



St Paul's
COLLEGIATE SCHOOL

**BOARDING
HANDBOOK**

2022

CONTACT DETAILS**ST PAUL'S COLLEGIATE SCHOOL**

School Reception phone:	(07)9578899
School Reception fax:	(07)9578833

**CLARK HOUSE**

Housemasters:	clark@stpauls.school.nz
House office:	(07)9578800
Duty staff:	0272793612
Matron:	(07)9578803

SARGOOD HOUSE

Housemasters:	sargood@stpauls.school.nz
House office:	(07)9578823
Duty staff:	0272790762
Matron:	(07)9578825

WILLIAMS HOUSE

Housemasters:	williams@stpauls.school.nz
House office:	(07)9578872
Duty staff:	0272798618
Matron:	(07)9578810

HARINGTON BOARDING

Housemasters:	haringtonboarding@stpauls.school.nz
House office:	(07)9578811
Duty staff:	0272798621
Boarders:	(07)8578892

**BOARDING ADMINISTRATOR**

Mobile:	021866634
Office:	(07)9578835

HEALTH CLINIC

Mobile:	0212758538
Sick Bay:	(07)9578820

SCHOOL SHOP

Great Oaks:	(07)9578841
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**TIHOI VENTURE SCHOOL**

Director:	(07)3728411
Office:	(07)3728416
Fax:	(07)3728417



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PURPOSE

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

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 may be made as circumstances require: any significant changes will be communicated to boarders and parents as soon as reasonably practicable. **This document replaces all previous versions.**

The most up-to-date version of this *Handbook* is available at the St Paul's website:

<https://www.stpauls.school.nz/publications/boarding-info-forms>

Boarders and their parents are invited to provide feedback on this document at any time.

Feedback should be in writing and directed to the **Boarding Administrator**.

Reviewed: March 2022

SECTION A

HEALTH | SAFETY | WELLBEING

BOARDING

Statement of boarding principles

All boarders at St Paul's Collegiate School will:

- be treated with dignity and respect;
- enjoy equality of opportunity;
- be treated as individuals with individual needs;
- have opportunities to develop spiritually, morally and socially;
- have opportunities to develop skills and talents in a supportive environment;
- have opportunities to work, play and relax free from abuse, intimidation and bullying;
- receive positive guidance promoting appropriate behaviour, having regard to the boarder's stage of development;
- be valued as a member of the Residential Community.

Close links with parents are 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 open, tolerant and trusting;
- foster the values of honesty and respect for others and their property;
- 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 opportunities to assist the personal, social and cultural development of individuals;
- safeguard and promote wellbeing 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.

All boarders have access to a range of staff depending on the needs of the individual, including Housemasters, Counsellor, Chaplain, School Nurse and Headmaster.

Boarders' rights and responsibilities

All members of the Boarding Community have certain rights and responsibilities, as below:

Boarders' Rights	Boarders' Responsibilities
To be safe.	To contribute to the safety of others by not threatening, hitting, or hurting anyone.
To expect personal property to be safe.	To take good care of personal property, and to not steal, damage or destroy property.
To be treated with courtesy and respect.	To treat others with courtesy and respect, and to respect the authority of staff and prefects.
To be treated with understanding.	To treat others with understanding and be tolerant of difference.
To live in an orderly community.	To adhere to rules and regulations, to be self-disciplined, to cooperate, and to respect the rights of others.
To be valued as a member of the Residential Community and the School.	To uphold the good name of the School and Residential Community through words, actions, and appearance, and to behave in a manner that will bring credit to the School and Residential Community.
To be respected by the local community.	To behave in a way that the local community will respect the School.
To express opinions on matters of concern.	To express opinions appropriately (including time and place).
To have a clean and pleasant environment.	To care for and respect the whole school environment.
To learn without disruption.	To allow others to learn without disruption.
To use safe and well-maintained buildings and equipment.	To report damage and defective equipment within the school, and to not damage, deface or destroy School property.

PREPARATION FOR BOARDING

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

Some useful skills include:

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

Points to discuss

Many young people have trouble in adapting to communal living and being constantly surrounded by other people. The following points are things that parents can discuss with their child to help him/her prepare for boarding life.

The reason for boarding...

It is important that your child understands why he/she will be attending St Paul's as a boarder and the opportunities that are presented to him/her 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 can sometimes find several of the day-to-day workings of the boarding house rather restrictive.

To help their child with this lifestyle it would be beneficial for parents to discuss 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. Some behaviour does not fit with boarding, and new boarders need to understand that **they must adjust their behaviour** rather than expecting the Boarding Community to change.

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 child 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 others. However, conflict can and does occasionally arise: some discussion about how to deal with conflict would therefore be beneficial.

Security...

In a boarding situation where many people live in 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 ensure 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).

"BORROWING" PROPERTY WITHOUT FIRST ASKING THE OWNER IS VIEWED SERIOUSLY AND DEALT WITH ACCORDINGLY.

Anxiety...

It is important that boarders inform staff of any concerns, difficulties, or problems (and successes and achievements!) they have. Problems or concerns that are concealed may not be noticed at an early stage, which delays help or advice.

Young people need to realise that having fears, problems, or concerns – or even a "bad hair" day – is normal, and that it is helpful to discuss these with someone they trust. 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 child how often they would like him/her to communicate with them and by what means (e.g. phone; text; email). It is very important that there is no direct voice communication between parents and Year 9 boarders during the first three weeks of the school year, to help the boys settle in. This can be challenging for both parties, but the benefits are significant.

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 child so that individuals do not hold unrealistic ideas about what should (or can) be achieved.

HOMESICKNESS

It is normal for young people living in new surroundings and an institutionalised environment to feel strange and to want to go home. Homesickness often reflects a positive relationship between the individual and his family, friends, and home environment. The observations and suggestions that follow are designed to help boarders (and parents) overcome this difficulty. Please do not hesitate to contact the Housemaster if you have any concerns.

Student adjustment

- Homesickness is perfectly normal: most boarders are likely to feel homesick at some stage.
- Parents will hear about the *worst* of their child's homesickness: boarders tend to phone or text when feeling at their lowest; they also tend to exaggerate the most challenging features of boarding to try and convince their parents to remove them.
- It is sometimes necessary to be tough to be kind. Initially, a complete break with family should be made and *contact should be kept to a minimum*. Parents need to discourage their child from *constantly* contacting them during his or her first term as a boarder. It is not unusual for a boarder who is coping reasonably well to suffer a setback after phoning home!
- A recurrence of homesickness is not uncommon after the first few weekends at home or following holiday breaks. However, it is usually overcome quickly once the boarder returns to school. *We strongly suggest that parents allow their child to experience as much of boarding life as possible throughout their first term as a boarder.*
- Parents should emphasise the need to be *fully involved* inside and outside the classroom. Participation in sport and other activities is compulsory and should be encouraged.
- Parents are asked to encourage their child to speak with a member of staff if they feel homesickness is reaching an intolerable level. Discussing the problem with someone not directly involved can be of great benefit.

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

Parental adjustment

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

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

Do not hesitate to contact the Housemaster about your own concerns or those of your child: they are there to help!

CATERING

The School does its own catering. The Kitchen Manager provides nutritious, well-balanced meals that meet the needs of the St Paul's community. Our kitchen complies with industry standards regarding food preparation and safety.

Menus are based on the New Zealand government's food and nutrition guidelines, and dieticians' requirements. Fruit, vegetables, salads, and bread are available during meals on a self-serve basis. Students with special dietary needs (e.g. vegetarian; gluten free; diabetic; etc.) are catered for: please alert the Kitchen Manager to specific requirements.

HEALTH CARE**Medical notes**

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

- a completed health and medical information form (provided electronically);
- 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 relationships with others.

Please note that parents/caregivers have a responsibility to provide this information, as non-disclosure has the potential to be detrimental to the well-being of other boarders.

Health Clinic

The Health Clinic, situated in a building behind the Dining Hall, offers 24-hour care. A Registered Nurse lives on site, the School Doctor visits several times a week, and a qualified physiotherapist is available by appointment for those who require treatment. Parents should notify Health Clinic staff when they arrange for their child to visit a medical specialist (orthodontist, optometrist, etc.). *Appointments should be made for out-of-school hours whenever possible.*

Health Clinic staff must be informed about boarders who are on medication. It is also important that Health Clinic staff are kept up to date with any treatment an individual receives in case he/she presents with a related problem. Prescribed medications and other items ordered through the Health Clinic are charged to parents on their account.

Sick Bay

A boarder who is ill or injured can be admitted to the Sick Bay attached to the Health Clinic or sent home. A boarder who is unwell should inform house staff who will notify Health Clinic staff and arrange for someone to escort him/her to the Health Clinic. Parents will be notified if their child is injured or taken ill. When a boarder is likely to be confined for more than 24 hours, parents will normally be asked to have their child at home until he/she recovers.

HEALTH + SAFETY

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

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

PERSONAL HYGIENE

A clear understanding of the importance of personal hygiene before an individual commences boarding will help to avoid many potential problems. It is very important that all boarders understand the importance of using soap or gel, shampoo, and deodorant; changing socks and underwear daily; and using clean towels. A boarder who fails to practice good personal hygiene will likely be ostracised: this creates a difficult situation for the individual and his/her peers.

Boarders are required to shower **twice daily**: on rising, and before bed. They are also expected to shower after sport and other physical activity. Antiperspirant needs to be used, but **aerosol deodorants are not permitted**. *Please note that parents will be liable for the cost of any fire alarm caused due to their child using an aerosol deodorant.*

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

PERSONAL POSSESSIONS

For reasons of privacy and security, dormitories and bedrooms are strictly out of bounds to anyone who does not sleep there, and to all visitors (except parents and immediate family, who require staff permission to enter).

Possessions are sometimes reported as missing: this could be because the item has been misplaced. However, cash, wallets, and other valuables should be given to the Housemaster for safe keeping. Each boarder also has a lockable space for this purpose.

It is **highly recommended** that items with a unique serial number (such as laptops, iPods, and mobile phones) be registered with Operation SNAP: www.snap.org.nz – this is a free service.

Likewise, breakages can and do occur, and boarders are advised against bringing to school anything that is expensive, precious, or easily broken. **Please note that all possessions are brought to school at the owner's risk!**

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

RELATIONSHIPS

Community and trust

- 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.
- 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.

Information about bullying

Bullying is a form of anti-social behaviour directed at individuals who find it hurtful and results in stress or injury or physical or emotional harm for the person being bullied. It is often a deliberate and repeated pattern of behaviour.

Bullying can take various forms, including:

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

Bullying can be obvious and involve outright intimidation but is often subtle and hidden. It includes the manipulation of a third party to tease or torment someone. *All bullying is a serious breach of discipline and is dealt with accordingly.*

Information for students

If you see someone being bullied:

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

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 if possible;
- *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 best handle the situation (remember also that there may be others who are being bullied, so by telling someone you will be helping them, too);
- if possible, *use humour* – laugh it off if you can;
- *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 who they can tell about bullying and should feel confident that talking to an adult 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 encourage bullying behaviour, whether they mean to or not. 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 child is being bullied:

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

If you discover that your child is involved with bullying:

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

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

SECURITY

St Paul's employs its own security officer, who resides onsite. He is supported by a contracted security company, whose personnel patrol the grounds after hours, and are available on call. All boarding houses are alarmed overnight, and CCTV cameras are installed throughout the school.

STAFF

St Paul's is a member of both the New Zealand Boarding Schools' Association, and the Australian Boarding Schools' Association. Housemasters, Deputy Housemasters and Assistant Housemasters complete a course in duty of care and are required to hold a current first aid qualification.

Deputy Headmaster (Boarding)

The Deputy Headmaster (Boarding) oversees the Boarding Community. He works with the Boarding Administrator, Housemasters, and other boarding staff to ensure the pastoral care needs of individuals are met and provides guidance and support to Housemasters as required.

Boarding Administrator

The Boarding Administrator's primary responsibilities include:

- allocating new Year 9 boys to a boarding house;
- drafting and implementing policies and procedures;
- ensuring consistency across the Boarding Community;
- coordinating arrangements for prep and formal dinner;
- representing boarding on the Health and Safety Committee;
- providing guidance and support to Housemasters and staff;
- liaising with the Kitchen Manager and convening the Dining Committee.

Housemaster

The daily operations of each House are the responsibility of the Housemaster, who is answerable to the Headmaster for setting and maintaining standards within the House. The primary role of the Housemaster is the pastoral care of every boarder in his/her care: he/she is the "other parent" and acts *in loco parentis* (i.e. in the role of parent).

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

The Housemaster encourages acceptance, tolerance and understanding among boarders and staff with the aim of creating a harmonious community. To achieve this the Housemaster aims to have regular contact with every boarder in his/her care and tries to help individuals develop as mature and responsible young people. An holistic (whole) view of individual development is the approach taken.

While day-to-day discipline is the Housemaster's responsibility, serious breaches of School or House rules are referred to Senior Management.

Deputy Housemaster

The Deputy Housemaster assists the Housemaster with the day-to-day running of the House. Either the Housemaster or Deputy is on call, even when not officially "on duty" in the House. The Deputy stands in for the Housemaster if the latter is absent for any reason.

Assistant Housemaster

The Assistant Housemaster assists with House duties. The Assistant assumes responsibility for managing the House in the absence of the Housemaster and Deputy Housemaster.

House Matron (Boys' Houses)

The Matron has a pastoral role within the House. Her primary responsibilities include:

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

Boarders are encouraged to get to know their Matron as soon as possible. Parents are also encouraged to see the Matron when they visit the House or to contact her during her work hours (7:30-10:30am and 3:30-5:30pm approx.) with any enquiries or concerns they have.

Residential Assistants

Residential Assistants are often university students and assist with duties in the House and Dining Hall. The general responsibilities of RAs include:

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

Gap Year Assistants

Gap Year Assistants are young people from overseas who usually stay for twelve months (July to June). They are classified as members of staff and perform similar duties to Residential Assistants.

*The input and support of parents is essential to our success. Housemasters can better care for boarders when they are **fully informed** of an individual's circumstances. Parents who have concerns about their child or any information that would help the Housemaster in his/her role as the "other parent" are encouraged to contact him/her. Likewise, parents have a responsibility to be fully supportive of the Housemaster and the School in matters of policy and procedure.*

VISITORS

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

Visitors to the House are asked to note the following:

- Visitors must enter and exit the House through the main public entrance.
- Visitors must make staff aware of their presence when they enter the House.
- Visitors **do not** have automatic right of entry into all parts of the House: they are restricted to foyer areas and common rooms. *Parents and immediate family who wish to enter a dormitory need to check with staff first.*

Parents/guardians have right of reasonable access to their children except where a Court Order prevents such access.



SECTION B

ADMINISTRATION

COMMUNICATION

Emergencies

In case of emergency please contact the Duty Master or School Office (numbers 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 phone number, for example).

Mail and packages

Letters remain an excellent method of communication, and boarders enjoy receiving mail. Although a letter is not as immediate as a phone call, it can be re-read. During the settling-in stage for new boarders, letters can be helpful. We find that many new boarders do not know the correct way to address an envelope: parents are asked to ensure their child knows how to do this and where to position the address on the envelope. This is especially important for Tihoi.

Mail to boarders should be addressed as follows:

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

Incoming mail and notices about parcels available for collection are delivered to Houses, Monday to Friday. Parcels and courier deliveries are held at the School Office, where outgoing mail can also be posted.

Mobile phones – see also *Section D*

Boarders in Years 11, 12 and 13 may have a mobile phone for daily use at St Paul's. It is the responsibility of individuals to safeguard this privilege by using their phone responsibly and in accordance with School rules. Boarders may use mobile phones during their free time (not in class, during prep, or at other times when their use is inappropriate or prohibited). Except for Year 13, all boarders are required to surrender their mobile phones each evening before bed.

Email

Boarders have access to email through the school network. Parents should confirm their child's school email address with them, but St Paul's email addresses *usually* take the form:

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

CONCERNS + COMPLAINTS

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

Parents/guardians with a **general concern** about a student's academic progress, sports participation, or physical and social wellbeing should direct their concern to the Housemaster in the first instance.

Anyone with a serious concern (such as, but not limited to, bullying or immediate risk, or where a concern has not been resolved) may lay a **complaint**. A complaint involving a *student* should be directed to the student's Housemaster, who will investigate the complaint as soon as practicable. In situations where a student may be at risk the matter will be responded to without delay. A complaint involving *staff* should be directed to the Headmaster, who will investigate the complaint as soon as practicable. Due to the complex nature of some issues and the need to undertake a full and balanced investigation it is not always possible to resolve matters immediately.

To facilitate investigation, a complaint should be made as soon as possible after the event to which the complaint relates. A complaint may be made verbally or in writing. Complaints will be treated seriously, dealt with promptly, and responded to appropriately.

In dealing with a complaint, the following may be consulted:

- Curriculum (academic) matters: Deputy Headmaster (Academic) or Deputy Headmaster (Junior School);
- Pastoral Care (wellbeing) matters: Deputy Headmaster (Pastoral); School Counsellor;
- Co-curricular (sport or cultural) matters: Assistant Headmaster (Co-curricular).

If the Housemaster feels it necessary, he/she may refer the matter to the Deputy Headmaster (Academic) in the case of curriculum issues, to the Deputy Headmaster (Pastoral) or School Counsellor in the case of pastoral issues, and to the Assistant Headmaster (Co-curricular) in the case of co-curricular issues.

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

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

LEAVE

Applications

All applications for leave need to be made electronically via **Orah**. New boarders and their parents are sent information about how to create a Orah account at the commencement of term.

The key information required by the Housemaster when he/she considers **any** application for leave is:

1. the date and time of departure, and the date and time of return, of the boarder;
2. the method of transport the boarder will use when leaving, and returning to, St Paul's;
3. the name of the driver with whom the boarder will be travelling (if by private transport);
4. the name of the person with whom the boarder will be staying; **
5. the address of the place where the boarder will be staying.

**** The host adult must also confirm arrangements.**

Permissions

NOTE: LEAVE IS NOT AUTOMATIC – AN APPLICATION FOR LEAVE MUST BE APPROVED BEFORE LEAVE CAN BE TAKEN!

Boarders who wish to leave school property for any reason must obtain permission from either the Housemaster or the Duty Master depending on the type of leave required (see headings below for particulars).

- Leave can be withheld if a boarder has a detention or is gated, or a boarder's behaviour has been unacceptable, or if in the Housemaster's opinion it would be unwise to approve the leave being sought.
- 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.

LOCAL LEAVE

Available for:	Visits to Chartwell Centre or Davies Corner
Available to:	Year 11: twice, Monday to Friday; once Saturday; once Sunday Year 12: twice, Monday to Friday; once Saturday; once Sunday Year 13: once per day
Times:	Monday-Friday Depart 3:30pm-4:00pm / return by 5:15pm Saturday Depart 1:00pm-4:00pm / return by 5:15pm Sunday Depart 11:00am-4:00pm / return by 5:15pm
Note:	Access to Chartwell is permitted via <u>Hukanui Road</u> only
Restriction:	Boarders must be in groups of at least two
Dress required:	Monday-Friday Dress of the Day Saturday+Sunday Appropriate mufti with footwear
Actions required:	Apply via Orah and sign out/in using Orah if leave is approved

CHARTWELL LEAVE

Available for:	Visits to Chartwell Centre
Available to:	Year 9: once Saturday; once Sunday Year 10: once, Monday to Friday; once Saturday; once Sunday
Times:	Monday-Friday Depart 3:30pm-4:00pm / return by 5:15pm – Year 10 only Saturday Depart 1:00pm-4:00pm / return by 5:15pm Sunday Depart 11:00am-4:00pm / return by 5:15pm
Note:	Access to Chartwell is permitted via Hukanui Road only
Restriction:	Boarders must be in groups of at least two
Dress required:	Monday-Friday Dress of the Day Saturday+Sunday Appropriate mufti with footwear
Actions required:	Apply via Orah and sign out/in using Orah if leave is approved

ACTIVITY LEAVE | OFF-SITE

Available for:	For an official sports training or match or other approved onsite activity Off-site activity
Available to:	All year levels – return at the conclusion of the activity
Dress required:	Full school tracksuit or appropriate St Paul's uniform
Actions required:	Apply via Orah and sign out/in using Orah if leave is approved

ACTIVITY LEAVE | ON-SITE

Available for:	For an official sports training or match or other approved onsite activity On-site activity
Available to:	All year levels – return at the conclusion of the activity
Dress required:	As required by the activity organiser
Actions required:	Enter details in Orah and sign out/in using Orah if leave is approved

APPOINTMENT LEAVE

Available for:	An appointment with a doctor, dentist, physiotherapist, orthodontist, specialist, etc.
Available to:	All year levels
Dress required:	St Paul's uniform
Actions required:	Apply via Orah and sign out/in using Orah if leave is approved

DINNER LEAVE

Available for:	Meals with parents or adult relatives
Available to:	All year levels, from after school or after sport / return by 8:30pm
Dress required:	Appropriate mufti with footwear
Actions required:	Apply via Orah and sign out/in using Orah if leave is approved

DAY LEAVE

Available for:	Extended leave during the day at weekends not covered by other leave types
Available to:	All year levels
Times:	Saturday+Sunday ... Depart 9:00am-1:00pm / return by 5:15pm
Restrictions:	Day Leave for Years 9 and 10 must be in the company of an adult
Dress required:	Appropriate mufti with footwear
Actions required:	Apply via Orah and sign out/in using Orah if leave is approved

WEEKEND LEAVE

Available for:	Going home at weekends or staying with a host family
Available to:	All year levels
Times:	Usually from Friday after school or Saturday after sport until 7:00pm Sunday
Dress required:	Dress of the Day (normally Numbers)
Actions required:	Apply via Orah by 10:00pm Thursday, and sign out/in using Orah if approved
Please note:	<i>Boarders on Weekend Leave should not return to St Paul's before 6:00pm on Sunday unless they have a School commitment on the Sunday (e.g. a rehearsal) and an earlier return has been agreed with the Housemaster. Once boarders return to St Paul's they are under the authority of staff and subject to School and House rules.</i>

EXEAT WEEKENDS

Dress required:	Dress of the Day (normally Numbers)
Actions required:	Apply via Orah, and sign out/in using Orah
Please note:	<i>On Exeat Weekends boarders should not return to St Paul's before 6:00pm on the day the House reopens unless they have a School commitment (e.g. a rehearsal) or transport arrangements necessitate this and an earlier return has been agreed with the Housemaster. Once boarders return to St Paul's they are under the authority of staff and subject to School and House rules.</i>

Parental responsibility

Parents are expected to give their **full support** to School and House policies and procedures when considering details of leave for their child. Parents who are not attentive with respect to their child's leave arrangements make the work of staff more difficult: a boarder who has an unsupervised weekend can create unreasonable expectations among other members of the Boarding Community.

Parents are asked to be vigilant when making leave arrangements if their child 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.

Note: Parents and other host adults have a legal obligation to ensure responsible supervision of boarders on approved Weekend Leave and at Exeat 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 child during their absence.

ORGANISED EXCURSIONS

Organised excursions follow St Paul's "Education Outside the Classroom" guidelines and need to be approved by senior staff before they can take place. Activities away from campus are accompanied by an appropriate number of staff and/or other adults to ensure the safety of students. In determining the ratio of students to adults several factors are considered, including:

- the age and number of boarders;
- the nature of the excursion or activity;
- the training, experience, and qualifications of the staff and/or other adults involved.

REPORTING TO PARENTS

Regular contact – both formal and informal – between the Housemaster and parents provides information about a boarder's progress and development. Such contact takes place via email, newsletters, conversations, and face-to-face meetings.

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

RECORDS + PRIVACY OF INFORMATION

The School is bound by *The Privacy Act*. All information is stored securely in an electronic database. Information is stored and available for at least one year after students leave St Paul's.

VEHICLES + TRANSPORT

Driving Permits

Year 13 boarders may have a vehicle at school if they are issued with a Driving Permit by the School. Year 12 boarders may have a vehicle at school from the end-of-year examinations onwards if they are issued a Driving Permit by the School. In both cases parents are required to write to the Housemaster explaining why a Driving Permit is sought. If the Housemaster supports an application the boarder must submit a completed application for consideration by the Associate Headmaster.

Applications for Driving Permits are considered on a case-by-case basis. Whether or not a Permit is issued depends on the reason for the Permit and the availability of suitable parking. Any boarder with a RESTRICTED licence will not have an application approved unless he/she has successfully completed a recognised defensive driving course.

There are strict rules regarding boarders' use of vehicles, including when vehicles may be used and by whom, and who may carry passengers and when. Parents and boarders need to be familiar with the *Boarders' Use of Vehicles* policy, as non-compliance carries the risk of significant consequences.

The full policy regarding boarders' use of vehicles, including details of the application process, is available on the boarding pages of the St Paul's website: <https://www.stpauls.school.nz/publications/boarding-info-forms>

Use of Taxis

Unless a boarder travels with parents or in his/her own car or has written permission to travel with nominated people, he/she will generally travel by taxi. Charge dockets (available at the School Office) are disbursed to parents' accounts.

Use of Uber

Uber requires users of its service to hold an account, and account holders must be aged 18 years or over. Uber prohibits anyone under the age of 18 from using its service unless accompanied by an adult who holds an Uber account. A boarder aged 18 years or over who holds an Uber account may use Uber if his/her parents have provided the School with written authority allowing this. However, a boarder in School care aged 18 years or over is **not** permitted to act as an "accompanying adult" except when other passengers are his/her siblings and parents have provided the School with written authority allowing this. Uber policy prohibits account holders from authorising a third party to use their account.

Scooters

A boarder in the care of the School is not permitted to use a motorised scooter (e.g. Lime scooters).



SECTION C

DISCIPLINE

BEHAVIOUR MANAGEMENT

Philosophy

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

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

Positive reinforcement

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

Deterrents and consequences

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

DISCIPLINE

Aim and purpose

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 always respect the authority of staff and Prefects. 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.

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

A *Housemaster Detention* may be given for repeated breaches of House rules or conduct that warrants a more serious consequence than a House Detention. This detention is issued and supervised by a Housemaster.

Serious misbehaviour

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

A pattern of repeated transgression of School or House rules normally leads to a review of an individual's place in the Boarding Community and/or continued enrolment at St Paul's.

MAJOR MISCONDUCT

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

We do not tolerate breaches of major school rules and reserve the right to require that any student in breach of such a rule be suspended or withdrawn from St Paul's. Failing a voluntary withdrawal, a student may be expelled.

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

- Use and/or possession of any drug prohibited by law or considered detrimental to the maintenance of good order.
- The consumption and/or possession of alcohol at school or whilst under school supervision.
- Serious or repeated breaches of bounds' regulations.
- Theft of money or property.
- Bullying and/or harassment.
- Repeated disregard for rules.
- Gross misbehaviour, being any act or behaviour (whether inside or outside the School) which, in the opinion of the Headmaster, amounts to misconduct that represents a harmful or dangerous example to others or is likely to bring the name of the School into disrepute.



SECTION D

GENERAL INFORMATION

ACCOMMODATION

Accommodation

Each boarder is provided with a bed, mattress, wardrobe, and lockable space. The School also supplies bed linen and pillowcases, but individuals are most welcome to bring their own. However, boarders do need to provide their own pillow and duvet (and two duvet covers, to facilitate cleaning). **Electric blankets are not permitted.**

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

To make the House as pleasant and homely a place as possible, boarders may decorate their bedrooms and dormitories by displaying posters and photographs, etc. However, please note:

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

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

Storage

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

BICYCLES

Permission must be obtained from the Boarding Administrator before a bicycle can be brought to school.

The only boarders permitted to have a bicycle at school are as follows:

- rowers who need a bicycle to travel to and from training;
- members of the Mountain Biking or Cycling clubs;
- triathletes preparing for competitions;
- an individual who competes at a high level in a sport in which the bicycle is used.

Boarders who receive permission to have a bicycle at school are bound by the following conditions:

- The bicycle must be in a roadworthy condition and have effective brakes and working lights.
- Only the individual who has permission to keep the bicycle at school is permitted to ride it.
- A lock must be used to prevent use of the bicycle except when the owner has permission to ride it.
- The rider must wear an approved bicycle helmet properly fitted and fastened to his/her head.
- The rider must not ride the bicycle in a way that poses a danger to themselves or others.
- The rider must obey all government rules and regulations regarding the use of bicycles.
- Lights must be used whenever the bicycle is ridden during darkness or in poor light.
- The bicycle must not be used to carry passenger(s).

Boarders with a bicycle at school are only permitted to use their bicycle for the activity for which they require it. Bicycles may not be used for general recreation or transport to/from Chartwell, Davies Corner, etc.

A breach of the above conditions may result in an individual forfeiting use of his/her 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 approved areas within the school unless they have permission from the Housemaster or Duty Master to be elsewhere. **Boarders must not leave school property unless they have permission from the Duty Master to do so.**

CLOTHING

Naming

A small amount of mufti is required for out-of-school hours. It is strongly recommended that expensive clothing be left at home. Please note that offensive language and/or inappropriate images are not permitted!

All clothing must be clearly marked with a boarder's name. Woven nametapes are recommended and can be ordered through The School Shop. Nametapes need to be in the House colour to help with identification. Each male boarder should leave a supply of nametapes with the House Matron, who will attach a nametape to the occasional garment purchased from The School Shop during term. However, it is not appropriate for a boarder to return from leave or term holidays with numerous items of unnamed clothing and ask Matron to attach nametapes.

It is expected that clothing and footwear will be kept clean, tidy and in good repair.

Laundry

Boys' clothing is washed at the School Laundry according to a schedule. Once washed, clothes are returned to the House where the Matron sorts them. Boys need to be aware that, once put out to be washed, clothes may not be available for several days. Girls are responsible for their own laundry service.

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

DAMAGE

Individual(s) responsible for damage are required to complete a *Damage Report* explaining the nature of the damage, how it occurred, and their role in causing it. The cost of any repairs is charged to parents on their account.

DEVICES

These guidelines are designed to ensure students understand the appropriate use of electronic devices within the Boarding Community.

Boarders' use of electronic devices is restricted:

- The only device permitted to Years 9 and 10 for daily use is a Chromebook.
- Years 11 and 12 may have a laptop, but are not permitted any tablet-like device (e.g. iPads).
- At the Duty Master's discretion, Years 9, 10, 11 and 12 may use gaming consoles from after school on Friday until 5:30pm on Sunday. Gaming consoles may not be used by Years 9, 10, 11 and 12 outside these times.
- Games and movies classified "R18" or above are not permitted. Where a game or movie is not classified, or there is doubt as to its classification, the theme and content are subject to approval by the Duty Master. Staff reserve the right to refuse or end a game or movie and may impose restrictions deemed to be appropriate and/or necessary.

Boarders who are permitted to have an electronic device at school are bound by the following conditions:

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

Other important points to note:

- When using an electronic device consideration must be always given to other members of the Boarding Community (for example, volume is to be kept to a level that does not disturb others).
- Anyone allowing another person to use his/her electronic device accepts the consequences of doing so including penalties imposed for inappropriate use of the device by the other person.
- Anyone leaving an electronic device unsecured accepts the consequences of doing so.
- At prep, electronic devices may be used for schoolwork only, not games or social media, etc.

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

DINING HALL**Attendance**

Boarders are required to attend all meals when in residence unless approval is given by the Duty Master for them to be elsewhere.

Formal Dinner

A boarders' formal dinner, attended by the Headmaster and other senior managers, is held regularly. Formal uniform is worn, and boarders sit in mixed groups at designated tables. Year 10 boys are rostered as waiters, and Year 9 boys are responsible for rearranging the Dining Room at the conclusion of the meal.

Dining Committee

A Dining Committee comprising of a range of students meets each term to provide feedback on, and suggestions for, meals directly to the Kitchen Manager.

Complaints

Any complaints relating to the meal service should be directed to the Boarding Administrator in the first instance.

DRESS + GROOMING

General

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

Students need to note the following:

- Jackets (not blazers) should be removed when entering classrooms, Dining Hall, and Chapel.
- 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.
- 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.
- Regulation sports uniform only may be worn for PE classes and sport.
- Mufti means sensible, conservative clothing, with footwear.
- Except for a watch, personal jewellery is not permitted.
- Garters need to be worn with long socks.

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 have it applied regularly).

To reduce wear on carpets, and to help with cleanliness, boarders are required to remove their footwear when they enter the House.

HOUSE DUTIES

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

HOUSE LEADERS

The HEAD OF HOUSE is the senior boarder in a House. The Housemaster appoints the Head of House after consulting with the Headmaster, House staff and members of the House. The Head of House is usually also a full School Prefect.

HOUSE PREFECTS (also appointed by the Housemaster) are Year 13 boarders who assist with supervision and other duties (e.g. prep). They also have responsibilities that bring them into regular contact with other members of the House at certain times (e.g. sport). House Prefects add an important dimension to pastoral care within the House.

The role is a challenging and sometimes difficult one for senior boarders but can also be very rewarding.

LOST PROPERTY

All items of personal property are required to be clearly labelled with the boarder's name and House colour. When an item is missing, the owner must check: Ablutions; Dorm; Common Room; Drying Room; Matron's Room; Office; etc. If the item is not found it should be reported missing to the Duty Master as soon as possible.

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

MOBILE PHONES

- Boarders in Years 9 and 10 are not permitted to have a mobile phone. If a phone is required for safety whilst travelling, the phone must be surrendered to the Duty Master as soon as the boarder arrives at school.
- Boarders in Years 11 and 12 must surrender their phones to staff for securing in a locked space every night.
- Except for Year 13, boarders who rise early for sport are NOT permitted to keep phones overnight: they need to use an alarm clock or rely on someone waking them.
- Boarders are required to give their mobile number to the Housemaster and must advise him/her when their number changes or they acquire additional/replacement phones.
- An individual who allows another person to use his/her phone accepts the consequences of doing so, including any penalties imposed for inappropriate use of the phone by the person to whom it was loaned.
- Phones are brought to school at the owner's risk.

Students who use a mobile phone for the following will be referred to a Senior Manager:

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

PREP (HOMEWORK)

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 help to facilitate academic success. The aim of prep is to provide boarders with an opportunity to:

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

All boarders have compulsory prep each weeknight, Monday to Thursday. Additional weekend study times are scheduled in the lead up to major examinations.

PROHIBITIONS

The following are prohibited:

- lasers;
- pornography;
- large speakers;
- electric blankets;
- aerosol deodorants;
- knives, weapons of any kind;
- matches, lighters, candles, fireworks;
- vaping, vaping liquids and paraphernalia;
- smoking, tobacco and smoking paraphernalia;
- alcohol, drugs, prohibited substances (including in vehicles);
- being under the influence of alcohol, drugs or prohibited substances;
- skateboards, longboards, rollerblades, scooters, skates, unicycles, etc.;
- personal televisions, heaters, refrigerators, cookers, desktop computers, etc.;
- electrical appliances without a current, approved electrical test tag;
- gum (chewing gum, bubble gum and similar products);
- any device not authorised by senior management;
- hair straighteners (boys' houses).

SCHOOL SHOP

The School Shop is situated in the foyer of the Student Centre. A range of items including uniform, stationery, toiletries, sports equipment, and outdoor gear (e.g. Tihoi clothing and equipment) is available for purchase. Items may be charged to account or paid for by cash, EFTPOS, or major credit cards. All profits from sales are returned to the school.

The attention of parents is drawn to the fact that students can make purchases at the School Shop and have these charged to account. As the potential exists for students to purchase more than they need, parents are urged to discuss with their child any restrictions they may wish to place on his/her 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 the School and their House. The physical activity involved makes a positive contribution to the health of individuals, helps 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 students 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 teaching day (or at other times for House activities). All sessions are compulsory unless prior arrangements are made with the coach.

TRAVEL ARRANGEMENTS

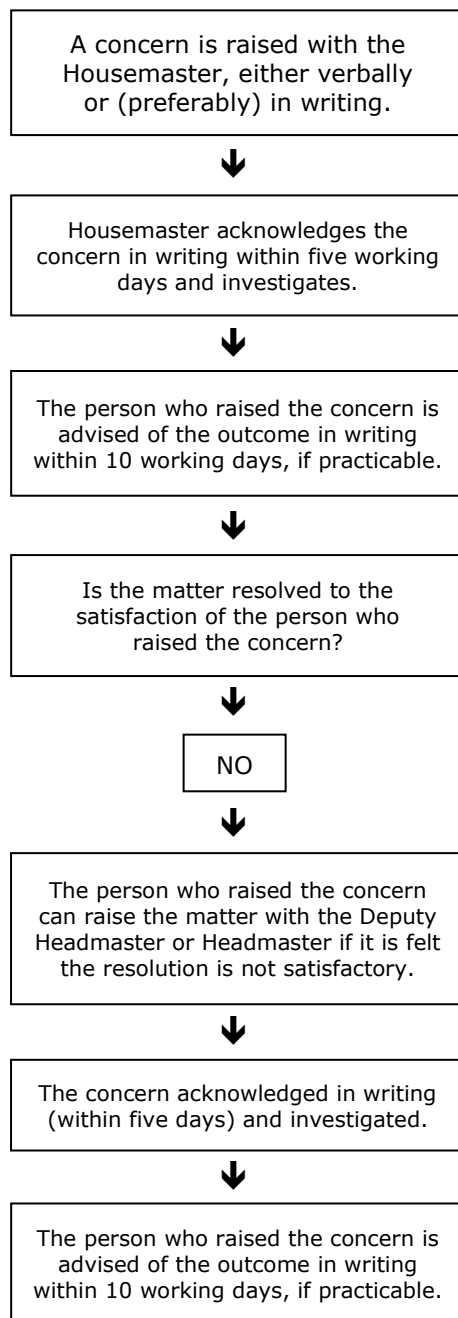
Travel arrangements to and from school are the responsibility of parents. However, it is not appropriate for parents to make travel arrangements that require their child to leave St Paul's earlier than normal without first consulting with the Housemaster. Parents should contact the Housemaster with clear details of what is involved and the reason for making the request. Where parents want their child to be absent from school for *more than two days*, application must be made in writing to the Headmaster. The Headmaster will consider the request and, if the student is in Year 11 or Year 12 or Year 13, refer the request to the Deputy Headmaster (Academic) who will assess how the proposed absence would impact on the student's assessments and studies.

TUCK SHOP

St Paul's operates a centralised Tuck Shop, which is normally open at Interval and after school during the week. Cash and EFTPOS are the accepted forms of payment.



APPENDIX

CONCERNS + COMPLAINTS PROCESS**CONCERNS****COMPLAINTS**