



# SCINDE HOUSE HANDBOOK

---



Napier Boys'  
High School

*Te Kura Tamatāne ki Ahuriri*

# TABLE OF CONTENTS

<b>01</b>	INTRODUCTION
<b>02</b>	MEET THE TEAM
<b>04</b>	OVERVIEW
<b>06</b>	LEAVE
<b>13</b>	COMMUNICATION
<b>19</b>	NAPIER BOYS' - WHAT'S ON OFFER
<b>21</b>	CLOTHING
<b>23</b>	PREPARATION FOR HOSTEL LIFE
<b>27</b>	RULES & BEHAVIOUR
<b>37</b>	SCHOLARSHIPS





**NAPIER BOYS' HIGH SCHOOL WAS FIRST ESTABLISHED IN 1872 ON THE NAPIER HILL, THEN CALLED SCINDE ISLAND. THE NAME SCINDE, LIKE MANY IN HAWKE'S BAY, HAD ITS ORIGIN IN BRITISH INDIA - THE PROVINCE CAPTURED BY SIR CHARLES NAPIER. WHEN THE BOARDING HOUSE OPENED IN 1885 IT TOOK ON THE NAME SCINDE HOUSE.**

# INTRODUCTION

Many writers at the turn of the century called it "the rectory", a common name for boarding houses run by headmasters (rectors). When the school and hostel moved down onto the flat land at Napier South (as Napier Girls' High School took over the hill site) the name Scinde House came with them. So you have chosen to come to a hostel with a long tradition and proud reputation.

To the student,  
I am delighted that you have chosen to spend your secondary schooling at Napier Boys' High School. I know that your time here will be memorable and will have a significant influence on your life. Not only are you taking on the special learning opportunities that the school offers with its strong emphasis on study, cultural life and sports, but also you are going to be part of the wider Scinde House experience.

This boarding experience is an opportunity to meet new people and establish lifelong friendships - something that is more difficult for a day student.

This is your life and your opportunity. Scinde House will provide a host of learning opportunities and a chance for social growth. The staff will help you have a positive and rewarding experience as you learn to cope with life away from home.

I hope that you can use the information from this handbook to better acquaint yourself with procedures that make an effective boarding school work. Welcome once again, good luck and I look forward to meeting you.

**A Johnson**  
*Head of Boarding*

# MEET THE TEAM

The headmaster, all senior hostel staff and their families live on the hostel campus. They are involved in the activities of boarders beyond the requirements of duty days.



**Mr Ashton Johnson**  
Head of Boarding  
(06) 833 5900 Extn 250  
027 2745453 (Bus/AH)



**Mr Anthony Van Helderer**  
Catering Manager



**Mrs Brenda Hall & Mrs Lise Best**  
Matron & Evening Matron  
(06) 835 5632 (Bus/AH)  
027 4794992 (Bus/AH)

# MEET THE TEAM

## Housemasters



**Mr Tony Brosnan**



**Mr Brett Payne**



**Mr Dion Whaitiri**



**Mr Matt Cooke**



**Mr Richard Townley**



**Mr Tai Te Rito**



**Mr Rex Newman**



**Mr Stu mckie**

Hostel Van Driver  
027 710 5481

# SCINDE HOUSE

## FINANCIAL MATTERS

Any queries about items on boys' accounts should be addressed to the Finance Department, Mrs. Silvia Williams (06) 833 5900 ext 203.

## INCIDENTAL EXPENSES

Stationery and school related expenses are recorded in detail and a statement is submitted monthly. For your convenience, incidental hostel expenses are charged to monthly accounts.

## DAMAGE

With the hostel being a self-funding enterprise, spending must be carefully planned so as to avoid large increases in fees. Damage is one item that can largely be avoided with boys taking care of their surroundings. If damage does occur above normal wear and tear, boys will be required to pay for the repairs. NOTE: In cases where a boy will not admit to causing damage, it may result in all the boys of that dorm sharing the cost of the repairs. This will be strictly enforced, and parents are asked to stress this to their sons.

## POCKET MONEY

Boys are reminded that they must not keep sums of money in the dormitory or lockers. Hand money to the Master on Duty for safe keeping in the locked safe in the Duty Master's Office.

## SCINDE HOUSE PARENT COMMITTEE OF THE NBHS BOARD

This committee meets twice a term. Six parent representatives meet with the Headmaster, Head of Boarding. They discuss issues and implement new policies, from building programmes and budgets to discipline concerns. Boarding parents are encouraged to make contact with their nearest representative who can bring matters to committee for them.

### **Maree Maclachlan**

Committee Chair  
Parent Rep/Taupo  
021 378 474

### **Summer Willock**

Parent Rep/Wairoa/Gisborne  
021 272 8290

### **Brad Tatere**

BOT Representative  
07 378 4389

### **Angus Agnew**

Parent Rep/Napier & Hastings  
027 273 8414

### **Sharyn Kjestrup**

Parent Rep/Dannevirke  
06 374 3885

### **Tess Stableford & Lea Giblin**

Parent Rep/CHB/SHB  
021 161 9669 & 06 858 6018

# SCINDE HOUSE

## IN THE EVENT OF AN EMERGENCY

Scinde House has Emergency procedures for the various Natural Disasters. We are well prepared and have plans in place which were made in conjunction with local Civil Defence, as well as consultation with other Hostels around the country. In the event of a potential emergency we will communicate via e-mail or text message to keep you informed until such time as the boys can be collected from the Hostel by a parent

## A TYPICAL DAY AT SCINDE HOUSE

- 6:45am - First Bell
- 7:00am - Second Bell. Students must be out of bed
- 7:30am - Breakfast
- 8:00am - Students tidy up cubes and complete rostered duties
- 8:20am - Clearing bell. Students collect morning tea
- 8:30am - Period 1 begins
- 1:10pm - Lunch
- 2:55pm - End of school. Students have afternoon tea and move to extracurricular activities, swimming etc
- 5:30pm - Junior dinner
- 6:00pm - Senior dinner
- 6:00pm - Free time
- 6:50pm - Warning prep bell
- 7:00pm - 8.30pm/9.00pm – Supervised Prep
- 8:50pm - Warning bed bell for juniors
- 9:00pm - Junior lights out
- 9:30pm - Year 11 students in bed and lights out
- 10:00pm - Year 12/13 students in bed and lights out



# LEAVE PROCEDURE

## PREAMBLE

Under Hostel Licensing Requirements (regulation 54) Scinde House is required to have minimum standards and procedures regarding student leave.

Any leave is a privilege, not a right. Casual leave is at the discretion of staff. Student attitude and behaviour are considered when granting leave.

## ORAH – BOARDING MANAGEMENT SYSTEM

- The Boarding House uses an online leave system to document requests permissions and transactions around leave.
- Parents and Guardians are given a login and password to complete overnight leave approvals and any 'special' leave requests. Parents agree not to share this with their children nor provide them with access to their email account to which leave requests are sent (including mobile phone access).
- The House takes no responsibility if this is the case.
- Students are given a login and password to view leave requests and sign-in/out procedures. The students agree not to share their passwords.
- All signing in and out is to be conducted via the Checkpoint app on the Ipad located in the Housemasters office or alternatively via the NFC scanners outside the Housemasters' office.

## LEAVE ALLOCATIONS

Casual leave allowances for each year group are outlined below. All students are required to be back by 5:00pm from the dairy and pump track, 5:30 from town leave for Year 11 to 13 students.

Years 9 & 10	Dairy and pump track (Monday – Friday)
Year 11	Monday town leave 3:00pm – 5:30pm
Year 12	Wednesday town leave 3:00pm – 5:30pm
Year 13	As required with permission from staff. Vehicle permission required from parents.

## CONTACT

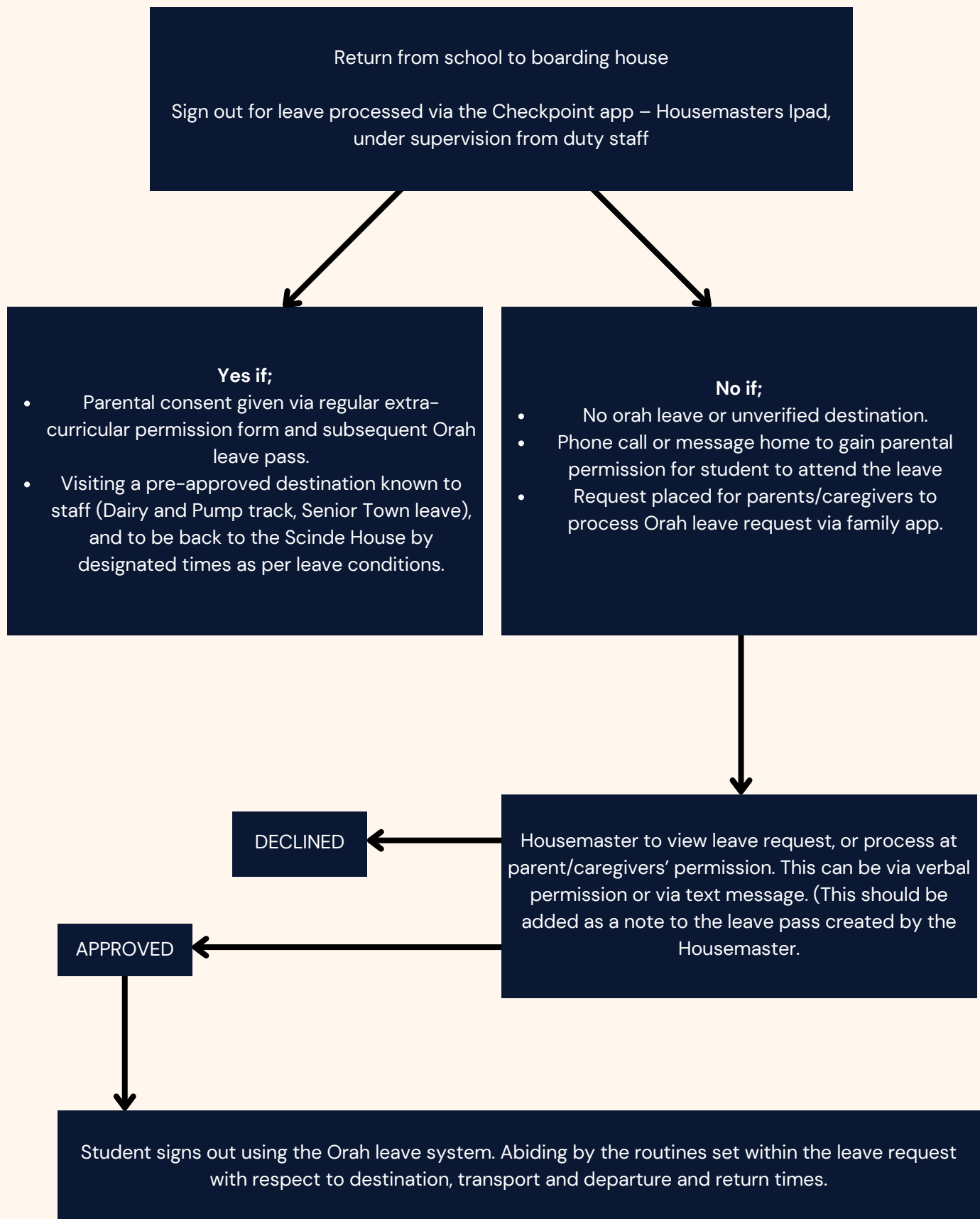
Students must be contactable while on leave Scinde House highly recommends that all students have a cell phone. Where they do, at least one member of their group must carry it with them while on leave and ensure it is fully charged. Where students do not have a cell phone, they must provide staff with a contact number before departure.

## PARENTS UNCONTACTABLE

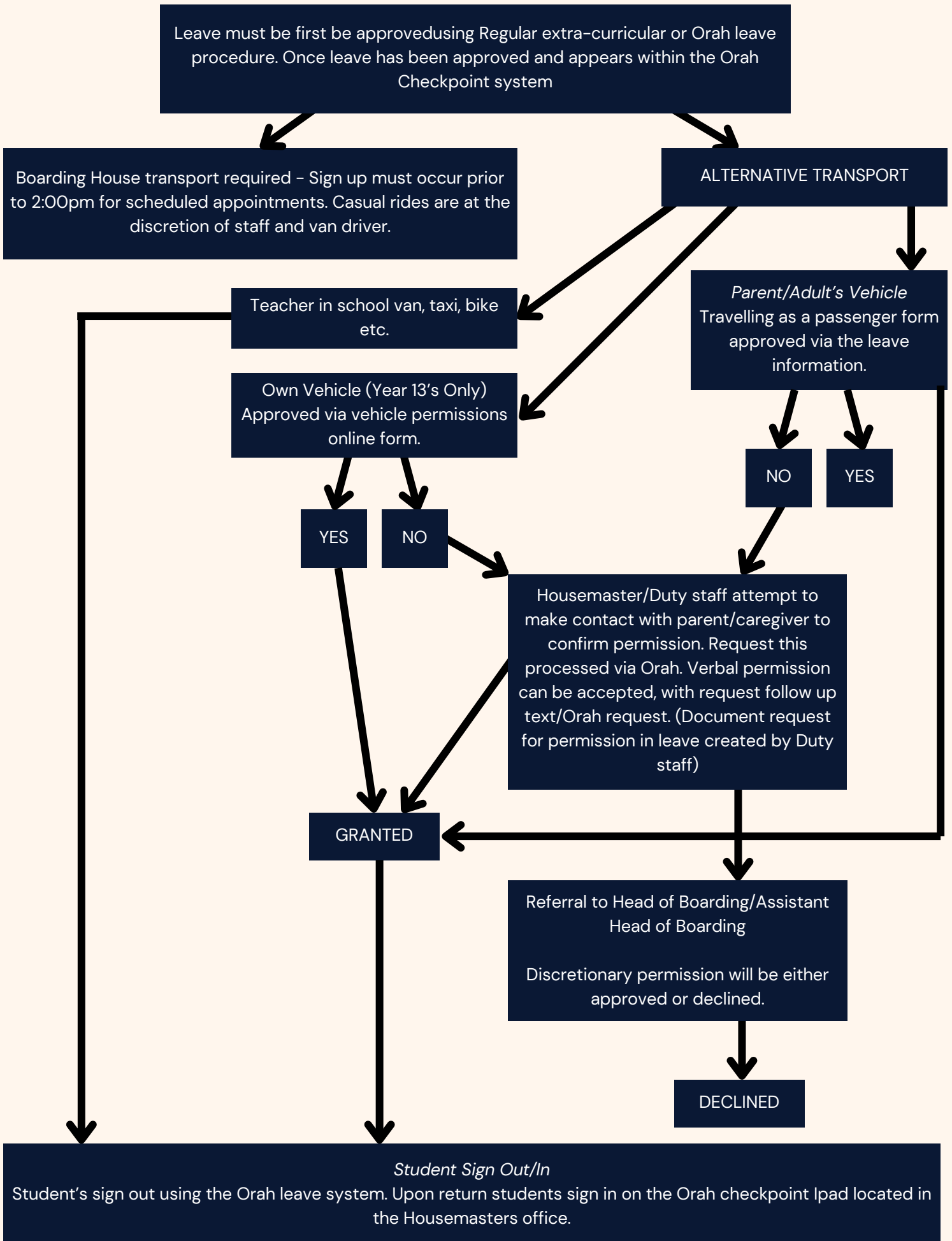
Where parents/guardians cannot be contacted where required, the Duty Housemaster can approve leave after taking practical steps to ensure student safety. This does not apply to overnight leave.

The only person able to approve overnight leave without parental consent is the Head of Boarding, who will only do so after considering all risks and safety.

**AFTER SCHOOL CASUAL LEAVE – INCLUDING ATTENDING REGULAR ACTIVITY (SPORT,CULTURE) ON OR OFF SCHOOL GROUNDS**

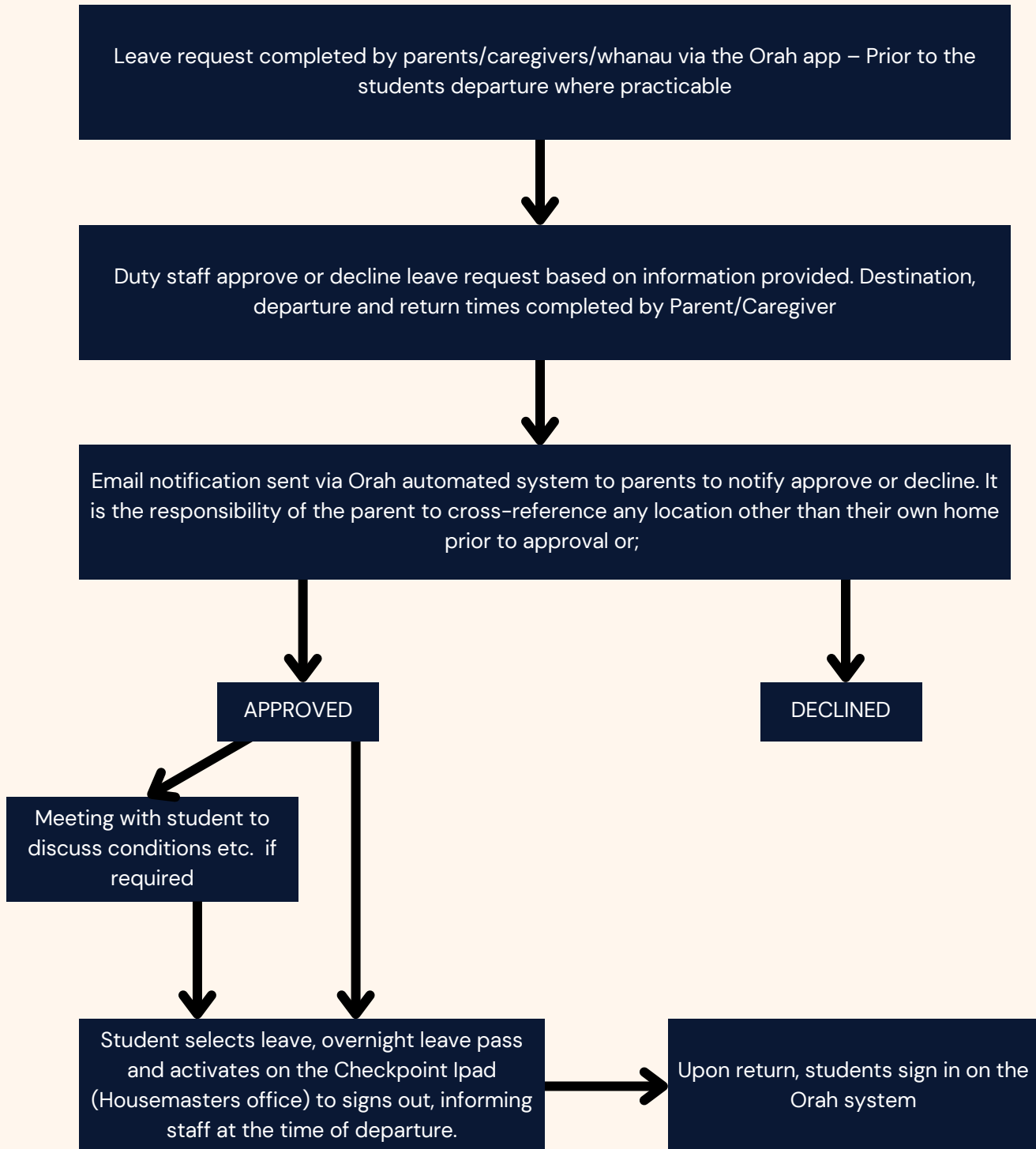


# LEAVE REQUIRING TRANSPORT



## OVERNIGHT LEAVE

Overnight leave requests (Orah Green leave pass) must be completed by a parent or caregiver via the Orah system, and approved by the approved staff members, for any student who is not staying at the Scinde House any night of the week.

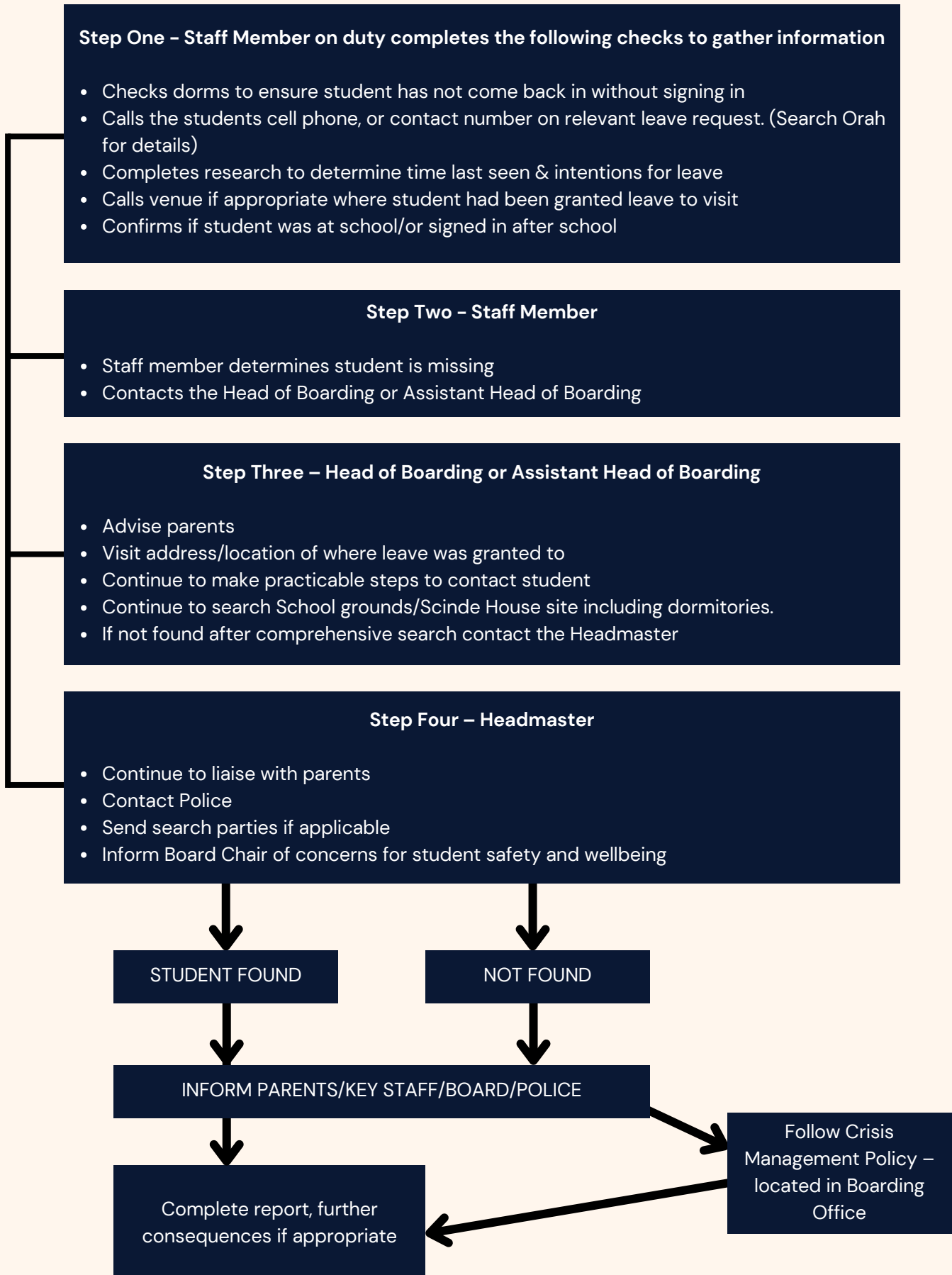


### Notes:

- Concerns regarding behaviour whilst on leave, or requests for reconsideration of leave should be made through the Duty Housemaster in the first instance, followed by the Head of Boarding.
- Where students overnight leave plans change and they are wishing to return to the Boarding House, their parents must contact the staff on duty prior to doing so.
- Students are not to return to the Boarding House under the influence of alcohol or drugs. Where student safety is a potential issue students should contact the Boarding House Duty phone at any time. Staff on duty will liaise with the Head of Boarding to determine an appropriate course of action.

## MISSING STUDENT

A student is deemed 'missing' if they fail to make contact or return to the Scinde House one hour after their due return time. In the hour before, staff on duty are required to make reasonable attempts to locate and contact the student.



## SCINDE HOUSE – LEAVE PROCEDURES

### Procedures for Overnight Leave

1. Formal permission is required when the student requires leave (off site) for an extended period of time.
2. Parents and caregivers use Orah electronic system (**Green Mid-Week overnight**), for any leave where a boy will be offsite overnight during the weeknight. Destination, departure and return time should be accurately recorded.
3. Mid-week overnight leave can be approved by Dutymasters, Matron or Head of Boarding only.
4. Parents/caregivers use the Orah electronic system by Thursday midday to apply for weekend leave (**Purple Weekend Leave**) or prior to departure on the weekend. There is a facility for the address of destination, transport and contact information.
5. Weekend leave can be approved by the Head of Boarding only.
6. Weekend leave is then recorded on the weekend bed lists for Duty masters and overnight supervisors.
7. It is the responsibility of parents/caregivers to ascertain the suitability of all weekend leave and overnight destinations.
8. Students returning home in the care of people other than their parents/caregivers must have notified the Hostel of these arrangements on their leave form.

### Procedures for Day Leave – One off and regular off-site afternoon/evening leave for extracurricular activities

1. Formal permission is required when the student requires leave (off site) for a regular afternoon/evening activity. This is completed via the (**Blue Afternoon/Evening Leave**) function within Orah.
2. For regular activities (ie. Repeats each week or multiple times per week) Parents and Caregivers complete an extra-curricular permission form via the available links delivered in the Scinde house weekly bulletin, also available on the NBHS website, for any regular activity that repeats weekly, or per term. The Scinde House Matron or Boarding Administrator will transfer this information into Orah, as a reoccurring leave pass.
3. This form (Regular extracurricular permission) has the address of destination, the day/time of activity, contact information and is signed electronically by parents/caregivers.
4. Regular leave is then transferred into the Orah system, as (**Blue Afternoon/Evening leave**) for boys to activate each time they leave the hostel site.
5. It is the responsibility of parents/caregivers to ascertain the suitability of all regular offsite afternoon/evening destinations for extracurricular activities
6. Midweek afternoon leave can be approved by the Duty master's, Matron and Head of Boarding only.

### Procedures for Local Day Leave for Boarders – After School and Weekend

1. Day leave is restricted to town, the dairy, golf course, pump track or sports games or practices onsite at NBHS; parental contact is required for other destinations.
2. Students sign out to town (the commercial centre of Napier) or the local dairy/golf course via the (**Yellow basic leave option**) within Orah.
3. Students sign out for extracurricular activities to a specific destination via pre-populated leave in Orah. (**Blue Afternoon/Evening leave**)

### Vehicle leave for Year 13 Boarders – After School and Weekend

1. Vehicle leave can be granted for 'one off activities' via the (**Black Y13 Vehicle leave**) function within Orah. This must be applied for by parents and caregivers.
2. Year 13's with regular vehicle permission leave will have this recorded as a reoccurring leave pass within Orah (**Black Y13 Vehicle leave**). This leave is applied for by parents via completing the Scinde House vehicle permission form, available in the Scinde House Bulletin and via the NBHS website under the boarding links section.

Town leave – weekdays: Town leave is only granted to senior students and is taken on a designated day according to year level. Year 11 Mondays, Year 12 Wednesdays. The students must be in uniform.

Year 13's may take town leave during the week on any given day. Town leave on other days or for juniors is granted only when appointments make it necessary and parent/caregiver permission has been given. Students may apply for dinner leave with parents/caregivers but are expected to return for prep.

#### Missing students

If a student is deemed to be 'missing', procedures outlined in the Missing Student process are followed.

September 2024

Next Review – Term 4 2025

### **TRAVEL IN UNIFORM**

All boys, with the exception of Y13, when traveling to and from the hostel, by public or private means, are expected to be in full school uniform. The only exception is in the case of boys being collected after Saturday sport and their uniforms must be taken home for the return trip.

**“ONE OF THE GREAT ASPECTS OF BOARDING IS  
THE CAMARADERIE AND HOUSE SPIRIT THAT IS  
GENERATED.”**





# COMMUNICATION

**Mail:** Any formal communication (apart from accounts) should be addressed to, Attention: Head of Boarding, Napier Boys' High School, Chambers Street, NAPIER.

The boys' incoming mail is handed out at lunchtime in the dining room. Students take only their mail. Mail that is not collected that day is placed in the mail tray. For outgoing mail there is a post box at the end of the school drive.

**Phones:** If parents cannot contact their son, it is suggested that they use the Duty Masters or Matron line and leave a message for their son to phone home. Staff will deliver the message as soon as possible. In emergencies parents are invited to call the Head of Boarding or Matron.

Head of Boarding (06) 833 5900 ext 250  
027 274 5453

Matron (06) 835 5632 ext 251  
027 479 4992

Duty Masters 027 844 5006 (first point of contact)

**Cell Phones:** If boys have their own cell phones the hostel can accept no responsibility for their security. If used at inappropriate times they will be confiscated. Juniors (Yr 9 & 10) cell phones will be handed in each evening. These are issued back to Juniors at 8:30am on Monday, then 5:00pm Tuesday – Thursday, and 3pm on Friday afternoon. Year 11 hand phones in each evening and collect again at 8:20 am each morning. Cellphone numbers will be collated to begin each year. Please see Digital Technology Procedure

**Absences:** When your son is going to be absent you must call the school attendance line on (06) 8335900 and leave a message as well as informing the hostel.

**Concerns:** These should be shared with the Head of Boarding or Matron.

**Complaints:** Please refer to the School Complaints Policy and Procedure

**Boarding Status:** If you wish to change your son's boarding status (ie 5 to 7 day for eg) at the beginning of a new term you need to fill out the Change of Boarding Status link, emailed each term. Five day students who stay in the weekend will be charged \$35 per night.

**Weekend Return time:** For student safety and accountability you will be required to indicate whether your son will return on Sunday night or Monday morning by filling out the appropriate form. This can be changed at the beginning of each term, via the Change of Boarding Status link emailed each term.

## DOCTOR AND DENTIST

Medical care is provided by City Medical and dental care can be arranged through local practitioners. Parents should be aware that in the case of an emergency hostel staff may be called upon to make decisions for parents should the need arise.

Orthodontic treatment is provided by a variety of local dentists. For boys who require their services, parents can contact the Matron for an appointment or phone the Orthodontists/Dentist direct.

# TRAVEL

Booking seats on The Hostel Bus: This must be done online via [www.tranzit.co.nz](http://www.tranzit.co.nz).

Naked bus and intercity bus can be booked online.

The Hostel Van is available afterschool, 3:30 to 6:30pm for after school sport, appointments and trips to town at \$5 per trip. Boys are encouraged to walk to town, however when taxis are needed chits can be requested from the Matron, Master on Duty, or Head of Boarding. The cost is approximately \$12.00 for a one-way trip into town. Boys are encouraged to go in groups so that the cost will be split.

Boys are expected to get a return chit to Scinde House before they leave if they need one. The chit is billed to the parent's account. If parents do not wish their sons to have taxi chits please let the Matron know. If taxis are required for travel from bus depots to the hostel late on Sunday evening chits should be collected before the student goes home or cash provided to pay for a taxi.



# VEHICLE AND TRANSPORT PROCEDURE

## OBJECTIVES

- To ensure the safety of any boarding student who either has a vehicle at the boarding house or who is to be a passenger in a vehicle.
- To ensure that staff members are provided with information to make decisions in the best interests of student safety.

## GUIDELINES FOR STUDENTS WITH VEHICLES

- Students in 13 and any student who takes the Gateway subject as a Year 12, may bring a vehicle to Scinde House only after a contract is digitally signed by parents, and sighted by the Head of Boarding.
- A car contract for any student will specify:
  - The make, model, and colour of the vehicle
  - The purposes (if any) for which the car may be used whilst at the Boarding House.
  - Which students (if any) have permission to travel as a passenger in the vehicle. (Siblings only).
- Students will maintain possession of their keys. Use of vehicles is to travel to and from home and the Boarding House, and only for pre-consented agreed uses (as completed as vehicle exemptions via the online form) and other legitimate reasons at either of the Head of Boarding and/or Matron's discretion.
- A collation of students with vehicle permission will be easily accessible to staff members. This sheet is displayed in the Housemasters' Boarding Office.
- Students not abiding by the conditions of their contracts may face disciplinary action, including the withdrawal of the privilege of bringing a car to the boarding house, or possible exclusion from the boarding house.
- All students driving a vehicle must be in a 'fit state' to drive. 'Fit state' can be defined as free from the influence of alcohol and drugs, prescription medicines, physical and emotional injury Boarding staff must be informed by parents, other staff and students and the student themselves, if there is a potential risk that may result in the driver being not fit to operate a vehicle. In this instance any staff may refuse the student the right to operate a vehicle until such time where they are deemed to be in a 'fit state'.
- Only, Year 13 students, can have permission to use their vehicles during the school day/week. This can be applied for by caregivers using the specific Year 13 vehicle permission leave option within Orah.
- Year 13 students in House during the weekend, can have discretionary vehicle permission granted by the Duty Housemaster. However, every effort must be made to seek caregiver/parental permission before this is granted, via text message, verbally or via Orah leave.

## LIABILITY

- No responsibility is taken by the Boarding House staff or the Napier Boys' High School Board of Trustees, for any damage or theft involving vehicles at the Boarding School. Whether such damage or theft occurs at the boarding house or some other place. Nor is any responsibility taken for damage caused by the vehicle or its occupants to third parties and their property.
- Vehicles are permitted on the grounds of Scinde House on the agreement of the owner that they will accept full responsibility for the vehicle and will abide by this Transport Procedure.
- Appropriate insurance should be sought by the vehicle owner and driver to cover all eventualities.
- The Boarding house cannot take responsibility for the use of any vehicle to be used by the student that is stored/parked or located off Boarding House property. Misuse of such a vehicle however, could lead to disciplinary action if it impinges upon the safe running of the Boarding House.

# VISITOR PROCEDURE

Parents have access to their sons at all times other than meal times, prep or sports (emergencies excepted). Excessive visiting may disrupt a new student's ability to settle into Hostel life. Please check with the duty master before removing your son from the premises for meal or town leave. Other visitors must check with the Duty Master before visiting boys.

## OBJECTIVES:

- To ensure the physical and emotional safety through the promotion of privacy and respect.
- The Napier Boys' High School Board of Trustees is responsible for ensuring all children's workers (core and non-core) employed or engaged by the school are safety checked before their appointment. Existing children's workers are safety checked every three years after the last safety check was completed.
- The Children's Act 2014 defines a children's worker as a person who works in, or provides, a regulated service that may involve regular or overnight access to a child/children (excluding those who are co-workers), and takes place without a parent/guardian present.
- Core workers are workers who are in sole charge, or have primary responsibility or authority over a child/children in their care.
- Non-core workers have regular but limited contact, and are never alone with children. Children's Act 2014, s. 23 (1).
- If the school employs a staff member that is not considered a children's worker, they are police vetted if their role includes unsupervised access to students.

## ***Guidelines for visitors when onsite at Scinde House***

- It is important to remember that the Boarding House is the students' home, and their rooms are private spaces. Visitors (including parents and caregivers) need to be aware that entering dormitories without permission in most circumstances is unacceptable. Not only is it an invasion of privacy, but it also provides for a potentially dangerous and inappropriate situation to occur.
- Visitors, including parents, caregivers and guardians, must adhere to these guidelines:
- All visitors should check-in by speaking with a supervising staff member (Matron or Housemaster) upon arriving onsite at Scinde House. This includes parents, caregivers and guardians. Duty staff can be contacted via the Matron and Housemaster's cellphone, and are identifiable via the roster board, displayed outside the Housemaster's office.
- No visitor is permitted to enter the dormitory without the presence of a Housemaster or Matron within the vicinity of that visitor while in the dormitory.
- Visitors should not enter the dormitory ablution areas whilst students are in occupancy. Visitor bathroom facilities are available in the administration area of Scinde House. Guest facilities are available in the staff only area behind the Matron's office, or in the Housemasters office.
- Visitors collecting a boarder from Scinde House, other than specified parents/guardians/caregivers as per the Scinde House application form, should report to the Duty Housemaster, Matron or Head of Boarding, prior to taking a student offsite. Notification of people outside of parents/caregivers and legal guardians who will collect boys from Scinde House, can be made through the notes function within leave passes of the Orah Boarding management system.



# SPORT & RECREATION

Scinde House boys are encouraged to take part in team sports. The hostel fields it's own junior cricket teams on Wednesday afternoons. With all other sports the boys join in with the day boys in the school teams. Other sports not catered for by the school may be fitted into a boy's programme. Parents may contact the Head of Boarding and make arrangements with outside clubs. Senior boys are encouraged to take a coaching/managing role in junior hostel sports' teams. We are always grateful if parents volunteer their skills and may need to call on help for transport.

NOTE: A boarder's commitments to his sports team must come before requests for leave although it is usually possible for substitutions to be made.

Recreation: Students are encouraged to utilise the various recreational opportunities that exist within the school and Napier City. The Hostel and school offer a gym, cricket nets, an astro turf for tennis and hockey, a weights room, outdoor volleyball court and of course the swimming pool. Outside of school Golf Clubs, Sailing Clubs, Tramping Clubs, and Surf Lifesaving etc are opportunities presented to the boys. Students should have full parental permission to participate, but all must remember that the disciplines and routines of the hostel come first.

Scinde House operates a recreation programme on Sunday mornings for junior boys and is run by hostel staff. Parents who would like to help may contact the Head of Boarding. Parents who wish to take their sons out on Sunday are asked to do so after 11:30am.



# STUDY PROCEDURE

True academic success can only be achieved with a genuine commitment to study. Evening prep is a fundamental expectation of all students and is compulsory for all students on weeknights. Juniors and seniors complete one and a half-hours. In both cases a half-hour extension before bedtime is possible. Access to prep rooms after school and in weekends will be arranged on request. Access to computer facilities is available after school.

## OBJECTIVE

This procedure ensures the Scinde House as a place of learning where students are provided with an environment that supports their individual learning style, cognitive development and study commitments whilst promoting age-appropriate self-management skills.

There is a firm expectation that when boys have work /studies to complete this is attended to promptly. Failure to do this will result in Scinde House staff contacting the Scinde House Dean within the day school at Napier Boys' High School, who will support students to catch up with any missed work. We seek to promote student self-management.

## GUIDELINES

Study space can be made available each afternoon/evening, as requested, from 4pm to 6:00pm depending on whether a student has homework/coursework to complete.

Following this, formal prep begins at 7:00pm and runs through until 8:30pm, Monday through Thursday.

Prep is a supervised environment, provided to give boys the opportunity to complete daily homework tasks, review and revise notes and information from the day's classes, plan subsequent study, and to read fiction and non-fiction texts. The use of cellphones during prep is strictly prohibited, as it is in the classrooms at school during the school day.

Students are permitted to miss a maximum of 2 prep lessons per week, if extra-curricular commitments cannot be arranged outside of the prep timetable.

Year 13 students are expected to complete appropriate levels of study at a time that fits within their daily commitments. Year 13 students have formal prep on Monday and Wednesday nights only.

Literacy and Numeracy support is a feature of the year 9 and 10 prep programme, using online learning platforms (MS Teams), as well as writing and reading time allocated during prep.

During examination periods (School and NCEA), boys who are present at Scinde House are expected to attend study sessions during the morning and again in the afternoon, in preparation for their examinations.

For students in year groups 9-12 each evening staff will reflect on student attitude, organisation and application entering a grade into the Orah Boarding Management system in line with the scale below.

Failure to meet expectations within the prep classroom, will result in normal Scinde House behaviour management processes being followed. This may include early morning prep catch up sessions, and/or afternoon detentions.

Year level housemasters will share data and work with students to support them in goal setting to maximise their potential during the prep sessions.

# WHAT'S ON OFFER

## WHAT CAN I DO AT NAPIER BOYS' HIGH SCHOOL?

An extensive formal learning curriculum is complemented by a large range of other opportunities.



Athletics and Cross Country  
Claybird Shooting  
Equestrian  
Volleyball  
Pipe Band  
Jazz Band  
Rugby  
Debating  
Softball  
Gymnastics  
Squash  
Inline Hockey  
Swimming  
Triathlon  
Hockey  
Tennis

Futsal  
Canoe Polo  
Cricket  
Drama  
Orchestra  
Musical Instrument Tuition  
Basketball  
Young Enterprise  
Small Bore Shooting  
Golf  
Orienteering  
Surf Life Saving  
Cycling  
Badminton  
Info Tech  
Football

**In addition to the above Hostel boys have access to more activities in conjunction with local Clubs and Associations. These include:**

Weight Lifting  
Tramping  
Fly Fishing  
Deerstalking  
Martial Arts  
Boxing  
Rowing

Yachting  
Lawn Bowls  
Kip McGrath  
Touch Rugby  
Health and Fitness Centres  
Sailing  
Cadets

# WHAT'S ON OFFER

## INTERACTION WITH HEWETT HOUSE

Scinde House has regular social functions with Hewett House. These include socials, bonding nights and formal dinners.



## BICYCLES

Bicycles need not be new but must be road worthy and helmets are required by law. It is a boy's own responsibility to see that his bicycle is put away safely in the security room and that at all times it is left secured by chain and lock. Please make sure that "home and contents" insurance policies cover the loss of cycles and that serial numbers are recorded in case of theft. Bicycles are not to be borrowed – any damage done to another boy's bicycle will be charged to their monthly account.

## SCOOTERS & SKATEBOARDS

As with bikes, scooters and skateboards are brought to the Hostel at your own risk. Scooters left lying around doorways create a health and safety risk and will be confiscated if so. Due to the potential for damage inside the building, these items are not permitted inside.

## SECURITY

NBHS is fortunate to have such a large site. This also means that the school can be very public. Boarders are requested to provide locks for wardrobe, locker and bicycle and must accept responsibility for the security of their own possessions. All possessions should be clearly named, and serial numbers recorded. Would parents please check that home insurance covers your son's possessions. Money should not be kept in the dormitories.

The bicycle shed is locked at night. A security guard provides nighttime security from 10 pm onwards. Regular checks of the dorms and the hostel grounds are performed.



# CLOTHING

All uniforms and sports gear must be clearly named, numbered and presentable. Students are expected to be neat and tidy and garments which are aging or beyond repair should not be worn, as these only serve to compromise the tone of the hostel. There is one uniform for all students.

## SUMMER UNIFORM

(worn for Terms One and Four)

Kukri – NBHS Short sleeve polo  
Navy blue drill shorts  
School pattern jersey  
School pattern socks (black with two white hoops)  
Black lace up shoes – Leather (not Vans)

## TRAVELLING DRESS

The Hostel has purchased some of the following formal uniform for the boys to borrow when the occasion arises.

White shirt  
School tie or the School Honors tie  
Plain college dark grey longs

## OTHER ITEMS

- 3x pairs socks
- 2x singlets, 4x pairs underpants
- Pyjamas
- Casual clothes
- Shoe cleaning and polishing kit
- 2x towels plus swimming towel
- Face flannel
- Toilet bag
- Toothbrush, toothpaste
- Soap and deodorant
- Locks for laundry, wardrobe and bike
- Linen bag (for dirty washing) – supplied
- Extra name tags
- Mug
- Sunblock
- School Bag
- A sun hat
- Duvet and pillow
- A drink bottle
- 2x Numbered pillowcases
- 2x King single fitted sheets

## WINTER UNIFORM

(worn for Terms Two and Three)

Kukri – NBHS Long sleeve polo  
Navy blue serge shorts  
School pattern jersey  
Black lace up shoes – Leather (not Vans)  
School pattern socks  
School Jacket

## SENIOR UNIFORM – Year 12 and 13

Normal school uniform with the option to purchase a senior polo shirt.

**PHYSICAL EDUCATION** – all boys are expected to change for Physical Education

Royal blue rugby shorts  
Navy PE top with sky blue sleeves – Kukri T Shirt  
Gym shoes



# CLOTHING

Please ensure that all items of clothing are NAMED and NUMBERED clearly, labels need to be sewn on.

The school uniform shop sells all uniform. School uniform may be purchased from the School Uniform Shop on a Tuesday between 3 pm & 4.30 pm and on a Thursday between 1.15 & 2.15 pm. There are second hand uniforms available from the school – the Uniform Shop is open every Tuesday 3:00 – 4:30 p.m. Parents may use the service to sell 'outgrown' items of uniform. Boys not wearing correct uniforms are expected to produce a note from the Matron explaining the reason and how long the student is expected to be out of school uniform.

## LAUNDRY ARRANGEMENTS:

Students laundry is washed and dried in our on-site laundry. Students are given a laundry number corresponding to a locker in the laundry. This number is for their use the whole time they are in the hostel. All clothing must be permanently named and have a laundry number clearly visible. A laundry wash bag for underwear and socks is issued to all boys and charged to their account. The laundry is open daily from 7am to 7pm for students to take their clothing to be washed. Boys sort their laundry into specific bins i.e. underwear, casual wear, whites, woolens etc. Clean folded clothes are returned to the boys' lockers for them to collect after school.

- Bed linen is washed weekly.
- Sporting gear is washed after sport on the weekends.
- The laundry staff will do minor repairs and labeling of students clothing in an emergency. The hostel accepts no responsibility for clothing that is damaged or lost in the wash.



# PREPARATION FOR HOSTEL LIFE

To try to ease your son's transition to boarding life we have set out a few ideas for you.

Make sure that your son can:

- Set the table
- make a bed properly and change the sheets
- keep his room tidy, and put away belongings
- sort out laundry
- fold socks, clothes etc.
- dry dishes
- brush their hair
- use a rubbish bin

- 1) Your son must have a "pick and go" bag. This is a bag he can just grab quickly before an emergency evacuation. It should have some dry food to last 2/3 days, head torch and an item/s of warm clothing (maybe a windbreaker). It could just be a plastic bag.
- 2) Accept responsibility and learn to work happily in a team situation.
- 3) Write and post a letter including knowing his postal address.
- 4) Take a shower once a day and understand the real need for thorough basic hygiene.
- 5) Be able to dress properly, polish shoes and tie a tie.
- 6) Be familiar with basic road rules for cyclists.
- 7) Know how to address adults in a respectful manner.
- 8) Understand the consequences of anti-social behaviour like bullying, shop lifting etc.
- 9) Be physically fit and prepared to run regularly.
- 10) If you know your son is partial to homesickness, maybe transition him by giving him a few days away from home prior to beginning boarding.

Please take the time to go through each of these with your son. By doing so you will be helping him to settle in quickly and happily. We are amazed at how many arrive at the hostel without much of this basic preparation!

# HEALTH PROCEDURE

## RATIONALE

To ensure safe, secure processes are adhered to with regard to student health and safety and to ensure all students medical, accident, dental, and mental health needs are met.

## INFORMATION GATHERING

1. Upon enrolment, all students must have a Health Questionnaire completed and returned to the Scinde House Matron
2. The Scinde House Matron will review this information, and, if required, may request further information from parents/caregivers or whānau.
3. Information is entered/filed in the Health records folders and entered into Orah by the Scinde House Matron prior to the student commencing residence.
4. Relevant medical information is shared with staff at the beginning of year staff meeting, or when practicable for students commencing enrolment during the year. The Scinde House Matron in consultation with the Head of Boarding and the student's family, if all information shall be shared with staff on a case by case basis to protect the privacy of the student.
5. Sensitive information is stored on the database under the security log in of the Head of Boarding. Such information is shared by the Head of Boarding, to other staff strictly on a need to know basis when, and if, required.
6. This information is kept for the sole purpose for which it was gathered, and is not used for any other purpose. (See Privacy Policy)

## FIRST AID AND SUPPLIES

1. As per Hostel Licensing requirements, at least one staff member on duty (or on call) shall have their Work Place First Aid Certificate. The Head of Boarding, in conjunction with the Scinde House Matron will maintain a register of staff with current First Aid Certificates.
2. All staff are encouraged and provided with opportunities to complete First Aid training.
3. The Scinde House Matron shall ensure the First Aid cupboard is stocked to at least minimum standards as outlined by the Hostel Licensing requirements. Termly audits occur to ensure stock is adequately maintained. Stock is reordered, when required, by the Scinde House Matron
4. Staff shall communicate with the Scinde House Matron when any such supply is running low,
5. The Scinde House shall provide necessary basic medical supplies to boarders. Where specialist supplies are required, such cost is met by parents and caregivers.

## ADMINISTRATION OF MEDICATIONS

1. No student is to have prescription medication or over the counter medication in their possession. All medication is to be kept in a locked cupboard in the Matron's office, or locked chiller within the Scinde House kitchen, when required.
2. No student is to have any illicit substances in their possession.
3. Students, at all times, will have access to medical supplies, including personal medications via staff at all times. Overnight oncall staff are available to students in all areas for the distribution of medication.
4. Any medical supplies given to a student must be recorded in the Scinde House Matron's diary and then transferred to Orah Health records. This includes prescription medication which is preloaded into Orah.
5. Built-in alerts notifying of missed medication must be followed up by the Scinde House Matron or nominee who receives the alert. Times and dates to administer are clearly recorded in the Scinde House Matron's diary for follow up.
6. The Scinde House Matron shall monitor administered medication and report irregularities or concerns to the Head of Boarding.

## **ACCIDENTS AND INCIDENTS**

- 1.Any incident occurring at the Boarding School, or on a Boarding School EOTC trip, is to be reported to the Head of Boarding.
- 2.The Head of Boarding shall determine whether an incident form is to be completed. An incident review is carried out, as part of the regular review process in staff meetings.
- 3.Parents of students involved in an incident or accident shall be contacted as soon as practicable by boarding staff.
- 4.Students requiring treatment at Hospital or any urgent care facility shall be accompanied by boarding staff in the first instance, until they are supported by their parents/caregivers or designated support person.

## **MANAGEMENT OF ILLNESS/INJURY**

### Within School Hours

- 1.Students are to go and see the school office in the day school, office staff will contact the Scinde House Matron who will determine an appropriate course of action.
- 2.If the student is not well enough to attend school, they are to go to the Scinde House sick bay, at which point this will be lodged in Orah. They will be monitored by the Scinde House Matron, who will record these checks on Orah. These checks should be done hourly or more frequently if required. Students who require monitoring outside of reasonable expectations shall be required to go home.
- 3.Any student who is unable to attend school due to illness is not permitted to have leave for any circumstance after school or that evening. The Housemasters daysheet outlines these students as well as those who require ongoing care overnight.
- 4.Where deemed appropriate, the Scinde House Matron shall contact parents when their son is absent from school. When a student is absent for the second day, parents must be contacted.
- 5.Students with an infectious illness, as confirmed by a doctor, are to be collected by parents and taken home until they are free from illness. The Head of Boarding, or nominated delegate reserves the right to send unwell students home, where deemed necessary, as part of precautions to reduce the spread of illness.
- 6.Boys who are unwell and need to see a doctor, can be transported to Wellesley Rd Health Centre or the Hastings' Hospital A & E by the Matron or Housemaster, at the discretion of the Head of Boarding.

### Outside School Hours

- 1.Students are to seek the assistance of a staff member on duty who will complete their initial assessment, who can then contact the Head of Boarding or Healthline at any time for advice.
- 2.If the illness/injury necessitates the student being absent from school the student must see the Scinde House Matron on duty prior to commencement of the school day.
- 3.If urgent but non-life-threatening illness or injuries occur outside of working hours the students are to be taken to The 24 Hour Doctors – City Medical Wellesley Rd Napier.
- 4.Where students are under the age of 16, all practicable steps to have an adult attend appointment must be taken. Where this is not possible, parents shall be informed prior to the appointment.
- 5.For any illness/injury requiring immediate off-site attention or an ambulance – Staff are required to notify the on-call manager and parents immediately. When time allows, they are to complete an incident form via Schoolbridge.
- 6.For non-urgent illness/injury requiring further attention, staff are required to document all relevant information into Orah, alerting the Scinde House Matron.
- 7.For any illness/injury not requiring further attention, staff are required to document relevant information into Orah, alerting the Duty Housemaster and Duty Matron.

## **MEDICAL APPOINTMENTS**

- 1.The Scinde House Matron shall make medical appointments on behalf of students after consultation with parents where appropriate.
- 2.The Scinde House Matron shall ensure students are transported to and from medical appointments in a timely and safe manner.
- 3.Any subsequent treatment shall be overseen by the Scinde House Matron.
- 4.Where students are under the age of 16, all practicable steps to have an adult attend appointment must be taken. Where this is not possible, parents shall be informed prior to the appointment.
- 5.Costs of medical appointments, treatments, and prescriptions are the responsibility of parents.

## PANDEMIC

1. In the event of a notified Pandemic, the School Pandemic Plan will override this procedure.

## EMOTIONAL AND MENTAL HEALTH

1. All students in accordance with Hostel Licensing requirements as Policy, including 'Relationships and Ill Treatment' shall be provided with regular support and guidance with regard to their mental and emotional wellbeing.
2. If there is an immediate risk of harm to self or others the on-call manager is to be contacted immediately, and a phone call made to Crisis Resolution 0800 920 092. Parents/caregivers will be immediately informed. The only exception to this is if any notification enhances, or is the cause of, any trauma.
3. All staff shall be capable of providing adequate, timely and professional support to all students. Staff are provided training as part of the regular induction and ongoing PLD. All staff should be looking for changes in typical behaviour, attendance, risky behaviour, becoming increasingly withdrawn and isolated.
4. Regular meetings with Housemasters and supervising staff, as both groups and individuals are held at least twice per term. Appropriate records are kept within the Orah system, for any incidences that occur.
5. Students are surveyed at least once per year on Physical and Emotional Wellbeing, and Pastoral Care.
6. The NBHS student guidance department is accessible to boarders, through individual appointments made by the student, or by referral from the Boarding Leadership Team.
7. The Head of Boarding and Scinde House Matron shall liaise with support agencies, attend relevant meetings, and implement subsequent plans where appropriate.
8. Where the Head of Boarding deems students are at risk, parents will be contacted, unless this action is deemed to enhance the risk to the student, in which case the Child Protection Policy supersedes.
9. The Headmaster has ultimate responsibility for ensuring the emotional safety of Boarders. He delegates the day to day care for students to the Head of Boarding and supervisory staff.
10. Students engaging in self-harm or a behaviour/thought pattern that endangers the safety of themselves or others within the community can expect support with regard to their welfare within acceptable risk parameters.

### Options for the Head of Boarding include:

- Implementing a safety plan that negates immediate risk and promotes ongoing safety for all, or
- Removing the child from the Boarding House until the Headmaster is satisfied that adequate Health and Safety practices are in place to enable a return. This may be short or long term and done in consultation with parents, whanau, the student and other relevant stakeholders within each situation.

### All students can expect:

- Parents/caregivers will be informed. The only exception to this is if any notification enhances or is the cause of any trauma. If this is the case relevant health professionals and authorities will be contacted.
- Referral onto an appropriate support agency.

## HEALTH AND SAFETY

In line with the Health and Safety at Work Act, 2015, it is expected that students:

1. Take reasonable care for their own health and safety.
2. Take reasonable care that their behaviour does not adversely affect the health and safety of others.
3. Comply with any reasonable instruction from the Head of Boarding, including policy and procedure, to comply with the Act.

## KEY CONTACTS

- City Medical | 76 Wellesley Rd Napier | 06 835 4999
- Healthline | 0800 611 116
- Scinde House, Matron | 027 479 4992
- Crisis Resolution | 0800 920 092
- Student Guidance Department Lead, Rob Silver | 021 109 4820



# RULES & BEHAVIOUR

## STUDENT AND HOSTEL RULES

These rules apply to all students. The intent of these rules is to maintain an environment suitable for learning and safety for the individual to ensure the smooth running of the Hostel and to maintain its high reputation. Any large boarding facility can only be successful if the students respect and adhere to the rules and associated discipline system.

The supervision of students over 24 hours a day, seven days a week is an enormous task and staff must be confident that students under their care are going to follow the rules for their own safety and the safety of others.

**Rules:** All students are expected to co-operate with staff and to adhere to the routines as outlined. These may be varied from time to time but the underlying expectation for all students is that they show courtesy, respect, initiative and common sense at all times. In addition to the rules below, rules associated to the general running of the hostel are posted on the student noticeboard and given to all students at the beginning of the year.

1. **Alcohol/Drugs:** The possession and/or use of alcohol or drugs on campus are not permitted. Students on hostel grounds, on leave or any other hostel related activity may not be under the influence of alcohol or drugs. Failure to abide by this rule is likely to result in removal from Scinde House. Boys will not decorate cubicles with alcohol/drug or offensive material.
2. **Attendance:** Students are expected to attend all classes. When students are not able to attend school due to illness or emergency, the Matron or Senior House Master must be notified as soon as possible. Tardiness is not acceptable. Boys must attend all hostel meals in the dining room.
3. **Courtesy:** Students are expected to treat other students and staff in a courteous and respectful manner. Discourteous behaviour will result in detentions.
4. **Language:** Offensive language and verbal abuse will not be tolerated.
5. **Smoking/Vaping:** Smoking or vaping is not permitted. Offenders will place their position at Scinde House in jeopardy.
6. **Damage:** All damage must be reported immediately. Deliberate damage to hostel facilities and equipment will be charged to the party concerned. NOTE: If offender(s) are not identified costs of damage will be split amongst all hostel students.
7. **Firearms:** Firearms may only be brought to Scinde House if:
  - The student has obtained permission from the Head of Hostel prior to bringing the firearm.
  - The student has a licence for the firearm.
  - The weapon is handed in for safe keeping in a secure lock-up (at the Headmaster's residence) until needed.

Failure to abide by these rules will result in a loss of this privilege.

8. **Fireworks:** Fireworks are banned from the hostel.
9. **Privacy:** No student may enter another student's room/cubicle without that student being present or without express permission. Removal of personal belongings without permission is regarded as theft.

# RULES & BEHAVIOUR

## STUDENT AND HOSTEL RULES

**10. Sexual Harassment:** Sexual Harassment is not permitted. If it occurs, the procedures of the school's policy on sexual harassment will be followed.

**11. Safety:** Students are required to follow designated safety procedures and carry out evacuation drills as directed.

**12. Fire alarms:** Students should not touch the fire alarm unless there is an emergency. The cost for a false alarm will be billed to the boy(s) involved.

**13. Personal Grooming:** Boarders are expected to have clean and tidy hair at all times. Hair must be no shorter than a No 3 and no longer than the collar and of the student's natural colour. No boarders are allowed pony tails or hair tied up.

**14. Jewellery:** Earrings and studs are not to be worn, nor personal jewellery displayed.

**15. Dress:** A neat and tidy standard of dress is required, shirts are to be tucked in, shoes cleaned and the school uniform worn with pride.

**16. Cleanliness:** Personal hygiene must be maintained. Students must shower regularly, particularly after sport and recreation.

**17. Tidiness:** The hostel dormitories and surrounds will be kept tidy. This is a student responsibility. Rooms, lounges, and ablutions must be tidied before the students leave for school in the morning. Every week students should check the duty roster. The work of the domestic staff must be in no way hindered.

**18. Vehicles:** Only Year 13 students who have applied through the appropriate permission chain to the Head of Boarding may have a vehicle at Scinde House. All other students are strictly not permitted to have vehicles at Scinde House. Staff cannot accept this responsibility.

In EMERGENCIES ONLY parents may phone the Head of Hostel for permission for a senior to bring back a vehicle for a short period of time. If no alternative exists and if permission is granted the vehicle must be parked where directed and the only set of keys handed to the Head of Boarding.

Unauthorised vehicles around the hostel will be towed away.



# RULES & BEHAVIOUR

## DIGITAL TECHNOLOGY PROCEDURE

### RATIONALE

In support of Napier Boys' High School policy with respect to appropriate and safe use of cellphones introduced in 2019, whereby students are not allowed to use cellphones during class time. Further, to align with the NZ Government's directive 2024, banning cellphones in schools.

To promote sleep quality for boys at Scinde House reducing chances of students using devices overnight.

To promote health behaviours, outside of the dormitories after school between the hours of 2:50pm and 5:00pm, strengthening extra and co-curricular involvement at school.

To promote organization and communication skills within the student population.

### PROCEDURE

#### Cellphones

Year 9 and 10 students hand in their cell phones at 8:50pm to storage cases that are stored in a locked cupboard in the Housemasters office (Gun safe Room). Year 11 students residing in Ormond Block hand phones to into the storage cupboard at 9:20pm, Year 11 and 12 students residing in Greenwood and Glendining hand phones into the respective storage cases at 9:20pm and 9:50pm respectively. These are to be locked in the Greenwood storage cupboard, and Glendining Wing 1 cupboard behind the padlocked door.

This procedure is effective 7 days per week. For Year 9 and 10 students cellphones will then be available for collection at the Housemasters' office under the supervision of the Duty Housemaster from 5:00pm on Monday – Thursday and 2:55pm onwards on Friday afternoon. For Year 11 & 12 students, phones can be collected following dorm inspections of the Ormond, Greenwood and Glendining Dormitories, at approximately 8:20am each morning.

On Monday mornings (or the day following any time where students have returned from a holiday/exeat other than a Sunday), following room inspections, Year 9 and 10's will receive their device back between 8:10am–8:20am.

On weekends, all students can be issued with their device upon the Housemaster's arrival to begin their shift (6:45am Saturday and 8:00am Sunday).

**Note:** for safety and security purposes, at least one student in each dorm should have their cellphone in their possession in case of emergency.

#### BYOD Laptops

Year 9 and 10 students place their BYOD device, in lockable charging stations located within both the Fox and Dorm 2 & 3 dormitories, following prep (8:30pm), and before 8:50pm. The lockable charging stations are then unlocked following dorm inspections by the Housemasters at approximately 8:00am each morning in anticipation of the school day.

# RULES & BEHAVIOUR

## DIGITAL TECHNOLOGY PROCEDURE

### Administration

- No junior (Year 9 & 10) is permitted to keep a cellphone overnight to run/exercise in the morning, unless otherwise specified by the Head of Boarding.
- At the Housemaster's discretion, Year 11 and 12 boarders who request permission, may keep a phone over night as an alarm for morning exercise (one per dorm/wing of dorm). This should be recorded on both the day sheet, and as a supplementary note on the evening Bedlist within the Orah digital roll.
- The Duty Housemaster's transport two boxes into each of the Year 9 and Year 10 dorms at 8:45pm.
- The boxes will be placed in a designated area at 8:45pm each evening, as the bell rings to prepare the boys for bed.
- Boxes will be labeled with cube numbers identifying an allocated slot for their device to be placed.
- The expectation will be that cellphones are placed into the box in the 10 minutes prior to lights out at 9:00pm
- The Housemaster collects the box following completion of the digital bedlist, upon leaving the dorm at 9:00pm after the lights have been turned off and the boys put to bed.
- At 3:00pm the following day, students who are travelling away from the Hostel and require their cell phone to make contact arrangements for transport or any other safety measure will be able to collect their cellphone from the box (that was retrieved by the Duty Housemaster and placed in the housemaster's office) in the Housemasters office.
- Following this, at 5:00pm the boxes will then be re-opened, and cellphones will be available for all students to collect thereafter.
- Where a student needs to leave the hostel site in the morning before school, the Duty Housemaster will be able to retrieve the cell phone from the period of 6:45am – 8:30am.
- Should a student be required to leave prior to 6:45am, when the Duty Masters begin, that student will be permitted to keep their cellphone in their possession overnight.
- Any other instances where students need to collect their phones at any point during the day, will be administered by the Matron/Head of Boarding.
- Parents and Caregivers requiring communication with their son during the period between 8:50pm and 5:00pm the following day (in the event of emergency or any other reason) should contact Scinde House via the Matron's cell phone, or Matron's landline number as they are the most efficient points of contact. A message will be then delivered to the student at school.

### Monitoring and discipline of breaches of this policy

From time to time, there will be random audits that cross reference against the bed list each evening and follow up for students who have failed to hand in their cellphones. The Scinde House disciplinary measures relating to device misuse could then be invoked, should a boy be found in breach.

In addition, normal Duty Master patrols will continue, where should a student be found with a second cellphone after they have handed one in, then normal Scinde House disciplinary measures will also be followed. Discipline measures typically involve the confiscation of the device for a period of 1 week in the first instance, 3 weeks in the second instance and the remainder of the term in a third instance.

The deliberate withholding of a second cell phone will be treated in a more serious nature also following Scinde House disciplinary protocols.

### Supporting documentation

- Less obvious Scinde House rules system
- Scinde House Discipline Policy
- Student Health and Welfare Procedure

# RULES & BEHAVIOUR

## STUDENT WELLBEING AND BEHAVIOUR PROCEDURE

When managing issues pertinent to student wellbeing the needs and rights of the child are always paramount. Staff foster positive relationships and actively work to always seek and affirm the strengths in each young man whilst engaging with their parents/caregivers, whanau and school where applicable.

This procedure includes guidelines for staff to manage the diverse situations that could arise within the boarding school, ensuring appropriate and meaningful outcomes for all stakeholders.

### Guidelines

Scinde House Boarding House staff favour a firm and fair approach to the care and management of its students based on clearly articulated standards and expectations. Staff work to create an environment where students develop self-awareness and self-control and where the desire to support and contribute to the community outweighs the benefits of making misinformed choices. This occurs through daily interactions, mentoring, coaching and any subsequent intervention.

Where students do not reach Boarding House expectations, numerous courses of action may be taken that reflect the level of behaviour while considering other contributing factors. Supervisory staff (Housemasters) manage the day-to-day minor incidents through corrective conversations. The Head of Boarding manages ongoing minor issues or issues more serious in nature that typically involve a breach of Health and Safety and/or Policy and Procedure. The Head of Boarding and Assistant Head of Boarding, where required, manage on-going and/or serious issues and are available to students who feel they need a second opinion.

### Documentation

All incidents, pastoral concerns, positive behaviours, and any other related material that contributes to the well-being and behaviour of students in our care is to be documented at the earliest convenience on the Orah Management System. When inputting an incident, staff must either:

- Annotate the outcome i.e. Detention issued, restorative conversation, or any other action; or
- Refer to the Head of Boarding, via and Orah pastoral entry and subsequent email, who will investigate, take action as deemed appropriate.
- All pastoral discipline incidents, should be notified through the Orah system to Students and Parent connected accounts.
- Should the incident be serious, including possible risk to students (self or others), the Head of Boarding must be called. If they are not available, staff should call the Assistant Head of Boarding, failing contact, the Headmaster should be contacted.

### Referral – low level – Housemaster

Students who persistently and consciously make a poor choice through actions and/or words will be followed up by either the Housemaster on duty or the Head of Boarding. This referral can either occur immediately should the staff member decide it is a necessary step for the health and safety of others, as soon as practicable. As part of the referral, there is a make-good aspect which could involve:

- Conversation to repair relationships
- A consequence (i.e. community service time or detention)
- Restorative meeting

# RULES & BEHAVIOUR

## STUDENT WELLBEING AND BEHAVIOUR PROCEDURE

### Year level housemaster / Head of Boarding – middle level

The Year Level Housemaster in conjunction with the Head of Boarding, handles middle-level offences. Depending on the context and prior behaviours, the following could be used as a means for consequence.

- Loss of privilege
  1. Grounding: The loss of casual leave
  2. Detentions: 45 minutes running or written detention after school
  3. Gating: The loss of all leave and privileges. In this instance students cannot attend sport or any other activity.
- Community Service, Restorative Practices etc.
- Parent/Whanau conversation

### Serious/On-Going – Head of Boarding level

Any behaviour deemed serious in nature must be reported to the Head of Boarding immediately and an incident report completed in Orah. (Scinde House student interview procedure should be followed). The Head of Boarding will support staff to manage the incident to ensure the safety of all parties before contacting the Headmaster if this is deemed necessary.

For serious issues, or those that are on-going in nature, the Head of Boarding determines the most appropriate course of action.

This could include:

- Family conference
- Setting of contracts, alternative programmes and other support measures
- Stand down or expulsion from the Boarding House – Refer to Scinde House Discipline Policy. – Stand-down, Exclusion and Expulsion Policy.



# RULES & BEHAVIOUR

## STUDENT WELLBEING AND BEHAVIOUR PROCEDURE

### Anti Violence/ Bullying

The Boarding House has a policy of zero tolerance toward bullying and violence. Students who persist with these behaviours face severe disciplinary action. Any student who is the victim of bullying or sees a bully in action is encouraged to report it confidentially to a staff member or senior student. If students are being bullied or know of an incident, they are encouraged to do one of the following:

1. Report the incident to any staff member in the boarding school – this could be in person, via Orah Mood checks or email/text message.
2. Report the incident to a mentor or senior student
3. Report the incident to the guidance department at NBHS or a member of staff at school.

All incidents are taken seriously and dealt with in a confidential and appropriate manner.

### Ongoing Monitoring

- The Head of Boarding and Matron screen all incidents in Orah daily to analyse trends and patterns.
- Weekly wellbeing surveys in Orah (Mood checks), as well as an annual My Hauora Survey are conducted.
- Students are interviewed on a rotating basis (3 per day), by duty housemasters to monitor student Hauora and well-being.
- In addition, anonymous surveys are completed to identify, negative behaviour and night time disruption, for junior levels, (Year 9–11) at least once per year.

A student welfare committee comprised of two members from each year level, meets with the Scinde House Matron every term to discuss student well-being within the student body. The Head student of Scinde House can report from this committee to the Scinde House Parents Committee without the presence of the Head of Boarding or Headmaster to ensure transparency.

### Searching the Rooms and Person Property

Refer to 'Scinde House prohibited, and dangerous items search procedure.'

# RULES & BEHAVIOUR

## DISCIPLINE SYSTEM

### RATIONALE

A firm, fair and consistent discipline system that is understood by all parties (students, staff, and parents), is fundamental to a successful boarding school community.

### GUIDELINES

#### 1. Detention System

Minor incidents of student misbehaviour are managed by a detention system. Hostel staff record these detentions and the reasons. The respective senior and junior Deans enter the data into the Scinde House data base. Boys are made aware of the detentions they have accumulated.

- **Detentions one to three** – worked off around Hostel or as a written detention.
- **Detention four** – Parents are notified through a phone call and follow up letter.
- **Detention six** – Depending on the nature and seriousness of the offence the student may be placed on a Housemaster's contract and a family meeting will be held. If the student breaks this contract he will be placed on a Head of Boarding contract.
- **Head of Boarding Contract** – This is the final step. If the expectations of the contract are broken, and the misbehaviour is ongoing, the student will be considered for a Stand Down from the Hostel.

**NB: Students can reduce their number of detentions.** By remaining detention free for two weeks their total reduces by one.

#### 2. Gating

This is for misbehaviour with respect to leave from the hostel or breaking bounds (leaving the hostel without permission). Gating may also be imposed for other such incidences like dorm disruption after lights out, bullying, taking items without permission.

The student must be always in uniform, is required to complete a Hostel detention each day of gating, and he cannot leave the school grounds. The student can still go home in the weekend but not to any other destination. However, if they stay in the hostel during the weekend then normal gated rules apply. Detentions will apply.

Repeat infringements relating to leave and/or breaking bounds may result in a Head of Boarding contract or a stand down from boarding (temporary removal from the hostel).

#### 3. Stand Down

When the student has committed a more serious breach of Hostel rules or has demonstrated continual disobedience, then the above detention system does not apply. The Head of Boarding will make a recommendation to the Headmaster for a One week or Two week Stand Down from the hostel.

Following the completion of the Stand Down, the student will be placed on a **Head of Boarding Contract**.

# RULES & BEHAVIOUR

## DISCIPLINE SYSTEM

### 4. Gross misconduct or Continual Disobedience

An incident of gross misconduct or ongoing continual disobedience, including the failure to adhere to a Head of Boardings Contract, may result in the student's position being reviewed with the possibility that parents (caregivers) are asked to remove their son from Scinde House for a designated period or permanently.

### 5. Review Procedures

In cases requiring review, a report is made to the Headmaster by the Head of Boarding. The Headmaster reviews the incident(s), considers the seriousness of the offence(s). Parents and the student (with other representatives if necessary) will be asked to attend a meeting with the Headmaster, Hostel committee representative and the Chairperson of the Hostel Committee (or another representative of the Hostel Committee or Board of Trustees). The purpose of the meeting will be to fully consider all aspects of the matter before making a final decision.

The Review committee have three options:

1. To return the student to the Hostel (with or without conditions)
2. To remove the student for a specified length of time.
3. To remove the student from the hostel permanently.

Following this meeting, a decision regarding the student's future in Scinde House is made. Parents/Caregivers are then informed of the decision. The decision of this meeting is made with the delegated authority of the full Board of Trustees of Napier Boys' High School.

Supporting documents:

- Relationships and ill treatment policy
- Scinde House investigation of incident process
- Scinde House prohibited and dangerous items search procedure
- Scinde House student wellbeing and behaviour procedure



# COMPLAINTS POLICY

Napier Boys' High School – Scinde House Complaint Procedure  
(According to the Ministry of Education (Hostels) Regulation)

Complaint(s) about:

Non-compliance with the Hostel Regulations or conditions of the license

Complaint(s) may be from:

Students, Parents, Staff members and Board members

Complaint(s) needs to be:

In writing or put in writing by the Head of Boarding (or a person representing the hostel) as soon as practicable if the complainant is unable to put it in writing. All complaints should be addressed to the Head of Boarding in the first instance. If the complaint is in relation to the Head of Boarding, the complaint should be addressed to the Headmaster – Napier Boys' High School.

## **Procedure for resolving complaint(s):**

Within 5 working days:

The Head of Boarding (or a person representing the hostel) will:

- send an acknowledgement letter of receipt to the complainant
- inform the complainant of any relevant internal complaint procedures
- send a copy of all information held by the hostel administration that is or may be relevant to the complaint
- decide whether the complaint is justified in accordance with regulation 69

Within 10 working days after acknowledging receipt of the complaint:

The Head of Boarding (in consultation with the senior management of the school) will:

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the hostel management must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the hostel management must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the hostel management is required to decide as soon as practicable whether the complaint is justified.

After making a decision:

The Head of Boarding must inform the complainant of:

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the Hostel Management proposes to take; and
- Any procedure the Hostel has in place to enable consideration of an appeal by the complainant against the hostel management's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

## **Supporting Acts**

- Privacy Act
- Employment Relations Act
- Education (Hostel) Regulations
- Vulnerable Children Act
- Protected Disclosures Act

# SCINDE HOUSE SCHOLARSHIPS

Scinde House is fortunate to be able to offer the following scholarships to assist towards boarding fees.

## **GREENWOOD SCHOLARSHIP**

Awarded to students from rural Hawkes Bay – Students are selected on a basis of location, need and their contribution to the greater good of Scinde House and the school. Approximately \$2000 per student is available each year.

## **CENTENARY SCHOLARSHIP**

Awarded to a Year 12 student each year, selected by the Housemasters after consideration of the following criteria, academic achievement, and contribution to the life of the hostel in sports and cultural aspects and for leadership potential. The scholarship is worth \$1500 for one year. A silver badge is also awarded. The fund for this scholarship was started at the hostel centenary in 1985.

## **SCINDE HOUSE AWARD**

\$1000 is awarded annually to a Year 10 and 11 student. These awards are presented in November to one student from each of the two year levels. Criteria is based on contribution in the school by a Scinde House boarder



