

CRAIGHEAD DIOCESAN SCHOOL



BOARDING HANDBOOK 2012 ***YEAR 7 – 12***

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BOARDING MISSION STATEMENT

***To provide for young women an affirmative, safe environment,
living within a caring Christian atmosphere.***

In the Boarding House a girl is encouraged to:

- take personal responsibility for the day-to-day management of her life
- have consideration and respect for all in the Boarding House, both staff and students
- participate in a variety of activities offered by the House and the School.

GOVERNANCE AND ADMINISTRATION

(a) ***The Board of Proprietors***

The Boarding House is under the authority of the Board of Proprietors at Craighead.

The Board members are representatives of the Synod of Christchurch, the Archdeaconry of Timaru, the Parents, the Old Girls' Association and the School.

The Board of Proprietors are responsible for the welfare of the boarding house, its management and financial viability.

The boarding house is a separate identity from Craighead School.

The Board of Proprietors have the discretion to decide what is acceptable behaviour in the boarding hostel and may apply criteria and follow procedures that do not necessarily conform to procedures within "the school"

The Board Of Proprietors

Mrs Jane Evans	<i>Chairman of the Board of Proprietors / Synod Representative</i>
Mrs Phillipa Guerin	<i>Deputy Chairman - Old Girls' Representative</i>
Rev Indrea Alexander	<i>Synod Representative</i>
Mr Simon Davenport	<i>Parents' and Friends' Association Representative</i>
Mr Mark Hawkins	<i>Co-opted</i>
Mr Keith McRobie	<i>Co-opted</i>
Mrs Anna Irving	<i>Parents' and Friends' Association Representative</i>
Mr Fraser McKenzie	<i>Board of Trustees Chairman</i>
Mrs Cushla Murdoch	<i>Parents' and Friends' Association Representative</i>
Mrs Margaret Turley	<i>Co-opted</i>
Dr William Rolleston	<i>Archdeaconry Representative</i>
Mrs Rosie Staite	<i>Archdeaconry Representative</i>
Mr Ross Wells	<i>Synod Representative</i>

In attendance:

Mrs Francesca Black	<i>Principal</i>
Mrs Rebecca Dobbs	<i>Old Girls' Representative</i>
Mrs Christine Sparrow	<i>Board Secretary</i>

(b) ***The Boarding House Staff***

- ◆ Boarding Manager
- ◆ House Staff
- ◆ Alliance Staff

The Boarding House is managed by the Boarding Manager who reports regularly to the Principal, together with the House Staff. Matters of concern should be directed in the first instance to the Boarding Manager

Boarding Staff 2011

Boarding Manager	Mrs Yvonne Thompson
House Staff	Mrs Penny Clack
	Mrs Julie Meggitt
	Mrs Nicola Merritt
	Mrs Irene Nicolson
	Mrs Robyn Pickard
	Ms Donna Winslade
	Mrs Margaret Penty
School Nurse	Mrs Wendy Phiskie

Alliance Staff

Manager	Mr Phil Howard		
Kitchen	Mrs Donella Dick	Cleaning	Mrs Wendy Burgess
	Mrs Diane Seagar		Mrs Kerry Connew
	Mrs Kath Taylor		Mrs Andrea Skudder
	Mrs Toni Iggo		
	Mrs Kay Wilson	Laundry	Mrs Christine Wilson
	Mrs Lynda Lowther		Mrs Margaret Scobie

HOUSE CONTACT PHONE NUMBERS AND ADDRESSES

Boarding House Office 03 684 2251 (with voice mail)
Boarding House Fax 03 684 2264
Boarding House E-mail boarding.manager@craighead.school.nz
(messages will be read and actioned by the member of staff covering the Reception Office. A 24hr turnaround is our target & occasional checks will be made to ensure authenticity)

Boarding Manager 03 684 2253 (with voice mail)
E-mail: thompsonyv@craighead.school.nz

Year 7, 8, 9,	03 684 2266
Year 10	03 684 2261
Year 11	03 684 2263
Year 12	03 684 2262
Year 13 Rhodes	03 684 2271
Year 13 Sealy	03 684 2273

Mail Arrangements

Mail to girls: c/- Boarding House
Craighead Diocesan School
Wrights Avenue
TIMARU

THE HISTORY OF BOARDING AT CRAIGHEAD

Craighead Diocesan School was opened in 1911 in Shand House by the Shand Sisters who bought the property for the purpose of running a private day and boarding school. In 1927 the School changed from being privately owned when it was acquired as a diocesan secondary school by the Christchurch Diocesan Board of Education.

It is of interest to note that in *The Church News* of September, 1926, it was stated, “The school will be taken over by the Diocese from the commencement of 1927 and will provide sufficient education up to and beyond matriculation with Church teaching on sound and modern lines”.

In 1980 an Integration Agreement was signed with the Minister of Education whereby the School, as from the second day of February, 1981, became an integrated school under the provisions of the Private Schools Conditional Integration Act. The Boarding House remained under the Authority of the Board of Proprietors and was not part of the Integration Agreement.

Under the Act the special character of the School is capable of being enforced and maintained. This very special character has been one of the features of the School since its inception.

The **Len Home Wing** was completed and dedicated by Rt Rev David Coles, Bishop of Christchurch in December 1991.

The **Rhodes Wing**, completed at the end of 2003, provides accommodation for the Year 13 students who receive special privileges which give them greater freedom, while also retaining their status as Boarders at Craighead. In 2005, the Sealy Wing, a new wing in Shand House, was opened to accommodate the growing Year 13 roll.

MANAGEMENT STRUCTURE

- Boarding Supervisors have responsibility for Year level (s) and work as a team to ensure the smooth running of the House.
- The Boarding Manager has responsibility for managing the Boarding House and maintaining standards in all areas.
- The Principal is responsible for the overall management and organisation of the Boarding House.

IMPORTANT GUIDELINES

- 1 To enable the Boarding House to function well as a community, it is necessary to have rules for behaviour. A Boarding Handbook of essential information and guidelines based on courtesy and common sense has been drawn up for the smooth running of the House. These are kept to a minimum so that the students may develop self-discipline and set good standards for themselves.
- 2 As the Boarding House is the girls' home, we ask **parents** and **all visitors** to report to the Boarding House Office before entering any dormitories/social areas. The girls' privacy is paramount. Where students fail to ensure that their guests sign in at the Office, the guest will be asked to leave immediately and girls may temporarily lose the privilege of having visitors.
- 3 We need to know where each student is or should be at all times. We take an especially serious view of:
 - (a) Students leaving the building or grounds without our knowledge or permission.
 - (b) Students reporting out for one purpose (e.g. seeing a film) and doing something quite different (e.g. going for a drive with a friend).
- 4 We do not allow the possession and use of dangerous goods, possession use or supply of illegal substances (any non-prescription drugs are not permitted), possession use or supply of chewing gum, alcohol, cigarettes, or the misuse of chemicals or substances, the misuse of technology, serious or continued acts of violence or bullying, stealing or receiving stolen goods, young males in girls' bedrooms.
- 5 The Boarding Manager must have full details of any medical treatment and control of any medication given. Changes in medical details must be given immediately to the Boarding Manager.

We value parental support for these and all our rules. We ask you to make sure that your essential standards are not too different from ours. Rules and regulations are never the final answer however and the basis of our system must always be trust. It is expected of each Boarder that she takes responsibility for herself in conforming with the guidelines and rules of the Boarding House.

Parents will be contacted in the event of a serious breach of discipline.

BOARDING HOUSE CODE OF CONDUCT

To ensure that all students feel safe and valued and are able to learn and develop personally, there are very clear expectations as to student behaviour and clear consequences for infringements of these expectations. Every member of the boarding community has certain rights and responsibilities.

RIGHTS AND RESPONSIBILITIES

Each person has a RIGHT to:

- be treated as an individual
- be treated with understanding and kindness
- be treated with respect and courtesy and be listened to
- be safe and secure
- expect their property to be safe
- learn

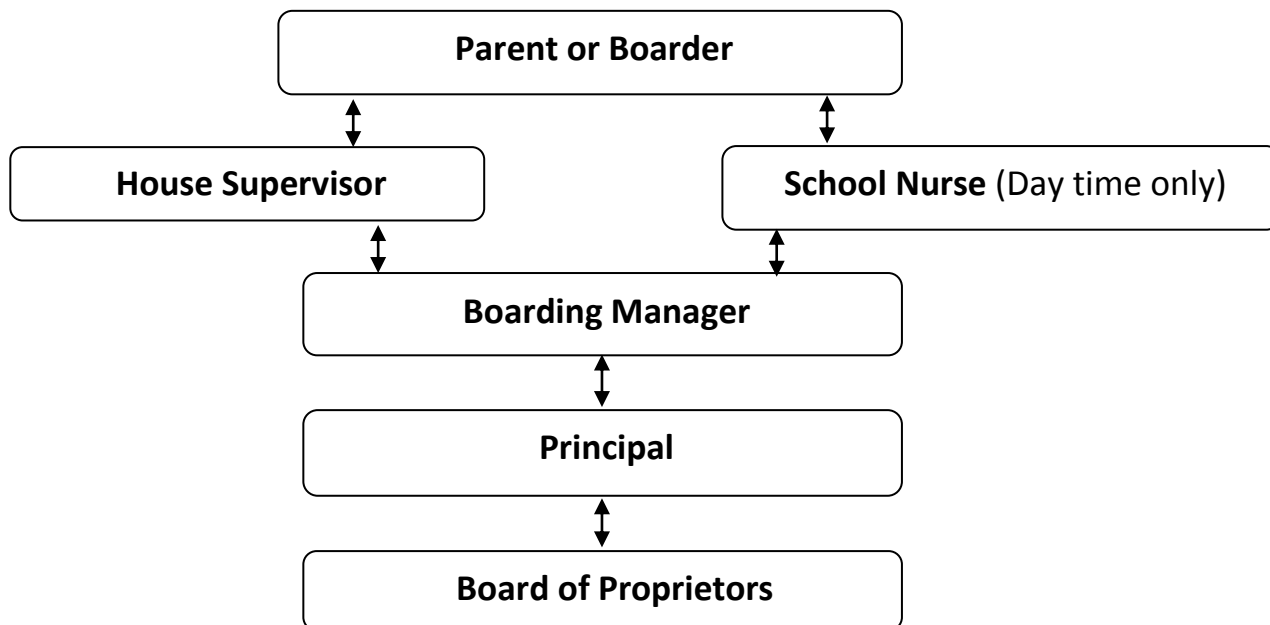
Each person has a RESPONSIBILITY to:

- accept individual differences
- treat others with understanding – not laugh at others, tease others or hurt their feelings
- be thoughtful of others
- use polite language
- treat others politely and with respect for their dignity
- respect the authority of staff
- disagree without being disagreeable
- respect personal differences in others ability and race
- listen respectfully to others
- observe safety rules
- report bullying or harassment of other students
- refrain from teasing others or hurting their feelings
- respect school property
- respect others' property
- not steal, damage or destroy the property of others
- hand in lost property
- report theft
- be punctual to prep
- be prepared to complete homework
- allow others to learn by being quiet in prep rooms and dorms
- listen attentively when spoken to
- co-operate with staff

COMMUNICATION

◆ BOARDING ISSUES CONCERNS OR QUERIES:

Should you have any queries or concerns or issues regarding boarding matters (for example, extra-curricular commitments, peer relationships, discipline), below are suggested points of contact. For most issues the first point of contact is your daughter's Boarding Supervisor or the Boarding Manager.



◆ CONCERNS OR COMPLAINTS

- All concerns and complaints will be dealt with in a transparent, equitable and fair manner. They will be treated seriously and will be responded to as soon as is practicable.
- Report concerns or complaints to the appropriate person (see communication diagram above).
- In the first instance, complaints should be made verbally and followed up in writing if appropriate.
- Any complaint that concerns the conduct or performance of a staff member will be dealt with in accordance with natural justice and compliance with employment legislation. The staff member, for example, shall be fully advised of the complaint and given the opportunity to make an initial response. Complaints will be listened to but cannot be actioned if the identity of the complainant cannot be revealed.

◆ COMMUNICATION WITH PARENTS

- A Boarder's report is sent to parents twice a year. Comments include attitude to study, personal behaviour and social skills.
- Parent interviews are also held twice a year.
- It is important that any issues are dealt with as soon as possible. Boarding House Staff will contact parents should this be necessary. We ask parents to discuss with the House Staff any matters that concern them.
- Correspondence should be addressed to the Principal. Most day-to-day matters are handled by the Boarding Manager.
- If you wish to discuss a school matter, please contact your daughter's Form Teacher or Year Dean.

HEALTH AND SAFETY

♦ FIRE AND EARTHQUAKE DRILL

- All drills must be attended by all Boarders and Staff.
- Girls will be made familiar with fire rules, exits and assembly points.
- Each term an evacuation drill is practised.
- NB: During fire drills it is not advisable for students to have long dressing gowns as they can cause an additional hazard when fire escapes need to be used. In the event of an emergency, girls take with them their duvets and wear the shoes that they always have ready beside their bed.

GENERAL INFORMATION

♦ INCIDENTAL EXPENSES

Girls may have a small sum of weekly pocket money for purchases in the Tuck Shop or at the Supermarket. Other expenses such as taxis, pharmaceutical requirements, doctor's visits and cinemas outings etc are disbursed to your account.

♦ BOARDING HOUSE SCHOLARSHIPS

Scholarship information available for Boarders is printed separately in the Prospectus or an enquiry can be made through the School Office.

♦ PARENTS' AND FRIENDS' ASSOCIATION

- All parents automatically become members of the Parents' and Friends' Association.
- One of the aims of the Association is to assist in promoting the general well-being of the girls in the Boarding House.
- Parents and Friends meetings are most often scheduled to suit boarder parents returning their daughters to School after a holiday break.

FINANCIAL INFORMATION

TERM FEES 2011

These fees are payable for each School term (Four times per year):

Attendance Dues	\$139.22	(GST inclusive)
Parent Contribution	\$550.00	(Nil GST)
Surcharge (deductible for prompt payment)	\$50.00	(GST inclusive)
Extras Deposit	\$100.00	(Nil GST)
Boarding Fee	\$2,289.49	GST inclusive)
Total		\$3128.72 (GST inclusive)

OPTIONAL:

Use of Piano for music practice	15.00 per term
Hire of Musical Instrument	90.00 per year

- The Parent Contribution is reduced by \$70.00 for a younger sister. The Boarding Fee is reduced by 5% for a younger sister. Please see individual invoices for details.
- At the beginning of each term fees are processed with invoices and statements sent to Parents and Caregivers. There is a 2 week period to pay the fees in full and qualify for a surcharge reduction- \$35 for a Day Girl and \$50 for a Boarder.
- Statements are sent out at the end of each month and the Board policy is that all of the fees for the term should be paid in full by the end of that term.
- A school account is operated for each student and during the term items such as food from the dining room, sports subs, school trips, work books etc will be charged to the account. The charges are processed at the end of each term and invoices sent out at the beginning of the following term with the fees invoices for that term. An invoice for Term 4 is sent out at the end of the year with a final 5th invoice sent out early the following year, when necessary, for charges that were not known by the end of the year. Whenever possible parents are offered the option of paying for these items in cash if they do not wish them to be charged to the account.

Fees can be paid in a number of ways:

- **Regular automatic payments** – please arrange this with your bank. We recommend \$85 per week for a daygirl and \$260+ per week for a boarder. This may need to be higher or a catch up payment necessary, especially if your daughter is involved in a number of additional activities e.g. rowing. Payments can be weekly, fortnightly, four weekly or monthly.
- **Internet/telephone banking** – our bank account number is: **01-0886-0011218-00** (please remember to type in your daughter's account code, as shown on the statement, so that we can identify your payment on the bank statement).
- **Cheque**

The Parent Contribution portion of the fees can be claimed as a donation for tax purposes. Receipts will be issued after 31 March for fees paid to date for the previous tax year i.e. from 1 April to 31 March. Please keep this for your tax records.

Please ensure your fees are paid as soon as possible.

FURTHER INFORMATION:

- The boarding aspect of the School's activities is not integrated.
- The boarding fee is the sole responsibility of the Craighead Diocesan School Board of Proprietors.
- The Parent Contribution is a voluntary donation, collected by the Board of Proprietors and used to provide payment for the Chaplain, the Religious and Social Education teacher, further building developments and to maintain important links with such bodies as the Association of Proprietors of Integrated Schools. A portion, as required, is also made available to the Board of Trustees to fund the library, magazines, prizes, hospitality to visiting schools teams, further School development, subsidising so some social and cultural activities and other such activities as may be decided by the Board. The Parent Contribution is tax deductible for Inland Revenue purposes.
- The Attendance Dues are compulsory and are set by Regulation to recover the costs of servicing and repaying the School's financial commitments.

UNIFORM LIST AND INFORMATION

- *Please note:*
 - All articles must be clearly named
 - Uniform should always be clean, tidy and complete
 - Only badges awarded by the School may be worn
 - The School does not require that School uniform is worn when students are travelling to and from the Boarding House on public transport.
 - As wardrobe and drawer space is limited, parents are asked to see that girls do not bring unnecessary extra clothes to school
- **REQUIRED CRAIGHEAD UNIFORM:**

Day School Uniform (See suppliers for purchasing: page 13)	
Items:	Notes:
All Year wear:	
1 blazer	
1 pair mid-brown regulation shoes	Choice of two styles: lace-up or T-bar
1 green jersey	Wear as needed
1 sleeveless green woollen jersey	Optional. Wear as needed
Summer Uniform:	
2 summer skirts	The hem length for skirts and kilts must be 30-33cm from the floor, with shoes on.
3 white blouses	short sleeves for summer
4 pairs white ankle socks	for summer
Winter Uniform:	
1 kilt ordered direct from the tailor:	Helean Kiltmakers 8 Hocken Street, Kenmure, Dunedin phone 03 453 0233 Fax 03 453 0213
3 cream shirts	long sleeves for winter
2 plain green ties	
4 pairs navy blue knee-high socks	} either
4 pairs of navy blue pantyhose/tights	

Sports/PE Uniform (available through the School)	
Compulsory Items:	Optional Items:
1 track suit	1 rugby jersey top
1 plain t-shirt in House colour (new students will be notified of their House)	1 Craighead Merino sports top
2 regulation Polo sports shirts	cap
1 pair school shorts	
1 sports skirt (if playing netball or hockey)	
2 pairs white sports socks (for School competition sport)	

BOARDERS ALSO NEED:

<i>Further Clothing items:</i>	
1 suitable bathing costume, not a bikini	2 bathing towels (in summer)
1 pair sports shoes	1 pair hockey or netball boots (if playing)
1 polar fleece (optional)	1 black short legged brief (for under sports skirt)
1 warm dressing gown or thick woollen jersey	1 pair of slippers or scuffs
3 pairs pyjamas or night dresses	a sufficient number of each type of underwear
handkerchiefs	
<i>Mufti</i>	
2 summer outfits	1 pair of mufti footwear (suitable mufti for school outings)
2 warm winter outfits	
<i>Linen:</i>	
2 pair single bed sheets(may include fitted base)	4 bath towels
1 duvet – ('Single King' size is too big)	3 face cloths
1 or 2 pillows	a rug/eiderdown or continental quilt is optional
3 pillow cases	
<i>Other Needs:</i>	
1 shoe cleaning outfit	coat hangers
1 clothes brush	1 wallet
1 small pair scissors	drink bottle
1 sewing kit - extra safety pins	extra sew-on name tapes
1 combination lock for school locker	
1 combination lock for drawer (in divan or chest of drawers)	
2 plastic baskets for shower soap, shampoo etc and all other toiletries and one for their dorm	
1 net laundry bag (available from the Boarding House Office)	
1 sponge bag and toilet articles (including a plastic toothbrush mug)	
1 'container' for the top of the dressing table to hold bits and pieces	
own cutlery and plate optional, mug etc for use in social areas.	

- **Girls who go on weekend tramps for Duke of Edinburgh etc**

will need the following from home at the time: (adequate notice will be given)

1 pair woollen trousers	woollen jersey	woollen mittens or gloves
woollen hat	parker or windbreaker	warm shirt
shorts	small backpack	strong shoes or boots

- **SUPPLIERS FOR PURCHASING UNIFORM ITEMS:**

<i>Item:</i>	<i>Supplier:</i>
Day School Uniform(except Blazer)	Camerons for Women, Stafford Street, Timaru
PE/Sports Uniform	Sports Uniform Shop, Craighead Uniform Committee, Craighead Auditorium
Blazer	Craighead Uniform Committee, Craighead Auditorium
Shoes	Cobblers Inn, Highfield Mall, Wai iti Road, Timaru (main outlet)
Winter Kilt	Helean Kiltmakers (contacts noted above)
Second Hand Uniform items	Old Girls Association Second Hand Uniform Shop, Craighead Auditorium
Name labels (woven)	Camerons for Women, Stafford Street, Timaru

REMINDER

Every article brought to school **MUST** be **clearly named** in an appropriate prominent place.

SECTION B:

ESSENTIAL INFORMATION

AND

GUIDELINES

FOR PARENTS

AND

STUDENTS

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LEAVE RULES

All leave is subject to the following:

- No Boarder may have leave if she is on detention on Friday after school or is confined to the school grounds.
- Permission must be given by the Staff member on duty.
- Students must sign out and sign in on their return.
- Inappropriate behaviour or bringing the School into disrepute may result in the loss of the leave privilege.
- Where applicable the leave form must be completed in full.
- All responsibilities and duties are completed.
- **When a girl in Year 7-10 has leave from the House and will be under the authority of an adult, the adult collecting her must come to the Boarding House Office before the girl will be signed out by House Staff.**

WEEKLY LEAVE

(a) Mall leave: (40 minutes)

- All girls who have Mall leave may wear mufti.
- Year 12 may go on their own.
- Year 9-11 must be in groups of two or more at all times.
- Year 7 & 8 must be accompanied by a Staff member, a Year 13 girl or a GAP student.
- Year 7 - 9** may have Mall leave only on Mondays and Wednesdays
- Year 10** may have Mall leave only on Tuesdays and Thursdays

(b) Town Leave:

- Year 12 may go to town from 3.45pm - 5.15pm on any day of the week.
- Any other student must obtain special permission, which may/may not be given, depending on the circumstances.
- School requirements must be supported with a note from the teacher concerned.

(c) Friday Afternoon Town Leave:

- This takes place on Friday between 4.00 - 7.00 pm.
- Year 12** may be on their own.
- Year 11** must be in groups of two or more.
- Year 9 & 10** must be in groups of three or more.
- Year 7 & 8** must always be accompanied by a Staff member, a Year 13 girl or a GAP student.
- Any girl may go, providing she is not gated.
- Permission is necessary and students must sign in and out.
- Failure to maintain a high standard of dress and behaviour in town will result in the loss of this privilege for the girl concerned.
- Girls may wear mufti.

NOTE - All year levels:

- Sport takes first priority when signing out.
- Town and Mall **no signing out until 4.00pm**
- Taxis to be organised with Mrs Phiskie at interval or lunchtime.
- Dinner Leave and Late Dinners must be organised **no later than 4.30pm or this will not be granted.**
- **Late dinners can be kept if required. Staff must be advised.**

WEEKEND LEAVE (When a girl is in the House)

a) Saturday & Sunday – daytime

Students may leave the grounds in groups provided they have received permission from the Boarding House Staff on duty and have signed out. Girls must wear tidy mufti. Girls have a restriction of no more than three hours leave at any one time.

Year 7 & 8 must be accompanied by a GAP student or a Year 13 girl.

Year 9 and 10 must be in groups of 3 or more.

Year 11 must be in groups of 2 or more

Year 12 may go on their own.

- **Caroline Bay** is out of bounds to girls below Year 12 except with adult supervision. Girls in Year 12 & 13 may go only in groups of three or more.
- The **Scenic Reserve** is out of bounds at all times.

b) Friday and Saturday evening

- **Year 7 & 8** Town or Movies: With GAP or Yr13 Student. (Movie commencing no later than 6.00pm)

Taxis and movie tickets must be organised with House Staff no later than 5.00pm
(Staff will organise return taxis).

NB: girls may not go into town at 4.00pm then on to the movies.

- **Year 9 & 10** Town or Movies: (Movie commencing no later than 7.00pm)

Taxis and movie tickets must be organised with House Staff no later than 5.00pm
(Staff will organise return taxis).

NB: girls may not go into town at 4.00pm then on to the movies.

- **Year 11** Town or Movies: (Movies commencing no later than 8.00pm)

Taxis and movie tickets must be organised with House Staff no later than 7.00pm.
(Staff will organise return taxis).

NB: girls may not go into town at 4.00pm then on to the movies.

- **Year 12** Town and Movies: Later movies may be available provided girls are back in the House no later than 11.00pm. **Returning after 11.00pm is not permitted.**

NB: Girls may have dinner in town then go on to a movie.

(Any changes to original plans, must be notified to Staff (by phone).

MEAL LEAVE

(a) Dinner Leave (Monday to Thursday)

This is available from 4.30pm - 6.30pm at any year level with a parent or other adult.

Notice is required by contacting the Boarding House Office prior to the leave.

(b) Dinner Leave (Friday and Saturday)

- Tidy mufti must be worn at all year levels.
- **Year 7-10** on a Friday or Saturday evening may have dinner leave extended until 9.30pm, provided they are accompanied by an adult.
- **Year 11** may have dinner leave until 9.30pm. They need to be in a group of 3 or more. They do not need to be accompanied by an adult.

- **Year 12** may have dinner leave until 11.00pm. They must be in a group of two or more. They do not need to be accompanied by an adult.
- It is anticipated that dinner leave for Year 11 and 12 will not commence before 6.00pm.
- In Term 2 and 3 girls will not be permitted to walk into town and must get a taxi back to the House.

(c) **Lunch Leave** (Monday to Friday)

This is available from 12.50pm to 1.45pm only when approved by a member of the Senior Management team of the school. Students must sign out and in at the School Office and also advise the Day Nurse of their absence in advance. (This is for the Dining Room meal list.)

WEEKEND LEAVE (when a girl is leaving the House)

Weekend leave is available from 3.20pm Friday to no later than 8.00pm Sunday, (except for Year 13), or no later than 8.15am Monday. Any variation must be by arrangement with Boarding Manager. All girls **must** sign out, when they leave and must sign in upon their return to the House.

Weekend Leave is not available on the first weekend of the school year, except with special permission from the Boarding Manager. Nor is it available when a girl has been gated following a serious breach of the trust placed in her as a Craighead boarder.

Application on the appropriate form should be submitted as early as possible and **must** be with the Boarding Manager by 12.00 noon the previous Wednesday. A copy of this form is located in Section C of this Handbook or it is available on our School website (www.craighead.school.nz) under the Boarding House menu. The form on the website is downloadable as a 'Word Document' file so parents can enter their own relevant data, save the file in their system to then send as an email attachment to the Boarding Manager (thompsonyv@craighead.school.nz).

If you are collecting your daughter, leave information can be advised by telephone prior to Wednesday at 12.00 noon and the form can be signed when you collect your daughter. The Board views it as serious when a student forges her parent's signature.

It is important that Parents do not sign a leave slip without the knowledge of its content.

For the safety of each girl on leave, it is essential this is adhered to.

NB

- Unless specifically excused from Chapel, Boarders must be back in the House for the requisite number of Sunday evening Chapel services each term. These are compulsory under the Integration Deed. In Term One and Term Four these begin at 7.00 pm. In Term Two and Three the services begin at 5.00 pm. Letters requesting absence **must** go to the Principal **in advance**.
- When your daughter/s are signed out home for weekend leave and return to the Boarding House to collect something, they sign in as a visitor and sign out again. Lately we have been having girls return to the House without a parent, signing in as a visitor and then staying for sometime before signing out again. This becomes a problem, as we do not know whether you know that your daughter is with us or not.
- If a girl returns to the House, other than to pop in and collect something while her parent waits, she will be signed in as having returned from weekend leave even if her leave states 8.00pm return. It is rather disconcerting when we have some of our young ladies arguing with staff over this point. It is for their safety that this measure is taken.

SPECIAL LEAVE

- Please discuss any requests with the Boarding Manager.

TERM EXEATS AND HOLIDAYS

- Where possible a long weekend exeat is arranged for Boarders each term. These are indicated on the Term Calendar and often follow a special occasion.
- During exeats the Boarding House is closed and all girls must make arrangements to return home or to stay with friends or relatives. Leave forms are required for exeat weekend.
- The Boarding Manager must be advised if students are not returning home or are travelling other than with Parents.
- At the beginning of Terms Two, Three and Four girls must be in the House by 7.00pm on the Sunday evening. Monday return is not permitted.
- **Girls must depart from the Boarding House at the end of term by 5.00pm on the last school day of the term.** Where transport is a problem, special arrangements must be made with the Boarding Manager.
- All girls **must** sign out, when they leave and must sign in upon their return to the House.
- A meal will not be available unless a special request is made to Boarding Manager.

EARLY LEAVE

- Boarders who wish to leave school early at the end of the term, must obtain permission from the Principal. This is granted only where there is no suitable public transport available after school finishes, or on the following day.
- The Term Calendar clearly states important occasions and compulsory school days. On occasion a Saturday, Sunday or public holiday is a compulsory school day and leave is not granted. This is in accordance with our Integration Deed.

INVITATIONS FOR AFTER SCHOOL OR DURING THE DAY AT WEEKENDS

- The parents of a daygirl inviting a boarder to their home after school or during the day at the weekend must have the signed approval of the boarder's parents as laid out in the boarder's visiting list (see Boarder's Visiting List page 38). The day girl's parents are required to ring the Boarding House Office with details of all proposed arrangements before permission will be given by House Staff for the boarder to leave the House.
- On a week day girls must return by 5.30pm unless an invitation to stay for dinner has been received. Girls must then be back by 6.30pm for Prep. Only in exceptional circumstances will the leave be extended.
- **Boarder parents must have put the student's name on the visitor's list**

BOARDING HOUSE TIMETABLE

First wake-up call

Monday to Friday	7.00am
Saturday	8.30am
Sunday	no wake-up call

Second wake-up call

Monday to Friday	7.15am
Saturday	8.45am
Sunday	no wake-up call

Breakfast - Please be on time for breakfast

Monday to Friday	7.25am - 8.00am to be in Dining Room by 7.50am
Saturday	9.00am – 9.30am
Sunday	9.00am – 10.00am - optional

Before breakfast:

Washing to the laundry according to the laundry procedures

Before School:

- Properly made bed
- Curtains pulled open
- Floors cleared
- Lights, radios and heaters turned off

House duties according to the duty roster

Monday to Friday	8.00am
Saturday and Sunday	9.30am

Dormitory check after breakfast

Monday to Friday	8.30am
Saturday	10.30am

-Properly made bed	-Curtains open
-Nothing on the floors	-Bathrooms tidy
-Lights, radios and heaters turned off	-All personal areas clean and tidy
-Drawers and wardrobes tidy	-All rubbish bins emptied
-Social rooms clean and tidy	-Surface areas dusted and wiped down
-Sports equipment in locker areas - not in dormitories	

Morning Interval

Mon, Thurs and Fri	10.40am to 11.00am
Tues	10.30am to 10.50am
Wed	10.10am to 10.30am

The Dining Room is open during interval.
Packed lunches can be collected at this time.

Entry to the House/Dormitories is not available except with permission from the Principal or Deputy Principal

Lunch

Mon, Thurs and Fri	12.40 pm to 1.35pm
Tues	12.30pm to 1.40pm
Wed	12.10pm to 1.00pm
Saturday and Sunday	12.30 pm 12.00 pm – winter terms

Boarders may eat their lunch in the dining room or on the dining room lawn outside.
Lunch may not be eaten in the Boarding House or in class rooms.
Crockery and cutlery must be returned to the Dining Room.

Dinner

Mon, Tues, Wed and Fri	5.30 pm
Thurs	5.15 pm

After Dinner:

Year Group	Prep Time *	After Prep: Girls must be in their own areas and in bed as follows:	Lights out as follows:
Years 7&8	6.30pm to 7.30pm	8.30pm	8.45pm
Year 9	6.30pm to 7.45pm	8.45pm	9.00pm
Year 10	6.30pm to 8.00pm	9.00pm	9.15pm
Year 11	6.30pm to 8.15pm	9.15pm	9.30pm
Year 12	6.30pm to 8.30pm	9.45pm	10.00pm

*House Staff will be supervising students during prep time and may not be available to take calls.
The Voice Mail System is available however.

A TO Z
ESSENTIAL INFORMATION AND GUIDELINES

➤ **Absence**

When a student will be absent from the Boarding House during term time for any reason, the Principal or Boarding Manager must be notified in advance. On return to the Boarding House, after an illness, a girl must report to the Boarding Manager and parents must provide a letter to the School covering the period of absence and a Doctor's Certificate if applicable. The Boarding Staff will notify the School Office of any Boarder's absence.

➤ **Aerosols**

Aerosol cans and sprays are not permitted in the Boarding House.

➤ **Afternoon Tea**

Is provided for the girls in the Dining Room.

➤ **Bad Language**

Is not permitted under any circumstances.

➤ **Bad News**

It can be very difficult for a girl who is far from home to receive bad news by telephone. We urge you in such a case to contact the Boarding Manager or Principal, so that they can ensure that the news is broken to your daughter as gently as possible and that she has special friends nearby to support her.

➤ **Bed Linen**

All beds are to be made before girls go to school.

Bed linen and night wear will be taken to the laundry as follows:

- | | | |
|-----------------|---|-----------|
| • Year 10 | } | Monday |
| • Year 11 | | Tuesday |
| • Year 12 | } | Wednesday |
| • Year 13 | | Thursday |
| • Year 7, 8 & 9 | | |

➤ **Bicycles**

Girls may bring bicycles to school. These are kept in a designated area which is locked each night. They should be fitted with a combination lock and chain and be clearly named in a permanent manner. Parents should have a record of the serial number and must complete a copy of the 'Bicycle Details' form on page 41.

➤ **Bicycle helmet is compulsory for anyone riding a bicycle**

- A White helmet is preferable. Lights must be fitted to the bike.
- Cycle and Road Skills Training are provided by the Police for year 9's entrants at the beginning of each year.
- Girls from Year 9 upwards are permitted to ride in groups of two or more. All LTSA regulations must be observed.

➤ **Birthdays**

Parents may come into the school and use the Dining Room to celebrate birthdays with their daughter and her friends or dinner leave may be requested.

➤ **Cameras**

If your daughter wishes to bring a camera to the Boarding House, we urge that it not be an expensive model and that it be named in a permanent way. The serial number should be noted in your home records. Girls need to be mindful when sending or 'posting' photographs. Mis-use of technology is a serious matter.

➤*Cars*

A Senior student may bring a car to school with the written permission of the School and her parents and provided that the rules set out are maintained. She may not drive other girls, with the exception of a sister, unless written permission is given by both parties. Car registration numbers must be provided. Except for Year 13 girls, the key must be handed in to the Boarding House Office. **The School permission form must be completed.** (see page)

Year 11 may not bring a car to School except in exceptional circumstances when written permission is sought from the Principal. All cars must be parked outside of the school grounds.

➤*Chapel*

Attendance at morning School Chapel services and the requisite number of evening services is compulsory.

Boarders must have returned from leave in time for any Sunday evening service.

➤*Chemist*

Essential pharmaceutical items may be purchased at the chemist or at the supermarket in Highfield Mall.

➤*Common Rooms*

Each year group has a social area for television viewing, DVDs and relaxation. DVDs brought into the school must be appropriate – otherwise the DVD will be confiscated.

➤*Concerts*

Occasionally concerts, shows or other activities are arranged for the weekend. Once a girl has committed herself to attend, she may not withdraw except in extenuating circumstances.

➤*Contact Information*

Please advise the School immediately of any change of address, email address or telephone/cell phone number. It is essential that we are able to contact parents at any time, day or night, and when on holiday. If you will be out of communication for any period of time, **please advise us** and provide a contact telephone number of a person who can act as guardian for your daughter during your absence. A contact telephone number during the day, ie; workplace, should be advised.

➤*Counselling*

The school has a Chaplain and a full-time Guidance Counsellor who are responsible for Student Welfare generally. Should a private counsellor be preferred, a recommendation can be made by the School. In addition a Public Health Nurse holds a clinic once a fortnight in the lunch hour on Wednesdays.

➤*Dances*

Boarders receive invitations to dances and social functions held by other schools which are attended in a group with a staff member supervising. Personal invitations to attend a dance or school formal may be accepted only with parents' permission and must fall within normal leave regulations. A code of conduct and dress is a pre-requisite. Girls must inform the Boarding Manager if they wish to request leave for these occasions.

➤*Dentist*

Girls are encouraged to see a Dentist/Orthodontist during school holidays/exeats, although dental appointments can be made locally, preferably after school hours.

➤*Detentions*

School detentions are held on Friday afternoons from 3.30pm - 4.45pm.

Punishment for House misdemeanours will consist of 7.00am duties and loss of privileges or leave. For major transgressions or accumulated misdemeanours weekend duties will be done under supervision.

It must be noted that these punishments take precedence over ALL other activities including weekend leave for Boarders.

➤ **Dining Room**

Menus for the week are posted in the foyer of the Dining Room.

Girls from Year 7-12 assist with clearing the dining tables and servery on a roster basis at all meals.

Girls from year 9-12 wash the dishes on a roster basis after the evening meal during the week and after all meals over the weekend.

The **evening meal** is the main meal of the day and girls sit at designated tables. These are changed by Boarding Manager each term. Grace is said after the evening meal.

Attendance at all meals is compulsory and is monitored.

➤ **Doctor** (under 'M' see also: 'Medical Certificate' and 'Medication')

The School has its own Doctor. The Boarding Staff will make appointments for Boarders who wish to consult with the Doctor and will arrange an escort where necessary. If a Boarder is ill and the Doctor is called, parents are advised of the Doctor's visit, diagnosis and treatment. If parents wish their daughter to visit a Doctor or Specialist of their own choice, we are happy to make the appointment so that it can fit with the School schedule.

➤ **Dormitories**

Girls are placed in a different bedroom/dormitory each term within their own age group. Occupancy of rooms is decided by the Boarding Manager and House Supervisor and a range of factors are taken into account. Requests may be made for a particular place and person with whom to share, but must be made through the Boarding Manager and only for a very serious reason. Requests are accommodated as far as possible although it may not be feasible for all requests to be fulfilled. Girls must maintain a tidy, orderly dorm area. Posters and decorations must be acceptable and placed only on pin up boards. All girls are asked to respect the privacy/space of each year group in the House. It is not acceptable for students to go on to another floor uninvited

➤ **Dress Code/Uniform**

- If girls are wearing uniform it must be full and correct uniform
- Slippers may not be worn in the dining room. Mufti may be worn to breakfast but not pyjamas.
- All girls in Year 7-11 must change out of school uniform at the end of the school day and hang up their uniform.

➤ **Driving Lessons**

Driving lessons may be taken before or after school and are arranged by parents. Morning lessons should be from 7.00 - 8.00 am. Afternoon lessons should finish no later than 5.30pm. We allow students to take driving tests during the school day with written request from parents and within a study period, not a normal class time.

Permission is given by the Deputy Principal.

➤ **Dry Cleaning**

Boarders may have clothes sent to the dry cleaners. The cost of any dry cleaning is charged to parents' accounts.

➤ **E-mail**

E-mail is available through the School. Parents and each girl sign the Protocol for computer use, once they have read it. Each student is allocated a Username, Password and Craighead e-mail address which enable her to log-on to the School Computer Network, the internet and e-mail.

➤ **Energy Drinks**

Energy drinks are not permitted in the Boarding House.

➤ **Feet**

Girls may not walk around with bare feet. Footwear must be worn at all times.

Any girl who thinks she may have a verruca, even if being treated by her own family doctor, must report it.

➤ *Fire Drill*

Fire drills are held regularly. Every girl and staff member is instructed on how to behave in an emergency situation. The Boarding House has an up-to-date fire detection system.

➤ *Fire Escapes*

These are to be used only in the event of an emergency evacuation.

Girls must not use fire escapes as outdoor staircases and indeed are to keep right off these except in an emergency.

➤ *Food*

Girls may bring their own tuck food. This is best kept in a small plastic or tin sealed container.

➤ *Gating*

Significant transgression of Boarding House rules may result in 'Gating'.

Gating is: A weekend in the Boarding House.

Conditions include:

- No meal leave
- No town leave
- Report every hour to reception
- No visitors allowed
- Participation in sports practices and games is as per normal

➤ *Graffiti*

This is simply not tolerated. Offenders will be asked to remove graffiti in their own time and in the event that the property can not be restored to its original condition, they will be asked to pay for its replacement.

➤ *Guardians*

Parents travelling overseas are asked to give guardianship to a designated adult and advise the Boarding Manager.

➤ *Hair*

Hair must be kept neat and tidy and off the collar. If it is long, it must be tied back with a blue or green hair tie. Extreme fashion hair styles or colours are not permitted.

Hair appointments can be made within the normal leave arrangements.

➤ *ICT & Internet Use*

All girls are expected to use technology in a safe and responsible manner.

Computers in the Senior study provide internet access for Boarders between 3.30pm and 9.30pm. Years 7 & 8 also have access to the internet in their home rooms during prep.

➤ *Insurance (Medical)*

We would recommend that each overseas student be covered by Private Health Insurance, although this is not essential.

➤ *Insurance (Personal Effects)*

These are not covered by school insurance and it is recommended that parents insure their daughter's property.

➤ *International Students*

- **Immigration Documents:** These are the responsibility of both the parents and the guardian and must be discussed with the director of International Students.
- **Passports for International Students:** These are kept in the School Safe during term time.

➤ *Jewellery and other valuable items*

We ask that no jewellery of any great value be brought to school, or worn. **Jewellery, money and items of value must not be left lying around in girls' rooms** and can be placed in the Boarding House Office for safe keeping. Each girl has a lockable drawer for this purpose.

➤**Laundry**

All laundry is attended to by Laundry Staff who provide a seven day service.

Socks, underwear and other small items are to be laundered in a net laundry bag which is purchased from the hostel office. **It is important that all items are clearly named in a permanent manner.**

➤**Letters**

We encourage girls to write letters home. When a girl has been invited out for a weekend, it is expected that she write a thank you letter to the hosts after the event. Mail is posted daily and inward mail is given out each lunch time in the dining room.

➤**Library**

The school library is open from Monday to Friday inclusive until 4.15pm for Boarders' use.

➤**Lockers**

The Board of Trustees has provided a locker in the School building for each student.

➤**Medical Certificate**

Where a student has visited a Doctor on a leave weekend, notification of this is preferable. Should a student be absent because of serious illness, then a Doctor's Certificate clearing her of ill health must be provided on her return. Should a girl miss a school assessment a Doctor's Certificate is necessary and must be given to the Deputy Principal, immediately following the student's return to school.

➤**Medication**

All medication must be handed in to the Boarding House Office. It is against School policy for students to carry any medication around school without the approval of the Boarding Manager.

➤**Mending Kit**

All girls should have a mending kit so that she can mend her clothing when necessary.

➤**Mobile Phones** (under 'T' see also 'Telephones')

Students may bring a mobile phone to the Boarding House.

Phones may not be used

- before 7.00 am or after lights out.
- in the Dining Room
- during Prep.

Mobile phones for Year 7-11 are kept overnight in the Boarding House Office. This may happen at other year levels with individual students, should it prove to be necessary. Mobile phone numbers will be recorded by the House staff at the beginning of each year. Parents must advise of any change of number. Where a girls has two phones, both numbers must be listed.

School rules regarding the use of a mobile phone have been established by the Board of Trustees and must be observed during the school day. A breach of these rules may result in confiscation of the phone. Phones must then be collected from the Principal by appointment after 5.15pm.

Girls are expected to be thoughtful in their use of mobile phones. They are advised to consider possible consequences before they press "send". Mis-use of technology is a serious matter.

➤**Money**

No girl should carry more than \$5.00 cash with her at any time. If she needs to have more than this for a particular reason, then she should hand it in to the Boarding House Office for safe keeping. This money is then available on request. The School does not have cashing facilities for cheques. An ATM machine is available at the local Highfield Mall.

➤**Mufti Dress**

While the school is reasonably flexible in the range of personal dress styles it allows, it does require girls to meet a particular standard of presentation, especially in public. Tidy mufti in a good state of repair is worn on informal occasions, but formal occasions require the wearing of school uniform.

➤Name Tags

All clothing and linen must be named in a prominent spot with permanent marking or Woven Label name tags. These can be ordered through Camerons for Women in Timaru. They take a minimum of two to three weeks for delivery.

➤Newsletter

Our School newsletter is published approximately once per month. An email can be sent to families containing a link to an electronic version for your own viewing. If you do not have internet connection at home the newsletter can be posted to you. You would need to let the School Office know if you wish one posted.

➤Personal Hygiene

The Boarding Manager gives an informal talk to new boarders on this subject each year, stating what we believe to be a good standard. Any problems are handled in a caring manner.

➤Pets

Boarders may not bring pets of any kind to school.

➤Photographs

Boarders may bring as many of these treasured possessions as they wish into the Boarding House.

➤Physiotherapy

These appointments are to be made out of school hours. Appointments may be made by the House Supervisor on duty.

➤Piano Practice

A roster for practice times can be arranged, where more girls want to practise than there are pianos available. Once a student is happy with her practice time, we try not to change this for as long as she needs it. Additional practice is available at the weekend by choice.

➤Plants

Girls are most welcome to bring a small potted plant for their room.

➤Postage Stamps

These may be purchased at the Post Shop at Highfield Mall.

➤Prep

Girls have a supervised period of a minimum time as indicated earlier in this handbook. They should have homework, revision or silent reading to do at this time. All girls use their Prep Notebooks. There is a minimum of movement through the Boarding House at this time.

Girls who play sport in the evening must ensure that prep is completed after school before leaving for their sporting commitment.

➤Prizegiving

Attendance at the end of year Prizegiving is compulsory for all students. The date is published early in the year to accommodate travel arrangements.

➤Quarantine and Sick Bay

The Sick Bay is a self-contained area for isolation where necessary. It is normal policy that if a girl contracts any lengthy illness requiring specialised care she should return home or to the home of her guardian where personal care can be given to her. In the event of ill health a student may be transferred to Sick Bay. If a girl is admitted to Sick Bay for a full day she may not leave to play sport. We ask that all girls either ring home or write and advise their parents. If the Doctor needs to be called then the school will advise parents and/or guardians. Girls may not receive visits from their peers whilst in Sick Bay except with the permission of the Boarding Manager or the House Supervisor on duty. No mobile phones are permitted in sick bay at any time, these are strictly forbidden.

➤ *Radios & MP3 Players*

Small radios and MP3 players are permitted. However, during prep earphones must be used.

➤ *Rules*

House Rules are explained carefully at the beginning of each year and regular reminders are given to the girls. These rules are kept under constant review. It is expected that the girls will obey our House Guidelines and Rules as in the main they are the key to safe and considerate living in a large community which is, of course, very different from a much smaller family environment.

The School Rules and Code of Conduct are in place at all times. Girls who bring the Boarding House or the School into disrepute may face disciplinary action.

➤ *School Functions*

All school functions are listed on the Term Calendar and in the Newsletter. Parents are especially welcome at these functions. Your presence means a lot not only to your daughter, but also to her friends.

➤ *Security* (in the Boarding House and the Grounds)

We have a security system in place, which provides for the grounds to be monitored by a Security Company during the night at varying times. The House has an alarm system which indicates a breach of security or a fire.

➤ *Showers*

Girls are expected to shower at least once a day. To ensure that all girls get a hot shower at least once per day and that sporting girls can have a second shower, we ask girls to limit showers to 3 minutes.

➤ *Sleep*

This is a most important aspect of the girls' health, growth and well-being. All girls suffer if the dormitory is slow to settle down to sleep. We therefore have a strict rule that no girl may talk or leave her bed after lights-out. The curfew times and rules vary according to the ages of the year groups in the dormitory as indicated earlier in this booklet.

➤ *Sleeping Bags*

Sleeping bags are needed for school camps and can be brought into the House prior to the camp and then returned home at your earliest convenience.

➤ *Special Diets*

If your daughter requires a special diet for medical reasons, this can be arranged. We would require a Doctor's Certificate in this instance. Where food required is outside our normal range of foods then an additional charge may be made. Vegetarian food is available by arrangement with the Catering Manager. Parents must send written details to Boarding Manager of any changes in your daughter's diet requirements – this will then be passed on to the Catering Manager.

➤ *Sports*

A wide selection of sports is offered at the school and we encourage all girls to participate. This not only keeps them fit and active, but it gives them an interest and a common bond with other students. If a girl has been ill in bed there must be one clear day when she is up before being allowed to play sport. **Sporting commitments on Saturday morning must be kept before a girl has weekend leave. A girl MUST find a replacement for her team where she is unable to meet her commitments because of a weekend leave.**

Majority of boarders are involved in school sport. Information about sports, practices, trials and games is publicised by the school sports department. The school organises sports events and the Boarding House staff arrange transport, usually taxi, to and from sports venues. Boarding staff have lists of all boarders involved in teams so parents may ring reception to find out the time of a game.

➤ *Staff*

Boarding House staff comprises full-time residential and part-time non-residential staff. Non-residential staff have rostered overnight responsibilities.

➤ *Suitcases*

All a student should need is one medium sized suitcase, one small suitcase (which will fit inside that larger one when stored), and one medium-sized soft-cover weekend bag. Suitcases are stored away the day the girls arrive and are not then required until the end of term so the weekend bag is necessary for Exeats, etc. All bags must be clearly named inside and outside. Students are not allowed to travel with many small bags or with plastic carry-bags. For this reason, we ask that parents observe the list of recommended clothes and belongings.

➤ *Supper*

Supper is provided on each floor.

➤ *Swimming*

During the first and fourth terms when the swimming pool is in use, all girls must change in the changing sheds in the pool area. They may **not** leave or enter the Boarding House in bathing suits. Wet swim suits and towels are **not** brought into the House. Lines are provided within the pool area to hang these up or they may be pegged on the clothes line on the Bike Shed clothes line. The swimming pool may be used by families who visit during the term, but full responsibility must be taken by a parent, who must supervise at all times. Girls may not swim alone. A Bronze Award Lifesaver must be present at all times.

➤ *Taxis*

At any time, should difficulties be experienced by a student whilst outside the school, she must get into a taxi and return to school where payment will be made. **The Boarding House has an arrangement with Timaru Taxis and girls are requested to use these taxis only.** This also applies if the student is on weekend leave. The school is a safe place, there is always someone on duty who will help her. Please stress this to your daughter. Taxis are also available for appointments. Charges relating to the use of taxis are debited to parents accounts. Frequent use of taxis for other purposes is not encouraged.

➤ *Telephones* (under 'M' see also 'Mobile Phones')

We ask that you observe meal times, Prep times and bed times. The system has been updated and expanded and the hostel telephone number operates 24 hours a day, seven days a week. We ask that you not call after 9.00 pm for junior girls or 10.00pm for senior girls unless your call is very urgent.

So that your daughter may ring you when she wishes, you could arrange an 0800 number for her to call home. An 0800 fax number is also important for permission slips etc.

➤ *Television*

From Monday to Friday Boarders' television and DVD viewing is limited. Weekends are more flexible. Sky television is available under staff supervision.

➤ *Term Calendar*

Dates for the school year are set well in advance. A Term Calendar is printed showing all School events for the term and is sent to parents at the end of each preceding term. Term dates are to be strictly adhered to when making holiday and travel arrangements. All Boarders must attend the compulsory school functions listed on the Term Calendar and, if home on leave, will be expected to return for these.

➤ *Theft*

Unfortunately this occurs occasionally. We ask that parents and guardians be observant and supportive in a matter such as this. Where a girl is found responsible for theft the matter is dealt with bearing in mind all circumstances. Where counselling has been given and the offence repeated, the student's future at Craighead comes under serious review. Girls are reminded that it is their responsibility to put all valuables in their lockable drawer.

➤ *Toys*

Girls may bring their favourite soft toy provided that it is of a reasonable size and that it fits into their luggage.

➤Travel Arrangements

Parents are responsible for the booking and payment of all fares. Where necessary cancellation and reimbursement must be arranged by parents.

Boarders' must always bring credit to the School when travelling to and from School even though they may not be in School uniform.

➤Uniform Shop - Second Hand

Second hand uniform is available in the Second Hand Uniform Shop, run by the Old Girls Association. The shop is open on the first Friday of each month from 3.00-4.00pm in the Auditorium. Where your daughter has outgrown her uniform it can be sold in the Second Hand Uniform Shop. Your daughter can have the item of outgrown uniform dry-cleaned and then attach a printed label stating your name, address, telephone number and expected price. She delivers this to the School Office. When it is sold, a percentage of the return is forwarded immediately by cheque to you. When items are purchased second hand please ensure that nametags are removed and the new owner's name put in place immediately.

➤Visitors

Parents, relatives and friends are welcome to visit at any time during the girls' leisure time. Prior notice to the Boarding Manager would be appreciated. All visitors including young male visitors must be introduced to the House staff on duty. If this procedure is not followed then the visitor is unauthorised and therefore not permitted. Girls are not allowed to wait at the gates or congregate near fences of the school. Only Y11 and upwards may sign boys in for visiting.

➤Weekend Activities

The weekend activities offered will depend on the number of girls resident on a weekend, as well as staff, school functions, sports activities and weather factors. Apart from this, girls are expected to devise their own past times.

BOARDING HOUSE DISCIPLINE

This boarding handbook is incorporated into and forms part of the contract of each student offered a place or continuing to occupy a place in the boarding house. (Please refer to ‘Extracts from Application for Enrolment as a Boarder’ page 45)

Reference to “the school” in the Education Act is a reference to the education facility and does not include the school boarding establishment

The right of any student to a place in a boarding establishment at a state integrated school is neither granted nor recognised by the Education Act or by any other statute. Similarly, the right of the management of the boarding establishment to terminate the boarding contract is not provided by statute but arises solely pursuant to the boarding contract. The contract is a commercial one providing payment of money in exchange for accommodation services.

Termination of the contract does not equate to the suspension or expulsion of a student from “the school” in terms of Sections 13-18 of the Education Act, but simply amounts to the termination of a private commercial arrangement.

The Ministry of Education does not require notice of suspension under section 14 (1) from a boarding hostel as opposed to the school. Neither does the Secretary become involved in the suspension process relating to the boarding hostel.

The Board of Proprietors shall be entitled from time to time and at any time to amend the contract if they feel the changing environment may impact on the Board’s ability to maintain its responsibilities for duty of care.

Wherever reference is made to the Board of Proprietors in this handbook it shall be deemed to include the Disciplinary Committee of the Board of Proprietors under delegated power to stand in place of the Board with all the necessary powers required to hear and determine each case.

The Principal in her sole and absolute discretion may intervene in any situation relating to offending, whether minor misdemeanours, serious misdemeanours or serious or very serious offences. The Principal may also decide appropriate consequences which may involve a stand down from the boarding house for one or more nights. It will also include referring the matter directly to the Board of Proprietors for such action as the Board shall think fit.

The Boarding Contract may be cancelled by the Board of Proprietors and the pupil required to vacate the Boarding House forthwith in the event that the individual:

Either:

- a. Brings alcohol or prohibited drugs, cigarettes or substances into any of the Boarding Houses or the grounds of Craighead at any time.
- b. Consumes, stores or uses or gives to other students alcohol or prohibited drugs, cigarettes or substances in the Boarding Houses or grounds of Craighead school.
- c. Leaves the Boarding House after lights out without the consent of the House Staff on duty.
- d. Leaves the Craighead grounds at any time without the consent of the Boarding House Staff or otherwise as permitted by rules published by the Proprietors or the Board of Trustees of the School from time to time.

- e. Engages in conduct unbecoming a pupil or boarder at Craighead which may or does lower the reputation of the Boarding Houses at Craighead or the School or endangers the security of the Boarding Houses or other pupils boarding or attending at School.
- f. Persistently refuses to comply with the directions of the Boarding House Staff or the Principal or refuses to comply with a direction, breach of which would expose the pupil or any other pupil to the risk of injury or damage to their health or safety.
- g. Fails to observe the Special Character requirements of Craighead.
- h. Wilfully damages any of the School buildings or the Boarding Houses.
- i. Assaults or uses abusive language to any member of Staff of Craighead or its Boarding Houses or theft, misappropriation or unreasonable retention of any other pupil's property.
- j. Allows any person other than a parent access to any Boarding House or the pupil's room or living space in any Boarding House at any time without the consent of the House Staff first being obtained.

Or in the event that:

- (i) The pupil is suspended or expelled by the Board of Trustees of Craighead for any misconduct as a pupil of the School.
- (ii) The pupil is asked to leave Craighead due to the failure to pay Attendance Dues at the School.
- (iii) The parents cease to voluntarily pay Special Character Levies which are for the benefit of the Proprietors in the maintenance of the special character of the School.
- (iv) The parents fail without reasonable explanation to pay the relevant Boarding Fees and any extras incurred on due date or the cost of repair of any damage to the premises occasioned by the pupil.

The Boarding House recognize different levels of offending and there are differing consequences depending upon their severity.

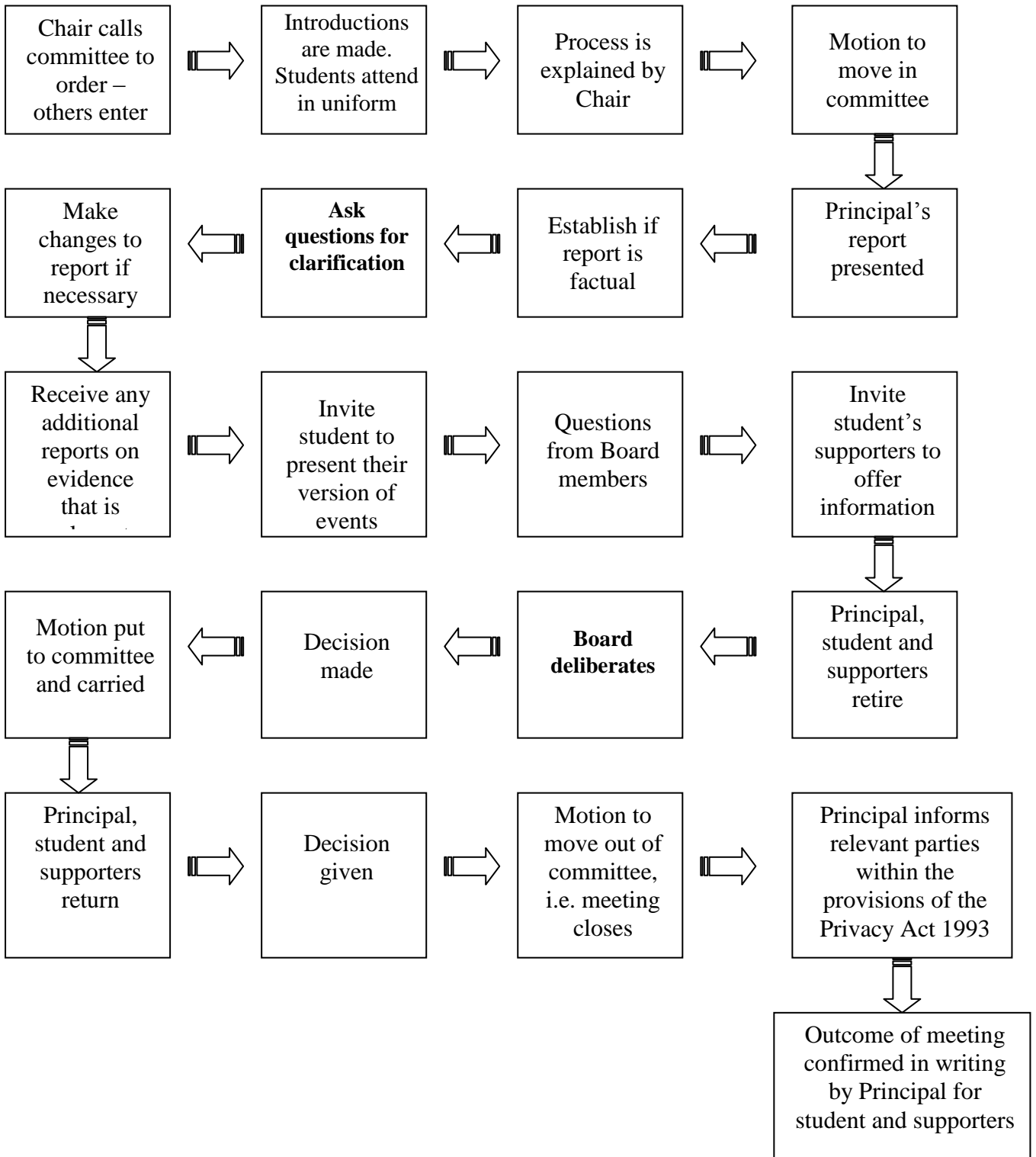
Minor misdemeanours result in House Duties of varying length depending on the degree and/or frequency of the misdemeanour. In some cases the Boarding Manager will contact parents and send a letter home.

Serious misdemeanours will be referred immediately to the Boarding Manager for investigation and action. Very serious instances of these offences will be referred immediately by the House Staff, to the Principal. Examples of these offences (but not in any way attempting to exhaustively define very serious offences) include being off the school site without permission, possession and use of dangerous goods, possession use or supply of illegal substances (any non-prescription drugs are not permitted), possession use or supply of alcohol, or the misuse of chemicals or substances, the misuse of technology, serious or continued acts of violence or bullying, stealing or receiving stolen goods, young males in girls' bedrooms.

Consequences of very serious offences

Immediate referral to the Principal, who will undertake a full investigation as a preliminary step. This shall include informing the parents. The Principal may act in accordance with authority delegated to her from the Board of Proprietors to deal with the matter herself or to refer the matter to the Board. The Principal's authority includes the power to refer the matter to the police, and a stand down or suspension from the boarding house. If a student is required to appear before the Board of Proprietor's Disciplinary Committee then the student and the parents will be notified and the Board will decide the future of the student in relations to the boarding house placement or it may prescribe other consequences which it considers fit according to the circumstances in each case.

GUIDELINES FOR BOARD DISCIPLINARY COMMITTEE MEETING



Any appeal of the decision of the Disciplinary Committee of the Board of Proprietors, may be heard by the full Board of Proprietors

SECTION C

FORMS

- Copies of boarding forms follow for your information and use.
- These forms can also be found on our School website www.craighead.school.nz
- Forms which need to be updated annually and are of a confidential nature are posted to families at the beginning of each year.

BOARDER STUDENT HEALTH / MEDICAL INFORMATION

◆ STUDENT INFORMATION	
Family Name _____ First Names _____	Date of Birth _____ Nationality (country where student was born) _____
◆ MOTHER	
Family Name: _____ Title: Mrs/Miss/Ms/Dr First Names: _____ Physical Address _____ _____ _____	Home phone: _____ fax: _____ Cell Phone number _____ E-mail address: _____ Work phone: _____ fax: _____ Occupation: _____ Workplace: _____ _____
Does the daughter live with the mother? Yes / No Is the mother a legal guardian? Yes / No Does the mother have access rights? Yes / No	
◆ FATHER	
Family Name: _____ Title: Mr/Dr First Names: _____ Physical Address (if different from above) _____ _____ _____	Home phone _____ fax _____ Cell Phone number _____ E-mail address: _____ Work phone: _____ fax: _____ Occupation : _____ Workplace: _____ _____
Does the daughter live with the father? Yes / No Is the father a legal guardian? Yes / No Does the father have access rights? Yes / No	
◆ OTHER CAREGIVER/HOMESTAY (if this section is appropriate to your family please complete)	
Family Name: _____ Title: Mr/Mrs/Miss/Ms/Dr First Names: _____ Physical Address (if different from Student address) _____ _____ _____ Post Code _____ Relationship: (eg Stepmother/Stepfather) _____	Home phone: _____ fax: _____ Work phone: _____ fax: _____ Cell Phone number: _____ E-mail address: _____ Occupation: _____ Workplace: _____ _____
Does the student live with the caregiver Yes / No Is the caregiver a legal guardian? Yes / No Does the caregiver have access rights? Yes / No	
◆ EMERGENCY PHONE CONTACT (other than parent)	
Give name: _____ Relationship to Student _____	Home Phone _____ Cell Phone number _____ Work Phone _____
◆ 2nd EMERGENCY PHONE CONTACT (other than parent)	
Give name: _____ Relationship to Student _____	Home Phone _____ Cell Phone number _____ Work Phone _____

BOARDER STUDENT MEDICAL HISTORY

♦ **HAS YOUR DAUGHTER SUFFERED FROM ANY OF THE FOLLOWING:** (Please indicate all with either 'Yes' or 'No')

Yes or No

Yes or No

Glandular Fever		Diabetes	
German Measles		Epilepsy	
Pneumonia		Hayfever	
Whooping Cough		Asthma (<i>state Medication below</i>)	
English Measles		Bad headaches (<i>e.g. migraines</i>)	
Mumps		Dietary problems (<i>Please state below</i>)	
Chicken Pox		Operations	
Emotional problems (<i>e.g. depression</i>)		Serious injuries	
Allergies (<i>please state below</i>)		Regular medications (<i>Please state below</i>)	

If you have answered 'Yes' to any of the above please write details below:

♦ **VACCINATIONS**

	Date		Date
Anti-tetanus immunisation		MMR vaccination (measles/mumps/rubella)	
Hepatitis B vaccination		Polio vaccination	
Meningococcal vaccination			

♦ **FAMILY MEDICAL / HEALTH PRACTITIONERS:**

<p>Family Doctor: Name and address:</p> <p>_____</p> <p>_____</p> <p>Phone _____</p>	<p>Dental Care: Have arrangements been made? If so, give name and address of dentist:</p> <p>_____</p> <p>_____</p>
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♦ **MEDICAL INSURANCE:**

Do you have Medical Insurance? Yes / No (*Please delete one*)

BOARDERS MEDICAL INFORMATION

♦ **DOCTOR FOR BOARDERS:**

**Dr Mary McSherry
9 Victoria Street
Timaru**

**Ph: 03 688 9095
Fax: 03 688 4062**

♦ **NOTES FOR PARENTS / LEGAL GUARDIANS / CAREGIVERS:**

- All students treated by Dr McSherry are charged at one student rate.
- Community Services Card: If your daughter requires medical treatment outside of normal surgery hours whilst under the care of the Boarding House, it would be advisable for your daughter to be able to supply her card to qualify for lower medical costs. A photocopy of the card would be taken and kept on file.
- Tetanus Immunisation: We recommend all students be fully immunised before entering the Boarding House.
- If your daughter receives any medical treatment while away from under the care of the Boarding House (i.e. at home, during holidays), it would be helpful if you forwarded those details which may be relevant to her subsequent care. This particularly applies to any accident where ACC may be involved, the ACC number would need to be supplied to Dr McSherry if any ongoing care may be required.
- If there is any further information regarding your daughter or health issues in the family that you wish to be sent directly to Dr McSherry please send to the above address. A Practice Nurse can also be contacted at the above phone number.

♦ **LIFE IN OUR BOARDING HOUSE**

Has your daughter any problems which could affect:

- | | |
|--|----------|
| (a) life in the Boarding House? | Yes / No |
| (b) performance in school? | Yes / No |
| (c) participation in outdoor education activities? | Yes / NO |

If any of these do apply, please give details on such matters as: bedwetting, sleepwalking, migraine headaches, hearing, eyesight, physical limitations, other e.g. prescribed medicine.

♦ **BOARDER PARENTS / LEGAL GUARDIANS TO COMPLETE:**

I hereby give permission for the school Doctor to carry out any examinations or treatments she may deem necessary while my daughter is a boarder at Craighead Diocesan School for Girls.

I/We understand that all information provided for on this form is considered strictly confidential and will be stored in a secure place.

Signed by..... *Signature*.....

Signed by..... *Signature*.....



PERMISSION TO USE A BICYCLE

Girl's name _____

I consent to my daughter's use of a bicycle in daylight hours during term time at the discretion of the House Staff.

- I accept responsibility for my daughter's conduct while riding her bike outside the school grounds.
- I accept responsibility for my daughter's use of a lock and chain to ensure that her bicycle is secure in the padlocked area set aside for Boarders' bicycles.
- I accept that Craighead Diocesan School will make every endeavour to ensure the security of bicycles, but that they do not take responsibility in the case of theft.

Bicycle Brand Name: _____

Colour: _____

Any Distinguishing Features: _____

Parent's name _____ Signature _____

Date: _____



STUDENT PERMISSION TO DRIVE

NAME _____ **DATE** _____

CAR DRIVING LICENCE NO _____

LICENCE CATEGORY (Please tick) **Restricted** **Full**

CAR REGISTRATION NO _____

CAR MAKE, MODEL AND COLOUR _____

NOTE: PERMISSION IS SUBJECT TO THE FOLLOWING CONDITIONS

Boarders

Boarders up to and including Year 12 who drive from home to the Boarding House must hand in their keys to the House Office during the school week and at the weekend. The School rules regarding the use of a car apply at all times.

All girls

No other girls may travel in the car with the driver unless specified below. The car is not to be used between 8.30am and 3.20pm except with the permission of the Deputy Principal and must be driven at all times in an appropriate manner.

If your daughter has a Full Driver’s Licence please delete one or both of the options below.

(a) My daughter may drive any student who has permission from her parents/guardians.

or

(b) My daughter has permission to drive the following students.

Permission letters from the parents of these students must be sent to the Deputy Principal.

STUDENT SIGNATURE _____ **DATE** _____

PARENT/GUARDIAN NAME _____

SIGNATURE _____ **DATE** _____



PERMISSION TO TRAVEL IN A CAR DRIVEN BY A SCHOOL STUDENT

I give permission for _____ to travel in a car driven by a fellow student who has a Full Driver's Licence. Please delete one of the options below:

Either

- (a) Names of students with a Full Licence who may drive my daughter:

or

- (b) I give permission for my daughter to travel in a car driven by any student with a Full Licence.

PARENT/GUARDIAN NAME _____

Signature _____ Date _____



Wrights Avenue
Timaru

Boarding House Fax: 03 684 2264
School Fax: 03 684 2250

Overnight and Weekend Leave Request Form

<p>OFFICE USE ONLY</p> <p>Signature Checked: <input type="checkbox"/></p> <p>Travel Arrangements Checked <input type="checkbox"/></p> <p>Comments:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Name: _____</p> <p>_____</p> <p>Departure: Date <input type="text"/> Time <input type="text"/></p> <p>Return Date <input type="text"/> Time <input type="text"/></p> <p>Destination: _____</p> <p>_____</p> <p>Parent's Signature _____</p>
--	--

Type of Leave: Overnight Parent/Home
 Weekend Host

Signed forms must reach Craighead by the Wednesday preceding leave – unless you are collecting your daughter from Craighead – in which case leave information may be phoned in by Wednesday lunch time and the form signed when you collect your daughter on Friday (Phone 03 684 2253).

Travel Arrangements					
From Craighead		Time	To Craighead		Time
Booking made	<input type="checkbox"/>		Taxi	Booking made	<input type="checkbox"/>
Yes/No.			Yes/No.		
Booking number				Booking Number	
No:			Intercity/Shuttle Bus	No:	
Driver:- _____			Private Car	Driver: _____	

HOST: Please complete and return to Craighead by the Wednesday preceding leave.

I wish to invite _____ to stay with us from _____
 to _____ at the above address.

My travel arrangements for her are:

From Craighead: _____

To Craighead _____

I will take full responsibility for her at all times while she is under my care.

Signed: _____ Name: _____



BOARDING HOUSE

CELL PHONE USE

- I have read the information in the *Boarding House Handbook* on page 27 about cell phone use in the Boarding House and agree to abide by these rules.

Boarder Signature: _____

Date: _____

Boarder Name: _____

- **In the House in 2012 I have:**

no cell phone device

one cell phone device

two cell phone devices

three cell phone devices

The numbers of my phones are: _____

- I agree to advise the Boarding Manager if my cell phone device situation changes (ie number of phones/numbers).

I accept the above rule and confirm that the information I have provided is true and accurate.

Boarder Signature: _____

Date: _____

Boarder Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name _____



EXTRACTS FROM APPLICATION FOR ENROLMENT AS A BOARDER

Boarding House Mission Statement

The Boarding House at Craighead Diocesan School aims to provide for young women an affirmative, safe environment, living within a caring Christian atmosphere.

BOARDING HOUSE DISCIPLINE

- 1 To enable the Boarding House to function well as a community, it is necessary to have rules for behaviour. A Boarding handbook of essential information and guidelines based on courtesy and common sense has been drawn up for the smooth running of the House. These are kept to a minimum so that the students may develop self-discipline and set good standards for themselves. A copy of this handbook is given to all parents once a place in the Boarding House has been offered and accepted
- 2 Students are expected to maintain a high standard of conduct and personal appearance at all times. They are required to behave courteously to staff and other students at all times and to abide by the guidelines laid down by the Board of Proprietors.
- 3 The Principal has overall responsibility in relation to discipline within the boarding house. In this role she will be assisted by members of the house staff who have a limited authority as set out in the boarding handbook. Some assistance may be sought from senior boarders but they will not have disciplinary powers. The Principal has delegated authority from the Board of Proprietors to intervene in any situation involving behaviour which she considers in her discretion to be inappropriate or likely to affect the proper functioning or discipline of the boarding house or which is or might adversely influence other students or bring the School into disrepute. Parents will be informed. The Principal alone or in conjunction with the Board or its disciplinary committee will take appropriate action according to each situation which might arise. For serious cases and very serious cases and any other case where the Principal considers such course of action to be appropriate or necessary, students may be required to face the Board of Proprietors Disciplinary Committee who have a number of courses of action open to them, including removal from the Boarding House.

We jointly and severally undertake and agree:

- 1 At all times to support the Special Character of Craighead Diocesan School as set out in Clause 6 of the Deed of Integration.
- 2 To support the School Boarding House in every way possible.
- 3 To pay promptly on receipt of account, boarding fees charged by the Board of Proprietors.
- 4 To pay promptly on receipt of account such disbursements as are incurred by her in the Boarding House.
- 5 To give twelve school weeks notice in writing to the Principal before withdrawing her, or pay the Board of Proprietors one term's boarding fees in lieu of notice.
- 6 The Craighead Diocesan School Boards shall be entitled from time to time and at any time to increase or reduce the per term level of fees for boarders by giving notice to us.
- 7 To advise the School immediately upon the change of any information supplied in this application.

8 That the information on this form may be disclosed to other agencies which demonstrate a statutory right to obtain it under the Privacy Act 1993, where it relates to the education, health, welfare or safety of the student.

We understand the completion of this application places _____ (name) on the waiting list for entry to the Boarding House, but does not guarantee her entry to the School or the Boarding House.

I/We undertake to ensure that my/our daughter will comply with the Boarding House rules and guidelines including those set out in the boarding handbook which I/we agree shall be incorporated into and form part of any contract formed should _____ be offered entry to the boarding house. I/we will act at all times with common sense and consideration for others and will be subject to the discipline of the Boarding House, Principal and the Board of Proprietors.(including the Disciplinary Committee)

Signature of parent/legal guardian _____ Date _____

Signature of parent/legal guardian _____ Date _____

Signature of caregiver _____ Date _____

To be signed by the student at enrolment interview after she has been offered entry to the boarding house:

I will comply with the boarding house rules and guidelines including those set out in the boarding handbook which I agree shall be incorporated into and form part of any contract formed should _____ be offered entry to the boarding house. I will act at all times with common sense and consideration for others and will be subject to the discipline of the boarding house, Principal and the Board of Proprietors (including the Disciplinary Committee)

Signature of student _____ Date _____