

# **Welcome to St Mary's Diocesan School and Hostel for 2012**

## **INTRODUCTION**

The purpose of this handbook is to provide students and families with clear guidelines on the day-to-day running of St Mary's Diocesan School and Hostel. (Boarders will be provided an extra copy of this handbook at the beginning of the year.)

St Mary's values quality and excellence in all of its operations - academic, pastoral, financial, special character and property.

Our expectation for each of the students in the school is that they become successful learners, able to succeed and to participate productively in all aspects of life.

St Mary's Diocesan Hostel is where community living brings the challenge and advantages of communal living. Tolerance is developed in each student to enable all to benefit from the advantages of Hostel living. These advantages include the development of life-long friendships, study routines and independence.

# **OUR VISION**

Our vision for each of our students is for them to be:

**Successful Learners; Resolute Women; Courageous Leaders**

Each student's behaviour is expected to be based on the following values:

**RESPECT:** valuing and caring for others, property and the environment.

**RESPONSIBILITY:** for your actions and their results.

**PERSERVERANCE:** acknowledging that success comes after consistent work and, at times failure.

**SERVICE:** looking at what you can contribute to your world within your family and the wider community.

**CARE:** responding to others supportively and rejoicing in others' success.

# **CONTACTS**

St Mary's Diocesan School  
PO Box 714  
Stratford 4352  
61 Broadway North  
Stratford 4332  
Taranaki  
New Zealand

## **Office and Teaching Staff:**

Telephone: 06 765-5333  
Fax: 06 765-5331  
Email: [office@stmarysstratford.school.nz](mailto:office@stmarysstratford.school.nz)  
[www.stmarysstratford.school.nz](http://www.stmarysstratford.school.nz)

## **Hostel:**

Hostel Telephone: 06 765-8925  
or 06 765 5333 Ext 848  
Fax: 06 765-8925  
Hostel Email: [sue@stmarysstratford.school.nz](mailto:sue@stmarysstratford.school.nz)  
Hostel cellphone 027 4266 889

**Principal:** Ms Fiona Green  
Please contact with any serious concerns, or requests for student's leave.

**Deputy Principal:** Mrs Deborah Keenan

**Assistant Principal:** Mr Barry Skinner

In the absence of the Principal the Deputy Principal and Assistant Principal will be able to assist you.

**NZQA Co-ordinator** Mr Barry Skinner

**Principals Nominee:** Mr Barry Skinner

**Deans:** If you have any concerns about your daughter's behaviour or academic progress please contact:

Year 13	Maria Taylor
Year 12	Matt Coleman
Year 11	Caroline Gonouya
Year 10	Lisa Dent
Year 9	Liz Higgs
Homestays:	Becky Walsh
International Students:	Barry Skinner

**Heads of Departments:**

English/Drama	Ms Maria Taylor
Fashion & Textiles	Mrs Elizabeth Higgs
Food and Nutrition	Mrs Sheree Asi
Digital Information	Mr Rick Wood
Languages	Mrs Christine Hucker
Mathematics	Mr Michael Stevens
Music	Ms Margaret Thompson
Physical Education	
Science	Mr Matt Coleman
Social Sciences	Mr Barry Skinner
Business Studies	Mrs Deborah Keenan

**Teaching Staff:**

Mrs Paula Marriner  
Ms Tracey Blake  
Mrs Lisa Dent  
Mrs Caroline Gonouya

**Form Teachers:**

Fleming A	Rev Geoff Rodley
Fleming B	Mrs Christine Hucker
Roberton A	
Roberton B	Mrs Sheree Asi
Stanford A	Mr Michael Stevens
Stanford B	Mrs Margaret Thompson
Wilson A	Mr Rick Wood
Wilson B	Mr Barry Skinner

**Office Manager:** Ms Alison Chamberlain  
**Administration Assistants:** Ms Maree O'Connor  
Mrs Sandra Collins

**Chaplain:** Rev Geoff Rodley

**Librarian:** Mrs Julie Johnson

**Sports Co-ordinator:** Mrs Janine Wilton-Daly

**Arts Co-ordinator:** Mrs Anne Burton

**Gateway Co-ordinator:** Mrs Cushla Fevre

**Science Technician:** Ms Raeywn Wolland

**Itinerant Teachers:**

Speech and Drama Mrs Tracey Blake

**Music:**

Piano, Theory

Drums

Piano, Singing, Theory

All Stringed Instruments

All Woodwind Instruments and

Beginners Electric Keyboard

Pipe Organ

Classical Guitar

Saxophone, Clarinet, Brass

Mrs Claudia Bluett

Mr Phil Cook

Mrs Julie Cudby

Mrs Norine Dixon

Mrs Jo Henderson

Ms Margaret Thompson

Mr Ross Townsend

Mr Stewart Maunder

**Hostel Manager:**

Ms Sue Roodbeen

**Matrons:**

Mrs Angela Anderson

Week Nights

Mrs Katie Bolger

Relief

Mrs Sharlene Boyle

Weekends

Mrs Alison Newlove

Week Nights

Mrs Andrea Walker

Weekends

Mrs Denise Smillie

Nights

Mrs Lesley Sutherland

Weekend Activities

Mrs Janine Wilton-Daley

Week Nights

Mrs Debbie Volzke

DayMatron/Uniform Sales

**Chef:**

Mr Evan Jones

**Kitchen Staff:**

Mrs Glenda Fraser

Mrs Raewynne Kane

Mrs Wendy Old

Mrs Valma Wisnewski

**Housekeeping Staff:**

Mrs Georgina Gooch

Mrs Erica Russ

**Property Manager:**

Mr Lindsay Evans

**Groundsman:**

**Assistant Groundsman:**

Mr Tom Blake

## **School Timetable**

### ***Monday, Tuesday, Wednesday and Friday***

8.20 am - 8.30 am	Staff Briefing
8.30 am - 8.45 am	Sustained Silent Reading/Roll/Notices
8.45 am - 9.45 am	Period 1
9.45 am - 10.45 am	Period 2
10.45 am - 11.05 am	Interval
11.05 am - 12.05 am	Period 3
12.05 am - 1.05 pm	Period 4
1.05 pm - 1.55 pm	Lunch
1.55 pm - 2.00 pm	Form Time
2.00 pm - 2.20 pm	Chapel/Assembly/Deans
2.20 pm - 3.20 pm	Period 5

### ***Thursday***

8.20 am - 9.00 am	Staff Learning Groups
8.30 am - 9.00 am	Sustained Silent Reading ( <i>Seniors lead this</i> )
9.00 am - 9.50 am	Period 1
9.50 am - 10.45 am	Period 2
10.45 am - 11.05 am	Interval
11.05 am – 11.55 am	Period 3
11.55 am – 12.45 pm	Period 4
12.45 pm – 1.35 pm	Lunch
1.35 pm – 2.25 pm	Period 5
2.25 pm – 3.15 pm	Period 6

### ***Assemblies***

Monday	Chapel
Tuesday	Singing Assembly
Wednesday	Deans/Chapel
Thursday	Sustained Silent Reading
Friday	Principal

## **Uniform**

### ***Junior – Summer***

Navy Tunic (Must touch the ground when kneeling)  
Navy School Blazer  
Navy V-necked jumper  
Navy PE Top  
Navy/White “Canterbury” Shorts  
Navy Roman Sandals  
Dark Blue/Black Rain Jacket or Coat

### ***Senior – Summer***

Navy Skirt (Must touch the ground when kneeling)  
White Shirt (Year 12)  
Navy V-necked jumper (Year 12)  
Year 13 have the privilege of selecting their own top in consultation with the Principal  
Navy Roman Sandals (Year 12)  
Year 13 – Own choice of black sandals  
Navy School Blazer

### ***Junior – Winter***

Kilt  
White Shirt  
School Tie  
Navy V-necked jumper  
Black Pantihose  
Black school shoes

## **Senior – Winter**

Navy Skirt	<i>(Must touch the ground when kneeling)</i>
White Shirt	
School Tie	
Navy V-necked jumper	<i>(Year 12)</i>
Navy School Blazer	
Black Pantihose	
Black school shoes	<i>(Year 12)</i>
Year 13	<i>Own choice of tops in consultation</i>
Year 13	<i>Own choice of black shoes</i>
	<i>Black Full Length or <math>\frac{3}{4}</math> coat</i>

## **Physical Education – Summer**

Navy PE Top  
Navy/White Canterbury Shorts

## **Physical Education – Winter**

Navy Rugby Top  
Navy Canterbury track pants

*Correct uniform is insisted on at St Marys. Blazers must be worn to and from school and uniform must be of the correct length.*

## **Absences**

St Marys is always concerned about the safety of each of our students and to ensure this, guidelines need to be followed.

### **School**

Please ensure that if your daughter is ill or unable to attend school, **that you notify the school office.** We will contact parents if we receive no notification.

### **Hostel**

If your daughter is unable to return to the hostel at the expected time, please contact the hostel. We will contact you if this does not happen to ensure the safety of students. The hostel will notify the school of absences.

## **Appointments**

### **School**

If your daughter needs to attend an appointment during the school day, she must need to bring a note from home or an appointment card with her that will excuse her. She will need to show this note when she signs out. Alternatively a phone call from home to the office is acceptable.

### **Hostel**

Parents will need to notify the hostel if Boarders need to attend appointments, and if transport needs to be arranged. The hostel will notify the school of her intended absence.

## **Arriving Late to School or Leaving School**

Students must sign in at the school office if arriving late to school, and sign out if leaving school early. Students will need to have evidence of either appointment cards or a note from home. A phone call from home to the office is also acceptable.

## **Arts**

An important part of St Marys' is the emphasis placed on the arts. A range of activities such as dance, debate, drama, musical productions, Stage Challenge, etc is available to students. Our Arts Co-ordinator organises many of these events.

## **Awards**

It is very important that we acknowledge and encourage students to achieve. The following are Awards that are based on student's daily work and the behaviour they show that reflects the values of St Marys.

### **The School Badge**

This is expected to be gained by all new students at the end of their first term at St Mary's. To gain this badge students have a series of tasks that show they are now St Mary's girls. These tasks are based on the values of respect, responsibility, perseverance, service and care on which St Mary's is based.

### **Achiever of the Week**

Each week staff nominate a student for Achiever of the Week. The criteria for this nomination is extra effort across all subjects that has resulted in a sustained period of improvement

### **Bar-to-Tie**

Year 11 students are expected to meet the challenge of achieving this. Tasks are based on the values of respect, responsibility, perseverance, service and care on which St Mary's is based. Five staff need to nominate the student and all nominations are taken to a staff meeting for approval.

### **The Gold Award**

This is a very Special Award and is awarded at Prizegiving. An application form is given to Year 13 students in November.

## **Senior and Junior Sports Blues**

These are awarded to students who have collected sufficient points in participation and achievement in sports. These are awarded at the Sports Awards Assembly.

## **Elite Sports Blue**

These are awarded to students who have achieved highly at a national level over the course of two years.

## **Bounds**

### **School**

To ensure the safety of the students, specialist rooms such as laboratories, are out of bounds except with permission of the teacher. The Hostel is also out of bounds during school hours to all students.

(The Year 11 and 12 Boarders Common Room/Lounge is available for all Year 12 students during interval and lunchtime.)

### **Hostel**

The kitchen is out of bounds except for washing up duty or when permission from staff is given.

### **Swimming Pool**

The swimming pool enclosure is out of bounds unless a teacher is supervising. After school use of the swimming pool is subject to permission being granted by the Hostel Matron on duty.

### **Caretaker's Sheds**

These are out of bounds to all students at all times.

## **Bullying**

The school has zero tolerance towards any form of bullying – verbal, physical or by any electronic means. Parents and students who have any concerns are to contact the Dean of their daughter's year group.

## **Cell Phones**

### **School**

Cell phones are NOT allowed in class. They will be confiscated if found. The first time will result in a one week confiscation, the second will result in it being removed for a term.

### **Hostel**

Cell phones are not allowed during prep, in the Dining Room, during the 6pm television news, or, after bed time. All cell phones are to be registered at the Matron's office. Year 9 and 10 students will hand their cell phones in to the Matron's Office over night. Cellphones will be confiscated for one week if used during the above times.

## **Chapel**

The Anglican Special Character is a fundamental part of St Mary's and provides the foundation for the school. Students attend chapel either once or twice a week. Students take part in Religious Education lessons once a week. The School Chaplain is also available for the pastoral care of students. From time to time special chapel services are held, to which all of the school community are invited.

## **Computers**

Both in the school and the hostel, students have ready access to computers with their own email account. Students are encouraged to use the internet to enhance their learning and to able them to positively communicate with the world they live in. Each student signs a CyberSafety Agreement annually. A failure to follow it will result in lack of access to the internet.

## **Day Girls and the Hostel**

Day girls are able to do prep at school, either in the evening with the other boarders or after school. In both of these cases they need to sign in and out. If there are school activities students may stay for tea. They must see the Hostel Manager at lunch time to book in. A small charge will apply. Day girls may also stay overnight if there is a spare bed. They must book in and a charge will apply. (This will be at the discretion of the Hostel Manager.)

## **Diaries**

All students are issued with a school diary. They are expected to use this to record homework when assignments are due, note school events and when special equipment needs to be brought to school. Keeping this diary is an important part of students becoming well organised and being able to meet deadlines.

## **Discipline**

The expectation for student behaviour is based on the Christian values of respect, perseverance, responsibility, service and care. Our students generally have a very high standard of behaviour. However, at times some form of discipline is required. This is based on the student taking responsibility and making reparation where appropriate. Both the school and the hostel run detentions. The lunch time detentions are for uniform matters and lateness. The after-school detentions are for more serious matters. The hostel also runs various detentions as required.

## **Driving**

Year 12 and 13 students may bring a car to school/hostel providing they have filled out the application forms available from the office. This requires them to show their licence and the number is recorded. Passengers may only be carried if the school has written approval from both sets of parents and providing the driver has a full licence. Boarders are requested to hand their keys in to the matron's office on arrival at Hostel. If Day Girls are found to use their cars inappropriately,

they will need to hand their car keys into the office to be collected at the end of the day.

### **Drugs, Alcohol and Cigarettes**

There is no tolerance for students to be in the possession of, or under the influence of, or using cigarettes, alcohol or drugs in any part of the school/hostel, on school/hostel trips or while in uniform. The school/hostel has clear consequences which are set out in the School Policy and Procedures. These are available at the office.

### **Financial Matters**

All enquiries relating to financial matters should be directed to the Office Manager.

#### **Payment of Fees**

All students are issued with a personal debtor number. Near the beginning of each month a statement is mailed out. Payment for the full amount owing on the statement is due on the 20<sup>th</sup> of that month. You will have time between the receipt of the statement and the 20<sup>th</sup> of the month to advise if any corrections need to be made. Payment can be by cash, cheque or EFTPOS on or before the due date. Many parents choose to make arrangements for automatic payments and these can be arranged through the school office.

#### **Eftpos**

It is strongly recommended that all students have access to such a card, or alternatively are able to bring payment from home when requested for extra activities such as trips, resources, stationery etc.

## **Paying for Sundry items**

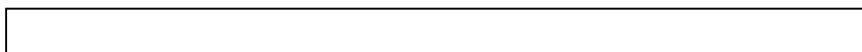
Students will be asked to pay for some items as they occur during the school year eg trips (prior to departure), mufti days and external exams (with entry). Day to day items such as stationery, copying etc, will need to be paid for at the time of purchase, either by eftpos or cash. Uniform items will also need to be paid for at time of purchase.

If any students have any money at either school or in the hostel, they are encouraged to hand it to the school office or hostel office for safe keeping.

Families of Boarders may make arrangements with the Hostel Manager to keep pocket money in the Hostel Office. Students will need to sign for their pocket money.

## **Health**

If a student feels unwell at school, then she will need to excuse herself from a class and report to the school office, Paracetamol can be administered through the school office. If the staff feel that a Day Student is too unwell to return to class, their parents will be contacted to collect them. Boarders will be sent to the Hostel. The hostel may arrange for a student to return home if required.



With any appointments, such as dental, we prefer the student to attend them during the holidays (if at all possible) as it provides less disruption to their schooling.

For boarders, medical and dental appointments will be made by the matrons as required and students will be transported to local appointments in the school mini van.

## **Homework**

Homework is an important way to reinforce the learning that takes place during the day at school. In the Hostel students have set, supervised prep time. For day girls, the following is a guideline to the length of prep time that is expected:

Year 9 and 10	1 hour 15 minutes
Year 11, 12 and 13	1 hour 45 minutes

If you notice that there is a problem with your daughter's homework, please contact her Dean. Students are expected to record their homework in their school diary.

## **Houses**

Students are allocated to one of the four House Groups for the duration of their time at St Marys. Robertson (Blue), Stanford (Yellow), Fleming (Red), and Wilson (Green) are named after early Headmistresses/Principals. Inter-house music and sports competitions and various activities are held during the year between the Houses. The Houses are also incorporated into two of each Vertical Form Classes (A & B).

## **Jewellery**

One small stud per ear is permitted, along with one watch. No other facial or tongue piercing is acceptable. Extra jewellery will be confiscated. Year 13 students may wear a necklace.

## **Library**

The library is an important part of the learning environment of the school. Students are encouraged to read and to use the computers and other research materials to enhance their learning and skills.

Failure to return books will result in the replacement cost being charged to students' accounts.

## **Lockers**

Lockers are available for students to store excess books etc. They are situated in the Marchant Block. Lockers are allocated annually to those who want them and keys must be returned at the end of the year. The cost of replacing any lost keys or to repair any intentional damage or vandalism to the locker will be met by the student.

## **Lost Property**

It makes life so much easier if all items are named. If a student does lose an item, then enquiries need to be made to the school office

## **Lunch**

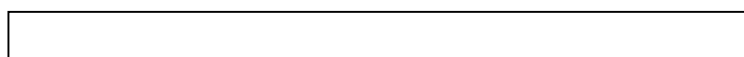
A sit down lunch is provided everyday to all students (boarders and day girls) in the Dining Room.

## **Morning and Afternoon Teas**

Are provided for all students (boarders and day girls) from the Dining Room. Morning Tea is usually biscuits and fruit and Afternoon Tea is usually toast and fruit.

## **Music**

Private tuition is available in a wide range of instruments at school. Information is available either from the school office or from the HOD Music.



St Marys is renowned for its fine choral singing. There are two choirs, one being the elite school choir. At the beginning of the year, or during the year as required, students are auditioned. However being part of the choir is a major commitment that students must respect. The school also has an ensemble – a small orchestra. All these groups perform at many events.

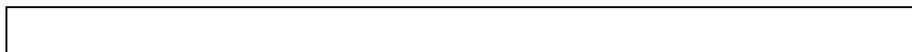
## **Newsletters**

These are emailed (or posted if email is not an option) to all members of the school community two or three times a term. They are also available on the web site. A term calendar is also published and sent to parents.

## **Pastoral Care**

The Careers Advisor meets with all senior students individually to discuss tertiary education and career planning. Junior students may also consult with the Careers Advisor if they wish.

A number of options are available for students wishing for personal guidance. Members of the senior management team – the Principal or Deputy Principal – are always available to talk to students. As well, students may talk to their form teacher, subject teacher, Dean, the School Chaplain, the Hostel Manager or any matron (the boarders). Student leaders – the Head Girls and Head Boarders are always willing to talk with students.



## **Reports**

An interim report is issued in Term One. At the end of Term 2 and at the end of year, a full report is issued.

Parent/Teacher interviews are held at the end of Term 1 and Term 2. If parents have any concerns at any time, they are urged to contact the school to discuss them.

## **School Trips**

Trips outside the classroom to enhance the experience of students and to help their learning are arranged from time to time. At the beginning of each year parents sign a General Permission form that covers short trips. If the trip involves an overnight stop, then parents are given a full set of information along with a special permission form.

The same arrangements are used for Hostel boarders. Full uniform will be worn unless specified otherwise.

## **Sports**

We try to offer a wide range of sporting activities for our students. These include netball, soccer, hockey and basketball, as well as many others through the Taranaki Secondary School Sports Assn. If you are interested in playing a sport, it is important that you let the Sports Co-ordinator know and ensure that you volunteer when teams are called for. Sporting equipment is available for lunch time activities.

Parent help with coaching and managing school teams is welcomed. Please contact the Sports Co-ordinator.

## **Stationery**

The school's stationery office carries limited supplies of most stationery items. Your main stationery requirements for the year should be purchased at a retailer of your choice prior to school starting. Stationery is available from the Stationery Office for emergencies and when students run out during the year. Stationery cannot be charged to your account and must be paid for in cash or by eftpos at the time of purchase.

## **Student Leadership**

Students are given many opportunities. These include our Leaders, House Captains, Hostel Leaders, Council Representatives, “Big Sisters” and many more. These opportunities ensure that our students are well equipped when they leave school.

## **Tattoos**

Visible tattoos are not permitted.

## **Van Service for Day Students**

Subject to sufficient demand, a mini bus runs from Hawera to school each morning for Day Students. For enquiries about this and the costs involved, please contact the school office. (Please note: There is no Home trip provided in the afternoons.)

## **Visitors**

All visitors to school during the school day must report to the school office and sign the Visitors’ Book.

## **Withdrawal from School**

Parents need to give one term’s notification in writing of withdrawal. Failure to do this will incur one term’s fee being charged in lieu of notice.

# **ADDITIONAL INFORMATION FOR BOARDERS**

## **HOSTEL TIMETABLE**

### **Monday - Friday**

6.45 am	Students wake up Have showers and get ready for breakfast Make beds
7.30 am	To the dining room for Breakfast in full uniform
7.40 am	Breakfast starts
7.55 am	Return to hostel Complete breakfast duties (Students on duty)
8.15 am	Rooms to be tidied and vacuumed
8.20 am	Collect all school requirements and make way to Form Time
8.30 am - 3.15 pm	Hostel closed
3.15 pm - 3.45 pm	Afternoon tea in the dining room
3.15 pm - 5.30 pm	Free time or Sports practices etc
5.30 pm	Tea
5.50 pm	Complete tea duties (students on duty)
6.00 pm - 6.15 pm	All students watch the start of 6pm television news
6.30 pm	Laundry locked
6.40 pm	Prepare for Prep
6.45 pm	Students in prep room Juniors finish prep at 8.00pm Seniors including Year 13 finish prep at 8.30pm
8.45 pm	Juniors to complete Common Room duty
9.30 pm	Year 11 Common Room duty to be completed
9.00 pm	Year 9 in rooms. In bed and lights out by 9.30pm
9.15 pm	Year 10 in rooms. In bed and lights out by 9.45pm
9.45 pm	Year 11 in rooms. In bed and lights out by
10.00pm	
10.15 pm	Year 12 in bed and light outs
10.30 pm	Year 13 do not have a set bed time (but it must be within a reasonable time)

## **Friday**

Full boarders have town leave from 3.15 pm and are to be back at the hostel by 5.15 pm.

## **Saturday**

9.00 am	All students out of bed Beds to be made and rooms tidy before any student goes on leave/sports leave. The rooms need to be checked by the Matron.
9.00 am - 9.30am	Self service breakfast
10.00 am onwards	Free time in which personal washing is to be done and duties completed.
12.00 noon	Lunch Lunch duties to be completed
12.30 pm	Free time
5.30 pm	Tea
6.00 pm - 9.00pm	Free time (activities are sometimes organised) Common Room duties
10.00 pm	Year 9 and 10 bedtime
11.00 pm	Year 11 and 12 bedtime

## **Saturday**

Full boarders have town leave (from 9.30 am til noon) at the Matron's discretion.

## **Sunday**

10.00 am	Brunch The rest of the day is the same as Saturday
6.00 - 8.00 pm	Weekly boarders return Bedtimes are the same as during the week

Students may go to the Northern Dairy during the weekend at the discretion of the Matron on duty. Students will be given a time they must be back by.

## **Alarms**

### **Hostel**

All exterior doors are alarmed. These are turned on in Robertson Hostel at 9.00pm. Girdwood is also locked at 9.00pm. Students need to have hostel cell phone number so they can text/phone for admittance after this time.

## **Bedrooms**

The school tries to provide a comfortable, attractive and secure environment. Each term boarders are allocated to different bedrooms. The expectation is that students will respect and take care of the hostel. This includes keeping bedrooms tidy.

At the beginning of the year each room will be given a “Warrant of Fitness”. This will record all the equipment in the room and the condition of it. At the end of the term the room will be inspected. Any damage to the room will be recorded and will be charged equally among the occupants of the room. If there is any damage it will be repaired or replaced during the holidays so that the new occupants will have a clean “Warrant of Fitness”.

Bedrooms are inspected daily and beds must be made before school. Failure to do this could result in a withdrawal of privileges or being given a hostel job.

No Blu Tack placed on Notice Boards. Posters, pins or glue are not to be placed on any paint work in the hostel.

## **Computers**

Computers for students’ use are available in the Hostel. All rooms in the Hostel are wired for laptops but this must be with the permission of the Hostel Manager. Computer and other electronic equipment activity

is described in the CyberSafety procedure that students sign. Students are responsible for their own laptops.

The computer suite has 5 computers for student use. Computers are available for senior students during prep time and closes at 10 pm.

### **Entertainment**

There are games and puzzles in the hostel for students to use in their free time. For outdoor use there is a cricket set and petanque set.

### **Exeats, Optional Exeats and Outings**

Two to three times a term the hostel will be closed for the weekend. All boarders will be required to vacate the hostel. (Sometimes the hostel is hired out to external organisations, although mostly this occurs during the school holidays.) At other times full boarders may leave the hostel with parental and hostel permission.

The safety of students is of prime concern. To ensure this the following procedures must be followed:

- Full Boarders who need leave over the weekend to attend a show/sport activity etc will need to inform the Hostel Manager by 7pm Thursday. If left after this time – do not expect your request to be approved.
- If a full boarder requires leave from the hostel for a weekend, permission must be obtained from a parent. If they are staying with the family of another student, the host family's permission is also required, and this needs to be approved by the Hostel Manager by 7 pm on the Thursday before leave.
- Permission for early leave for Exeats can only be given by the Principal.
- Weekly boarders and full boarders are expected to return to school by either 8.00 pm Sunday, (or the day of return) or by 8.15 am

Monday. The hostel opens at 4.00 pm after Exeats. ***If there is a delay in returning, the Hostel must be notified.*** Hostel staff will contact parents if no notification is received.

- There may be times during the year some trips will be compulsory for Boarders.
- No students are to walk after dark. There may be times they will need to get a taxi back to the hostel. This will be at their own expense.
- Weekly Boarders may stay in the hostel over the weekends. This will be at the discretion of the Hostel Manager and a small charge will apply. Students are to fill out a Stay Over form by noon Thursday.
- During the weekend Year 9, 10 and 11 students will not be given leave from the hostel after 5pm. Special leave may be granted for Year 12 and 13 students. This will be at the discretion of the Hostel Manager and students must apply for leave by Noon on the Thursday before.

Boarders must sign in and out at the Matrons' office. Students will need to bring a signed note from home, or parents can phone/fax the Hostel if a student needs Leave. A leave form will then be filled out and approved by staff on duty. Before leaving, students are to check at the Matrons' Office to ensure leave has been approved.

*All students leave the hostel on Fridays in full school uniform and arrive back on Sunday night/Monday morning in full school uniform.*

## **Laundry**

The laundry is open from 6.00 am to 6.30 pm weekdays and 8.00 am - 4.00 pm weekends. All Boarders are responsible for washing their own clothes.

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Weekly boarders are to change their sheets on Friday mornings and are to air their mattress and remake their beds on their return. Full boarders are to strip their beds on Saturday morning and place sheets in the laundry bins by 10.30 am

### **Lounges**

All Year levels have a lounge. All students have turns washing dishes and vacuuming floors.

If lounge hygiene and tidiness is not to a satisfactory standard, the year level may lose the use of the lounge for a period. Damage will be paid for by the students involved.

### **Mail**

Incoming mail is available for boarders at the Hostel after school Monday - Friday. Faxed messages, couriered parcels etc will also be available to students after school. Stamps may be purchased from the school office. Faxes may be sent from the hostel office and will be charged to students accounts. Students wanting mail to be posted can deliver this to the school office before 2.30 pm daily.

### **Medications**

Any border requiring medication must hand it into the Matron's Office. No students are to self administer or give another student medication.

## **Mufti**

All students are expected to change into tidy mufti after school. This enables students to keep uniforms in a tidy condition. All uniforms are to be hung up in wardrobes.

## **Prep**

All students have homework. Years 9 and 10 have prep in the classroom block. Year 11 and 12 students work in their rooms under supervision. Year 13 will be monitored, but not as closely supervised.

### **Times:**

Juniors	6.45 pm - 8.00 pm	Supervised silent prep
Seniors	6.45 pm - 8.30 pm	Specialist rooms may be used between 6 pm and 7 pm.

Year 13 Students to be doing prep in their rooms during prep time.

All Year 9-12 students watch the first 15 minutes of the 6 pm Television News.

## **Running**

Year 9, 10 and 11 students may not go for a run on their own nor may they run outside the prescribed boundaries. Year 9 and 10 and 11 students must have written permission from parents. All girls must run in pairs and sign out in the leave book.

Year 12 and 13 students may go for a run on their own after school only at the matrons discretion. Early morning runs will be allowed (in pairs) only if it is light. This is only with the permission of the Hostel Manager or Duty Matron. Year 9, 10 and 11 students may run in the morning with a senior student (with parent's permission.)

No students are permitted to run/walk in the dark.

## **Shopping/Town Leave**

To ensure the safety of the students, students may walk to New World, the town library and into town. Year 9 and 10 students have town leave on Tuesdays. This is a privilege and will be at the Matrons' discretion.

It is dependent on behaviour and will not be permitted if rooms are untidy. Year 9 and 10 Students will wear full uniform, go in pairs, and return by 5 pm.

If junior students have extra curricular activities on that day, then they may go another day. This is at the discretion of the Matron on duty.

Year 11 students have one town day a week. Students can choose which day and must get their town leave cards signed by the Matron on duty. They must sign out (and in). Students can wear mufti, must go in pairs and must return by 5.00pm.

Year 12 students have two town days a week. Students can choose which days and must get their town leave cards signed by the Matron on duty. They must sign out (and in). Students can wear mufti, and must return by 5.00pm. (Year 12 students can go alone – they do not have to go in pairs.)

Year 13 students may go into town at any time after school. They must sign out (and in) and advise the Matron on duty. (Year 13 students can go alone – they do not have to go in pairs.)

Extra leave for research for a school subject requires a signed note by the classroom teacher which will be countersigned by a member of the hostel staff. The note will show the approved destination of the student and these places are the only places to be visited. It will also show the time by which the students are expected to be back in the hostel.

On Friday Year 11 full boarders may go to town. Year 9 and 10 students must go in pairs (mufti permitted). They must all return by 5.00 pm.

On Saturday morning Year 9, 10, and 11 full boarders may go shopping in pairs after 9.30 am. They must return by 12 noon. All students who leave the Hostel must report to the matron on duty, then sign out.

All Full Boarders must hang their washing out, have beds made and rooms tidy before signing out on any Saturday/Sunday morning.

Students may go to the Northern Dairy during the weekend at the discretion of the matron on duty.

### **Swimming Pool**

The swimming pool may be used only if the matron on duty gives permission and the pool is supervised by two Year 11, 12 or 13 girls, or staff, who are not swimming. If there are no senior students available to supervise at weekends, then students will need to go to the town pool in pairs.

Responsible behaviour is expected at all times. This includes not running in the precinct of the pool. Togs and towels are to be left to dry in the laundry. No wet towels or togs are to be in the dorms. No girl enters the pool until permission is granted and supervision is available where required. No girl may be in the pool area alone.

Only FULL BOARDERS have access to the school pool during the weekends.

### **Telephones**

Pin numbers are available for students to make outside calls through the school/hostel phone system. A permission slip will need to be signed by parents for this. The cost of calls will be charged to your account. Students must not disclose their pin number to other students or use other students' pin numbers

Parents can also arrange an 0800 number for their daughter to call home on.

Good times to ring are:

7.00 am - 7.30 am

8.00 am - 8.15 am

3.20 pm - 5.20 pm

6.15 pm - 6.30 pm

8.15 pm - 8.45 pm - Juniors

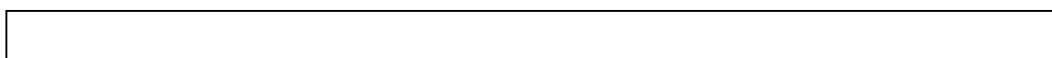
8.45 pm - 9.15 pm - Year 11

Year 9 and 10 students also have access to two phones in Robertson. One in the corridor and one in their lounge.

Years 11 and 12 students have access to a phone in the corridor.

No collect calls will be accepted by the school/hostel.

No cell phones are allowed during the 6pm Television News, during prep, in the dining room, and after lights out.



### **TV/Videos**

**Year 13 students** have a TV and DVD player in their lounge. It may be used at any time except during class time and prep time.

**Years 9, 10, 11 and 12 students** have a TV and DVD player in their lounges for after school, after tea and after prep use.

Students may bring their own radio or small CD player. They may not have a television, lamps or electric blankets, small heaters, fans, sandwich makers, popcorn makers etc in the hostel.

### **Van Service for Boarders**

#### **From School**

We run mini-van services for boarders on Friday afternoons to New Plymouth and Hawera (arriving approximately 4.00 pm - 4.15 pm).

#### **To School**

Leaving New Plymouth at 6.45 pm sharp on Sunday (from Queen Street bus depot).

Leaving Hawera Monday mornings at 7.45 am (from the water tower).

Seat numbers are limited so bookings need to be made early each week. If there are insufficient bookings the service may be cancelled and you will be advised to make alternative arrangements.

Last minute decisions by students not to travel on the bus will still incur the fee.

Please contact the Hostel Manager for more information and bookings about these services.

### **Video-Hire Card**

The school has a Video-Ezy card. It is kept in a video hire diary in the Matron's office. Student usage is restricted to Friday and Saturday nights.

The diary entry page must be completed each time the card is used. The censor's ratings must be complied with.

The matron on duty may ask to view the title of the video and refuse viewing rights if the rating is not suitable.

The responsibility for returning the video on the due date/time rests with the student who requested the video.

Any fines for overdue videos and/or damage will be the responsibility of that student.