



St Paul's Collegiate School

BOARDING BOYS'
HANDBOOK

CONTACT DETAILS

ST PAUL'S COLLEGIATE SCHOOL

School Office phone: (07)9578899

School Office fax: (07)9578833

Boarding Administrator: 021866634

BOARDING HOUSES

Clark House

Housemaster: 0212758532

House Office: (07)9578800

Matron: (07)9578803

Boarders: (07)9578880

Fax: (07)9578877

Sargood House

Housemaster: 0212758531

House Office: (07)9578823

Matron: (07)9578825

Boarders: (07)9578888

Fax: (07)9578887

Williams House

Housemaster: 0212758534

House Office: (07)9578816

Matron: (07)9578810

Boarders: (07)9578884

Fax: (07)9578885

Harrington House

Housemaster: 0212758533

(07)9578804

Boarders: (07)8578892

Fax: (07)9578875

CHAPLAIN

Chaplain's mobile: 0299578866

Chaplain's office: (07)9578842

Chaplain's home: (07)9578866

HEALTH CLINIC

Sick Bay: (07)9578820

Mobile: 0212758538

SCHOOL SHOP

Great Oaks: (07)9578841

TIHOI VENTURE SCHOOL

Tihoi Directors: (07)3728411

Tihoi Office: (07)3728416

Tihoi fax: (07)3728417

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PURPOSE

The purpose of this *Handbook* is to provide details of the St Paul's Collegiate School Boarding Code of Practice together with information about the operation of the boys' boarding houses.

ACCURACY, REVIEW & FEEDBACK

The information contained herein, whilst correct at the time of publication, is subject to a process of constant review. Alterations and/or amendments can be made as circumstances dictate; any significant changes will be communicated to boarders and parents as soon as reasonably practicable. **This document supersedes previous editions.**

Boarders and their parents are invited to provide feedback on this document at any time. Feedback should be in writing and addressed to the Boarding Administrator.

Reviewed: November 2011

SECTION A

**STUDENT HEALTH,
SAFETY & WELL-BEING**

BOARDING

Statement of Boarding Principles

All boarders at St Paul's Collegiate School:

- are entitled to enjoy equality of opportunity and respect;
- are entitled to be treated as individuals with individual needs;
- are entitled to work, play and relax free from abuse, intimidation and bullying;
- are entitled to develop spiritually, morally and socially within the boarding environment;
- are entitled to develop their talents, cognitive and physical skills in an environment that encourages and supports them;
- are entitled to feel a valued member of the Boarding Community.

Close links with parents are seen as vital in supporting the principles laid out above.

Aims of the Boarding Community

The Boarding Community aims to:

- develop the whole person;
- encourage an environment that is tolerant, open and trusting;
- foster the values of truth, and respect for others and their property;
- provide accommodation that is comfortable and appropriate according to age;
- develop a sense of responsibility for self, others and the boarding environment;
- provide for the development of leadership skills and the promotion of group work;
- provide an environment in which individuals will be treated fairly and with respect;
- provide a range of activities and opportunities that will assist in the personal, social and cultural development of individuals;
- encourage boarders to contribute to the whole school, and specifically to the needs and welfare of others within the boarding community;
- safeguard and promote the welfare of the boarding community by providing a hazard-free environment with good health and safety measures;
- provide high quality staffing, and to allow for the development of sound social interaction between boarders and staff, including support and counselling as and when it is required.

BOARDERS' RIGHTS & RESPONSIBILITIES

Members of the Boarding Community have certain Rights and Responsibilities, as listed below:

Rights	Responsibilities
To learn in an environment that allows the growth of a genuine spiritual life embodying the joy, hope and compassion of an active Christian Faith.	To respect the values and traditions of the School, and be open to the growth of Faith through prayer, Chapel Services and Religious Studies lessons.
To be safe.	To contribute to the safety of others by not threatening, hitting or hurting anyone.
To expect personal property to be safe.	To take good care of personal property, and to not steal, damage or destroy the property of others.
To be treated with courtesy and respect.	To treat others with courtesy and respect, and to respect the authority of staff and Prefects.
To be treated with understanding.	To treat others with understanding and be tolerant of difference.
To live in an orderly community.	To adhere to rules and regulations, to cooperate, to be self-disciplined, and to respect the rights of others.
To be valued as a member of the Boarding Community and the School.	To uphold the good name of the School and the Boarding Community through words, actions and appearance, and to behave in a manner that will bring credit to the Boarding Community and the School.
To be respected by the local community.	To behave in such a way that the local community will respect the School.
To learn without disruption.	To allow others to learn without being disrupted.

To express opinions on matters of concern.	To express opinions in an appropriate manner (including time and place).
To have a clean and pleasant School environment.	To care for and respect the School environment.
To use safe and well maintained School buildings and equipment.	To report damage and defective equipment within the School, and to not damage, deface or destroy School property.

PREPARATION FOR BOARDING

Boarding school is often the first time that many young people spend a significant amount of time away from home, family and friends. New boarders need to be proficient in a number of personal and life skills if they are to make a speedy transition to boarding life. Some of these are listed below, and parents are encouraged to discuss them with their son so that he is in some way prepared for the boarding experience that St Paul's offers.

Some useful skills are:

- knowing how to use a rubbish bin;
- picking up and putting away personal possessions;
- the ability to make a bed in a neat and tidy manner;
- knowing how to address adults in a respectful manner;
- knowing how to write a letter and address an envelope;
- understanding the real need for thorough basic hygiene.

OTHER POINTS TO DISCUSS

Many young people experience difficulty in adapting to communal living, and in particular to being constantly surrounded by other people. The following points are issues that parents might care to discuss with their son in order to help him prepare for boarding life.

The reason for boarding...

It is important that your son understands why he will be attending St Paul's as a boarder, and the opportunities presented to him through being a boarder.

Coping with boarding life...

Some boarders (particularly those who begin boarding in Years 11, 12 or 13) can experience problems with social adjustment. Teenagers living at home have established social patterns and enjoy a certain level of independence. Due to the nature of the boarding community, the sheer size of the boarding "family", and the direct responsibility of the staff, older boarders sometimes find several of the day-to-day workings of the boarding house rather restrictive.

To help him cope with this lifestyle it would be beneficial for parents to discuss with their son some of the differences that might be experienced. A large community is to a certain degree inflexible, and it is essential that all boarders understand what is acceptable, what is not, and why these things are so. A new boarder needs to appreciate that some social patterns will not fit the boarding house and that *he* must adjust *his* behaviour rather than expect the boarding community to change for him.

Dealing with routine...

Dealing with the day-to-day routine of boarding life can be difficult for some boarders, just as dealing with the routine of working life can be stressful for adults. It is therefore helpful for parents to discuss with their son the benefits of, and strategies for coping with, routine.

Conflict...

In a community situation it is important that everyone has respect and tolerance for the space, feelings, privacy and property of other people. However, it is possible that conflict will arise. Some discussion about how best to deal with conflict would therefore be helpful.

Security...

In a boarding situation where many people live in close proximity and there is the potential for theft, boarders need to be aware of the importance of taking care of their own property. They must make sure that **everything is named** and not left lying around; money and valuables should always be kept in a **secure place** (i.e. in a locked space or with staff).

NOTE: "BORROWING" PROPERTY WITHOUT ASKING THE OWNER IS NOT PERMITTED!

Anxiety...

It is important that boarders inform staff of any concerns, difficulties or problems (as well as successes and achievements!) they may have. With a large number of boarders, those who hide a concern or problem may not be noticed at an early stage; this delays help or advice.

Boarders must realise that having fears, problems or concerns – or just a “bad hair” day – is normal, and that it is not weak to discuss these things with someone. It is far better to talk about such matters sooner, rather than to wait for other boarders and staff to “mind read”.

Communication with home...

It would be helpful for parents to negotiate with their son how often they would like him to communicate with them and by what means (i.e. letter; phone; email).

Academic expectations...

Boarders who come to St Paul's from smaller schools often find the academic programme difficult, if not daunting. Parents are encouraged to discuss expectations and goals with their son so that individuals don't hold unrealistic ideas about what should (or can) be achieved.

HOMESICKNESS

It is normal for young people living in new surroundings and an institutionalised environment to feel strange and to want to go home. Homesickness often reflects a positive relationship between the individual and his family, friends and home environment.

The observations and suggestions that follow are designed to help boarders (and their parents) overcome this difficulty. Please **do not hesitate** to contact the Housemaster or House Matron if you have any concerns.

HELPING NEW BOARDERS TO ADJUST

- Homesickness is perfectly normal: most boarders are likely to feel homesick at some stage.
- Parents will hear of, or experience, the *worst* of their son's homesickness. Boarders tend to write or ring when they are feeling at their lowest. They also tend to exaggerate the “worst” features of the boarding house in an effort to convince their parents to take them away.
- It is sometimes necessary to be cruel to be kind. Initially, a complete break with the family should be made. *Telephone calls should be kept to a minimum*. Parents should discourage their son from *constantly* ringing them during the first few weeks. A boarder who is coping reasonably well with a problem often suffers a severe setback after phoning home!
- A recurrence of homesickness is quite common after the first few weekends out, or term holidays. However, it is usually overcome quickly once the boarder returns to school. Too many outings during the first term of boarding can make it very difficult to make the break from home. *We suggest that parents allow their son to experience as much of boarding life as possible throughout the year.*
- Parents should emphasise the need to be fully involved inside and outside the classroom. Individuals who miss lessons and “hang about” around after school make matters worse for themselves. Participation in sport and other activities is essential and should be encouraged.
- Parents are asked to encourage their son to speak with a member of staff if they feel his homesickness is reaching an intolerable level. Discussing the problem with someone not directly involved can be of great benefit.

Understanding, patience and firmness can help a relatively smooth adjustment to boarding.

PARENTAL ADJUSTMENT

As well as boarders experiencing homesickness, it is not unusual for parents to feel unsettled and to miss their son.

- The sense of loss may not be as obvious for you as it is for your son because your daily routine continues. However, it is important to acknowledge your sense of loss: when a child goes to boarding school there is a change in the structure of parenting because the daily dependence of the child is no longer present.
- A feature of boarding is an increasing level of independence. Parents can be caught off guard by their son's move towards the adult world. However, if your son manages this transition in a positive way it is a sign that you, as parents, have prepared him well for adulthood.
- Despite planning for your son to attend boarding school the reality comes suddenly: one day he is at home and the next he is not. Do not underestimate the effect this may have on you. Feel free to contact the Housemaster about your own concerns as well as those of your son.

CATERING

Catering is contracted to Alliance Catering who aim to provide nutritious, well-balanced meals that suit the needs of the School community. Alliance meets industry standards regarding food preparation and safety. The menus, which are based on nutritional guidelines and dieticians' requirements, rotate according to a four-week cycle and change each term. Fruit, vegetables, salads and bread are available during meals on a self-serve basis. Students with special dietary needs (e.g. fat free; gluten free; vegetarian; diabetic) are catered for.

HEALTH CARE

INFORMATION REQUIRED

The following particulars are required before a boarder takes up residence:

- a completed health and medical information form (provided by the St Paul's Health Clinic);
- details about anything (such as psychological counselling or prescription medication) that could affect or influence the way in which the individual adjusts to boarding and/or the individual's relationship with others in the boarding house.

Parents/Caregivers have a responsibility to provide this information, as non-disclosure has the potential to be detrimental to the well-being of other boarders.

HEALTH CLINIC

The School Health Clinic, located behind the Dining Hall, offers 24-hour care. A Registered Nurse lives on site, the School Doctor visits each weekday morning, and a qualified physiotherapist is available by appointment for students who require treatment.

The cost of prescribed medications and other items ordered through the Health Clinic are charged to parents on their School account.

Health Clinic staff must be informed about boarders who are on medication. It is also important that Health Clinic staff be kept up-to-date with any treatment an individual receives in case he presents with a related problem. Parents should notify Health Clinic staff when they arrange for their son to visit a medical specialist (orthodontist, optometrist, etc). Appointments should be made for out-of-school hours whenever possible.

SICK BAY

A boarder who is ill or injured can be admitted to the Sick Bay attached to the Health Clinic or sent home. Parents will be notified if their son is injured or taken ill. A boarder who is unwell should inform a member of staff who will notify the Health Clinic and arrange for someone to accompany him to Sick Bay.

HEALTH & SAFETY

St Paul's is subject to *The Health and Safety in Employment Act*. As a consequence, St Paul's Occupational Safety and Health Committee has adopted policies and procedures that aim to:

- systematically manage health and safety issues;
- define hazards and harm to make sure they are covered;
- set requirements for practicable steps to be taken to ensure health and safety;
- encourage the input of staff and students in managing health and safety;
- ensure compliance through various enforcement measures.

PERSONAL HYGIENE

A clear understanding of the importance of personal hygiene before an individual commences boarding will help to avoid many potential problems.

It is very important that all boarders understand the importance of showering daily; of using soap or gel, shampoo and deodorant; of changing socks and underwear; and of using clean towels. A boarder who fails to practice good personal hygiene will likely be ostracised by his peers. This creates a difficult situation for the individual in particular and others in general.

Boarders are required to shower at least twice every day: on rising, and again either before dinner or before bed. Boarders are also expected to shower after sport and other physical activity. A deodorant/antiperspirant must be used, but aerosol deodorants are **not** permitted.

Boarders are expected to change their clothing regularly and put clothes out for washing in accordance with the laundry schedule posted by the House Matron.

PERSONAL POSSESSIONS

SECURITY

Dormitories and bedrooms are strictly out of bounds to anyone who does not sleep there, and to all visitors (except parents and immediate family, who require staff permission to enter). Where padlocks are used they need to be of a reasonable size. Combination locks are NOT recommended as these have proven to be far less secure than padlocks that require a key (boys love a challenge!).

Keys should be carried at all times, not hidden. Spare keys (on a tab with the owner's name) are to be given to the Housemaster in case a key is lost or misplaced - or locked in a locker!

Possessions are sometimes reported as missing: this could be because the item has been misplaced. At other times, however, the missing item has been stolen. To reduce the risk of theft, wallets and other valuables may be given to the Housemaster for safekeeping.

It is **HIGHLY RECOMMENDED** that items with a unique serial number, such as laptops, iPods and mobile phones, be registered online with Operation SNAP – go to: **www.snap.org.nz**

Likewise, breakages can and do occur, and boarders are advised against bringing to school anything that is expensive, precious or easily broken.

PLEASE NOTE: ALL POSSESSIONS ARE BROUGHT TO SCHOOL AT THE OWNER'S RISK!

SEARCHES

The Housemaster may search a boarder's accommodation, possessions or vehicle if it is felt such action is warranted. The student will be present during the search whenever possible.

RELATIONSHIPS

COMMUNITY & TRUST

- St Paul's strives to emulate a Christian **community**: notions of respect, courtesy, honesty, tolerance, forgiveness and understanding underpin all that we do.
- The boarding community functions on **trust**. If an individual breaks that trust the basic freedoms normally allowed are forfeit until it is shown that the individual concerned is trustworthy and responsible enough to use such freedoms appropriately.
- The **relationship** between staff and boarders involves supervision and care. However, staff also have **authority** over students, so boarders need to accept direction and discipline from staff in a respectful manner.

BULLYING

Bullying is a form of anti-social behaviour directed at individuals who find it hurtful and results in stress or injury or physical or emotional oppression for the person being bullied. It is often - although not always - a deliberate and repeated pattern of behaviour.

Bullying can take a variety of forms, including:

- physical (e.g. pushing; hitting; kicking; punching);
- verbal (e.g. insults; taunts; threats; "put-downs");
- psychological (e.g. graffiti; theft; hiding personal property);
- emotional (e.g. being unfriendly towards/excluding individuals);
- extortion (e.g. demanding or expecting money, food or favours);
- electronic (e.g. sending hurtful/threatening txt/pxt messages);
- racist/religious/cultural (e.g. making negative remarks about a person's race/religion/culture);
- homophobic (e.g. harassing someone on the basis of sexual orientation);
- sexual (e.g. unwanted physical contact; sexually explicit comments);
- sexist (e.g. harassment on the basis of gender).

Bullying may involve complicity that falls short of direct participation, including manipulating a third party to tease or torment someone. It can be obvious and involve outright intimidation, but is often subtle and hidden.

All bullying is considered a serious breach of School discipline and dealt with accordingly.

Information for Students

If you see someone being bullied:

- *tell someone* you trust about what you have seen and/or heard;
- *do not* ignore the bullying – think about how you would feel if you were the victim;
- *do not* get involved in the bullying as an "easy way out" of the situation.

If you are being bullied:

- *try to ignore the person* who is bullying you;
- *do not retaliate* in a verbal or physical way – stay calm and walk away from the situation;
- *tell someone* about what has been happening, even if the bully has warned you not to – the person you tell can help you decide how to handle the situation (remember also that there may be others who are being bullied, so by telling someone you will be helping them, too);
- *use humour* – laugh it off;
- *do not blame yourself*.

Suggestions on how to avoid being bullied:

- try not to be *oversensitive* to every comment (which may not be *intended* to be hurtful);
- *be friendly* to others – friends can help you to avoid these situations;
- *think positively* about yourself and *be confident*.

Suggestions on how to avoid being a bully:

- *talk* about problems rather than taking them out on someone else;
- *avoid confrontations* – find some way and/or somewhere to “cool down”;
- *do not* say unpleasant things to others, even if you mean them as “a joke”;
- *think* before you speak or act: will your words or actions hurt or upset anybody?

Information for Parents

- Adults can set an example through their own behaviour. While we hope that the St Paul's ethos will help to instil civilised behaviour and mutual respect, students must know whom they can tell about bullying and should feel confident that talking to adults is the proper course of action if they experience or witness bullying.
- There is no such thing as an innocent bystander: sometimes, those who do nothing to stop bullying can (unintentionally) encourage bullying behaviour. Everyone should be committed to ensuring our students receive an education in a safe environment free from oppression, humiliation and harassment.
- No school is immune from bullying and the whole school community shares responsibility for combating bullying.

If your son is being bullied:

- emphasise to your son that there is nothing wrong with him and that *help is available*;
- *do not* encourage your son to retaliate – doing so may be contrary to his nature and could be just what the bully wants;
- report any instance of bullying to the Housemaster *immediately* (please note, however, that the precise nature of our response will depend upon the specific circumstances: punishment may not be appropriate in the first instance).

If you discover that your son is involved with bullying:

- *ask* if he has any ideas about why he bullies and what he thinks might help him to stop;
- *find out* if there is something in particular that is troubling your son, and try to resolve it;
- *set limits* – stop any show of aggression immediately and help him to work out and practice alternate, acceptable ways of behaving;
- *reassure* your son that you still love *him* and that you will work with him to help change the unacceptable *behaviour*;
- *explain* that getting away from a situation where he feels he is losing his temper or things are getting out of hand is a sensible way of ensuring the situation does not become worse;
- help your son to work out ways to *make amends* for the bullying;
- set realistic *goals* for your son and don't expect too much too soon;
- *praise* your son when he does things well and *reward good behaviour*;
- *contact House staff* to discuss the situation and ask what ideas they have to help.

Bullies are often people with their own problems who need help in order to change their behaviour. We all have a responsibility to ensure that bullying has no place at St Paul's.

SITE SECURITY

St Paul's site security is contracted to Waikato Security Services. WSS staff monitor alarms within the School, patrol School grounds after hours, overnight and at weekends, and are available on call 24 hours a day throughout the year.

In the girls' boarding house all exterior doors are alarmed and the windows restricted. There is also an intercom system between the boarding house and the Housemaster's residence.

STAFFING

St Paul's is a member of the New Zealand Boarding Schools' Association. Housemasters and Assistant Housemasters are required to complete a certificate course in residential care and hold a current first aid qualification. Boarding staff also attend courses that focus on issues that are of relevance to boarders.

HOUSEMASTER

The daily operation of the House is the responsibility of the Housemaster. The Housemaster is appointed by the Headmaster, and is answerable to him for setting and maintaining standards in the House. The primary role of the Housemaster is the pastoral care of every boarder in his charge. He is the "other parent" in the life of boarders and acts *in loco parentis* (i.e. in the role of a parent). The Housemaster acts as guardian for each boarder in his care.

The Housemaster communicates with parents in matters such as progress in class, leave, travel arrangements and disciplinary matters of significant concern. He oversees the academic progress, and sporting and cultural involvement of boarders. He also helps boarders with study skills, social behaviour, personal organisation and other issues as they arise. In essence, the role of Housemaster involves being sensitive to a wide range of signals that are indicative of an individual's social, spiritual, cultural and personal development.

The Housemaster tries to make the boarding house as homely as possible within the necessary constraints of institutional living. The Housemaster encourages acceptance, tolerance and forgiveness among boarders and staff with the aim of creating a harmonious community. To achieve this, the Housemaster has regular contact with every boarder in his care and tries to help individuals develop as mature and responsible young people. The focus is on individuals, and a holistic (whole) view of individual development is the approach taken.

The input and support of parents is essential to our boarding community. House staff can better care for boarders when they are kept fully informed of an individual's specific circumstances. Parents who have any concerns about their son or any information that would help the Housemaster in his role as the "other parent" are encouraged to contact him.

Similarly, **parents have a responsibility to be fully supportive of the Housemaster** in matters of policy and procedure, both in relation to the School and the boarding community.

While day-to-day discipline is the Housemaster's responsibility, any serious breach of School or House rules is referred to the Deputy Headmaster.

ASSISTANT HOUSEMASTER

The Assistant Housemaster, who is also appointed by the Headmaster, helps the Housemaster with the day-to-day running of the House. Either the Housemaster or the Assistant is on call, even when not officially "on duty" in the House. The Assistant stands in for the Housemaster if the latter is absent for any reason.

HOUSE MATRON

The House Matron is appointed by, and responsible to, the Housemaster. The Matron has an intimate knowledge of how the House functions and is an indispensable member of staff. The primary responsibilities of the House Matron include:

- helping boarders become familiar with how to organise their clothes;
- liaising with parents regarding their son's clothing needs;
- emergency minor mending of boarders' clothing;
- monitoring boarders' personal hygiene and cleanliness;
- liaising with staff who meet boarders' health and medical needs; and
- assisting the Housemaster by liaising with cleaning, laundry and maintenance staff.

Boarders are encouraged to get to know their House Matron as soon as possible. Parents are also encouraged to see the Matron when they visit the House, or to contact her by telephone during her work hours with any enquiries or concerns they may have.

HOUSE TUTORS

House Tutors are often university students or young people on a Gap Year. They are classified as members of staff and assist with duties in the boarding house and School Dining Hall. The primary responsibilities of House Tutors include:

- supervising Prep and overseeing House routines;
- monitoring student behaviour and standards of dress;
- ensuring that School and House policies, procedures and protocols are observed.

VISITORS

A visitor is anyone who does not usually either live or work in the House. Visitors include: family; friends; relatives; acquaintances; day students; other boarders; Old Collegians; etc.

All visitors to the House are asked to note the following:

- Visitors **MUST** make staff aware of their presence when they enter the House.
- Visitors **MUST** enter and exit the House through the main public entrances. We request that visitors **NOT** enter the House through an Ablutions (i.e. washroom/changing room) area.
- Visitors **DO NOT** have automatic right of entry into all parts of the House. In general, visitors to the House are restricted to foyer areas and common rooms. Parents and immediate family who wish to enter a dormitory should first check with staff.

Parents and guardians have right of reasonable access to their children except where a court order prevents such access.

SECTION B

ADMINISTRATION

COMMUNICATIONS

EMERGENCIES

In case of emergency please contact the Housemaster on his mobile or via the School Office (numbers are listed at the front of this *Handbook*).

CONTACT DETAILS

It is very important that parents/guardians notify the Housemaster of any change to their contact details (such as overseas travel or a new mobile number, for example).

LETTERS & PARCELS

Letters are an excellent method of communication, and boarders enjoy receiving mail. Please encourage your son to write home. Although a letter is not as immediate as a phone call, it can be re-read later. In the settling-in stage for new boarders, letters tend to be more helpful than phone calls (which can make some boarders feel homesick). However, many new boarders do not know the correct way to address an envelope: parents are asked to ensure their son knows how to do this, and where to position the address on the envelope.

Mail to boarders should be addressed as follows:

Postal items:	<i>Name of Boarder</i>	Courier items:	<i>Name of Boarder</i>
	<i>Name of House</i>		<i>Name of House</i>
	St Paul's Collegiate		St Paul's Collegiate
	Private Bag 3069		77 Hukanui Road
	HAMILTON 3240		HAMILTON 3210

Incoming mail and notices about parcels available for collection are delivered to each House, Monday to Friday. Parcels and courier deliveries are held at the School Administration Office from where outgoing mail can be posted. The School Shop sells stamps and envelopes.

LANDLINE PHONES

The School Office issues every boarder with a phone code so that House landlines can be used to make phone calls. The codes are used for billing purposes (because the School is classified as a business, all calls are charged at business rates).

The security of phone codes is the responsibility of individuals: boarders must safeguard their phone code and not reveal it to anyone. Phone fraud is a serious offence, and anyone who is discovered to have used a phone code other than his own will be firmly dealt with.

MOBILE PHONES (see also "Mobile Phones" in Section D)

Boarders are permitted to bring a mobile phone to school. It is their responsibility to safeguard this privilege by using their phone responsibly and in accordance with School and House rules.

Boarders may use mobile phones during free time (i.e. not in lessons, during prep, or at other times when their use is inappropriate).

All boarders in Years 9, 10 and 11 are required to surrender their mobile phones at bed time.

These are kept in the House Office and returned the following morning.

ELECTRONIC COMMUNICATIONS

Parents may fax their son a message, which staff will pass on to him.

All boarders have access to email through the School's computer network after they apply for a network logon. To obtain a network logon users are required to read and sign a "Computer and Internet Use Agreement". St Paul's email addresses usually take the form:

firstinitial.familyname@stpauls.school.nz (e.g. Alex Bloggs = a.bloggs@stpauls.school.nz)

CONCERNS & COMPLAINTS

House staff are committed to providing high quality care for boarders. However, there may be times when you have a concern or wish to lay a complaint.

Should parents or guardians have any general concerns about a boarder's academic progress, sports participation or physical and social wellbeing within the School, these should be directed through the student's Housemaster in the first instance. The Housemaster may consult with the following people for assistance:

- Curriculum (Academic) matters: Assistant Headmaster;
- Co-curricular (sport or cultural) matters: Director of Extra Curricular Activities (DECA);
- Pastoral Care (physical and social wellbeing): Deputy Headmaster and School Counsellor.

Any member of the St Paul's community who has a serious concern – such as, but not limited to, continued bullying or immediate risk, or where a concern has not been resolved in the first instance – may lay a complaint.

In order to facilitate investigation, a complaint must be made in writing as soon as possible after the event to which the complaint refers. All complaints will be treated seriously, dealt with promptly, and responded to appropriately.

A complaint involving a student should be directed to the student's Housemaster in the first instance. The Housemaster will deal with the complaint as soon as is practicable; serious matters where a student may be at risk will be responded to without delay. If the Housemaster feels it is necessary he will refer the matter to the Deputy Headmaster in the case of pastoral issues, the Assistant Headmaster in the case of curriculum issues, and the Director of Extra Curricular Activities in the case of co-curricular issues.

A complaint involving a member of staff should be directed to the Headmaster, who will deal with the complaint as soon as is practicable.

Due to the complex nature of some issues and the need to undertake a full and balanced investigation, it is not always possible to resolve matters immediately.

Where after formal investigation concern remains, or it is felt that a complaint has not been dealt with adequately, please contact the Headmaster in the case of a complaint involving a student, and the Chairman of the Board in the case of a complaint against a member of staff.

The **Appendix** to this *Handbook* contains the St Paul's "Concerns & Complaints Procedure".

LEAVE

St Paul's has a well-defined set of rules governing Leave arrangements. Boarders must use the approved procedure for obtaining Leave: they must not break bounds without first obtaining permission from the Housemaster or Duty Master.

INFORMATION REQUIRED

All applications for overnight leave should be in writing. If this is not possible, parents may contact the Housemaster by phone and follow up with written confirmation.

The information required by the Housemaster when he considers **any** application for Leave is:

1. the method of transport the boarder will use when leaving, and returning to, St Paul's;
2. the name of the driver with whom the boarder will be travelling (if by private transport);
3. the name of the person with whom the boarder will be staying (if not staying at home);**
4. the address of the place where the boarder will be staying (if not staying at home);
5. a phone number on which the boarder can be contacted;
6. the day and time of departure of the boarder;
7. the day and time of return of the boarder.

The Housemaster must receive **written permission from parents for their son to stay with a friend. The written permission must contain the information in points 1-7 above. The Housemaster also requires a **written invitation** from the host adult.

PERMISSIONS

- ALL LEAVE MUST BE APPLIED FOR - IT IS NOT AUTOMATIC!
- **Boarders who wish to leave School property for any reason must obtain permission from either the Housemaster or the Duty Master** (see headings below for particulars).
- Boarders are not permitted to visit private homes unless they have an invitation from a host adult AND permission from their own parents AND the approval of the Housemaster.
- Leave can be withheld if a boarder has a detention or is gated, or a boarder's behaviour has been unacceptable, or if in the Housemaster's opinion it would be unwise to do so.
- The times below are when Leave begins and ends (i.e. the latest a boarder can return).

Chartwell Leave

Granted for:	Visits to Chartwell Square
Availability:	Mon-Thu - 3:30pm ~ 5:00pm (Years 11-13 only)
	Friday - 3:30pm ~ 5:00pm
	Saturday - 8:30am ~ Noon
	- 1:00pm ~ 5:00pm
	Sunday - 11:00am ~ 5:00pm
Frequency:	At the Housemaster's discretion

Restrictions: Years 9 & 10 must be in groups of at least two
Boarders must be back from Chartwell by the times indicated above
Dress required: Monday-Friday: Dress of the Day (if Numbers, blazer is to be worn)
Saturday before lunch: uniform or full school tracksuit
Saturday after lunch & Sunday: appropriate mufti with footwear
Permission from: Duty Master at the time Leave is wanted

Davies Leave

Granted for: Visits to the Davies Corner shops
Availability: Mon-Thu - 3:30pm ~ 5:00pm (Years 11-13 only)
Friday - 3:30pm ~ 5:00pm
- 7:30pm ~ 8:30pm
Saturday - 8:30am ~ Noon
- 1:00pm ~ 5:00pm
- 6:00pm ~ 8:30pm
Sunday - 11:00am ~ 5:00pm

Frequency: At the Housemaster's discretion

Restrictions: Years 9 & 10 must be in groups of at least two
All Year levels are restricted to a maximum of 45 minutes

Boarders must be back from Davies by the times indicated above

Dress required: Monday-Friday: Dress of the Day (if Numbers, blazer is not to be worn)
Friday after 7:30pm: full school tracksuit or mufti with footwear
Saturday before lunch: uniform or full school tracksuit
Saturday after lunch & Sunday: appropriate mufti with footwear

Permission from: Duty Master at the time Leave is wanted

Day Leave

Granted for: Extended Day Leave at weekends not covered by other Leave

Availability: Saturday - 1:00pm ~ 5:00pm
Sunday - 11:00am ~ 5:00pm

Restrictions: Years 9 & 10 must be in groups of at least two unless with an adult

Boarders must be back from Leave by the times indicated above

Dress required: Appropriate mufti with footwear

Permission from: Duty Master at the time Leave is wanted

Dinner Leave

Granted for: Meals with parents or adult relatives

Availability: As required, from after school or after sport ~ return by 9:00pm

Dress required: Appropriate mufti with footwear

Permission from: Duty Master at the time Leave is wanted

Sports Leave

Granted for: Sporting commitments outside St Paul's

Availability: As required

Dress required: Full school tracksuit or appropriate St Paul's sports uniform

Permission from: Duty Master at the time Leave is wanted

Cinema Leave

Granted for: Visits to Chartwell Square Cinemas

Availability: Saturday - from 1:00pm
Sunday - 11:00am ~ 5:00pm

Frequency: At the Housemaster's discretion

Restrictions: Years 9 & 10 must be in groups of at least two

Saturday Cinema Leave for Years 9 & 10 ends at 6:00pm

Dress required: Appropriate mufti with footwear

Permission from: Duty Master at the time Leave is wanted

Weekend Leave

Availability: From Friday after school or Saturday after sport until 7:00pm Sunday

Dress required: Dress of the Day (normally Numbers)

Permission from: Housemaster

Action required: Parents/guardians need to communicate arrangements in writing by 9:00am Thursday prior to the weekend for which Leave is sought.

Please note: **Boarders on Weekend Leave should not return to St Paul's before 6:00pm on Sunday night unless they have a school commitment on the Sunday (e.g. a rehearsal) and an earlier return has been agreed with the Housemaster in advance.**
As soon as boarders return to School they are under the authority of House staff and subject to School and House rules.

Exeat Weekends

Dress required: Dress of the Day (normally Numbers)
Action required: Parents/guardians need to communicate arrangements in writing by 9:00am Thursday prior to the Exeat Weekend.

Please note: **On Exeat Weekends, boarders should not return to St Paul's before 6:00pm on the day the boarding house reopens unless they have a school commitment (e.g. a rehearsal) or transport arrangements necessitate this, and an earlier return has been agreed with the Housemaster in advance.**
As soon as boarders return to School they are under the authority of House staff and subject to School and House rules.

PARENTAL RESPONSIBILITY

Parents are expected to give their **full support** to School and House policies and procedures when considering details of Leave for their son. Parents who are not attentive with respect to their son's Leave arrangements make the work of staff more difficult: a boarder who has an unsupervised weekend can cause dissatisfaction and arouse unreasonable expectations among other members of the boarding community.

Parents are asked to be vigilant when making Leave arrangements if their son will not be staying with them. Such circumstances must be drawn to the Housemaster's attention at the time Leave is requested. Similarly, any alteration to Leave arrangements after they have been made need to be communicated to the Housemaster as soon as possible.

Parents and other host adults have a legal obligation to ensure responsible supervision of boarders on approved Weekend Leave and at Leave Weekends. St Paul's is released of its responsibility for boarders on these occasions.

Parents who will be away for an extended period of time (e.g. travelling overseas) must notify the Housemaster in writing of their contact details and/or the guardianship arrangements for their son during their absence.

ORGANISED EXCURSIONS

Organised excursions and other activities away from the school are accompanied by sufficient staff and/or other adults to ensure the safety of students.

In determining the ratio of students to adults several factors are taken into account, including: the age and number of boarders; the nature of the excursion or activity; and the training, experience and qualifications of the staff and/or other adults involved.

Organised excursions follow the St Paul's "Education Outside the Classroom" guidelines.

RECORDS & PRIVACY OF INFORMATION

The School is bound by *The Privacy Act 1993*. All information is stored securely and accessed as appropriate. Student details are kept on the School's database. Information is stored and available for at least one year after students leave St Paul's.

REPORTING TO PARENTS

It is important that parents are kept informed of their son's progress and development. Regular formal and informal contact between the Housemaster and parents will provide information about a boarder's progress and development.

Parents may arrange to see their son's Housemaster or teachers about any matter. Likewise, School staff may notify parents of any concerns they may have regarding their son's progress, behaviour or development.

VEHICLES & TRANSPORT

STUDENT VEHICLES

- Parents of boarders in Years 12 and 13 may apply for their son to have a vehicle at school. They must apply to the Housemaster in writing explaining why they want their son to have a vehicle at School.
- Year 12 boarders are not permitted to have a vehicle at school during Terms 1 and 2.
- Year 12 boarders may apply to have a vehicle at school during Terms 3 and 4. However, a Year 12 boarder holding a **Restricted** licence will not have his application approved unless he has successfully completed a defensive driving course.
- If the Housemaster agrees to a boarder having a vehicle at School, the boarder must:
 - complete a St Paul's Driving Permit Application Form, which must be signed by both the boarder and the boarder's parents; AND
 - have the application signed by the Housemaster; AND
 - submit the application and a copy of the boarder's Driver's Licence to the Deputy Headmaster.
- A Permit is not granted as of right: requests are considered on a case-by-case basis.
- A Permit is issued to an individual on the understanding that the vehicle is for personal use: lending a vehicle to or borrowing a vehicle from another student is not permitted.
- All vehicles at School used by students must be registered with the Deputy Headmaster. Variations (e.g. a change in vehicle) must be recorded with the Deputy Headmaster within one week of the variation.
- Boarders are required to surrender their vehicle keys (including any duplicates they have with them) to their Housemaster as soon as they return to School.
- Vehicle keys may be requested only when the boarder has official permission to use the vehicle and must be returned to the Housemaster or Duty Master as soon as the activity for which permission was granted is concluded.
- Year 12 boarders are not permitted to use their vehicles other than for travelling home on Weekend Leave/Exeat/holiday or returning to school after Weekend Leave/Exeat/holiday.
- Year 12 boarders are NOT permitted to carry passengers except members of their family.
- Year 13 boarders who need to use their vehicle during the week require written permission from their parents AND permission from their Housemaster. Such permission will only be given for authorised School events.
- A Year 13 boarder with a **Full** licence who wishes to carry a passenger requires written permission from his parents AND written permission from the passenger's parents AND permission from his Housemaster.
- Year 13 drivers are restricted to carrying ONE passenger at a time.
- Students must comply with New Zealand legislation regarding use of motor vehicles.
- Students' vehicles must be parked in authorised student car parking areas.
- All vehicles are brought to School at the owner's risk.
- It is the responsibility of boarders to be aware of the procedures and rules governing their use of vehicles.
- Any infringement of these rules will result in the immediate suspension or cancellation of a boarder's School Driving Permit and/or other disciplinary action.

Any infringement of these rules will result in the immediate suspension or cancellation of the boarder's School Driving Permit and other disciplinary action.

TRAVEL BY TAXI

Unless a boarder travels with parents or in his own car or has written permission to travel with nominated people he will generally travel by taxi. Taxi charge dockets are available from the Administration Office. Charges are disbursed to parents' accounts.

SECTION C

DISCIPLINE

BEHAVIOUR MANAGEMENT

PHILOSOPHY

We aim to facilitate a positive learning experience for all members of the boarding community by educating our boarders in appropriate techniques for reducing conflict and increasing co-operation. We believe that parental involvement in this process is essential and urge parents to keep the Housemaster informed of all matters that may affect their son's development.

All boarders have a right to interact in an orderly, safe and non-threatening environment. To help create and secure this environment, House staff monitor and manage student behaviour that interferes with the personal development and achievement of individuals and the smooth operation of the boarding community.

POSITIVE REINFORCEMENT

We believe in giving positive reinforcement to as many students as possible to acknowledge accomplishments and good behaviour. This is done in various ways, including: House Colours, House shouts, mention in newsletters, and acknowledgement at House Meetings and Formal Dinner. We seek to praise students' achievements whenever possible.

DETERRENTS/CONSEQUENCES

Guidance and discipline are necessary in order to help individuals understand and interpret societal standards and expectations. Boarding staff aim to guide individuals in understanding, establishing and maintaining acceptable standards of behaviour. Combined with positive reinforcement, deterrents/consequences aim to help our boarders become responsible, self-disciplined, productive individuals, in preparation for assuming their adult responsibilities.

DISCIPLINE

AIM

Our discipline programme aims to be *fair and consistent*, and to encourage individuals to grow through accepting responsibility for their actions. It is expected that boarders will respect the authority of staff and Prefects at all times.

A student who infringes House rules will be liable to disciplinary action. In serious cases the procedures for stand down and suspension will be those that apply in the day school.

DETENTION

A House Detention - or D - may be given for any breach of House rules. House staff and House Prefects may give a House D. All House Ds are subject to confirmation by the Housemaster.

GATING

Boarders are gated for breaking bounds and can be gated for other breaches of House rules. Boarders whose behaviour is of on-going concern can also be gated. When a boarder is gated the Housemaster will contact the parents of the individual concerned.

REPEATED MISBEHAVIOUR

A boarder who, through repeated misbehaviour, demonstrates an incompatibility with boarding life or our school values will have his enrolment reviewed. Such a review – conducted by Senior Management, Housemaster, parents and boarder – will determine whether the boarder can modify his behaviour and attitudes to be compatible with boarding life and School values.

A pattern of repeated transgression of School or House rules or conventions normally leads to a review of an individual's continued enrolment at St Paul's.

SERIOUS MISCONDUCT

St Paul's aims to maintain high standards. The reputation of our School depends on awareness by all members of the School community that personal discipline is essential to create a happy, efficient and purposeful community.

St Paul's does not tolerate breaches of major School rules. The School reserves the right to require that any student breaching such a rule be suspended or withdrawn from St Paul's by his parents. Failing a voluntary withdrawal any such student may be expelled.

Any breaches of the following rules will entitle the Headmaster to suspend, require withdrawal of, or expel, any student:

- The consumption and/or possession of alcohol at School or whilst under School supervision.
- The use and/or possession of any drug prohibited by law.
- Serious or repeated breaches of bounds' regulations.
- Theft of money or property.
- Bullying and harassment.
- Repeated disregard for School rules.
- Gross misbehaviour: any act or behaviour which, in the opinion of the Headmaster, amounts to misconduct that represents a harmful or dangerous example to others.

The Headmaster also reserves the right to require withdrawal of a student, or if necessary can expel a student, in the event of gross misconduct or behaviour outside the School which, in the Headmaster's opinion, has brought or is likely to bring the name of the School into disrepute.

SECTION D

GENERAL INFORMATION

ACCOMMODATION & STORAGE

ACCOMMODATION

Each boarder is provided with a bed, mattress and pillow, a wardrobe with a lockable door, a chair, desk and bookshelf, and a sports locker. The School supplies sheets and pillowcases but individuals are welcome to bring their own bed linen. Boarders need to bring their own duvet (and a spare cover to facilitate cleaning). **Electric blankets are not permitted.**

Boarders are not permitted to swap beds (i.e. change the place they are sleeping) or move dormitory furniture without the Housemaster's permission.

*Dorms are places for **passive** activities such as sleeping, studying, reading and relaxing. Rowdy behaviour and games are to be engaged in **outside** the House.*

POSTERS

In an effort to make the House as pleasant and homely a place as possible, boarders may decorate their bedrooms and dormitories by hanging posters. However, please note:

- the size, number, and theme of posters is subject to approval by the Housemaster;
- posters may only be attached to pin boards.

All boarders are expected to demonstrate maturity in their choice of posters and other items. Any poster or item deemed by the Housemaster to be contrary to the ethos of St Paul's, or which does not uphold human dignity, is unsuitable.

HOLIDAY STORAGE

Clothes and other personal possessions may *usually* be left in the House during the Term 1, Term 2, and Term 3 holidays. However, on occasions when the boarding house is hired out to external groups during school holidays boarders may be required to remove all of their gear. Likewise, the House must be fully cleared at the end of the school year.

BICYCLES

Application must be made to the Housemaster to have a bicycle at school. Usually, only the following boarders are permitted to have a bicycle at St Paul's:

- rowers who need to use a bicycle to travel to and from training;
- members of the Mountain Biking or Cycling clubs.

Boarders given permission to bring a bicycle to school are bound by the following conditions:

- Bicycles are brought to school at the owner's risk.
- Bicycles must be secured at all times when not in use.
- Bicycles must be in a roadworthy condition and have an effective braking system.
- Riders must obey all government rules and regulations regarding the use of bicycles.
- Riders must wear an approved bicycle helmet securely fitted and fastened to their head.
- Riders must not ride bicycles in a way that poses a danger to themselves or others.
- Riders must not use bicycles to carry passengers.
- Lights must be used whenever the bicycle is ridden during darkness or in poor light.
- Only the person granted permission to keep a bicycle at school is permitted to ride it.
- St Paul's accepts no responsibility for replacing lost, damaged or stolen bicycles.

A breach of the above conditions may result in an individual forfeiting use of his bicycle for a period of time or being denied permission to have a bicycle at school.

BOUNDS

During their free time all boarders must be either in the House or in approved areas within the School unless they have permission from the Housemaster or Duty Master to be elsewhere.

Within the House, different year levels are restricted to those areas approved for their use.

Within the School, the following areas are **out of bounds**:

- all staff accommodation;
- all ceiling spaces and roof areas;
- work areas used by Maintenance and Grounds staff;
- Staff workrooms and the Staff Common Room (including the stairs and balcony);
- all teaching areas outside class times (classrooms, laboratories, workshops, School Hall);
- the Kitchen and Dining Hall area between meals, and the service area behind the Kitchen.

Boarders must not leave School property without permission from the Duty Master.

CLOTHING

LABELLING

All items (clothing, footwear, mufti, sports gear, etc.) must be clearly marked with a boarder's name. Woven, sew-on nametapes are recommended and can be ordered through the School Shop. Nametapes should be in the House colour to help laundry staff with identification.

Each boarder should have an extra supply of nametapes that can be left with Matron, who will attach a nametape to the occasional garment purchased from the School Shop during term. It is **not** appropriate for a boarder to return from Leave or term holidays with numerous items of unnamed clothing and an expectation that Matron sews on the nametapes.

Clothing and footwear should be kept clean, tidy and in good repair.

MUFTI (non-uniform clothing)

A small mufti wardrobe is required for out-of-school hours. Please ensure all mufti is **clearly named** as tracing lost garments is a time-consuming task. It is recommended that expensive and "label" clothing be left at home.

Offensive language and/or images on any item of clothing or property are not permitted!

DAMAGE

Damage, whether accidental or otherwise, must be reported to the Duty Master immediately. The individual(s) responsible for the damage will complete a *Damage Report*. The cost of any repairs will be charged to parents on their School account.

DINING HALL

GENERAL

Most meals are eaten in the Dining Hall, and boarders should note the following:

- All meals are compulsory for boarders.
- The Dining Hall Dress Code must be followed.
- The queue must be orderly with no queue jumping.
- Courtesy and good manners are to be shown to staff.
- Only food that will be eaten at the meal should be taken.
- Spillages and breakages are to be cleaned up immediately.
- Chairs are to be replaced when leaving, not left out from tables.
- Any uneaten food must be put into the receptacles provided.
- Cutlery, crockery, glasses, trays and utensils must be neatly stacked in the racks provided.
- Food, cutlery, crockery, glasses, trays & utensils must not be removed from the Dining Hall.
- Any complaints should be directed to the House staff supervising the meal.

FORMAL DINNER

A Boarders' Formal Dinner is held each week. This meal is attended by the Headmaster: if he is away, the Deputy Headmaster or an Assistant Headmaster attends. Boarders sit at allocated tables with others from their House: each table has a range of boarders from Years 9-13, and includes boys and girls. Formal uniform is worn. Junior boys act as waiters and are responsible for rearranging the Dining Room at the end of the meal.

DRESS & GROOMING

GENERAL

All students are expected to maintain a high standard of personal grooming and to wear their school uniform properly.

Boarders need to note the following:

- Items of different uniform (e.g. House shirt and grey trousers) may not be worn together.
- Approved footwear (shoes or sandals, as appropriate) must be worn with school uniform.
- Tracksuit jackets are to be removed before entering classrooms, Dining Hall and Chapel.
- Hair is to be washed regularly, kept tidy, a natural colour, and of the prescribed length.
- Students are required to shave as often as necessary, and when directed to by staff.
- Spectators at school sports events are required to wear uniform or full tracksuit.
- Regulation sports uniform only may be worn for PE classes and sport.
- Footwear must be worn with mufti when mufti is permitted at school.

- Except for a watch, personal jewellery is not permitted.
- Mufti means sensible, conservative clothing.
- Garters are to be worn with long socks.

HAIRCUTS

St Paul's has a conservative haircut and hair colour policy:

- hair is to be above the ears and shirt collar, clear of the eyes, and of a single natural colour;
- extreme hairstyles (including dreadlocks) and use of gel or wax are not permitted;
- the minimum length of hair is a "Number 2";
- students are not permitted to cut the hair of other students;
- students are to be clean-shaven, with sideburns no lower than halfway down the ears.

FOOTWEAR

All footwear is to be:

- clearly marked under the tongue (e.g. using twink) with the owner's name;
- kept clean (footwear that requires polish should be polished regularly).

To reduce wear on carpets, and to help keep the House clean, boarders are not permitted to wear footwear inside the House.

DUTIES

Boarders help with cleaning tasks, both inside and outside the House. A roster is prepared and jobs are rotated on a regular basis. These shared tasks contribute to the overall appearance of the House and allow the cleaner to concentrate on other responsibilities.

GAMES EQUIPMENT

Games of various kinds (e.g. pool; table tennis; chess) are available for use within the House.

Boarders are expected to respect games equipment and comply with the following:

- Games equipment may only be used for the purpose for which it was designed.
- Damage must be reported to the Duty Master immediately it occurs or is noticed.
- Equipment should be left in a tidy condition after use.

Damage to, or misuse of, games equipment will result in it being made unavailable for use. Anyone who damages games equipment will be held liable for its repair or replacement.

HOUSE LEADERS

The HEAD OF HOUSE is the senior boarder in a House. The Housemaster appoints the Head of House after consultation with the Headmaster, House staff and other members of the House.

HOUSE PREFECTS are Year 13 boarders who assist with the supervision of the other boarders (e.g. of a morning, during prep, and at bedtimes). They also have responsibilities that bring them into regular contact with other members of the House at certain times (e.g. sport).

House Prefects add an important dimension to pastoral care within the House. The role is a challenging and sometimes difficult one for senior boarders but can be very rewarding.

The roles of Head of House and Prefect require leadership, loyalty, responsibility and service.

HOUSE MEETINGS & ROLL CALLS

House meetings and roll calls take place in the House Common Room. Punctuality is expected. Attendance at House meetings and roll calls is compulsory unless a boarder is on approved leave or at an authorized appointment (e.g. doctor; dentist; physiotherapist; etc).

Mobile phones must be turned off throughout House Meetings and Roll Calls.

LAPTOPS & DIGITAL MEDIA

These guidelines are designed to ensure students understand the appropriate use of laptops within the boarding community.

Boarders who bring their personal laptop to school are bound by the following conditions:

- Laptops are brought to School at the owner's risk.
- Laptops must be clearly marked with the owner's name.
- Laptops must be kept in a secure place when not in use.
- St Paul's accepts no responsibility for replacing lost, damaged or stolen laptops.

Boarders may use a laptop to play games and DVDs subject to the following:

- Games may be played and DVDs etc may be viewed during recreation times only.
- Games and DVDs classified "R18" or above are not permitted under any circumstances.
- Where a game or DVD is not classified or there is doubt as to its classification the theme and content of the game or DVD are subject to approval by the Duty Master/Housemaster.
- At all times staff reserve the right to end or refuse a game or DVD.

Other important points to note:

- Anyone who allows another person to use his laptop accepts the consequences of doing so, including any penalties imposed for inappropriate use of the laptop by the other person.
- Anyone leaving a laptop where others can access it accepts the consequences of doing so.
- At all times when using a laptop consideration must be given to other members of the boarding community: volume is to be kept at a level that does not disturb others.
- At prep, laptops may only be used for schoolwork, not games or movies, etc.

A breach of the above may result in an individual forfeiting the laptop for a period of time or being denied permission to have a laptop at school. House staff reserve the right to impound a laptop if they suspect it contains inappropriate material, in which case the Deputy Headmaster will be informed and parents notified.

Other digital media (e.g. iPODs, PSPs, mobile phones) that can be used to store or play images or games or recordings are subject to the same rules and conditions as laptops.

LAUNDRY

Boarders' clothes are washed at the School Laundry. Boarders put clothes out according to a schedule. Clean clothes are returned to the House where Matron sorts them. Boarders need to be aware that, once put out to be washed, clothes may not be available for several days.

All items are washed in warm to hot water and dried in tumble driers; for this reason, the Laundry does **not** wash black School jerseys (these should be dry cleaned or washed at home). Consideration also needs to be given to the type of fabric from which non-uniform items (e.g. mufti) are made: **wash-and-wear clothing is most suitable**.

LOST PROPERTY

A boarder who has lost an item should check: his Dorm; the Common Room; the Ablutions; the Drying Room; the Matron's Room; the House Office. If the item is not found within a few hours the item should be reported as lost to the Duty Master.

PLEASE NOTE: ALL POSSESSIONS ARE BROUGHT TO SCHOOL AT THE OWNER'S RISK!

MOBILE PHONES

Students may bring a mobile phone to school subject to the following conditions:

- Boarders are required to give their mobile number to the Housemaster and must advise him if and when their number changes or they acquire any additional or replacement phones.
- Mobiles are brought to school at the owner's risk. St Paul's accepts no responsibility for replacing lost, damaged or stolen mobiles.
- Mobiles should be clearly marked with the owner's name and the serial number recorded with the Housemaster.
- Mobiles should be kept in a secure place when not in use.
- When using a mobile phone consideration must be given to other members of the House.
- An individual who allows another person to use his mobile accepts the consequences of so doing including any penalties imposed for inappropriate use of the mobile by that person.
- Anyone leaving a mobile where others can access it accepts the consequences of doing so.

Students who use a mobile phone for the following will be referred to the Deputy Headmaster:

- bullying and/or harassment;
- engaging in personal attacks;
- taking or sending inappropriate images;
- disseminating private or confidential information about others.

PREP

PURPOSE

St Paul's supports the view that prep is an integral part of a school education. Prep enables individuals to develop study habits that are essential for intellectual growth and academic achievement. Good prep practices will help to facilitate academic success.

AIM

The aim of Prep is to provide boarders with an opportunity to:

- complete homework and revise schoolwork already studied;
- consolidate work already discussed and/or taught in class;
- develop sound and consistent habits of independent study;
- undertake independent research and extended reading.

FREQUENCY & DURATION

- Junior boarders (Years 9 & 10) complete 90 minutes prep each night, Monday-Thursday.
- Senior boarders (Years 11-13) complete two hours prep each night, Monday-Thursday.
- Additional, compulsory weekend prep times are added in the lead up to major exams.

PREP DIARY

All students are required to have and to use a Prep Diary. The Prep Diary should be taken to every lesson and homework recorded as it is set. Prep Diaries are regularly checked by House staff and should also be regularly checked by parents.

PROHIBITIONS & RESTRICTIONS

PROHIBITIONS

The following are prohibited at St Paul's:

- pornography;
- electric blankets;
- aerosol deodorants;
- matches, lighters and candles;
- fireworks and weapons of any kind;
- tobacco and smoking paraphernalia;
- alcohol, drugs and prohibited substances;
- being under the influence of alcohol, drugs or prohibited substances;
- scooters, skates, skateboards, longboards, rollerblades and similar items;
- spitting, littering and wilfully causing damage (including graffiti);
- personal televisions, heaters, refrigerators, cookers, etc;
- **gum** (chewing gum, bubble gum and similar products).

Note: Boarders with prohibited items in their possession risk disciplinary action.

RESTRICTIONS

Boarders are **not** permitted to bring a bicycle to School. However, boarders who are members of the Cycling or Mountain Biking clubs may keep a bicycle at School for Club activities.

Rowers may also keep a bicycle at School for the purpose of travelling to and from the rowing sheds for training. In either case permission must be sought from the Housemaster (see also under the heading "Bicycles" above).

Ball games and other vigorous physical activities are to be engaged in **outside** the House and away from gardens and areas where there is glass.

SCHOOL SHOP (GREAT OAKS)

Great Oaks Trading Company is owned by the School. All profits from sales go to St Paul's.

Great Oaks is situated in the foyer of the Student Centre. A wide range of items including school uniform, stationery, toiletries, sports equipment, and outdoor gear (e.g. Tihoi clothing and equipment) is available for purchase. Items can be charged to account or paid for by cash; EFTPOS and major credit cards are also accepted.

The attention of parents is drawn to the fact that students can make purchases at the School Shop and have them charged to account. This being the case, and because the potential exists for students to purchase more than they actually need, **parents are urged to discuss with their son any restrictions they may wish to place on his use of this facility.**

SPORT

Sport is an important part of life at St Paul's. The challenge and enjoyment involved in training and games make a significant contribution to the overall pride our students have in both the School and their House. The physical activity involved makes a positive contribution to the health of individuals, helps to develop confidence through improvement and achievement, and teaches important group dynamic skills through teamwork. Involvement in sport has the potential to help individuals succeed within an environment of fair play.

All boarders are required to take both a summer and a winter sport, and to represent their House in the various House competitions. Sports practices take place at the end of the school day (or after Prep for House activities). All sessions are compulsory unless prior arrangements are made with the coach.

STEREOS & DVDs

Due to noise only Year 13 boarders are permitted to have a radio or stereo at school. However, boarders in Years 9-12 may use a personal electronic device *with headphones*.

Boarders may view their own DVDs, subject to the following:

- DVDs classified "R18" or above are not permitted; where a DVD is not classified, the theme and content are subject to approval by the Housemaster or Assistant Housemaster.
- DVDs may be viewed during recreation times only – not Prep!
- At all times, staff reserve the right to end viewing of a DVD.

TRAVEL ARRANGEMENTS

Travel arrangements to and from school are the responsibility of parents. However, it is not appropriate for parents to make travel arrangements that would require their son to leave St Paul's earlier than normal without first consulting the Housemaster. Parents should contact the Housemaster with clear details of what is involved and the reason for making the request.

Where parents want their son to be absent from school for *more than three days*, application must be made to the Headmaster in writing. The Headmaster will consider the request and, if the student is in Year 11 or Year 12 or Year 13, refer the request to the Assistant Headmaster of the Senior School who will assess how the proposed absence would impact on the student's assessments.

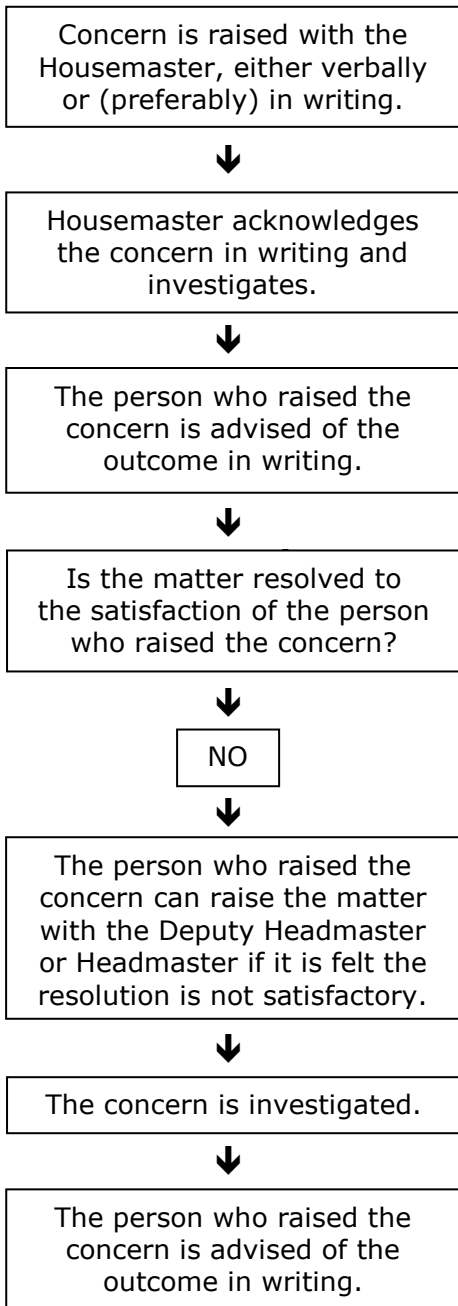
TUCK SHOP

St Paul's operates a centralised Tuck Shop, which opens during the week at Interval and after school. The Tuck Shop uses "My Monitor" software: this enables parents to log in remotely and add money to their son's Student ID Card. The "My Monitor" system allows boarders to make purchases at the Tuck Shop (within a limit set by their parents) without needing to use cash.

APPENDIX

CONCERNS & COMPLAINTS PROCESS

CONCERNS



COMPLAINTS

