

**PALMERSTON NORTH BOYS' HIGH SCHOOL**

# **CollegeHouse**



**Boarding Handbook 2019**

## **IMPORTANT CONTACT INFORMATION**

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

<b>Hostel Phone Numbers</b>	<b>College House</b>	<b>06 358 6704</b>
	Duty Master	Extension 1
	Matron	Extension 2
	Kitchen	Extension 3
	Manager	Extension 4
	School	Extension 5
	Duty Master Mobile	027 602 4936

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

**Hostel Assistant Manager**        **Mr Jason Cudby**  
Mobile: 021 081 08470  
Email: [cudbyj@pnbhs.school.nz](mailto:cudbyj@pnbhs.school.nz)

**Matrons**                                Mobile: 027 361 2807  
Email: [matron@pnbhs.school.nz](mailto:matron@pnbhs.school.nz)

**PNBHS**                                    Phone: 06 354 5176  
Fax: 06 354 5175

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

## INTRODUCTION

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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 8 dormitories able to house up to 177 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, and 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 extracurricular 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 Nigger 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 2019**

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Term 1	Monday 28 January to Friday 12 April
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 15 October to Thursday 5 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**

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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**

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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**

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### Supervisory Staff (Masters)

Mr Matt Davidson – Hostel Manager

Mr Jason Cudby – Assistant Hostel Manager

Mr Jacob Meehan

Mr Trent McGrath

Mr David Braddock

Mr Willie Docherty

Mr Robin Doyle

Mr Scott Davidson

Mr Bruce Kensington

Mr Andrew McDougall

Mr Kris Malicki

### Matrons

Mrs Margaret Finch

Ms Jean Byers

### Administration

Mrs Tracey Davidson

Ms Deb Burgess (PNBHS Finance Manager)

### Dining Room Staff

Mrs Christine Mackie (Catering Manager)

Mrs Marion Reiri

Ms Mulan Leang

Ms Karen McKenna

Mr Tyrone Brown

Mrs Angela Jones

Mrs Kim Brosnan

### Cleaning Staff

Mrs Vivienne Templeman (Supervisor)

Mrs Losena Gunn

Ms Jane Crosswell

### Laundry Staff

Mrs Vani Reid (Supervisor)

Mrs Karen Molloy

### Ground Maintenance

Mr Colin Tinetti

Information in this booklet is kept as up to date as possible. Changes in policies and routines do happen occasionally and these are communicated verbally to the students and/or via email to parents.

## **ADMINISTRATION**

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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 Gerard Atkin	Deputy Rector
Mr Jack Siebert	Staff Representative
Mr David Kakrada	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 Jason Cudby                      Assistant Hostel Manager

Mr Simon O'Connor                      Board Representative

Mr Jack Gibbs                      College House Head Boy

Ms Kirsty Hansen                      Parent Representative

Mr Gary Nesdale                      Parent Representative

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

## **ACCOUNTS**

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- College House fees for 2019 are \$12,700. 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 required 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 (10 school weeks) notice, in writing, if they wish to withdraw their son from College House (refer to 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 Deb Burgess at [burgessd@pnbhs.school.nz](mailto:burgessd@pnbhs.school.nz) or on 06 354 5176 extension 703.

## **ATTENDANCE**

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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**

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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**

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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 our 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**

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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**

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### 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.

### 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. Gaming consoles are not permitted at College House.

### 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 notice board outside Dorm 4.

### Newsletters

A brief electronic newsletter will be emailed home each week to keep parents informed of College House matters.

### 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 website filters as at school. 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**

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### Weekdays

- 6.45 am      Wake up – Hostel run.  
                 Shower and organise daily requirements.  
                 Tidy bed areas.  
                 Junior boarders complete hostel job.
- 7.25 am      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.

8.15 am Bed and dorm check.

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.

8.15 am Bed and dorm check.

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.
<b><u>Sunday</u></b>	
9.15 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**

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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**

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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 (consumed at College House or off-site while under the care of College House), 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.

#### “Jobs”

Boarders report to Duty Master at specific times throughout the day to assist with the tidy up of the hostel. These times are: after breakfast, after lunch, after school, after dinner and after supper.

#### Gating

Being “gated” requires the student to remain at the hostel from Monday to the following Sunday. 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 and weekend. Boarders may be excused from wearing uniform if the nature of the job could ruin their uniform.

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 for “jobs”
- Disruption after “lights out”

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**

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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**

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

## **JOBS**

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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**

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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**

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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.

Scooters are not permitted to be ridden to town.

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 until 3.00 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.

Students 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.

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

Students 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**

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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 weeks 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.



## **PARKING**

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Please do not park in the area outside the Dining Room in the North Street entrance at any time. Parking is available on North Street or the Tennis Courts at the conclusion of the school term.

## **POSTERS**

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

## **PREP**

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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**

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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.

The PNBHS Graduate that incorporates a set of values for "Our Hostel" can be found in Appendix 4.

## **SPORT AND CO-CURRICULAR INVOLVMENT**

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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**

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**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.

**Scooters:** Scooters may be brought to College House, however the safety of both riders and other pedestrians is paramount. Scooters may not be taken into dorms and they must be stored in allocated storage at night. Scooters may not be ridden when on town leave.

**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**

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- 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
- The Jimmy Crosswell Memorial Trophy for a Year 12 student who has shown the qualities of commitment, perseverance, courage and integrity

- 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.
- The Grant Brothers Shield for the first Murray Cross Country runner.
- 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**

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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](http://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 afterschool 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 “Jobs” 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 Sub Committee 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 R18 legal drugs, party pills and synthetic drugs), Alcohol (consumed at College House or off-site while under the care of College House), Tobacco (including e-cigarettes and vaporisers), Theft, Truancy, Smoking, Bullying, Fighting, Assault and 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 sub-committee.
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 Sub-Committee 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

### Our School

Founded in 1902, Palmerston North Boys' High School is a traditional boys' school whose vision is to develop educated men of outstanding character. In striving to realize this vision, our mission is to educate young men by challenging and extending them in academic, sporting and cultural activities to develop the required knowledge, skills, values and character they need to succeed in their lives.

When young men come to Palmerston North Boys' High School, they join a Brotherhood. Since our foundation, many generations of brothers have graduated and joined the ranks of Old Boys of our school. However, acceptance into the Brotherhood does not come simply by being a member of our school community. It has to be earned by living up to our school values on a daily basis in order to become an educated man of outstanding character.

Our Values	Our Graduates	Our Hostel
<b>Courage:</b> <ul style="list-style-type: none"> <li>• Towards physical and moral courage, daring to be different, and the capacity to say "no".</li> <li>• For spirit, standing up and being counted, and doing the right thing in the face of adversity.</li> <li>• Through honest effort, perseverance, and resilience.</li> </ul>	<p>They are brave young men who are committed to following through in all areas of life.</p> <p>They set high standards, learn from their mistakes, and make progress through times of difficulty.</p>	<ul style="list-style-type: none"> <li>• Leads and follows others from the core of his values, sets a good example, and is not afraid to put himself in the firing line when he tries to stand up for and do the right thing</li> <li>• Owns his mistakes, accept the consequences of them, and works hard to improve</li> </ul>
<b>Humility:</b> <ul style="list-style-type: none"> <li>• Towards selflessness, duty, and the needs of others.</li> <li>• For the school's values, service, and global citizenship.</li> <li>• Through teamwork, understanding, and action.</li> </ul>	<p>They are modest young men who lead others by example.</p> <p>They step forward at the right time, show their worth by their actions and words at all times, and leave a positive mark.</p>	<ul style="list-style-type: none"> <li>• Demonstrates consideration in relationships with others and serves their needs, especially those younger and less fortunate than himself</li> <li>• Considers the needs of the group first in making the right decisions</li> </ul>
<b>Industry:</b> <ul style="list-style-type: none"> <li>• Towards knowledge, growth, and independence.</li> <li>• For involvement, innovation, and influence.</li> <li>• Through challenge, initiative, and commitment.</li> </ul>	<p>They are enterprising young men who strive to achieve their potential.</p> <p>They think critically, apply their learning to different situations, and form conclusions judiciously.</p>	<ul style="list-style-type: none"> <li>• Appreciates the importance of living a well-balanced, healthy, and active life</li> <li>• Takes the opportunities available to do well in academics, sport, and culture</li> </ul>
<b>Integrity:</b> <ul style="list-style-type: none"> <li>• Towards honesty, truthfulness and responsibility.</li> <li>• For self-discipline, reliability, and accountability.</li> <li>• Through fairness, trustworthiness and truthfulness.</li> </ul>	<p>They are honourable young men who try to do the right thing in all situations that arise.</p> <p>They know what is important, how to act in accordance with their values, and how to help others to do the same.</p>	<ul style="list-style-type: none"> <li>• Knows the difference between right and wrong, and practices doing the right thing with the boys with whom he lives all day, every day, regardless of what it might look like to his friends</li> <li>• Manages himself, his time, his space, and his possessions, and those of other boarders</li> </ul>
<b>Pride:</b> <ul style="list-style-type: none"> <li>• Towards loyalty, confidence, and passion.</li> <li>• For family, friendship, and pride in school, community and country.</li> <li>• Through a positive attitude, teamwork, and the pursuit of excellence.</li> </ul>	<p>They are purposeful young men who are driven by pride in their families, friends, school, community and country.</p> <p>They recognise the value of what they are doing, work well together, and add to the success of their school, community, and country.</p>	<ul style="list-style-type: none"> <li>• Enjoys the companionship, camaraderie, rites of passage, and brotherhood of his fellow boarders in College House and Murray Club</li> <li>• Has a full go at whatever he does, tries new things, and seeks to stretch his talents and performance</li> </ul>
<b>Respect:</b> <ul style="list-style-type: none"> <li>• Towards diversity, equity, and collegiality.</li> <li>• For self, others, and the environment.</li> <li>• Through manners, compassion, and kindness.</li> </ul>	<p>They are young men who acknowledge and accept difference in all members of our community.</p> <p>They are generous in their welcome, appreciative of the needs of others and the environment, and caring in their approach to others.</p>	<ul style="list-style-type: none"> <li>• Makes good choices about lifestyle decisions and habits, based on the expectations, rules, and rites of passage of College House</li> <li>• Celebrates the diversity of background and interests of his fellow boarders in College House</li> </ul>

