



St Cuthbert's

Boarding Handbook



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Contacts

Boarding Staff and Students

POSTAL ADDRESS

St Cuthbert's College
PO Box 26020
Epsom, Auckland 1344
(Please use this address for all MAIL deliveries)

STREET ADDRESS

St Cuthbert's College
122 Market Road
Epsom, Auckland 1051
(Please use this address for all COURIER deliveries)

ST CUTHBERT'S RECEPTION

Telephone +64 9 520 4159

ST CUTHBERT'S ABSENCES

Telephone +64 9 520 4159
middleschoolabsences@stcuthberts.school.nz
seniorschoolabsences@stcuthberts.school.nz

EMAIL ADDRESSES

Boarding Centre boarding@stcuthberts.school.nz
Melrose House melrose@stcuthberts.school.nz
Dunblane House dunblane@stcuthberts.school.nz
Elgin House elgin@stcuthberts.school.nz

NURSE

nurse@stcuthberts.school.nz

BOARDING HOUSE TELEPHONE NUMBERS

Please phone +64 9 520 8290 and follow the prompts
Chaplain +64 9 520 8293 ext 7883
Nurse +64 9 520 8288 ext 7824

PARENTS AND CAREGIVERS

Please do not call Boarders during meal or prep times:
5.45pm - 9.00pm on Monday nights
5.45pm - 8.30pm on Tuesday, Wednesday and Thursday nights

WHO TO CONTACT WITHIN BOARDING

Please use the following guidelines to contact boarding staff.
Issues relating to student travel, leave and general queries:

Weekdays

8.30am - 3.00pm, Director or Assistant Director of Boarding
3.00pm - 10.30pm, House Manager
10.30pm - 8.30am, Overnight Supervisor

Weekends

Boarding House Supervisor

Special permission, serious or confidential issues:
Director or Assistant Director of Boarding



Welcome to the St Cuthbert's Boarding Community

We are delighted that you have chosen to send your daughter to St Cuthbert's and look forward to a close association with her during her time as a Boarder. We realise your daughter is going to find life as a Boarder very different from living at home, so we hope you will find the following information useful in preparing her for her boarding experiences.

Our goal is for each student to develop skills which will stand her in good stead throughout her life. Our aim is to encourage each Boarder to develop an understanding of other cultures, respect for others, sound moral values and leadership skills. We seek to work alongside each family so

that our students develop into self-sufficient, confident young women, with a strong sense of self-esteem.

Fun and laughter are also essential factors for growth. We encourage students to join in a wide variety of social and recreational activities. Many of our Boarders make lifelong friendships and all leave St Cuthbert's with wonderful memories.

There will be excitement and anticipation before your daughter commences her time as a Boarder at the school, but when the time comes, you may experience some apprehension. Our experienced House Managers will nurture your daughter, encouraging her to make friends,

cope independently and help her deal with any homesickness she may experience.

The Boarding House staff, as well as the Director and Assistant Director of Boarding, welcome your phone calls or emails if you have any concerns about your daughter and are always ready to listen to your concerns.

Please feel free to contact the Boarding House if you have any queries or problems regarding your daughter's day-to-day living in the boarding community.

DIRECTOR OF BOARDING

Boarding House Organisation and Guidelines

Boarding Structure

Boarding Options

St Cuthbert's provides three boarding options:

Full Boarding

Boarders remain in during the weekend. Full Boarders, however, may take leave on any weekend.

Weekly Boarding

Boarders return home during the weekend. Weekly Boarders may remain in boarding during the weekend.

Flexi Boarding

Day students stay as a temporary Boarder for one night onwards. Long-term options may be available.

Boarding Management

The Boarding Houses are managed by the Director and Assistant Director of Boarding who oversee all boarding staff and all operational aspects of boarding.

Each Boarding House is managed by the following staff:

- House Manager from Monday-Friday.
- Weekend Supervisors from Friday afternoon until Sunday evening.
- Overnight Supervisor who sleeps in the Boarding House and is on duty from 10.30pm until 8.30am each day.
- Prep Tutors who supervise Year 9 and 10 from 6.45pm-8.30pm Tuesday to Thursday and 7.20pm-8.50pm on Mondays; and Year 7 and 8 from 4.45pm-5.45pm Monday to Thursday, in classrooms.

Boarding Houses

Elgin House

Elgin House accommodates 46 Boarders. All Year 9 Boarders reside in this House. The remaining Boarders in this House are Year 11 and Year 12 students. Four Year 12 Leaders assist the House Manager with the pastoral care of Boarders.

Dunblane House

Dunblane House also accommodates 46 Boarders. All Year 7, Year 8 and Year 10 Boarders reside in this House.

The remaining Boarders in this House are Year 11 and 12 students. Four Year 12 Leaders assist the House Manager with the pastoral care of Boarders.

Melrose House

Melrose House accommodates 33 Boarders. All Year 13 Boarders reside in this House with the balance being made up of Year 12 Boarders.

Procedures for withdrawing from Boarding

Parents are required to give at least one full term's notice in writing to the Principal when making a request for withdrawal from boarding, otherwise they will be liable for a term's fees. There is no automatic transfer from boarding to day student status.



Communication Pathways and Conflict Resolution

Communications Pathways

At St Cuthbert's we strive for effective communication. This means that if you have a suggestion, question or concern, please discuss this with us, enabling us to work together in partnership to build a community. Where possible, communicate directly

with the person concerned. If you are unsure who to contact, please refer to the table below.

For sensitive issues when the person you wish to speak to is not readily available, please contact the Director

or Assistant Director of Boarding. If the matter is unresolved after discussion with the relevant persons, you are always welcome to speak to the Principal.

WHO TO APPROACH IF YOU HAVE A SUGGESTION, QUESTION OR CONCERN

WITHIN THE CLASSROOM (SUBJECT SPECIFIC) Teaching / learning Subject difficulty	PERSON TO APPROACH House Dean
GENERAL CURRICULUM Subject choice Assessment calendar Overall academic achievement of a student	PERSONS TO APPROACH House Dean or Head of Careers House Dean House Dean
PROGRAMMES OUTSIDE THE CLASSROOM Sport / music Social and recreational activities	APPROACH ONE OF THE FOLLOWING PEOPLE Organiser of the activity / Director of Sport / Director of Performing Arts
ADMINISTRATION Examination timetables Reporting	PERSON TO APPROACH House Dean or Tutor Teacher House Dean
WORSHIP OR SPIRITUAL	Chaplain
FINANCE MATTERS Fees Student disbursements	PERSON TO APPROACH Accounts Office
LEAVE AND ABSENCE FROM DAY SCHOOL	PERSON TO APPROACH House Dean Absences +64 9 520 9388 middleschoolabsences@stcuthberts.school.nz or seniorschoolabsences@stcuthberts.school.nz

Conflict Resolution

We advise students that if they experience conflict with another person it is preferable to have a discussion with the person concerned. We encourage students to follow these procedures:

1. Refrain from discussions about the situation with others.
2. Talk with the person concerned. If you have a problem, politely tell the person what the problem is (it is better not to do this in public or when you are angry). Tell the person how you feel and what you would like her to do about it. This is always the best way to resolve problems.
3. If you feel this is too difficult, take a friend with you to support you in conversation with the person with whom you are in dispute.
4. Listen to the other person's side of the story. Think seriously about whether there is any wrong on your side.
5. Try to reach an agreement with that person where you both feel comfortable about the outcome.
6. If you feel you need further advice or support you are encouraged to speak to the school Counsellor or the Chaplain.
7. Please remember that when you have completed this process the best way to move forward is to forgive and forget.

A Week Day in the Life of a St Cuthbert's Boarder

Time	Activity
6.30am	Early breakfast is available for Boarders who attend early sports, music practices or wish to study. Quietness is required until rising times. Boarders must remain in their cubicles until rising times.
7.00am (Rising Time)	All Boarders are woken by Boarding House staff and must make their bed before breakfast.
7.15 - 7.45am	Breakfast. All Boarders are expected to attend breakfast in school uniform. Boarders collect morning tea and make a packed lunch, or sign up for a hot lunch.
7.50am	House duties and tidy individual cubicles.
8.20am	All Boarders have left the Boarding House for the start of the school day.
8.25am	School warning bell.
8.30am	School day commences.
12.55 - 1.45pm	Lunch (until 1.40pm on Tuesday). Hot lunch, as ordered, available for collection.
3.25pm	End of School day (3.10pm on Tuesdays). Boarders are encouraged to take advantage of all the co-curricular activities such as drama, music and sport offered each day.
3.30 - 5.50pm	Free time Years 9-13. Afternoon tea available in the Violet Wood Dining Hall. Boarders may stay in the Boarding House at this time. Shopping leave available as applied for.
4.45 - 5.45pm	Year 7 and 8 supervised prep in the classroom block.
6.00 - 6.30pm	Boarders' dinner.
6.30 - 6.45pm	Free time / prepare for prep.
6.45 - 8.30pm	Prep for Years 9-13 (Tuesday to Thursday). Year 9 and 10 prep supervised in a classroom. Years 11-13 complete their prep in their Boarding Houses.
6.45 - 7.15pm	Boarders' Chapel Service (Monday night).
7.00 - 8.00pm	Year 7 and 8 Activity (Tuesday to Thursday).
7.20 - 8.50pm	Prep for Years 9-13 (Monday).
8.30pm	Supper in each House.
8.45pm	Year 7 and 8 Boarders hand mobile phones in to House Manager's office and prepare for bed.
9.00pm	Year 7 and 8 Boarders' lights out. Year 9 hand mobile phones in to House Manager's office and prepare for bed.
9.15pm	Year 9 Boarders' lights out. Year 10 hand mobile phones in to House Manager's office and prepare for bed.
9.30pm	Year 10 Boarders' lights out.
9.45pm	Year 11 Boarders' lights out.
10.00pm	Year 12 Boarders' lights out.
10.30pm	Year 13 Boarders' lights out.

A Weekend in the Life of a St Cuthbert's Boarder

During the weekends in the Boarding House some structured activities are organised for Boarders. However, we try to create a relaxed atmosphere where Boarders can wind down from their busy week and catch up on school work. Boarding Supervisors are available at all times to meet the Boarders' needs. Below is the outline of what an average weekend would be like.

Friday

3.30pm	Return to the Boarding House. Afternoon tea available. Free time until dinner. Boarders going on leave are signed out by their host with Boarding House staff.
4.00 - 5.50pm	Free time.
6.00pm	Staggered dinner.
6.30pm	Free time in Houses. Sport and recreation activities.
9.00pm	Bedtime as per weekday. Years 7-10 must hand in mobile phones.

Saturday

Early breakfast available for Boarders who attend early sports games as pre-arranged.	
7.30 - 9.30am	Staggered breakfast. All Boarders must be in Violet Wood Dining Hall by 9.00am. All Boarders participate in half hour of physical activity: swim, Fitness Centre, walk, sports, etc. Year 9 and above may take local leave. Fitness Centre open.
10.30 - 12.30pm	Lunch.
8.30 - 11.30am	Boarding activity (optional for Years 11-13). Years 11-13 may have special or local leave (as previously applied for). Afternoon tea.
1.00pm	Dinner.
2.00pm	Supper available. Bedtimes as for Monday - Friday. Years 7-10 must hand in mobile phones.
3.00pm	
6.00pm	
8.30pm	
9.00pm	

Sunday

9.00 - 10.30am	Breakfast available in Houses.
9.30am	Girls may go out on pre-arranged leave when they have completed their duties.
11.00 - 12.00pm	Swimming.
1.00pm	Lunch.
2.00pm - 5.00pm	Boarding activity (optional for Years 11-13).
3.00pm	Afternoon tea in Violet Wood Dining Hall.
6.00pm	Dinner.
6.30pm - 8.30pm	Boarders clean cubicles and House and prepare for week ahead.
8.30pm	All girls should have returned from leave.
8.45pm	Supper.
9.00pm	Bedtimes as for Monday - Friday. Years 7-10 must hand in mobile phones.



Boarding House Dinners

In the Boarding House we have three different formats for our evening meals. This enables and encourages a nice balance of formal dining, a more relaxed atmosphere and an environment for girls to mix with both their own year group on some nights and with Boarders from other year groups on more formal nights.

Boarding House Dinner Structure						
Mon	Tues	Wed	Thur	Fri	Sat	Sun
Formal dinner	Staggered dinner	Staggered dinner	Semi-formal dinner	Staggered dinner	Semi-formal dinner	Semi-formal dinner

Formal Dinner

Formal dinner is held on Monday nights. Attendance is compulsory for all students. Students must attend in formal uniform. Blazers must be worn in Terms 2 and 3. No cardigans are to be worn.

This is followed by Boarders' Chapel at 6.45pm which is also compulsory. Chapel is a time when Boarders come together as a community, for a time of reflection and for development of spiritual values.

Boarders may not take leave after 5.30pm on Mondays. For urgent leave approval on this day, parents/ caregivers are asked to contact the Director or Assistant Director of Boarding.

The dining tables are fully laid out with individual table settings and white tablecloths and formal uniform is worn. Following Grace, dinner is served. The Boarders sit at allocated tables that generally seat one girl from each year group. Boarders go up for their dinner by table number

Semi-Formal Dinner

Semi-formal dinner follows a similar structure to formal dinner, but smart mufti is worn. On a Thursday night, semi-formal dinner is combined with family dinners. Boarders sit in their family groups (see right) and go up for dinner by their table number.

Staggered Dinner

Staggered dinner is the least formal of the evening meal formats. Years 7-10 Boarders come into the Violet Wood Dining Hall at 6.00pm and collect their meals one year group at a time. They stay in the dining hall until 6.30pm when all girls have finished their meals. For Years 11-13 dinner service is open until 6.15pm and they are free to come in between 6.00pm-6.15pm to dine. They also sit in their year groups. At all meals Boarders must follow Boarding House seniority protocol.

Saved Dinners

For any Boarder who would miss dinner time due to sporting or cultural events, Boarding Managers will save a dinner for them to eat in the Boarding House on their return.

Late Table

Boarders who are late to a meal following a first warning are placed on the late table. Boarders on the late table must be on time for all meals, wait until the staff member on duty releases them to get their meal and wait until the staff member on duty dismisses them from the dining hall. Boarders do not sit at the late table on formal and semi-formal dinners. Only students with the late table consequence sit at the table.

Boarder Events Family Dinners

Family dinners take place each Thursday. Each Boarder is allocated a table at which there is a Boarder from each year group. The Year 13 Boarder at each table is responsible for the welfare of the students at her table. This enables new Boarders to feel part of a group very quickly and provides an opportunity for Boarders to socialise with other year groups.

Once a month we celebrate Boarders' birthdays with a special dinner and birthday cake.

Boarders' Social

Once a year a social is hosted by the St Cuthbert's Boarders. Local boys' Boarding Houses are invited to attend. Reciprocal invitations are received throughout the year.

Weekend Activities

Every Saturday and Sunday supervised activities and outings are organised between 2.00pm and 5.00pm for all Boarders. It is compulsory for all Boarders from Years 7-10, who choose to remain in the Boarding Houses during the weekend, to participate in the organised activities.

Previous activities have included rock climbing, indoor bowling, ice skating, movies, mini golf, scrapbooking, baking and visits to shopping malls. Years 11-13 Boarders are also encouraged to participate. However, their attendance is not compulsory.

Extra costs for activities will be charged to your school account.



Closed Weekend

Two Closed Weekends occur within the first two weeks of each year. New Boarders and Boarding House Leaders are required to stay in during this time. All Boarders remain in for one of these weekends.

These are important bonding weekends, particularly for new Boarders, when relationships are developed with other Boarders and boarding routines are established.

Special activities are organised and led by boarding staff, Year 12 Leaders, Year 13 Boarders or an outside provider.

SAMPLE Weekend Activity Programme

WEEK	DATES	ACTIVITY
ONE	Saturday	Leader Training, Swim and Picnic in Cornwall Park
	Sunday	Rangitoto Island Trip
TWO	Saturday	Durham Shield
	Sunday	Zoo Safari/Zumba Carnival
THREE	Saturday	Leave Weekend
	Sunday	Leave Weekend
FOUR	Saturday	Make Your Own Jewellery
	Sunday	Amazing Maze
FIVE	Saturday	Tennis Ladder Challenge
	Sunday	Parnell Baths
SIX	Saturday	Baking Challenge
	Sunday	Mission Bay - swimming
SEVEN	Saturday	St Cuthbert's Open Day
	Sunday	Shopping at Sylvia Park
EIGHT	Saturday	Leave Weekend
	Sunday	Leave Weekend
NINE	Saturday	Zumba
	Sunday	Devonport
TEN	Saturday	Cooking Class
	Sunday	Butterfly Creek - Rocket Ropes



Leave and Visitors

No leave is approved on a Monday night after 5.30pm due to Boarders' Formal Dinner and Chapel.

All Boarders' leave is a privilege, not a right, and is given at the discretion of the Director of Boarding. The Director of Boarding reserves the right to cancel leave at any time if leave procedures are not correctly adhered to or as part of a disciplinary response.

Outside of school hours, Boarders are in the care of the House Supervisor on duty when in the Boarding House.

For safety reasons we must know where all Boarders are 24 hours a day. **Boarders must never leave the school grounds without the permission of Boarding House staff.** During the school day this means obtaining permission from the Director or Assistant Director of Boarding or College staff.

Parents are to arrange all aspects of their daughter's leave, including transport details, and advise the House Manager accordingly. The following guidelines must be followed whenever a Boarder wishes to take leave from the Boarding House.

- Parent/caregiver applies through Boardingware to House Manager, with details of:
 - Type of leave requested
 - Time of departure from Boarding House
 - Name of person collecting/hosting Boarder

- Method of transport
- Time of arrival back in the Boarding House and name of person signing them back.

- Boardingware approval is received from the person hosting the Boarder if it is someone other than the parent/caregiver.
- Leave approved by House Manager. In the event that leave cannot be approved, Boarding House staff will contact the parents.
- On the day that the leave is to be taken, **Boarders must be signed out of the Boarding House by the parent/caregiver or approved host, with the exception of Year 13 Boarders and Year 12 Leaders who can sign themselves out unless they are taking event leave.**

Students may not sign themselves out of the Boarding House other than when they are leaving the school for shopping/medical/special leave, or for organised school activities.

By approving leave for a Boarder, the parent/caregiver or host, releases St Cuthbert's of its responsibility for the Boarder from the time they sign out of the Boarding House.

Both Boarders' parents and host parents have a legal obligation to ensure there is

responsible adult supervision for Boarders at all times while on leave from the Boarding House.

- On returning from leave the parent/caregiver or approved host must sign the student back into the Boarding House with the Boarding Supervisor on duty. In the event that circumstances prevent the Boarder from returning at the scheduled time, the House Supervisor must be contacted by the host.

If a Boarder has an urgent medical appointment during school hours, she needs to follow school procedures for obtaining permission from her respective House Dean and following the school sign-out procedure.

Approved Visitors and Travel

Boarders may only receive visits from people who are named on the approved visitors leave list available in the Administration Forms Handbook. Additional names may be emailed to the Boarder's House Manager at any time. Details must include name, address, contact number and relationship to the Boarder.

Boarders may receive visitors 3.30pm-6.00pm Monday - Friday, and at weekends by arrangement. Visitors are only permitted in the Boarding House offices and downstairs lounges or in the quad in front of the Boarding Houses. Parents/caregivers must seek boarding staff permission before visiting their daughter's cubicle. All visitors must sign in with the Boarding Supervisor on duty.

Any Boarder travelling during hours of darkness may only travel by taxi or private car.

All escorts must be over 25, with the exception of a brother or sister 17-25 years, and then only if written consent has been given by the parents.

Boarders are not given permission to stay overnight with any person under 25-years-of-age, including relatives.

Leave

All leave from the Boarding House is managed through an online application called Boardingware. Prior to commencing in boarding all parents and designated caregivers are invited to join Boardingware through an email invitation. Once connected to Boardingware, parents and designated caregivers can monitor and request leave for their daughters. All Boarders are connected to Boardingware once they have an active email account. More information can be found at www.boardingware.co.nz.

Leave with Parents or Caregivers during the Week

Boarding staff recognise the right of access by parents or caregivers to their daughters at any time. However, at least 24 hours prior notification of a Boarder taking evening leave with parents/caregivers would be appreciated. This gives the House staff ample time to check the school's commitments or activities for the student for the period of leave requested.

If a Boarder is sent home to her parents or caregivers due to illness and is not returning to school the next day, the parents or caregivers must phone absences (+64 9 520 9388) or email them at [middleschoolabsences@middleschoolabsences@stcuthberts.school.nz](mailto:middleschoolabsences@stcuthberts.school.nz) or seniorschoolabsences@stcuthberts.school.nz and inform the House Manager of her absence prior to the start of the school day.

Boarders are to ensure that study and prep commitments are met when taking leave during the week. Boarders are required to return to the Boarding House no later than 8.30pm unless prior approval has been granted for late re-entry.

Overnight leave is not granted during the week unless it is with a parent or caregiver. This leave is at the discretion of the Director of Boarding. A leave request through Boardingware,

or telephone confirmation, must be received from parents/caregivers by the House Manager prior to any leave being approved.

Weekend Leave Arrangements

Boarders are able to take weekend leave from 3.30pm on Friday. All Boarders must return before 8.30pm on Sunday, or by 8.15am on Monday. If Boarders plan to return in time for dinner on Sunday evening, they are required to sign into the Boarding House by 5.45pm. Parents/caregivers are required to confirm approval for their daughter's weekend leave, through Boardingware, **no later than 8.30pm on Wednesday evening**, otherwise the Boarder may not be granted leave that weekend. Approval must also be received from the host family, **by 8.30pm on Wednesday evening**.

Responsibility for Boarders while on Leave

By authorising people as approved hosts, whom their daughter may visit, parents are taking complete responsibility for the supervision and care of their daughter while away from the Boarding House and transferring this responsibility to the persons nominated in Boardingware to host their daughter. It is important that people who assume the role of host for a Boarder are aware of their responsibilities while the Boarder is in their care. Parents/caregivers are requested to make direct contact with the proposed hosts to ensure their daughter will be suitably cared for and that hosts are aware of their obligations.

Travelling to and from school

Boarders must travel to and from the Boarding House in full uniform at all times if travelling on public transport, for their personal safety. Mufti may be worn if a Boarder is travelling door-to-door, or on an international flight.

Boarders travelling by taxi are only permitted to travel with Auckland Co-op Taxis, Corporate Cabs or Driving Miss Daisy.

Early Departure or late Arrival at the Beginning or End of Term

St Cuthbert's policy requires that all students complete a full term. Requests for early leave or late return to the College must be made in advance, in writing to the Deputy Principal and will be granted only at her discretion.

Event Leave

Years 7-13 Boarders who wish to attend a special event at other venues e.g. other school socials or balls, parties, weddings, concerts, etc. must be signed out into the care of their parent/caregiver or approved host. If the event concludes after 8.30pm, the Boarder must remain in the care of the parent/caregiver or host overnight.

Shopping Leave

When taking shopping, special or local leave:

- Years 9-12 Boarders must travel in groups of no fewer than two Boarders.
- Year 13 may travel by themselves.
- Any Boarder travelling during hours of darkness may only travel by taxi or private car (approved by a parent/caregiver as per travel permissions).

Shopping leave is taken after school to Newmarket on allocated days at the discretion of the Boarding House Manager. Boarders must obtain their House Manager's permission prior to taking ANY leave, and sign out and in on Boardingware. All Boarders must take their mobile phone, which must be fully charged and switched on at all times, when on shopping leave and group outings. They must respond immediately to calls and messages from Boarding House staff. Boarders are required to store the Boarding House number in their phone and must contact the Boarding House staff if they are going to be unavoidably late returning.

Year 7 and 8 Boarders are not allocated shopping or special leave. They may be granted leave to Newmarket once each term, at the discretion of the Director of Boarding. They must be escorted by a Year 12 Leader or a Year 13 Boarder.

Years 9-11 Boarders have a designated weekly leave day, on which Boarders may travel to Newmarket between 3.30pm and 5.30pm.

Year 9 Boarders must also be accompanied by a Year 12 Leader or a Year 13 Boarder in Term 1.

Leave days are:

- Year 13 Any days of their choice (Monday - Friday)
- Year 12 One day of their choice (Monday - Thursday)
- Year 11 Tuesday
- Year 10 Wednesday
- Year 9 Thursday

Local Leave

Year 9-13 Boarders may take local leave, to shop or dine at shops/cafes/restaurants in the local area (within 2km of the campus). The duration of the leave and specific locations for each year level are noted below.

Year 7 and 8 are NOT granted local leave at any time.

Years 9-12. This leave can be taken one afternoon during the week (Monday-Thursday between 3.30pm and 5.30pm) at the discretion of the Boarding House Manager.

During the weekend this leave can be taken, either between 10.30am and 12.30pm or 2.30pm and 4.30pm, on Saturday and Sunday. Boarders must obtain permission to take this leave from their Boarding House Supervisor.

Years 9-11 may visit Ranfurly for a duration of 30 minutes at allocated times.

Years 9-11 may visit the Caltex Petrol Station (next to Burger King) in Manukau Road, or Burger King in Manukau Road for a duration of 45 minutes at allocated times.

Year 11 may also visit Farro (Greenlane) at the allocated times, for 45 minutes.

Year 12 may take local leave for up to one hour at the allocated times above.

No shopping or local leave may be taken on a Friday other than by Year 13 or in exceptional circumstances as agreed with the Director of Boarding.



Year 13 may take Local Leave for up to one hour between 3.30pm-5.30pm (Monday-Thursday) and during the weekend until 9.30pm each day. Additional Year 13 local leave, for the duration of 1 hour, until 9.30pm, during the week, may be granted at the discretion of Boarding staff.

Special Leave

Special leave is taken in addition to shopping leave.

Year 7 and 8 Boarders are not allocated special leave.

Years 9-12 Boarders may apply for special leave to Newmarket (for two hours), as listed below. Boarders must return by 5.30pm during the week, unless specified.

Special leave must be applied for by one day in advance, or by Thursday evening for weekend leave.

Any Boarder travelling during hours of darkness may only travel by taxi or approved private car.

Students must travel in groups of two or more Boarders:

Year 9

- Three times each term, from Monday to Thursday, to Newmarket. They must be accompanied by a Year 12 Leader or Year 13 Boarder in Term 1.

Year 10

- Four times each term, from Monday to Thursday, to Newmarket.

Year 11

- Five times each term, from Monday to Thursday, to Newmarket.
- Four times each term, on Saturday, to visit Newmarket for two hours between 2.00pm and 4.00pm.

Year 12

- Six times each term from Monday to Friday, to Newmarket.
- Four times each term, on Saturday or Sunday, to visit Newmarket, the city or Sylvia Park for five hours between 9.30am and 4.00pm. Leave to the city will not be granted at any other time.
- Two times each term, until 9.30pm on Friday nights, to visit Newmarket.

In addition Year 12, Boarding Leaders are also extended the following leave allowances:

- One extra leave on a Saturday or Sunday to visit Newmarket, the city or Sylvia Park for five hours between 9.30am-4.00pm.
- Three extra Friday night shopping leaves to Newmarket, each term, until 9.30pm.
- Two extra Saturday afternoon leaves from 1.00pm-4.00pm.

Year 13 Special Leave

Year 13 special leave is leave that Year 13 can take during the weekend, without needing to apply by Wednesday 8.30pm and that does not require parent/caregiver permission. Special leave is granted on the understanding that it is only to the approved venues listed. It is NOT to go to day girls houses, etc. If Year 13 Boarders wish to go to other venues, or at other times, they must apply, as per other leave requests, through Boardingware by Wednesday 8.30pm. Year 13 Boarders are not required to travel in pairs for special leave.

Year 13 Boarders may take special leave to visit Newmarket, the City, Sylvia Park Mall, Parnell, Ponsonby Road, Mt Eden shops, and cafés/restaurants/shops in the local areas (within 2km radius of the campus) with the approval of Boarding staff. The duration of this leave will be discussed and approved relative to the planned activities e.g. shopping, lunch or dinner and a movie. On a Friday, Saturday and Sunday night special leave can be taken until 8.30pm.

One night each weekend it can be taken until 10pm to Newmarket only, with permission from the Boarding Supervisor.

During the weekends 3.30pm Friday - 9.30pm Sunday Year 13 local leave can also be taken for up to one hour as detailed above.

Additional Leave

The Director or Assistant Director of Boarding may grant additional leave to Boarders at her discretion.



Uniform regulations while on shopping and special leave

Full uniform must be worn for all weekday leave, other than on school mufti days when tidy mufti may be worn, as per school uniform guideline.

Mufti may be worn for Friday special leave.

Food consumption while on shopping and special leave

Food must be consumed on the premises where purchased when on leave. Food may NOT be eaten in the street.

Transport



Boarder Parents' Parking

Wapiti and Underground Carparks

At the start of each year boarding parents/caregivers will be advised of vehicle access within the school grounds.

Boarders Travelling by Bus, Train, Taxi and other vehicles

Authorisation to Travel Form

- Boarders' parents are required to complete and sign the Travel form in the Boarding Administration Forms Handbook.
- Boarders may only travel with people who are selected on the approved Travel form.
- Permission to update this form may be sought from the Director of Boarding throughout the year.

Travelling on Public Transport

- As part of the regular boarding leave process, parents/caregivers are to telephone the House Manager to request permission for their daughter to travel by public transport.

- All Boarders must travel on public transport in school uniform, except when travelling on international flights.
- Boarders may not travel on public transport during hours of darkness.

Taxis

- Boarders sometimes need to travel to private extra-curricular lessons or medical appointments by taxi.
- Boarders' parents are requested to obtain a taxi charge card for their daughter at the start of the school year. Contact Boarding Administrator to get a form.
- Boarders who travel in groups may obtain a taxi chit from the House Supervisor.
- Taxi charges for group bookings will be itemised for each participating Boarder and charged to the Boarder's school account.
- Boarders travelling by taxi may only use Co-op Taxi, Corporate Cabs or Driving Miss Daisy.

Boarders' Bicycles

Boarders in the school Cycling Team may keep a bicycle at school, provided permission is obtained from the Director of Boarding.

Boarders' Motor Vehicles and Parking

Only Year 13 Boarders and Year 12 Leaders are allowed to bring their cars to school, subject to signing a three-way contract with their parents and the Director of Boarding (available on myCollege).

Boarders' Security

Security Card System

The Boarding Houses are secured by an electronic system and the method of entry is by swipe card. This security system limits access for unauthorised visitors and ensures Boarders are secure.

All Boarders are issued with a card at the beginning of the year. Swipe cards are programmed to allow Boarders access to the Boarding Houses, other than during school hours, between 6.30am and 9.30pm each day.

Access to the Houses outside these hours is provided by the boarding staff. Special permission may be given by the Director or Assistant Director of Boarding, if a Boarder requires early exit for sports training. Boarders will be charged a replacement fee for lost security cards.

Wapiti Avenue Gate Security Cards

At times when the Wapiti Avenue carpark is locked, vehicle access

through the gate is by security card and is only available for Boarder parents/caregivers and Year 12 Leaders and Year 13 Boarders who keep their car at school.

Emergency Evacuation

In the event of an emergency Boarders are required to follow evacuation procedures as displayed in Boarding Houses.

A trial evacuation is conducted each term.

Health and Welfare - Designated Caregivers

Designated caregiver may be referred to as caregiver in communications from the school.

Obligations of Designated Caregiver

Eligibility

The person accepting the role of designated caregiver is required to:

- Be over 25 years of age.
- Live in Auckland City.
- Provide written evidence of designated caregiver by completing and signing the 'Acceptance of Designated Caregiver' form in the Boarding Administration Forms Handbook.

General Responsibilities

International students and students who live outside the Auckland metropolitan region, are required to provide the school with details of an appropriate designated caregiver who is resident in Auckland City. **Parents living in the Auckland metropolitan area must also appoint a designated caregiver if they are travelling abroad.**

The appointed designated caregiver must be available to take full parental and pastoral responsibility for the student on leave weekends, at interviews and in disciplinary situations and we would encourage ongoing contact throughout the term. The designated caregiver is responsible for the full care of the student in the event of serious illness or accident.

Boarder parents are required to advise the House Manager immediately if the Boarder's designated caregiver changes. A new 'Appointment of Designated Caregiver' form is also required to be completed immediately and handed to the Boarder's House Manager.

Designated caregivers are required to assume the following responsibilities on behalf of a Boarder's parents. A Boarder's acceptance into the Boarding House is dependent on compliance with these terms and conditions.

Being readily available to fully support a Boarder as follows:

- Being available weekdays and weekends throughout the school term.
- If deemed necessary by staff, collecting a Boarder if she is unwell.
- Meeting the Boarder at school or hospital in a medical emergency.
- Advising the House Manager each week of the Boarder's weekend leave arrangements, including travel arrangements.
- Transporting the Boarder to and from the Boarding House at the beginning and end of term and leave weekends.
- Weekly contact with the Boarder.
- Keeping in regular contact with Boarder's parents.
- Acting on the parents' behalf in dealings with the school.
- Being readily available to discuss matters of concern.
- Informing the school of an appropriate proxy when the caregiver is unavailable.
- Attending the school and Boarding House events which involve the Boarder. These include Kahunui information evenings, parent teacher interviews and Boarder Family Chapel services.
- Being actively involved in the wellbeing of the Boarder.
- Hosting the Boarder on weekend leave at least twice each term.



- Showing an interest in and monitoring the academic progress of the Boarder.
- Being aware of the rules and regulations regarding Boarder behaviour and expectations, as noted in this handbook.
- Notifying the school of student absences.
- Ensuring a Boarder's passport is valid for six months from the end of the current school year and any visas and student permits are also current.
- Ensuring a Boarder's medical insurance and insurance for personal effects, such as notebooks and valuable items, is also current.
- Advising the Director or Assistant Director of Boarding of any concerns or issues, on behalf of the Boarder's parents.



Food and Nutrition

Boarding House staff place a high priority on providing healthy, nourishing, appetising meals which are appropriate for adolescent girls. The caterers work closely with the Director of Boarding to ensure all meals are of a high standard and meet nutritional guidelines.

Boarders are asked to advise House Managers of vegetarian preferences or allergies.

Fruit is provided in the Violet Wood Dining Hall and Boarding House staff encourage students to make healthy choices, opting for a variety of food and portion sizes. We encourage

Boarders to aim to eat at least five portions of fruit and vegetables every day.

A wide variety of food is provided in the Violet Wood Dining Hall. This includes a hot lunch option with a healthy salad bar each weekday. Tea, coffee, bread and spreads are also available for students to consume in each Boarding House kitchen. Boarders may also have a small amount of their own non-perishable food that they store in an air-tight container in their locked drawer.

Each menu cycle runs for four

weeks. Menus are displayed in all Boarding Houses and on myCollege.

Boarders are expected to eat the food provided by the College caterers and attend all meals, however, on special occasions they may be permitted to order food from outside the school. Permission must first be sought from the Boarding House Supervisor on duty before any orders are made. All food delivered to the school, including Uber Eats, must be consumed within the Boarding House and may not be taken to the Violet Wood Dining Hall.

Sample Menu

	MON	TUES	WED	THURS	FRI	SAT	SUN
BREAKFAST	Banana and cinnamon porridge	Crumpets/poached fruits and toppings	Scrambled eggs on toast	Dry-roasted hash nuggets	Banana French toast/ maple syrup	Poached eggs and sautéed spinach	Boarding House breakfast
	Boston baked beans on toast	Spaghetti	Grilled tomato	Chipolata sausages	Bacon	Baked herb tomatoes	
Continental breakfast consisting of a variety of cereals, full cream and low fat milk, assorted breads for toasting including high fibre options, spreads and fresh fruit accompanied by tea, coffee and hot chocolate (soy milk available on a dietary request)							
MORNING TEA	Homemade vanilla slice	Tomato and cheese muffin	Marble cake with chocolate icing	Homemade savoury scroll	Passionfruit tartlets	Spinach and feta triangles	Sports muesli slice
	Fresh seasonal whole fruit and water						
LUNCH	Wrap of the Day. Choose from beef, tuna or chicken	Smoked chicken, crispy noodle salad	Ham and egg pie with tomato and basil pesto	Spicy chicken pita breads with all condiments/fillings	MYO Burgers. Beef patty with assorted salads and condiments	Chicken thyme mushroom apricot macaroni bake.	MYO Croissants. Choose from an assortment of fillings such as beef pastrami, chicken, pickles and hummus
VEGETARIAN	Wrap of the Day. Falafel, eggplant/ roasted veges.	Crumbed soft cheese salad/ roasted chickpeas	Herb roasted vege puff pastry pie	Falafels and tabouleh pita bread	MYO Burgers. Tofu and/or cheese patty/salad/condiments.	Risotto cakes with hummus, pesto and chargrilled vegetables	
SALADS	Green bean	Asian noodle	Potato	Spinach and feta	Carrot and orange	Beetroot and lentil	Vietnamese rice
SIDES	Aioli, caramelised onion relish	Tomato relish, mayonnaise, Caesar dressing	Salsa, relish	Fruit chutney, hummus	Lettuce, tomato, beetroot, cheese, onion, relish, sauce	Parmesan	Hummus, sweet chilli, mayonnaise
Fresh fruit is available for breakfast, morning tea, lunch and afternoon tea							
AFTERNOON TEA	Selection of fresh fruit, sweet/savoury	Selection of fresh fruit, sweet/savoury	Selection of fresh fruit, sweet/savoury	Selection of fresh fruit, sweet/savoury	Selection of fresh fruit, sweet/savoury	Selection of fresh fruit, sweet/savoury	Selection of fresh fruit, sweet/savoury
DINNER MAIN	Monday Roast. Slow roasted pork	Prawn vegetable stirfry, crispy noodles	Chicken herb, and mushroom risotto	Bacon and mushroom creamy carbonara	Crumbed fish	Lamb, pumpkin, mushroom hotpot with crusty rolls	Beef and herb lasagne
DINNER VEGETARIAN	Cheese, pumpkin, sweet potato bake	Tofu and seasonal vegetable stirfry	Herb and mushroom risotto	Spinach and ricotta ravioli, tomato sauce	Corn fritters with salsa and pesto	Pumpkin, mushroom and tofu hotpot	Creamy mushroom, spinach lasagne
STARCH	Garlic/roasted potatoes	Egg fried rice	Risotto	Fettuccine	Roasted baby potato	Pasta	Warm garlic bread
VEGETABLES AND SALADS	Roasted carrots, roast onions and garden peas	Baby carrots and bok choy	String beans	Roasted root vegetables in light garlic butter	Balsamic roasted mushrooms and corn cobs	Mixed vegetable salad	Minted peas and steamed carrots
SIDES	Apple sauce, gravy	Sweet soy sauce, aioli	Minted yoghurt	Parmesan	Tartare sauce	Mint sauce, mustard grain sauce	Sour cream
DESSERT	Baked Alaska	Fresh fruit salad with yoghurt	Baked NYC cheesecake	Mixed berries with cream	Vanilla ice cream with selection of toppings	Ambrosia	Bread and butter pudding

Pastoral and Medical Support

Counsellors

Boarders have access to all support networks in the school. The Counsellors are experienced in dealing with all matters relating to adolescents. They are available to meet Boarders and/or parents/caregivers at any time during the week between 8.00am and 4.00pm. All meetings are confidential, however, in certain situations, Counsellors may contact the Director of Boarding or the House Dean to discuss concerns regarding a Boarder.

Health Centre and Medical Information

Medical Support

There are beds available in the Health Centre to allow Boarders who are unwell to rest during the school day. Correspondence concerning health should be addressed to the Director of Boarding.

The Health Centre is run by registered nurses and is open 8.00am - 4.00pm each weekday. The Nurse provides a clinic for Boarders from 8.00am until the end of Period 1 each weekday.

A Boarder who is unwell on a school morning is required to advise their House Manager, before school. The House Manager will give the Boarder a signed note for the Nurse advising of the nature of the illness. The Boarder reports to the Health Centre at 8.00am. The Nurse will decide if the Boarder is well enough to attend school classes or is to remain in the Health Centre to rest. The Nurse will also make a doctor's appointment for the Boarder if necessary.

A Boarder who is unwell remains in the Health Centre under the care of the College Nurse during the school day until the Boarding House staff are on duty at 2.30pm, or until collected by their parent/caregiver. Students are not permitted to rest in the Boarding House during the school day.

If the medical staff consider that a Boarder is too unwell or injured to remain at school, the Boarder's parent/caregiver will be contacted by the Nurse, or boarding staff. Boarders are not to contact their parent/caregiver directly to collect them from school.

We ask that Boarders who have contagious illnesses remain at home until they are fully recovered to prevent the illness spreading to other Boarders.

Medical Certificates

If a Boarder is unwell and unable to return to school, the parent/caregiver is required to notify the House Manager and Absences, to indicate the length of time that the Boarder is likely to be absent from school.

A medical certificate is to be provided on the Boarder's return, if absent during assessments.

Medical Information

Please notify the Nurse and Boarding House Supervisor if your daughter has become injured, is unwell while away from school, or is taking medication. We will respect your daughter's privacy and all medical information will be kept confidential.

All prescription and over-the-counter medications are to be handed into the House Manager, complete with a Request for Administration of Prescription Medication form, and are not permitted in the Boarder's room.

It is important to update the Nurse and the Boarding House staff of any new medical conditions, allergies or injuries which your daughter has, so that Boarding House records can be updated.

School Doctor

The school Doctor is located at the Ranfurly Medical Centre, at 235 Manukau Road, Epsom, which is a five-minute walk from the campus.

A Doctor's Clinic is held in the Health Centre one morning each week during the school term when required.

Other Appointments

The Nurse is available to assist Boarders to make dental, orthodontist or specialist appointments in Auckland. Students must travel to these appointments in correct uniform and make appointments outside school hours wherever possible.

Physiotherapy

The Nurse makes appointments for Boarders who require physiotherapy treatments. Any costs associated with treatment are charged back to the student's account.



Boarding House Behaviour

Management

The St Cuthbert's Boarding House staff aim to ensure the highest quality of care and safety for all Boarders. All communities who live in close quarters with each other create sound systems, procedures and regulations to ensure a safe and harmonious living environment.

It is a requirement of admission to boarding that your daughter reads and signs the Boarding Code of Conduct and agrees to adhere to all boarding procedures and regulations.

Expectations of Boarders

Behavioural Expectations

A high standard of behaviour is expected from all Boarders. Living in harmony in the Boarding Houses requires that students observe some basic expectations. Please take time to talk these over with your daughter. An understanding of the importance of these expectations will help set a framework for her as she begins her year at St Cuthbert's.

We strive to emulate a Christian community in our Boarding House. The qualities of respect, kindness, forgiveness, honesty, tolerance, understanding and self-control are encouraged in all aspects of boarding.

The Boarding community functions on trust. Once that trust is broken by a Boarder, she forfeits the basic freedom she is normally allowed until she can show that she is trustworthy and responsible enough to use her freedom appropriately.

The relationship between staff and Boarders is one of nurturing and supervision. Boarders must receive direction and discipline from staff in a respectful manner.

Alcohol and Drugs

St Cuthbert's has a zero-tolerance drug and alcohol policy.

Boarders must not drink, possess or provide alcohol or possess,

buy, provide, sell, exchange or use illegal substances, drugs or solvents (or related items) in the school or boarding community. This includes when Boarders are representing the school, or attending any event as a student of the school in the wider community or on any Boarders' outings. Boarders must not use prescription or over-the-counter medicines inappropriately at school.

Smoking

Boarders must not smoke on the campus, outside the campus, or in school uniform when representing the St Cuthbert's, or attending any event as a student of St Cuthbert's in the wider community, or on any Boarders' outings. Any students found with cigarettes, vapour pens (or similar), lighters or matches will be deemed to be a smoker and must accept the consequences.

Boarders must follow all school policies relating to smoking, alcohol and drugs.

Consequences

Any student who returns to the Boarding House under the influence of alcohol or drugs will be severely disciplined.

If a Boarder breaches St Cuthbert's boarding expectations, as outlined in the Boarding Code of Conduct, the following consequences may be imposed by Boarding House staff, or the Senior Leadership Team.

This list is not exhaustive and other consequences may ensue at staff discretion:

- Verbal censure and/or counselling.
- Cleaning duties outside school hours.
- Withdrawal of privileges, including mobile phones and internet access.
- Withdrawal of leave from, the Boarding House and boarding community.
- Suspension or expulsion from boarding.

Please note:

The St Cuthbert's College Trust Board rules, including all Codes of Conduct and consequences, are determined at the Board's complete discretion. Neither the regulations nor any consequences are open to negotiation.

School Code of Conduct

The school motto By Love Serve is the basis of behaviour at St Cuthbert's. It implies courtesy, consideration and respect for others and for yourself and the willingness to put the welfare of others above self-interest.

The school Code of Conduct is the overarching definition of the expected standard of behaviour within both the day school and the Boarding Houses. The Boarding Code of Conduct establishes the standard of behaviour in the boarding community.

Purpose

To ensure that Boarders experience and contribute to a positive, respectful and supportive boarding environment, which allows them to develop as learners and as members of the boarding community.

Rights and responsibilities

All Boarders must observe both the Boarding Code of Conduct and the school Code of Conduct.

Each student has a right to:

- Be treated as an individual.
- Be treated with understanding, courtesy and kindness.
- Be listened to.
- Be safe and secure.
- Expect their property to be safe.
- Maximise their opportunities to learn in academic, cultural and sporting areas and to develop their self-awareness.

Each student has a responsibility to:

- Accept individual differences and opinions.
- Treat others with understanding and thoughtfulness.
- Use appropriate and courteous language.
- Respect the authority of staff and be co-operative with staff.
- Act honestly in all situations.

- Raise concerns in a thoughtful manner.
- Follow all boarding procedures regarding visitors to the school.
- Make boarding safe by avoiding any actions which could be seen as constituting harassment.
- Observe safety and security rules and ensure valuables are kept in the locked drawer in her cubicle/room.
- Notify Boarding House staff of any concerns about harassment of other students.
- Be punctual to all boarding events.
- Use prep and study times effectively and adhere to conditions of computer and internet/intranet use.
- Ensure her actions do not disrupt the learning and wellbeing of others.
- Follow all boarding procedures.
- Abide by the Boarders' House Leave procedures.
- Ensure she does not leave the Boarding House without the permission of a Boarding House staff member.
- Avoid any actions which place herself or others in danger.
- Abide by the Boarding House policy with regard to illness and medication.
- Abide by the conditions of her Motor Vehicle Contract, which applies to Year 13 students and Year 12 or 13 Leaders only. No other Boarder may have a vehicle at the school.
- Observe the Boarding Mobile Phone policy.
- Observe the school uniform requirements and all Boarding House requirements regarding suitable attire. Hair dye and fake tan are not to be used in the Boarding Houses under any condition.

The school Code of Conduct regarding alcohol, drugs, smoking, vaping and misuse of prescription or over-the-counter medicine applies at all times to students within the boarding community, as does the requirement not to bring the school into disrepute.



Serious breaches of the school Code of Conduct and/or the Boarding House Code of Conduct will be referred to the Disciplinary Committee of the Trust Board. This Committee will consider the Principal's report on the matter and interview the parents of the student.

If the Disciplinary Committee concludes that the student's continued attendance is detrimental to the wellbeing of the school, the parents will be directed to withdraw the student. The conclusion of the Disciplinary Committee of the Trust Board is final.

Additional Boarding House and Behaviour Regulations

- Shoes are to be worn in the school grounds at all times i.e. no bare feet.
- No rollerblading/skating, scootering or skateboarding on the campus.
- No unauthorised entry into the swimming pool complex. No swimming without adult supervision.
- No pyjamas to be worn outside the Boarding House, including the Violet Wood Dining Hall and prep rooms.
- All laundry and swimwear must be dried in the designated laundry drying room or courtyard clothesline.
- Students are required to change into and out of bathing suits in the area provided within the swimming pool complex. Wet bathing suits are not to be worn in the Houses or Violet Wood Dining Hall at any time.

- Students are not to go to the Violet Wood Dining Hall or to Chapel with wet hair. The only exception would be during the swimming season when hair must be towel dried and neatly combed.
- All Houses are out of bounds during school hours. Students are to take all requirements with them each day, including sports gear. Once a Boarder leaves the House, she is treated as a day student. In an emergency, a Boarder may report to the Boarding Centre and a staff member will accompany the Boarder to her Boarding House during school hours.
- Candles, matches and similar items that create a mist, steam or vapour, are not permitted in the Boarding House.
- Food eating competitions are not permitted in the school.

Breakages and Damage

All breakages are to be reported immediately. A Boarder will be held responsible for damage caused by irregular activity and repairs will be charged to the Boarder's account. Students are expected to exercise reasonable care when using school equipment and furniture.

Bullying and Harassment Guidelines

St Cuthbert's boarding community expects all Boarders to respect and accept each other as individuals. The boarding community has a zero-tolerance policy regarding bullying or harassment. Bullying and harassment contradict the fundamental right of Boarders to feel safe and to be treated with respect.

Boarding procedures and regulations endeavour to create a caring and supportive environment. This will enable the development of personal responsibility.



Bullying

Bullying is a pattern of behaviour by one person towards another which is designed to hurt, injure, embarrass, upset or create discomfort for that person.

Bullying may take the form of:

- Physical aggression.
- The use of derogatory comments or insults.
- Name calling.
- Damage to person's property.
- Deliberate exclusion from activities.
- Taunting a person about their humiliating experiences, publicly or privately.
- Disrupting the ability of others to study or sleep.

Anti-bullying Code

- Every Boarder in the St Cuthbert's boarding community has the right to enjoy learning, free from intimidation, both in the College and the surrounding community.
- The staff in the boarding community will not tolerate any unkind actions or remarks, even if these are not intended to hurt or offend.
- Any unkind action or comment will be considered to be bullying.
- Boarders are encouraged to support each other by reporting all instances of bullying to boarding staff or their Year 12 or 13 Leader.
- Bullying will be dealt with seriously.
- Support for victims and perpetrators of bullying is available from the College Counsellors.

Strategies for Dealing with Bullying

Ongoing support and education is provided by the Pastoral Network to assist staff, Boarders and parents to understand the nature of bullying and recognise the harmful effects it has on the lives of our Boarders and our community.

Steps to follow should bullying occur:

1. A Boarder experiencing bullying asks the person concerned to cease the offending behaviour.
2. If the behaviour persists, the Boarder who is being bullied should discuss their concerns with either their House Manager or Year 12 or 13 Leader.
3. The Year 12 or 13 Leader must advise the House Manager, or Director of Boarding.
4. The Director of Boarding will take responsibility for any further action, in consultation with the Pastoral Network.
5. Parents will be advised.
6. Should the action of any students jeopardise the wellbeing of the school community, the St Cuthbert's College Trust Board reserves the right to take serious disciplinary action. This may result in the person responsible for bullying being expelled from boarding.

Harassment

Harassment is unwanted verbal or physical conduct which causes a person offence or discomfort. It may involve offensive or unwelcome:

- Verbal comments, written or digital notes.
- Sexual jokes.
- Derogatory comments concerning body shape or physical appearance.
- Repeated teasing, comments about a person's alleged sexual activities or sexual orientation.
- Persistent propositions, social invitations, telephone calls to students at the school or at home.
- Hand or body gestures.
- Deliberate physical contact such as touching, embracing.
- Racial comments.
- Comments about religion, ethical beliefs or family relationships.
- Bullying.
- Intimidation or violent physical behaviour.

Steps to follow should harassment occur:

1. Any Boarder who believes that she is being harassed should report the matter to her House Manager, Year 12 or 13 Leader or the Director of Boarding.
2. A member of staff to whom a harassment complaint is made and any other person who believes a Boarder is being harassed must report the matter to either the Director of Boarding, the Counsellor, the House Dean, or a member of the Senior Leadership Team.
3. The Principal should be informed of all such complaints.

BOARDING DISCIPLINE STANDARDS Consequences Ongoing for Whole Year		
ACTION	CONSEQUENCE	CONSEQUENCE FOR REPEAT INFRINGEMENT
Disobedience / Disrespectfulness		
<ul style="list-style-type: none"> Rudeness to staff Disobedience/deceptiveness Behaviour which brings Boarding House into disrepute 	Apology letter written and gated for two weeks and/or cleaning duties.	Referred to Director of Boarding.
Leave		
<ul style="list-style-type: none"> Not signing out/in when leaving/entering the Boarding House for approved leave Not responding to calls or messages from Boarding staff when late returning from leave or unauthorised absence from the Boarding House 	<ul style="list-style-type: none"> First time - verbal warning. Second time - gated for one week. 	Gated for two weeks. Referred to Director of Boarding.
<ul style="list-style-type: none"> Going off site without permission 	Letter to parents from Director of Boarding and gated for two weeks. Check-in times with staff allocated.	Referred to Principal.
Technology		
<ul style="list-style-type: none"> Misuse of mobile phone e.g. being used during prep, taken to Chapel or Violet Wood Dining Hall or used at inappropriate times Year 11 and 12 used after lights out Years 7-10 not handing phone in 	Parent notified and: <ul style="list-style-type: none"> First time - confiscated for one week Second time - confiscated for two weeks Third time - confiscated until end of term 	Referred to Director of Boarding.
<ul style="list-style-type: none"> Misuse of notebook during prep Misuse of notebook after lights out 	Confiscation except for day school and prep. Prep to be done in House Manager's office. Parents notified and: <ul style="list-style-type: none"> First time - confiscated for one week Second time - confiscated for two weeks Third time - confiscated until end of term 	Referred to Director of Boarding.
Damage to Property		
<ul style="list-style-type: none"> Accidental by inappropriate behaviour 	Remedy any damage caused and pay associated costs	Referred to Director of Boarding.
<ul style="list-style-type: none"> Deliberate acts of vandalism e.g. graffiti 	Referred to Director of Boarding. Remedy and damage caused and pay associated costs. Parents notified. Gated for two weeks.	Referred to Principal.
Bullying		
<ul style="list-style-type: none"> Follow guidelines 		
Theft		
<ul style="list-style-type: none"> Theft of Boarder property 	Referred to Director of Boarding - parents notified.	Report to Principal by Director of Boarding.
Smoking / Alcohol / Drugs / Vaping		
<ul style="list-style-type: none"> Follow College guidelines 		Report to Principal by Director of Boarding.

All disciplinary action is at the discretion of the Director of Boarding. Gatings may be Monday to Friday or Monday to Sunday.

BOARDING DISCIPLINE STANDARDS Consequences Applied Each Term		
ACTION	CONSEQUENCE	CONSEQUENCE FOR REPEAT INFRINGEMENT
Bedtime / Lights Out		
<ul style="list-style-type: none"> Talking repeatedly after lights out Late to bed Being out of bed in other cubicles/ rooms after lights out Up before 6.30am Causing disturbance before 7.00am 	First time - verbal warning. Second time - verbal warning. Third time - cleaning/gardening duties the next day.	Gated for one week. Referred to Director of Boarding.
Lateness - unauthorised		
<ul style="list-style-type: none"> Not leaving House by 8.20am on school days Late to meals Late to prep Late to Chapel Late returning from shopping leave 	First time - verbal warning. Second time - verbal warning. First time - verbal warning. Second time - late table for one week. First time - verbal warning. Second time - verbal warning. First time - verbal warning. Second time - written apology to the Chaplain. First time - verbal warning. Second time - gated for one week.	Gated for one week. Referred to Director of Boarding. Gated for one week. Referred to Director of Boarding. Gated for one week. Referred to Director of Boarding. Gated for one week. Referred to Director of Boarding. Gated for one week. Referred to Director of Boarding.
Absence - unauthorised		
<ul style="list-style-type: none"> Absent from meals Absent from prep Absent from Chapel 	First time - verbal warning. Second time - gated for one week.	Gated for two weeks. Referred to Director of Boarding.
Untidiness		
<ul style="list-style-type: none"> Cubicles left untidy Not completing duties Incorrect attire e.g. pyjamas to breakfast, no shoes on around the campus, scarves or cardigans at formal dinner 	First time - verbal warning. Second time - cleaning duties First time - verbal warning. Second time - cleaning duties given in the Violet Wood Dining Hall. First time - verbal warning.	Gated for one week. Referred to Director of Boarding. Gated for one week. Referred to Director of Boarding. Gated for one week. Referred to Director of Boarding.
Disruptive/Behaviour		
<ul style="list-style-type: none"> Inappropriate behaviour Talking in prep Talking/fidgeting in Chapel or dinner 	First time - verbal warning. First time - verbal warning. Second time - sent back to House Manager. First time - verbal warning. Second time - written apology.	Gated for one week. Referred to Director of Boarding. Referred to Director of Boarding. Referred to Director of Boarding.

All disciplinary action is at the discretion of the Director of Boarding. Gatings may be Monday to Friday or Monday to Sunday.

Communications

Email, Internet Use, Mobile Phones and Telephone Calls

Electronic Communications

An Acceptable Use Policy governs the way St Cuthbert's electronic communications systems are used. An agreement must be signed before a student will be permitted to use either email, mobile phones or the internet.

Boarders must only access the internet via the school wireless network which has security protocols in place to assist with cyber safety. More information is available on myCollege.

Notebooks and Internet use

- Notebooks may be used in the Boarding House providing the terms of the agreement are maintained.
- Internet access continues to be available outside school hours but is turned off at night.
- Notebooks cannot be used after lights out.

myCollege

There is a boarding page on the Intranet (myCollege). Boarders' notices, upcoming events and photos are updated weekly, and Boarders are to refer to this page regularly.

Mobile Phones

- Boarders may bring an inexpensive mobile phone with them to school.
- Years 10-13 Boarders are able to use their mobile phones in their rooms in the Boarding Houses.
- From Term 1, Years 7-9 can have their mobile phones in the day school (refer St Cuthbert's Acceptable Use Policy). Outside of school hours, mobile phones must be kept in the House Manager's office.
- Years 7-9 Boarders are able to use their mobile phones in their rooms in the Boarding Houses from the beginning of Term 2.



- Years 7-10 Boarders must hand their phones to the House Manager prior to bedtime.
- Parents, students and the Director of Boarding sign a three-way contract regarding mobile phone use. The contract stipulates St Cuthbert's does not accept any responsibility for the mobile phone.
- The same rules apply to mobile phone use, as apply to the use of television and telephones. This means mobile phones will be switched off between a Boarders' bedtime and 7.00am and during prep, Chapel and meal times.
- It is expected that students will enjoy this opportunity and will safeguard the privilege by ensuring they use mobile phones responsibly and in accordance with the rules.

Telephones

- Each Boarding House has a landline telephone which is available for Boarders to receive calls.
- To be fair to all users and mindful of the fact that there are many students in one Boarding House, Boarders are asked to limit local telephone calls to five minutes and toll calls to 10 minutes.
- Boarders are not permitted to make external calls, or receive calls during prep or dinner. In the event of an emergency, parents/caregivers who wish to contact a Boarder, please contact the Director of Boarding or House Supervisor.

Clothing and Personal Items

Uniforms

Information regarding St Cuthbert's uniform is available from Black Watch House.

Parents are welcome to telephone Black Watch House staff during opening hours on +64 9 520 9389.

All items of uniform must be CLEARLY NAMED.

Personal Items and Requirements for Boarding

Each Boarder is provided with sheets and towels on arrival in the Boarding House.

The following is a list of items which each Boarder will need to bring. Boarders are entitled to bring one large suitcase each. Suitcases are to be kept empty and stored in suitcase cupboards during the term. Parents are asked to check and limit, the amount of clothing which Boarders plan to bring to the Boarding House.

General

- One duvet inner and cover.
- One or two pillows and pillowcases.
- Named coffee mug, plate, bowl and cutlery (for personal use in the Boarding House).
- Drink bottle.
- Torch.
- Shoe cleaning kit.
- Toiletries requisites, brush and comb.
- Clothes-pegs, coathangers, alarm clock.
- Sunblock, sun hat and insect repellent.
- Spare name tapes.
- Large box of tissues.
- Hot water bottle and cover.
- Vase (optional).
- Sewing kit.
- Umbrella.
- Lined raincoat (¾ length or longer) or regulation anorak (available from Black Watch House).
- One beach towel (dye-fast) and regulation swimsuit.

Mufti

- Casual clothes including suitable under garments and sleep wear.
- A skirt or dress must also be included for formal occasions.
- Boarders are encouraged to change into their casual clothing at the end of the school day. Mufti is not permitted to be worn with uniform.

All belongings are to be clearly named with woven tapes marked with the Boarder's full first name and surname, not initials. Names must be sewn or marked at top of tights and socks.

Woven tapes are available from Black Watch House and will need to be ordered three months before required. If additional clothing is brought to school after the start of the year, please ensure that it, too, is named.

Safety of Clothing and Personal Property in the Boarding Houses

- Sometimes a Boarder will misplace items of clothing. This is why it is crucial for all personal items to be clearly named.
- Boarders must report missing property to the House Supervisor immediately, which will make locating the misplaced item much easier.
- Boarders are not permitted to borrow or lend personal clothing items.

Valuables, Passports, Cash, Medication and Insurance

- Each Boarder's room has a locked drawer in which students must keep any valuable or precious items.
- However, the following items must be given to the House Manager for safe keeping:
 - cash in excess of \$20
 - passports/credit cards
 - valuable items that are required during the term
 - all prescription and over the counter medication and large quantities of vitamins
 - items which have been brought to school for special occasions
- Cash: Boarders may keep no more than \$20 in their locked drawer in their rooms.
- No cash withdrawal facility is available at the school. Boarders may withdraw cash when visiting Ranfurly Dairy or Newmarket, during their designated shopping leave times. Parents may choose to provide their daughter with an Eftpos card to use at these times.
- Insurance: Parents are strongly encouraged to organise personal effects insurance for their daughter's property while at school and while in transit, as the St Cuthbert's insurance policy does not cover Boarders' personal items.





Electrical Appliances

- Boarders are free to bring their own appliances, such as hair dryers and hair straighteners, to the Boarding House provided they have been Safety checked by a registered electrician and tagged with date tested. The Boarding House will organise subsequent annual checks for the appliances. A small charge will be made to the student's school account for each appliance tested.
- Electric blankets and personal heaters are not permitted in the Boarding House.



Tidiness

All Boarders are required to keep their rooms tidy and their personal belongings in order. Each House Manager creates a duty roster on which Boarders are allocated various tasks, in groups, in order to assist with keeping the Boarding House tidy.

Boarders are expected to meet the following standards:

- Beds made immediately after breakfast.
- Cubicles (including drawers, wardrobes and under beds) and dormitory corridors and hallways are to be kept tidy.
- Wet clothing is only to be hung in the laundry drying room or on outside clotheslines.
- Boarders' pictures and posters may only be displayed on the noticeboard provided in their rooms. No Blu-Tack or Sellotape is permitted on walls.

Laundry

- Sheets, towels and pillowcases are collected each weekday and commercially laundered.
- Boarders are welcome to put their personal items of clothing in the commercial laundry bags provided in each House.
- Two washing machines are provided for Boarders' use in each House.

The Boarding Community

Chapel

All Boarders attend a weekly Chapel Service, on a Monday evening, where they are encouraged and challenged to think about the spiritual dimension of their lives, whatever their personal faith.

To worship together as a community also enhances the connections we foster at St Cuthbert's.

Boarders enjoy sharing together and supporting each other through times of celebration and need.

Leave will not be granted on Monday evenings as this is a special time when the Boarders come together as a community.

Students also gain confidence leading the community in readings and prayers, and each House prepares worship for the boarding community once a year.

A Family Chapel Service is held for Boarders and families following the first leave weekend of each year. Families are encouraged to join with the students in worship and the Boarders' dinner afterwards.

Confirmation classes or preparation for baptism classes are offered for Boarders. Please contact the Chaplain for further information.

International Boarders

International and offshore Boarders are invited to attend an induction day, prior to the commencement of the school year. This provides International Boarders and their parents/designated caregivers with an opportunity to meet school and Boarding House staff, and to have a weekend with their families to adjust to being in a different country.

A social afternoon is planned on the International induction day, with an outing around the Auckland city area, to assist students to familiarise themselves with the local area. Other events are held throughout the year to assist International Boarders to integrate. These include international



lunches and themed dinners hosted by the International Student Co-ordinator and boarding staff.

St Cuthbert's Website

The St Cuthbert's website and myCollege contains a copy of the Boarding Handbook, printable forms, newsletters, menus, calendars and photos from boarding activities.

To access the parent section, go to www.stcuthberts.school.nz, click the

myCollege link at the top of the page and login.

For support on accessing the parent section, please contact the helpdesk on helpdesk@stcuthberts.school.nz.

School App

myCollege is also available on the school App which can be downloaded from iTunes and Android App store.

Academic Support and School Facilities

Attendance

It is important that students miss as few academic classes as possible. Parents are asked to make every effort to schedule dental and medical appointments, driving tests or similar activities outside school hours.

The school must keep accurate details of attendance. If your daughter is going to be absent from day school, please email Absences, her House Dean and Boarding House staff.

Prep Programme

The Boarding House offers a structured Prep programme to enable students to complete their Prep and study for school assessments and examinations.

Years 7-10 Boarders return to the classrooms where they are supervised and supported in their study by tutors.

Years 11-13 Boarders work in the Boarding House where they are supervised and supported in their study by their Boarding House Manager.

Examination Study for Boarders

Boarding staff provide a quiet environment in which students may study in the Boarding House for their mid-year and end-of-year examinations:

Mid-Year Examinations – Study During Examination Leave

- Year 9 and 10 Boarders study in classrooms supervised by school staff.
- Years 11-13 Boarders are permitted to study responsibly in their Boarding House after completing a study agreement.

End of Year Examination – Study Leave

- Year 9 Boarders study in classrooms supervised by school staff.
- Year 10 Boarders may study in their Houses at the discretion of the Director of Boarding.
- Years 11-13 Boarders may study at their parents' or caregivers' home or at the school in their Boarding

Houses. Prior notice is required for home study leave, from parents/ caregivers. Boarders are required to sign and adhere to the terms of the Study Leave Agreement.

- All students are required to return to the Boarding Houses after external examinations to attend the end-of-year school and boarding events.
- Special leave for early departure at this time of year must be requested from the Deputy Principal, at least two weeks prior to her departure date.

If your daughter is granted early exit by the Deputy Principal, please advise her Boarding Manager so we can plan her departure.

Tutors for Boarders

Boarders wishing to have external tutors come into the school must organise the following before the tutoring commences:

- A Police vet to the satisfaction of St Cuthbert's available through the People and Culture department (this can take 4-6 weeks).
- Parent/caregiver permission.
- Organise a suitable venue for the tutoring.

Please note:

Payment for tutoring is a private arrangement and cannot be charged to the Boarder's account.

School Facilities

Frances Compton Library

The Frances Compton Library is located on the top floor of the Information Centre.

The library and silent reading room opening hours are:

During the school term:

Monday to Friday, 8.00am-5.00pm

During the school holidays:

Monday to Friday, 10.00am-2.00pm

Boarder Running Rules

Boarders are welcome to go for a run around the campus and local areas, provided that they strictly adhere to the following times and guidelines:

- Boarders must obtain permission from the House Manager before running and sign out, noting the designated route they will run.
- Boarders must run in groups of two or more Boarders. They must not separate from the group at any time. There is one route that Year 13 Boarders may run by themselves with Boarding staff approval.
- Boarders' safety is paramount when running. Any Boarder who runs alone, or is found running outside the designated routes or times for their year level, will lose their running privileges for the remainder of the term.
- Boarders wishing to run before school must adhere to the allocated times, attend breakfast, and have completed all other morning boarding commitments.

Details of running times and routes are available on myCollege and Boarding House noticeboards.



Centennial Centre for Wellbeing

Boarders are encouraged to participate in sports activities throughout the school year. Boarders are able to use the gym facilities and the Margaret Beale Aquatic Centre located in the Centennial Centre for Wellbeing during opening hours, before and after the school day and at designated times during the weekend.

Swimming lessons are available for Boarders and can be booked through the Swim School.

Sports Facilities

Boarders also have access to the numerous sporting facilities on the campus including the hockey turf, the John Wigglesworth Sports Centre and the Harvey Alison Courts.

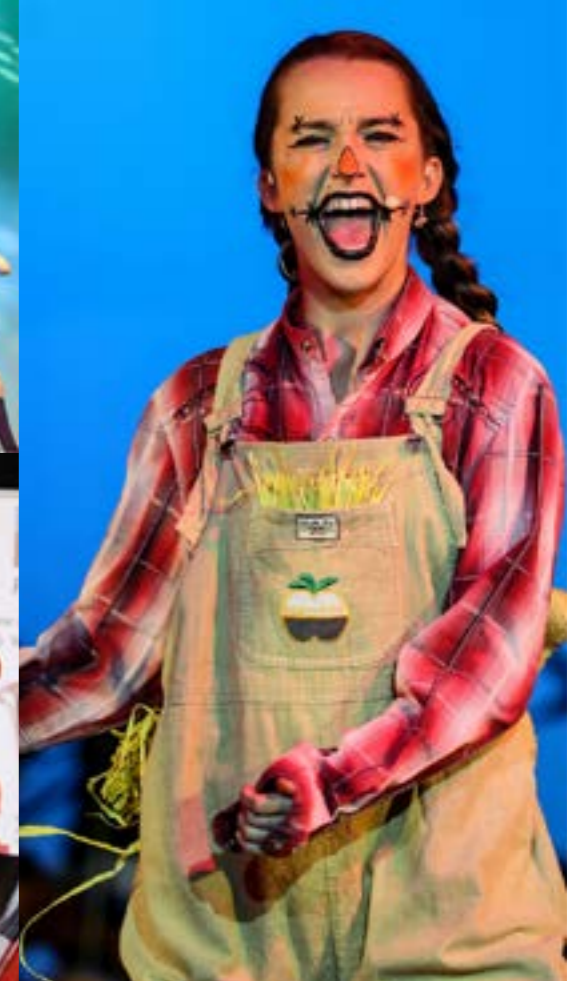
Boarders are encouraged to join sports teams and participate in sporting opportunities offered at the school throughout the year.

More information can be found on myCollege or by visiting the Sports Department.



Performing Arts Centre Access

Performing Arts (Dance, Drama and Music) students who wish to practise in the Performing Arts Centre can request access through the Boarding Centre. A three-way contract is signed between the Performing Arts department, the Boarder and the Director of Boarding. Access on weekends is available from 9.00am-1.00pm on Saturday and Sunday.





St Cuthbert's

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