



St Paul's Collegiate School
BOARDING HANDBOOK
(Boys' Boarding Houses)

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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.

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

Updated: 14 January 2010

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;
- should allow the personal growth of other members of the boarding community and aim to develop an understanding of the values that exist within a 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

Members of the boarding community have a right to:

- expect their property to be secure;
- learn without interruption or interference;
- be treated with courtesy, respect and understanding;
- live and learn in a safe, secure and healthy environment without threat or fear of being harassed physically, mentally or emotionally.

BOARDERS' RESPONSIBILITIES

Members of the boarding community have a responsibility to:

- show authority due respect;
- respect differences in others;
- respect the property of others;
- care for the school environment;
- co-operate with staff and prefects;
- show courtesy and good manners at all times;
- treat others with understanding and kindness;
- adhere to School and House rules at all times and in all circumstances;
- co-operate willingly in order to assist with the smooth running of the House.

→ 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. Accordingly, 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 skills 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 at St Paul's.

Some suggested skills are:

- knowing how to use a rubbish bin;
- 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;
- picking up and putting away one's personal possessions;
- knowing ways to organise study times and achieve set study goals;
- structuring leisure time in such a way as to avoid getting bored or having little to do;
- knowing how to budget funds.

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 try to change the boarding community.

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.

Expressing 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; fax).

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 in a necessarily 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 wish to discuss anything of concern.

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. Quite often a boarder who is coping reasonably well with a problem suffers a severe setback after phoning home!
- A recurrence of homesickness is quite common after the first few weekends out, or term vacations. However, it is usually overcome quickly once a boarder returns to school. Too many outings during the first few weekends can make it very difficult to make the break from home. It is suggested that parents allow their son to experience as much of boarding life as possible during the first few weeks of term.
- 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.
- 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.

Understanding, patience, and firmness appear to be the most important qualities necessary for a quick and 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.

- 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.
- 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.
- 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 Spotless Services who aim to provide nutritious, well-balanced meals that suit the needs of the school community. Spotless 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.

Vegetables, salads, fruit 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.

→ EVACUATION PROCEDURE

Note: "Break Glass" alarms are situated inside buildings on the wall near each external exit.

If you discover a fire:

- make others in your area aware of the situation;
- activate a fire alarm and/or tell any member of staff without delay.

When the fire alarm sounds, everyone must **immediately**:

- leave the building by the nearest available safe exit;
- assemble for a roll call by year groups in the designated House Assembly Area;
- answer his or her name when the roll is called;
- remain in assembled year groups until given further instructions.

Remember, safety first:

- leave the building as quickly and quietly as possible;
- move in an orderly manner – walk and do not run, push or shove;
- stay away from buildings until the all clear is given by the Fire Service.

The full co-operation of everyone is essential for the safety of all concerned!

IMPORTANT

Tampering with safety equipment (fire alarms, fire extinguishers, and fire hoses) is forbidden.

The fire detection equipment installed at St Paul's is connected directly to the Fire Service.

Once activated, the Fire Service will automatically respond to an alarm, without question.

In the event of a false alarm resulting from actions by students, the cost incurred for the attendance of the Fire Service will be charged to the account of the individual(s) concerned.

→ 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.

The non-disclosure of this information has the potential to be detrimental to the well-being of other boarders, with whose welfare we are also concerned.

HEALTH CLINIC

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

Boarders who keep tablets, medicines or other forms of treatment in their House are required to inform the Health Clinic staff of this. The cost of prescribed items and other medications ordered through the Health Clinic are charged to parents on their School account.

It is important that Health Clinic staff are kept up-to-date with any treatment an individual receives in case he presents with a related problem. Parents should notify 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.

Anyone aware of a potential hazard should report it to a member of staff as soon as possible.

→ 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 regularly; and of using clean towels and bed linen. 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 other boarders 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 OF POSSESSIONS

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).

All boarders are required to use padlocks on their Dorm and Ablutions lockers. Padlocks need to be of a reasonable size: the shaft should have a maximum diameter of 8mm but not less than 6mm. 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 or left lying around. 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 also HIGHLY RECOMMENDED that items with a unique serial number, such as iPods and mobile phones, be registered with the Housemaster who will hold the details on file.

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

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

SEARCHES

The Housemaster is the "other parent" in the life of boarders and acts *in loco parentis* (i.e. in place of the parents). In this capacity, and if such action is warranted, the Housemaster may search a boarder's accommodation, possessions or vehicle. Whenever possible, the student will be present during the search.

→ PHOTOGRAPHY

The use of photographic devices inside the House is only permitted with the **prior approval** of the **Housemaster**. Permission is at the discretion of the Housemaster and is not automatic. Photographic devices include cameras (film, digital and video), mobile phones with cameras, and any other device capable of capturing an image.

Where permission is granted it will be given to an individual for a particular occasion and is not a blanket permission (i.e. permission given to an individual to use a photographic device at a particular time in a particular place for a particular purpose will not constitute permission for that person or anyone else to use a photographic device whenever or wherever they wish).

Individuals who have obtained permission are also responsible for ensuring that 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 help protect the privacy of all members of the House.

→ 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 this hurtful. It can be:

- verbal (e.g. insults; taunts; threats; "put-downs");
- physical (e.g. pushing; hitting; kicking; punching);
- psychological (e.g. graffiti; theft; hiding personal property);
- racist (e.g. making negative comments about a person's race);
- extortion (e.g. demanding or expecting money, food or favours);
- sexual (e.g. unwanted physical contact; sexually explicit comments);
- emotional (e.g. text bullying; being unfriendly towards/excluding/teasing individuals).

Bullying leads to emotional and/or physical pain and stress for the person being bullied. St Paul's does not tolerate bullying. Everyone has the right to be free from bullying.

Information for Students

If you see someone being bullied:

- *tell someone* (e.g. the Housemaster, the Head of House, or anyone else whom 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 to help ensure the safety of occupants. 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 must hold a current first aid qualification. Boarding staff are also encouraged to attend courses that focus on issues of relevance to boarders.

HOUSEMASTER

The day-to-day running of each boarding house is the responsibility of the Housemaster, who is answerable to the Headmaster for setting and maintaining standards in the House and for ensuring that members of the House uphold these standards as well as those of the School.

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 place of the parents). The Housemaster is guardian for each boarder in his care. This aspect of the role is usually exercised when giving permission for a boarder to leave school grounds. The Housemaster can also exercise this authority in the event of serious illness or injury.

The Housemaster communicates with parents in matters such as progress in class, illness, 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. 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 one way or another 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 are better able to 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 house.

The task of caring for the boarders is shared with several other staff that perform duties and keep the Housemaster informed of their dealings with the boarders. Likewise, while day-to-day discipline is the Housemaster's responsibility, any serious breach of School or House rules is referred to the Deputy Headmaster for further discussion.

ASSISTANT HOUSEMASTER

The Assistant Housemaster 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, and is responsible to, the Housemaster. 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;
- keeping an eye on 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:

- assisting with House Detentions;
- 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, either at home, 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 most boarders look forward to receiving mail (and can be disappointed if they do not receive any). Please encourage your son to write home as often as possible. Whilst a letter is not as immediate as a phone call, it has the advantage that it can be well thought out and 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.

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. It is also helpful to put his name and the school's address on the back of the envelope. Neatness in writing should be stressed, as some letters have addresses that are unreadable.

Mail to boarders should be addressed as follows:

Name of Boarder
Name of House
St Paul's Collegiate
Private Bag 3069
HAMILTON 3240

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). **Mobile phones may not be used after lights out** - this includes sending and/or receiving text messages, playing games, etc.

Any instance of text bullying will be considered a serious breach of school discipline and dealt with accordingly.

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)

Note: Webmail addresses (e.g. Hotmail, Yahoo, etc) are blocked at St Paul's.

→ CONCERNS & COMPLAINTS

House staff are committed to providing high quality care for boarders. There may be times, however, when there is cause for concern. If you have a concern, please talk to us about it - we want to know!

Concerns may be raised with any member of House staff at any time.

Complaints should be directed to the Housemaster in the first instance. Any member of the school community (i.e. parent; student; staff) may lay a complaint. A complaint can be made by telephone, letter, fax, e-mail or in person. However, we ask that a complaint made verbally also be put into writing.

A complaint should be made as soon as possible after the event to which the complaint refers in order to facilitate investigation of the matter. If you are phoning please be aware that the Housemaster may not be available and that you might need to leave a message. If you are coming to St Paul's to see a particular member of staff it is advisable to make an appointment.

All complaints will be treated seriously, dealt with promptly and responded to appropriately (e.g. with an explanation, or an apology, or information on any action taken).

The Housemaster will deal with a complaint as soon as possible. More serious matters will be responded to without delay. Due to the complex nature of some issues it is not always possible to resolve matters immediately; staff will, however, acknowledge a complaint and indicate who is handling the matter.

Where you feel that a complaint has not been adequately dealt with, or your concern remains, please contact the Deputy Headmaster.

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

→ LEAVE

St Paul's has a well-defined set of rules governing Leave arrangements. These rules are for the protection of students, parents, staff and the school.

Boarders must use the approved procedure for obtaining Leave. They must not break School or House bounds without permission from the Housemaster or Duty Master.

INFORMATION REQUIRED

All overnight leave applications must 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

- **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 will not be granted if:
 - a boarder has a detention or is gated;
 - a boarder's behaviour has been unacceptable;
 - in the Housemaster's opinion, it would be unwise to do so in the circumstances.
- **ALL LEAVE MUST BE APPLIED FOR - IT IS NOT AUTOMATIC!**

Chartwell Leave

Granted for: Visits to Chartwell Square ONLY
Availability: Mon-Thu - from 3:30pm (must return by 5:00pm)
Friday - from 3:30pm (must return by 5:00pm)
Saturday - from 8:30am (must return by 12:00noon)
- from 1:00pm (must return by 5:00pm)
Sunday - from 11:00am (must return by 5:00pm)
Available to: Years 9-13
Frequency: At the Housemaster's discretion
Dress required: Monday-Friday after school: school uniform (greys or numbers)
Saturday before lunch: school uniform or full school tracksuit
Saturday after lunch & Sunday: clean mufti with footwear
Permission from: Duty Master (not Duty Prefect) at the time Leave is wanted

Davies Leave

Granted for: Visits to the Davies Corner shops ONLY
Availability: Mon-Thu - from 3:30pm (must return by 5:00pm)
Friday - from 3:30pm (must return by 5:00pm)
- from 7:30pm (must return by 9:00pm)
Saturday - from 8:30am (must return by 12:00noon)
- from 1:00pm (must return by 5:00pm)
- from 6:00pm (must return by 9:00pm)
Sunday - from 11:00am (must return by 5:00pm)
Available to: Years 9-13
Frequency: At the Housemaster's discretion
Dress required: Monday-Friday after school: school uniform or full school tracksuit
Friday after 7:30pm: full school tracksuit or mufti with footwear
Saturday before lunch: school uniform or full school tracksuit
Saturday after lunch & Sunday: mufti with footwear
Permission from: Duty Master (not Duty Prefect) at the time Leave is wanted

Day Leave

Granted for: Extended Day Leave at weekends not covered by other Leave
Availability: Saturday - from 1:00pm (must return by 5:00pm)
Sunday - from 11:00am (must return by 5:00pm)
Available to: Years 9-13
Dress required: Clean mufti with footwear
Permission from: Duty Master (not Duty Prefect) 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)
Available to: Years 9-13
Dress required: Clean mufti with footwear
Permission from: Duty Master (not Duty Prefect) at the time Leave is wanted

Sports Leave

Granted for: Sporting commitments outside St Paul's
Availability: As required
Available to: Years 9-13
Dress required: Full school tracksuit or appropriate St Paul's sports uniform
Permission from: Duty Master (not Duty Prefect) at the time Leave is wanted

Cinema Leave

Granted for: Visits to Chartwell Square Cinemas
Availability: Saturday - from 1:00pm (must return by 10:00pm)
Sunday - from 11:00am (must return by 5:00pm)
Available to: Years 9-13, at the Housemaster's discretion
Dress required: Clean mufti with footwear
Permission from: Duty Master (not Duty Prefect) at the time Leave is wanted

Weekend Leave (i.e. Optional)

Granted for: Various reasons
Availability: From Friday after school or Saturday after sport until 7:00pm Sunday.
Available to: Years 9-13
Dress required: Full school "number ones"
Permission from: Housemaster
Action required: Parents/guardians must communicate arrangements in writing by the

Wednesday prior to the weekend for which leave is sought.

Please note: All boarders are to wear the full "number one" uniform (i.e. white shirt; tie; long grey trousers; belt; dark socks; black leather shoes; Senior jacket) when travelling to and from St Paul's by public or private transport.

Boarders on Weekend Leave should not return to St Paul's before 6:00pm on Sunday night.

As soon as boarders return to school they are under the authority of House staff and subject to School and House rules.

Leave Weekends (i.e. Compulsory)

Dress required: Full school "number ones"
Permission from: Housemaster
Action required: Parents/guardians must communicate arrangements in writing by the Wednesday prior to the Leave Weekend.

Please note: All boarders are to wear the full "number one" uniform (i.e. white shirt; tie; long grey trousers; belt; dark socks; black leather shoes; Senior jacket) when travelling to and from St Paul's by public or private transport.

On Leave Weekends, boarders should not return to St Paul's before 6:00pm on the day the boarding house reopens.

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 concerned.

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, PC Schools. 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, teachers or School Management about any matter. School staff will also notify parents promptly of any concerns with their son's progress, behaviour or development.

→ VEHICLES & TRANSPORT

STUDENT VEHICLES

Parents' and boarders' attention is drawn to the School's "Rules and Conventions" concerning the use of vehicles by St Paul's students (published in the booklet *Information for Parents*). In particular, the following points are drawn to your attention:

- Parents of boarders who wish to arrange a Driving Permit for their child must apply to their child's Housemaster in writing giving the reason(s) why they are seeking permission for their child to have a vehicle at school (note: Year 11 boarders are not permitted to have a vehicle at school; Year 12 boarders must have a very good reason).
- IF THE HOUSEMASTER AGREES to a boarder having a vehicle at school parents must then:
 - complete a **St Paul's Driving Permit Application Form**, which must be SIGNED by both the student AND his parents;
 - have the application signed by the Housemaster;
 - submit the application AND a copy of the student'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 and can result in cancellation of the Permit.
- All vehicles brought to school by students must be registered with the Deputy Headmaster; changes (e.g. a new vehicle) must also be recorded with him within a week of the change.
- Boarders are required to surrender their car keys - including any duplicates they may have with them - to their Housemaster. Keys may be requested only when the boarder has official permission to use the vehicle and must be returned to the Housemaster as soon as the activity for which permission was granted is completed; failure to do so can result in the cancellation of the Permit.
- A boarder who needs to use his vehicle during school hours requires written permission from his parents AND approval from his Housemaster. Such permission is usually only given for authorised school events.
- **Permission must be obtained to carry passengers** - the parents of BOTH the driver AND the passenger(s) must give their approval IN WRITING.
- Approved vehicles brought to school by boarders must be parked in authorised student car parking areas. **Vehicles are brought to school at the owner's risk.**

Any infringement of these rules may result in the immediate suspension or cancellation of a boarder's School Driving Permit, or 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 chits are available from the School 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 House 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 house.

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. 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. House 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 House 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 Detentions are confirmed 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 ongoing 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 the Deputy Headmaster, 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 school 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 the 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.
- Breaches of bounds' regulations.
- Theft of money or property.
- Bullying and harassment.
- Repeated disregard for school rules.
- Gross misbehaviour in the House or at school. This applies to any behaviour or act which, in the Headmaster's opinion, amounts to misconduct that is a harmful or dangerous example to other students at St Paul's.

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 put on walls, pin boards, and the **inside** of locker doors;
- **blu-tak only** may be used to affix posters to walls and locker doors.

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.

→ BEDTIME & LIGHTS OUT

Boarders should be considerate at bedtime and maintain a quiet atmosphere: loss of sleep due to noise is unfair and unreasonable, and leads to tired, unhappy, less tolerant individuals.

Boarders are to remain in bed after lights out (except in emergencies and when needing to use the toilet) until told to rise by the Duty Prefect or Duty Master the following morning.

→ BICYCLES

Application must be made to the Housemaster to have a bicycle at school. Usually, only the following boarders are permitted to bring a bicycle to 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, boarders are restricted to those areas approved for their use.

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

- 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 (i.e. non-uniform clothing)

Only 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/images on any item of clothing or property are prohibited!

→ 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.

→ DRESS & GROOMING

GENERAL

All students are expected to maintain a high standard of personal grooming and to wear the school uniform properly. Please 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 as clean as possible, boarders are required to remove outdoor footwear before entering the House.

FOOTWEAR WITH STUDS OR SPIKES MUST NOT BE WORN 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 be used only for the purpose for which it was designed.
- Damage must be reported to the Duty Master immediately it occurs or is noticed.
- Equipment must 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

HEAD OF HOUSE

The Head of House is the senior boarder in each House. The Housemaster appoints the Head of House after consultation with House staff and the boarders in the House.

The office of Head of House is one that requires leadership, loyalty, responsibility and service.

HOUSE PREFECTS

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. during sports activities; supervision of House Detentions).

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 and character-building.

Prefects are also expected to show 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:

- Boarders are required to inform the Housemaster if they have a laptop at St Paul's.
- 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:

- Laptops must not, under any circumstances, be connected to the school computer network.
- 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 who leaves a laptop where others have access to 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.

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 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; Matron's Room. If the item is not found within 12 hours a "Lost Property" report (available from the Duty Master) should be completed.

Anyone knowing the whereabouts of a missing item should report this to the Duty Master.

→ 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 who leaves a mobile where others have access to it accepts the consequences of doing so.

A breach of the above may result in an individual forfeiting his mobile for a period of time.

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 another person.

→ 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 private research and extended reading.

GENERAL RULES

- Mobile phones must be **turned off** throughout Prep.
- Boarders should attend to their toilet needs either before or after Prep.
- Boarders are not permitted to either make *or receive* phone calls during Prep.
- *Boarders must remain seated and work alone and in silence throughout Prep*; an individual needs to ensure he has the information and equipment he needs to do his work *before* Prep.

STUDENTS WORKING TOGETHER DURING PREP

Boarders are given an opportunity to consult with each other during the **second session** of Prep. This provides an opportunity for individuals to:

- clarify their understanding of set tasks;
- work together on learning tasks;
- test each other.

To consult or work with someone during the second session of Prep, an individual must:

1. seek permission from the person supervising his Prep (Duty Master or Duty Prefect);
2. after obtaining what he needs, return directly to his Prep desk to continue working alone.

Never assume permission to move about or communicate during Prep: always ask. It is also important for everyone to remember that **Prep is not a time for socialising!**

LATE PREP

- Late Prep is done under standard Prep conditions (i.e. alone and in silence).
- Permission to do Late Prep is not automatic and is at the Duty Master's discretion.
- Requests by boarders for permission to do Late Prep will only be considered when:
 - the individual has homework to complete;
 - it is evident that the individual has made appropriate use of normal Prep periods (i.e. not wasted time or done anything that could distract or disturb others);
 - bedtime preparations (ablutions) are completed by 9.00pm;
 - permission is sought from the Duty Master before 9.00pm.
- Late Prep times are: Years 9 & 10: 9.00–10.00pm; Years 11, 12 & 13: 9.00–10.30pm.
- When an individual finishes Late Prep he is to go to bed immediately, without disturbance.

PREP DIARY

All students are required to have and to use a Prep Diary. The Prep Diary should be taken to every lesson. Boarders need to write the homework they are set into their Prep Diary every day before the commencement of evening Prep; this is the responsibility of individuals. 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;
- smoking, and possession of smoking paraphernalia;
- personal televisions, heaters, refrigerators, cookers, etc;
- gum (chewing gum, bubble gum and other similar products);
- scooters, skates, skateboards, rollerblades and similar items;
- spitting, littering and wilfully causing damage (including graffiti);
- possessing, consuming or being under the influence of alcohol;
- using or possessing explosives, fireworks and weapons of any kind;
- using, possessing, selling, distributing or being under the influence of illicit substances.

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

RESTRICTIONS

Boarders are **not** generally permitted to bring a bicycle to school. However, individuals who are members of the Mountain Biking or Cycling 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).

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

Ball games and other vigorous physical activities are to be engaged in **outside** the House, but 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 Houses. 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 inter-House competitions. Sports practices take place at the end of the school day (or after Prep for House activities). All training sessions are compulsory unless prior arrangements are made with the coach.

→ STEREOS/DVDs/VIDEOS

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 videos and DVDs, subject to the following:

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

→ TRAVEL ARRANGEMENTS

Travel arrangements to and from school are the responsibility of parents. 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. The Housemaster will then follow up the request with the Headmaster. Such requests are usually only granted in extenuating circumstances.

→ TUCK SHOP ALLOWANCE

Parents' accounts are debited each term for a House Tuck Shop allowance. Boarders do not need large sums of money whilst at school: they are well fed and can purchase many sundry items at the School Shop on account.

APPENDIX

→ COMPLAINTS PROCEDURE

