must ensure that it is placed within the safe as soon as they enter the hostel.

HAIRCUTS

Haircuts must be neat and appropriate for school: neither long nor too short, and must be cut to the satisfaction of the Rector, Deputy Rector or College House Manager. Dyed hair is not acceptable at this school. Sideboards must not extend beyond the ear lobe. Hair products such as wax and gel are not permitted.

HEALTH

Surgery Students requiring specific medical attention will be referred to the Hostel Doctor or After Hours Medical Clinic. This may include Accident and Emergency at the hospital if necessary. Students are encouraged to show initiative and communicate any illness to the Matron.

Dental Parents should arrange a Palmerston North Dentist for regular check-ups and other dental care. The Matron will ensure that boarders are transported to and from appointments.

INCIDENTAL EXPENSES

Expenses such as stationery, clothes, extra snacks and haircuts should be paid directly by boarders. To facilitate this all boarders are encouraged to have EFTPOS cards so that parents can make funds available as and when needed.

Both hostel and school trips and activities will be invoiced to a boarder's monthly account. New uniform items can also be invoiced with parents' permission.

INSURANCE

The Board of Trustees does not carry an all risks policy to cover students' personal effects. It is the responsibility of parents to arrange insurance cover for their son's property. The Board of Trustees cannot be held responsible for any loss.

JEWELLERY

Rings, ear studs, bracelets and necklaces must not be worn. Body piercing is not acceptable at College House or PNBHS.

JOBS

Year 9 and 10 boarders are given a specific job at the beginning of each term. Jobs are an integral part of the operation of College House and are therefore very important to the smooth running of the hostel. Jobs are to be completed as described and are checked as required.

LAUNDRY

Dirty laundry is sorted into bins daily by boarders and laundered accordingly. The laundry is opened daily for the collection of washed items. Please ensure that all items are in good condition prior to each term.

All items (including mufti) must be clearly and permanently named. Any new uniform or clothing that is purchased during term time should be given to the Matron to be named.

LEAVE

The College House Manager cannot grant leave from school. Requests for extended leave involving school days must be made to the Rector in writing well in advance of the required leave.

Leave is a privilege and not a right. Leave is taken with the permission of the Duty Master (Day Leave) or the College House Manager (Weekend Leave).

All leave is granted to a specific destination.

Leave is taken on trust with the expectation that boarders will:

- sign out of the hostel using the Boardingware leave system whenever they leave the premises.
- go to the destination indicated in the appropriate attire.
- maintain a high standard of behaviour at their destination.
- return at the required time.

Breach of leave conditions will be treated seriously as they are part of the Fundamental Rules of College House.

Four types of leave are available.

1. DAY LEAVE - Weekdays:

Boarders may attend sports trainings or organised PNBHS co-curricular activities any day of the week. The Boardingware system must be used to record this leave.

Town leave will be granted as follows:

Year 9/10 - Monday

Year 11 - Monday or Wednesday

Year 12/13 - any day

All students must wear school uniform when taking town leave. Students must return to the hostel by 5.00 pm and sign themselves in.

Students may apply for tea leave with parents but they are expected to return for prep at 7.00 pm.

DAY LEAVE - Weekends:

Day leave in the weekend is again taken through the Boardingware leave system. Boarders must meet their school and hostel commitments before they take Day Leave. This means hostel jobs, College House or PNBHS activities, sports commitments and study sessions will take precedence.

Weekend leave can be taken at the following times:

Year 9/10/11 - 1.00 pm and 4.00 pm

Year 12/13 - at the discretion of the Duty Master with the condition that they return before 5.00 pm.

Boarders may take Day Leave to go with their parents outside of these times, however, they must return to College House before 7.30 pm.

Boarders may go to the movies in the weekend with the permission of the Duty Master, however, they must be transported to and from the movies by College House staff.

Boarders are expected to wear tidy casual clothing at all times when on Day Leave.

2. WEEKEND LEAVE

Weekend Leave allows the opportunity for boarders to exit the hostel either after school on Friday or after sport on Saturday. Boarders must return to the hostel either prior to 8.00pm on Sunday evening or before 8.30 am on Monday morning.

Weekend Leave must be applied for by parents using the Boardingware computer program. All parents will be sent a link to this program on enrolment of their son. Weekend leave must be applied for before 12.00 pm on the Friday preceding the weekend that leave is to be taken. No weekend leave will be accepted after this time.

If a parent wishes their son to take leave to another person's home, this must also be applied for using Boardingware. It is the responsibility of a boarder's parent to ensure that they have communicated these arrangements with the host family.

Boarders travelling home on public transport must do so in formal school uniform.

Boarders on Weekend Leave must not return to the hostel before 12.00pm unless prior arrangement has been made with the Hostel Manager.

Boarders must wear their formal uniform when arriving at the hostel at the beginning of each term and when they depart at the end of each term.

College House usually closes for one weekend per term. This usually coincides with long weekends such as Easter, Queen's Birthday, Mid Term Break and Labour Weekend. Formal school uniform must be worn when departing and returning from these closed weekends.

Students returning from being sick must report to the Matron.

Any changes to leave arrangements must be communicated with the Hostel Manager immediately.

3. STUDY LEAVE

Senior students are granted home leave near the end of the year when NCEA Examinations take place in accordance with the procedures outlined by PNBHS.

4. TRAVEL LEAVE

Travel Leave is leave from school in order for a boarder to fulfil travel commitments to get home. It is available to College House boarders who live more than 100 km from College House. It will be granted once per term.

Parents who wish to apply for travel leave for their sons, must do so in writing to the College House Manager. Details of transport arrangements must be included.

MEALS

Meals are compulsory. Any exceptions must be made in consultation with the Duty Master. Students must be punctual and neatly presented at meal times. Food must not be removed from the Dining Room. Singlets and hats are not permitted to be worn in the Dining Room and shoes must be worn at all times.

MOBILE PHONES

All boarders at College House are permitted to have mobile phones. Boarders in Year 9 – 11 are required to hand in their mobile phones (along with any other mobile devices) 15 minutes before lights out.

Boarders may not use their mobile phone during meals and at prep.

Failure to meet the expectations of mobile phone use will result in the following consequences:

1st indiscretion - Confiscation of phone for 2 weeks and 1 week's gating.

2nd indiscretion - Confiscation of phone for 4 weeks and 2 weeks gating.

3rd indiscretion - Loss of mobile phone privileges at College House.

Mobile phones are not permitted at school.

The complete mobile device policy can be found on the PNBHS website.

POSTERS

Boarders are not permitted to decorate their bed areas with alcohol or drug related posters or any poster containing offensive material.

PREP

With examinations for all levels throughout the year, prep is one of the most important components of the hostel day. Prep is from 7.00 pm – 8.30 pm on Mondays – Thursdays and Sundays 7.00 pm – 8.00 pm.

Leading into examinations, prep will also be held for 4 hours on Saturdays and 4 hours on Sundays for those boarders not on Weekend Leave.

Students are encouraged to clarify their prep requirements prior to commencing prep.

All students must recognise the importance of a genuine study ethic and commit themselves to a disciplined routine.

Supervision for each evening prep is the responsibility of the Duty Master, Support Master and Duty Prefect.

The PNBHS computer room is also supervised at this time for boarders to complete any work.

A Sustained Silent Reading Book is also required for those that complete prep early.

REPORTING TO PARENTS

Parents are kept informed of their son's progress by:

- Written school reports twice yearly.
- Oral reports in conjunction with school 'Parent/Teacher interviews.'
- Informal meetings with hostel staff when bringing students back after leave.
- Telephone calls to or from the Hostel Manager, Assistant Manager or Matron.
- Regular school and hostel newsletters.
- Written College House reports twice yearly.

A table of the College House Key Competencies can be found in Appendix 4.

SPORT AND CO-CURRICULAR INVOLVEMENT

All students are encouraged to participate in a summer sport and expected to play a winter sport. A hostel sports register is kept. Students must fulfil their sporting commitments before applying for weekend leave (i.e. Weekend leave is not an excuse to miss school sport). Clear communication is essential with school staff and coaches if availability problems exist.

TRAVEL

Bicycles Boarders have the option of bringing a bicycle to College House for transport, recreation and competition purposes. Bikes must be kept in the bike shed and each

student should have a bike lock for security. Serial numbers and descriptions should be recorded. Helmets are compulsory.

Cars Year 13 boarders are permitted to drive a vehicle to College House. Vehicles can be used to drive to and from a boarder's home on Weekend Leave. Vehicles may also be used to get to appointments during the week.

Under no circumstances are boarders permitted to carry passengers in their car regardless of the type of license that they hold. Siblings may be transported to and from College House on Weekend Leave if a Full License is held and with parental permission.

A Vehicle Permission Form must be completed by boarders and their parents at the commencement of the year.

The complete College House Vehicle Policy can be found on the PNBHS Website.

TROPHIES, SCHOLARSHIPS AND AWARDS

- College House Academic Awards (\$100 each) for the most successful academic performance in each year group.
- Academic Improvement Awards (\$50 each) for the students, at each year level, who make the most significant improvement in grades from mid-year to the end of year examinations.
- Hallwright Prize and Scholarship for Year 13 Academic Excellence (\$500)
- Ray Gloyn Scholarship and Memorial Trophy (\$200) for all-round excellence in academic and co-curricular performance by a Year 11 student.
- Chris Bryant Memorial Cup for conduct and leadership by a College House Prefect.
- Scott Walker Memorial Cup for citizenship in Year 13.
- Hadleigh Parkes Cups (Junior and Senior) for all-round character and display of the College House ethos (\$50 each)
- Justin Doolan Cup for courage, integrity, and loyalty of a Year 9 Boarder at College House
- Boarder of the Year Awards for general demeanour, conduct and participation in hostel life.
 - Year 9 (Ian McKay Family Trophy)
 - Year 10 (Pratt Trophy)
 - Senior (Brown Brothers Trophy)
- Mr and Mrs Harrison Trophy for boarders who have carried out their nominated College House job with great pride and diligence.
- Campbell Trophy for contribution to Murray Club.

- Tim Richardson Sportsman Cup for an outstanding all-round sporting contribution to Murray Club.
- The RJ Doyle Trophy for the best athletic sports performance.
- Adlam Trophy for the best College House Smallbore Rifle Shooter.
- Caldwell Trophy for the best College House Clay Target Shooter.
- Canada Cup for the College House Tennis Champions (Junior and Senior).
- Head Boy Scholarship (\$500) awarded to the Head Boy for the leadership of College House and corresponding duties over the year.

VISITORS

Visitors are always welcome. If you have come to visit your son then please identify yourself to staff as a matter of common courtesy and, importantly, of safety.

If you are at the hostel to drop off items, then please leave them with the Matron or on the shelves adjacent to her office.

Students may entertain friends in courtyard areas or the Dining Room provided they are introduced to the Duty Master. Friends of boarders are not permitted in Dorms.

APPENDIX ONE

COLLEGE HOUSE CLOTHING LIST

(All items are to be clearly named with printed tags or a permanent marker)

All uniform items are available from the school Uniform Outlet Shop situated adjacent to the School Hall. The hours of opening are on the PNBHS website www.pnbhs.school.nz.

Formal School Uniform

- 1 pair grey long trousers (and black belt).
- 1 school blazer.
- 1 pair black dress socks.
- 1 white school dress shirt.
- 1 school tie.
- 1 pair of black lace-up shoes.

Daily School Uniform

- 2 pairs dark blue school shorts.
- 1 grey school jersey (Black for Year 12 and 13).
- 2 grey shirts.
- 3 pairs school socks.
- 1 pair plain black roman sandals.
- 1 black Murray singlet.
- 1 pair Murray gold shorts.
- 1 pair Speedo Jammers.
- 1 PNBHS Cap.
- 1 Scarf (Terms 2 and 3 only - optional).
- 1 PNBHS rain jacket (optional).

Sportswear (dependent on sport played)

- 1 pair PNBHS sports shorts.
- 1 PNBHS sports shirt.
- 1 pair sports shoes/boots.
- 2 pairs sports socks.
- Murray Club Rugby Jersey and Murray Socks (presented at the completion of the Round the Ranges Relay).

Casualwear

- Casual clothing for after-school and weekends.
- Bicycle and helmet (optional).
- Dress shirt/trousers/shoes/tie for College House and PNBHS dances.

Linen

- 1 or 2 pillows and pillowslips.
- 3 towels.
- Duvet and cover.
- 2 sets of named sheets.

Other

- Underwear/Socks.
- Pyjamas.
- Toiletries.
- Coat hangers.
- 2 padlocks – 1 small for Laundry Locker and 1 large for Wardrobe/Locker

APPENDIX TWO

COLLEGE HOUSE DISCIPLINE STRUCTURE

The main objectives are to:

- Provide a safe, secure environment for all boarders living within College House.
- Clearly present, to both boarders and parents, the likely course of action should a boarder within College House offend in the form of continual disobedience or gross misconduct.

Misconduct during week

Indicators:

- Failure to meet base College House expectations
- Contravening of College House rules

Action:

- Immediate consequences such as “Earlies” or additional duties
- Continual failure to meet expectations in a one-week period – student gated
- Letter sent home outlining reasons for gating by Assistant Manager (Copied to Manager)

Repeated misconduct causing concern during one term

Indicators:

- Continual Disobedience, poor/belligerent attitude

Action:

- Summary of Behaviour made
- Parents contacted/meeting held with Manager
- Letter sent home addressing concerns by Manager
- Referral to Guidance Counsellor

Stand-Down

Indicators:

- Gross Misconduct
 - Serious incident such as abuse directed at a staff member, fighting, bullying, inappropriate use of social media, breach of leave conditions, breaking of the fundamental school rules.
- Continual Disobedience
 - A continuation of poor behaviour/attitude.

Action:

- Full investigation of the matter by the Hostel Manager. Parents kept informed of progress.
- Rector and the Chairperson of the College House Subcommittee informed.
- Discussion between Manager, student and parents. Rector may be present.
- Stand-down from Hostel for indefinite period by Manager.
- Letter sent home addressing concerns and listing actions.
- Options:
 - Returned to Hostel without conditions
 - Returned to Hostel with conditions (Behaviour Bond, Referral to Support Services)
 - Contract Terminated

APPENDIX THREE

Termination of Contract

Indicators:

- Gross Misconduct: One serious offence such as Theft, Alcohol, Drugs (including legal high/synthetic drugs), abuse of social media.
- Repeated Misconduct: For example, having been stood-down once for Gross Misconduct or Continual Disobedience.

Action:

1. Manager and/or Rector to fully investigate matters where there has been a continual or serious breach of the rules and expectations for boarders. Parents/Guardians will be informed of the alleged breach and kept informed of subsequent developments.
2. The Manager may recommend to the Rector that a boarder's contract should be terminated.
3. The Rector will decide whether to cancel a boarder's contract.
4. Before cancelling any boarder's contract, the Rector will report his summary of the circumstances and the reasons for his decision to the Chairperson of the College House Subcommittee.
5. The Chairperson will or will not endorse that decision.
6. If further deliberation is necessary, the Chairperson will convene not less than two other Subcommittee members to endorse or not the recommendation to terminate a boarder's contract.
7. Consideration for a student wishing to reapply for a position within College House can be done in consultation with the Manager of College House and the Rector. The minimum stand-down period is at least one term. However, consideration for a re-application will not be given in the same academic year.

APPENDIX FOUR

COLLEGE HOUSE KEY COMPETENCIES CRITERIA

Key Competencies	Level Four	Level Three	Level Two	Level One
Managing self	<ul style="list-style-type: none"> • Consistently meets base expectations of staff. • Always attends prep and fully utilises time. • School attitude grades A's. 	<ul style="list-style-type: none"> • Usually meets base expectations. • Prep effort and attendance good. • School attitude grades B's. 	<ul style="list-style-type: none"> • Meets base expectations as suits self and with prompting. • Prep attendance and effort erratic. • School attitude grades C/D • Coursework grades C/D. 	<ul style="list-style-type: none"> • Consistently late. • Messy bed area. • Poor grooming. • Gating an issue. • Prep effort and attendance poor. • School report attitude grades D/E. • Coursework grades D/E.
Participating and contributing	<ul style="list-style-type: none"> • Consistently seeks leadership opportunities. • Consistently volunteers for tasks around College House • Reliable and trustworthy. • Participates fully as a competitor and as a supporter. • Seeks leadership opportunities in Shand Shield activities. • Always gives of his best. 	<ul style="list-style-type: none"> • Usually seeks leadership opportunities and volunteers for tasks around College House. • Usually performs well. • Support of club mates is reasonable. 	<ul style="list-style-type: none"> • Volunteers and seeks leadership opportunities as suits self. • Reluctant to participate, requires continual prompting and effort is inconsistent. • Support of club mates is minimal. 	<ul style="list-style-type: none"> • Shows no initiative. • Requires continual prompting. • Unreliable. • Nil involvement and support of club mates.
Relating to others	<ul style="list-style-type: none"> • Acknowledges and actions the needs of others. • Consistently displays the school values. 	<ul style="list-style-type: none"> • Usually shows maturity in relationships with peers and staff. • Generally displays the school values. 	<ul style="list-style-type: none"> • Lacks maturity in relationships with peers and staff. • Displays limited school values. 	<ul style="list-style-type: none"> • Is selfish in motives and dealings with fellow College House members. • Doesn't display school values.