



St Paul's Collegiate School Hamilton



Harington Boarding House Handbook

2011

Contents

Welcome	3
Harington Boarding House Charter	3
Contact Details	4
Rules and Procedures	5
<i>Weekday Schedule</i>	5
<i>Saturday Schedule</i>	6
<i>Sunday Schedule</i>	6
Alarm System	7
Computers	7
Discipline	7
Duties	7
Entering the Boarding House	8
Fire and Smoke Alarms	8
Health Clinic	8
Laundry	8
Leave	8
Meals	9
Photography	9
Prep	9
Room Care	10
Security	10
Staff Privacy	10
Transportation	10
Visiting Hours	11
Uniform	11
Are You an Extra-Miler?	12

Welcome

Dear Parents and Students

Welcome to Harington Boarding House!

The purpose of this Handbook is to provide clear guidelines on the day-to-day running of Harington Boarding House.

For some students boarding will be a completely new experience. Others will have previous knowledge of boarding in other schools.

Every boarding house has a unique identity. Here at Harington Boarding we are proud of the traditions that have built up since senior boarding for girls was introduced in 1992. Together with the current students, you will form a distinctive senior group. At St Paul's Collegiate School we recognise that senior boarding will, for many, be a preparation for moving into tertiary education. We encourage students to develop a measure of independence, strive for excellence in their studies, extend existing sporting, cultural and spiritual talents, and have the opportunity to explore exciting new horizons.

Living in a community brings fresh challenges. Rules and procedures are in place to enable everyone to work together within the ethos of the school, while showing consideration and thoughtfulness for each other in a home like environment.

We trust that the contents of this Handbook will enable parents to become familiar with the organisation and expectations of Harington Boarding, and allow students to enter the school confident that they have background information sufficient to prepare them for an exciting new phase in their lives.

Sonia Wells
Boarding Housemaster

Harington Boarding House Charter

In Harington Boarding House we agree to:

- Respect each member of our community, their property and their personal space.
- Recognise that rights and responsibilities go hand in hand.
- Remember the common courtesies, be honest and punctual.
- Rejoice in success.
- Respond supportively in times of difficulty, disappointment and distress.
- Reward positive contributions to community living.

Contact Details

Harington Boarding Staff

Harington Boarding Housemaster:	(07) 9578804 0212758533	Mrs Wells
Assistant Housemaster:	8836 0272181316	Ms Don
House Matron:		Ms Hassall
House Tutor:	8818	Ms Cowley
Gap Tutor:	0210687101	Ms Cormack-Loyd

Other Important Numbers

Harington Boarding House:	(07) 9578892 (07) 9578875	Phone Fax
Harington Housemaster:	8874	Ms Rhymer
Headmaster:	8829	Mr Lander
Deputy Headmaster:	8831	Mr Luman
Assistant Headmaster Senior School:		Mr Hampton
Careers/Counsellor:	8861	Mr Henley-Smith
Chaplain:	8866	Rev Luccock
Health Clinic:	8820 or 8838	Mrs Williams
Dining Room:	8821	Mr Warner
Alliance:	8850 0212566087	Mrs Robinson If alarms go off and staff are not present to silence them, please phone this number.
Harington Day House:	8773	
Clark House:	8880	
Sargood House:	8888	
Williams House:	8884	
Fitchett House:	8772	
Hall House:	8758	
Hamilton House:	8761	
School House:	8774	
Taxi (Red Cabs):	(07) 8390500	

Address

Courier Address:	77 Hukanui Road, Hamilton 3210
Postal Address:	Private Bag 3069, Hamilton 3240

Rules and Procedures

Weekday Schedule

5:45am	Term 1 – Morning run Tuesday and Thursday
7:00am	All students rise, shower etc, beds made, rooms tidied Kitchen Duty as per the Roster
7:00-7:30am	Self serve breakfast available Students must be in dining area by 7:35am
7:40am	Breakfast concludes Kitchen Duty as per the Roster
7:50am	Rooms inspected by Wing Prefect, Mrs Wells or Matron Roll call
8:00am	Leave boarding house
8:05am	Roll Call in Harington Day House
3:30pm	All Students return to boarding house unless leave has been arranged with the duty staff Sports practices Day Leave as arranged Relax Visitors permitted - male visitors are at Supervisor's discretion, in the main lounge only
5:15pm	Day Leave concludes
5:30pm	Roll Call Everyone goes to Dinner (compulsory attendance)
6:30-8:30pm	Prep (compulsory) Year 11 mobile phones collected
8:30pm	Wing door alarms activated
8:30-9:15pm	Supper and visiting times (all visitors to remain in lounge) Supper Leave: - Year 11: Term 1 - supper will be in the House Term 2 to Term 4 – 8:30-9:00pm in Dining Room - Year 12: until 9:15pm - Year 13: until 9:25pm
9:20pm	All visitors depart Kitchen Duties Leave form filled out for the next day Prepare for bed, Year 11 mobile phones collected
9:35pm	Everyone in Wings Final bed check by duty staff
9:45pm	Alarms activated by duty staff Quiet time Year 11 in own rooms by 9:45pm Year 12 & Year 13 in own rooms by 10:15pm Students MUST sleep in their own rooms

Rules and Procedures

Saturday Schedule

7:45-9:00am	All students rise and have breakfast Kitchen Duties must be complete Beds made and rooms tidied Students are to be dressed in sports uniform or tracksuit if going to play or watch sport
9:00-10:30am	Prep (if not playing sport)
10:30-10:45am	Discuss afternoon leave with staff member on duty. Staff member will exercise their discretion. All leave MUST have staff approval.
10:45am-12:30pm	Students not actively involved in sport are to be on site and in sports uniform or tracksuit or school uniform if in the grounds
12:15pm	Lunch in full tracksuit
1:00pm	Following lunch all students may dress in mufti (singlets with thin straps are not approved mufti outside the House) Day Leave as arranged earlier: <ul style="list-style-type: none">- Town Leave: 1:00-4:00pm;- Chartwell Leave: up to two hours;- Movie Leave: the length of the film plus travel time;- Note: Going anywhere other than the approved place of leave is "Absence Without Leave", and is regarded very seriously. Students remaining in the House may have visitors at the discretion of duty staff (time not to exceed two hours)
5:15pm	Roll Call: everyone is to attend unless they have permission from either the Housemaster or duty staff to be out at this time.
5:30pm	Dinner
6:30pm	Relax Day Leave form for the next day to be filled out
8:30pm	Wing door alarms activated Final bed time agreed with duty staff
10:30pm or earlier	All alarms activated Final bed check

Sunday Schedule

9:45am	Students up, beds made and House tidied Any further Day Leave arranged with staff member on duty
10:15am	Brunch in the dining room followed by Leave as arranged or free time Students remaining in the House may have visitors at the discretion of duty staff (time not to exceed two hours)
5:15pm	Roll Call
5:30pm	Dinner in mufti
6:00pm	Students on Weekend Leave return (students who need to return earlier must pre-arrange return time with duty staff)
7:15pm	Roll Call for full House (Weekend Leave concludes)
7:30-8:15pm	Chapel (no visitors or visiting after Chapel)
8:30pm	Alarms on Wing doors activated Prep - no TV
9:00pm	Kitchen Duties
9:15pm	In Wings Final House check All alarms activated

Alarm System

- All exterior doors are alarmed as follows:
 - 8:30pm - all exterior doors in Wings;
 - 9:45pm or when the evening Duty Supervisor leaves - all other doors;
 - the PIR system in the lounge is also operational from this time: opening any Wing door or entering the main lounge will activate the alarm sensor.
- Any student who deliberately sets off an alarm is likely to have privileges restricted.
- Alarms are deactivated in time for students to attend early morning sports' practices.

Computers

- All rooms are wired for access to the School Network.
- The Loris Eyre Wing has computers in each room. Four House computers, networked to the school system, are available in other wings.
- **Laptops cannot be linked to the School system.**
- Students who elect to bring their own computers to school are responsible for their security and insurance.

Discipline

Merit/Demerit Mark System

- A positive reinforcement system operates successfully among the girls.
- The emphasis is on acknowledging the positive actions of the students, which in turn develops an optimistic environment within the boarding house.
- Merit marks may be awarded by all staff, are recorded in a logbook, and tallied each Wednesday. For every three merit marks students are rewarded. In the weekly total, demerits are not counted against merits because they accumulate to a Detention. The week's merits are recorded on a chart each week and a prize awarded at the end of term for the highest number of merits (less any demerits).
- A Gold Merit Award is made to the highest achieving student at the end of the year.
- Merits are awarded each day: e.g. (tidy rooms, consistent work in prep, courtesy, kind deeds and participation). Students who see someone act positively can recommend the person for a merit mark as well. Students are encouraged to recommend staff for merit marks too and staff enjoy being part of the system.
- Demerits are issued for disobedience of House Rules: e.g. using the wrong door, wearing shoes in the House, bad language, etc. These are recorded and when five are accumulated a Detention is incurred.
- The Prefects are rostered to take out all 'D' students on early morning runs or, in Autumn, an hour's leaf raking at 4:00pm Friday. Prefects determine punishments.
- Should the misdemeanour be of a more serious nature, or the same offence occur repeatedly, an instant 'D' is imposed with the student completing the Detention before any weekend leave is considered.
- A further level of punishment for serious breaches of House/School rules will involve the Deputy Headmaster.

Duties

It is your responsibility to perform your allocated duties as per the duty sheet. Co-operation will ensure that we all live together in a healthy, relaxed, friendly community. If you are unable to do a duty it is your responsibility to find a replacement.

Remember...

"The story of Everybody, Somebody, Anybody and Nobody."

There was an important job to be done and Everybody could have done it but Nobody did. Somebody got angry about that because it was Everybody's job. Everybody thought Anybody could do it. But Nobody realised that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.

Entering the Boarding House

- To ensure the fabric of the House is maintained in good order, all students use the back door (Boot Room door). Shoes are removed and may be wiped down and taken to rooms or left in the Drying Room.
- Year 13 only may leave the House through the exterior door adjacent to the Head Boarder's room and in the summer months, via the front door.
- Students admitting visitors or leaving and returning to the House with parents or caregivers must use the front door.
- All other exterior doors are for emergency exit only (except the double doors to the courtyard).

Fire and Smoke Alarms

- On hearing an alarm students must immediately leave the House by the nearest exit.
- Assemble in 'Wings' outside the Housemaster's double garage. Wing Prefects are to check that all students in their area are present.
- Do not re-enter the House if the alarms stop. No one may leave the assembly area until the all clear is given.
- If the alarms ring during prep or after lights out, wrap yourself in a duvet or blanket, take a pillow with you, close your bedroom door and place the pillow in front of the closed door. Proceed as above to the assembly area.

Health Clinic

- The Health Clinic is open 7:00am–7:00pm daily. For attention outside these hours students report to their Housemaster who consults with Clinic staff before any visits.
- The School Doctor attends the Health Clinic between 7:30 and 8:00am on weekdays.
- Students should only go to the Clinic during class time if it is an emergency. A note is required from your class teacher and another student must accompany you. Students will receive a note from Clinic staff for re-entry to class.
- Evening visits to the Sick Bay are not permitted unless the staff member on duty in the Boarding House has phoned and made arrangements with the Health Clinic. No one is permitted to enter the Sick Bay as a visitor unless they have permission from Health Clinic staff. Visiting ends at 9:00pm.
- Female students are not permitted to visit male students and vice versa.
- Health Clinic staff will inform Housemasters of any breaches of the guidelines.

Laundry

In House Laundry

- You are responsible for washing your personal underwear, any mufti and other items if the laundry is free; supply your own washing powder. The washing machine and dryer must be free at 7:45am each weekday for Matron to commence House laundry.
- Please be considerate and do not use the machine/dryer after bed time.
- If you wish you may send items of uniform to the main Laundry as per the schedule.

School Laundry Schedule

- Monday - PE gear and shirts (returned by Wednesday)
- Tuesday - towels (returned by Wednesday)
- Wednesday - culottes (returned Thursday)
- Thursday - sheets, towels, shirts and PE gear (returned by Monday)

Leave

Leave Book - for use when you are remaining onsite

- Fill the book out correctly under the headings of Name (no nicknames), Day, Date, Time out, Destination, Time in and Sign in.
- Each individual must sign out and in (do not sign in or out for other students).
- The Leave Book is an important document (please write neatly - do not deface it).

Leave Form - to be used when leaving the site and needing pre-approval

- Fill out the form by 9:00pm on the day before the leave is required (please see the Housemaster before school if there are any late requests).
- Check to see that your leave has been approved and sign out with the staff member on duty before leaving the property.
- Sign in with the staff member when you return.
- Phone/txt if you are delayed. *It is vital that we know where you are at all times.*

Weekend Leave

- Requests for Leave must be in writing on the form in the St Paul's Handbook (please photocopy). Parents or legal guardians need to submit the request by 9:00am on Thursday. If students wish to stay with people other than parents or legal guardians the host must also fill out a leave form accepting responsibility for your welfare.
- Depart and return in your formal uniform.
- On Sunday evenings all students are to return in time for Chapel (i.e. 7:00pm for 7:15pm roll call).
- On compulsory Leave Weekends (Exeats) all students leave and return at the given times. Note: The official time at which the House reopens after Exeat Weekends is 6:00pm. If the duty supervisor is away for the weekend, the House will be alarmed until this time. Any variations need to be discussed with the Housemaster prior to the weekend.
- All leave information is required by law to be kept for two years. Please write legibly and ensure that leave forms are not defaced.

Meals

- All students are to attend all meals. Excuses for not attending dinner will not be accepted. Students are required to go to the Dining Hall every weekday evening unless they are taking part in a school or other approved activity.
- If you are involved with sport or extra-curricular activities at dinner time, make arrangements for a saved dinner by signing the Late Dinner list at lunchtime.
- Supper in the boarding house is for Harington House students only between 8:45pm and 9:15pm. Food must be eaten in the kitchen/dining room area.

Photography

- The use of photographic devices inside the House requires the prior approval of the Housemaster who will use her discretion according to the nature of the request.
- Photographic devices include cameras (film, digital and video), mobile phones with digital cameras and other devices capable of capturing an image.
- Students have a responsibility to ensure they do not photograph or film anyone who does not wish to be photographed or filmed, or who does not know they are being photographed or filmed.
- These measures are designed to protect the privacy of all members of the House.

Prep

- All students study individually for the first hour.
- With permission, students may work with others during the second hour.
- Year 11 mobile phones will be collected. Year 12 & Year 13 mobile phones are to be turned off and placed on the top of headboards.
- Supervisory staff move through the boarding house regularly, entering rooms to ensure that students stay focussed.
- Music with headphones may be permitted (check with the supervisor).

Room Care

- The Matron or Duty Supervisor will inspect rooms every weekday, or before students leave the site on Day or Weekend Leave.
- Standards to be met:
 - Beds made properly. Blue bedspreads/House duvets are optional (please return unwanted bedding for storage). If using your own duvet, sheets and duvet must be straight and tucked in neatly.
 - Curtains opened; all rubbish in the bin; lights and heaters turned off.
 - Toiletries and makeup stored in your wardrobe (the shelves above your desk are for books and school resources, not makeup, etc).
 - Sheets must be changed on a weekly basis and put out on Thursdays.
 - No Blu-Tac is to be used on any painted surface.

Security

- Students may not enter another person's room unless that person is present.
- Borrowing without permission is regarded as theft.

Staff Privacy

- Tutors' flats are out of bounds to all students.
- Invitations to visit any private accommodation on site must first be discussed with the Housemaster.

Transportation

Taxis

- Unless students have written permission to travel with nominated people, they use taxis.
- Students need a permission slip from the Housemaster in order to be issued with taxi chits.
- Taxi chits are issued from the School Administration office.
- If the taxi is shared, **ensure all passengers' names are on the back of the chit.**
- Chits for the weekend need to be collected on Friday.

Vehicles

- Unless accompanied by a parent, students must have a School Driving Permit in order to drive a vehicle to and from school.
- Year 13 students may apply to have a vehicle at school. Year 12 students are only permitted to have a vehicle when special circumstances prevail and the matter has been discussed with the Housemaster. Cars are not permitted for Year 11 students.
- Parents who want to arrange a School Driving Permit are required to apply in writing to the Housemaster. If granted, the form is sent to the Deputy Headmaster, who issues the Permits. Any change of vehicle must also be registered with the Deputy Headmaster.
- Permits are issued to students on the understanding that the vehicle is for their personal use. Lending vehicles to, and borrowing vehicles from, other students is not permitted and could result in withdrawal of the privilege.
- Written parental permission is required to carry passengers. Likewise, passengers require written parental permission to travel when another student is driving (please ensure the Transport form is returned on entry). Only one passenger is permitted.
- Approved vehicles brought to school by boarders:
 - may not be parked outside the school grounds;
 - are parked in the school grounds at the owner's risk;
 - must use the Hukanui Road entrance only.
- Year 13 will be allocated parking spaces beside the boarding house.
- If there is insufficient room at the boarding house, Year 12 vehicles must be parked in the Chapel car park.
- Students may not sit in cars with visitors or other students.

Visiting Hours

Weekdays: 8:30pm-9:10pm: Visitors are permitted in Harington Boarding House

Supper Leave

Year 11

No supper leave is permitted in Term 1. This may be revised as the year proceeds.

Years 12 & 13

Supper Leave commences at 8:30pm

- Year 12: must be back in the House at 9:15pm
- Year 13: must be back in the House at 9:25pm

Visiting Harington Boarding House

- Visitors are permitted after Lunch on Saturday and Sunday.
- Parents are exempt and welcome to visit during normal operational hours.
- Visitors must enter via the front door at all times.
- Introduce your visitors to the staff and sign the visitors' book.
- Parents, for safety reasons, should make staff aware that they are in the House.
- Make sure visitors are aware of the visiting times, removal of shoes, use of facilities and boundaries within the House. Male visitors (except fathers) are permitted in the Main Lounge only. Any indiscretions may result in permanent exclusion.
- St Paul's students outside the House (i.e. in the grounds of St Paul's) must be in full uniform, tracksuit or sports uniform, except after prep.
- The only boys in Years 9-11 who may visit the House are brothers of our students.

Visiting Other Houses

- Wear either full uniform or tracksuit (at no time may singlets be worn)
- Report in to their Duty Staff and sign their Visitors' Book.
- Leave concludes at 9:10pm.

Uniform

- Full dress uniform (Numbers) must be worn by boarding students when travelling to and from St Paul's on leave. Number 1 Uniform is worn to school on Mondays and Fridays.
- School uniform must be immaculate.
- Chartwell Leave on Friday afternoon is in school or dress uniform.
- A watch and small silver/gold studs are the only accessories permitted.
- Hair must be clear of the collar and eyes. Natural shading is permitted. Hair ties are to be neutral in colour. Extreme hairstyles and colours are not acceptable.
- Nail Polish may not be worn on toenails or fingernails.
- For skin protection a light tinted moisturiser with PF factor is recommended. Heavy make-up is not permitted.

Formal Occasions

- Regulation grey skirt (calf length) (x2)
- Regulation long sleeved blouse (x3)
- Regulation black jacket
- Regulation School tie
- Regulation Black lace up shoes
- Black pantyhose (colour: nearly black)

Sports Uniform

- Swimming costume - one piece
- Regulation Harington PE shirt
- Regulation black PE shorts
- Regulation tracksuit (as required by Sports Code)
- Regulation Harington House rugby jersey (optional)
- Regulation Harington singlet (optional)
- Regulation Harington House cap; Sports shoes and socks

Summer Uniform

- Regulation black culottes - just above the knee (x2)
- Regulation black jersey
- Regulation grey blouse (x3)
- Black flat dress sandals (McKinlay's Safari)

Winter Uniform

- Skirt, blouse, jersey, and shoes as for formal uniform
- Black pantyhose (heavy)

All clothing must be named with **maroon on white** nametapes, which are procurable from the School Shop.

Additional Personal Items

- Bedding: own duvet and pillows (sheets and pillow cases are provided)
- Dressing gown; nightwear
- Coffee mug
- Facecloths
- Shoe cleaning kit
- Slippers/scuffs
- Toiletries
- Towels: bath and swimming
- Umbrella
- Underwear
- Mufti clothing
- Notice board pins, Blu-Tac
- Laptop/computer (optional)
- Stereo/iPod (optional) with headphones
- Soft toys, posters, photos, a pot plant, etc, to make your room feel comfortable and homely
- A personal 'treasure' to speak about when we have our "getting to know you" session.
- Your **Smile!** because ...

Smiling is infectious; you catch it like the flu,
When someone smiled at me today, I started smiling too.
I passed around the corner and someone saw me grin,
When he smiled I realised I'd passed it on to him.
I thought about that smile then realised its worth,
A single smile, just like mine, could travel round the earth.
So if you feel a smile begin, don't leave it undetected.
Let's start an epidemic quick and get the world infected.

Are You an Extra-Miler?

In the Roman Empire a military officer could force any Jewish civilian to carry his heavy backpack for up to one mile. That was the officer's right, and the person refused at their peril. So to walk the first mile was only to do what was required. Jesus said: "I'm telling you to go the second mile." Why? Because extra-mile service gives you an opportunity to make an impact on the lives of others.

A person with an extra mile-attitude is someone who:

- cares more than others think is wise;
- risks more than others think is safe;
- dreams more than others think is practical;
- believes for more than others think is possible;
- gives more than others think is necessary.

And you'll notice - there's no traffic jam on the extra mile!

The secret to joyful living is to always do more than is expected!

We challenge you to live "joyfully" in Harington Boarding House.



St Paul's Collegiate School Hamilton



Physical Address: 77 Hukanui Road, Hamilton, New Zealand

Postal Address: Private Bag 3069, Waikato Mail Centre, Hamilton 3240, New Zealand

Phone: (07) 957 8899 | Fax: (07) 957 8833 | Email: info@stpauls.school.nz

Website: www.stpauls.school.nz