



Whangārei Boys' High School

Developing boys into fine men

CARRUTH HOUSE 2021 Student Handbook



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Disclaimer:

Please note that, while every effort is made to ensure the data in this booklet is correct at the time of publishing, Carruth House and Whangarei Boys High School reserves the right to alter any detail herein contained at any time at their sole discretion.

From the Director

Dear Students, Parents and Caregivers,

Welcome to Carruth House at Whangārei Boys' High School. Hopefully you will find many answers to your questions in this Information Booklet. It is our aim to outline what you can expect from life at Carruth House and those who work with the boys.

Our mission here at Carruth House is simply to help these boys grow into fine young men while obtaining the knowledge they will need in order to become strong, productive members of society. We are here to help them develop academically as well as socially and physically. Our team here is committed to work in union with the school teachers to facilitate this education. We will expect the same commitment from our young men.

Educating a child is a team effort and we welcome your input. The involvement of parents and caregivers is an importance piece of each boys' overall growth. Please feel free to contact us with your input and questions.

Thank you for your trust in Carruth House and we look forward to working with you all.

*Susan Dawson
Director of Boarding*

CONTACT DETAILS

Carruth House Office **09 430 4170 ext 756**

Kitchen phone **09 430 4170 ext 754**

General enquiries email carruth@wbhs.school.nz

Website **wbhs.school.nz**

Follow Carruth  <https://www.facebook.com/Carruth-House-772669296190520>

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PO Box 5034
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Director of Boarding **Susan Dawson
Mobile 021 242 1108**

Matron **Mrs Kiri Hauraki
Email: k.hauraki@wbhs.school.nz**

House Masters **Ms Lybia Tauhore
Mr Jamie Batchelor
Mr Michael Nand**

Domestic Staff **Mrs Mahriz Sabayton**

Kitchen Manager **Mrs Ivanka Suvalko**

Kitchen Assistant **Ms Leah Wright**

TERM DATES

School Terms – 2021

Term 1 (11 weeks)	2 February	16 April
Term 2 (10 weeks)	3 May	9 July
Term 3 (10 weeks)	26 July	1 October
Term 4 (9 weeks)	18 October	16 December

Public Holidays – 2021

Anniversary Day – Monday 1 February	Easter Tuesday – 6 April
Waitangi Day – Monday 8 February	Anzac Day - 25 April (during school holidays)
Good Friday – Friday 2 April	Queen's Birthday – Monday 7 June
Easter Monday – 5 April	Labour Day – Monday 25 October

Carruth House exeat weekends 2021.

Term 1

Friday 2 April – Carruth House closes at 5pm
Saturday 3 April – Carruth House closed
Sunday 6 April – Carruth House opens at 4pm

Term 2

Wednesday 2 June – Carruth House closes at 5pm
Thursday 3 June – WBHS Work Day
Friday 4 May – WBHS Teacher Only Day
Saturday 5 May – Carruth House closed
Sunday 6 May – Carruth House closed
Monday 7 June – Carruth House opens at 4pm (Queens Birthday)

Term 3

Friday 27 August – Carruth House closes at 5pm
Saturday 28 August – Carruth House closed
Sunday 29 August – Carruth House opens at 4pm

Term 4

Friday 22 October – Carruth House closes at 5pm
Saturday 23 October – Carruth House closed
Sunday 24 October – Carruth House closed
Monday 25 October – Carruth House opens at 4pm (Labour Day)

MISSION STATEMENT

To provide a safe, happy and homely environment that supports the educational, sporting and cultural aims of our Boarders and their Whanau and family

Goals of Carruth House

Carruth House Hostel has 7 broad goals for. These form the basis of the Carruth House Strategic Plan, within the context of the WBHS goals and strategic plan. These goals are:

- | | |
|----------|---|
| Goal 1 : | To provide a safe, secure, well controlled and respectful environment for staff and boarders |
| Goal 2 : | To provide a sustained sound financial base for the operation of Carruth House |
| Goal 3 : | To develop the physical environment, (the Buildings, amenities, facilities etc) to provide an attractive and operating Hostel Campus – that will appeal to current and future boarders. |
| Goal 4 : | To raise academic achievement of all students |
| Goal 5 : | To encourage positive working relationships between school, hostel staff and hostel management |
| Goal 6 : | To run a transparent operation so that the community, school and parents may see progress and feel comfortable to contribute ideas and voice concerns |
| Goal 7 : | To maintain the positive traditions of Carruth House and accordingly help the boarders realise their part in Hostel history |

Carruth House Values

- We put people first. This includes boarders, their parents, caregivers, as well as fellow workers.
- We respect and value all peoples and the individual.
- We act with integrity and are accountable for what we do.
- We are innovative and enjoy the challenge of learning how to do things better.
- We work in partnerships: we value their strength and power.
- We focus on achievement and take pride in our successes.

About Carruth

Carruth House, the boarding hostel for Whangārei Boys' High School, is on school grounds at Kent Road, Whangārei. It is home for up to 80 boys during term time and provides a safe, homely and supportive environment for boys studying at WBHS.

Carruth House provides a home with traditional values; promoting excellence, integrity, responsibility, loyalty, respect and high standards of personal conduct.

We welcome boys from Northland, around New Zealand and overseas, to make Carruth House their home while studying at WBHS.

While living at Carruth House boys are able to fully participate in all academic, sporting, cultural and social opportunities the school has to offer. Boys are also able to join clubs, groups and activities around Whangārei and the hostel is within walking distance of town and many community sporting and cultural facilities.

Carruth House is the 'heart' of the school and Carruthians, past and present, take pride in their place within the school. All Carruthians are in Carruth Whanau at school and with a strong competitive spirit and high participation in school events, consistently wins Inter-whanau competitions.

The hostel was built in 1939, and named after William Carruth, the first European settler in Whangārei, arriving in 1839 and originally from Scotland. The current facilities have been upgraded over the years, most notably with funds raised by old Carruthians and the Old Boys Association over the past 15 years.

There is an enduring sense of history and tradition within the hostel and strong ties with WBHS Old Boys' Association and Old Carruthians.

Role of Hostel Staff

The role of the Director of Boarding and staff is primarily one of caregiver, with the emphasis working together as a team - parents, boarder and boarding staff - to meet the boarders' needs. It is the Director of Boarding, Matron's and Housemasters' roles to oversee the care, supervision and development of the boys including social, spiritual, academic and physical aspects of the boarders' character. We also strive to create a positive environment so that boarders can gain the maximum benefit from their stay in the Hostel community.

The Director of Boarding and Matron's main functions and responsibilities include: the efficient running of the Hostel, the first contact point for the Hostel by parents and others, developing leadership potential amongst the boys, overseeing academic progress, counselling of boarders, and providing feedback and support for boarders and their parents.

Please do not hesitate to contact the Director of Boarding or Matron at any time during the year if you have any concerns or questions about boarding life.

Welcome to Carruth House – for new boys, their parents and caregivers

The application process

Places in the hostel at each year level are limited, so it is recommended you complete the application forms and send in the necessary documentation as early as possible to secure a place.

All prospective boarders are interviewed by the Director of Boarding and Principal and will meet with the Year Dean. Once a student has been accepted by the School, a \$300 building fee is required to secure a place in the hostel.

In November each year there is a sleep-over for the Year 8s coming to Carruth House the next year. Details will be sent out about this.

All application forms can be downloaded from the WBHS website <https://wbhs.school.nz>

Preparing Your Son for Boarding

For many new boarders, going to boarding school is the first time they have spent a significant amount of time away from their home, their family and their friends. Below are a number of issues you might like to discuss with your son so he is prepared for the change. There are also a number of life-skills a new boarder must possess in order to make a speedy and pleasant transition to boarding life.

Some recommended personal skills are -

- The ability to make a bed in a neat and tidy manner
- Picking up and putting away one's belongings
- Taking care of belongings and valuables
- The ability to organise one's studies
- The structuring of leisure time in such a way as to avoid getting bored
- The budgeting of funds

The last two are often major problems experienced by new boarders. The Hostel Staff give guidance in both areas, but it will be much easier for your son during the settling in period, if you do some basic preparation at home.

Many young people experience difficulty adapting to the living situation in the dormitory, especially relating to the continual presence of so many other people. The following are issues you could discuss with your son that may help prepare him for the different living situation:

- **Personal hygiene:** It is important that all boarders know the importance of showering daily, changing underwear and socks regularly, using clean linen and towels, the need for soap, shampoo and deodorant. Without this knowledge, a boarder may be ostracised by his peers, creating a very difficult situation for both the boy as an individual and boarders in general. The Hostel Staff will give guidance and help whenever possible, but an awareness of this before they commence boarding would help avoid any potential problems.

- **Physical and psychological changes:** Younger students should be prepared for the physical and psychological changes they will experience during adolescence, so they are familiar with, and not surprised by, what will happen.
- **How to deal with routine:** Just as dealing with the routine of working lives for adults can be stressful, dealing with the day-to-day routine of boarding life can be difficult for some boarders. It would be helpful to talk over with your son how the routine can work to his advantage, as well as strategies for coping with the routine.
- **Academic expectations:** Often boarders coming from other schools (especially smaller schools) may at first find the academic programme of a bigger school difficult or daunting. It helps if both you and your son have discussed what expectations and goals both of you have, so boarders do not hold an unrealistic idea of what they are expected to achieve.
- **The reason for changing schools and entering boarding:** It is important that your son knows why he is entering boarding and is aware of the opportunities of which he can make use.
- **Expressing concerns:** It is important that individual boarders learn to express any concerns, difficulties or problems (as well as joys and achievements!) to staff. If a boy hides his concerns (or does not express them to anyone) with such a large number of boarders, these may not be noticed at an early stage. It is essential your son realises that having difficulties or just bad days is normal and that it is not weak to express those problems. It is more beneficial to talk about them than to wait for other boarders and staff to “mind-read”.
- **Security:** In a boarding situation where there are a large number of people and there is the potential for theft; boarders need to be aware of the importance of taking care of their own property. They must make sure everything is named and not left lying around. They should also ensure money and valuables are in a secure place. Each boarder is expected to use their lock box provided. Corridor cameras and grounds cameras have been installed for added security.
- **“Borrowing Property”:** The practice of “borrowing” other people's property is not allowed. **If a boarder takes or uses another’s possessions without the prior approval of the owner it will be treated as theft.** Students **must ensure** their lockable cupboards and lockboxes are used for the storage of all valuable items.
- **Conflict:** In a community situation, it is important that everyone respects and has tolerance for others, their space, feelings, privacy and property. However, it is inevitable that, at times, conflict between different people will arise and some discussion on how to deal with conflict would be helpful.
- **Budgeting:** It is important that your son knows how much money he will receive as a weekly allowance (or per term) and what he is allowed to spend it on. Learning how to make choices about what to spend money on is a vital life skill.

- **After-school / weekend sports:** Boys are encouraged by staff to join sports teams and exercise regularly, with after-school sports organised for junior boarders. There are many opportunities to get involved with any number of the sports on offer through the school.
- **Sport and cultural activities:** All boarders are expected to be involved in sport. The values of team sports cannot be underestimated and we encourage it. Boarders get involved in rugby, soccer, basketball, hockey, volleyball, rugby league and cricket etc. However, many other boarders are also involved in shooting, rowing, waka ama, kappa haka and fitness etc.
- **Communication with home:** It would be helpful to negotiate how often you would like your son to communicate with home.

Parental Expectations

From a parent ...

"I realise that every parent sends their son to a Boarding School for different reasons so parents' expectations will vary and will change, as their son gets older. All parents expect the Boarding Hostel to be a safe and friendly place - a "home away from home" where boys feel secure and comfortable - and be a place in which they can have some of the freedom of home, as well as the restrictions and learning environment that the school requires.

- Food** - *My expectation is that there will be enough to eat and that it will be nutritious. This is a particularly 'hard ask' because some adolescent boys are fussy - they like what they like and do not particularly want to try food they have not already tried. You cannot please all of the people all of the time so we, as parents, must realise just how difficult this issue is.*
- Staff** - *I expect a high level of care from the staff. When they are on duty they should know what is going on, where the boys are and what they are doing.*
 - *I expect them to be approachable, listen to the boys and treat any problems with confidentiality.*
 - *I expect them to care about academic progress, as one of the main reasons the boys are sent to Boarding School is because their parents care about them getting a good education.*
 - *I expect good supervision from Staff and Prefects, especially at prep. The idea of a controlled homework environment, with help available, is another of the main reasons I send my children to Boarding School. I expect the staff to know and care whether homework and schoolwork is completed and that the Prefects will have enough time to attend to their own schoolwork too.*
 - *I expect encouragement from everyone at the Hostel, to every boy, and take a full and active part in all areas of school life, as well as encouragement of sporting and cultural pursuits and goals within and outside of the school.*
- Boys** - *I expect the boys and their possessions to be safe and secure. Any bullying, thieving, etc should be severely dealt with (in my opinion).*
 - *I expect the boys to take care of theirs and other people's possessions, to learn to care about keeping their environment clean and tidy and do their jobs properly.*
 - *The boys should be learning to fill their leisure time profitably - sports practices, other organised activities and some socialising.*
 - *I expect the boys to learn a great deal about human behaviour, as well as how to cope with (and live with) a variety of very different people from different cultures, values and lives. Some they will like, some they will not and this will teach them tolerance and to respect the thoughts and feelings of others. I also expect their thoughts and feelings to be respected, so they can feel accepted for who they are.*
 - *I expect the boys to become more independent and self-disciplined so they are capable of looking after themselves and others when they leave this controlled environment to enter the workforce or continue their studies."*

Coping with Boarding Life

Some boarders (particularly older boarders who enter at Year 11, 12 or 13) experience problems with social adjustment. These teenagers quite often have established social patterns and have enjoyed a certain amount of independence. Due to the nature of the boarding community, the direct responsibility of the staff to the parents and boarders and the sheer size of our 'family', older boarders (at times) find some of the day-to-day workings a bit restrictive.

To help them cope with this new lifestyle it would be beneficial to discuss with them some of the differences they might experience. If you want more background information, please do not hesitate to phone the Director of Boarding with your queries. It may be of benefit to encourage your son to make the contact if he is indeed worried about any aspect of hostel life.

Success in this matter lies in the understanding that the large community is, in some respects, reasonably inflexible. It is essential that boarders arrive at an understanding of what is acceptable and what is not, and why these things are so. A new boarder has to quickly realise that some social patterns will not fit the new situation and they must take steps to adjust their behaviour accordingly, rather than try to change the community.

Homesickness

Boarders: It is normal for young people, living in completely new surroundings and away from home to feel homesick. Often, homesickness reflects a very positive relationship with family and friends, as well as the home environment. We have included a number of observations on this problem; we feel that our suggestions may help your son to overcome this very real difficulty as quickly as possible.

1. We think it is important for them to realise that homesickness is perfectly normal and they are likely to feel homesick from time to time; rather than hide from it, it is something they should face.
2. It is important for you, as parents, to emphasise the need for complete involvement in and out of the classroom. The boy, who mopes around after school and misses classes because he feels sorry for himself, only compounds an already difficult problem. Involvement in sport, games, music and other activities is essential. This should be encouraged whenever possible.
3. It is our experience that sometimes one has to be "cruel to be kind". Initially, a complete break with the family should be made. Telephone calls should be kept to a minimum. Please discourage your son from ringing you constantly in the early stages. We have noticed many times that a boarder, apparently coping with the problem quite well, suffers a severe setback after ringing home.
4. It is important for you to realise that you will hear of, or experience the worst of your son's homesickness. Boarders will tend to write or ring when they are feeling at their lowest. They will also tend to exaggerate the worst features of the hostel in an effort to convince you to take them away.

5. Poor grades and difficulty with work are often closely related to homesickness in the early stages.
6. A recurrence of the problem is quite common after the first few weekends out, or after term vacations. However, it is usually overcome very quickly on returning to school. Further to this, too many day outings over the first few weekends can cause great difficulty for your son making the break from home. We encourage you to let your son experience, as much as possible, the normal activities of the boarding house and therefore suggest you do not prolong the break by taking him out too often during 'settling in' times.
7. Please encourage your son to see the Matron or Director if the problem seems to be reaching intolerable levels. Often, discussing the problem with someone not directly involved is of great assistance.

We do not wish to alarm you in any way, but merely to make you aware of a very common and usually short-term problem. It is also our aim to help you and your son cope with the difficult 'settling in' period. Understanding, patience, and firmness would appear to be the most important qualities necessary for a quick and relatively smooth adjustment to the new environment. Above all, please do not hesitate to contact the Matron or Director of Boarding if you wish to discuss the problem.

Parents: As well as your son experiencing homesickness, it is not uncommon for you, as parents, to feel 'homesick for your son'. The following are a few observations that might help you cope with your own 'child sickness'.

- The sense of loss may not be as obvious for you as it is for your son, because your daily routine continues. Acknowledging the sense of loss for you is important.
- When a boy goes to boarding school, there is a change in the structure of parenting because the daily dependence of the boy is no longer present. Your son will quickly establish an increasing level of independence and often, parents are caught unawares by this sudden move of their son from childhood towards the adult world. If your son is making this transition well it is a sign that, as parents, you have prepared him well for adulthood.
- Despite planning for your son to go into boarding, the reality comes suddenly - one day he is at home and the next he is not. Do not under-estimate the effect it may have on you and feel free to contact the Matron or Director of Boarding about your own concerns, as well as those of your son.

What to bring to Carruth House

Bedding

Students bring their own personal bedding. This is taken home at the end of each term:

- 2 sets of sheets and pillow cases
- Pillow/s
- 1 Duvet and duvet cover
- 1 Mattress protector
- Extra blanket if needed

Personal Clothing

- Singlets (if he wears them)
- 7 pairs of underpants
- 2 pairs of pyjamas
- Swimming shorts/togs
- Casual clothes for evenings and weekends such as shorts, T. Shirts, collared shirts, jeans, sweat shirts.
- Casual shoes, jandal and socks

Other personal items

- 3 towels
- Toiletries - deodorant (no aerosol), shampoo, conditioner, comb, shaving supplies, soap
- Shoe-cleaning outfit
- 2 large, heavy duty laundry bags for socks and underwear (can be purchased from Carruth House)
- Electronic devices – cell phones, laptops, tablets & iPods etc. We discourage game consoles.

WBHS UNIFORM

- 3 polo shirts with school monogram
- 3 pairs of standard grey shorts (zipper front and side tabs)
- 5 pairs of long socks with WBHS coloured bands
- Long light grey 'dress' trousers for winter (No jeans or cargo pants)
- 1 jersey with WBHS coloured neckband or 1 WBHS Sweatshirt.
- 1 school jacket or plain dark coloured waterproof jacket – no logos
- 1 Whanau T. Shirt for sport
- Black sports shorts
- Black, leather, lace-up shoes that can be polished
- Sandals (for summer, if preferred)

Hostel Dress Uniform ("Number Ones")

- 1 plain white long-sleeved shirt
- 1 school tie
- 1 pair long grey trousers and black belt
- 1 pair black socks
- 1 pair black shoes
- 1 black belt
- School blazer (compulsory for seniors, but not for juniors)

Grey shorts are worn on a daily basis by students in Years 9 - 11. Senior students may wear long dress trousers.

All clothes must be clearly marked with the owner's FULL NAME on nametapes. Extra nametapes may be left with the Carruth House office.

Uniforms can be bought from the local retailers or from the PTA 2nd hand uniform sale. Information on school website.

Parents should ensure that boarders have an adequate supply of clothing. Laundry is done daily by the laundress, and bedding is washed once a week.

A list of uniform to be worn by WBHS students is published by the school, and may change from time to time. Please ensure you check the school list (on the website) for any changes not noted in this handbook.

Guidelines for living at Carruth House.

Code of Conduct

Respect for yourself

- Act with integrity, honesty and dignity
- Be proud of yourself
- Take personal responsibility for your actions
- No drugs, vaping, alcohol or smoking
- Take care of personal hygiene.

Respect for others

- Respect the authority of Carruth House staff and prefects
- Treat people in a respectful manner
- Ask before using other people's property - 'borrowing' without permission is theft
- Use appropriate language
- Use good manners
- Consider the impact of your actions on others
- Be tolerant of others.

Respect for Property and the Environment

- Treat hostel and school property and facilities with respect
- No willful damage, vandalism and theft – these are considered serious offences and will result in disciplinary action.
- Use footpaths to protect gardens
- Keep dorms and the hostel living area clean and tidy.
- Report any damage to staff

Rights and Responsibilities

Student Rights

Everyone has the right to live and work in a safe environment without the threat or fear of being harassed physically, mentally or emotionally. All boys have the right to expect that their property, too, will be safe. It is understood that everyone in authority (Prefects, Staff, Principal and Board Members) are available to assist if these basic rights are being denied in any way.

As of right

- You shall live in a safe and secure environment
- You may study and learn free from interference
- You are under no obligation to "share" personal belongings with others

NOTE: If a student feels that his rights are not being respected and that the person to whom they have gone with their problem has not justly handled the situation, then it is his right (and even his responsibility) to take the matter up with others in authority - up to and including the Principal and Board of Trustees.

Student Responsibilities

It is the responsibility of all students to maintain the standards upon which the good name of the School and Hostel have been built.

- All school and Hostel rules must be obeyed at all times and in all circumstances.
- Respect the rights of others
- Show respect for seniority - those older than you and especially Prefects
- Show courtesy and good manners at all times
- Assist with the smooth running of the hostel by accepting the need to do chores and duties
- Help out with weekend duties when a number of boarders are away.

Remember that when a boy misbehaves he can expect to be reprimanded. Boys must learn to accept responsibility for their actions. However, no amount of punishment can be a substitute for common sense and self-discipline.

DAILY ROUTINES

Monday – Friday Mornings

TIME	
6:45am	Duty Prefect ensures all juniors are out of bed and having their showers. Matron arrives
7.15am BELL	Duty Prefect checks all seniors out of bed and having showers, Check juniors are on duty – kitchen boys to be on duty by 7.15. Laundry drop-off.
7:30am BELL	Inspection by Matron and Duty Prefect. Check beds, drawers, wardrobes, shelves
7:50am BELL	All students lined up in Year levels – Table heads in to dining hall. Breakfast. Morning notices.
8.30am BELL	All students clear hostel.
8.45am	Supervisor inspects rooms, dorm lock-up.
11.00am	Morning Tea – at School
1.30pm	Lunch – made at Breakfast and taken to school

Monday – Thurs Afternoons

3.10pm	Sign in then collect laundry (Town leave – see schedule)
3:45 pm	Junior afternoon sports – Tues & Thurs
4:00pm	Matron leaves.
5.00pm	Supermarket Leave
5.30pm	Back to Carruth House if on supermarket leave
6.00pm BELL	Dinner
6.55pm BELL	Ready for prep
7.00 – 8:00pm	Prep held in dining room
8.15pm	Supper. Laundry
9.00pm	Y9 Lights out- Year 10 prepare for bed
9.15pm	Y10 lights out.
9.30pm	Y11 prepare for bed
9.45pm	Y11 lights out - Y12 prepare for bed.
10.00pm	Y12 lights out.
10.30pm Check time	Y13 & Prefects lights out Lock up procedure, including bed checks and building security (doors locked). Duty masters shift finishes.

Town Leave
Schedule

Monday	Y11, 12 & 13
Tuesday	Y10, 11, 12 & 13
Wednesday	Y12 &,13
Thursday	Y9, 10, 11, 12 & 13
Friday	Only Y13

Friday Afternoons

TIME	
3.15pm	Sign in and then collect laundry. Sign out for weekend leave.
4:00	Matron leaves. Town leave
5.00pm	Supermarket Leave
5.30pm	Back to Carruth House if on supermarket leave
6.00pm BELL	Dinner
7:00pm – 7:45pm	Prep
8:15pm	Supper
10:00pm – 10:30pm	Students to bed at discretion of duty master Dorms lights out at 10:00. Senior lounge locked
10:00 pm	Night Supervisor starts. Diary filled in, handover. Lock up procedure, including bed checks and building security (doors locked).

Saturday

7.45am	Duty Master shift starts. Handover from Night Supervisor
8:00am BELL	Get up, subject to Hostel/Sports arrangements
8:30am BELL	Breakfast and roll check
	Students to make their beds, tidy cubes after breakfast.
9:00am – 9:30am	Students with sporting commitments advise duty staff, sign out and depart. (This may be earlier)
9.45 BELL	Inspection of dorms
10.00 BELL	All students report to Dining Room at 10.00 House Master allocates duties 10.30 – 12:00
12.30 BELL	Roll call and Lunch
1.00	Town leave and free time Students must sign out and in with duty master
3.00	Duty master shift change.
3.15	Students must be back in hostel unless special permission given by duty master
3:30pm BELL	Afternoon Tea and roll call
3:45pm	Free time /sports
4.45 pm	Supermarket Leave. (back by 5:30)
6.00 BELL	Dinner.
7:00pm – 9.45	Evening programme, as arranged, free time
9:00pm	Supper
10:00pm – 10:30pm	Students to retire at discretion of duty master Dorms lights out at 10:00. Senior lounge locked
10:00 pm	Night Supervisor starts. Lock up procedure, including bed checks and building security (doors locked)
10.30pm	Y13 & Prefects lights out. Duty masters shift finishes.

Sunday

7.45am	Duty Master shift starts. Handover from Night Supervisor
8:30am BELL	Get up, subject to Hostel/Sports arrangements
9:00am BELL	Breakfast and roll call
	Students to make their beds and tidy cubicles after breakfast
10.00 BELL	Inspection of dorms
9:30am – 10:00am	Students with sporting commitments and or church leave to advise duty staff, sign out and depart. Inspection of rooms before signout. (This may be earlier)
10:00 BELL	All students report to Dining Room House Master allocates duties
12:30pm BELL	Roll call Lunch Duty staff in Dining Room
1:30pm-3:30pm	Hostel outings may be organised Town leave may be arranged Sport on the field or swimming
3:00	Duty master shift change
3:30pm BELL	Afternoon Tea and roll call
3:45pm	Free time
4.45pm	Supermarket Leave
5:30 BELL	Roll call
6.00pm BELL	Dinner
8.15pm	Supper. Laundry.
8.45pm	Year 9 prepare for bed
9.00pm	Y9 Lights out. Year 10 prepare for bed
9.15pm	Y10 lights out- showers locked.
9.30pm	Y11 prepare for bed
9.45pm	Y11 lights out - Y12 prepare for bed
10.00pm	Y12 & Y13, lights out.
10.30pm	Lock up procedure, including bed checks and building security (doors locked). Duty masters shift finishes.

HOSTEL BOUNDARIES

Areas out of bounds:

- The Carruth wall (after school hours)
- The school (after school hours unless permission granted)
- The laundry
- The swimming pool and fields (without permission)
- The kitchen (except when on duty)
- Carruth Hostel on weekdays during school hours (excluding the dining hall during intervals and lunchtimes)

Exceptions to the above may be made at the discretion of the hostel staff. Boys must always be within the bounds of the Hostel, unless they have leave

LEAVE

Leave is not a right, but a privilege and students should be mindful of this at all times.

Legally, students come under the control of the school from the time they leave their own gates at the start of the term until they arrive inside their own gates at the end of the term, unless delivered and picked up by their parents (in person), at which time parents assume the responsibility.

Between these times, the boys are the legal responsibility of the Hostel. Therefore, certain rules must apply. These are agreed to when the students and parents sign the application to stay at Carruth House.

Unless students are prepared to accept and abide by these Leave Rules then leave privileges may be withdrawn for a set period of time. At all times good sense will be the guideline.

General

As caregivers, hostel staff need to know where boys are at all times. A logbook and the Sign In/Out chart in the Dining Room is used for boys leaving from and returning to the hostel. All boys must **sign out** with the Duty Master (this includes weekend and overnight leave) and **sign back in** immediately on his arrival back to the Hostel.

Types of Leave

- **Weekday Town Leave (in uniform) between 3:30 and 5:15:**

Monday-	Years 11, 12 & 13 only
Tuesday-	Years 10, 11, 12 & 13 only
Wednesday-	Years 12 & 13 only
Thursday-	Years 9, 10, 11, 12 & 13
Friday-	Years 9, 10, 11, 12 & 13

- **Weekend Town Leave:** Boys may sign out for town leave after lunch on Saturday and Sunday, and be back by 3:30 roll call

Should any boy wish to visit a private household during Town Leave, they must inform the Duty Master and ensure that those they intend visiting have the correct permission.

- **Overnight Leave:** Students who wish to spend a weekend night out of the hostel, parents must complete a leave application on Boardingware before the requested leave day. This is essential as the kitchen staff plan weekend meals in advance.

Before leave is approved, boys must have written consent (fax, letter or email) from their parents AND their hosts no later than midday Thursday. Boys going on overnight leave may depart from the hostel after 4:00pm and return no later than 10:00am the following morning.

- **Full Weekend Leave:** Boys may go home after they have fulfilled sporting commitments or even come back for it. When boys leave the Hostel for the full weekend, parents must apply for leave on Boardingware no later than **midday Thursday** before the weekend in question. This is essential as the kitchen staff plan weekend meals in advance.

Boys going on Full Weekend Leave should return by 9.00p.m on Sunday evening or before school on Monday.

- **Sports Leave:** Permission will be granted for boys to take part in sporting and cultural activities provided the correct procedures have been followed. Boys must check out before leaving and inform the Duty Master of their return. Late meals can be organised if the kitchen is informed in advance.
- **Early Leave:** Should any circumstances require boys to leave the hostel AND school before the end of term (or during the week), permission must be obtained by parents from the school. Should boarders require early leave on a regular basis, parents are asked to contact the Hostel and appropriate Year Level Dean on each occasion. This prevents the occurrence of any misunderstandings.
- **Sick Leave** – if a boy are too sick to attend school they may be required to go home until they are better. The Matron will advise the school if they are sent home from the hostel. If a boy has been granted permission by a parent to be away from school, (e.g. after a leave weekend) the parent should notify the school of the absence, and the reason. Failure to do so will result inevitably in the boy being marked as truant on the school's roll.

While Carruth House may grant leave from the Hostel, the permission to be away from school remains with the school itself.

Late Dinners

Please note that late dinners can only be provided for those returning from leave if they have been organised with the kitchen in advance. Any changes to leave plans must be communicated to staff as soon as possible so catering arrangements can be changed accordingly.

Transport

When leave is applied for in Boardingware please add a note as to how he will be going home e.g. picked up or bus etc. Parents are responsible for booking and payment of buses and are asked to liaise with hostel staff in this regard.

Exeat Weekends

Once a term all boarders are sent home for the whole weekend (typically Friday 5:00pm to Sunday 4:00pm) in order to allow staff to recharge their batteries, give the boys a well needed break with families, and to allow some maintenance and/or spring cleaning to be done at Carruth House.

There will be no supervisory staff at Carruth House over this period so staying in over an Exeat Weekend is not an option.

All boarders are to return after an Exeat Weekend on the Sunday before dinner unless arrangements have been made with the Director of Boarding for a later return.

School Holidays

The Hostel closes at 5:00pm on the last day of term and opens at 4:00pm in the afternoon before the first day of the new term. We ask that parents do not return students before 4:00pm as staff may not be there.

Dining Hall Expectations

- Footwear are to be worn at all times in the Dining Hall (An OSH regulation)
- As a mark of respect, no hats or caps are to be worn in the Dining Hall
- No sitting on tables
- From Monday to Thursday boys are to wear a collared shirt and tidy trousers/shorts to dinner
- Hands should be washed before coming to any meal and/or disinfectant spray used.
- Students to enter the dining hall silently, by year level and remain standing behind their chairs until being asked to be seated by the duty Master.
- Grace is to be said by the Duty Prefect at breakfast and dinner. Boys are to stand silently with head bowed and hands behind the back.
- Phones and iPods are not to be used in dining hall during meals.
- Talk at the tables should be polite and quiet. There should be no talking between boys at different tables.
- Boys are to adhere to table etiquette, such as the correct use of cutlery, pouring of water and manner of eating.
- Notices are done before breakfast and students may leave the dining hall after 8.15
- Notices are done after dinner and students are dismissed by the Master on Duty - either table at a time or year levels as appropriate.
- The order of serving and washing of dishes rotates between tables at Dinner on Monday to Thursday. Weekend dishes are rostered by the Duty Master on Friday night.
- Duties are rotated within tables– not just done by juniors
- Food scraps are scraped neatly into pig bins. Any food falling out of the pig bin to be picked up by the boy causing the spill
- Dishes stacked sensibly in blue bin
- Cutlery placed in cutlery bin
- Tables wiped so that food does not drop on floor. Please use two hands to squeeze out cloths
- Chairs are to be stacked on top of tables in maximum of two chairs per stack.

Kitchen Rules

1. Everyone must wear hats and shoes in kitchen at all times – staff and students.
2. Supervising duty staff are responsible for ensuring the kitchen rules are followed by students.
3. Boys are not to go into the kitchen without a supervising staff member.
4. Boys are not to use kitchen as easy access to laundry.
5. No boys are allowed access to the main chiller and pantry.
6. Senior housemaster or Director are the only staff who are allowed access to the main chiller and pantry, and only for exceptional circumstances. If anything is taken when kitchen staff are not on duty, leave a note for Kitchen staff.
7. Carruth House bowls are not to be used for noodles or other snacks outside of meal times. Boys either bring their own bowl, or buy noodles in a cup.
8. Carruth House cutlery and cups must stay in dining room.
9. Cups and cutlery are stored in kitchen and are off limits outside meal times.
10. Bowls and side plates are locked away and only for meal times.
11. When using the microwave, food must be covered. Any mess must be cleaned up by the person making the mess.
12. Boys are not allowed to use staff tea and coffee.
13. Dishwasher needs to be cleaned and emptied after supper for the following day
14. The main kitchen and dishwasher / serving area must stay clean, the way kitchen staff left it at the end of their shift. All dishes must be done and area clean for morning staff. Supervising staff are responsible for ensuring this is done.
15. Supper boys must take out Rubbish bags
16. No one is to help themselves to any chiller food without kitchen staff approval.
17. Late dinners will be labeled and left in the main kitchen fridge.
18. Any personal boys' food can be stored in the main kitchen fridge or freezer. It must be covered and be labeled with the date, what it is (if necessary) and boys' name.
19. Packed lunch requests must be written on the board the day before.
20. Late dinners must written on the board before 5.30 pm. Boys must write up their own names, Early breakfast requests – boys must pre-arrange with kitchen staff the days and times required.
21. Platters must be written on the board the day before - note how many boys it is for, and what time required. This will be labeled and left in the main kitchen fridge.
22. All weekend special request platters (e.g. for sports teams) or special outings need to be written on the board by Thursday otherwise will be declined.

MEALS

Attendance

All boarders who do not have leave must attend meals whether they wish to eat or not. Each boy has his own specific seat in the dining room – please ensure you are seated in your own seat. Punctuality to all meals must be enforced. The House Master on duty is in control of the Dining Room. He or she will ensure correct dining room etiquette is adhered to at all times.

Duty Prefect

The Duty Prefect will call diners to order each evening and will say grace. The Duty Prefect must also monitor the behaviour of all boys in the Dining Room.

Table Head

The Table Head is responsible for ensuring the boys, on their own tables; behave with decorum at all meal times. They will also ensure that everyone receives their fair share of food and drink. These senior members of the Hostel will also inform the Master if boys are behaving inappropriately in the Dining Hall.

Dress

Acceptable standards of dress and general tidiness are to be observed at all times. Overcoat, jackets, scarves and hats must be removed before entering the Dining Room. Sports gear, athletic singlets, knee length bush-shirts and raincoats are unacceptable for wearing at mealtimes. Footwear must always be worn in the Dining Room. Hands, face and legs must be clean. Each evening, Monday to Thursday, the boys must wear a collared shirt to dinner.

Seating

At each table, there will be a mix of boys of different age levels. Seating arrangements must remain the same for the duration of each term. The Dining Room seating plan is changed every new term to encourage boarders to mix with as many boys as possible.

Noise

The noise should never become so loud that boys have to use more than a normal speaking voice. Boys may talk to their immediate neighbours only - or those opposite them at the table. If the Duty Master wishes to address the boys, eating utensils must be put down and **talking must stop.**

Manners

It is important that we maintain a high standard of table manners; boys should observe the following rules:

- Ask for food to be passed to you rather than reach across someone
- Cutlery should be held and used correctly
- Food should be properly chewed and not simply crammed into the mouth

Drinks

Fresh water is available in the Dining Room at all times. Boys must not remove glasses from the Dining Room.

Fast Foods / Junk food

The Hostel does not encourage boys to eat fast foods or junk food from the supermarket before dinner. Care is taken to ensure that meals are nutritious and we ask that parents reinforce this message at home. On the odd occasion that fast food is purchased all related rubbish must be discarded, or this privilege may be withdrawn.

Please ensure your son is alert to the dangers of poor choices in relation to foods, and that they are not given excessive pocket money for junk food.. Studies have shown that excessive junk food can impede learning and wise decision making.

ACADEMIC PROGRESS

Carruth House has a responsibility to parents of students to ensure that each student is maximizing the opportunities available to them to make, as far as they are capable, academic progress.

The Director of Boarding is given this responsibility for this, and, through his or her staff, he or she is to follow the boys' progress by:

- Offering help to any student who requests it.
- Checking on homework through homework notebooks/diary.
- Following up any comments on a student made by teaching staff, with the student concerned.
- Follow up any concerns with the appropriate teachers at school.

Each staff member will be encouraged to give as much assistance as possible in their own subject strengths. They may be by:

- Giving individual help at the student's request.
- Taking group tutorials.

Students are to be encouraged to take pride in their academic achievement and to do the best they possibly can, by:

- Developing good personal study habits.
- Co-operative learning through sharing information, notes and assisting one another.

PREP

Homework is done in “Prep” (short for preparation time). It is a very important part of Hostel life and a major reason why Boarders perform so well academically.

The objectives of Prep are to:

- provide an environment conducive to quality study
- promote good work habits and time management skills
- to provide an opportunity for group work and/or tutor groups
- to finish homework tasks
- to motivate and improve reluctant learners
- to provide guidance

Prep times from Monday to Thursday are as follows

Junior and senior Prep: 7pm – 8:30pm (Supper 8:15pm)

Friday evening prep: completed in dorms

All Boys do their Prep in the School classrooms under the direct supervision of the Housemasters.

Guidelines:

- Prep is under the direct control of the designated Duty Master.
- No walking around and no talking.
- Boys must bring their school diary, to be checked and signed by the Duty Master on a regular basis.
- Boys bring all materials with them to prep and are not able to leave once prep starts.
- All boys must have a suitable library book with them in Prep (e.g. novel / biography / short story anthology), for reading if homework has been completed.
- Boys who need help must raise their hand and wait for the Duty Master to assist them
- An iPod (or similar device) with ear plugs or headphones may be used during Prep, at low volume and at the discretion of the Duty Master. One user per device.
- Laptops and tablets may be used in prep for homework only.

If a student has an activity (e.g. basketball etc.) that meets during Prep time, he must first obtain permission to miss Prep. Permission will be granted only if the Duty Master is sure that afternoon Prep is done before the activity begins. Boys will not be granted town leave on a day that they miss Prep. Afternoon Prep can be done 3:30pm – 5:15pm in the Dining Room.

REPORTS

School Reports

Like all students at Whangarei Boys' High School, Hostel boys will receive a progress report towards twice a year and you will receive regular contact from Michael Gilmour Director of Boarding.

Hostel Reports

A written report is sent to the parents of all boarders in their school report. This report reflects general behaviour, co-operation, social adjustment and attitude to prep. Parents are welcome to

contact the Director of Boarding or Matron at any time to discuss their son's behavior, academics or any other matter.

LAUNDRY

The Laundress, who operates during weekdays, takes care of boys' laundry needs.

Daily Procedures

- Boys take their dirty washing to the laundry in the morning and then pick up clean laundry after the 3:10pm roll check.
- No boys are to be in the laundry without a staff member.
- Ironed shirts are to be hung in wardrobes.
- Students not requiring their Number One's should have them stored in the laundry storeroom.
- All clothes are CLEARLY NAMED. The sewn on labels are the best. Clothes not marked will be put aside. Un-named property can be collected from the laundress after school.
- All students need to have two laundry bags for their socks and underwear.
- Socks, shirts and underwear are to be changed daily

Linen Change

- **Green Dorm** – Tuesday
- **Blue Dorm** - Wednesday
- **B Dorm** – Thursday
- **A Dorm** – Friday

Winter Sports Gear

All winter sports gear, including practice gear, must be hosed, hand-washed and scrubbed outside.
Sports boots and shoes can be dried in the laundry by asking the Master on Duty.

Miscellaneous

Please see the Matron to organise the following (but give her some notice!):

- Clothes to be mended
- Dry-Cleaning
- Special washing or ironing

DORMITORIES

Behaviour in the dorms is to be of a high standard otherwise access may be restricted.

The following behavior is not allowed

- Using any sports equipment
- Running, climbing on beds/cupboards
- (pillow) fights
- Bed flipping
- Removing mattresses from beds
- Going into another boy's cubicle without their permission

Fire exit doors must not be left open.

No electric heaters, electric blankets or hair straighteners, due to fire risk.

Access to dorms

Boys have unrestricted access to their OWN rooms and dorm cubes after school and during weekends.

They are allowed to enter a friend's cube only if permission has been given by the person concerned.

Boys are not allowed into the dorms during the school day (8:30am – 3:10pm) without the specific permission of the Matron or Director.

Boys are not allowed in each other's dorms.

Dorm Cleanliness

The Duty Master or Matron inspects the dorms every morning. All boys are to be in attendance for the dorm check. If the dorm is not being kept tidy, an afternoon dorm inspection may also take place, at the discretion of the Duty Master.

- Beds well made. Shelves, desks clothes bins and floor area tidy. Curtains open
- Towels to be placed straight over the towel rail
- No clothing or other items to be left on the floor, beds, windowsills, tops of wardrobes or behind the furniture
- No clothes, shoes or towels to be hung out of the windows
- Clothing hung in wardrobe or neatly folded in drawers.
- Wardrobes and drawers to be periodically checked
- Rubbish bins are to be emptied
- Valuables and electronic devices locked in cupboard when not being used.
- Personal hygiene (clean uniform body odour / shaving) checked
- Correct uniform checked
- Dirty washing taken to laundry
- Dorms vacuumed each morning
- Showers and toilet areas are tidy and ready for cleaning
- Mattresses put u for airing on linen laundry day

Sports Boots / Winter sports gear

- No dirty or wet sports boots in the dorms. Boots are to be cleaned and dried before they can be taken back into the dorm, and are to be removed before entering any building.
- All winter sports gear, including practice gear, must be hosed, hand-washed and scrubbed outside.
- Sports boots and shoes can be dried in the laundry by asking the Master on Duty.

Lights Out

No one is to be out of bed after lights out unless they have genuine sickness or emergency reasons. Prefects may move about their dorms to perform their duties only.

Personal hygiene

For the wellbeing of all boys living in a group environment, it is important that boys have a high standard of personal hygiene and cleanliness.

- Boys are responsible for their own toiletries - toothpaste, soap, shampoo, deodorant, shaving supplies hair brush and shoe polish. These can be purchased while on supermarket leave as needed.
- All boys must be clean-shaven for school
- Hair shall be combed or brushed before breakfast each day. Boys are expected to make their own appointments for haircuts outside of school hours.
- Aerosol deodorant and hair straighteners are not permitted in the hostel
- Hair cutting or dyeing equipment is not permitted in Carruth House.
- Students' hair must be clean and tidy at all times with no extremes of fashion acceptable. Please see WBHS Uniform policy.
- The only jewelry permitted to be worn with the school uniform is a watch or Medic-alert bracelet. No rings, earrings or necklaces.

Showers

- All boys must shower once per day before breakfast and again after a physical activity or before dinner or bed time.
- Boys in sports teams must shower immediately following a practice or game, but must ensure they are punctual for dinner (unless special arrangements have been made)
- Showers must be turned off and left in a clean and tidy state
- Towels are to be hung neatly on towel rails, in room after showers
- The showers are out of bounds to boys unless they are taking a shower
- The single shower / bathroom is out of bounds.

RECREATION

After school sports

Prefects and Housemasters' organise afterschool sports two afternoons a week for Juniors. This includes rugby, soccer, touch or basketball, on the school fields or gym.

Carruth House recreation facilities and lounges

There is a table tennis table, basketball hoop and boxing bag available for boys to use during any free time. The junior and senior lounges have freeview TV. Seniors also have access to the pool table and table football in their lounge. Access to these facilities and lounges may be revoked by the Director if they are not being used appropriately.

Carruth House Inter-house competitions

Carruth House holds a series of inter-house fun competitions throughout the year – swimming, table tennis, basketball, football, tug-of-war, quiz night and other events are organized between the four Carruth Houses – Brown, Bull, Dean and Gwilliam (named after long-standing Carruth Housemasters from the 1970's and 1980's).

Fields and tennis courts

Boys may use the school fields and tennis courts during free time after school and weekends. Juniors must be supervised by either a senior student or housemaster if they are playing on the field, or be given specific permission to go.

Swimming Pool

When the school pool is open (Term 1 and Term 4) boys may use the pool after school and on weekends provided there is a supervising Master present. Safety rules and WBHS rules apply at all times at the swimming pool - no pushing or fighting and no litter in or near the pool area.

Sports and Community facilities in town

Boys can join Kensington gym or other sports groups and facilities in town, including Youth Group, with the permission of the Director and their parents. This privilege may be revoked by the Director if it is abused.

Weekend activities

Boys who are busy are those who gain the most from Hostel life. Boys are encouraged to play a Saturday sport or belong to a club or activity that meets regularly on a Saturday.

Generally, boys will have the afternoon free and may apply for leave from the Duty Master or can have their parents pick them up and take them home for weekend leave.

Each term the Housemasters and prefects will arrange an organized weekend activity or sporting event to attend, which boys may sign up for

STUDENT LEADERSHIP

Prefects

Prefects are an important part of life at Carruth House. Along with being 'big brothers' and role models for the juniors, prefects take on leadership roles within the hostel, helping staff take care of boys and organising activities.

Each Prefect is directly responsible for the general welfare of the boys in their dormitory. After lights out the Prefect is the first port of call for boys who are sick and need the attention of Hostel Management.

They also ensure all boarders meet their responsibilities and contribute to the daily routines. They work closely with Hostel Management.

Prefects are responsible for:

- Ensuring each boy has completed his assigned duty correctly
- Supporting the Masters on daily supervision and pastoral care of boarders
- Assisting with the organisation and supervision of planned activities
- Providing role models for younger members of the Hostel community
- Supervising boys at their dinner table
- Ensuring all boys are in bed on time, with lights out and that they leave their cube/room tidy
- Maintaining a quiet atmosphere in his dorm after lights out so that all boys can get a good night's sleep
- Ensuring no general rules are broken in his dorm (e.g. unauthorised access, scuffling, vandalism)
- Reporting any misbehaviour to the Duty Master in relation to dorm procedures (e.g. talking after lights out)
- Providing pastoral support for members of his dorm, particularly when boys are experiencing difficulties
- Prefects are able to issue 'rocks' within the framework of the Carruth House Behaviour Management Matrix



Cole Tilly
Head Boarder 2021

Prefects do not have the authority to:

- Physically harm or "man-handle" other boarders
- Humiliate or, in any way, affect the emotional well-being of any other boarder

This role provides Prefects with the opportunity to take on responsibilities and to develop leadership and organisational skills in a positive and supportive environment. The position of Prefect at Carruth House is traditional and held in esteem by students, parents, staff and the School Board. The contribution they make to the life of the Hostel is acknowledged accordingly.

EMERGENCIES

The boys' safety and health is of prime concern and should be highest priority.

In the event of an emergency, boys are to follow the instructions of the Director, or Duty Master in his absence.

Every effort is made to ensure the security and safety of all boarders. However, in the event of a serious accident/emergency/major incident, hostel staff will follow the procedure outlined below:

- Ensure the safety of students first.
- If any boy has to go to hospital or get medical care as a result of an emergency, a hostel staff member will accompany them.
- Parents/caregivers are to be contacted, as soon as possible, after the event.
- All incidents are to be fully documented, kept on file and a copy of all reports passed to the Principal.

Fire Alarm

The Hostel alarms are connected directly to the Fire Brigade. **Fire drill will be practiced once a term.** If you discover a fire, clear the area and inform the Duty Master immediately. Boys must familiarise themselves with the Emergency Procedures, which are found prominently displayed around the Hostel.

- A Fire Alarm is indicated by a continual ringing of the notice bell or fire alarm bells
- Leave the dorm immediately and go to the grass area across the road from Green Dorm.
- Line up in dorms, organised by each dorm prefects
- Prefects to assist boys from the dorm exits and close doors and windows if possible.
- Fire Warden (Director or. Duty Master) to do final check of all dorms and lounge areas.
- Roll call by Fire Warden Wait for all-clear or further directions by Fire Warden.

NOTE: Any boy who falsely sets off a fire alarm switch, damages a heat sensor, or sets off a smoke alarm will be charged for the Fire Brigade call out (**approx. \$1,200**) and may face prosecution by the Fire Service.

MEDICAL NEEDS

The health and safety of the boys while living at the hostel is a high priority for all Carruth House staff. The Matron, Director, or senior duty master, are the first point of contact regarding any medical needs. In the event of an injury or illness, boys will be taken care of in sickbay, medical treatment will be arranged, and if necessary sick boys will be sent home to recuperate. Hostel staff will contact caregivers as soon as possible to advise of any medical concerns.

Boys - If you are unwell, or an emergency arises, inform the Matron or senior duty master as soon as possible. During school hours, go to Te Awatea first. You must have permission from the Matron or Director to return to the hostel and be absent from school in the case of illness.

If you are at home – don't return to Carruth House while still unwell.

Parents / caregivers - please ensure all immunisations are up to date, and advise the Director or Matron of any changes to student health records, medical concerns or medications. Advise the Director or Matron of any medications, dosage, and when they need to be taken, via email or in writing.

Please also advise the Matron of any medical appointments made.

Any costs for doctor's visits and medication are the parents/ caregivers responsibility and will be invoiced, if paid by Carruth House.

MEDICATION

All prescription and non-prescription medication is to be handed into the office – given either to the Director or Matron, and will be stored in a locked cupboard in the office. Any medication given to students is given by the senior duty staff and is recorded in the medication log.

EMERGENCIES

If a student requires urgent medical care for an illness or injury -

- A staff member will take the student to White Cross Accident & Medical Clinic at 121 Bank Street (ph 470 1083) between 7:30am and 8:00pm Monday to Friday and 8:00am and 8:00pm on Saturday & Sunday; or
- Outside of these hours he will be taken to the Emergency Department of Whangarei Hospital in Maunu Road (ph 430 4100)
- The primary caregiver will be contacted as soon as possible.

NON EMERGENCIES

For non-emergencies, boys will be taken to Central Family Health Care at 7 Mansfield Terrace (ph 430 0901), or White Cross. The primary caregiver will be contacted as soon as possible.

SICKNESS

Students can stay in the Carruth House sick bay if sick enough to be off school. Due to the risk of any contagious sickness spreading through the hostel and school, boys will be sent home as soon as possible to get well.

MISCELLANEOUS

Bicycles and skateboards

- Students are permitted to have a bicycle or skateboard / longboard at the hostel.
- Bicycles are to be locked in the bike shed
- Skateboards can be kept in cubicles, out of the way (not used in dorms).
- At all times students must obey the law relating to use of a bicycle, this includes wearing a helmet.

Damage to Hostel property

Report damage of any sort to the Duty Master immediately. Depending on the circumstances, parents of the boy(s) responsible may be charged for repairs.

Vehicles

Permission may be given for cars and motorcycles to be brought to school by Year 13 students only. The vehicle application form must be signed by parents / guardians and the Director of Boarding. The privilege of having a car at Carruth House may be withdrawn by the Director at his discretion. No passengers, unless express permission has been granted by the parents and Director. Vehicles are to be parked on Kent Road outside the hostel.

Visitors

Visitors, especially parents and caregivers are welcome at any time during the day or evening. We ask that visitors do not go into the dorms unless permission has been asked. This is in the interest of the boys' privacy and safety.

COMMUNICATION

Communication is one of the most important issues for both boarders and parents. The following phone numbers may be helpful.

Please avoid phoning during dinner (6 – 6:45pm) and prep (7 – 8:00pm).

Carruth House Main Office (09) 430 4179 via WBHS reception (09) 430 4170 ext 753

Director of Boarding mobile – 021 242 1108

Carruth House staff can also be contacted directly via email, often the most effective way of contacting staff.

Hostel telephones

- Landline phones are for the use of all members of the hostel.
- To ensure reasonable access for everyone, keep phone calls short - no more than 10 minutes
- No calls are to be taken or made during meal time, meetings, Prep and after lights out.
- Students are not to congregate around the student phone.
- Noise around the phone should be kept to a minimum.

In-coming calls:

- Students will be called to the Dining Room over the intercom for phone calls.

Out-going calls:

- Students must have permission from a staff member to use the office telephone. There is a toll-bar on the hostel phones – if a student needs to make a toll call, the Duty Master will enter the access code for the call.

Mobile phones

Boys are encouraged to use their own phones for calls where possible.

No calls or texts are to be taken or made during meal time, meetings, Prep and after lights out.

WIFI / INFORMATION AND COMMUNICATION TECHNOLOGY

INTERNET ACCESS, USE OF LAPTOPS, MOBILE DEVICES, GAMING AND OTHER ELECTRONIC DEVICES

- Boarders are welcome to bring an ICT device to the Hostel for school and personal use.
- Whangarei Boys' High School Information and Communication Technology Policy and Management Procedures apply to the use of ICT at Carruth House at all times, and apply to both students and staff. These policies and procedures apply to the use of school ICT equipment and personal devices, while using the school wifi network or personal internet connections while at the Hostel.
- An ICT device means any portable electronic device not owned by the school. These include, but are not restricted to a laptop, notebook, netbook, tablet, mobile phone, portable memory drive or stick, iPod, MP3 player, gaming device, TV, DVD player or other gaming or video equipment.
- However, the use of any ICT device and access to the internet while at Carruth House is a privilege, not a right, and is at the discretion of the Director of Boarding. This privilege may be revoked by the Director or a member of staff if such equipment is used inappropriately, or if it is deemed to be a necessary sanction.
- Duty Staff may confiscate a student's ICT device for inappropriate use. If confiscated the device will be stored securely in the Carruth House office, and recorded in the logbook .
- Cyberbullying, harassment, accessing inappropriate material, or doing anything online to put others or themselves at risk considered a serious matter by Carruth House staff, and will be dealt with appropriately.

- Wifi internet access is available throughout Carruth House between 7:00am and 10:00pm. The school uses an internet filtering system to safeguard all users while using the school wifi network.
- The school, Carruth House or Carruth House staff will not be held responsible if a personal device or other item is lost, stolen, damaged or misplaced. All boys have a lockable cupboard in which to store valuable items, or they can be stored securely in the office. Boys are strongly encouraged to take responsibility for the security of any valuable personal items brought into the Hostel.
- Please make sure all electronic devices are sufficiently insured to cover any loss or damage while they are at Carruth House.
- It is recommended that all ICT devices are password protected, and passwords are not shared, to prevent unauthorised access. WBHS or Carruth House will not be held responsible for unauthorised access by other students to a student's devices or their online accounts.
- All devices are to be clearly named.
- Mobile devices are not to be used at meals, prep or after lights out.
- Copies of the WBHS ICT Policy are available from the WBHS office, the website or IT Manager.

HOSTEL RULES

Rules and guidelines are essential for the smooth running of the hostel and cannot cover every situation. High personal standards and commonsense are expected from both staff and boys.

School Rules

- Boys should remember (at all times) that their behaviour reflects on the School and they should always act and behave accordingly
- Boys should remember (at all times) that the facilities and environs of the School are the responsibility of all members of the School community
- Boys are under School discipline from the time of leaving their homes until they return
- Boys must not leave the School grounds during school hours without permission
- Damage to School buildings and property must be reported at once to the front office. Wilful or careless damage must be paid for
- All clothing, books, bags and other property must be clearly named
- Skateboards are not to be used within the school grounds
- Chewing gum is prohibited in or about the School and Hostel grounds
- The uniform of the School must be worn by all pupils and maintained in a clean and tidy condition. Jandals are prohibited
- The school hair code must be followed. Boys must be clean-shaven
- Jewellery, other than a wrist-watch, must not be worn to School
- If students wish to wear a necklace for cultural reasons, it must be hidden at all times
- Smoking is prohibited, as is the possession, consumption and conveying of drugs and alcohol

Hostel Rules

- Boys must attend all meals
- Boys must not run inside hostel buildings
- Taking short cuts across lawns is prohibited
- Swapping personal belongings must not take place without the knowledge and consent of the Director of Boarding and the parents of all concerned
- Sports must not be played close to the Hostel or School buildings or shrubs
- Caps or hats are not to be worn inside Hostel buildings
- Boys should not carry valuables or money in excess of their pocket money. Valuable items should be kept in the office and not be left in dormitories unless locked in own cupboards with padlock. All cash over \$5 should be placed inside the safe in the office.
- Hostel Meetings are held every Wednesday at 6:45pm to review procedures, give notices and acknowledge achievements etc.
- All students will be required to partake in rostered duties
- Fireworks are prohibited
- Only Year 13's are permitted to bring cars to the Hostel with Consent Form

HOSTEL DISCIPLINE

Boarders are expected to comply with Carruth House and WBHS policies, procedures and rules. The hostel has a structured discipline system for addressing misbehaviour, with a focus on encouraging boys to take responsibility for their actions. Bullying, fighting, theft, drugs and alcohol are considered serious offences and are dealt with appropriately.

Serious Offences

The following are considered particularly serious by the Director of Boarding, Board of Trustees, Principal and Hostel Staff and will be dealt with accordingly:

- Physical violence
- Intimidation
- Bullying
- Sexual misconduct
- Vandalism (including deliberate setting off or tampering with any Fire Alarm equipment)
- Drug offences
- Drinking liquor
- Smoking
- Continual harassment
- Verbal violence
- Theft (Note: "Borrowing" without first obtaining the owner's prior permission will be classified as "theft")
- Out of Bounds at night
- Possession of pornography
- Possession or use of any weapon

These are not the only punishable misdeeds and boys should act with commonsense at all times.

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Gating

For fairly serious breaches of the rules, boys will be gated. This means that for a designated period of time all leave privileges are withdrawn and boys may not leave the hostel grounds.

Suspension and Exclusion

Where 'Rocks' and Gating have been unsuccessful in encouraging a boy to take responsibility for his own actions or where a serious offence is concerned, the Principal will be informed and this may ultimately lead to involvement by the Board of Trustees Disciplinary Committee.

Carruth House Boarding Behaviour Management Matrix

LEVEL	STATUS	EXAMPLE OF INCIDENT	ACTION BY	SANCTIONS AVAILABLE	PERSON RESPONSIBLE	WHO TO INFORM	HOW IS THIS INFORMATION SHARED
1	MINOR	<ul style="list-style-type: none"> • Failure to obey simple instructions / house procedures • Failure to do hostel job 	MoS on Duty Prefect	<ul style="list-style-type: none"> • Reprimand with a verbal warning. 	MoS on Duty Prefect	N/A	N/A
2	REPEATED ACTIONS OR DISRUPTION	<ul style="list-style-type: none"> • Repeats of Level 1. • Late for roll check. • Late for meal time. • In another cubical in your dorm 	MoS on Duty Prefect	<ul style="list-style-type: none"> • Carruth House service (e.g. putting chairs up, sweeping dining hall, litter picking etc.) 	MoS on Duty Prefect	MoS on duty informs other House staff.	<ul style="list-style-type: none"> • House diary. • Recorded on "Rocks" sheet. • Recorded in Carruth House behaviour record sheet.
3	REPEATED DISRUPTION. FAILURE TO RESOLVE THE PROBLEMS AT LEVEL 2	<ul style="list-style-type: none"> • Failure to resolve problems at Level 2. • Failure to "sign in or out". • Use of any offensive language to others (not including staff). • Disruption at bed time. • Missing prep. • In another dorm 	MoS on Duty Prefect	<ul style="list-style-type: none"> • "Rocks" for one afternoon. Repeated behavior (3 Rocks) will result in Gating) 	MoS on Duty Prefect	MoS informs Dir. of Boarding	<ul style="list-style-type: none"> • House diary. • Recorded on "Rocks" sheet. • House behaviour record sheet.
4	BLATENT DISOBEDIENCE. CONTINUAL REPEATED DISRUPTION.	<ul style="list-style-type: none"> • Continuation of Levels 1, 2 or 3. • Blatant disobedience. • Out of bounds on site. • Bed "flipping". 	MoS / prefect informs Dir. of Boarding.	<ul style="list-style-type: none"> • "Benched" in dining hall for two hours in No. 1s. • House report card for one week. 	MoS on Duty	Dir. of Boarding informs parents via email and record kept on file.	<ul style="list-style-type: none"> • House diary. • Recorded on "Rocks" sheet. • Logged in House behaviour record sheet.
5	VERY SERIOUS	<ul style="list-style-type: none"> • Rudeness to staff. • Repetition of the above problems. • Repeat of Level 4. 	MoS informs Dir. of Boarding.	<ul style="list-style-type: none"> • "Benched" for two nights in dining hall for 	Dir. of Boarding.	Dir. of Boarding informs parents via	<ul style="list-style-type: none"> • House diary. • Logged in House behaviour record sheet.

		<ul style="list-style-type: none"> Fighting or any inappropriate actions towards other pupils. First offence of being off site without permission (Gated) Damage to house property. Bullying and inappropriate behaviour. 	A full investigation takes place by Dir. of Boarding before a sanction is actioned.	two hours in No. 1s. <ul style="list-style-type: none"> House report card for one week. 		email and record kept on file.	
6	EXTREMELY SERIOUS	<ul style="list-style-type: none"> Repetition of Level 5. Extremely serious fights or inappropriate actions towards other pupils. Use of offensive language to staff. Leaving site after "lights out". Drug related incidents, Drinking, Smoking and Theft. 	MoS informs Dir. of Boarding. A full investigation takes place by Dir. of Boarding. Dir. of Boarding consults with Principal.	<ul style="list-style-type: none"> "Stand-down" from boarding. 	Dir. of Boarding and Principal.	Dir. of Boarding informs parents via phone and email. Record of email kept on file.	<ul style="list-style-type: none"> House diary. Incident logged in House behaviour record sheet. Official letter sent home by Dir. of Boarding. School notified.
7	PERMANENT EXCULSION FROM BOARDING	<ul style="list-style-type: none"> Extreme violence. Repeated use of hostel "stand-downs". Repeated refusal to accept Carruth House discipline. Severe incident of poor behaviour. Any incident which affects the Health and Safety of staff and/or pupils. Other drugs that are not listed above. 	MoS informs Dir. of Boarding. A full investigation takes place by Dir. of Boarding. Dir. of Boarding consults with Principal	<ul style="list-style-type: none"> Permanent withdrawal from boarding. 	Dir. of Boarding and Principal.	Dir. of Boarding informs parents and House Team.	Official permanent withdrawal of boarding letter sent to parents and school notified.

Note: 3 "Rocks" equals 1 "Gating".

Matrix updated 12/12/1

WBHS CARRUTH HOUSE COMPLAINTS POLICY

All boys and parents need to be able to direct complaints through recognised channels and be reassured that their complaints have been listened to and acted upon appropriately. In particular, all boys and parents should be able to seek resolution of their complaints without recourse to formal litigation.

Procedures:

Complaints/Concerns by Students about Staff

1. Students should take complaints in the first instance to another hostel staff member. This might be a Housemaster, the Matron, or the Director of Boarding. The complaint should be resolved to satisfaction within 2 working days.
2. If the student is not then satisfied the complaint may be taken in writing to the Principal. The complaint should be resolved to satisfaction within 5 working days.
3. If the student is again not satisfied the complaint should be made in writing to the Hostel Committee. The complaint should be resolved to satisfaction within 1 calendar month (Committee meets once a month).
4. If the student is still not satisfied the complaint should be made in writing to the Secretary of the Board of Trustees. The complaint should be resolved to satisfaction within 2 weeks from date of Hostel Committee meeting.
5. In each of the above instances, the person receiving the complaint shall investigate it and make an appropriate response (in writing if needed) to the parties involved.
6. Where appropriate, a mediator or facilitator should be employed to assist in the resolution of the complaint.

Complaints/Concerns by Parents about Staff

1. Parents should take complaints in the first instance to the Director of Boarding / Matron. The complaint should be resolved to satisfaction within 5 working days.
2. If the parent is not comfortable with B (1) (above) or is not satisfied the complaint should be referred to the Principal. According to the seriousness of the complaint the Principal may request that it be made in writing. The complaint should be resolved to satisfaction within 5 working days.
3. If the parent is still not satisfied the complaint should be made in writing to the Hostel Committee. The complaint should be resolved to satisfaction within 1 calendar month (Committee meets once a month).
4. In each of the above instances the person receiving the complaint shall investigate it and make an appropriate response (in writing if needed) to the parties involved.
5. Where appropriate a mediator or facilitator should be employed to assist in the resolution of the complaint.

Complaints by Staff about Staff

1. Staff should take complaints in the first instance to the Director in writing. The complaint should be resolved to satisfaction within 2 working days.
2. If the staff member is not then satisfied the complaint should be referred to the Principal. The complaint should be resolved to satisfaction within 5 working days.
3. If the complaint is about the Principal or if the staff member is still not satisfied the complaint should be made in writing to the Secretary of the Board of Trustees. The complaint should be resolved to satisfaction within 1 calendar month (Committee meets once a month).
4. In each of the above instances the person receiving the complaint shall investigate it and make an appropriate response (in writing if needed) to the parties involved.
5. Where appropriate a mediator or facilitator should be employed to assist in the resolution of the complaint.

Written Complaints

All written complaints from parents along with action taken must be presented "in-committee" to the Hostel Committee and follow the Hostel complaints procedure.

Staff dealing with complaints must be familiar with the Hostel complaints procedure.

Hostel Management Committee

The Hostel Management Committee is a forum for the hostel, school and parents to share information and gather feedback about general hostel operations.

Membership of the Committee includes:

- School Principal
- Director of Boarding
- Representative from WBHS Board of Trustees
- Parent representative
- School Executive Officer
- School Property Manager
- Head Boarder

The group meets 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

Parents are welcome to contact the Parent Representatives at any time. Contact details are available from the Carruth House office.

Boarders' Focus Group

The Boarders Focus Group consists of a selection of boarders, including the Head Boarder, and the Boarding Director and the Matron.

The group meeting provides a forum for the boarders to raise issues and have input into the general direction of the hostel. It meets 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 expectations

Boarders are welcome to discuss any ideas or issues they have with their Student Representatives, for discussion at meetings.

FINANCIAL

2021 Boarding Fees

Please note that while every effort is made to ensure the data in this booklet is correct at the time of publishing, Carruth House and Whangarei Boys' High School reserves the right to alter any detail herein at any time at their sole discretion. Should the GST rate change we reserve the right to alter our boarding fees accordingly. Boarding Fees (incl GST)

Year	Yearly Fee	Discounted for full year if total fees paid by Term 1, 2021
2021	\$10,000	\$9,300

For ease of payment, the annual boarding fee is divided by 4 equal payments of \$2500. These payments are due before the term starts.

Withdrawal from the Hostel

As per your signed contract the Director of Boarding must be notified in writing ten weeks in advance of any voluntary withdrawal of the boarder from the hostel. Earlier withdrawal implies forfeit of the balance of the ten weeks' boarding fees. Any request for dispensation from this provision must be made in writing to the Board of Trustees.

Refunds and Adjustments

If the yearly fee has been paid in advance, and the student subsequently withdraws from the hostel, a refund may be paid, provided the 10 weeks' notice period has been adhered to.

There are no fee refunds or discounts for:

- Boys who go home on weekends
- Boys who leave early in term 4
- Boys who are asked to leave the hostel due to misconduct

Bad Debts

Failure to meet the financial commitments set out in this booklet and on the signed Hostel Contract will result in the debt being placed in the hands of our debt collectors.

All overdue accounts will be charged 2% interest per month and will be liable for any debts incurred by Whangarei Boys' High School in order to recover the debt.

Financial Assistance

The Ministry of Education Boarding Allowance provides some financial assistance for boarding in certain circumstances. Contact the Director of Boarding for more details.

