



CARRUTH HOUSE

Rationale:

Whangārei 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 fortnightly meeting with the Principal and a quarterly meeting of the Hostel Governance Group. The Principal will report any significant issues to the Board as part of the 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.



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

School management does 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 Governance Group will provide a forum for the hostel, school and parents to share information and gather feedback about general hostel operations. The Hostel Governance 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



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- Standards of behaviour
- Rules and expectation

Review Details:

Review Date	Reviewed by
May 2021	SMK
Review cycle: 3 years	Due date for Review: May 2024

Management Contact:

- Principal