



ST BEDE'S COLLEGE

2024 BOARDING HANDBOOK



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Kia ora

Welcome to the St Bede's Boarding community. Our mission is to develop young men of faith whose lives are enriched by boarding at St Bede's College.

Boarding at St Bede's is a home away from home, where there are many opportunities for participation, challenge and fun. Through deliberate and considered practice the Boarding School works hard to meet and exceed the needs of the Boarders, the College and the Catholic Community.

Our students are firmly at the center of all we do.

Boarding is a unique experience where lifelong skills and friendships are fostered. We want our tamariki to

leave as connected Old Boys who have the capacity to think and self-manage, relate to others whilst participating and contributing as Catholic leaders of the future.

We value the relationships we have with our parents and whānau. Working together provides your son with a prime opportunity to be the best he can be whilst being part of a lifelong community of friendship and faith.

This handbook is designed as a reference point for parents and whānau of a Boarder to ensure that we have a shared understanding of what it means to be a Boarder at St Bede's. As we work toward best practice, aspects of this handbook may change. Any such

changes will be communicated in a timely manner.

We look forward to developing a partnership that fosters the growth of your son. I encourage you to make contact with our team should you require any further information.

Ngā mihi
Kurt Paterson
Assistant Rector (Boarding)



Our History

St Bede's was founded in 1911. Its prime purpose was to develop and nurture Catholic leaders for the South Island. The original school was situated at Ferry Road, however, it only catered for day pupils. It wasn't until 1920 when the College moved to Papanui Road could a Boarding School be established and Boarders enrolled. They predominantly came from around the South Island and the roll quickly grew over the next decade. Other Catholic schools and boarding schools were established in the South Island, which ultimately influenced the boarding roll at St Bede's.

Boarding numbers in the late 1960s and early 1970s exceeded 250. The current capacity for the Boarding School is 142.

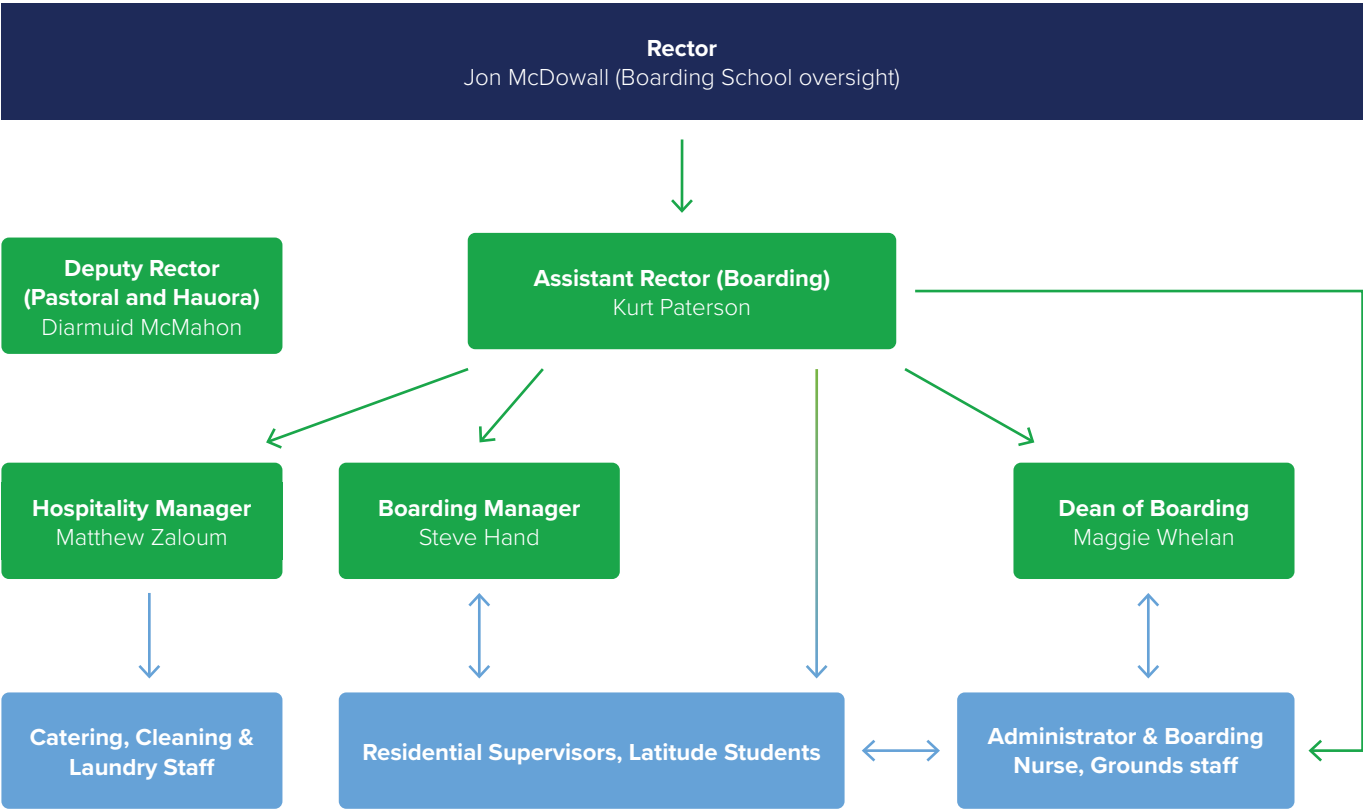
Marist priests ran the Boarding school until the late 1990s after which the leadership of the College and Boarding School was transitioned to lay staff. The Boarding School is a vibrant faith community with a College community and Mass on Sunday night which 'begins and ends the week'.



Governance and Human Resources

The Boarding School is governed by the Board of Proprietors. The Rector and Boarding Management team report to the Board monthly regarding the implementation of the Annual Plan, Health and Safety, as well as the day-to-day operations of the Boarding School.

St Bede’s College Boarding House 2024 Leadership Model



Staff

Rector	Jon McDowall - jmcdownall@stbedes.school.nz	
Assistant Rector (Boarding)	Kurt Paterson - kpaterson@stbedes.school.nz	
Boarding Dean	Margaret Whelan - mwhelan@stbedes.school.nz	
Boarding Manager	Stephen Hand - shand@stbedes.school.nz	
Supervisors	Isabelle Williams	Jared Talanoa
	Tom Cooper	Mike Smith
	Emma Pitcaithly	
Residential Assistants	Alistair Binnie	Josh Harrison
	Colby Morison	Levik Wouters
	Robin Jones	Sam Tatupu
	Molly Kay	
Boarding Administrator	Emma Hobday - boarding@stbedes.school.nz	
Boarding Cleaning staff	Jade Thomas-Bennett	Amanda Lynn
	Amy Dodge	
Catering Staff		
Catering Manager	Matthew Zaloum - mzaloum@stbedes.school.nz	
Assistant Chef	Marc Ronan	Raj Chandi
Kitchen Assistants	Jackie Drake	Elda Britain
	Deb Buckland	June Kwansuvey
	Sandra Williams	Sara Borcoskie
Boarding Caretaker	Mark Caveney	
Laundry	Fiona Schimanski	
Nurse	TBC	

Communication

We value and encourage our parent and whānau community to be actively involved in their son's experience as a Boarder. Please feel free to call in for a coffee or a meal if you are in town. Staff value meeting parents face to face. We also recognize for some this is geographically difficult. We encourage you to use the OnBoard Portal to monitor your son's progress and to call or email at any time if you have a question or concern. The table below outlines who you should contact in the first instance.

Assistant Rector (Boarding)

Kurt Paterson

College SLT & Senior Pastoral Rōpu

Evaluation for Improvement

Whānau engagement & Marketing Plan development

Year 9 & 10 oversight

- Competencies
- College liaison
- Student Coach
- Evaluation

Year 13 oversight

- Competencies
- College liaison
- Student Coach

Board of Proprietors & Parent Committee

Policy & Procedure, Legislation

HRM – Appraisal, Staff PLD, rosters & meetings

Student Leadership & Boarders Council

Complaints

Health & Safety, EMP, Pandemic, EOTC

Enrolment

Cultural Responsiveness

Major Discipline

Marketing, Open Day, Home Visits

Finance & Property

Pastoral systems & education

Dean of Boarding

Maggie Whelan

College Pastoral Senior Rōpu

Evaluation for Improvement

Whānau engagement & Marketing

Year 11 oversight

- Competencies
- College liaison
- Student Coach
- Evaluation

Special Character

Low/Middle behaviour management

Boarding Manager

Steve Hand

Onsite management of evenings, including staff

Evaluation for Improvement

Whānau engagement & Marketing

Year 12 oversight

- Competencies
- College liaison
- Student Coach
- Evaluation

Self-Development Programme

Student Activity

Low/Middle behaviour management

International Students

Hireage

Hospitality Manager

Matthew Zaloum

Leadership of catering, cleaning & laundry

Evaluation for Improvement

Whānau engagement & Marketing

Health & Safety

Stock management – kitchen & Hospo

HR – recruitment, rostering, PLD

Hireage (catering, & hospitality)

Internal & external catering

Administration

Health & Safety

Boarding Administrator

Administrative support to Assistant Rector & staff

Student appointments

Whānau engagement & Marketing

Payroll, accounts

Newsletter

Publications

Meeting Agenda minutes

onBoard database management

Health & Safety

Event management

Front of house

Boarding Nurse

Manage day to day unwell students

Holistic wellbeing assessments

Parent/whānau coms & education

Health promotion & education programmes (students & staff) – vaping, smoking cessation, sexual health, mental health, nutrition, concussion, sports injury

Develop & implement care plans for medic alert students

Policy, process & documentation

Vaccination programme

Manage & update Standing Orders for Medications

CoW screening

Pandemic response team

Boarding Parents' Group

We value our relationship with family and whānau as we work together to educate and nurture the young men who attend St Bede's. The Boarding Parents' Group fosters the link between our parent community and our Boarding School. The group provides a parent and whānau voice as we work towards best practice as well as assisting in promoting the Boarding School in the regions around the South Island.

As Chairperson of this group, Tina Giera (also a member of the Board of Proprietors), Kevin O'Kane, Simon Lee, Andrew Robins, Jane Thwaites. This group meets each term along with the Rector, and Mr Paterson. If you are interested in joining the group please contact Mr Paterson.



Boarding Options and Finance



St Bede's College Boarding School has a flat boarding fee as per the Board's fees policy. Outside of the College Scholarships which are completed upon enrolment, and the College Hardship provisions, additional financial support is available with the Ministry of Education Boarding Allowance Scheme should your son meet the criteria. The link is below. Mr Jon McDowall can provide further information and assist with applications.

<https://parents.education.govt.nz/secondary-school/your-child-at-school/boarding-allowances/>

Casual Boarding

If space is available, Day pupils are able to stay in the Boarding House on a casual basis. All casual Boarders must comply with the Boarding School Policy and Procedure. Casual boarding agreements are made with the Assistant Rector (Boarding) prior to taking up residence. The casual board fee \$70.00 per night. Casual boarding stays that last longer than 10 school days are charged on a 7 night per week basis.

Closed Weekends

Closed weekends are indicated in the College Calendar and in the important dates outlined at the end of this document. Please note that Boarders are to be collected by 5pm on the day of closure. If this is not possible, a prior arrangement must be made with the Boarding School. The Boarding School re-opens at 2pm the day prior to school commencing.

Finance

Costs associated with Boarding can be found on the school website.

Continued Enrolment

The College Integration Agreement outlines the maximum number of Boarding and Day students the College can enrol.

If a Student is voluntarily withdrawn, excluded or expelled from Boarding for any reason, the Student will be required to make a fresh application for enrolment as a St Bede's College Day student. Acceptance of this new application shall be subject to the school's Enrolment Scheme and Enrolment Policy and at the sole discretion of the Rector.

Laundry Bags

All new Year 9 students in 2024 will be issued with a laundry kit. The cost of these bags is placed on your account. The laundry kit includes two small mesh bags and one larger named bag.

Students in Years 10 - 13 are able to order the entire kit, or large bag only from the College shop.

Catholic Faith



The Boarding School is a Faith community within the College community. All boys have a number of opportunities to avail themselves of celebrating the Eucharist and Reconciliation, Benediction, formal and informal prayer. Where parents wish boys to prepare for the reception of Sacraments, they should contact Mrs Rachel Pitcaithly – Head of Ministry Team.

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

- Grace at Dinner and Prayer at night
- Service for, and interaction with others
- Boarding Competencies system
- Pastoral Care and restorative practices
- Character system
- Promotion and recognition of Gospel Values
- Sunday Parish Mass – all Boarders onsite are expected to attend (during this time) Whānau are more than welcome each week.

Staff work closely with the College to ensure the Boarding School reiterates teachings at school. Members of the Boarding leadership team are on the College Ministry Team as well as the College Pastoral Teams.

Sunday Mass

Our week begins and ends with Sunday Mass. Mass is celebrated each Sunday evening at 5pm in the College Chapel as part of the North Parish community. All boys that are present on site are expected to attend. No leave is granted for those onsite.

Termly Boarding Community Mass

Once a term the Boarding School has a formal community mass where all students are expected to attend and we encourage families and whānau to join us also. Following Mass is an opportunity for our parent community to come together to socialize and engage with each other as well as boarding and school staff. Dates for these will be shared the term prior.

Service

In keeping with our values, service is an integral aspect of the Boarding School. Our Boarders are expected to complete service, whether it be service within the Boarding House, or out in the community. In 2024 all Boarders are expected to complete service in the wider community. This will be overseen by the Dean of Boarding, Maggie Whelan and could occur through scheduled events, the activity programme, or in response to a particular need identified by the student body.

Servant Leadership



Servant leadership is a philosophy and set of practices that enriches the lives of individuals, builds better organizations and ultimately creates a more just and caring world. Traditional leadership generally involves the accumulation and exercise of power by one at the “top of the pyramid.” By comparison, the servant-leader shares power, puts the needs of others first and helps people develop and perform as highly as possible. Servant leadership turns the power pyramid upside down; instead of the people working to serve the leader, the leader exists to serve the people.

This concept is at the core of Boarding at St Bede’s College. It is lived out daily through the interactions between staff, staff and students, between the students themselves and the whānau and community partnerships we share. Servant leadership is embedded through our policies, processes and practices, with strong links to our Marist Charism, positive psychology and Restorative practices.

Head Boarder

In 2024 our Boarding Prefect is Harrison Staples.

Year 13 Tribe Leaders

In 2024 we have five tribe leaders that support our boarding prefect. Herewini Rata-McLeod, Joey Kilworth, Oliver Monks, Logan Williams, Issac Brydon.

Tribe leaders plus other senior volunteer students play important roles in the mentoring programme for our new entrants, coordinating service in the community, Ako groups, nightly study, weekly mass and the evening routine in Durham.

Student Council

This elected group meets once a term to review Boarding School operations and plan upcoming events. The Assistant Rector (Boarding) leads this group along with the Head Boarder. The Council is made up of the five tribal leaders and one chosen representative from each Year group 9 - 12.

Pastoral Care



The Boarding School 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.

The Student Wellbeing Procedure is available on the College website.

Positive Psychology

The Boarding School strongly believes in a strengths-based model of care. Through our daily interactions, the use of the Character nominations (via the OnBoard system) and the subsequent celebration of these, we aim to teach and reinforce the positive behaviors, values and virtues we want our boys to demonstrate whilst in residence, at home and in the wider community.

Restorative Justice

Our restorative approach links closely to the positive psychology framework outlined above. Restorative Practice is a relational approach to boarding life grounded in beliefs about equality, dignity, mana and the potential of all people.

Restorative Practice models focus on building and maintaining positive, respectful relationships across the boarding community which offers our staff best-practice tools and techniques to restore relationships when required. By building and maintaining positive, respectful relationships within our Boarding School, staff to staff, staff to student and whānau and student to student, issues are more easily managed.

Through being a restorative Boarding House we aim to:

- Create a calmer boarding environment, with less disruption to routine and more time for having fun and developing skills and competencies.
- An increase in the engagement and self-awareness of boarding students whilst in residence.
- Growth in relational and problem-solving skills, both for adults and students across the boarding community.
- Improvements in attitudes and relationships across the whole boarding community.
- A consistent best-practice approach across the whole boarding community that aligns with our shared values.



Tribes

To increase student's connectedness and sense of belonging in Boarding, we have formed five Tribes. These Tribes are named after a renowned Bedean with strong boarding connections. The five tribes are: Flood, Hoben, Gilbert, Donohue and Bourke. Each Tribe has an appointed Year 13 tribal leader. A member of the leadership team is attached to each of the Tribes to help with organization. The Tribes will compete in a range of activities during the year and spend time together eating and socializing. We expect that a strong esprit de corps will develop.

Ako Groups

Ako groups form the base of our pastoral support for students.

Each member of the leadership team has responsibility for a specific year group:

- Maggie Whelan – Year 11
- Steve Hand – Year 12
- Kurt Paterson – Year 9, Year 10, Year 13

Staff meet with their respective students regularly to set and review individual goals, discuss current issues with a solutions focus whilst at all times promoting a strength based model that values the child and everything that is positive about them. Notes and goals for these meetings are entered into OnBoard and parents can view them on the OnBoard Portal.

Staff use information available to them via the OnBoard system (key competencies, learning grades, and positive behaviours), parent input and college feedback as evidence when working with students.

As parents and whānau, you can expect frequent communication from the respective staff member regarding your son's progress, wellbeing and an update as to what has been happening in the boarding house.



Character System

The Character system promotes frequent reinforcement of positive behaviour. Staff actively look for positive behaviours to reinforce whilst on duty. Their aim is five positives to one correction and focus on reinforcing our boarding competencies and respective dorm 'ways of being'.

When receiving a character nomination, staff acknowledge students directly and then record the positive behaviour in the OnBoard system. Via their respective OnBoard Portals, students and parents are able to view live records of their positive acknowledgements.

On Thursday each week, a random selection of students are acknowledged by our student leaders at dinner. Not only is this a celebration of positive behavior and a commitment to our community values, but also a means of reinforcement. The weekly Boarding Newsletter also celebrates those students demonstrating positive behaviour.

Boarding Competencies

Our 'Boarding Competencies' have been adapted from the Key Competencies of the NZ Curriculum. These are age appropriate and aspirational. Students are taught, work toward and reflect on these competencies with their Ako leader.

These competencies are the foundation of the Boarding School and represent the core skills we believe all Bedean Boarders should aspire to. Progress against competencies is reported by the Evening Manager to parents each Friday through the OnBoard Parent Portal. The scale used for each star is outlined on Page 16.

Discipline Process

Referral - Low Level

Students who persistently and/or consciously make a poor choice through action or words are referred to either the Boarding Manager, or lead staff member on duty. 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 it will take place 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 service time)
- Restorative meeting

Boarding leadership team, – middle level

Middle level offences are handled by the member of the leadership team. Dependant on the context, and/or prior behaviours, the following could be used as a means for consequence;

- Conversations with parents/whānau.
- Loss of privilege.
- Grounding: the loss of casual leave.
- Service or Restorative Practices.

Assistant Rector (Boarding) – Serious/ On-Going

Any behaviour deemed serious in nature is reported to the Assistant Rector (Boarding) immediately. They will support staff to manage the incident to ensure the safety of all parties before contacting the Associate Rector or Rector if this is deemed necessary. For these issues or those that are ongoing in nature the Assistant Rector (Boarding) will determine the most appropriate course of action.



This could include:

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

An Internal Standdown is where students are able to remain onsite, attend school however all leave privileges are removed, this includes access to co-curricular activity.

A stand down is the removal of a student from the Boarding School for a period of up to but no more than 10 school days.

A suspension is the removal of a student from the Boarding School pending a hearing with the Board of Proprietors. An exclusion is the permanent removal of a student from the Boarding School post the suspension hearing. In this instance,

the student's place at St Bede's as a Day Boy cannot be guaranteed as per the boarding contract.

During Stand downs and exclusions from the Boarding School students are able to attend the Day School.

The Assistant Rector (Boarding) or Associate Rector reserves the right to require any Boarder to leave St Bede's Boarding School, if it is felt that this is in the best interests of the boarding community, in particular their ability to guarantee the Health and Safety of all students and staff.

Suspension may only be made by the Rector, Associate Rector, Assistant Rector (Boarding) and/or Associate Rector. Exclusion may only be made by the Board of Proprietors as one potential outcome of a disciplinary hearing.

Learning Capabilities

The self-development programme is designed to ensure that our boys are engaged, active and that their well-being was being fully addressed. Whilst self-development is a guiding philosophy, students are also encouraged to develop their self-management skills.

There are a wide range of activities throughout the week that promote and enhance students hauora. Boys are encouraged to participate in a range of activities which are physical, artistic and spiritual.

Study

The Centre of Enhancement (CoE), is open for all Boarding students for supervised study between 3 - 4pm Monday to Friday and again between 6:30 - 8.45 pm.

Junior students are required to attend a minimum of two structured study sessions during the week as follows:

Year 9

Monday and Wednesday 6:30 – 7:30pm

Year 10

Tuesday and Thursday 6:30 – 7:30pm

To support Year 11 students with their transition into NCEA, all students must attend study on a Wednesday from 7:30 – 8:30pm.

Boarding staff maintain a close connection with their Day School colleagues and can put in place specific programmes to support individual students in their learning. Students not completing homework will be managed on a case by case basis by the boarding leadership team.



For students in Year 9 - 11, each evening, staff will reflect on student attitude, organisation and application by entering a grade into the OnBoard management system in line with the scale below. Students and parents can access this information through their respective Portals.

Attitude

Developing ★

- Is negative toward study.
- Does not attempt set tasks.
- Does not engage with Self development activities.

Competent ★★

- Needs encouragement to attempt some tasks.
- Set work is completed, is content with completion.
- Will involve himself in Self development.

Very Good ★★★

- Willing accepts the challenge of new learning.
- Ensures work is completed to a high standard.
- Very active in self-development time.

Excellent ★★★★★

- Promotes and positively role models independent learning.
- Actively works toward personal bests.
- Keen to try new activities.

Application

Developing ★

- Needs frequent reminders to stay on task.
- Can be disruptive to others.
- Negative towards any self-development opportunities.

Competent ★★

- Typically completes set work without need for intervention.
- Is generally respectful toward others learning needs.
- Will embrace new opportunities occasionally.

Very Good ★★★

- Always completes set work.
- Is always respectful toward others' learning needs.
- Willing to try new activities and enthusiastic.

Excellent ★★★★★

- Completes work to personal best levels.
- Is a leader and role model to others.
- Highly motivated to try new opportunities in self-development time.

Organisation

Developing ★

- Often has incorrect resources.
- Often unaware of set study tasks.
- Often late.

Competent ★★

- Is generally prepared for study.
- Is typically aware of set study tasks.
- Generally on time.

Very Good ★★★★★

- Is always prepared for study.
- Maintains a study organizer.

Excellent ★★★★★

- Is always prepared and on time for study.
- Is well planned, shows excellent time management skills.

The Assistant Rector (Boarding) and the school Heads of Year monitor academic progress closely. Please contact them at any time should you have any concerns or questions.

Tutoring

Private tutoring can be arranged and paid for by parents/caregivers. We facilitate peer-tutoring support, group tutoring in specialist subjects and external private tuition. Please contact the Assistant Rector (Boarding) should you wish to look into tutoring options or email coe@stbedes.school.nz.

Health, Wellbeing and Safety

Every effort is made to safeguard the health, safety and wellbeing of the boys in our care. To best look after our students, we ask parents/caregivers to inform the staff of any medical problems; this includes any concerns about the student's physical or emotional wellbeing. For this to be effective, it is important that we have good communication between the Boarding School and home. Please ensure that you return the Health Questionnaire sent to you with your enrolment package, and as circumstances change, please ensure you inform the Boarding Administrator or Nurse as soon as possible.

No student is to be in possession of drugs or medication without the knowledge and agreement of the Nurse or Assistant Rector (Boarding). All medication must be handed into the Nurse who will lock it in a medical cabinet. Boarding House staff will administer and record all medication dispensed via the OnBoard reporting system. The Boarding House provides basic medical supplies at no cost to parents. Supplies outside of this may incur additional costs which will be communicated to parents and caregivers. Prescription medication and costs associated with medical care are at the cost of parents.

Management of Illness/Injury

The Health Procedure is sent to all whānau and students at the beginning of each year.

Within School Hours: Students are to go to Mrs Joanne Davidson who will contact either the Boarding Administrator or Nurse who will then determine an appropriate course of action. Boarders are not permitted access to the dormitories during the school day without permission of the Boarding Administrator

or the Nurse. If they are unable to return to school they will be sent to the sick bay and monitored, referred to a relevant medical professional, or sent home after consultation with whānau.

Outside of School Hours: Students are to seek the assistance of a staff member on duty who will complete an initial assessment. The Nurse manages all illness and appointments before and during school hours. If the illness/injury necessitates the student being absent from school, the student must see the Boarding Administrator who will inform both parents and the Day School and determine the best course of action.

Whilst on leave: If a student becomes unwell while on leave, they are expected to be well again before returning to the Boarding School. We ask that students do not return to the Boarding School while they are still unwell, particularly with infectious conditions. In a boarding environment, any infectious illness can spread rapidly and potentially require the closure of the Boarding School.

The Boarding Administrator or Nurse may refer a sick or injured boy to a Doctor or other medical practitioner if needed. Any charges for this will be passed directly to parents/guardians.

The Boarding School doctor is Dr John Coughlan. His practice is at Main North Road Medical Centre. If a student requires a consultation with Dr Coughlan this will be arranged by the Nurse. We encourage Boarding students to enrol with Dr Coughlan as he then has access to previous medical notes and to funding, enabling him to keep his fee low. Please contact the Boarding Office for a patient enrolment form.

Any medications or prescriptions are filled at Shields Pharmacy opposite Main North Rd Medical Centre. Any charges will be forwarded to you via your son's Boarders' account for payment.

For ongoing treatments or appointments such as orthodontist or physio, the Boarding Administrator can book and coordinate these appointments.

Bullying and Harassment

Every boy in the Boarding School has the right to live in a positive and safe environment. The Boarding School has a zero tolerance on bullying as outlined in the Student Wellbeing Procedure.

In 2024 all Year 9 students will partake in the KiVa Programme. KiVa is an evidence-based anti-bullying programme that originates from Finland. It has been designed and proven to prevent and tackle cases of bullying effectively. St Bede's is the first boarding school in New Zealand to adopt this programme.

Personal Property & Money

We recommend that all students have their own EFTPOS card, and that they do not carry more than \$20 cash at a time. Boarding staff can store money if necessary, please contact staff to facilitate this. Every Boarder in the Durham Junior Dormitories should have a sturdy, combination type lock to place on their locker. Items must be locked at all times and the key kept secure or combination number private. Where possible all valuables must be clearly named. If property is lost or stolen, please inform the respective Boarding Administrator or Boarding Manager.

All Boarders' property is their own responsibility. The College accepts no responsibility for Boarders' property, but we will endeavor to do our best to find misplaced, lost or stolen items. It is vital that all students respect the property and space of other Boarders. The borrowing of money and personal items from other Boarders is discouraged.

Security

The safety of our students, staff and families onsite is very important. All exit and entry points are alarmed at night and outside areas are well lit with security cameras operating in internal corridors and external entries and exits.

During weekends, overnight security is onsite.

Students must adhere to the Leave Procedure at all times. At no time is a Boarder allowed to return under the influence, leave the dormitories once they are locked for the evening, access a locked building or assist a fellow Boarder in returning once the dormitories are locked for the evenings.

Emergencies

The Emergency Response Plans for the Boarding School have been developed by Harrison Tew, who specialises in emergency response procedures for boarding schools. We will ensure that we keep all parents/guardians fully informed during any emergency situation. Our regular evacuation and lock down drills ensure the boys and staff are familiar with the emergency procedures. All boys and staff must evacuate all buildings if fire alarms ring.

Students who set off false fire alarms will be liable for costs (\$1500).

In the case of a Civil Defence emergency, all students will remain at the Boarding School until their parents/guardians can be contacted to arrange to have them transported home safely. In the case of a medical emergency, such as a pandemic, the Board of Proprietors will determine whether to close either the entire school or boarding, based on their assessment of the danger to the physical well-being of the school community.

Emergency information regarding evacuations in the case of an earthquake can be found on the homepage of the College intranet.

Damage

Students who damage Boarding School property will incur the cost to repair or replace. The Boarding School insurance does not cover incidental damage caused by students. Parents/guardians should research whether their own insurance policies can cover their child whilst in residence in the Boarding School.

There is zero tolerance to students who willingly damage Boarding School property. Students who willingly damage property will meet with the Assistant Rector (Boarding) who will contact whānau and determine an appropriate course of action, which could include suspension or stand-down, gating or loss of privilege, or any other consequence that reflects the gravity of the incident.

No balls, weights, bikes, scooters or skateboards are to be used in the dormitories or Common Rooms.

Cell Phones

The House encourages all students to have a cell phone to enhance safety and communication particularly around leave. Year 9 and 10 students are required to hand their cell phones and other hand-held devices at their nightly meeting for Prayers and notices. These devices are kept in a named student locker which is situated in the Durham common room. Students can access their devices again in the morning.

Students are expected at all times to use their devices in an appropriate manner. Failure to do so will result in disciplinary procedures being followed within the

Search and Seizure Procedure and the Misuse of Technology policy, where applicable.

The boarding school wifi is protected by security software in conjunction with the Day school.

End of Term Cleaning

Students are required to clean out 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.

Banned Items

The following items are not welcome in the Boarding School.

- Cigarettes, tobacco, e-cigarettes and vapes.
- Cigarette lighters.
- Alcohol and/or drugs.
- Knives or any other form of weapon.
- Guns, bullets or any form of ammunition.
- Explosive devices.
- Offensive visual material, written material, music, movies or posters.
- Pornographic material.
- Matches or fire lighting equipment.
- Fireworks.

The threat to Boarders from alcohol and drugs is significant and the Boarding School reserves the right to search and seize such items, under its Search and Seizure Policy. Police may be called in for serious incidents related to drugs and assault.

Boarders are not to access inappropriate sites, bring inappropriate material on computers or memory cards or send inappropriate emails, texts, or messages.

Inappropriate use of the Internet, Facebook, Twitter, Instagram, email or other electronic medium could result in restricted access and/or confiscation of personal devices.

Theft

We ask students to ensure that their valuables and money are secured in their lockers in the unlikely event of theft. Failure to ask permission to use another Boarder's belongings is also regarded as theft. Borrowing/swapping of

personal belongings is discouraged. Any suspected thefts should be reported to the staff on duty as soon as practicable. The Boarding School has cameras in common corridors and Common Rooms that can be accessed by staff.

The Boarding School takes no responsibility for money or valuable property left in rooms. Boarders' personal belongings are not covered by the Boarding School's insurance policy. Theft is a serious matter and will be dealt with in accordance with the Boarding School Discipline procedures.

Alcohol, Drugs and Tobacco

No student will possess, consume or be under the influence of alcohol, tobacco, volatile substances or drugs prohibited under the Misuse of Drugs Act 1975 or otherwise, other than drugs prescribed for personal medical use only, while at the Boarding School. Any violation of this rule is regarded as a very serious offence. The Health Procedure and Policy on Alcohol, Tobacco and Drugs is available on the College website.



Leave & Transport

Under Hostel Licensing Requirements (Regulation 54), St Bede's College Boarding House is required to have minimum standards and procedures regarding student leave. The Leave Procedure is sent to all students and whānau at the beginning of each year. It is essential that parents and whānau understand their responsibility to check the leave requests as they come through for accuracy, including making contact with any overnight hosts that are not family.

Any student leave is a privilege and not a right. Casual leave is at the discretion of Boarding staff. Student attitude, general behaviour and prior behaviour while on leave is taken into account when granting leave.

It is imperative that students do not leave the boarding premises without staff permission and by signing out. Failure to do so creates a serious Health and Safety risk. Students who leave without following due process will meet with the Assistant Rector (Boarding) who will determine an appropriate consequence. This may include serious disciplinary action including suspension, stand-down, gating or loss of privilege.

OnBoard Leave Process

- The Boarding School uses an online leave system to document requests, permissions and transactions around leave. All parents and students are provided with instructions along with this handbook as to how to use the system.
- Parents and guardians are given a log in and password to complete overnight leave approvals and any 'special' leave requests. Parents/guardians must 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 Boarding School 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. All leave must be completed online via OnBoard.

Casual Leave via OnBoard

- As per the leave allocations below, students are able to visit local amenities on top of leave for sport, cultural and other personal commitments. Before leaving, students ask for permission from staff who agree or decline leave verbally (using Travel and Leave permission form information). If approved students sign out using the OnBoard system including an accurate time of return.

Overnight Leave via OnBoard

- Any overnight leave including those who go home regularly at the weekends must be completed as soon as possible. Ideally, weekend leave is completed by students prior to Thursday morning. Once the student has requested leave, a notification is sent to parents via email who approve/decline the leave. This is also able to be completed via the Parent Portal. Staff monitor this process. Once a parent has confirmed the overnight request, staff complete the final approval process which enables the leave to be loaded to the student's log in prior to the leave being completed. If declined the student is notified by staff. However, it would be useful for parents/guardians to speak with their son regarding this as well. Overnight leave is able to be requested at short notice however the leave approval and

sign out process must be completed prior to the student leaving.

Leave Allocations

Casual leave allowances for each year group are outlined below. All students are required to be back by 5:30pm for dinner. Casual leave after dinner is at the staff's discretion.

- Years 9 & 10
Mall leave
- 1 a week & local shop 1 a week.
- Year 11
Mall Leave
- 1 a week & local shop 2 a week.
- Years 12 and 13
As required with permission from staff.

Contact

Whilst on leave students must be contactable. The Boarding School 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 an alternative contact number prior to departure.

Parents Uncontactable

Where parents/guardians are not able to be contacted, a member of the Boarding leadership team can approve leave after taking practical steps to ensure student safety. This does not apply to overnight leave.

Travel and Leave Permissions

All students are required upon enrolment to complete a travel and leave permission form. This outlines where a student is permitted to go on leave and who they may travel with. We encourage all families to update this form as often

as circumstances change. Please contact the Boarding Administrator for a copy of this form.

Returning from Leave

Casual Leave - All junior students must be back from casual leave at 5:30pm during the school week. Senior students may be back later in the evening after initially gaining permission from staff when going through the casual leave process.

Leave outside of this is at the discretion of staff on duty as per the leave procedure.

Overnight and Weekend Leave – All Boarders onsite are expected to attend Sunday Mass commencing at 5pm, unless travel circumstances do not make this possible. Students are not to return to the Boarding School if they are expected to be staying out on overnight leave. Should circumstances change, we ask parents/guardians to contact the Boarding Duty Phone first. No student is permitted to return to the Boarding House under the influence of alcohol and/or drugs.

Transport

Bicycles

Any bicycle brought to St Bede's must be stored in the bike shed. Access to the bike shed is for Boarders only and Day Boys are not permitted to access it. Wearing a helmet is compulsory, road rules must be followed and cycling after dark is not permitted. Staff reserve the right to impound a bicycle if rules are not followed. A sturdy key-type lock is essential and should be able to secure the wheels and the bicycle to the stand. Duplicate keys may be lodged with the Boarding Administrator.

Student Vehicles

In accordance with the Transport Procedure, students who meet the criteria are able to have, and in agreement, use their vehicle whilst at the Boarding School. The Transport Procedure is available on the College website. Guidelines include:

- Students in Year 13 who have a full licence may bring a vehicle to St Bede's Boarding House only after a contract is signed by parents, the Assistant Rector (Boarding) and student.
- A car contract for any student will specify:
 - Where the car must be parked on the Boarding School grounds.
 - The purposes (if any) for which the car may be used whilst at the Boarding School.
 - Which students (if any) have permission to travel as a passenger in the vehicle.
 - That nobody else drives the vehicle.
- All students hand in their keys to a staff member on arrival who will secure them in the Boarding Office. Students will have access to their keys for agreed uses and other legitimate reasons at either the discretion of the Assistant Rector (Boarding) or boarding leadership team.
- Keys are stored overnight in the Boarding Office. These keys are checked each night to ensure that students have handed them in.
- Contracts will be easily accessible to staff members. These are stored in the main 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 School, or possible exclusion from the Boarding School.

- 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'.

Please contact our Boarding Administrator at the beginning of each year if you require a Vehicle Agreement.

Taxis

Where possible staff will try to assist boys/families with transport, especially for airport pick ups/drop offs and appointments. However, on occasion boys may need to take a taxi or Uber.

Bus

Christchurch has an effective public bus service. It is an excellent way to get to many locations around the city.

Boarding Van

The Boarding School does not own its own minivan. In conjunction with the College, we endeavor to have one van each weekend that is available for groups, particularly for weekend sport. However, this should not be relied upon as a sole transport option as the College has first priority. Boys in sports team should try where appropriate to organize a ride with a teammate or manager if their game is offsite. Boys who are unable to do so should see the Boarding staff as soon as possible who will help them sort transport.



OnBoard Software

The Boarding House uses the OnBoard 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.

All students and parents are given a log in. To log in at home parents can use:
<https://stbedes.onboard.net.nz>

Parent Portal

You will be sent information regarding your username and password at the beginning of the year. Parents are able to change their password once it has been allocated. 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 evening study.
- Positive character nominations.
- Weekly Boarding Competency indicators.

We encourage parents to use this Portal regularly as a means of keeping informed of their son's progress.

It is important that parents do not give their son access to their log in or password as well as their email accounts. The house takes no responsibility should your son 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. Should you require assistance with the Portal, please contact the Boarding Administrator or Director of Boarding.

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.

Primarily students use the portal to complete leave processes. They are also able to see their learning, key competency records and character nominations. Students will be taught upon enrolment how to use this system.



Boarding Life

Student Activity Recreation

Participation is the key to success for a Boarder. There are many opportunities for being involved in sport and cultural activities as a Boarder. To maximize the boarding experience boys should fully participate in organised activities, especially at weekends.

Outside of personal commitments the Boarding School runs a self-development programme that is published around the Boarding School, Newsletter and is discussed in daily notices. We encourage all Boarders to get involved in the activities and events that are scheduled. It is a great way to pass time as well as form positive relationships with other

students and staff. Most onsite activities are free of charge, however some offsite activities incur additional costs. Costs associated with these are charged to your school account. Staff will ensure permission is granted for all charged activities and those (if any) that carry an element of risk in accordance with our Offsite Student Activity Procedure.

Daily Routine - Sunday 6pm to Saturday am

Time	Schedule		
	Durham (Y9-10)	Jarrow (Y11-12)	Wearmouth (Y13)
7:00am	Morning wake up	Morning wake up	
7:00-7:45am	Breakfast and staff check in with Boarders		
Prior to school	Clean personal space, complete duties and laundry if required		
8:10am	Depart for school		
Morning break	Morning tea served in Dining Room		
Lunch	Lunch served in Dining Room		
2:40pm	Afternoon tea – check in Main Office – organise daily leave/activity	Afternoon tea – check in Jarrow – organise daily leave/activity	Afternoon tea – check in Wearmouth – organise daily leave/activity
3:00-5:30pm	Personal time/boarding activity or approved casual leave. Laundry if required		
5:30pm	All Boarders back from leave unless approved by Team Leader or Director of Boarding		
6:00pm	Dinner and Dessert - Dining Room		
6.30pm	Self-Development, including study	Self-Development, including study	Self-Development, including study
8:00pm	Supper - Dining Room		
8.45pm	Year 9 Prayers - Common Room	Personal time/boarding activity or approved casual leave	Personal time/study/boarding activity or approved casual leave
9:05pm	Year 9 Reading/settle time Year 10 Prayers - Common Room	Personal time/boarding activity or approved casual leave	Personal time/study/boarding activity or approved casual leave
9.20pm	Year 10 Reading/settle time	Personal time/boarding activity or approved casual leave	Personal time/study/boarding activity or approved casual leave
9:45pm	Year 9 & 10 Lights out	Year 11 & 12 Reading/settle time	Roll call, common spaces and building locked
10:30pm	Year 11 & 12 Lights out		

Weekend schedule - Saturdays and Sundays are scheduled to allow students to complete weekend commitments and organised boarding activities. Meals times are as outlined in this book. The supervisor on duty sets evening routine, however it is expected that the routine promotes the sleep and wellbeing of all Boarders whilst allowing students some additional weekend perks as you would expect in a typical home environment.

What to bring

All clothing (both uniform and casual) and personal items must be clearly named.

Boarding Clothing and Toiletries

- Casual clothing (t-shirts, tops, shorts, track pants, trousers/jeans) that are both neat, tidy and suitable, provided that motif and wording meet with the College's approval.
- Rain/wind jacket.
- Combination lock.
- Socks (sport/casual) x 4 pair.
- Swimming togs or shorts.
- Footwear: casual shoes and sports shoes.
- Pyjamas x 2.
- Underwear x 5.
- Toiletries – toothbrush, toothpaste, soap, shampoo.
- Sun cap/hat, warm beanie, sunblock.
- Towels x 2.
- Clothes hangers x 9.
- Laundry bags as per the College Shop packages. Please ensure that these are named.
- Duvet and pillow/s.
- Personal medication – these must be handed in to the Nurse.
- Books to read, other personal activities of interest.
- Bicycle – if applicable.

Sheets and mattress protectors are provided by the Boarding School.

There is limited storage space and we encourage students to bring the basics until they are settled and can determine how much space they have.

College Uniform

(please name all clothing)

All uniform items are purchased through the College's Uniform Shop. Contact details are as follows:

Manager: Mrs Jill Falloon

Email: jfalloon@stbedes.school.nz

Phone: 03 375 0647 ext. 884

Laundry & Bedding

All articles of clothing must be named in obvious places, e.g. in the middle of the back of clothing (at the top of the middle).

Boys are to bring their **own duvet and pillows**. We want boys to personalise their space with colour and their own belongings. The Boarding school will supply sheets and mattress protectors. If travel makes this prohibitive, please contact the Boarding Office in January. The Boarding School will not wash personal duvets and pillows. These can be stored over the holidays in the Boarding School or taken home to be laundered.

All of the sheets are washed on different days of the week according to whether the students are in Year 9, Year 10 or situated in Jarrow/Wearmouth. Boys drop their sheets on their scheduled day into a bin and collect fresh sheets.

Boys' clothing and towels can be washed daily during the week. Depending on the quantity for each day, gear may not be ready until the following day. Students are to place their mufti in their laundry bags and drop it to the Laundry prior to breakfast. Laundry staff do not iron clothes. Please speak to a staff member if you wish to have an item ironed.

Students in Jarrow and Wearmouth can do their own laundry by using the laundry machines in each building. Students are able to complete washing over the weekend. Supervisory staff must assist with this. Students are not able to access the Laundry without staff supervision.

All Year 9 students will be issued with a laundry kit. This includes two small mesh bags and one larger named bag.

Dining

We expect a high standard of behaviour and manners in all areas including the Dining Room. Boys must attend all meals (other than Year 13 for breakfast) when they are in the Boarding School. Rolls are taken at each sitting. We ask that boys are on time, dressed appropriately and act in a respectful manner that enables

all students, staff and guests to enjoy their meal in the company of others.

- At the conclusion of each meal, students are required to leave their area in a tidy manner and return dirty dishes to the appropriate areas of the servery.
- Cellphones /computers/multimedia devices are not allowed at mealtimes.

- Food, crockery, cups and cutlery are not to be removed from the Dining Room.
- Late meals or a takeaway due to approved extended leave or a school activity that runs through lunchtime need to be arranged through the kitchen staff in advance.

Mealtimes

	Weekdays	Saturday	Sunday
Breakfast	7:00 - 8:00 (Mon, Tue, Fri) 7:00 - 8:45 (Wed, Thur)	7:00 - 10:00am	Brunch 10:30am
Morning Tea	As per timetable	Fruit and snacks	Brunch 10:30am
Lunch	As per timetable	12:00 - 1:00pm	Brunch 10:30am
Afternoon Tea	2:40pm	Fruit and snacks	Fruit and Snacks
Dinner and Dessert	6:00pm	6:00pm	6:00pm
Supper	8:00pm	8:00pm	8:00pm

All students have access to cooking facilities in the common areas of their dorms. These are stocked regularly with breads, spreads and fruit. Students are also able to prepare their own food in these spaces. At all times these areas must be kept clean. Students are responsible for cleaning up these areas immediately after use.

Late Dinner and alternate needs

Students can order early or late dinners should they be offsite during dinner service. The catering team are more than happy to work with individual students or groups who have bespoke needs. Please contact the Catering Manager.

Facilities

The Boarding School is situated on the school grounds. There are three main dormitories where Boarders live. They are:

1. Durham - Year 9 and 10 Boarders.
2. Jarrow - Year 11 and 12 Boarders plus any overflow of Year 13.
3. Wearmouth - Year 13 Boarders.

The Year 9 and 10 students sleep in the Durham dormitory with 12 or 18 bunk bedrooms. Each student has a wardrobe and a single drawer in which they can store their possessions.

The Year 11 and 12 students are in Jarrow which has twin or single rooms. Year 13 students are in Wearmouth in twin rooms.

The senior students have a wardrobe and three under bed draws to store their possessions.

There is a large Dining Room and Laundry. The Boarders have access to the School Pool, Gymnasium, weights room, cricket nets, tennis courts and a full-size artificial hockey turf. The boys have access to computers and high-speed wireless internet. The basic principle of the accommodation is that the boys are given greater privacy and more "personal space" as they progress through the year levels.



Access to College Facilities

Boarders can have access to the College facilities such as the Gymnasium, Library and Pool facilities, provided supervision is available and access has been approved. No students are to be in the Pool without the direct supervision of staff.

Visitors

Parents and family members are encouraged to visit the Boarding School when in town. Family members are warmly encouraged to attend activities such as the School Sports Day, School Masses, and the Boarding Mass each Sunday.

Parents and whānau can visit their son at any reasonable time. If you are completing a pick up or drop off, you do not need to sign in. If you plan to be onsite for longer than this, please sign in at the Main Office located in Durham for both junior and senior students (and for all during the weekends).

General visitors are also welcome in the Boarding School. All visitors must sign in and out at the Main Office.

Visitor Restrictions (for visitors other than parents/guardians)

- Boarders are allowed to have visitors after school and in the weekends.
- Visitors are not permitted during school hours or during study.
- Visitors must leave the Boarding school by 5:15pm on school days and 9:00pm on Friday and Saturday nights.
- Visitors are not permitted in Dormitories or Rooms (except for parents or guardians).
- Visitors meet in Common Room areas and recreation areas.
- The Boarding School Code of Conduct relating to behaviour applies to all visitors.
- All visitors must comply with the Boarding School Policy related to smoking, alcohol and drugs.
- Visitors must comply with any requests that staff make.
- Visitors are welcome to stay for meals with permission from the Director of Boarding, or Evening Manager.

Authority & Disclaimer

The staff have been selected by the Associate Rector on behalf of the Board of Proprietors and Boarding School. Failure to comply with these representatives is therefore an offence against the Boarding School. Boys must be respectful to staff at all times and follow their reasonable instructions without question.

The Boarding Handbook sets out the range of rules and procedures under which the Boarding School operates. It is expected that parents and Boarders understand and support Boarding School rules and procedures. These are designed to provide an environment which is safe, organised, efficient and makes the Boarding School an enjoyable place to live. This also requires Boarders to be considerate of other Boarders and staff and cooperate with other Boarders and staff. It is expected that Boarders will contribute to life in the Boarding School.

DISCLAIMER: While every effort is made to convey accurate and definitive information, expectations, rules and procedures in this publication, St Bede's Boarding School and the St Bede's Board of Proprietors do not accept liability for any unintended errors or miscommunications contained within these pages. The contained information, rules, standards and procedures are subject to change at any time without notification.

This Handbook should be read in conjunction with the following St Bede's College Boarding Policies and Procedures. As these Policies and Procedures are reviewed as per the Self Review Schedule, your input will be sought. Any changes will be communicated to all relevant stakeholders in a timely and efficient manner.

- Policies
 - Catholic Character
 - Alcohol, Tobacco and Drugs
 - Child Protection
 - Complaints
 - Health and Safety
 - Relationships and Ill Treatment
 - Protected Disclosures
 - Food and Nutrition
 - Stand-downs, Suspensions and Exclusions
- Procedures
 - Transport
 - Health
 - Professional Boundaries
 - Search and Seizure
 - Staff Dormitory
 - Student wellbeing
 - Student Leave
 - Study
 - Trauma
 - Vehicle Agreement

All students and families will be required to sign a Boarder's contract upon acceptance of enrolment.

Notes

Notes



St Bede's College Boarding School

210 Main North Road, Christchurch

Phone 03 375 1875

Email boarding@stbedes.school.nz

www.stbedes.school.nz



SBCBoarding