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OTAGO BOYS' HIGH SCHOOL SCHOOL HOUSE HANDBOOK



INTRODUCTION

“Making a home away from home for your boys”

Otago Boys’ School House has provided a home to boys from the Otago region and further afield since 1871, although our hostel has existed for over 150 years. Being part of our boarding community will provide your son, not only with the support to achieve academically, but to gain great social skills, learn how to function effectively in the community, to get along with others and to practice respect, courtesy and co-operation.

The hostel creates an environment where your son will feel at home and can excel. Respect and politeness with positive reinforcement provides the backbone to hostel life, while social events and extracurricular activities keeps the boys entertained and engaged.

Your son will emerge from School House as a polite young man with integrity and character, inspired academically, socially and physically and prepared to face the next chapter of his life.



MEET THE TEAM

John Hedges



Director of Boarding

Atu Katoa



Senior Director

Janis Shaw



Matron

Donna King



Head Chef

The Director of Boarding, Senior Director, Matron, Housemasters and staff in the kitchen, laundry, maintenance and Housekeeping departments are all part of the team involved in creating the best possible environment for the boys living away from home. All hostel staff are always to be treated in a polite manner and the boys can expect the same treatment in return.

Contact Details

Main phone number 03 477 5109

Van Ride 021 232 1215

School Office 03 477 5527



VISION AND VALUES

School House expects residents to abide by the values of Otago Boys' High School.

OBHS School Vision: Best for Boys Through the Right Learning

OBHS School Values:

Perseverance - Manawanui

Excellence - Hiranga

Courage - Toa

Honour - Hōnore

Respect - Whakaute

MISSION STATEMENT

Providing a safe environment where School House boys are happy and grow into genuine, honest, adaptable and proud young men.

POSITIVE BEHAVIOUR FOR LIVING

School House is an integral part of Otago Boys' High School. As a residence for teenage boys and a place for staff to work in, it is imperative that all boarders experience a safe environment in which to develop. School House positive behavior management policies and procedures are designed to ensure that all boarders experience an environment where they are safe, secure, respected and their dignity is protected. Our behaviour code 'Above the Hoops' (part of our school wide PB4L programme) is the standard of maturity and self-policing always expected on all boarders by all staff and is clearly articulated in both the school and hostel environment. At the beginning of each year and at other appropriate times all students at School House are made aware of the rules. They are on our school website.



These rules are explained, and boarders are informed about the consequences for breaking rules. At all times staff will advise and support students in meeting the expectations of the 'Above the Hoops' code. Positive reinforcement will always be used to ensure that boarders are acknowledged for good behaviour, we try to catch them being good. Where a student falls below the code, this is referred to 'Below the Hoops.'

When appropriate, a restorative approach, repairing the harm is used. Boys will be required to acknowledge their actions, engage in a consequence and then in a resolution process to repair the harm caused. These may be in the form of 'sort out' meetings, or could be a fully restorative approach involving families.

School House Structures and Pastoral Systems

School House structures pastoral systems are designed to be simple, practical, effective and transparent because it is essential that all boarders understand their actions have consequences. Challenging or negative behaviour that impacts upon the hostel environment, be it to the people, reputation or facilities will be followed up and records are kept in the REACH system.

Firm, fair and consistent approaches are used, and staff are trained in a range of strategies. Ultimately, stages of discipline should act as a deterrent for misbehavior rather than a solution. When the 'Above the Hoops' code is breached consequences are issued, at the discretion of the staff.

Pastoral Structure

Title	Role	Level of Discipline
Dorm Monitor	Room in Upper and Lower Hawthorne and Thompson. Positive role modeling of behaviour, including how to deal with low level conflict.	Can recommend Above the Hoops points. Cannot give out punishments
School House Prefect	Role model the expected behaviour. Organise School House activities and circle time that bring a sense of belonging into School House. Positive role modeling of behaviour, including how to deal with low level conflict.	Can recommend Above the Hoops points. Cannot give out punishments
Hawthorne and Thompson Housemaster – paid live -in Housemaster role	Responsible for the Dorm, including Above the Hoops and Below the Hoops consequences	Can recommend Above the Hoops points. Can give out punishments, in line with the Above the Hoops and Below the Hoops code.
Housemaster	Responsible for the safety of students	Can recommend Above the Hoops points. Can give out and supervise low level punishments, referrals to Senior Housemaster or Director for higher level incidents
Matron	Responsible for the care and safety of students	Can recommend Above the Hoops points. Pastoral care and management of illness.
Senior Housemaster	Responsible for the Housemasters and for the safety of students	Can recommend Above the Hoops points. Can give out and supervise all punishments up to Gating.
Director Of Boarding	Responsible for all staff and students.	Can recommend Above the Hoops points. Can give out and supervise punishments up to temporary removal of place.
Rector	Responsible for all staff and students.	Can recommend Above the Hoops points. Can give out and supervise punishments up to review of place.
School House Disciplinary Committee	Formed when required	Return to School House with conditions or permanent removal of students from School House.

'Above the Hoops' Points System

To encourage positive behaviour in School House, some student leaders and staff can award 'Above the Hoops' points.

Points are accumulated and can be redeemed by a student at the end of a term. Points are awarded as recognition for the behaviour we want. Once a term some School House boys will be given the opportunity to nominate another boy for Above the Hoops points.

The following table is a guideline to some 'Above the Hoops' and 'Below the Hoops' behaviour: (please note this is not an exhaustive list, rather a general indication).

Above the Hoops	Below the Hoops
Kind and considerate to others	Repeated poor behaviour in the hostel
Tidy and respectful of others gear	Dishonesty
Punctual to roll call and meetings	Being out of bounds (e.g Kitchen, staff areas).
Reliable	Breach of leave procedures
Assists staff	Abuse of van ride privileges
Honest with himself and others	Untidy room
Respected	Missing duties

Hostel boys are reminded of the expectations and values through signage, signed student contracts, School House Rules and at meetings. Year groups/Hostel Houses are also given individual 'circle time' to discuss and understand the role positive behaviour has on the living environment.

At times individual actions as well as cumulative actions may need to be dealt with in a more serious manner. At all times the expectations of the Hostel are to the higher standard of behaviour. Parents are encouraged to familiarise themselves with School House rules and to be an active participant in School House Life.

Health and Welfare

The Matron is responsible for treating and monitoring the health of the boys in the Hostel. All medical treatment must be carried out with the knowledge of the Matron, who will notify parents in the event of hospital treatment being necessary, and on other appropriate occasions. The van is available to transport boys when necessary to the Maori Hill Medical Centre. Parents must enrol their son at the Māori Hill Medical Centre; either full time (replacing their doctor at home) or as a casual. Forms are emailed at the start of the year. Physiotherapy is available at the school through The Recovery Room Physiotherapy. The cost of doctors' visits and prescription expenses must be paid for by the parents on their son's hostel account.



Communication

Emergencies

In case of emergency please contact the Director of Boarding, Senior Director or the Matron. Numbers are listed at the front of this Handbook.

Contact Details

It is very important that parents/guardians notify the Director of Boarding 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.

Mail to boarders should be addressed as follows:

Student name
School House
25 Melrose St, Roslyn
Dunedin 9010

Mobile Phones

All boarders (except Year 9 boarders during the first three weeks of the school year) are permitted to have a mobile phone. It is the responsibility of individuals to safeguard this privilege by using their phone responsibly and in accordance with School and House rules. Boarders may use mobile phones during free time (i.e. not in lessons, during prep, or at other times when their use is either inappropriate or prohibited).

All boarders in Years 9 and 10 are required to hand in their mobile phones at bed time. These are kept secure and returned the following morning. Boarders in Years 9 and 10 must also surrender electronic devices (e.g. iPads) at night. It is advisable that students bring two chargers for each of their devices.

Email

Boarders have access to email through the school network. All users are required to read and sign a "Computer and Internet Use Agreement".



FACILITIES

School House is situated in the quiet residential suburb of Roslyn, approximately 5 minutes' walk to the school grounds.

Built on this site in 1971 after moving from Stuart Street, the complex consists of four freestanding dormitories, a recreation wing, prep rooms and a dining room, kitchen, laundry and administration block as well as master's and Matron accommodation.

Housemasters live on-site as well as the Matron and Director of Boarding, plus their families.

Dormitories

The boys' accommodation consists of four dormitories.

Hawthorne - Home to the Year 9 and 10s. Boys sleep in an open plan arrangement of two boys to a cubicle, with two Dorm Monitors (Year 13 students) in private single rooms on each floor. It has shared bathroom facilities, plus a small night time bathroom.

Thomson - Home to Year 10 and 11 boys. This has the same layout as Hawthorne.

Campbell - Home to Year 11 and 12 boys. Renovated in 2010, Campbell dormitory sleeps boys in rooms of two or three and has separate bathrooms rather than a communal ablutions block.

Nicholson - Home to Year 13. This dorm has 15 private single rooms along with a bunk room, with study desks provided, common room with small kitchen, dining and lounge area plus a separate games room area and Sky TV.



FACILITIES CONT.

Games Room

The games room is available to all year levels, and is situated centrally to the dorms. This consists of table tennis, darts, pool and foosball tables. There is also a large TV for movies or sports games on SKY TV.

McCaw Room

This is an indoor space for sports and activities allowing the boys to be active when the weather does not allow or in the evenings with lighting. This is also a large practice and meeting space. We have a weights room for boys to maintain some onsite training. Seniors complete a Licence to lift through PE class or some of our qualified staff. Juniors will have separate time slots and must be supervised by a staff member.

Music Room (Bezett Room)

A variety of instruments is available to use such as drums, guitars, piano, keyboard and music making equipment.

Dining Hall

Breakfast and dinner are served in the communal Dining Hall on weekdays, and lunch on the weekend. The dining hall is of sufficient size to hold all boys and staff while we eat as a community. The Dining Hall is also used for prep for year 9, 10 and 11 students. A great deal of time is spent on making sure the food meets the nutritional needs of the young men in School House. All menus are reviewed by a trained dietician.

Sports grounds

School House has access to the school gymnasium and sports ground, including Littlebourne Park, Roberts Park and located close to Moana Pool. These grounds are often used for games of touch or other activities during the weekends.

Laundry

The laundry staff launder all the boys' clothes. Boys are responsible for placing dirty clothes in the specific bins the night before or prior to 8:15am each morning.



LEAVE POLICY

Policy

Students must apply for leave correctly and abide to School House rules and regulations when on leave. **At no time** may a student be a passenger in a car driven by someone who is not their parent without written permission from that student's parent, when travelling to and from leave destinations. Procedures are in place to ensure the safety of the boarder when they are away from the hostel. Failure of students to follow leave procedures may see the student removed from the hostel.

Procedure

All leave records are electronically kept on REACH the hostel boarding software system. Parents apply for leave via REACH which is an online app that parents can access on their smart phones or any other electronic device. Staff sign boys in and out (on REACH) using a desktop computer located in the foyer. All boys must see a staff member before leaving the hostel.

Leave 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 Director of Boarding or 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 behavior has been unacceptable, or if in the duty staff 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.

Weekend Overnight Leave

Full weekend leave (Fri-Sun) or overnight leave may be applied for using REACH. Students must not return from leave before 2pm. Students must apply for leave using REACH and must be endorsed by a guardian. All weekend leave must be approved by 4pm Thursday night.

Parental Responsibility

Parents are expected to give their full support to School House policies and procedures when considering details of leave for their child.

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 Director of Boarding'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. School House is released of its responsibility for boarders on these occasions.



Week Day Leave

Town Leave

Granted for: Visits to Town CBD

Availability: Monday – Thursday: Depart 3:30 - 4:30pm / return by 5:30pm

Frequency: Years 9 - 11: twice only, Monday – Thursday. Yr12/13 unlimited

Restriction: Years 9, 10 and 11 must be in groups of at least two

Actions required: All Students must sign in and out with approval from duty staff

Roslyn Shops Leave

Granted for: Visits to Roslyn Shops and Dairy in the Dip **ONLY**

Availability: Mon– Fri: Depart 3:30 - 4:30pm return by 5:30pm. **Yr 12 only** 8-9pm.
Yr 13 only 8-9:30pm

Frequency: **Unlimited**

Restriction: Yr9 and 10 must be in groups of at least two

Actions required: All Students must sign in and out with approval from duty staff

Dinner Leave

Granted for: Meals with parents or adult relatives

Availability: As required, from after school or after sport - return by 9pm

Actions required: Apply via REACH approved (parental consent required) by 3pm

After School Sport Leave

Leave must be applied for prior to 2:15pm. This applies if a student is not going back to the hostel straight after school e.g rugby practice. Alternatively, students can inform staff at roll call if they will not be at the hostel straight after school.

Weekend Day Leave

Sport Leave

Any school organised leave does not require parental consent. All sport not under the school jurisdiction requires parental consent using REACH.

Town Leave

Granted for: Visits to Town CBD

Availability: Saturday–Sunday: depart no earlier than 12:30pm and return by 5:30pm

Restriction: Years 10 and 11 must be in groups of at least two

Actions required: Years 9-11 must apply via REACH, and sign out/in using REACH . Parental consent required. Year 12 and 13 must get approval from duty staff, parental consent not required.

Roslyn Shops Leave

Granted for: Visits to Roslyn Shops and Dairy in the Dip ONLY

Availability: Saturday– Sunday: depart no earlier than 12:30pm and return by 5:15pm

Frequency: Unlimited

Restriction: Years 9 and 10 must be in groups of at least two

Actions required: Years 9-11 must get approval from duty staff. Years 12 and 13 must sign out.

Dinner Leave

Granted for: Meals with parents or adult relatives

Availability: As required, from after school or after sport - return in time 9pm

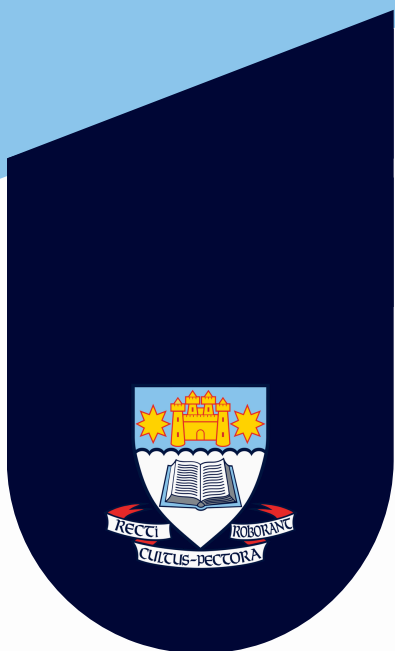
Actions required: Apply via REACH approved (parental consent required)

Visitors

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

Visitors to the House are asked to note the following:

- Visitors MUST make staff aware of their presence when they enter School House.
- Visitors MUST enter and exit School House through the main public entrances: we request that visitors NOT enter School House through an Ablutions (i.e. locker room/ changing room) area.
- Visitors DO NOT have automatic right of entry into all parts of School 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.



ACTIVITIES

Your son is encouraged to make the most of the multitude of extracurricular activities available through Otago Boys' High School. Additional activities are also available through the hostel.

Sport/Cultural

Boys are encouraged to take part in a school sport, usually having 1-2 after school practices per week and games on Saturdays. Housemasters assist with vans rides to help get boys to and from practices and games. A room with a piano is available for music practice.

Pool shouts/ games

Housemasters on occasions take boys to Moana pool for a swim/waterslide, or run games of touch, basketball, football at the school fields or gym, or table tennis or pool tournaments in the games room.

Weekend Activities

Off-site excursions and other activities are organised by the hostel and boys are accompanied by sufficient staff and/or other adults to ensure the safety of students. On most occasions these are compulsory for all junior students. In determining the ratio of students to adults several factors are taken into account, including:

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

Organised excursions follow the Otago Boys "Education Outside the Classroom" guidelines.

Every Sunday the weekend activities co-ordinator organises activities such as paintball, zorbing, ten pin bowling and beach visits. Many of these trips are included in hostel fees but for some there is an additional charge. These activities are compulsory for Yr9 and 10 students and optional for all other year levels. Parents will be notified if an event will incur an additional charge.

Stadium trips

Transport by bus is arranged to take boys to and from the stadium when a game of interest is on. Housemasters will supervise this outing.

Mitchell Cup

The Mitchell Cup is the hostel inter-house competition. Boys are divided into four houses (Nicholson, Thomson, Campbell and Hawthorne) and compete in events throughout the year to gain points toward the Mitchell Cup. Each house is led by the year 13s, and events are organised by the Housemasters.

Events include:

- Touch rugby competition
- Basketball
- Indoor Rowing
- Darts
- Pool
- Table Tennis
- Hostel Haka Competition
- Quiz Night
- Make a banner Competition
- Swimming





DAILY ROUTINE

Monday to Thursday

7:00am Wake up
7:20am Room inspections
7:30am Breakfast begins
8:15am Hostel Assembly (Roll Call) on Tuesdays
8:30am Leave for school
11:05am Lunch (at school)
3:05pm School ends 3:30 - 5:30pm
Afterschool activities/free time
5:30pm Dinner and evening announcements
7:00 - 8:00pm Prep 8:10pm Supper
9:15, 9:30, 9:45pm Bed year 9, 10, 11 lights out (respectively)
10:00, 10:30pm Bed year 12, 13 lights out (respectively)

Friday

5:30pm Dinner
6:00pm Free time
9:45pm Bed year 9, 10, 11 lights out 10:30,
11:00pm Bed year 12, 13 lights out (respectively)

Saturday

8:00 - 10:00am Breakfast
10:00am Saturday sports
11:00 - 12:30pm Lunch (At Hostel) Free time/activities
5:30pm Dinner
6:00pm Free time/housemasters activities
9:45pm Bed year 9, 10, 11 lights out 10:30,
11:00pm Bed year 12, 13 lights out (respectively)

Sunday

10:00am - 12:00pm Brunch
12:00 - 3:00pm Organised Activities
5:30pm Dinner
6:30pm Hostel clean up
7:00 - 8:00pm Room inspections
9:15pm Bed year 9, 10, 11 lights out 10:00,
10:30pm Bed year 12, 13 lights out (respectively)



Possessions & Storage

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). There are safe places for boarders to leave their possessions. For example, bikes must be locked up in the bike container, not left in the luggage rooms.

Possessions are sometimes reported as missing: this could be because the item has been misplaced. However, to reduce the risk of theft, wallets, cash and other valuables may be given to the Housemaster for safe keeping. Each boarder also has a lockable space for this purpose. We suggest you have a robust lock.

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.

Complaints

It is important that all complaints received by the Hostel Management are acted on so that students, parents and the community feel that their concerns are valued. Many complaints are solved very quickly to the satisfaction of all concerned, others require more consideration and a resolution is not always possible in the short term.

1. Within 5 working days:

The Director of Boarding will:

- send an acknowledgement letter of receipt to the complainant
- inform the complainant of any relevant internal complaint procedures
- send a copy of all information held by the owner that is or may be relevant to the complaint
- decide whether the complaint is justified in accordance with regulation 69

2. Within 10 working days after acknowledging receipt of the complaint:

The Director of Boarding will:

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the owner must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the owner is required to decide as soon as practicable whether the complaint is justified.

3. After making a decision:

The Director of Boarding must inform the complainant of:

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the owner proposes to take; and
- Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owner's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

Vehicles

Year 13 students only, can have a vehicle at the hostel. Students apply for a vehicle permit prior to bringing a car to school. Vehicles are to be used to travel appropriately for travel requirements such as travel to sport practices, appointments, etc when necessary. Keys must be handed to staff when returning to the hostel with their vehicle. Students on restricted license's are NOT to have passengers. Any breach of the rules will see the students lose the privilege of bringing a vehicle to the hostel.



School House Parent Committee

School House works actively alongside the OBHS community. The purpose of the School House Committee is to align through strategic planning the philosophy of the school, with the boarding community to improve the opportunities and educational outcomes for all School House students.

At termly meetings, the Parent Committee hear from the Director of Boarding and the Rector on the progress of School House students, have an input into the hostel policies and the student development spend, as well as acting as a sounding board for all parents. Membership of the committee is through volunteering; there are no elections, although we like to have one parent from each of the year levels. Parents commit to one meeting per term and to assisting the Director with enhancing the social connections that are so important in country areas.



How to stay connected?

School House has regular updates on our website and social media. Below are the accounts we would love for you to follow and stay connected.



@obhshostel



@obhshostel



@obhs_hostel



obhs.school.nz/boarding

Gear List

Please keep in mind that storage is limited, and pack accordingly.

Note: All clothing must be named with sew on labels. These will be provided by the hostel and will be charged to your son's hostel account.

Uniform - Junior

- Navy Blue OBHS jersey
- Grey shirt x 2 • Grey shorts x 2
- OBHS School socks x 3
- Black leather lace up shoes
- School tie (junior)
- OBHS Physical Education Uniform (available at school)
- Wet weather anorak jacket (optional)

Uniform - Senior

- Navy Blue OBHS vest (optional)
- White shirt x 2-3 • Grey trousers x 2
- Black dress socks x 3
- Black leather lace up shoes
- School tie (senior)
- OBHS Physical Education Uniform
- Wet weather anorak jacket (optional)
- Otago Boys' High School Senior Blazer

Other clothing

- 1 pair casual shoes
- 1 pair of School shoes
- 1 pair training shoes
- 2 pairs of shorts
- 1 pair of jeans
- 3 T- shirts
- 1 sweatshirt
- 3 pairs of sport socks
- 2 pairs of Pyjamas
- 5 – 6 pairs of underwear
- Polyprops for winter Rugby practice gear



Personal Items

- Toothbrush
- Hairbrush/comb
- Shampoo/conditioner
- Deodorant – ROLL ON ONLY – NO ‘SPRAY ON’ or AEROSOL CANS ALLOWED
- Soap/Shower Gel
- Shoe Nugget
- Padlock with two keys
- Net laundry bag – (compulsory, provided at a cost of \$25 charged to account)
- Alarm clock for Year 9 and 10 students
- Two chargers for each of their electronic devices

Prohibitions and Restrictions

The following are not permitted to students at School House:

- pornography
- electric blankets
- aerosol deodorants
- knives and weapons of any kind
- tobacco and smoking paraphernalia
- matches, lighters, candles and fireworks
- alcohol, drugs and prohibited substances
- being under the influence of alcohol, drugs or prohibited substances
- spitting, littering and willfully causing damage (including graffiti)
- personal televisions, heaters, refrigerators, cookers, etc.
- gum (chewing gum, bubble gum and similar products)
- Scooters

Ball games and other vigorous physical activities are to be engaged in outdoors and away from gardens and areas where there are windows





Otago Boys' High School



(03) 477 5527



directorofboarding@obhs.school.nz



www.obhs.school.nz



2 Arthur Street, Dunedin