

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 as 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 practise 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.

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

Staff

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

Director of Boarding & Assistant Principal

Vai Mahutariki	022 495 6303
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Matron

Janis Shaw	021 477 798
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Senior Director

Pita Sinamoni	021 0226 7337
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Weekend Matron/ Housemaster

Tatenda Mutingwende

Housemasters

Zaiya Mahutariki
Ben Sinnamon
Christian Lio-Willie
Stanton Hart-Stephens
Tracy Turner
Bennett Henzeler
Brandon Mamea-Crawford
Angus Webster

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 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. 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.

Living in a hostel environment will make an enormously valuable contribution to your son's development as a young man. His communication, personal and teamwork skills will be tested, and his independence will flourish. We encourage all boys to make the most of the opportunities offered at School House.

Responsibilities and roles will change as your son progresses through the year levels.

Yr 9 Boarding Programme

All boarders complete an induction and wellbeing programme on how to live in a communal setting to develop the tolerance and empathy required for hostel life. The aim of the programme is to install the values of the school and hostel in the new School House young men and to help them as they begin their boarding journey at School House.

Yr 10 Boarding Programme

From the start of the year, all Year 10 boys will complete the Duke of Edinburgh Bronze award. Boys are given the opportunity to get their silver and gold awards in Yr11-13. Community service is strongly emphasised in this programme.

Yr 11 Boarding Programme

All Yr11 boys do a toastmaster's course to help them in public speaking. This is a fun and enjoyable course designed to break down some of the barriers that boys often face when speaking to a large group of people.

Year 12 and 13 - Student Leadership Programme

Opportunities will arise in senior years to take a leadership role within the hostel. Leadership opportunities are:

- Professionally leadership courses
- Peer Support for new entrants to the hostel (Year 13)
- Prefects (year 13)
- Dorm monitors (year 12 & 13)
- Leading and organising, Mitchell Cup activities (Year 12 and 13)

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 year 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.

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.

Dining Hall

Breakfast and dinner are served in the communal Dining Hall on weekdays, and lunch in 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 very 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 prior to 8am each morning.

Daily Routine

Monday to Thursday

7:00am	Wake up
7:20am	Room inspections
7:30am	Breakfast begins
8:25am	Hostel Assembly
8:35am	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
6:30 - 7:30pm	Prep
8:10pm	Supper
9:15pm	Bed year 9, 10, 11 lights out
10:15pm	Bed year 12, 13 lights out

Friday

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

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
10:30pm	Bed year 12, 13 lights out

Sunday

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

Prep

Prep, or study time is an important part of the boys' daily routine. Boys are expected to work quietly on set homework, Monday to Thursday.

- Years 9-12 have set prep areas, while year 13 study independently in their rooms unless they are on their rostered prep duty where they will be helping the year 9 & 10 boys
- If set homework is finished in this time, boys are expected to either revise, or read a book.
- Wireless internet access is available for all students to use. This use is restricted to school work during prep.

Prep is supervised by the housemasters and year 13 prefects, who are also able to tutor and assist students with their homework. Further to that, a senior teacher is also available to help boys with their homework and study during prep time.

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 Saturday 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
- Cross Country
- Darts
- Pool
- Table Tennis
- Cultural Night
- Quiz Night
- Make a banner Competition
- Swimming

Leave Policy

While your son is a resident of the hostel, he is under our guardianship. With a hostel of 150 boys, it can be a challenge to know where every boy is at all times. It is with your son's safety in mind our leave policies have been implemented. We need your support and communication with this – particularly regarding weekend leave.

Daily Leave

Boys must “sign out” as they leave via a staff member. They must state what time they leave, and where they are going. The staff member will then sign them out. On return to the hostel, boys must sign in by seeing a staff member.

Leave during the week is from 3:30-5:15pm only. Yr12 and 13 students only are allowed leave to Roslyn Shops from after prep - 9pm for Yr12 and 10pm Yr13.

Leave outside these times or locations must be approved by a parent using Reach. Leave to visit friends or family also requires parental permission using Reach.

Daily leave is a privilege that can be withdrawn.

Weekend and Overnight

When your boy arrives at the hostel, he will be given an email address and a login for our leave system. After he has registered, you will also be sent a registration request.

Boys or parents apply for weekend/overnight leave, using the Reach Leave System. They must state where they are going, when they are leaving, when they will be returning and contact details for the place they are staying. This must be completed by **Thursday** evening. Parents will be guided through this process by a member of senior management.

The leave is approved by a staff member after permission from the parents has been granted via the leave system. Parents have access to the leave system either via direct internet login or via email notification. Special circumstances may occur where leave maybe granted by phone calls made between parents and staff.

No leave will be granted by phone calls, voice mail, text or email unless absolutely necessary. It must be done via the Reach system as this is the central location for all leave communication. Parents who pick their son up from the hostel **MUST** physically see a staff member on duty before taking their son so that he can be signed out in the correct manner.

When going on overnight leave boys are not permitted to return to the hostel until after 1pm the day after leave had been taken.

Boys staying at the hostel for the weekend may take daily leave to attend sports games or quick leave to Roslyn Shops or town (Dunedin CBD). They are not permitted to go to any other

location. Unsupervised trips to and beach are prohibited, this also applies during the week. Sign out and sign in is the same as during the week. Boys must be back for mealtimes.

Weekend Town and Roslyn Leave

- Granted for:** Visits to Town CBD
- Availability:** Saturday– Sunday 9am-5:15pm (3 hours max)
- Restriction:** Year 9 and 10 be in groups of at least two

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

Any leave required outside these times or locations must require parental consent using the Reach system and is at the discretion of the Director of Boarding.

Behaviour Management Policy

The School House behaviour management policy is designed to ensure that boarders families experience an environment where they are safe, secured, respected and their dignity is protected.

At the beginning of the year and at any other appropriate time new students start at the hostel, they are made aware of the rules for the School House and that that they are explained and informed about the consequences for breaking these rules.

House rules and behaviour are based around respect for other boarders, staff, the hostel, and school property.

Staff will advise and support students by outlining what is expected of them and explain the consequences of disobeying or breaching the rules that are set out in the School House handbook.

Positive reinforcement will used at all times to ensure that boarders are aware of any issues arising from poor behaviour.

Disciplinary Systems

Our disciplinary systems are designed to be simple, practical, manageable and transparent. It is essential that the procedures surrounding disciplinary action are clear to all parties involved (i.e. hostel masters, the boys, parents, management), and are implemented fairly and consistently. Ultimately, stages of discipline should act as a deterrent for misbehaviour, rather than a solution. We also believe in giving positive reinforcement to acknowledge accomplishments and good behaviour. This is done in various ways, including year group 'shouts' and prizes/awards.

There are 3 key stages:

- Minor Offences – morning run
- Major Offences – Gating system
- Serious Offences/Disciplinary Review – referred to Rector and/or the Disciplinary Committee

1. Minor Offences – Morning Run System

Respect, self-control and accountability are cornerstones for behaviour at OBHS hostel. For those who 'lapse', morning runs are issued. Students will be made fully aware of hostel staff expectations and the consequences of any violations. As a guide, morning runs may be given by any staff member for the reasons outlined in Table 1.

Table 1. A guideline to some of the minor offences worthy of a 'morning run'.

Late for roll-call/room checks	Breach of prep rules, Late for prep
Late for or absent from meals	Unexplained absence from prep
Uniform discrepancies	Untidy rooms
Inappropriate address or disrespect to staff	Not signing in/out and/or late return for daily leave
Not doing or late for duties	Being out of bounds (e.g. Kitchen, Staff areas etc)
Foul language	Playing with balls or skating inside
Disobedience or misconduct	Borrowing of personal items
Being in other year groups rooms without permission	Talking after lights out
Not ready for or not in bed by lights out time	Abuse of van ride privileges
Removal of food from the dining room	Not abiding by the hostel rules

Note: If boys receive three morning runs in the term, they will be automatically gated.

2. Minor Offences – Gating system

There is a zero tolerance to bullying, smoking and the use of or possession of drugs or alcohol – such offences will result in the boy being sent straight to Disciplinary Review.

Major offences (see Table 3) will be dealt with by the Manager and reported to the boy's parents.

Table 2. Examples of major offences that are dealt with directly by the Director of Boarding.

Repeated poor behavior at prep	Minor Bullying
Fighting	Breach/deception of weekend leave policies
Repeated minor offences (i.e. 3 morning runs over term)	Willful Damage

Boys ‘Gated’ in uniform for a set period of approximately 3-7 days at the discretion of the Manager and/or Senior House Master. As part of being Gated the boy is also required to:

Check-in with the House Master every hour and have his Gated card signed. If anyone check-in time is missed then another half day will be added to the Gating. The boy in question is totally responsible for this, i.e. at no time is the Hostel Master required to search for the individual. Complete hostel chores at the House Master or Director of Boarding’s discretion.

3. Serious Offences/Disciplinary Review – referred to the Rector and/or Disciplinary Committee

There is a zero tolerance to bullying, smoking, vaping and the use of or possession of drugs or alcohol – such offences will result in the boy being sent straight to Disciplinary Review. Boys who constantly break hostel rules and are gated twice in a term will also be sent to discipline review. A report of the major offence will be prepared for the disciplinary committee (made up of school board members) who will meet within 3-7 school days of the boy’s parents being notified. It is required that the boy’s parents remove him from the hostel while the disciplinary review process is undertaken. As a result of the meeting the committee may exclude the student from the hostel.

Table 3. Examples of serious offences that are dealt with directly by the Rector and/or Disciplinary Committee

Smoking/Vaping	Sexual offences
Major fighting and bullying	Significant breach/deception of leave policies
Alcohol offences	Significant Willful Damage

Restorative Process: On some occasions we may use a restorative conference as part of the consequence and process. This maybe the consequence but does not rule out further consequences outlined above.

What is a restorative conference?

A meeting of the community of people affected by an incident of serious harm in the school or community setting. The conference provides a forum in which those who caused the harm, those harmed and their respective supporters, can seek ways to repair the damage caused by the incident or situation, and to minimise further harm.

Note: The restorative language maybe new to you. For example, the victim/s is called the harmed party and the offender/s is called the wrongdoer or the person causing the harm.

Possessions

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

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.

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 Hostel Manager 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 hostel manager 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 hostel manager 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

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** make staff aware of their presence when they enter the House.
- Visitors **MUST** enter and exit the House through the main public entrances: we request that visitors **NOT** enter the House through an Ablutions (i.e. locker room/ changing room) area.
- 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.

Emergencies

In case of emergency please contact the Director of Boarding 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 surrender their mobile phones at bed time. These are kept secure and returned the following morning. Boarders in Years 9 + 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".

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 only to be used to travel to and from home and for travel to sport practices when necessary. Keys must be handed to staff when returning to the hostel with their vehicle. Any breach of the rules will see the students lose the privilege of bringing a vehicle to the hostel.

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

Bedding/ Linen

- 2 pair of sheets
- 2 pillowcases
- 1 duvet
- 1 pillow
- Mattress cover (recommended) Any additional blankets as required
- 4 towels (please no spa or bath sheet size)
- 2 flannels

Personal Items

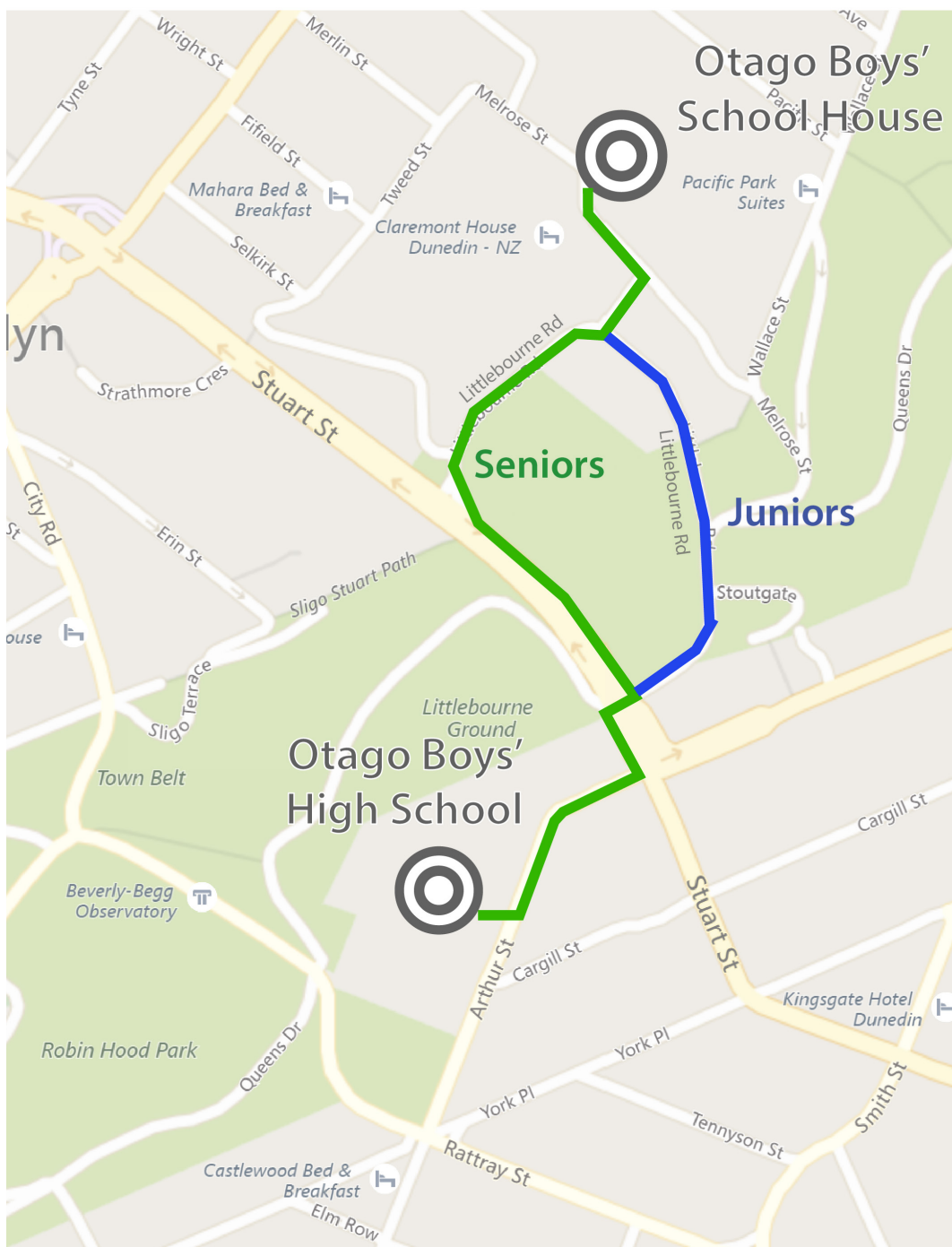
- Toothbrush
- Hairbrush/comb
- Shampoo/conditioner
- Deodorant – **ROLL ON ONLY – NO 'SPRAY ON' or AEROSOL CANS ALLOWED**
- Soap/Shower Gel
- Shoe Nugget
- Padlock with two keys
- Net laundry bag – (compulsory, provided at a cost of \$25 charged to account)
- Alarm clock for Year 9 and 10 students
-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

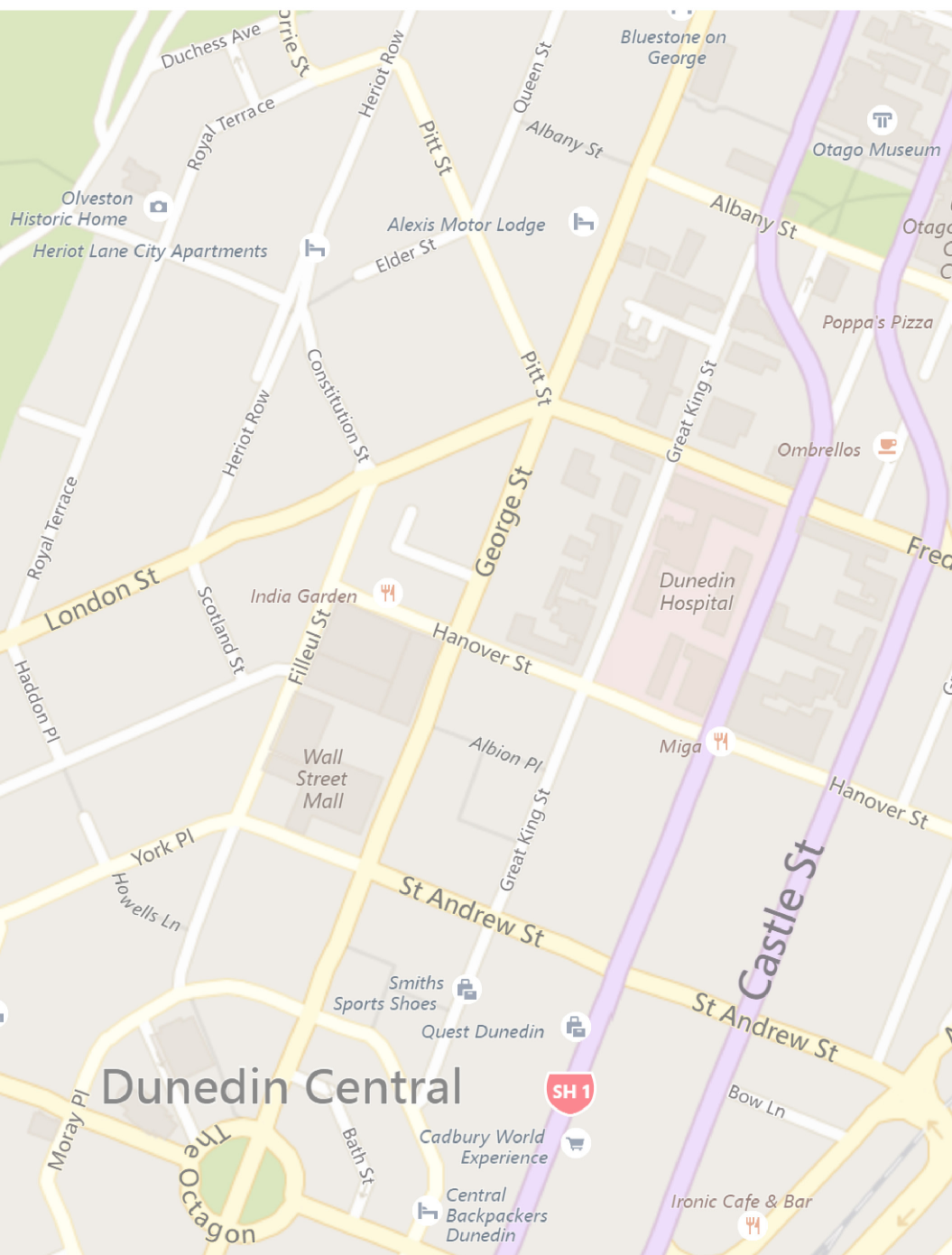
Prohibitions and Restrictions

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
- surfboards (unless they are to be used for a specific school event.
- spitting, littering and willfully causing damage (including graffiti)
- personal televisions, heaters, refrigerators, cookers, etc.
- gum (chewing gum, bubble gum and similar products)
- hair straighteners (boys' houses).
- Scooters and Skateboards.

Ball games and other vigorous physical activities are to be engaged in **outside** the House and away from gardens and areas where there are windows.







Visit us on our Facebook page
facebook.com/OtagoBoysHighSchool
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