

**PALMERSTON NORTH BOYS' HIGH SCHOOL**

# **CollegeHouse**



**Boarding Handbook 2020**

## **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         |
|                             | <b>Duty Master Mobile</b> | <b>027 602 4936</b> |

**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

**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 home has grown into nine dormitories able to house up to 182 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, where our young men can 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 incredibly 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 the senior dorms. 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 the 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 nine residential masters who supervise daily routines, tend student concerns, and dispense health needs.

All students complete an academic school day at PNBHS, while in the afternoon, they participate in a wide range of extracurricular activities offered by the school. In the evening, students have recreation time and 90 minutes of study under the supervision of staff from College House. The latter 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.

Several 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 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 2020**

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|        |  |
|--------|--|
| Term 1 | Monday 27 January to Thursday 9 April    |
| Term 2 | Tuesday 28 April to Friday 3 July        |
| Term 3 | Monday 20 July to Friday 25 September    |
| Term 4 | Monday 12 October to Thursday 3 December |

The Sunday before the beginning of each new term, boarders must return to College House between 4.00 pm and 7.00 pm in full dress uniform. Arrival outside of these times will need to be communicated with the Hostel Manager. At 7.30 pm 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 5.30 pm on a 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. 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 lawnmower 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 of thorough basic hygiene.
5. Dressing appropriately, including being able to polish shoes and tie a tie.
6. Being familiar with basic road rules for cyclists and pedestrians.
7. Addressing adults politely and respectfully.
8. Understanding the inappropriateness of anti-social behaviour such as bullying and being able to respect other's 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
- willing 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 actions
- willing to accept the 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 Jake Blanks

Mr Marius Huempfer

Mr Lars Herbold – GAP Student

### 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)

Ms Leanne Rippey

Ms Sarah Alexander

Ms Karen McKenna

Mrs Angela Jones

Mrs Kim Brosnan

Miss Caitlin Lavery

Mr Ajin Joseph

### Cleaning Staff

Mrs Vivienne Templeman (Supervisor)

Ms Debbi Aplin

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 to policies and routines do happen occasionally, and these will be communicated verbally to students and 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 Ollie Gillespie  | Student Representative |

|                   |                       |
|-------------------|-----------------------|
| Mrs Jodi Jamieson | Parent Representative |
| Mr Simon O'Connor | Parent Representative |
| Mr Grant Watts    | Parent Representative |
| Mr Craig Purdy    | Parent Representative |
| Mr Brendon Ross   | 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 Elyjah Crosswell | College House Head Boy           |
| Ms Kirsty Hansen    | Parent Representative            |
| Mr Gary Nesdale     | Parent Representative            |
| Mrs Jodi Jamieson   | Parent Representative            |

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

## **ACCOUNTS**

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- College House fees for 2020 are \$12,700. This amount is invoiced in 10 monthly installments 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 in 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 an entirely separate financial entity from PNBHS, and it is funded solely from boarding fees. All fees and incidentals must be 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 Office at school 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 before the appointment.

## **BOARDING ALLOWANCES**

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An 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 the 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 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 usual 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”*

College House

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.

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 a 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

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

Boarders are not permitted to bring televisions to College House. Gaming consoles are not allowed at College House.

### Newspapers

The Dominion, Manawatu Standard, and The Sunday Star Times are available daily in the Dining Room for boarders use.

### 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 can be accessed by all boarders. This system uses the same website filters as school. The Acceptable Use Policy that all students and parents sign on enrolment at PNBHS are 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 their allocated 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 the 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 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 the 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.

Sunday

- 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, the 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." A copy of these will be given to all young men 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 Tuesday until the following Monday. Boarders may not take leave during this period. Students remain within the bounds of the hostel. They may only take Day Leave to attend school or sports fixtures in which they are competing. 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, desktop computers, or electric blankets in dorms.

This also includes stereos and large speakers.

## **EMPLOYMENT**

Weekend employment will be on a case by case basis. This only applies to senior boarders and is with the understanding that hostel and school events take priority over work.

## **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 keep 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**

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- 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**

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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 ensure 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 before 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 via the Duty Master using the Boardingware leave system.
- 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.

Three types of leave are available.

1. DAY LEAVE - Weekdays:

Boarders may attend sports training 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 in.

Scooters are not permitted to be ridden to town.

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

DAY LEAVE - Weekends:

Day Leave in the weekend is again taken via the Duty Master 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 on the weekend with the permission of the Duty Master; however, they must be transported to and from the cinema 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 before 8.00 pm on Sunday or before 8.30 am on Monday morning.

Weekend Leave must be applied for by parents using the Boardingware computer application. All parents will be sent a link to this program on the enrolment of their son. Weekend Leave must be applied for before noon on 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 parents 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 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 often 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 at the end of the year when NCEA Examinations take place in accordance with the procedures outlined by PNBHS.

## **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 mealtimes. Food must not be removed from the Dining Room, and singlets and hats are not permitted to be worn. 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 phones during meals and at prep.

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

1st indiscretion - Confiscation of the phone for two weeks and one week's gating.

2nd indiscretion - Confiscation of the phone for four weeks and two 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 College House section of the PNBHS website.

## **PARKING**

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**

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 essential 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.

As examinations approach, 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 before commencing prep.

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

Supervision for evening prep is the responsibility of the Duty Masters and Duty Prefect.

College House owns 30 Chromebooks for the use of boarders at prep.

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 with the Hostel Manager, Assistant Manager, or Matron.
- Regular school and hostel newsletters or emails.
- Written College House reports twice yearly.

The College House values for "Our Hostel" can be found in Appendix 4. College House reports are based around these values.

## **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 fulfill 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. Cars 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 (\$200 each) - for the most successful academic performance in each year group.
- Academic Improvement Awards (\$100 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 (\$150 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.
- The Vernon Memorial Scholarship – for two Year 11 boarders who consistently display the ethos and values of College House. This scholarship is for the selected young men to travel to Pretoria, South Africa, to take part in an exchange programme with St Alban’s College.

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

Daily School Uniform

- 2 pairs of dark blue school shorts.
- 1 grey school jersey (Black for Year 12 and 13).
- 2 grey shirts.
- 3 pairs of school socks.
- 1 pair of plain black roman sandals.
- 1 black Murray singlet.
- 1 pair of 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 the sport played)

- 1 pair of PNBHS sports shorts.
- 1 PNBHS sports shirt.
- 1 pair of sports shoes/boots.
- 2 pairs of sports socks.
- Murray Club Rugby Jersey and Murray Socks (presented after the Round the Valley 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 one week – 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
  - A 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:

- A 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 the hostel for an indefinite period by Manager.
- Letter sent home addressing concerns and listing actions.
- Options:
  - Returned to the hostel without conditions
  - Returned to the 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 thoroughly 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 HOSTEL

Palmerston North Boys' High School is a traditional boys' school whose vision is to develop educated men of outstanding character. College House shares this vision and strives to support young men in their academic, sporting, and cultural pursuits. College House aims to help develop the required knowledge, skills, values, and character that boarders need to succeed in their lives.

At College House, our young men often talk about living alongside their brothers. Many generations of brothers have graduated and joined the ranks of Old Boys of our school and hostel. However, acceptance into this brotherhood does not come simply by being a member of the College House community. It has to be earned by living up to our school and hostel values daily to become an educated man of outstanding character.

A College House boarder is:

A courageous man who:

- 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
- Owns his mistakes, accept the consequences of them, and works hard to improve

A humble man who:

- Demonstrates consideration in relationships with others and serves their needs, especially those younger and less fortunate than himself
- Considers the needs of the group first in making the right decisions

An industrious man who:

- Appreciates the importance of living a well-balanced, healthy, and active life
- Takes the opportunities available to do well in academics, sport, and culture

A man of integrity who:

- 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
- Manages himself, his time, his space, and his possessions, and those of other boarders

A proud man who:

- Enjoys the companionship, camaraderie, rites of passage, and brotherhood of his fellow boarders in College House and Murray Club
- Has a full go at whatever he does, tries new things, and seeks to stretch his talents and performance

A respectful man who:

- Makes good choices about lifestyle decisions and habits, based on the expectations, rules, and rites of passage of College House
- Celebrates the diversity of background and interests of his fellow boarders in College House