



Boarding Handbook 2018



WOODFORD
HOUSE

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ABOUT WOODFORD HOUSE

Site Map

Woodford House Map *Explore our beautiful school and grounds*



Welcome to Boarding at Woodford House

Introduction

Boarders are an integral part of Woodford House and the Boarding House is their "home away from home" during term time. Woodford House has five Boarding Houses and each one operates under the supervision of a House Supervisor who is responsible to the Director of Boarding.

A boarder at Woodford House will have many opportunities, but will also face some challenges. Sound advice to give the girls is, be positive, constructive and give your best in everything you do. Boarders who make the most of all opportunities will develop the lifelong friendships that characterise boarding.

This Boarding Handbook aims to outline the current boarding practices and procedures, requirements and behaviour expectations. These have evolved over many years and they have proved reasonable and practical. It is our duty to see they are followed and understood at all times. Our Boarding House Code of Conduct outlines the basic principles we live by in each Boarding House.

Absences

If a boarder does not return to the Boarding House at the time that has been indicated because of ill health or extenuating circumstances, the boarding staff need to be notified on (06) 873 0724 or via text message to the boarding cellphone 021 244 8548. A message can be left on the answerphone or email boarding@woodford.school.nz. If there is a death of a family member/ friend/ loved pet, please contact boarding staff so we can be prepared to support your daughter.

Access to Facilities

- Boarders have access to all facilities such as the Gymnasium, Library and music facilities, provided supervision is available, access has been approved and the facility is used safely.
- A key for the Gymnasium is available from the Sports or Boarding offices.

Year 9-10 Junior Students: Once they have signed a Gymnasium contract with the Sports Department they are allowed to use the cardio equipment. Girls must workout with a partner. The weights area is out of bounds for Juniors due to health and safety unless they have had a full induction by the Sports Department.

Year 11-13 Senior Students: Once they have signed a Gymnasium contract with the Sports Department they are allowed to use the cardio equipment and the weights room. Girls must workout with a partner.

Sharing the Use of the Gymnasium: Juniors and Seniors must share the gymnasium equipment fairly. No more than 20 minutes on one piece of equipment when others are waiting.

Allocation of Girls in Boarding Houses

Full boarders and weekly boarders have different needs and, as such, we have reflected this in our boarding arrangements. Our full boarders from Years 7-12 live together in Richards and Nelson Boarding Houses. Our weekly boarders live in the following houses:

- Year 7-8 in Morea
- Year 9-10 in Woodford
- Year 11 in Richards
- Year 12 students are placed across all houses. This is to encourage the girls to take on leadership responsibilities and encourage links between different year levels.
- All Year 13 boarders are in the Holland Apartments and individual rooms.

Appointments

Dentist and other appointments should be made during school holidays. If ongoing work is required, please make appointments after school so time out of class is minimised. House Supervisors will require notification of appointment times and can arrange transportation if needed.

Banking and Pocket Money

Boarders are responsible for their own banking and financial arrangements. We recommend that all students have their own EFTPOS card, and that they do not carry more than \$20 cash at a time. A small amount of cash is required for Chapel collections, various fundraising activities, mufti day and market days. All money and valuable items should be left with the House Supervisor for safe-keeping.

Behaviour Management

Woodford House works to provide a safe, welcoming environment in our day and boarding schools where mutual respect is valued and individuals are supported to become resilient and well equipped citizens of the world. To achieve this, the School concentrates on developing positive and respectful relationships by a shared awareness of how our behaviour can affect those around us.

Our restorative practice and pastoral support system helps us to positively influence student behaviour and to 'keep the small things small'. To do this it is important to establish effective relationships between students and their Homeroom Mentor, their House Dean, classroom teachers, Boarding staff and the Senior Leadership Team. Staff will actively discuss breaches of behaviour with girls when they arise in the classroom, around the school, Boarding Houses or at sport etc. Restorative practice seeks to heal the harm of all those affected and put right the wrongs. Students are taught valuable life skills and gain an understanding in effective and honest communication, the importance of accountability and problem solving in order to actively 'repair the harm' alongside a sincere apology.

To ensure all students feel safe and valued, and are able to learn and develop personally, there are very clear expectations as to student behaviour and consequences for those who do not meet these expectations. Consequences will be issued for unacceptable behaviour and restorative conferencing will also be available. Natural consequences may include appropriate service or making up time lost.

If parties involved do not agree to partake in a restorative approach, a punitive consequence will be issued by either the House Dean or Deputy Principal. The Homeroom Mentor is notified of all unacceptable behaviour.

Bullying Procedures

Where appropriate, the House Supervisor will resolve bullying issues through restorative practice. More serious incidents warrant the student being involved in a restorative process with other key staff. The boarding culture is one in which students look out for each other, are empathetic towards each other and are considerate and respectful of each other.

- Bullying is deliberate - harming another person intentionally.
- Bullying involves a misuse of power in a relationship.
- Bullying is usually not a one-off - it is repeated, or has the potential to be repeated over time.
- Bullying involves behaviour that can cause harm - it is not a normal part of growing up.

An incident of bullying or harassment might be reported by a student, parent or by a member of staff.

1. The staff member who observed the incident/ received a report of bullying will report this to the House Dean. All parties identified as being involved in a bullying/harassment incident will then be interviewed by the House Dean. The House Dean will discuss the incident with the students involved, concentrating on acceptable behaviour and re-visit students' rights and responsibilities. The incident will be reported to the Homeroom Mentor.

2. A second reported incident will be recorded by the House Dean and discussed with the Deputy Principal – Student Wellbeing. Parties who are involved in a further incident will be interviewed by the House Dean and parents informed. The situation will be monitored and student progress reviewed. Further counselling may be recommended.
3. Students who continue to be involved in bullying will be interviewed by the Deputy Principal – Student Wellbeing together with their parents. Appropriate action will be taken.

Code of Conduct in the Boarding House

All students must be able to live in a caring, positive, respectful, and supportive environment. At the start of each term, House Supervisors work with students to form a 'House Code of Conduct' for students to follow. In addition, a list of common standards of expected behaviour is on each Boarding House noticeboard.

Rights and Responsibilities

Each person has a RIGHT to:	Girls are encouraged to:
❖ Be treated as an individual	<ul style="list-style-type: none"> ● Accept individual differences
❖ Be treated with understanding and kindness	<ul style="list-style-type: none"> ● Treat others with understanding ● Be thoughtful of others
❖ Be treated with respect and courtesy and be listened to	<ul style="list-style-type: none"> ● Use polite language ● Treat others politely and with respect for their dignity ● Respect the authority of staff ● Disagree without being disagreeable ● Respect personal differences in others' ability and race ● Listen respectfully to others ● Have regard and thought for others living within a communal environment
❖ Be safe and secure	<ul style="list-style-type: none"> ● Observe safety rules ● Report bullying or harassment of other students ● Refrain from teasing others or hurting their feelings
❖ Expect their property to be safe	<ul style="list-style-type: none"> ● Respect school property ● Respect others' property ● Not steal, damage or destroy the property of others ● Hand in lost property ● Report theft
❖ Learn	<ul style="list-style-type: none"> ● Be punctual to prep ● Be prepared to complete prep ● Allow others to learn by being quiet in prep rooms and dorms ● Listen attentively when spoken to ● Co-operate with staff

To ensure all students feel safe and valued, and are able to learn and develop personally, there are very clear expectations as to student behaviour and clear consequences for those who do not meet these expectations.

In alignment with the Woodford House behaviour management philosophy, consequences will be issued for unacceptable behaviour and restorative conferencing will also be available. Restorative practice seeks to heal the harm for all those affected and put right the wrong. Consequences may include service within the boarding community.

Minor Incidences:

These will be dealt with by House Supervisors and Director of Boarding. e.g. dropping rubbish, out of room at lights out, failing to sign out, wearing incorrect dress, untidy room, failure to hand in mobile phone, failure to be at breakfast before 7.45am, use of inappropriate language. Minor incidences result in house duties of varying length depending on the degree and/or frequency of the incidence. In some cases, the Director of Boarding will contact parents and inform the Deputy Principal – Student Wellbeing of patterns of misbehaviour.

Serious Incidences

These will be referred immediately to the Director of Boarding and the Deputy Principal-Student Wellbeing for investigation, consequences and communication to parents. Very serious instances of these offences will be referred directly to the Principal for action. Examples of these offences include being off the school site without permission, disrespect to any member of Staff and damage to property.

Very Serious Offences

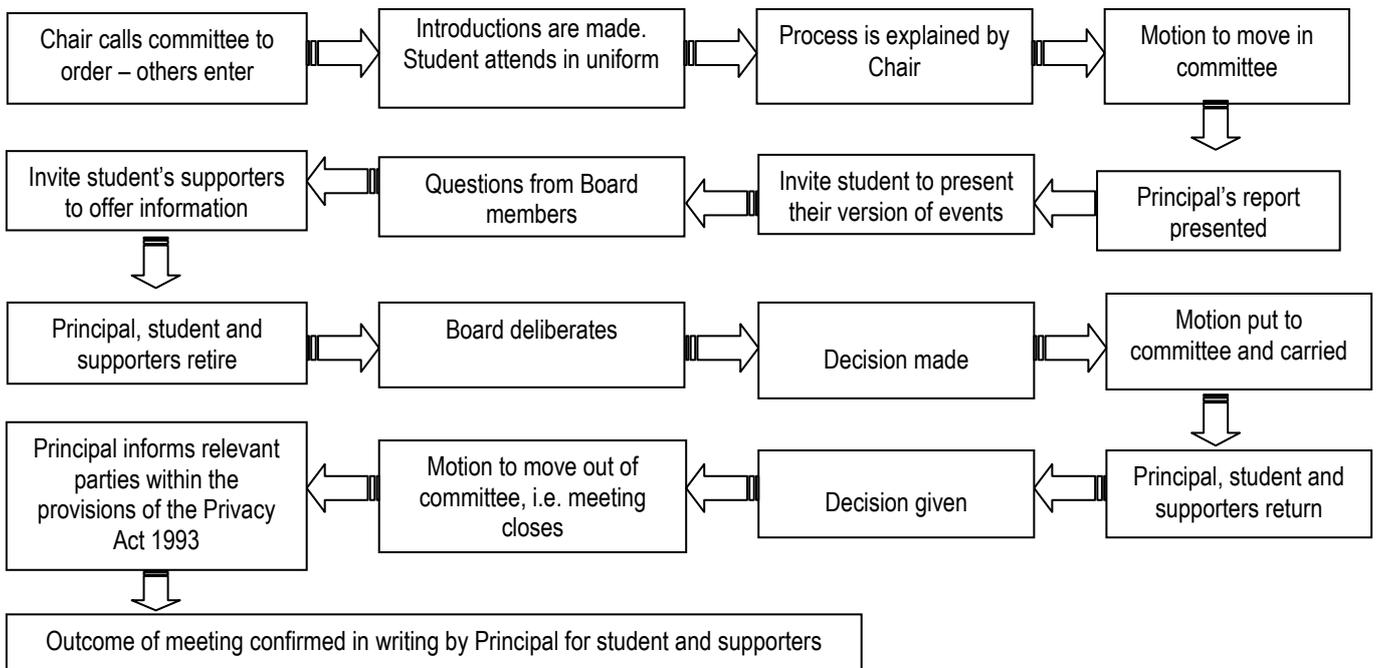
These will be referred immediately by the Director of Boarding to the Deputy Principal - Student Wellbeing and to the Principal. Examples of these offences may include, being off the School site without permission; possession and use of dangerous goods; possession use or supply of illegal substances (any non-prescription drugs are not permitted); possession, use or supply of alcohol; serious or continued acts of violence or bullying; stealing or receiving stolen goods; young males in girls' bedrooms.

Consequences of Very Serious Offences

Immediate referral to the Principal who, with the Deputy Principal – Student Wellbeing, will investigate the matter and inform parents or caregivers. Courses of action open to the Principal include referral to the Police, standing down or suspension from the Boarding House resulting in the student being asked to appear before the Board of Proprietors' Disciplinary Committee where they will decide the future of the student in the Boarding House or they may prescribe other consequences.

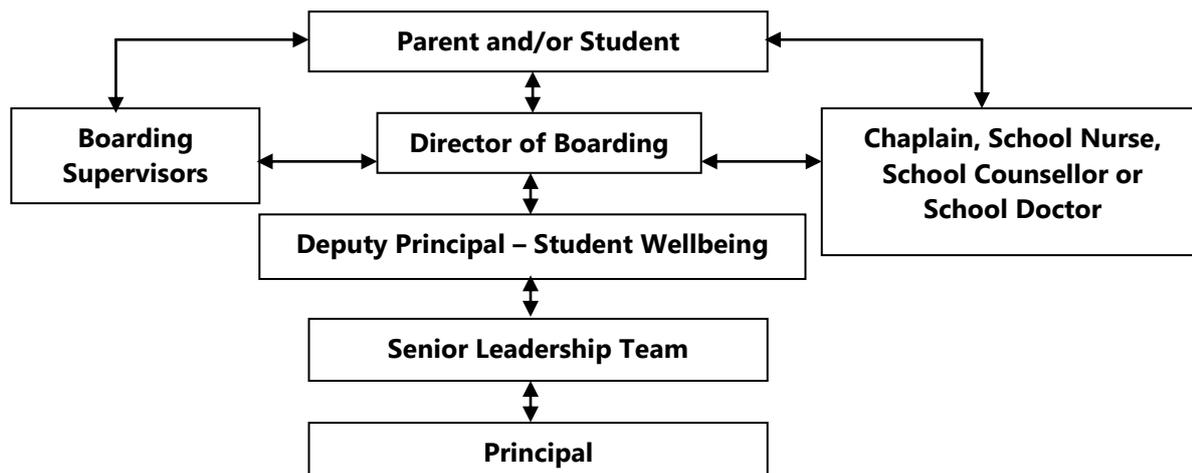
- The Principal may decide to not grant requested leave mid-week and/or weekends depending on the offence. This can apply to weekly as well as full boarders.
- This is not an exhaustive list but an indication of possible offences and likely consequences.

Guidelines for Board Disciplinary Committee Meeting



Concerns in the Boarding House

Should you have any queries, concerns or issues regarding boarding pastoral matters, (for example disorganisation, co-curricular commitments, peer relationships, discipline), please use the suggested points of contact. For most issues the first point of contact should be with your daughter's House Supervisor or the Director of Boarding.



Boundaries for Boarders

The boundaries are Morea gates, the fence line that is along the back of the Gymnasium to the Sports Pavilion, Iona Road gates, driveway, and this side of the swimming pool. Girls are not allowed beyond the bollards at the front of Woodford House after prep. Please refer to the Woodford House Map (Page 4).

Cars

Woodford House runs a high trust model. If girls have breached their responsibilities, they will lose their right to drive. Failure to meet expectations will see them lose this privilege and parents or caregivers will be informed.

- Year 12 and 13 students may apply to drive to school.
- The ability to bring a vehicle to school is regarded as a privilege. This privilege may be withdrawn by Woodford House if a student infringes any of these Student Vehicle Guidelines or any relevant statutory requirements, while driving to or from school or a Woodford House activity.
- The School will not be responsible or liable for any damage to cars parked on school property.
- Students who have obtained a full licence will also require parental approval to carry other students as passengers.
- Students must abide by the NZTA rules for Restricted and Full Licence holders. The School will strictly enforce this.

All Students Requesting to Drive

- All students who apply to drive a vehicle to school must bring their licence to be photocopied at the Administration Office when they complete a driver request form or when they change the status of their licence; from restricted to full. The driving permit is to be displayed on the dashboard at all times when the car is parked in the Woodford House grounds. A Driver Request Form (available from the Administration Office) must be filled out annually and signed by a parent or caregiver.
- Year 13 boarders may bring a motor vehicle to school and if they have their full licence they may also carry passengers if they have written permission from their parent/caregiver and the parent/caregiver of the intended passengers. Car keys are to be handed to the House Supervisor.

General Car Use Information:

- Car keys will be held at the Boarding office. Your daughter will be asked to sign her keys out when taking her car and returning their keys back to the Boarding Office when signing back in. If girls do not strictly adhere to this privilege, they will not be able to bring their car to school.

- Restricted drivers who wish to transport younger sisters to and from school in extenuating circumstances must apply for an exemption. Application forms are available from the Automobile Association. Exemptions are considered by the LTSA on a case by case basis.
- Cars may not be used during the School day. The School will not be liable for any damage to cars parked or driven on school property at any time. Girls are expected to drive slowly and considerately along the narrow access of Hodge Terrace. We ask that parents reinforce these principles with their daughters. Please note that a new permission form must be completed every year.
- Students on weekend leave are under the legal responsibility of their parents who have approved the weekend arrangements; this includes all driver/passenger responsibility according to the New Zealand driving laws.
- All day girls and boarders are to use the gymnasium carpark. Girls who have early morning and late evening co-curricular commitments and use their own vehicles must move their cars from staff parks to student carpark by 8am the following morning.

Year 12

- Year 12 boarders may only travel to school and return home again when permission has been requested in writing by the parents, and granted by the Deputy Principal – Student Wellbeing, (use form available from the Administration Office).
- In every case, girls must sign in and out of the Boarding House accurately.
- During Examination Study Leave at the end of the year any Year 12 student staying in the Boarding House may apply to use their car. These specific conditions will be discussed and agreed upon after the parents and the Director of Boarding have established the car use guidelines. This will be arranged individually for each student.

Year 13

- Boarders are able to use their car after school when permission has been granted by the Director of Boarding.
- In every case, girls must sign in and out of the Boarding House accurately.
- Year 13 students who have study Period 5 on Friday afternoon may, at the discretion of both the House Dean (academic progress) and the Director of Boarding (room clearance) leave for home at this time. They must sign out of their Boarding House and at the Administration Office.
- They may use their own car to transport themselves for any school associated activities, as long as **written permission has been requested by the parents and granted by the Deputy Principal - Student Wellbeing.**

Catering

Orton Tailored Cuisine has been awarded the Woodford House Kitchen contract for 2018. Orton Tailored Cuisine brings professionalism and a focus on excellence to the provision of meals for both boarders and day girls. Their mission is to be the best in the business, providing fresh food, friendly staff and satisfied customers. Suppers are provided and extra snack food is available on request to the Boarding Office. Please inform the School Nurse of special dietary needs at the start of each year or as needs change so we can be responsive. The nurse will liaise with the kitchen. Forms for special dietary requirements must be completed and signed by parents or caregivers.

Cellphones

Cellphones are subject to the same policies as other devices in the School in regards to security and digital citizenship. All cellphones must be clearly named and girls are required to adhere to the cellphone rules for each boarding Year Level. Misuse of the phone or failure to follow staff instructions will result in disciplinary consequences such as confiscation or restricted use of the device.

Year 7-9 students' phones must be handed into the House Supervisor on Sunday evenings and will be issued for limited periods of time throughout the week. This is to ensure that the students devote their time to building relationships with each other rather than texting and talking with people outside of the School. Students will have use of their phone for off-site outings.

Year 10 students' must hand in their phones for prep and they are collected before bedtime. This also applies to students in Year 11 for part of the year. Year 12 and 13 students' phones will only be collected if use of the phone interferes with their study or if it is a disruption to staff or students.

Chapel

During the School year there are a number of special Chapel services which girls are expected to attend. The most important are the Founders' Day Service, St Francis Day Service, Woodford House Confirmation Service (held in School Chapel). Please note that the community church service is compulsory for all students. We alternate the service with Napier Cathedral and St Luke's, Havelock North.

All girls must attend three Woodford House Chapel Services in Terms 1 and 3, and two Woodford House Chapel Services in Terms 2 and 4. All services will be marked on the term calendar and communicated to parents. It is each girl's responsibility to make sure her name has been marked off on the Chapel Roll prior to the service. Parents are warmly invited to attend Chapel services.

We ask for parent support for the Special Character of the School.

Co-Curricular Life

Students have the opportunity to participate in a wide variety of sports and cultural activities at Woodford House. All students are strongly encouraged to participate in at least one co-curricular activity as involvement will assist with connection with the School community, friendships and improving academic performance. They are also an ideal way to make new friends and use leisure time constructively.

Please refer to wide range of cultural and sporting activities in the *Woodford House Handbook 2018*.

Organisation for After School activities

- Each week the team sports are organised through the Sports Department. Transport to the various venues is organised for the girls, either school minibus or a Nimon and Sons bus is provided.
- Girls are personally responsible for organising their evening meal if their sports team does not return to school by 5.30pm. The girls can either order a packed dinner to take with them, an early dinner or a late dinner to have on their return.
- If a large group returns late, the Sports Department will organise late dinner.

Communication from Woodford House

Communicating effectively with our community is essential to a positive and ongoing relationship between home and school. Communication is carried out in a number of ways at Woodford House.

Woodford House News

The latest news, events and student and staff successes can be found online:

- Website: www.woodford.school.nz/news
- Facebook: www.facebook.com/woodfordhouseschool
- App: [Download from the Apple or Samsung App Stores](#)

Website

The Woodford House website is updated regularly and contains information about every aspect of school life. There is a section on the website that is specifically for our parents. There you will find links to Schoology, Kamar, the School Calendar, Newsletters, Sporty and more. www.woodford.school.nz/parents

App

Access events, news items, useful links, contact staff members or notify the school of absences straight from your mobile device. Subscribe to receive alerts so you can stay up-to-date. Download the Woodford House App through your device's App Store.

Calendar of Events

View all major events at Woodford House via the Online Calendar. This calendar also feeds through to the App under the 'Calendar' tab. The Online Calendar has a filter function, making it easy to view events that apply to your daughter/s' year level/s only. Save events to your own online or email calendars, or print the Term Calendar to help plan ahead. View the Online Calendar here: www.woodford.school.nz/calendar

Emails

Notices, letters and request for parent consent are sent to parents and caregivers via email. It is important that the primary email contact address we have for you is one that you access on a daily basis. Please contact the Administration Office if you change your email address: office@admin.school.nz

Facebook

Facebook is an effective way to stay up-to-date with events, success stories, classrooms activities and education outside of the classroom. We encourage our community to 'Like' the Woodford House Facebook page and engage with us through comments, sharing and 'liking' posts. <https://www.facebook.com/woodfordhouseschool/>

KAMAR Parent Portal

The KAMAR Parent Portal is our Student Management System where assessment, reporting and attendance data must be recorded as per Ministry of Education guidelines. KAMAR enables parents to access individual school records. Each account has a unique password to ensure protection of privacy. Access KAMAR through a link from the Woodford House App or from the following website: <https://kamar.woodford.school.nz>

Newsletter - Inhouse

A digital newsletter that celebrates the learning and successes of both staff and students is emailed to parents once a term.

Schoology

Schoology is our Learning Management System. This online tool provides parents with a unique insight into your daughter/s' learning. This platform is not just about seeing your daughter/s' contact information or attendance data – it is about having access to what is happening at Woodford House on a daily basis, including notices, events and general information. Schoology can be accessed via the Woodford House App under the 'links' tab, or from the following website: <https://app.schoology.com/home>

Sporty

The Sporty website is updated on a regular basis with information about sports draws, online consent forms, team registrations, policies and guidelines, events and much more. Visit www.sporty.co.nz/woodford

Text message/Emergency

In the case of an emergency or crisis, we will use text messages. It is important that we have the most up-to-date mobile number for you. Please let the Administration Office know if you change your mobile number.

Tempus magazine

The Tempus magazine is published twice a year and contains stories about all aspects of school life. It also shares stories about Old Girls and provides thought leadership on education. This is posted and/or emailed to our community.

Week Ahead Notices

A digital newsletter is emailed to parents each week. This includes key notices, updates or changes to events for the week ahead. You can also access Week Ahead via the App under the 'Week Ahead' tab.

Drugs, Tobacco and Alcohol

Smoking, drinking alcohol and drug taking are strictly forbidden in the Boarding Houses. For further information on the school's policies on these matters, please consult the Woodford House Handbook 2018.

Daily Routines in the Boarding Houses- weekdays and weekends

Weekdays

7.00am	Girls are woken. Beds to be made. Dress in school uniform.
7.15am	Girls can enter dining room for breakfast. Out by 7.50am . (Seniors can earn a late breakfast pass, which allows them to stay until 8am)
8.00am	Bedrooms tidied and house duties attended to. Rooms checked by a member of staff, Year 12 House Leader or a Year 13, at random.
8.20am	School day begins. Girls must sign out of the Boarding Houses
3.15pm	End of school. Girls must return to Boarding House and sign in.
3.15pm	Sport and cultural activities. Time for music practice.
4.30pm	All girls not at sport return to their Boarding House, shower and get ready for dinner.
5.30pm	Junior dinners: Years 7 - 10. Girls must sign in and out of dinner
5.45pm	Senior dinners: Years 11 - 13. Girls must sign in and out of dinner
6.00pm	Regular House meetings on Mondays are held at this time
6.30pm	Prep begins – Juniors at 6.30pm and Seniors at 6.45pm
7.30pm	Prep finishes for Year 7/8, Years 11–13 can use Graphics and Art Rooms but must sign the Leave Book.
8.00pm	Prep finishes for Years 9 – 10.
8.30pm	Compulsory prep finishes for Years 11 - 13.

Boarding House times

Year Level	Return to House	In Rooms	Lights Out
Years 7/8	8pm	8.30pm	8.50pm
Year 9	8.45pm	9.15pm	9.30pm
Year 10	9pm	9.15pm	9.30pm
Year 11	9pm	9.30pm	9.45pm
Year 12	9pm	10pm	10.15pm
Year 13	9pm	10.30pm	11pm

Saturday Routine

8 – 11am	Breakfast is available in the Boarding House. Boarders can sleep in and eat breakfast in PJ's
10 – 12 noon	Optional Town Leave
12.00pm	Lunch
Afternoon	Boarding activity (compulsory for Years 7 to 10)
5.30pm	Dinner and flexible bedtimes for Juniors (at the discretion of the Assistant Boarding Manager).

Sunday Routine

8 – 10am	Sleep in or optional breakfast
11am	Brunch
12 - 4pm	Optional town leave
5.30pm	Dinner
	Lights out as usual

Use of Boarding Houses during the School Day

- Girls must take all they need for the day and store it in their lockers. Only Year 13 girls may return to their Boarding House during the day.
- Year 13 boarders who are not in class may return to their own bedroom in Holland to study but must sign in at the Administration Office.
- During benchmark and NCEA examinations the Full Boarding House will remain open with supervision for the Years 11-12 students.

Weekend Town Leave

The girls are welcome to have a conversation with the on duty Boarding Supervisor and sign out to walk down and back to the Havelock North Village during the weekend. The Junior girls must be in groups of three and the Senior girls in pairs.

Weekend activities

Boarding management arranges a supervised, student-suggested boarding activity each weekend. These activities are compulsory for all Years 7-10 boarders in for the weekend, all Seniors are invited to come along if they wish. Other optional activities are also offered during the weekend, for example, baking with the girls or a walk up Te Mata Peak. The girls will travel by Nimon bus or the school vans.

Emergencies

In the case of a civil defence emergency, all students will remain at school until their parents 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 Trustees will determine whether to close either the entire school or just boarding, based on their assessment of the risk to the physical wellbeing of the School community.

Evacuation

If **YOU SEE A FIRE** let everyone know – shout “Fire”, go to the nearest alarm and set it off.

IF YOU HEAR THE ALARM (continuous ringing of a bell):

- Close windows.
- Take warm clothing and shoes.
- Leave bedroom, leaving bedroom door open and your pillow outside the door.
- Walk to the nearest **FIRE EXIT**.
- Move quickly and silently **DO NOT** run.
- Assemble at your House’s assembly point as directed by Wardens.
- Line up in Room order.

ASSEMBLY POINTS - Fire engines must have clear access to the drive and Boarding Houses.

Richards – in Morea car park

Nelson – in Morea car park

Holland – in front of Woodford (visitor car park)

Woodford – in front of house (visitor car park)

Morea – in Morea car park.

After roll call, girls may be requested to proceed to the School assembly point at the top astroturf court at the front of the School.

Earthquake Guidelines in the Boarding House

1. In the event of an earthquake do not evacuate the building. Seek refuge beside your bed, pulling your mattress over you long-ways, or in a safe place, until appropriate for the building to be vacated.
2. Move no more than a few steps. Drop, cover and hold. Do not run outside.
3. At the start of each term the House Supervisor will help students identify safe places very close to them, e.g. under a sturdy table, next to an interior wall, beside the bed, or in a doorway.

4. When the shaking stops, wait for instructions. The House Supervisor will decide if girls need to be evacuated. If an evacuation is carried out the designated assembly point is the same as for a Fire Drill). If possible shut any doors as you leave and ensure electricity is turned off. A roll will be taken at the assembly point. Stay in the assembly area until you are advised to leave by the House Supervisor.
5. Any absences must be reported immediately by the Fire/Earthquake Warden to the Principal / Deputy Principal / Director of Boarding and whereabouts, if known, listed for checking.
6. Any injuries will be dealt with by the First Aid Team, made up of Boarding Staff, all of whom have a current First Aid Certificate.

Handbooks

To help you understand life at Woodford House, the *Woodford House Handbook 2018* outlines all major school policies and procedures. The Boarding and Woodford House Handbooks are also available online on the School website.

Health and Wellbeing

Health Centre

Anyone who feels unwell or needs first aid must report to the Administration Office before reporting to the Health Centre during the day or the House Supervisor after school. If a student under the age of 16 is on medication this must be dispensed by House Supervisors and not kept in her room (for safety reasons).

If girls are in the Health Centre beds they are to remain there until their House Supervisors collect them at 3.15pm and takes them back to the Boarding House.

There are six beds in the Health Centre. Full boarders are given priority placement. Caregivers of unwell day girls and local weekly boarders will be contacted by the School Nurse with the expectation they will be collected from school.

Boarding students who are not well enough to return to school following their illness or injury should be cared for by parents or other caregivers until they have been medically cleared to return to school.

The Director of Boarding must be notified by the House Supervisor of all students returning to the Boarding House following discharge from hospital. She will determine, based on the medical documentation, whether the student's medical condition can be managed within the Boarding House.

The Hastings Health Centre and The Doctors, Hastings are used for after-hours emergency care. A staff member will always accompany the student, liaise with medical staff and inform parents. The School's Health Centre operates as an independent medical service. As such, the Registered Nurse, General Practitioner and Counsellor and are bound by law and the ethics of the medical profession. Accordingly, student confidentiality is of utmost importance and would only be breached in accordance with the Privacy Act 1993. Specifically, confidentiality could not be kept if it was necessary to prevent or lessen a serious threat to public health or public safety; or the life or health of the individual concerned.

School Nurse	<p>The School Nurse is responsible for the day-to-day health needs of students including first aid for on-site emergency care, preventative medicine and advice for healthy living.</p> <p>The School Nurse is at school Monday to Friday from 8am - 2.30pm.</p> <p>For non-urgent care, girls are encouraged to visit the Health Centre before school and during their breaks to minimise disruption to class.</p> <p>If a student needs emergency care or see a doctor outside of normal school doctor hours, the Nurse will arrange appointments at the Hastings Health Centre or Havelock North Community Health Centre.</p>
Other services that the School Nurse provides include:	<ul style="list-style-type: none"> • Maintaining Health Centre medical records and updates in the School database, including medical dietary requirements. • Answering parental concerns over their daughter's health care. • Liaise with Boarding and Teaching Staff regarding student health needs including supervision of medication. • Update and organise immunisations such as flu vaccine. • Liaise with Public Health Nurses on immunisations on the National Immunisation schedule (Year 7 "Boostrix" and Year 8 "HPV" given at school.) • Referrals and specialist appointments during school hours. • Liaise with other health professionals in the community (such as vision and hearing specialists, dental nurses and public health nurses). • Organising long distance vision and hearing testing.
Counsellor	<p>A trained and experienced Counsellor provides a professional counselling service at Woodford House. This facility is confidential, provides short-term support only and is included in the term fees. Referrals can be made via Schoology, by texting 022 080 6950, or by contacting the School Nurse. For more information, please contact the School Counsellor using the above options or by emailing counsellor@woodford.school.nz. The School Counsellor is on site Mondays and Wednesdays, 9am - 2.30pm, and Tuesdays and Thursdays 2.30pm – 8pm.</p>
School Doctor	<p>The School Doctor holds a clinic twice a week.</p> <p>Boarders may have any number of appointments with the doctor at a flat cost of \$40 per term, which includes on site surgery services, with the exception of international students who are charged \$25 for each doctor's consultation.</p> <p>Day girls and homestay international students are charged \$12 per term to cover the cost of on site surgery services plus \$20 for each consultation with the doctor. Doctor consultations are subject to change in charges.</p> <p>Best Practice Guidelines are followed and copies of consultation notes are sent to the student's registered General Practitioner unless privacy is requested by that student.</p>
Dental visits	<p>Normal dental visits are the responsibility of parents and should be arranged after school or during the holidays. Dental appointments for full boarders can be arranged via the Nurse. The Havelock North Intermediate Dental Clinic provides annual, free dental checks/treatment for Year 8 girls. Year 7 girls can also have checks and treatments by arrangement the School Nurse.</p>
Orthodontics	<p>Orthodontic treatment is provided by Hawke's Bay Orthodontics in Havelock North, Ocean Orthodontics in Napier, or Sax Dearing in Hastings. Transport for boarders is arranged to their clinics by the Administration Office and will be charged to your school account.</p>
Physiotherapist	<p>Ms Beth Averill, from Havelock North Physiotherapy, visits twice a week. ACC referrals can be made via the School Nurse. Consultations generate a co-payment fee which is above the ACC subsidy. Parents will be informed when girls have presented for treatment and Havelock North Physiotherapy will send parents an invoice directly for these treatments.</p>

Medical Care

All new boarders must have all the medical and hospital consent forms completed and returned before they arrive at the Boarding House to take up their position. All boarding staff have First Aid Certificates and training in emergency and non-emergency care.

In the event that your daughter requires surgery and requires special care to meet her post-operative needs she will not be able to return to the Boarding House until medical clearance is given.

Food Allergies / Special Dietary Requirements

Proof of medical diagnosis supporting special dietary needs (eg Gluten intolerance, nut allergy) must be provided to the School Nurse in order for us to provide a diet and environment to support special needs.

Medicines

Please note that all medicines must be handed in to the School Nurse who will decide what a student may keep in her personal possession, eg inhalers. All other medication will be dispensed from the Health Centre as per school protocols.

The Nurse is available from Monday to Friday. She can be contacted on (06) 873 0702.

If students require more urgent attention, they are sent directly to the appropriate professional. The cost of medical appointments and pharmacy items will be disbursed to your school account.

Please tell us if your daughter is on prescribed medication so we can discuss whether these medications need to be self-administered or administered by the Registered Nurse. If they are administered by the Registered Nurse, we request that you fill out an 'Administration of Medications to Boarding Students' form. Please note that medication is not to be kept in rooms unless directed by the Registered Nurse. This includes Panadol and Ibuprofen.

It is advised that all students have a Hawke's Bay-based family, friend or guardian to be able to stay with at short notice, due to an emergency situation/ illness.

Big Sisters

The Big Sister tradition is part of our pastoral care support programme for the wellbeing of our students. Upon entry into Woodford House, a Junior girl is paired with a Senior girl. The 'big sister' acts as a guide, confidante and mentor for their boarder or day girl 'little sister'.

Wellbeing - Peer Support

The Peer Support Wellbeing Programme is an initiative designed to support and foster wellbeing and resilience in Years 7 - 9. Year 12 leaders facilitate small group sessions that cover topical age appropriate issues and support social and emotional skill acquisition.

House Contact Details

Director of Boarding: Mrs Kelly Ives

Email: boarding@woodford.school.nz

Morea

Woodford

Nelson

Richards

Year 13 Common Room

Holland

Phone: (06) 873 0724

Mobile: 021 244 8548

(06) 873 0714

(06) 873 0710

(06) 873 0711

(06) 873 0712

(06) 873 0718

(06) 873 0713

The best time for parents to call House Supervisors on their direct line is between 7.30pm and 9pm.

Housekeeping

- Girls are responsible for the care of their bedrooms. It is important they each check their room carefully at the beginning of each term and report any signs of damage to the House Supervisor.
- For reasons of hygiene and personal comfort, we ask that girls bring their own pillow from home.
- Girls are responsible for the tidiness of their rooms, which includes ensuring beds are made before breakfast, with rooms left tidy each morning. A routine check by the House Supervisor follows at 8am. It is expected that regular dusting and vacuuming is done.

- Pin boards are provided in each room for displaying posters, photographs etc. For safety reasons, we ask that nothing be fixed to the painted walls (this includes use of blu-tack), doors, ceiling or fire sprinklers.

End of Term Arrangements

Boarders' bedrooms must be cleaned at the end of term and will be inspected by the House Supervisor. Bedrooms not left clean and tidy may incur consequences and accounts for professional cleaning issued. Parents are asked to support this; taking responsibility and having respect for your own space is a valuable life skill. Moreover, we want to ensure that all girls return to a clean room each new term. The Director of Boarding will issue girls with a checklist of cleaning expectations.

Storage facilities are available for full boarders to leave **ONE** suitcase and their duvets each term but everything must be taken home at the end of the year. The School takes no responsibility for items left in storage.

ICT and phones

At Woodford House, we have developed a learning environment that uses technology to meet individual student needs and encourage engagement with relevant, effective, collaborative and integrated learning opportunities.

ICT plays a major part in our students' learning. Students have available up-to-date equipment and software for general day-to-day tasks, along with specialised technologies for curriculum areas such as design, film studies and music. We have installed wireless access across the entire school, including the Boarding Houses and our sophisticated firewall ensures access to appropriate sites is managed effectively. Students are educated in digital citizenship. Cybersafety policies are underpinned by the Christian values of the School. Internet access is age-appropriate and closely monitored.

Wireless availability Monday - Sunday

Year	Start	End
7	6:30am	7.30pm
8	6:30am	8.00pm
9	6:30am	8.30pm
10	6:30am	8.45pm
11	6:30am	9.30pm
12	6:30am	10.00pm
13	6:30am	11.00pm

Social networking availability

Year	During the week AM		During the week - PM				Saturday and Sunday		Policy
	Start	End	Start	End	Start	End	Start	End	
7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Social Networking
8	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Social Networking
9	7:00am	8:00am	3:15pm	5:30pm	8:00pm	8:30pm	8:30pm	8:30pm	Social Networking only within timeslots
10	7:00am	8:00am	3:15pm	5:30pm	8:00pm	8:45pm	9:30pm	8:45pm	Social Networking only within timeslots
11	6:30am	8:00am	3:15pm	5:30pm	8:30pm	9:30pm	10:30pm	9:30pm	Social Networking only within timeslots
12	6:30am	8:00am	3:15pm	5:30pm	8:30pm	10:00pm	11:30pm	10:00pm	Social Networking only within timeslots
13	6:00am	8:00am	3:15pm	5:30pm	8:30pm	11:00pm	12:30pm	11:00pm	Social Networking only within timeslots

In the Boarding Houses, the following rules for electronic devices will apply:

- Electronic devices can only be used in the bedrooms for personal use.
- Movies and other content may be shown on the electronic device with the permission of House Supervisors, providing the content has been vetted and cleared with the House Supervisors.

Weekend Device Use

Seniors Year 11 - 12 do not need to hand in their devices at any stage during the weekend.

Juniors Year 7 - 9 must hand in their devices at bedtime during the weekend.

Juniors Year 10 must hand in their devices at bedtime during Terms 1 and 2.

Mobile Phones

- Boarders are only permitted to have **one** mobile phone.
- If your mobile number changes, please advise the Director of Boarding your new phone number.
- If you have a mobile phone, please complete the Electronic Devices Contract in the Boarding Consent Booklet.

Device Misuse

If devices are misused in any way they can be confiscated. For example: misuse of school wifi, bringing of two phones to school, not handing in devices at night. The Director of Boarding has the right to impose confiscation for up to four (4) weeks.

Years 7 - 11

- Cellphones can be accessed after breakfast.
- At bedtime, all devices and phones will be turned off and be collected by the House Supervisor.
- Year 11 students do not need to hand in their devices during Term 4, this is a privilege for these senior girls as they move towards Year 12 and further develop their self-management skills.

Years 12 – 13

Students are encouraged not to use their phones between the hours of 10pm and 6.30am (exemptions may be made for students with parents overseas).

Laundry

The School laundry caters for uniform and mufti clothing and it is essential that girls bring extra nametapes or a permanent marking pen. A delicates laundry bag – 30 cm x 40 cm is recommended for undergarments, stockings etc.

Laundry opening times are:

Monday to Friday 7am – 8.30am

- Shirts and all items of school uniform may be taken daily to the laundry to be washed. Please turn them out the right way and empty the pockets.
- Stains on clothing need to be pointed out to laundry staff. In particular, wherever possible, clothing with paint stains need to be taken to the laundry staff on the day the spillage occurs.

Girls need to attend to their own hand washing. For laundry purposes, all articles of clothing must be marked with the owner's name. No iron-on labels please.

Leave

- Girls **MUST ALWAYS** sign out when leaving their Boarding House and sign in when they return.
- **The BIG WEEKEND IN:** The 2nd weekend of school is compulsory for all full and weekly boarders in 2018.

No one is granted leave for the In-Weekends as these are an important part of boarding life. Then dates are clearly sign-posted and we ask for your support in not arranging other activities for your daughter at this time.

Boarding Office Granted Leave

- Boarding Leave requests are streamlined and processed electronically using Boardingware. All leave requests (other than weekend) for all boarders need to be made using Boardingware **two** days prior to the date of leave.
- Once the leave request is submitted, and granted, you will receive confirmation via Boardingware. If you receive a confirmation email and you did not apply for leave, please contact the Boarding team immediately on boarding@woodford.school.nz

General Boarding Leave information

- Students on weekend leave are under the legal responsibility of their parents who have approved the weekend arrangements; this includes all driver/passenger responsibility according to the New Zealand driving laws.
- It is the School's understanding that the responsibility for girls on leave will be taken by the parent or caregiver. It is expected that they have communicated with the host family and are satisfied with the arrangements made and the adult supervision being provided.
- We remind our community that it is illegal for anyone except parents to give alcohol to an underage person.
- Girls are reminded to thank their hosts before returning to school after visits to a friend's home.
- **Absence** - If a boarder is not returning to the Boarding House on the time that has been indicated because of ill health or extenuating circumstances, the Boarding staff need to be notified on (06) 873 0724 or text on the boarding cellphone 021 244 8548. A message can be left on the answerphone or email boarding@woodford.school.nz

Under the Health and Safety Act, Woodford House relinquishes the responsibility of students during their granted leave from the boarding school. Leave will only be granted when requested by a parent or caregiver. Parents and caregivers are responsible for their daughter/s once they have left the boarding school and during their leave until they return to Woodford House.

Weekend Leave

	Description	Authorised by
Weekend Leave	<ul style="list-style-type: none">• Full Boarders, Years 7 – 10 are expected to remain in boarding for three (3) weekends per term.• Year 11 and 12 full boarders are to remain in boarding for two (2) weekends per term.• Year 13 full boarders may go out any weekend.• Weekend leave and arrangements to be requested via Boardingware communicated through the boarding office before 8.30pm Thursday night.• School commitments on a Saturday morning take priority over weekend leave.• All girls going to netball on the bus and then being collected from the courts by parents or hosts must have communication stating this into the Boarding Office by Thursday of each week.• Weekend Leave - Girls may return to boarding either by 7.00pm on Sunday evening or by 8.00am Monday morning.	<p>Director of Boarding and Boarding Office</p> <p>Any changes from the original leave request form needs to be communicated to the boarding office. Please phone, text or email alterations: boarding@woodford.school.nz Mobile: 021 244 8548.</p> <p>Boarding Office</p>

Weekend Day Leave	<ul style="list-style-type: none"> • Students must indicate via Boardingware their return time. • Girls may leave the school in tidy mufti. 	Assistant Boarding Manager
Weekly Boarders	<ul style="list-style-type: none"> • A weekly boarder may go home after school on a Friday once her bed linen has been changed, room vacuumed and any other duties or school activities completed. She must fulfil any Saturday sport or other school activity such as House music/drama practice whether this is at school or in the community. • Weekly boarding parents do not need to complete the leave request form for weekend leave, only leave required during the school week. • Girls are welcome to stay in boarding for the weekend. Parents to notify the boarding office by the Wednesday evening prior. • Weekly boarders may return to boarding either by 7pm on Sunday evening or by 8am Monday morning as indicated on the return sheet when leaving the Boarding House. Any changes must be communicated to the boarding office. <p>Weekend procedure:</p> <ul style="list-style-type: none"> • The expectation is that parents will collect their daughters on Friday after school. • Girls use Boardingware to sign out electronically. This precludes the need for parental sign out. • If parents have arranged for another adult driver over the age of 25 to collect their daughter from the Boarding House - Boarding must be informed via email by the prior Thursday evening boarding@woodford.school.nz 	Boarding Office or House Supervisor

Town Leave

	Description	Authorised by
During the Week	<ul style="list-style-type: none"> • Eco-friendly shopping bags must be used for town leave. • Day uniform can be worn for town leave. The outer layer cannot be the school jersey. Girls must wear either the school shirt or school blazer as the outer layer. • Obtain permission from the House Supervisor and Sign in and out using Boardingware. • Town leave that requires a taxi, Driving Miss Daisy (DMD) or Monique Driving You (MDY) must be booked through the Boarding Office. Girls booking taxis themselves will have Town Leave cancelled immediately. • Girls can wear their day uniform, either the school blazer or the school shirt to be the outer garment. If girls want to wear their school jersey the school blazer must be worn on top. • Be back in school by 5.15pm, in Terms 1 and 4 and 5.00pm in Terms 2 and 3. • Behave in a manner which does credit to the school ie no eating in the street, accepting lifts in a car, visiting friend' houses etc. 	

No town leave if it is raining	<p>Year 7-: One town leave per week to Havelock North only. Girls must go in groups of three with a cellphone and chaperoned by a senior student.</p> <p>Year 9: One town leave per week to Havelock North only. Girls must go in groups of three with a cellphone.</p> <p>Year 10: One town leave a week to Havelock North only, in groups of three with a cellphone.</p> <p>Year 11 – 12: Up to two town leaves per week to Havelock North. Town leave to Hastings available on request from the Director of Boarding. Girls must go in pairs and take a cellphone with them.</p> <p>Year 13: Can go to town on their own wearing tidy mufti.</p>	Director of Boarding
Town Leave on Friday night	All Full Boarders staying in over the weekend are allowed to go into Havelock North on Friday after school if desired. Seniors (Year 11-13) can go in mufti, Juniors must wear their dress uniform which is worn to Friday day school.	
Saturday Night Cinema Leave	<p>Years 11-13 girls who are at school on a Saturday night may only take cinema leave if they have been granted permission from the on duty Supervisor.</p> <ul style="list-style-type: none"> • Students need to arrange a taxi or the school minibus through the Boarding Office. With approval, Year 13 may use their own car. • Girls need to be in groups of at least two. <p>Years 7-10 girls who are at school on a Saturday night may occasionally take cinema leave if granted permission from the Assistant Boarding Manager.</p> <ul style="list-style-type: none"> • Students may use the school minibus or order taxis through the Boarding Office. • Students will be accompanied by a Year 13 student or a House Supervisor. Girls need to be in groups of at least three. 	<p>Assistant Boarding Manager</p> <p>Assistant Boarding Manager</p>

Mail

Mail is collected daily by the House Supervisor on duty and delivered to the relevant Boarding House for student collection.

Meal times

We expect all students to behave with courtesy at meal times. This applies to table manners and to their interactions with other students and with staff. When you have a large group of people living together it is necessary to have an orderly system.

Mufti guidelines are applicable for the dining room and hair must be tied up.

Breakfast	<ul style="list-style-type: none"> • Attendance at meals taken in the dining room is compulsory. Correct school uniform is to be worn at breakfast. • The dining room needs to be vacated by 7.50am. • Seniors during benchmarks and external examinations have extended breakfast until specified.
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Dinner	<p>Weekday Dinners</p> <ul style="list-style-type: none"> • Juniors need to be in the dining room at 5.30pm. • Seniors have dinner at 5.45pm. • All junior girls sit at year level tables. • The seniors and staff read out daily notices, lead a grace and oversee table manners, dining room behaviour and table dismissal. • The standard of behaviour expected is the same as in a restaurant. Supervisors will outline etiquette expectations. • Food must not be taken from the dining room, other than a piece of fruit for boarders. • "Sticky" is provided at morning breaks and Thursday after school. Fruit is provided every day. • Packed dinners – The ordering of a packed dinner must be placed by 10.30am on the day required via the Boarding Office. • Early dinners - must be booked prior to 3pm of the day required using the early/late dinner book which is located with the kitchen staff. • Late dinners - must be booked prior to 5pm of the day required using the dinner book which is located with the kitchen staff. When students arrive back to school they need to see the House Supervisor who is responsible for managing late dinners. All late dinners are to be eaten in the dining room. When finished, students will go to prep. • Emergency dinners – If a dinner has not been ordered we have a stock of frozen meals and quick meals for the students. A House Supervisor will arrange this for the student. • If a student has a special dietary requirement, parents/caregivers need to contact the School Nurse so that she can liaise with the Director of Boarding and the kitchen staff who oversee Allergen meals.
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Police Vetting

All staff have been police vetted and all hold current first aid certificates.

Prep Routines

Year 9-10 students engage in prep time between 6.30 – 8pm with the Year 7 - 8 students finishing at 7.30pm.

During prep time in our Junior Boarding Houses, our regular boarding staff are on duty, but for half an hour per night, a prep tutor (Assistant Boarding Manager or Director of Boarding/Assistant Director of Boarding) is present to help with any work. This takes place in a communal area (Boarding House common rooms etc) where the students know they can ask for help. The common rooms can also be used for group prep work if students require space to do so. Printing facilities are available in each Boarding House. Any student not engaging in prep studies or quiet activities and misuse the opportunity to do prep in their rooms maturely, will be supervised in the common room.

Years 11, 12 and 13 may complete prep in their bedrooms or apartments. There will also be a collaborative work space available in the Richards common room which will be supervised by a prep tutor. By appointment, students may also work with specialist teaching staff in H101 if they require support or assistance with their assignments. The Hodge Room is available exclusively for senior students from 6.30pm. The senior art and graphics rooms are available for use from 7.30pm onwards. Any students leaving the Boarding House to complete their prep must sign in and out from their Boarding House.

Electronic devices may be used to support learning but students must do this responsibly and in accordance with the 'Electronic Devices Policy'. Staff will monitor the use of devices and may suspend their use during prep time.

Boarding Prep Times	Years 7 – 8: 6.30pm – 7.30pm Years 9 – 10: 6.30pm – 8pm Years 11 – 13: 6.30pm – 8.30pm
Prep during the end of Term 4	Year 7 – 9: Prep during the end of year projects lasts an hour and optional games and activities are provided. Year 10: After the last NCEA examination, prep hours are reduced to an hour followed by year level games and activities.
Junior Year level Supper after Prep:	Supper is served after prep and we encourage girls to enjoy supper as a year level group. Students must return to their Boarding House by: Year Level Return to Boarding House by: Year 7 - 8 8.20pm Year 9 8.45pm Year 10 9pm

Records

Boarding House parents should be notified of any alterations in boarder's personal circumstances, such as change of address or phone numbers or cellphone numbers or that parents or caregivers are overseas/on holiday. We need to be able to contact you should an emergency arise.

Secondary School Term Dates 2018

- Term 1:** Monday 29 January to Friday 13 April
Term 2: Monday 30 April to Friday 6 July
Term 3: Monday 23 July to Friday 28 September
Term 4: Monday 15 October to Wednesday 5 December

Security

- We do not accept responsibility for the security of students' personal possessions. Students provide their own padlocks for tuckboxes. All clothing and possessions must be named and serial numbers of appliances should be recorded at home. Personal household insurance covering students away from home is wise.
- Girls are permitted to bring electrical appliances to school but they must be tagged by a certified electrician or electrical retailer and the tag must be current. Each tag lasts 12 months. If electrical appliances do not have a current tag they will be confiscated and returned home.
- Girls are allowed to bring: A four-way multi box that has a resettable fuse or a double plug. Preferably with one USB point, hairdryers, hair straighteners that have an automatic off switch, adaptors, alarm clocks, speakers, device chargers, clock radio, headphones. (Volume must always be kept to a reasonable level, out of consideration for other students and staff.)
- If your daughter wishes to bring any items that are not on this list, the electrical appliance must be disclosed to the Director of Boarding and approval will need to be given before the appliance is used.
- Girls are not allowed to bring: heaters, electric blankets, fans, televisions, aerosol cans or energy drinks.

Showers and Energy Use

All students are required to shower daily.

- Showering time should be sufficient to ensure a high standard of personal hygiene is maintained but brief enough to ensure adequate hot water for all.
- Bathrobes and scuffs or slippers must be worn to and from showers at all times.

Toiletries

It is advisable for you to arrive at school fully equipped. Extras may be purchased when in town. The Boarding Office maintains a limited supply of toiletries for boarders and girls can purchase these from the Boarding Office.

Valuables

It is strongly recommended that valuables and large sums of money are not brought to school. If it is necessary, they should be handed in to the House Supervisors, Director of Boarding or Principal's Personal Assistant. Valuables of any kind must not be left in bags, changing rooms, bedrooms or lockers.

Swimming

Pool use for Boarders

- All girls must be dressed in appropriate mufti style outer clothing before leaving the pool area (towels are not suitable). After school and during the weekends the girls can swim in mufti swimwear.
- Girls must use their own towels when swimming in the pool.
- Girls will be able to swim after school as regular supervision will be arranged for the girls from November in Term 4 until March in Term 1 (weather dependent).

Swim Groups and Supervision Rules – during daylight hours

Juniors - Years 7-10 → to swim in groups of three and they must have an adult supervisor.

Seniors - Years 11-13 → to swim in groups of three (one girl must have their bronze lifesaving badge) once permission has been obtained by a House Supervisor.

Transportation - Weekend and Term

All girls wear dress uniform when travelling on public transport and when travelling to and from home at the beginning and end of term.

Nimon and Sons - Booking the Weekend Bus Service

- Nimon buses operate a service each weekend; they do not operate at the beginning or the end of term. Girls (in consultation with their parents) to communicate their bus bookings by the Wednesday evening prior to the weekend required. Bookings are open until Wednesday 8.30pm. Save or bookmark this link.
- House Supervisors will also check with the girls in the Boarding House as a cross check.
- Girls are responsible for looking at the printed copy of the weekend bus bookings. This is posted each Thursday morning on the Boarding Office window.

South Run

Friday - departure time from Havelock North is 4 - 4.20pm.

Sunday- departure times:

		<i>Arrival times:</i>			
Waipawa Main Street carpark	4.45pm	\$15 - \$16	Ashhurst Mobil service station		5.10pm
Waipukurau Railway Station	4.50pm	\$15 - \$16	Woodville Caltex service station		5.30pm
Takapau Sydney Street	5.15pm	\$18 - \$19	Dannevirke Mobil service station		6.00pm
Norsewood, Lower Norsewood	5.30pm	\$20 - \$21	Norsewood, Upper Norsewood		6.10pm
Dannevirke Mobil service station	5.50pm	\$21 - \$22	Takapau by cemetery		6.30pm
Woodville Caltex service station	6.15pm	\$26 - \$27	Waipukurau Railway Station		7.00pm
Ashhurst Mobil service station	6.30pm	\$30 - \$31	Waipawa Main Street carpark		7.10pm

North Run

Friday - departure times: Havelock North 3.15 - 3.40pm.

Sunday - departure times:

<i>Arrival times:</i>				
Taupo Information Centre	6.15pm	\$29 - \$31	Taupo Information Centre	5.30pm
Wairoa Queen Street toilets	6.15pm	\$26 - \$31	Gisborne Information Centre	3.00pm
Nuhaka, Nuhaka Store	6.40pm	\$31 - \$36	Nuhaka, Nuhaka Store	4.10pm
Gisborne Information Centre	7.45pm	\$37 - \$41	Wairoa Queen Street toilets	4.45pm

Note:

- Public holidays incur a \$2 per passenger surcharge.
- Special one-off runs (e.g. 1 or 2 schools only) will be charged extra according to number of passengers.
- All times are approximate only due to traffic conditions and unforeseen circumstances
- On occasion, when combined numbers with other schools are low (12 persons on seats) (pax) for North and 10 pax for South,) the bus may only run part distance. For example - Wairoa instead of Gisborne and Woodville instead of Ashhurst. Students will be advised of this on Thursday afternoon.
- Once the Friday runs are booked, Nimons have the right to charge full price.
- Sunday latest cancellation times - 10am for Wairoa/Gisborne run and 12noon for all other runs. Missed bus or non-cancellations will be charged at full fare rate.

Nimon and Sons Duty Manager (after hours and for emergency alterations to current bookings): 021 745 260.

Public Transport – Buses and Air Travel

If students require public bus transportation and/or air travel for weekends - bookings are to be made through the Boarding Office, boarding@woodford.school.nz. We will also coordinate the girl's shuttle service to and from the bus station and/or airport.

Shuttle Service

We have a trusted relationship with Driving Miss Daisy (DMD) or Monique Driving You (MDY); they are a reputable safe shuttle service here in Havelock North. We also use The Village Shuttle to help with airport and bus station shuttles.

If students require a shuttle service during the week for activities or appointments, to and from bus stations and the airport - bookings are to be made through the Boarding Office, boarding@woodford.school.nz or the Administration Office.

Tuck

- Boarders may purchase snacks from the village to store in their locked tuckboxes. Sugary foods are not advised and should be limited.
- Many girls bring tuck to school. We encourage families to supply healthy tuck for their daughters.
- We appreciate that families will often buy 'treat' foods when taking their girls out. In the interest of equity, please ensure that treat food is eaten before the student returns to the communal Boarding House.

Turning 18

Many students will turn 18 during their time in boarding. While this allows them to participate in a range of activities legally, these activities are still unacceptable while they are in the care of boarding. These include such things as smoking, drinking alcohol, visiting clubs and bars. Any participation in such activities will result in disciplinary action. We do, however, encourage students to exercise their right to vote.

Uniform and Clothing Requirements

- All items on the school clothing list are required by all students.
- A check of all items will be made at the beginning of each term by House Supervisors.
- Footwear must be worn at all times.
- Shoes should be cleaned once a week.

Dress Code for after School, Dining Room and Weekends

Tidy mufti is to be worn.

Shoes	To be worn at all times (jandals are permissible, studded sports shoes are not to be worn in the dining room).
Hair	Must be tied back.
Accessories	Gloves, scarves, slippers, hats and puffer jackets are not to be worn in the dining room.
School Sports uniform	Can be worn in the dining room.
School Day uniform	Is not to be worn at dinner time, unless arranged prior with your House Supervisor on an occasion where you have back to back school activities
Activewear	Students are permitted to wear ¾ length leggings with a mid-thigh length top. They are not permitted to wear brief shorts in the dining room.
Shorts and skirts	Must be considered an acceptable length by the boarding supervisors. <i>If your clothing is seen as inappropriate by a boarding staff member, you will be asked to change.</i>
Tidy trousers, jeans and shorts	May be worn at weekends. Please include one warm jersey or polar fleece. School sports polar fleece should not be worn with mufti.
Studs	Nose or tongue studs are not to be worn. No navels/belly buttons, underwear or cleavage should be showing.
Nail polish	Is allowed to be worn in the weekends; it must be removed before school on Monday.

Additional Items for Boarders - All items must be clearly named

Linen

- | | | |
|--|--|--|
| <input type="checkbox"/> Duvet inner and duvet cover | <input type="checkbox"/> extra blanket | <input type="checkbox"/> Pillow and two or three pillowcases |
| <input type="checkbox"/> Linen bag (drawstring material bag for laundry) | | <input type="checkbox"/> Two swimming towels for summer |
| <input type="checkbox"/> Facecloth | | |

Clothes

- | | | |
|--|------------------------------------|---|
| <input type="checkbox"/> Dressing gown | <input type="checkbox"/> bathrobe | <input type="checkbox"/> slippers (compulsory) |
| <input type="checkbox"/> Pyjamas | <input type="checkbox"/> Underwear | <input type="checkbox"/> Suitable mufti for summer and winter |
| <input type="checkbox"/> Tracksuit | <input type="checkbox"/> Shorts | <input type="checkbox"/> Sweatshirt and t-shirts |

Toiletries

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Shampoo and conditioner | <input type="checkbox"/> Soap | <input type="checkbox"/> Sanitary requirements |
| <input type="checkbox"/> Hairbrush | <input type="checkbox"/> Hair Ties | <input type="checkbox"/> Sunblock |
| <input type="checkbox"/> Ear plugs, for light sleepers | <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Toothpaste |
| <input type="checkbox"/> Deodorant | | |

Other

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Wastepaper basket | <input type="checkbox"/> Coat hangers | <input type="checkbox"/> Bedside clock (optional) |
| <input type="checkbox"/> Shoe polish kit | <input type="checkbox"/> Coffee mug | <input type="checkbox"/> Tuck box e.g. large plastic click-lid box or lockable wooden box |
| <input type="checkbox"/> Torch | <input type="checkbox"/> Wheat pack | <input type="checkbox"/> Mending materials (including wool and cotton in school colours) |
| <input type="checkbox"/> Eco-friendly shopping bag for town leave | | |

Towels are provided by the school but it is useful to have an extra towel.

Visitors are Welcome

Girls are encouraged to visit their friends' in the other Boarding Houses. This can happen after school, after prep and they can enjoy supper together. This presupposes a sensible, civil and courteous level of behaviour.

We expect the usual courtesies of visiting to be observed i.e. girls are to introduce their parents or visitors to the House Supervisors when they arrive, and follow her guidance.

Girls are responsible for informing visitors of the Woodford House Code of Behaviour.

- All visitors must be introduced by the student and sign in with the House Supervisor on duty.
- All visitors are welcome during the school week – from after school until before dinner.
- Weekend visitors are welcome at any time during the day before dinner time. Longer visits need prior permission.
- Parents may enter rooms as long as their daughter is in the Boarding House.

Day girls visiting:

- Day girls may visit the Boarding Houses; they must acknowledge the House Supervisor and sign in and out.
- Day girls visiting Year 7-8 must be in the common room
- Day girls visiting Year 9-12 can enter bedrooms once permission has been obtained by the House Supervisor and they can enter student bedrooms.
- Day girls visiting Year 13 must sign in using the visitor's book.

Male visitors:

- No male visitors for Year 7-9.
- Year 11-13 may have male visitors if prior permission is obtained by the Director of Boarding.
- They are permitted only in the Common Room or other communal areas.
- Brothers may visit if permission granted by the House Supervisor.
- Father and brothers can help with luggage at the beginning and end of term.

Walks/ Runs/ Bike Rides/ Village Fitness

Walks/ Runs	<p>All runners and walkers must aware of their surroundings. For their personal safety the School discourages ear buds.</p> <p>Years 7 to 9 may walk or run in the School grounds, in groups of three, after signing out of the Boarding House and communicating with staff and supervisors.</p> <p>Year 10 students are able to walk or run in groups of three, outside of the school grounds, and they must carry a cellphone and outline the road route to the House Supervisor. They must be in sports uniform.</p> <p>Years 11 and 12 girls are to walk or run in groups of two, outside the school grounds in tidy sports mufti and they must carry a cellphone and outline the road route to the House Supervisor.</p> <p>Year 12 girls are permitted to walk or run on their own if parents have signed the Boarding agreement.</p> <p>Year 13 girls are permitted to walk or run on their own, in tidy sports mufti and they must carry a cellphone.</p> <ul style="list-style-type: none">• Running in Terms 1 and 4 girls can leave the Boarding House at 6am and return by 7.00am.• Running in Terms 2 and 3 is not permitted in the mornings.• If the girls run or walk after school, they must be back at the House by 5pm.
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Bicycle Rides	<p>Full Boarders from Year 9 - 13 may bring a bicycle to school for their own use during the weekends.</p> <p>Year 12 - 13 girls may ride on their own.</p> <p>Year 9 – 11 girls must ride in groups of two (unless permission from parents has been granted because their daughter is a competitive cyclist)</p> <ul style="list-style-type: none"> • Permission is to be obtained from the House Supervisor and the expected route and return time noted as the sign out. Rides should not take any longer than 45 minutes. • A lock for your bicycle is essential. • A helmet must be worn.
Going to a Fitness Centre in the Village	<p>This is a senior privilege and can be granted once a request has been made to the Director of Boarding.</p>

Year 13

Apartments

Year 13 boarders experience independent living in one of the three apartments in Holland. These offer separate living areas, kitchens and laundry facilities. Girls may cook their own meals on Friday night through to Sunday night and are given an allowance to buy their own food. Any catering for a birthday or special occasion will be at the girl's own expense and with the permission of the Director of Boarding, Assistant Director of Boarding or the Assistant Boarding Manager. Day girls may be invited into the apartments at any time but must leave no later than 9.00pm.

The apartments are to be left in a hygienically clean state at the end of every Term. All appliances must be left in a clean condition.

Lights Out

All lights need to be out by 10.30pm on Monday, Tuesday, Wednesday, Thursday and Sunday evenings. Flexibility is provided for Friday and Saturday evenings.

Dining Room

Breakfast will be available in the dining room for all Year 13 students from 7.15am (must be there by 7.45am) until 8.00am. Alternatively, girls may eat breakfast in the common room. Supplies are ordered weekly from the kitchen.

During the week dinners must be eaten in the dining room. All Year 13 students may eat late dinners in the common room.

During the weekend Year 13 girls can cook dinner in the apartments or eat in the dining room. Provisions will be provided by the school in order for students to experience cooking for themselves.

Leave

- Woodford House operates a high trust model for its Year 13 students. Any breach in school rules, however, will see a return to previous guidelines.
- After school and up until 6.30pm - the Year 13 girls are allowed to do what they want and go where they want BUT must have a conversation with their boarding manager and sign out.
- The expectation is that the girls will be back in the Boarding House by 6.30pm. If the girls are returning to the boarding school after 6.30pm they MUST have a conversation with the Director of Boarding or the Assistant Director of Boarding before they leave the school grounds and sign out.
- Parents do not need to request leave for their daughter between 3.15pm-9.00pm. Any overnight leave does require parents to request leave via Boardingware, two days prior where possible.

Weekend Leave

Year 13 girls are granted considerable extra privileges in recognition of their seniority and contribution to the school, and their need to develop the ability to organise their own time.

- At times senior girls will be required to stay in for the weekend to assist with school/boarding activities.
- Girls will be allowed leave as long as their:
 - a) academic results are satisfactory
 - b) sporting duties are fulfilled
 - c) duties as Prefects and Seniors are fulfilled.
- Any weekend leave requires parents to request leave via Boardingware two days prior where possible.
- Girls must text the House Supervisor if there is any change in their weekend return date and time. eg returning Sunday night when they were meant to be returning Monday morning.
- Signing in and out using Boardingware must be adhered to and failure to do so will lose the right of weekend leave.

Keys

- Girls who have cars at school, and have complied with the School car policy, are able to collect their car keys from the administration office each day at 3.15pm.
- Girls can keep their car keys until 9.00pm when they must be placed in the student's' designated space in the key box, which sits upstairs near Apartment B on a table.
- If car keys are not in the box at 9.00pm and there has been no prior communication, girl's car keys will be confiscated – this is non-negotiable.
- The key box is dropped each morning back to the administration office by 8.00am.

Privileges

- Year 13 girls can run or walk outside of the School grounds after and before school during daylight hours.
- Year 13 girls can go to town in tidy mufti at any time.
- Girls are encouraged to be in their bedrooms by 10.30pm.
- Boarders are allowed in the Boarding House during the school day (day girls are not allowed to visit during the day).
- The girls are able to do their own laundry, make their own breakfast and to cook for themselves in the weekend.

POLICIES

Boarding Contract extract

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

Either:

- a. Brings alcohol or prohibited drugs, cigarettes or substances into any of the Boarding Houses or the grounds of Woodford House at any time.
- b. Consumes, stores or uses or gives to other students alcohol or prohibited drugs, cigarettes or substances in the Boarding Houses or grounds of Woodford House.
- c. Leaves the Boarding House after lights out without the consent of the Boarding Supervisor on duty.
- d. Leaves the Woodford House grounds at any time without the consent of the Boarding Supervisor or otherwise as permitted by rules published by the Proprietors or the Board of Trustees of the School from time to time.
- e. Engages in conduct unbecoming a Student or boarder at Woodford House which may or does lower the reputation of the Boarding Houses at Woodford House or the School or endangers the security of the Boarding Houses or other students boarding or attending at School.
- f. Persistently refuses to comply with the directions of the Boarding Staff or the Principal or Acting Principal or refuses to comply with a direction, breach of which would expose the Student or any other Student to the risk of injury or damage to their health or safety.
- g. Fails to observe the Special Character requirements of Woodford House.
- h. Wilfully damages any of the School buildings or the Boarding Houses.
- i. Assaults or uses abusive language to any member of Staff of Woodford House or its Boarding Houses or theft, misappropriation or unreasonable retention of any other student's property.
- j. Allows any person other than a parent access to any Boarding House or the Student's room or living space in any Boarding House at any time without the consent of the House Supervisor first being obtained.

Or in the event that:

- (i) The Student is suspended or expelled by the Board of Trustees of Woodford House for any misconduct as a student of the School.
- (ii) The Student is asked to leave Woodford House due to the failure to pay Attendance Dues at the School.
- (iii) The Parents fail without reasonable explanation to pay the relevant Boarding Fees and any extras incurred on due date or the cost of repair of any damage to the premises occasioned by the Student.

Concerns, Issues or Queries

Please refer to the Woodford House Handbook 2018 from page 44.

Device Procedures

Please refer to the Woodford House Handbook 2018 from page 30 and Appendix H.

Hazard Identification – for Boarding Students

Woodford House is committed to maintaining a safe and healthy working environment for the safety and health of our staff and visitors in the workplace.

Health and Safety is everyone's business and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

Every staff member and student is expected to act safely at all times to ensure their own welfare and that of their fellow colleagues, peers and visitors to Woodford House.

We will ensure the safety of staff, students and visitors by:

- Providing and maintaining a safe working environment.
- Providing facilities for health and safety.
- Ensuring all plant and equipment is safe.
- Ensuring all staff and visitors at (or in the vicinity) of the place of work, are not exposed to unmanaged or uncontrolled hazards.
- Developing and implementing emergency and evacuation procedures.

To achieve this, we will:

1. Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to eliminate isolate and or minimise these hazards to prevent any injury or damage.
2. Inform all staff and visitors of these hazards and the hazard controls.
3. Ensure all staff are properly trained and supervised.
4. Inform all staff and visitors of emergency and evacuation procedures.
5. Record all near hits, incidents and accidents in our workplace, and take all practicable steps to prevent these events from happening.
6. Carry out planned self-inspections to monitor health and safety issues.
7. Ensure all staff are given reasonable opportunities to participate effectively in ongoing processes for the improvement of health and safety in our workplace.

Should any staff or visitor to Woodford House suffer a Health and Safety incident or accident in our workplace, please report to the Administration Office so we can process the improvement of our environment to ensure everyone's safety.

