



**Rationale:**

Whangarei Boys' High School has provided boarding facilities since 1927, so that boys' from wider Northland can attend the school.

**Purpose:**

To establish governance and management procedures for the hostel, to ensure:

- A safe, caring, comfortable, healthy and well supervised living environment
- A range of curricular and co-curricular opportunities for boarders that will enhance their personal development.
- Compliance with relevant legislation including the Education (Hostels) Regulations 2005

**Scope:**

This policy applies to all staff and students.

**Guidelines:**

**Governance/Management**

The Boarding Director is responsible for the day to day operation of the hostel. The Boarding Director reports to the Principal, and the Board of Trustees governs the Hostel as part of its responsibility for the school.

The Boarding Director will report on operational activities such as property, finance, and correspondence, at a monthly meeting with the Principal. The Principal will report any significant issues to the Board as part of his monthly management report.

**Fees**

Hostel fees will be set by the Principal as part of the budget process. The budget will ensure that adequate allowance for annual maintenance and capital replacement is made.

Fees will be paid at least one full term in advance. This provides assurance for both the school and the students.

Final dates for fee payment will be set to ensure that the school has adequate working days between the last date for payment and the start of each term to check payments and to advise parents if the student cannot return due to unpaid fees.

Students will not be able to continue at the Hostel if payment terms are breached.

School management do not have delegated authority to vary the fee payment policy.

**Communication Channels**

The Boarding Director will co-ordinate the following groups so that boarders and parents have opportunities to provide feedback about the hostel.



## Hostel Focus Group

The Hostel Focus Group will provide a forum for the hostel, school and parents to share information and gather feedback about general hostel operations. The Hostel Focus Group will include:

- Boarding Director
- A representative from the Board of Trustees
- Two parent representatives, elected by the parents annually
- Principal
- Head Boarder
- Other persons as determined from time to time that can provide information or perspective to the group

The group will meet once a term to discuss:

- Hostel activities (last term and next term)
- Issues of concern to parents
- Brainstorm ideas for improvement in hostel life in general
- Standards of behaviour
- Rules and expectations

The group will not discuss:

- Issues relating to individual boarders

## Boarders Focus Group

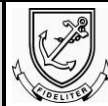
The Boarders Focus Group will consist of a selection of boarders, including the Head Boarder, and will include the Boarding Director and the Principal. The group will provide a forum for the boarders to raise issues and have input into the general direction of the hostel.

The Boarders Focus Group will meet once a term to discuss:

- Hostel activities (last term and next term)
- Issues of concern to boarders
- Brainstorm ideas for improvement in hostel life in general
- Standards of behaviour
- Rules and expectation

## Review details:

Version No	Action	Date
1	Written by KIR, GRI (ack of Napier Boys' HS)	Sept 2002
1	Approved by Hostel Committee	Sept 2002
1	Ratified BOT	Sept 2002
2	Reviewed KIR, LEL, HOL	Mar 2006
2	Approved by Hostel Committee	Mar 2006
2	Ratified by BoT	Mar 2006
3	Reviewed by HOL, BRI	Feb 2009
3	Ratified by BoT	Mar 2009
3	Reviewed CDC, ROB, KIR	Nov 2010
3	Ratified by BoT	Dec 2010
4	Reviewed by BoT	July 2011



4	Ratified by BoT	Aug 2011
5	Reviewed by BoT	May 2012
5	Ratified by BoT	May 2012
6	Reviewed by ROW	May 2015
6	Ratified by BoT	May 2015
Review cycle:	<b>3 years</b>	<b>Due for Review: May 2018</b>