



ROSMINI HOUSE

St Peters College • Māruawai College

Handbook 2024

BOARDERS' HANDBOOK

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WELCOME TO ROSMINI HOUSE

Rosmini House is a safe, family orientated boarding house that caters for boys and girls from years seven to thirteen.

Boarding at St Peter's provides an environment where students can develop academically, physically, socially and spiritually in accordance with our Catholic values.

Students are supported by a capable and professional team who take pride in helping students reach their potential.

This handbook is designed as a reference point for boarders and their families.

Additional information including Governance Systems, and up to date Policy and Procedure is available on the College website, www.stpetersgore.school.nz under the Boarding House section.

For further information please do not hesitate to contact me or member of the Boarding House Leadership Team.

We trust your association with the Boarding House and wider St Peter's community will be positive and rewarding.

Zane Langford

Director of Boarding



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HOUSE STAFF

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Evening/Weekend Facilitator

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Evening/Weekend Facilitator

Robyn Johnston

Evening/Standby Facilitator

Toni-Ann McIntosh

Junior Facilitator

Taylor Yardin

Kitchen Manager

Corinna Mitchell

Kitchen assistant/Baker

Rhonda Barton

Property

Ray Shanks

Learning Tutor

Julie Burrows

Maruawai College Dean

Richard Shannon

BOARDING OPTIONS & FINANCES

Rosmini House has a flat boarding fee as per the fees policy located at the back of this handbook. There are boarding bursaries available from the Ministry of Education and other providers. Visit their website www.minedu.govt.nz and search boarding bursaries.

CASUAL BOARDING

If space is available day pupils can stay in the Boarding House on a casual basis. All casual boarders must comply with the Boarding House policy and procedures.

Casual boarding is clarified as no more than 3 nights in the hostel per week, all agreements are to be made with the Director of Boarding prior to taking up residence.

Casual board fee \$65.00 per night

CLOSED WEEKENDS

Closed weekends are indicated in the College Calendar. Please note students are to be collected by 5pm on the day of closure. If this is not possible a prior arrangement must be made with Zane. The Boarding House re-opens at 5pm and on these nights we ask that students return having had tea.

FEES

Per payment \$4,125 (3 payments per year)

All fees are due as per the schedule in the fees policy in the rear of this book.

WITHDRAWAL

Families who choose to withdraw their child before the conclusion of a school year or their child has been withdrawn by the Boarding House Board will be bound to the Fees Policy outlined at the back of this document.

MATTRESS LEVY

All new entrants are ordered a new mattress that will remain theirs for the duration of their time at the Boarding House. The mattresses are named and moved accordingly between terms. The levy of \$250 is invoiced at the time of purchase. As the Boarding House is rented out at times throughout the year families agree that where necessary the mattress may be used by another party. On completion of such rentals, Boarding House staff will check for any damage. If damage occurs, the mattress will be replaced at no cost to the student's family.

LAUNDRY BAG

All new students will be issued with a laundry bag. The cost of these bags will be invoiced with the first fees instalment at a rate of \$40 each.

DISBURSEMENT ACCOUNT

This allows your son/daughter to have money on hand to cover unexpected and incidental costs. All requests for disbursements must be made through Gail or Zane prior to leaving for school in the morning. Gail will process requests and have them ready for collection afterschool. Other staff cannot disburse money. If requests are not made in the morning, there is no guarantee of the money being available.

All College accounts are to be paid through the College and not placed in disbursements; this includes subs for sports, camps, uniform and field trips.

You will be sent a breakdown of your child's disbursement spending each term with your account.

Weekend boarders need to arrange all disbursements prior to 5pm Friday. There is no guarantee money will be available if students do not adhere to this procedure.

The money will be given as cash, which will be handed out at after school check-in, or when required in the afternoon.

Disbursements can also be used to provide a set amount of pocket money for students each week. If you wish to place any restriction on disbursements, please contact Gail in the office.

DEVELOPING RELATIONSHIPS AND BELONGING

HOME VISITS

Once students have enrolled, Gail will co-ordinate a home visit. Typically, the Director of Boarding and Learning Tutor will visit new students in their homes. The purpose of this is to meet students in an environment where they feel comfortable, invite them to the Future Borders sleepover, and to gather any pertinent information.

MENTORING

All new entrants will receive one to one mentoring from a senior Boarding House student. This programme is designed to help assimilate new entrants into the Boarding House community. Seniors work through a set programme that commences at Boarding House retreat at the beginning of the year. Initially mentors and their students meet once a week in term one, followed by every second week in term two and as required from that point on.



STUDENT LEADERSHIP

Student input is regarded as a vital aspect when planning and reviewing Boarding House systems, procedures and performance. Students are encouraged from new entrants to get involved with the operations of the Boarding House.

HEAD BOARDERS

Our student leadership is an integral part of our mission to encourage independence and leadership in our boarders. These leaders will be the role-models who help our younger boarders to develop their teamwork and communication. They will also be developing their own skills as they help to co-ordinate their teams through activity planning and task management. While they are 100% supported by the Facilitators, we have faith that their knowledge and passion will open all manner of opportunities for them over the coming year.

TEAM LEADERS

Developing Leadership and Teamwork are essential tasks within Rosmini House. With this in mind, senior students are encouraged to take on the role of a Team Leader. There are four teams within the hostel and the team leaders lead their teams in carrying out their individual and team responsibilities. These tasks include ironing uniforms, cleaning and tidying rooms and maintaining the cleanliness and tidiness of the kitchen, hostel, dorms and surrounds. The teams also conduct their study periods and activities together. These activities focus on the mind, body, spirit and creativity. Leaders act as friends, mentors and facilitators to help boarders develop and excel in all areas.

HOUSE LEADERS

Tedesco and Buckner have a great rivalry. At the commencement of each year students from each house elect a house leader from either year 12 or 13. The leaders' role primarily involves organizing the inter-house competition and house dinners.

LEADERSHIP GROUP

This elected group meets weekly to review Boarding House operations and plan upcoming events. The Director of Boarding leads this group along with the Head Boarders. The current council is made up of all House and Team Leaders.

RETREAT

The Rosmini House Retreat is an annual event designed to help re-establish our community as we welcome our newest members. In 2024 the retreat will be held at Camp Tautuku from Monday 29 January through to and including Wednesday 31 January. It is encouraged that all 2024 students attend. Further information regarding gear lists etc will be sent out via email in January. There is a cost of approximately \$180 for all students. This is invoiced with period one fees.



GETTING INVOLVED

Rosmini House offers students many opportunities to get involved with the House, school, and community life. All you're left to do is sign up for as much as possible! Our staff can point you in the right direction wherever your interests are. It is expected that all boarders partake in at least one co-curricular activity each term.

HOUSE ACTIVITIES

The Interhouse competition is a fiercely fought battle between Buckner and Tedesco. Students are put into a house upon their enrolment.

BOARDING HOUSE EXCURSIONS & ACTIVITIES

Various trips are planned throughout the year to ensure our students lives are enriched by boarding at Rosmini House. A full list for each term is available on the Boarding House website. There is no cost for the activities aside from 'Special' trips such as the Ski weekends. This information is available on the website and will be communicated to parents via email. Students who are in on these days may be asked to go on the trips if other staffing is not available.



PASTORAL CARE

The House places great emphasis on positive relationships and reinforcement. We actively work to create a positive environment. Students are expected to commit to the goals they set for themselves, and the expectations that come with being a positive community member.

During 2019 our head student Maygen Ditchfield lead a project to develop and design the hostels Purpose and Values. With collaboration from staff, students and whanau these were created and now lived by all.

CHARACTER SYSTEM

Staff actively look for positive behaviour to reinforce. At the end of each shift staff enter students into our database who have displayed positive

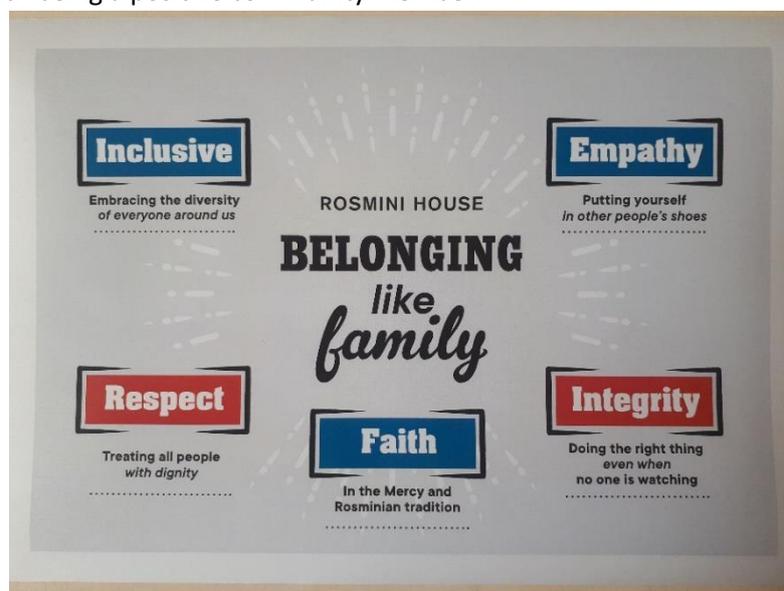
behaviour that day outlining who and what the particular behaviour was. This is referenced against the hostel values.

PHYSICAL AND EMOTIONAL TRACKING

As we track student's physical whereabouts, we also monitor their emotional state. Staff complete these checks formally five times a day plus general observations as they move about the Boarding House. Any concerns are referred to management in the first instance who will decide on which course of action to take.

CONSULTATION AND REVIEW

Students complete anonymous surveys throughout the year via an online system. This enables us to get a picture of trends and potential issues within the Boarding House. Students generally complete the My Hauora and pastoral care-based surveys.



COMMUNICATION

The Boarding House values the link between home and the Boarding House. The Boarding House has an open-door policy for parents and whanau. This can be a through a coffee, meal or general catch up at any time to get updates on their child and to express any concerns they may have.

EMAIL

The Boarding House communicates regularly through email. This includes a brief weekly update plus any other important information regarding upcoming events. Staff emails are listed earlier in this book. Please email the most appropriate person to ensure your request is dealt with as soon as possible.

REPORTS

The parent portal will show progress with key competencies, learning and positive affirmations throughout the year. In addition to this, individual reporting will be sent out to parents and caregivers every fortnight. This reporting will cover leadership, teamwork and values adherence. This will give parents and caregivers a good snapshot of how their children are adapting to hostel life at Rosmini House. Parents of new entrants are invited in after 5 weeks to discuss progress to date. At any time boarding staff welcome an opportunity to meet to discuss your child's welfare. Should you wish to do this please contact Zane.

PHONE – 03 208 8241

The Boarding House operates through a hub that will take you directly to an automated system. Please select your desired extension. If the phone is not answered, it is feasible that staff are out supervising and being active with students. Please leave a message on extension 3. Alternatively a duty cell phone will be carried by a staff member so that we are contactable 24 hours a day.

Students are permitted to use the phones in the office when appropriate however we ask that calls are kept brief to allow the lines to remain as accessible as possible. Longer calls can be made via cell phones.

SPECIAL CHARACTER AND CELEBRATIONS

Our philosophy is that we promote, foster, and model the values; all formalised teachings are completed at St Peter's College.

The Boarding House has two main celebrations a year, the welcoming mass, and leavers mass. Dates for Boarding House celebrations are on the College calendar and will be communicated to parents via newsletters and email.

The Leavers mass coincides with the Rosmini House Christmas dinner, and prize giving/graduation. Further information regarding both events will be sent via email in the weeks preceding.

On a daily basis we promote the values and practices in the following ways:

- Grace at tea
- One spiritual activity per week
- Community Service
- Pastoral Care and restorative practices
- Character system

Staff work closely with the St Peter's College to ensure the Boarding House reiterates teachings at school. We liaise closely with our Chaplain, the Director of Religious Education and the College Guidance and Pastoral Team.

SERVICE

In keeping with our values service is an integral aspect of the Boarding House. Whether it be service within the Boarding House, or out in the community our students are expected to complete service. In 2024 all students are expected to complete service within the community. This will be overseen by our Head Students and assisted by Zane.

We will once again be collecting non-perishable food throughout the year and bringing gifts for children to place under our tree of hope at the end of year mass. The Boarding House will once again donate the goods and gifts to a charity for those in need during the Christmas period.



ACADEMIC STUDIES

The Boarding House has a proud tradition of academic excellence. Students are expected to work consistently during prep and other free time to ensure that they are in a continuous state of academic improvement

Prep is compulsory from 6:30pm to 7:15pm, Monday to Thursday with members of staff to supervise and support the students. At Rosmini House we operate within boundaries but with flexibility. So, if sports or other extra-curricular activities occur during prep time, boarders have the ability to manage their study outside of those times.

However, should the House be informed that a student is not completing the required homework, or at a parents request they will be required to attend prep each night.

Cell phones are handed in before dinner from 5:30pm until prep and activities are completed at 8pm. This is to ensure that our boarders are not distracted from giving 100% attention to their study and physical, mental and spiritual development. Laptops may be used for study but social media and gaming are not permitted. Boarders may request their phones during this period to call home at any time if necessary. Senior students and year 10's receive their phones back at 8pm, with year 10's handing them back in again for the night at 8:30pm. Senior students are trusted to self-manage their phones overnight while junior students learn to spend their nights phone free.

Zane attends weekly year level meetings, and college staff are aware of who the boarders are and who to contact if there is an issue at school. This proves to be an effective tool for monitoring homework and other social issues that may arise during a school day. Each boarders application and completion of homework is noted in our Reach portal.

Should you have any concerns about your child's academic progress please contact Zane as soon as possible.

WIFI & COMPUTER ACCESS

The boarding house has Wi-Fi connectivity where students can connect with their own device using their college log in. Internet access is a privilege. Any students caught abusing the internet will have access removed. This includes downloading material (games included) and/or using the internet to browse inappropriate material.

As with any device, the boarding house will take all practicable steps to ensure its security, however we are not liable for any damage or theft.

LEAVE

As in a family environment, students are given extra responsibilities and privileges as they get older.

Leave is never a right; it is a privilege and is at the discretion of the supervisors and management. Parents are expected to support the Boarding House in their decisions regarding leave.

All students must check in at 3:15pm at hostel reception. It is here that students state their intentions for the rest of the day, request leave and van rides as required. Any student not able to make the 3:15pm check in must gain permission for leave prior to 8:30am that morning and signs out on the online leave system.

All students are responsible for requesting leave, signing out and stating the expected time of return. Upon their return they must sign back in and notify the on-duty facilitator. It is very important these procedures are followed for the student's safety and in case of fire or emergency.

The phrase to remember on leaving the hostel, and arriving back, is "tell, tap and go".

It is highly encouraged that all students are contactable when on leave through the use of a mobile phone.

The House uses the Reach portal for all aspects of leave.

TOWN LEAVE

All boarders have free time from 3:20pm – 5:30pm daily. They are free to leave the hostel as long as the juniors leave in groups of three and have at least one mobile phone with them. As with all leave, they must "tell, tap and go" when they leave the hostel and return.

ACTIVITY LEAVE

This leave is on top of general leave outlined above. Where regular activities fall within prep, or tea, it is the student's responsibility to ensure they manage their time and relevant work is caught up on, and/or a late tea is ordered.

VISITING, ACTIVITIES AND TRAVEL

Upon enrolment, generic leave expectations are completed on the enrolment form. Parents are welcome to update these lists at any time with staff. We urge parents to become acquainted with the families their children will be visiting.

WEEKEND OR OVERNIGHT LEAVE

Students requesting overnight or weekend leave must complete an online leave request at least 48 hours prior to their intended leave. An email alert is automated to the parents and boarding management. Parents are required to review, and approve/decline leave through the email link or by using their parent log in. Once this has been done staff give the final approval and it is transferred to the students log ready for their departure.

It is critical that students sign out and back in.

At the rear of the handbook is the Leave Procedure. Please make sure you are fully aware of you and your child's obligations. While the student is on weekend or overnight leave the Boarding House is released of its responsibility for the student. Parents need to ensure they are happy with the host family and student's plans. If a student is not going home, it is the responsibility of the parent to contact the host parent. Boarding House staff will raise with parents any concerns they have in relation to leave.

We presume all boarders are in for the weekends unless we are told otherwise.



BOUNDS

Students must be kept within the bounds of the Boarding House unless they have permission to leave.

Areas that are out of bounds unless directed are:

- Kitchen, pantry, storerooms, and chiller
- Laundry
- Offices
- Staff residences
- Garages
- Boiler
- School

Boys are not permitted in the girls dorm, and girls are not permitted in the boys dorm.

After dark, unlit areas are also out of bounds.

VISITORS

Family, friends and day pupils are welcome at appropriate times after school and during the weekends. Visitors are welcome to stay for tea as long as prior permission has been granted. All visitors must sign in at the foyer upon arrival. It is the responsibility of the boarder to introduce their visitor to the staff member on duty and ensure they have signed in. Only family members are allowed in the boys and girls dorm all other visitors may be entertained in the common areas.

A staff member may ask any visitor to leave at any time.



HEALTH, SAFETY AND WELLBEING

Every effort is made to safeguard the health, safety, and wellbeing of the students in our care. To best look after our students, we ask the parents to inform the staff of any medical problems; this includes any concerns about the student's physical or emotional wellbeing. Information regarding any medication required must be provided.

No student is to be in possession of drugs or medication without the knowledge and agreement of management. All medication must be handed into the office where it is locked in a medical cabinet. Boarding House staff will administer and record all medication dispensed. The Medical Procedure is available for viewing should you require further information.

The Boarding House provides basic medical supplies at no cost to parents. Prescription medication and costs associated with medical care are at the cost of parents.

UNWELL STUDENTS

The Office Administrator oversees medical issues for boarders including appointments. Boarding House staff are trained in First Aid and can deal with any minor cuts and ailments. If a student needs to see a doctor or a nurse, appointments are made with the Gore Medical Centre, or Gore Health. For students under 16 where practical a staff member will attend the appointment with them. Students 16 and older may choose to go to the consultation alone.

Any student who is too sick to attend class must stay in the Boarding House sick bay. Students who are in the sick bay during the day are not permitted any form of leave after school that day.

Boarding House staff will notify parents.

- In the event of any serious illness or accident
- If the illness is contagious and the student needs to go home
- If the student has been unable to attend class for two consecutive days.
- If the staff feel they would be better cared for at home.
- If there is a reasonable concern about the safety and/or physical or emotional wellbeing of a student.

Parents may be called to collect their child if there are any cases of serious illness or contagion.

MENTAL HEALTH

Rosmini House staff are trained in recognising and responding to mental health concerns from both our boarders and ourselves. The health and safety of all of our Rosmini House family is paramount and this includes mental health. Boarders and staff are made aware that they can put their hand up for help at any time and school counsellors are available as the next port of call. It is important to us that all boarders and staff feel safe, included, valued and respected at all times.

SECURITY

Rosmini House has been designed to provide maximum personal safety. All windows are riveted to regulate maximum opening. All exit and entry points are alarmed at night and outside areas are well lit. Students requiring leave prior to 6:30am can be given an alarm card to exit the building during specific timeframes. This is to be arranged with the office administrator. Junior facilitators live in the dorms to deal with any issues in the first instance, followed by two other staff members, one of whom being the director of boarding, living on the Rosmini House grounds if required.

EMERGENCY EVACUATION

We have a comprehensive plan for emergency evacuation. Notices informing students of the nearest exits and emergency procedures are posted in each dormitory and in common areas. Emergency evacuation drills are carried out each term.

DAMAGE TO PROPERTY

Students who damage Boarding House property will incur the cost to repair or replace. Boarding House insurance does not cover incidental damage caused by students. Parents should look into their own policies to see if their own insurance can cover your child whilst at residence at the Boarding House. There is zero tolerance to students who willingly damage house property and fittings.

VALUABLES

It is strongly recommended that any items of sentimental or monetary value be left at home. The Boarding House takes no responsibility for any items that go missing or that are damaged by other students. Parents are advised to carry suitable insurance.

All bedrooms in the dorms have a lockable cupboard; each student should bring a small padlock. Any valuable items or monies are able to be locked in the office.

LAUNDRY

All clothing must be named. Boarders laundry is done daily.

Boarders are to place their laundry in their laundry bag, then in the laundry bin prior to leaving for school. Collection is the same day from outside the laundry. Note: Laundry not in laundry bags, and that is not named will not be washed.

Students may put laundry out to be done over the weekend. Students going home can put their laundry out before they leave on Friday, those staying in over the weekend must put their laundry out by lunchtime on Sunday. Should a student need to utilise the laundry outside of regular times they are welcome to however need to see a staff member first.

SHEETS AND TOWELS

Students are required to bring their own sheets and towels. The Boarding House does have a supply in case of emergency. All students towels and sheets are laundered every Wednesday unless a parent has confirmed they will go home and be washed each weekend, these are also to be named.

CELL PHONES

The House encourages all students to have a cell phone to enhance safety and communication particularly around leave. All students are required to hand their cell phone/s into the office at 5:30pm each weeknight so as not to distract from their prep and activity periods. Years 7 -9 will not get theirs back until the following morning. This is to instill healthy habits and to teach them the benefits of living life outside of their phones. Year 10's get their phones back at 8pm to call home or check messages prior to handing them in for the night at 8:30pm. This is to recognise that they are in a transition year and are preparing to become seniors the following year. Seniors receive their phones back at 8pm to self-manage for the night as they would outside of the hostel. All students are free to ask to get their phones to call home at any time. Staff can also be reached on the duty phone for parents to ask for their child to call home at any time.

Rosmini House's mission is to provide a safe, family environment that supports each boarder to develop and excel physically mentally and spiritually. Having firm but flexible restrictions on screen use allows us to better achieve this mission.

Parents wishing to place further restrictions on their child's usage of cell phones can contact the Director of Boarding.

END OF TERM CLEANING

Students are required to clean their rooms at the end of each term as per the cleaning checklist provided. This needs to be signed off prior to departure; failure to leave the room in an appropriate state will result in a \$50 cleaning fee being charged.

TRANSPORT

BOARDING HOUSE VAN

The Boarding House owns and operates a van used primarily to transport students to and from scheduled activities. There is no cost associated with the use of the van. Casual trips are at the discretion of staff. Trips to appointments and activities take priority. Students must book a van ride when they check in after school. Failure to do so may result in a ride not being possible.

STUDENT VEHICLES

Students who have access to a personal vehicle must have a contract with the Boarding House. The Director of Boarding has final say as to what each individual contract includes and excludes. It is the students' responsibility to hand their keys into the supervisor when they arrive at the Boarding House. All keys are locked in the office and are only given out in accordance with each student's car contract. Any student who breaches their contract will face disciplinary action and may not be permitted to bring a car to the Boarding House again.

The Vehicle Procedure is available for those requiring further information.

BICYCLES & SCOOTERS

Bicycles may be kept at the Boarding House with the permission of a parent. Helmets must be worn when using a bicycle. Locks are advised. A secure shed is available to put the bikes in. No scooters are to be utilised indoors and will also be stored in the bike shed.

TRAVELLING IN CARS DRIVEN BY TEENAGERS

Written parental permission is required for a student to travel in a car driven by a teenager.



DISCIPLINE PROCEDURES

Boarding House staff favour a positive, remedial and restorative approach to discipline. We work to create an environment where students develop self-awareness and self-control where the desire to support and contribute to the Rosmini House family outweighs the benefits of making misinformed choices.

Where students do not reach Boarding House expectations there are numerous courses of action that may be taken that reflect the level of offending whilst considering other contributing factors. Team and House Leaders are given the training and responsibility to manage and discipline any behaviour detrimental to their teams. If the issue can't be managed at their level, it is escalated to the facilitators on duty. Duty staff manage minor issues, the Director of Boarding deals with the middle issues/on-going and/or serious issues and is available to students who feel they need a second opinion.

REFERRAL – LOW LEVEL

Students who persistently and/or consciously make a poor choice through action or words are referred to the Director of Boarding. This referral can either take place immediately should the staff member involved decide that it is a necessary step for the health and safety of others or will take place at 3:15 the immediate day after. As part of the referral, there is a make good aspect which could involve.

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

– MIDDLE LEVEL

Dependant on the situation the following could be used as a means for consequence.

- 10-minute check – for those who have not met leave expectations.
- Grounding – loss of casual leave for a certain period of time.
- Gating – Loss of all leave, and privileges. In this instance students cannot attend sport or any other activity. A consultation with the Director of Boarding and parents is made prior to this being enacted.

– SERIOUS/ON GOING

For serious issues, or those that are on-going in nature the Director of Boarding determines the most appropriate course of action. This could include:

- Family conference
- Setting of contracts, alternative programmes, and other support measures
- Stand downs and suspensions to the Board of Director's Disciplinary Committee

BOARD OF DIRECTOR'S DISCIPLINARY COMMITTEE

The committee consists of members from the Board of Director's. The board meets to hear cases referred on by the Director of Boarding. Boarding House management will ensure all appropriate information relating to the misbehaviour is disclosed to the student involved and their parents. Students and parents are given the opportunity to voice their concerns and make submissions as part of discipline process.

The board have the power to:

- Return a student to the Boarding House without conditions.
- Return a student to the Boarding House with conditions.
- Extend suspension for a period of time.
- Exclude a student from the Boarding House indefinitely.

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:

- Report incident to the Director of Boarding.
- Report incident to a facilitator.
- Report the incident in pastoral care meetings.
- Report the incident to a Team or House Leader.
- Report the incident to the school guidance counsellor, or member of staff.

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

SEARCHING THE ROOMS AND PERSONAL PROPERTY

This is done in accordance with our Search and Seizure Procedure. This is available to all parents through contacting the office. It will also be covered at the parent information evening.



A DAY IN THE LIFE OF A BOARDER

6:30am – 7:15am	Alarms off – Fitness session available for all
7:30am – 8:00am	Wake up/Breakfast
8:00am – 8:30am	Areas of Responsibility tasks
8:30am – 8:45am	Inspections – Uniform, Equipment, Rooms and Areas of Responsibility –
8:45am – 3:15pm	School
3:15pm – 5:30pm	Free time
5:30pm – 6:30pm	Dinner/AOR's and personal admin – cell phones handed in
6:30pm – 7:15pm	Prep - Study
7:15pm – 8:00pm	Activities – Physical, Mental, Spiritual, Creative
8:00pm – 8:30pm	Junior's night routine
8:30pm – 9:00pm	Juniors in rooms, reading or sleeping. Year 10's night routine
9:00pm – 9:30pm	Year 10's in rooms, reading or sleeping. Seniors night routine
9:30pm	Seniors in rooms, reading, studying or sleeping – Alarms on

MEALS

Boarding House meals are planned to ensure students are receiving a healthy, balanced diet. Our aim is to provide our students with the necessary energy required for their busy lives and develop good eating habits.

Meals are compulsory. All students must come down for breakfast and dinner and are able to make their own lunch. All students have access to the student kitchen located in the dining room where they can make toast, have hot drinks etc. A fruit bowl is accessible to students outside of school time.



Breakfast 7:30-8:00am – all students in years 7-12 must attend breakfast.

Lunch Currently lunch is provided in the dining room every day of the week. This may change to a sandwich bar being incorporated for boarders to make their own lunches depending on the season.

Dinner All students must attend. Grace and daily notices are given.

Late Teas Students requiring a late tea must put their name on the sheet in the kitchen before 4:00pm

WHAT TO BRING

ESSENTIAL ITEMS

- Duvet & cover
- Sheets
- Pillows
- Blankets
- Towels
- Face Cloths
- Pyjamas
- Dressing gown
- Slippers
- Underwear
- Comfortable casual clothing and footwear
- Wet weather jacket
- Swimming togs
- Coat hangers
- Toiletries- toothbrush, toothpaste, soap, shampoo, deodorant

ADDITIONAL ITEMS

- Small padlock for lockable cupboard
- Cap or sunhat, sunglasses, and sunscreen
- Cycle helmet - compulsory for all students riding bicycles.
- Hot water bottle
- Named drink bottle.
- Photographs and posters

PROHIBITED ITEMS

- Electric Blankets
- Heaters

Students are encouraged to decorate their own space; blue tac must be used to attach items to walls. Stereos, speakers, cell phones and laptops are permitted at the student's own expense. Every item should be named wherever possible.

REACH SOFTWARE

The House uses the “Reach” Software for all documentation including:

- Maintaining all student records
- Leave – both casual and overnight
- Maintaining learning records
- Maintaining key competency records
- Implementation and documentation of Positive Psychology pastoral systems

Parent Portal

You will be sent information regarding your username and password at the beginning of the year. As a parent/caregiver you are able to log in and see the following records regarding your child:

- Overnight leave
- Attendance and indicators of attitude, organisation, and application regarding prep
- Positive character nominations
- Weekly key competency indicators

We encourage parents to use this portal regularly as a means of keeping abreast of their child’s progress. We will also issue fortnightly formalised reports to inform parents of their child’s progress in developing leadership, teamwork and values adherence.

It is important that parents do not give their child access to their log in or password as well as their email accounts. The house takes no responsibility should your child be able to access this information and use it to their advantage.

Further information including a demo of ‘how to’ will be covered at the parent information evening early in term one.

Student Portal

Each student is allocated a log in and password upon enrolment. Students are able to change their password and must keep this to themselves.

Students use the portal to complete leave processes primarily. They are also able to see their learning, key competency records as well as their character nominations.

Students will be taught upon enrolment how to use this system.

St Peter's College Hostel Ltd

Policy on Student Fees

A Student in residence at the beginning of the school year will be charged one year's fee that is payable on either an annual or as per the schedule below. Alternative options for fee payment may be made with the Director of Boarding prior to commencing residence.

Any new enrolment during the year will be charged at \$309.38pw for remaining weeks in the school year.

- Families should regard the boarding fee as a universal whole-year charge irrespective of student absence, school activities or seniors' reduced occupancy nights in term four.

PAYMENT SCHEDULE:

Payment 1	Due 20 th January	\$4150
Payment 2	Due 20 th May	\$4150
Payment 3	Due 20 th August	\$4150

1. Families on a pre-arranged payment schedule must ensure the amount invoiced for that payment is paid prior to the beginning of the next payment.
2. Families who have overdue accounts prior to the commencement of the next payment may have their child's place removed until debt is cleared.
3. In situations where boarding bursaries are credited in arrears, the difference is payable by the family before the next due payment.
4. Casual boarding is defined as anything less than 20weeks enrolment.
5. Casual boarding agreements are to be agreed to with hostel management prior to commencing residence.
6. Students will be held liable for any costs incurred to repair or replace property to its original condition, whether damage is accidental or otherwise. Property may include but is not limited to fire alarm systems, security systems, fixtures and fittings.
7. In the event of a fire alarm that is proven to be malicious or due to foolish behavior and resulting in a Fire Service or Fire Alarm System invoice, the students family/ies will be charged the full invoice cost incurred.
8. Non-payment of fees may result in the exclusion of students, collection costs and reasonable legal costs in any action to collect past due amounts.
9. New Boarders are charged a mattress levy of \$250.
10. Disbursement accounts are invoiced quarterly and payable the 20th of the month thereafter. Restrictions to disbursements are the responsibility of the parent to arrange this with boarding staff. Families in arrears are not able to use the disbursement facility. All disbursements incur a 10% administration fee.
11. Annual retreat costs are invoiced with period one fee.
12. Fees are set by the St Peter's College Hostel Ltd and are subject to change by the Board.

EARLY DEPARTURE CHARGES

In the event of a family changing its plans and deciding to withdraw a student where the hostel is left with unfunded financial commitments, the board of Rosmini House has the following policy:

1. Families removing first time boarders within the first 10 weeks must pay for time in residence.
2. All other departures must give 10 weeks written notice.
3. If a student is withdrawn without notice then family will incur payment for time in residence plus 10 weeks and \$250 administration fee.
4. Families of students stood down from the hostel will continue to pay the regular fee while stood down.
5. Students excluded from the boarding house will pay for time in residence up till the time of the exclusion plus a \$250 administrative termination fee.

Date policy reviewed: June 2021

Signed: John Thornley



John Thornley

Complaint Procedure

According to the Education (Hostels) Regulation

Complaints about:

Non-compliance with these regulations or conditions of the license

Complaints may be from:

Students, Parents, Staff members and Board members

Complaint needs to be:

In writing or put into writing by the hostel owner or person representing the hostel owner as soon as practicable if the complaint is unable to be put into writing.

All complaints are to be addressed to the Director of Boarding in the first instance, if the complaint is in relation to the Director of Boarding, the complaint should then be addressed to the Chairperson of the St Peters College Hostel Board of Directors.

Procedure for resolving complaints

1) Within 5 working days:

The Hostel owner or the person representing the hostel owner 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 owner that is or may be relevant to the complaint.
- Decide whether the complaint is justified in accordance with regulation 69

2) Within 10 working days after acknowledgement receipt of complaint

The hostel owner or the person representing the hostel owner 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 owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified.

3) After making a decision

The hostel owner must inform the complainant of

- The reasons for the decision that the complaint is or not justified; and
- Any actions the owner proposes to take; and
- Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owners 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.

Date of policy reviewed: November 2021



Anita Williamson (Board Chair)

Date of next review: April 2023

ROSMINI HOUSE

St Peters College • Māruawai College

Leave Procedure

Preamble

Under Hostel Licensing Requirements (regulation 54) Rosmini 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 is considered when granting leave.

Reach

- The Boarding House uses an online leave system to document requests, permissions, and transactions around leave.
- Parents and Guardians are given a log in and password to complete overnight leave approvals. Parents agree not to share this with their children, nor give their children access to their email account to which leave requests are sent (this includes mobile phone access). The House takes no responsibility if this is the case.
- Students are given a log in and password to complete any leave requests and sign in/out procedures. The students agree not to share their password.

Leave Allocations

Junior students must be contactable and leave in groups of three for all casual leave. Senior students may take casual leave as required with permission from supervisor.

Contact

Whilst on leave students must be contactable. The House highly recommends that all students have a cell phone. Where they do, they must carry it with them whilst on leave and it must be charged. Where students do not have a cell phone, they must provide staff with a contact number prior to departure.

Parents Uncontactable

Where parents/guardians are not able to be contacted where required the Director of Boarding can approve leave after taking practical steps to ensure student safety. This does not apply to overnight leave.

Other process documentation that sits alongside the above is available on the website.

ROSMINI HOUSE

St Peters College • Māruawai College

Medical Procedure

Rationale To ensure safe, secure processes are adhered to with regard to student Health and safety with regard to medical, dental, and mental health.

Information Gathering

1. Upon enrolment, all families complete the Medical Section of the form,
2. The Director of Boarding screens information, further information where applicable is gathered in the enrolment interview,
3. Information is entered into onBoard by management 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 Director of Boarding will determine in consultation with families 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 Director of Boarding, such information is shared by the Director 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.

First Aid & Supplies

1. As per Hostel Licensing requirements, at least one staff member on duty (or call) shall have their Work Place First Aid Certificate,
2. All staff are encouraged and provided with opportunities to complete First Aid training,
3. The Operations Manager 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.
4. Staff shall communicate with the Operations Manager when any such supply is running low,
5. The Hostel shall provide necessary basic medical supplies to boarders. Where specialist supplies are required, such cost is met by Parents and Caregivers.
6. Out of date supplies, are returned to a local Pharmacy for destruction.

Administering Medication

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 Hostel Office, or locked chiller where 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.
4. Any medical supplies given to a student must be recorded in onBoard. This includes prescription medication which is preloaded into onBoard.
5. In built alerts notifying of missed medication must be followed up by the Director of Boarding, or nominee who receives the alert.
6. The supervisors shall monitor administered medication and report irregularities or concerns to the Director of Boarding.
7. Controlled drugs are kept in a locked safe. Controlled drugs are recorded in a Controlled Drugs Register located in the medical cabinet. Physical count/reconciliation is completed at the end of each term.

Unwell Students

1. Students feeling unwell are required to be in the Hostel Sick Bay between 8:30am and 3:15pm. The Assistant Manager explains student absence to the College prior to period one commencing.
2. The day staff shall check regularly these students and record such checks on the onBoard database, an acceptable period between checks is considered to be 30 minutes. Students who require monitoring outside of reasonable expectations shall be required to go home.
3. Students in the sick bay shall have access to adequate and appropriate food and drink, tissues and other basic needs.
4. Any student in the Sick Bay during the day is not able to have leave for any circumstance after school or that evening.
5. Where deemed appropriate, the day staff shall contact parents when their child is in the sick bay. When a child enters the sick bay for the second day, parents must be contacted.
6. In the interests of student wellbeing, students who are deemed contagious are to be collected by parents and taken home until they are free from illness. Hostel management reserves the right to send unwell students home where deemed necessary, as part of precautions to reduce pandemic and contagious illnesses.

Medical Appointments

1. The Office administrator shall make medical appointments on behalf of students after consultation with parents,
2. The supervisors after 3pm 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 supervisors,
4. Where students are under the age of 16, all practicable steps to have an adult present during consultation must be taken. Where this is not possible, parents shall be informed prior to the appointment,
5. Costs of medical appointments and prescriptions are the responsibility of parents.
6. Non urgent appointments, where practicable shall be made outside of school teaching hours.
7. Physio appointments shall be completed at the onsite clinic on Mondays. Appointments that require transport during school hours are at the discretion of the management team.

Incidents & Accidents

1. Any incident occurring at the Hostel, or on a Hostel EOTC trip, is to be reported to the Director of Boarding,
2. The Director of Boarding shall determine whether an incident form is to be completed. An incident review is carried as part of the regular review process in staff meetings.
3. Where students require urgent medical attention an ambulance shall be called. The senior staff member on call is to be briefed as soon as practicable after all reasonable steps to ensure student safety have been completed,
4. Parents of students involved in an Incident or Accident shall be contacted as soon as practicable by Hostel Staff,
5. Students requiring treatment at Hospital or any after-hours emergency facility shall be accompanied by Hostel staff in the first instance, until they are supported by their parents or designated support person.

Pandemic

1. In the event of a notified Pandemic, the Hostel 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. 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.
3. Regular Pastoral meetings, for both groups and individuals are held at least once per month. Appropriate records are kept within the onBoard system.
4. Students are surveyed at least once per year on Physical and Emotional Wellbeing, and Pastoral Care.
5. The Guidance Counsellor is accessible to Boarders, through individual appointments made by the student, or by referral from the Director of Boarding.
6. The Director of Boarding shall liaise with support agencies, attend relevant meetings, and implement subsequent plans where appropriate.
7. Where the Director 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 Abuse and Neglect Procedure supercedes.
8. The Director of Boarding has ultimate responsibility for ensuring the emotional safety of Boarders.
9. Students engaging in self harm or a behaviour/thought pattern that endangers the safety of themselves or others within the community can expect house support with regard to their welfare within acceptable risk parameters. Options for the Director of Boarding include:
 - a. Implementing a safety plan that negates immediate risk and promotes ongoing safety for all, personal and whanau support, or
 - b. Removing the child from the Boarding House until the Director of Boarding 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:

- c. 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.
- d. Referral onto an appropriate support agency

Health and Safety

In line with the Health and Safety at Work Act 2015 it is expected 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 Director of Boarding, including policy and procedure to comply with the Act.

Other relevant documents

- Relationships and Ill treatment Policy
- Search and Seizure Procedure
- Alcohol, Tobacco and Drugs Policy
- Trauma Procedure
- Child Abuse and Neglect Procedure
- Harassment Procedure
- Professional Learning Procedure
- Health and Safety Programme

Date: April 2022



For review: April 2024

2024 KEY DATES

Term One

From Jan 28th	5.00pm	Boarders arrive
Jan 29th – 31st	9.00am	Rosmini House Retreat
TBC		School commences – Māruawai College
Feb 1st		School commences – St Peters College
Mar 28th	5:00pm	House closed Easter
Apr 1st	5:00pm	House open
Apr 12th	5:00pm	House closed for end of term 1

Term Two

Apr 28th	5:00pm	House open for term 2
May 31st	5:00pm	House closed for King's Birthday Weekend
June 3rd	5:00pm	House open
July 5th	5:00pm	House closed for end of term 2

Term Three

July 21st	5:00pm	House open for term 3
TBC	5:00pm	House closed for weekend
TBC	5:00pm	House open
Sept 27th	5:00pm	House closed for end of term 3

Term Four

Oct 13th	5:00pm	House open for term 4
Oct 25th	5:00pm	House closed for Labour Weekend
Oct 28th	5:00pm	House open
TBC	5:30pm	End of year dinner and celebration evening
TBC	5:00pm	House closed for year