

Boarding Handbook

**A PARENTS' GUIDE TO BOARDING
AT HEREWORTH**

Boarding Handbook

Boarding House Direct Line		(06) 873 8282
Boarding Master: Mr I.Scott	ian@hereworth.school.nz	021 042 1828
Weekly Matron: Mrs P. J. Hutchins	matron@hereworth.school.nz	027 451 2182
Weekend Boarding Manager: tbc	matron@hereworth.school.nz	027 451 2182
Hereworth Office	office@hereworth.school.nz	(06) 877 8138

Introduction

The Boarding House is an integral part of our school and we want to make it as homely as possible for your son/s. The Boarding House shares the school's principles and values. All our staff are committed to providing a homely, safe and well-organised boarding experience for our boys in a warm, nurturing environment to make the transition between school and home that much easier.

The following handbook should answer many of the questions you may have. Please see our Boarding Master, Matron or the office for any other information.

Daily Routine

6.45am	Wake up
6.55am	Run/Exercise on Mon/Wed/Thurs. Shower
7.30am–8.00am	Breakfast
8.10am	School starts
10.10am	Morning tea
12pm	Lunch
3pm	School ends
3pm	Afternoon tea
3.15pm	Sport/activities
5.30pm	Dinner
6.15pm	Prep (depending on summer and winter, see prep notes below)
7.30pm	Dorm time
8.15pm	Bed
8.30pm	Lights out

There is no sport after school on Tuesdays and Fridays, so boarders can get changed into mufti at 3pm and enjoy some extra free time. External extra-curricular events can be scheduled for Tuesdays such as swimming, cross fit and extra tuition. Boys also get changed into mufti after sport on Monday, Wednesday and Fridays.

Arriving at School

On the day prior to term one commencing each year you should be unpacked and ready to say goodbye by 5.00pm. We suggest that you give yourselves plenty of time to unpack and find everything. Boys must be in their 'whites' when they arrive at school on the first day of each term. At the beginning of each other term, all boys should be at school by 4.30pm, with dinner provided for all boys and parents at 5.30pm. Parents are asked to leave by 6.30pm. At the end of an exeat weekend, all boys should be back at school by 7.30pm (dinner is not supplied). For those travelling on public transport, please ensure you mark your luggage to Hereworth School, Te Mata Rd, Havelock North.

Behaviour

The boys are required to follow the behaviour guidelines in the school handbook. Additional to those guidelines are:

- Boys must respect the Boarding House and each other at all times – this is your home away from home.
- No food is to be taken into or eaten in the dorms.
- Vandalism of any sort is unacceptable.
- You are encouraged to decorate your dorm with posters, photos etc to make it your individual space.
- No outdoor games or balls are permitted in the Boarding House.
- Shoes are to be removed before entering the dorms.
- Any damage must be reported to Matron or the teacher on duty immediately.

Discipline processes

There is a clear process for discipline. Any minor matters will be dealt with by the staff on duty. Any recurring issues will be referred to the Boarding House Master, where appropriate discussion will be carried out. Any necessary discipline steps will be well communicated to those involved and reasons made obvious. This is communicated by the Boarding House Master to the student involved and the family will be notified. A fatigue is used when school rules are broken or constant misbehaviour occurs. Any questions relating to this process are to be directed to the Boarding House Master.

Boarding In Weekend

This weekend is held each term and is compulsory for all boarders. The boys spend the weekend at school. The Boarding House Master runs programmes targeted at different areas of culture, competition and fun. This weekend is enjoyed by all and is an excellent time where boarders build up camaraderie with each other. No other boys (either casual or boarding experience) are allowed to stay in the Boarding House during a Boarding In Weekend. There is also a boarding sleepover, which includes boys who are considering boarding at Hereworth.

Communication

There is a phone available for boys to phone home and they are encouraged to do so. Every boy has his own Hereworth email address so you can contact your son via email as well. If your son has a mobile phone, it must be handed to Matron for his use when required. SKYPE is also available and this is easily accessed by the boys too.

Should you need to get a message to your son, call Matron on (06) 873 8282, 027 451 2182 or the office, (06) 877 8138. If Matron is unavailable she will switch her phone to answer phone and return your call when she can. She can also be contacted via email, matron@hereworth.school.nz.

You can also contact the Boarding House Master on (06) 877 8138 or 021 042 1828, or the Headmaster on (06) 877 8138.

If possible, please do not call during meal times – 7.30am–8.00am, Noon–12.30pm and 5.30pm–6.00pm.

Cyber Safety

The signed (by student and parent/guardians) school Internet/cyber safety policies apply at all times.

Dining Room, Meals and Snacks

Our boys don't go hungry! The dining room provides well-balanced, nutritious meals and all our boys are very well fed.

It is compulsory for all boarders to have their meals in the dining room with the rest of the boarders, and with the whole school at lunchtimes. Morning and afternoon tea are supplied each day and fruit is available after sport until bedtime for boys to snack on as they choose. Sweets re issued to all boarders on a Tuesday afternoon as a treat, which are charged back to your account.

Treats are issued on a Saturday night while boys watch a DVD and we ask that you don't send sweets or other food to school with your son.

Dormitories

All boys are allocated a dorm and a bed at the beginning of each term. There is wall space that can be personalised with posters and photos etc. There is a competition for the "best dressed" dorm each term. Beside each bed is a lockable cupboard where boys can store their iPod/iPad, books, personal belongings etc. Boys are permitted to bring digital devices that can be used for school and play and will have access to these at appropriate times at the discretion of the staff member on duty. Internet access is restricted to school and prep hours only and will be unavailable after 7.30pm. This is monitored and is not to be used for downloading large quantities of data. The school Internet user agreement policy applies at all times.

Emergencies

In case of a notifiable accident, you will be contacted as soon as possible by either matron, a staff member, the Boarding House Master or the Headmaster. The correct process for medical assistance will be

followed (when required) and if external help is required, your son will be accompanied until you are contacted and arrive to be with him. We have extensive medical folders for each boy and these will go with the staff member to wherever required and be used for general information for medical staff.

If you have a family emergency then please contact either Matron, the Boarding House Master or the Headmaster and the correct arrangements will be made to suit the needs of your family.

We have specific procedures relating to fire and earthquake emergencies and all boys are explained these procedures. We have regular drills to ensure the boys are familiar with the process.

Exeats and Travel

All boarders are expected to be in their whites when returning to school at the beginning of each term, and when leaving school on the last day of the term. When leaving school during the term for the weekend, boys will be in greys with a tie and blazer. This includes when they are travelling on public transport or being collected from the Boarding House by you or another family. All boys, day and boarding, arrive and depart school dressed this way. When travelling on public transport, boys must adhere to the school's rules and expectations.

Travel Arrangements

Coachlines run a service for the local schools on Friday afternoon that returns on Sunday evening. This service extends to and from Palmerston North, Taupo and Wairoa, and when there are sufficient numbers, it will travel to Gisborne. Coachlines pick-up and drop-off at the school door. These bookings are made direct by parents and Coachlines will invoice Hereworth; this cost will in turn be charged to your disbursement account.

Air New Zealand and InterCity buses are used where appropriate to all areas.

Leave

Town Leave

This is available to our Year 8 students on a Friday afternoon after school. The boys are granted permission to walk into Havelock North in small groups or to the dairy with \$4 only. This allows the boys some freedom to explore the village and also serves as a reward for the senior boys who have a little more responsibility.

Weekend Village Leave

The Year 8 students are permitted to explore the local area in small groups on bikes or scooters for periods of time on a weekend. This extends to places a short distance from school such as the Bike Park, Te Mata Peak etc. The boys are expected to carry a cell phone and contact Matron if any issues arise. This is at the discretion of the Weekend Boarding Manager and Boarding Master.

Tea Leave

Parents may request tea leave by phoning Matron or the Boarding House Master and arranging in advance. This allows time for the kitchen to make changes – up to three friends may be invited if it is a special occasion. Boys can be released on tea leave in mufti. All boys should be returned to school by 7.30pm unless otherwise arranged.

Weekend Leave

Overnight leave is permitted with prior permission at the Headmaster's discretion. Notification from both families, if staying with another family, is required prior to the day of leave. All leave must be communicated with Matron and the Boarding House Master.

Weekly Boarders

May go home at the end of the school day on Friday or stay until after sport on Saturday. Boys can either be returned to school on Sunday night by 7.30pm or Monday morning by 8am. You must advise Matron of your son's plans, for both catering and security purposes. There is a sign in and out sheet that must be completed by boarding parents as your son is collected and returned. If collecting your son on a Saturday after sport then you must sight Matron before you depart the Boarding House.

Weekend Exeats

These are noted in the term calendar so travel arrangements can be made well in advance. When you make your arrangements, please advise Matron so that she can organise taxis where applicable. If your son is travelling by private car, we still need to know.

Senior on Duty, Dorm Leaders and Squad Jobs

Each week a Year 8 student is allocated the 'Senior on Duty' role. Their role is to oversee the squad jobs and dorm leaders, carry out some lock-up duties and report daily to the Boarding House Master. This is an important role and is a great opportunity for leadership experience for all Year 8 boarders.

Each dormitory has an allocated dorm leader. This is a senior boy who is responsible for coordinating the day-to-day running of his dorm, including dusting, clearing away rubbish, tidying beds and making sure squad jobs are completed.

Squad jobs are completed by every boy in the Boarding House. These are the day-to-day activities that require attention in order for our Boarding House to function, ranging from cleaning basins and showers to setting tables, vacuuming and collecting litter. This is done on a roster basis and is set up by Matron and the senior on duty each week.

Haircuts

Haircuts are available for boarders every 4/5 weeks if necessary. A qualified hairdresser visits the Boarding House every Wednesday evening and haircuts are charged to your disbursement account. Ridges, bleached and/or coloured hair along with No.1 and No.2 cuts are not acceptable.

Laundry

All items on the school clothing list are required by all boarders and must be clearly named (including mufti and footwear). This is very important in the boarding environment. Laundry is done every day and is washed, dried and returned to each boy's area for them to organise for the next day.

Mail

Boarders can be sent mail and it will arrive at the school office and then be distributed directly to the boys by Matron. Food parcels may be held onto by Matron for distribution when requested.

Medical Matters

Doctor

Medical Matters

Doctor

The school doctor is Dr Blaine Stride who practices at Peak Practice in Havelock North. Dr Stride visits school during the week at 8am. There is a flat rate charge per boy for the year and this covers a full medical for all new boarders and all visits to see him when necessary. Visits to the doctor are done in consultation between the boy concerned and Matron.

Medicals

Medicals are conducted by a school medical officer for all new boarders during their first few weeks at school.

Medication

All medication should be handed to Matron who will administer it accordingly.

Sick Bay

Boys who are unwell should report to Matron in the first instance or their teacher or the office if matron is not available. Matron, in conjunction with the doctor if necessary, will assess whether a stay in sick bay is needed or if your son would be better off at home. You will be contacted if that is the case. Boys need permission to enter sick bay, and the surgery (which is kept locked).

Mufti

Boarders can change into mufti each day after sport is finished or straight after school on Tuesdays and Fridays. Mufti should be sensible and practical and should include something to wear on school outings and warmer gear for winter. This should also be named as it will be washed and returned to each boy's area.

Music Practice

Boarders are encouraged to learn a musical instrument. Boys are asked to report to Matron before their allocated practice time and ensure that they practice in the specified practice room.

Off Sport

If boys are off sport due to illness or injury, they need to see Matron to get checked off before reporting to the off sport classroom.

Pocket Money

Boarders may carry up to \$30 each term in a named wallet. This is to be handed to Matron when arriving at school and will be locked in her office.

Prep (Homework)

Prep runs differently in the summer and winter terms. This has been negotiated by the boys to make the most of the sunlight hours in each season. All boys have regular access to the computers if required during this time. Prep takes place Monday–Thursday nights and is supervised by a teaching staff member and a tutor. All boys are expected to be organised with stationery and the correct books for prep.

Summer prep, terms one and four: This takes place from 4.30pm until 5.15pm and is silent work prep. After dinner all boys are able to extend their prep time with the option of working in the computer suite, while any other boys who have completed their work can play outside.

Winter prep, terms two and three: This takes place after dinner at approximately 6.15pm and runs until 7.00pm. Boys may do prep after sport/school until tea if they want extra time. After prep all boys will be in the dorms relaxing, watching TV, playing iPod/iPad games etc or reading.

Showers

Boys shower every morning before breakfast at approximately 7.00am. Boys shower after sport every day in the winter months and have showers in the evening before dorm time in the summer months, unless they have a swim in the evening.

Visitors

Parents and friends are welcome to attend any school function or chapel service throughout the year. Parents and family members are welcome to pop in whenever they wish to say hello to their son(s). Families are invited to attend boarding events and meals throughout the term. We encourage as many families as possible to take up these opportunities as it is a great way for the boarding staff and families to get to know each other.

HEREWORTH SCHOOL

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