

John McGlashan College

Boarding House Information Booklet



Boarding House Handbook 2024



John
McGlashan
College
DUNEDIN NEW ZEALAND

Welcome

We are pleased that your family has decided that you will join us at John McGlashan College as a Boarder this year. We will come to know you well as the months go by and we want to help you develop new skills and appropriate attitudes as you grow through the critical adolescent years. I am sure you will enjoy the experience.

We have about 136 boys boarding in three Boarding Houses, called Senior Hall (Balmacewen), Grater St, year 12 Flat and Junior Hall (Ross). The Senior Hall consists of sixty single rooms in three wings of twenty. Grater st has one four bedroom, one three bedroom and three single rooms. The Year 12 flat will have 5 year 12s in it, changing each term. Junior Hall has three four bed rooms, six three bed rooms, sixteen two bedrooms and three single rooms. All Year 9 boys will be placed in double or triple rooms.

We all share the same dining room, laundry and all school facilities.

Overleaf are some of the people who will become important to you over the next few months.

Boys and parents should understand that our boarding house is an integral part of John McGlashan College. This booklet sets out the information that boarders will need. It should be read in conjunction with the 'Information for Students and Parents' booklet which will be posted to all students' families at the beginning of the school year.



Directory

PRINCIPAL:

Mr Neil Garry

School 467 6620

Cell 027 488 7884

Email: neil@mcglashan.school.nz

Drew.campbell@mcglashan.school.nz

DIRECTOR OF BOARDING:

Mr Drew Campbell

Cell 021 467 662

Work Phone 467 6623

Email:

MATRON:

Mrs Rosemary Stevenson

Phone 467 6632

Home Phone 467 5462

Cell 021 467 663

Email: rosemary@mcglashan.school.nz

Mrs Stevenson looks after the health and welfare of the boys

ASSISTANT MANAGER Junior Hall

Mr Nick Price

Cell 027 349 5653

Email: nick.price@mcglashan.school.nz

ASSISTANT MANAGER Senior Hall

Mr Richard Buchanan

Cell: 0275452825

Email: Richard.Buchanan@mcglashan.school.nz

NB: Any of our cell phones can be rung if any major concerns occur

HOUSE STAFF:

Every day there are housemasters on duty, in both Junior and Senior Hall. During prep in the evening there are four housemasters supervising or helping with prep in the ELC. Boys all know how to access staff 24/7, there is even a method they learn early in the year for ringing an on-call night time person.

Lead Housemasters have specific responsibilities relating to a year group. They get to know your son well:

Y9 Mr Brodie Watkins

Y10 Mr Millar McElrea

Y11 Mr Kurt Elroi

Y12 Mr Harry Russell

Y13 Mr Blair Mitchell

There are also cleaning, laundry and cooking staff. Some school uniform items can be bought from the second hand clothing stall situated in the laundry under the school kitchen any week day morning.

DOCTOR:

Dr Brent Wishart visits the school two mornings a week to attend to any boys who require medical help or advice. A well-established surgery is included in the Administration Block. All boarders may see the Doctor there.

The Matron is fully involved in most discussions and forms the key link in arranging other appointments (e.g. dentist, optician).

OTHER USEFUL NUMBERS:

Senior Housemaster on Duty	021-588-293
School	467-6620
Senior Hall	Year 13 467-6639
	Year 12 467-6631
	Year 11 467-6624
Junior Housemaster on duty	021 337496
Junior Hall	464 0920 (Year 10) or 467 6621 (Year 9)
Outside hours number	0211834343

A housemaster carries the Duty cell phone from 3 pm to 11 pm daily and most of the weekend (021 588 293 Senior Hall and 021337496 Junior Hall). **Please save these important numbers.**



Ideals and Standards

We want our boarders to be strong, independent individuals and we hope they will use their time with us resourcefully. They will always live in communities, such as their families, boarding house and school. We want them to be able to function effectively in such communities, to learn to get along with others and to practise courtesy and co-operation.

Above all we want our boarders to become men of character, knowing right from wrong, having the courage to stand (alone if necessary) for what they believe is right and willing to use their influence for the good of others.

Our fervent hope is that McGlashan graduates will be men of integrity and conviction.

FUNDAMENTAL STANDARDS

- ☐ Honesty is expected in all dealings.
- ☐ All members of this community and guests are to be treated with respect and courtesy at all times.
- ☐ Boys are expected to make the best use of their talents in all school activities.
- ☐ Private and public property is to be treated with care and respect for the rights of others.
- ☐ School appointments are firm obligations.

While these standards apply to the conduct of boys at school or participating in school based activities, we expect them to live by these standards at all times.

Living as a Group

Probably the biggest change you will face in boarding is living as a member of a larger group. This may require some adjustment, which you can start thinking about before you come to Dunedin.

There is an advantage in having plenty of boys around you as there is always someone to have a game with or to talk to. On the other hand it is often difficult to get away to have time to yourself. Also you must think about how your attitudes and actions affect other people. You have to treat other people as you wish them to treat you. You must try to ensure that your habits do not annoy other people too much and don't let other people's habits annoy you. You must try to be tolerant and understanding. I hope you will see a reason for everything we ask you to do.

We try to run each boarding house as a family but a family of this size has to be arranged rather differently from your much smaller family at home. We ask the people who are supervising to act as "older brothers" helping you to develop and to make life easier and more interesting for you. It is really important to remember that you will get out of boarding exactly what you are prepared to put into it. Discipline within the boarding house is firm but fair. Certain standards and well-ordered living are expected of young adults. Rules are kept to the minimum but firmly administered. Because of the size of the extended family more rules are necessary than in a home. Please read the section on rules carefully. Trust is our bottom line. We always want to be able to trust you to do your best at doing what is right.

Drew Campbell

DIRECTOR OF BOARDING

Note from Matron to parents.

Thank you for sharing your son with us.

Included within this booklet is a medical information form and boarders' clothing checklist with all your son's requirements for boarding. We do insist on woven name tags that are sewn on. An order form will be available on orientation day.

Our school doctor is Dr Brent Wishart. He visits the boarding house at 8am, usually Monday and Thursdays. His address is; Roslyn Medical Centre, 271 Highgate. Telephone 477-6471.

When your son finishes primary school you will be sent a Dental Benefit form to be completed and sent to the dentist of your choice. It is preferable you have a Dunedin dentist arranged for your son before he starts here. There is a list of dentists in the yellow pages - a lot of boys are enrolled at Lumino Dentists, Pitt St

We have a local physiotherapist we use, Roslyn Physio and x-rays are done at Otago Radiology where possible. In cases where emergency medical treatment is required we either use Dunedin After Hours Doctors or Emergency Department, Dunedin Hospital. If at any time I can be of any assistance do not hesitate to contact me. A message can be left for me on my answer phone -

Phone (03) 467-6632

Cellphone 021 467-663

Email rosemary@mcglashan.school.nz

I am also able to help boys arrange and get to appointments so please keep in touch.

Rosemary Stevenson
MATRON

Pastoral Care and Student Well Being

All of our boarding house staff are involved in the pastoral care of our students. Students with concerns about any aspect of boarding life can approach any of the following people:

In-house contacts – Housemasters, Lead House Masters, Assistant Managers, Matron or Director of Boarding.

College Contacts – Chaplain, Counsellors, Deans, Form teachers and Office Staff.

All matters will be dealt with sympathetically and in confidence.

Each week the school holds a pastoral care meeting which involves a number of these people above to ensure our boys are taken great care of and any concerns may be addressed.

Lead Housemasters and Senior Staff will also meet with all of the boys individually each term to set goals, address any concerns and check up on Academic progress.

Last year we also brought in a mental skills and stress coach to work with each year group once a week to discuss coping mechanisms and solutions, the boys found this really useful.

Making sure the boy's well being is positive is one of our main goals for the year. So each term we have a number of well being initiatives to make the boys laugh or get them out of their comfort zones - whether it is special dinners, functions with other schools, sports games and activities or to new initiatives that the boys have come up with. If you ever think of an idea that the boys might like please get in touch.



Important Dates For 2024

Term 1

Wednesday 31st - First full school day - Plus Year 9 and 10 Swimming lessons start (7 days in a row)

Tuesday 6th Feb - Waitangi Day - Boarding House Open

Wednesday 7th Feb - Year 13 Camp departs until Friday

Thursday 15th Feb - Meet the form teacher night

Friday 16th Feb - Athletics Sports plus first weekend the Year 9s go home

Monday 19th Feb - Year 9 Camp - Group 1 departs

Monday 26th Feb - Year 9 Camp - Group 2 departs

Sunday 3rd-Monday 4th March- STAC summer sports exchange

Monday 11th-12th March - Timaru Summer sports exchange

Thursday 14th March - Junior Parent teacher/boarding interviews

Thursday 21st March - Senior parent/boarding interviews

Friday 22nd-Monday 25th March - Toby Hope Hunting Competition

Monday 25th Otago Anniversary - Boarding House closed from Friday at 5pm until Monday at 1pm.

Friday 29th - Tuesday 2nd April - Easter (Good Friday, Easter Monday and Tuesday) -Boarding House closed from Thursday at 8pm until Tuesday at 3pm.

Friday 12th April - End of term

Term 2

Sunday 28th April - Boarding house opens at 3pm

Monday 3rd June - King's Birthday weekend - Boarding House closed from Friday at 5pm until Monday at 3pm.

Friday 28th June - Matariki - Boarding House Open

Friday 5th July - End of term

Term 3

Sunday 21st July - Boarding house opens at 3pm

Friday 27th Sept - End of term

Term 4

Sunday 13th October - Boarding house opens at 3pm

Monday 28th October - Labour weekend - Boarding House closed from Friday at 5pm until Monday at 3pm.

???? December - End of Year - Junior Prize Giving.

Sports Clubs and Activities

One of the advantages of a boarding school in the city is the many activities that are available to pupils.

SPORTS, CLUBS AND ACTIVITIES

You may be able to choose some of these:

- 📋 Pipe Band (pipes or drums) ,Guitar, Piano and a number of others
- 📋 Mountain Biking, Futsal, Trap shooting, Rowing, Curling, Ice Hockey, Swimming, Water polo
- 📋 Rugby, Cricket, Volleyball, Basketball, Football, Touch Rugby, Athletics, Cross Country, Tennis, Hockey (Summer and Winter), golf, Badminton to name a few
- 📋 Karate, Cross Fit, Fencing
- 📋 Library Assistant, Productions, Excel Tutoring
- 📋 Tennis coaching, Hockey umpiring, Rugby Refereeing
- 📋 Duke of Edinburgh Award
- 📋 Kapa haka

We have found that the happiest boys and those who get the most out of boarding are the boys who play plenty of sport and get involved in a non-sporting activity too. Think about what activities you may like to take part in. We will discuss it with you early in the new year. We expect all boys to be involved in sport.

Other Activities

The Boarding House strives to keep the boys actively involved in as many different outdoor events as possible, one of which is scuba diving. We currently have 4 boys who have completed their open water PADI diving certificate and we will be working hard to promote this further while initiating a Boarding House Dive Club and competition. The Otago Peninsula is home to a diverse range of underwater sea life and numerous shipwrecks in which our boys will be given the opportunity to explore. Bringing a crayfish home for dinner isn't a bad outcome either!

Students can choose to complete the Marine Academy Program (Gateway) and also the Padi Open Water Diving Course and Padi Advanced Open Water Diving Course which are STAR funded through the school. There is an age requirement for each course as well as Level 3 credits on offer for those who gain their certificate. We also have members of staff who have recently completed this course and who will be more than happy to support the boys through the entire process. We also run a hunting competition and diving trips for our senior boys.



Boarding House Student Council

The Boarding House Student Council is a new initiative designed to give boarders an opportunity to be involved in house operations and events. The Council Will be made up of the Head Boarders and Deputies, Clan Leaders, and then elected members from Year 9-12. The council will meet once a month and they report directly to the Director of Boarding where requests or initiatives are considered.

Duke of Edinburgh

The boys have to participate in learning a skill, being involved in Physical Activity, doing some Community service and completing an overnight tramp.

This is a great initiative that keeps the boys busy and helps them to learn some new skills and give back to the local community along the way.

<https://dofehillary.org.nz/>



Daily Routine

(What is a typical school day like for a Year 9 student)

6.45	Everyone woken up, shower, get dressed.
7.15-7:40	Breakfast for Year 9 and 10s Except Monday which is a full breakfast at 7:40 am
7:40	beds made, duties done
7:45-8:15	Breakfast for 11-13 Except Monday which is a full breakfast at 7:40 am
8.30	Off to school
	<i>School commences at 8.40am</i>
8.40	Form time and Period 1 of school
9.45	Period 2 of school
10.35	Interval
10.55	Period 3 of school
11.45	Period 4 of School
12.40	Lunch (Varies on Mon/Fri due to Assembly)
1.15	Period 5 of school
2.15	Period 6 of school
3.15	Back to boarding house then probably to a sports practice or activity.
5.00	Report in
5.30	Tea for Year 9-10 followed by free time to play with friends, or follow interests
5:45	Tea for years 11-13
6.30	Prep, Tutoring, Music practice, Workshop open Monday and Wednesday nights
7:30	Clan sports on Tuesday and Thursday nights
8.00	Prep ends and then Supper
8.50	To bed routine starts

Prep is an important part of the Boarding House routine. All boys need to be trusted to develop good habits to ensure they make the best of their time. Up to 4 staff support prep in each house Monday to Thursday. Tutoring support is regularly available as is access to private tutors.

Weekends

What do boarders do in the weekend? A lot of winter sports are played on Saturday mornings and afternoons. Your game may be at McGlashan or you may travel to another ground in Dunedin or Mosgiel. In summer, juniors play competition tennis midweek or cricket on Saturdays. We have our own Saturday and Sunday morning sports programme too.

Saturday afternoon can be a chance to follow your own interests. Boys sometimes go to Moana Pool for a swim or a run around the Ross Creek Reserve. Others like to find a sunny spot and read or play board games. Golf is also available at Balmacewen Golf Course most Sundays. Older boys can also use the weight room and the gym. Computer games and watching movies in rooms are on the increase to the detriment of activity, but useful on a wet day.

The cricket nets, basketball backboards, tennis courts, gym and corner patch are always available.

Our housemaster staff often organise activities, games, van trips or group outings. Occasionally a charge is made for these. Junior boys are always strongly encouraged to take part in what the House Masters arrange.

Saturday evening is often spent watching television, DVD's or visiting games or local events.

Boarding House Leave Times

House Leave Times

Year 9	Town leave from 3:15- 5.00pm (1 per week for Term 1) Junior boys must be accompanied by another boy, Friday and Saturday leave until 7pm.
Year 10	Town leave from 3:15- 5.00pm, Friday and Saturday leave until 7:30pm. Special Leave late can be granted by a phone call from parents
Year 11	Town leave from 3:15- 5.30pm then after prep from 8-8:30pm Monday –Thursday. Friday until 9.00pm Saturday until 9.30pm Sunday until 8pm Special Leave late can be granted by a phone call from parents
Year 12	Town leave from 3:15- 5.30pm then after prep from 8-9:00pm Monday –Thursday Friday until 9:30pm Saturday until 10.00pm Sunday until 9pm Special Leave late can be granted by a phone call from parents
Year 13	Town leave from 3:15-5.30pm then after prep from 8-9:30pm Monday –Thursday. Friday until 10.00pm Saturday until 10.30pm Sunday until 9:30pm

Special Leave late can be granted by a phone call from parents

All boys must report out and back in to the Housemaster on duty. The rules regarding weekend/overnight leave are very important. **If you are not going home then parents must give me their approval after checking with the person who will be responsible for you.**

We expect McGlashan boys to be responsible and trustworthy.

Some parents ask about town Leave. If boys have leave to go down the street, it is usually for some specific purpose. Many of them, like 90% of young people in Dunedin it seems, want to walk along George Street for a time and meet at McDonalds, eat hamburgers and meet friends (or would-be friends) from Columba, St Hilda's and elsewhere. As a general rule, I am happy for our boys to do this for moderate lengths of time, provided that they are responsible, trustworthy and abide by the rules. If you do not want your son to have Town Leave for this sort of thing, please contact me directly.

Every boy should feel safe, happy and at home in the boarding house. Bullying or intimidation whether physical, verbal or otherwise, will not be tolerated. Please contact me directly if you think there are any issues that we need to deal with.

Drew Campbell
DIRECTOR OF BOARDING



Boarding House Rules

Enrolment in the boarding house, as in the school, implies the acceptance of its rules and regulations. Boys who transgress may be subjected to various sanctions.

We will inform parents about serious incidents and, in some circumstances, parents may be asked to come in to discuss their boy's behaviour and to assist in putting strategies in place to deal with it. When there is a clear breach of our standards and rules, boys may be stood down (temporarily suspended) from the house for a time or permanently suspended (excluded) from it altogether. **If a student is excluded from the boarding house they must then reapply for a day boy place if they choose to stay at the school. Places in the day school can not always be given due to the schools' roll cap. The day boy application will go to the Board of Proprietors enrolment committee for their consideration.** When stood down we expect parents to get together with their son, maybe in Dunedin, so school is not interrupted. It will be inconvenient, maybe embarrassing, but it is a time to 're-programme' and get things right!

RULES

All leave from the boarding house is a privilege and Mr Campbell, Mr Price and Mr Buchanan have complete discretion granting or withdrawing leave.

Mr Campbell may delegate his authority to grant leave to housemasters from time to time.

Reach

Reach is a new management tool that our Boarding House has adopted to improve communication between caregivers, boarders and housemasters. Based around an iPad app and web access (via your PC or tablet or phone), reach enables us to more easily keep track of the 'in house' or on leave status of each boarder. Individual details about each boarders' life in the dorms can be loaded into the app and this helps us build an easily accessible clear picture of each boarders' wellbeing. This information is available to the housemasters on duty and can be reported back to the caregiver.

Parents will be sent an invite to join reach prior to their son beginning the school year and as all leave types, including weekend leave or overnight leave will be via reach you will need to have signed up to the software by the start of term one. More than one sibling can be linked to your account.

Housemasters will use reach to sign the boys out to their sports practices, appointments, tutoring, and to town. Some other types of leave will require parental approval via reach each time the leave is requested.

Weekend or Overnight Leave (WEL/ONL)

All weekend or overnight leave is via reach and is on an apply and approve basis. Both parental and boarding house approval is required.

Your son or you can request WEL or ONL and the requester will be prompted to provide the information that we require re transport and destination. The request will come to us and we will approve the leave provided all is in order. We expect boys (or parents) to send in a request by **7pm Thursday night** so food orders can be adapted.

Weekend Leave or Overnight Leave with responsible adults other than parents can be approved. **Parents are expected to contact the hosts and satisfy themselves of suitability**, prior to sending the request for leave through reach.

Boarders who travel home on Fridays should miss school only if this is absolutely unavoidable.

Weekend Leave and Overnight Leave with persons under 25 (brothers, sisters etc) is not recommended especially in student flats. Boys need to be aware they are always representing their family, their school, and their boarding house!

When boys are on Weekend and Overnight Leave, the school cannot be responsible for them. Boarders' parents and hosts have a legal obligation to ensure that they provide responsible supervision while boys are in their care. Boys are not to return to the house during the period that they are on leave from it.

We do not expect tired senior boys to return to the Boarding House on Sunday mornings. They should discuss their plans for returning to the Boarding House at the time they seek leave.

Return after weekend leave is expected by 9.00pm, (8pm preferred for Junior Hall). Please be sure to notify us if Monday morning return is required.

If you experience technical difficulties with Breach or an urgent matter arises, a phone call to Mr Campbell on 021467662 or an email can be accepted up till noon on Friday.



Day Leave

Day Leave is sometimes taken during the weekend. Hosts would normally contact Mr Campbell by noon on the Friday prior to the leave being taken.

Please note that in all cases boarders are expected to be available to meet their sporting commitments (“school appointments are firm obligations”) unless exceptional circumstances apply.

Parents may need to discuss particular circumstances with Mr Campbell. Boarding staff have the right to check any leave arrangements that may have been made.

Being absent without leave is a serious offence. Parents will be notified and boys who transgress put their place in the house in jeopardy.

Again, “all leave is a privilege” and boys should have good reason for taking leave from the house at any time. Town leave is **not** time to simply wander the streets for long periods of time. Housemasters may ask what boys intend to do and leave may not be granted if they are not satisfied with the reply.

Leave times must be strictly adhered to and boys who do not comply will be sanctioned, usually by gating or by being asked to complete chores around the house; future requests for leave may not be granted.

Types of Leave

We have created a couple of new leave types, here are the leave types you will see when

applying for leave:

Weekend Leave - Same as normal you are going home or going to a host family for the weekend.

Overnight Leave - Same as normal you are going home or going to a host family for a night.

Night Time = Special Late leave - This is a new leave where you may be going to a formal or a concert and need to request an extension of the normal return time.

Education Outside the classroom - Same as normal you going on a school trip eg STAC exchange or a camp

Friday/Monday- Weekend Leave - Missing School - This is a new leave where you are missing some of school to catch a bus or has a ride home. Once approved by myself, Mr Price or Mr Buchanan, a confirmation email will go to the office and then will be passed to the dean to let them know.

Missing School Leave - Similar to the one above, but this may be mid week where you have a dentist or doctor's appointment and need to miss school. Again once approved by myself or one of the assistant managers, a confirmation email will go to the office and then will be passed to the dean to let them know.

Social Media and phone usage

Social Media and devices can be a great tool when used correctly and at the right times. We have a number of rules around devices and expect all the boys to adhere to these at all times. If we feel that a boy is on his device too much we work out a plan moving forward and have a discussion with his parents. All students are required to consent to and abide by the College Cybersafety Use Agreement, which covers access and use of the ICT facilities.

Currently we try to limit the use of the phones after school so that boys get some fresh air and exercise. During prep time from 6:30-8pm we ask that parents refrain from calling their sons so that they can stay on task and focus on their homework and revision.

Please ensure your son doesn't have two or more phones as the reason they need an extra phone is so that they can keep their one at night time, which stops them from getting sleep.

Boarding House Facebook Page

The "John McGlashan College Boarding House" Facebook page has been a very successful tool in providing ongoing information for both parents and students. Information will be posted as required throughout the year.

You will also find pictures of recent activities that your boys have been up to as well as updates on all of their achievements over the year.

This page is also another way in which you can contact us in regards to any queries that you may have.

Type in **John McGlashan College Boarding House** to find and follow our page.

NAMING OF CLOTHING:

All clothing and all other possessions must be named, in a very obvious place.

You will require at least 200 name tags. These **MUST** be woven name tapes. Please don't use iron on labels. You will be given an order form at Orientation. All tapes must be machined on all clothing in the following places:

TOP-CENTRE BACK: Trousers, shorts, Jerseys, tops, (blazer and trousers), underclothes, swimming togs, parka and all sports and casual clothes.

On ONE CORNER: Towels, duvet, facecloths.

MIDDLE INSIDE: Ties

SOCKS: Parallel with coloured the band where they will be hidden by turn down of socks.

MARKING INK: Under tongue for slippers, shoes, gym shoes and boots.

TOP OUTSIDE NEAR DRAWSTRING: Laundry bag.

LOST PROPERTY

Problems are escalating. Please sew on labels. We can ask our ladies to do it for you when boys get new clothes while here. We will email out a lost property doc with photos on it each term.

Second Hand Uniform

There is currently a stock of second hand clothing available. If you have a uniform that you would like to either donate to the school for resale or for resale on your behalf, please drop it off to Rosemary or the school office. Please clearly indicate which option you prefer.

General Guidelines

Dress

Boarders are expected to wear their school uniform correctly and with pride. They are also expected to be neat and tidy when not in uniform

Hair

Hair must not be artificially coloured and styles must not be unkempt or too unconventional. Mr Campbell will make decisions about whether length or style is acceptable. Boys who are unhappy with his rulings may appeal to the Principal.

Piercings and Tattoos

These are not permitted by the School or the Boarding House, unless the students and families get permission from the school principal.



Drugs and substance abuse

Boarders are not permitted to buy, consume or be in possession of any illegal drug, or abuse any substance, while under the control of the boarding house.

Alcohol

The penalty for buying, drinking or being in possession of alcohol may range from suspension and gating to expulsion from the house. There is zero tolerance for coming back to the Boarding House after drinking alcohol. Each case will be treated on its merits but the house maintains a strict “no alcohol” standard. This applies equally to boarders who are 18 years and older.

Smoking or Vaping

Boarders may not smoke or vape while they are our responsibility or in our care. Parents will be informed if any boy is found doing this.

Theft

Any boarder who is apprehended stealing any item in or out of the boarding house may be reported to the police. Again, the “offender” could be suspended or expelled, depending upon the circumstances.

Harassment

Physical, verbal and sexual harassment will not be tolerated. Any member of the boarding house, whether student, house manager, matron, housemaster or other employee, who knows about or is the victim of harassment should approach the Director of Boarding, the Principal or any staff member or senior student he feels comfortable talking with.

All staff will treat all complaints, concerns and allegations about bullying extremely seriously. Depending on the circumstances of the incident, or incidents, the “offender” may face serious sanctions.



Vehicles

Year 13 boarders may be permitted to have their vehicles at the boarding house, but only with Mr Campbell's express approval. **This is a privilege that he may withdraw at any time, and for any length of time, if he decides there is good reason. This senior student privilege is subject to constraints about (1) what cars may be used for; (2) times that they may be driven; (3) carrying other passengers; and (4) where they are parked.**

Any boarder who is found to have an unauthorised vehicle while living at the boarding house will have the vehicle impounded, his parents will be informed and disciplinary action will be taken.

WARNING: McGlashan vehicles have been targeted by thieves. Expensive stereos etc are attractive. Boys park vehicles in the angle parks only and do so 'at their own risk'.

Passengers in vehicles

Boarders may not travel in other boys' vehicles unless they have been granted permission to do so by House Masters, after their parents have given approval on the appropriate form. No driver has the right to take boys without staff approval and a full licence.

Gating

Gating is one means of disciplining those who do not comply with the rules. While gated, boarders will not be allowed to leave the house, with the exception of attending school, participating in sports practices or games, after which they must return immediately. Home or other weekend leave cannot be taken for granted during gating periods.

Bikes, skateboards and scooters

Boarders are permitted to have bikes, skateboards and scooters at the boarding house as long as they are stored appropriately. They are expected to obey all rules and instructions relating to them and use them only where and when permitted.

Firearms and dangerous equipment

All firearms (used for trapshooting, mainly) brought into the boarding house must be clearly named and held by the Boarding Manager and put into his care immediately upon arrival. This includes other dangerous sporting equipment such as hunting knives and spearguns that boys may be holding or transporting between the house and home. No boy is to bring ammunition to the boarding house.

Property

Boys should not borrow money or other items from other boys. Nor should they leave money lying around dorms or bedrooms.

Damage to boarding house or school property

If a boarder damages any house or school property he must report this to a staff member immediately. Appropriate forms must be completed and, depending upon the circumstances, boys can expect to be charged for any damage they cause. Failure to report damage in rooms will result in charges. Boys are to take responsibility for all aspects of their room.

Girls and visitors to the house

All visitors should be introduced to the duty Housemaster on arrival.

Girls are permitted to be in the grounds or house common room areas only. Boys who are hosting visitors must first report this to the person on duty. All visitors should know that they are permitted to be in common room areas only.

Parents are allowed into the boys rooms, but should talk to the housemasters on arrival so that they are aware that they are onsite if there is an emergency.

Holidays

Whenever the Boarding House closes for term holidays or long weekends, 5pm is the closing time. The boarding house always re-opens at 3pm on the Sunday or Monday afternoon. Boys make their own evening meal arrangements. Exceptions to these times can sometimes be arranged.

Governance of the Boarding House is the responsibility of the Board of Proprietors who have appointed a number of boarding house family representees. Parent representees and contacts are listed below:

Hamish McKenzie	021963768
Debbie Erskine	0272456522
Stephen Crawford	0211097465
Juliet Gray	021677342

All day to day management is the responsibility of the Director of Boarding and his team. The Director of Boarding is supported by and answerable to the Principal and the Board of Proprietors. If parents have any issues or concerns they should always be raised with the Director of Boarding in the first instance.



Van Use

The Boarding House will provide transport daily for those who have sporting commitments and also for those who require transport to and from the bus depot and airport.

A whiteboard can be found in the hallway in the office area where all relevant information is to be recorded. Your son must include his name, date, destination, leave and pick up times, and finally the number of passengers. This information should be written up for the housemasters to see at least two days prior to the date of the trip.

Please nominate a team member to take control of this process if part of a team.

It is important to be flexible with the timing of pick-ups and drop off's as the housemaster will most likely be juggling a number of trips at once. Your son should also be prepared to order a taxi if a ride is not possible.

Catering

Our Catering staff aim to help boarders develop good eating habits, by providing a healthy and well balanced selection of food for growing and active young men.

If you would like to discuss your son's special dietary needs and nutritional requirements, such as allergies, please do not hesitate to contact our Catering Manager Leo Park

Pull Out Section – please complete and return to Mr Campbell or Mrs Stevenson

PARENT APPROVAL FORM

Boarder's Name
Cell Phone Number:

At McGlashan Boarding House we want to create a boarding environment that enables students to enjoy a recreational life as close as possible to that provided in their own family. As an institution however, we carry a high level of responsibility and accountability for the safety of boarders to an extent that exceeds that of parents. We must accord to the level of 'reasonable parents', not 'ordinary parents'. This naturally leads us to feel cautious in what we can permit boarders to do. This form is an endeavour to strike a balance between your and our responsibility, thus preventing excessive restrictions on what your son can do. Please take time to consider these issues and contact the Director of Boarding should you have any questions or concerns.

1. SUPERVISED ACTIVITIES:

These are any activities your son chooses to participate in that are organised by the College and supervised by College staff and/or other organisations or adults. Examples could include sporting trips, skiing and house trips to the beach.

I give my permission for my son to participate in Supervised Activities.

Signed

2. UNSUPERVISED LOCAL ACTIVITIES:

These are activities within the City and its locality for which John McGlashan College provides no staff supervision. Examples could include trips to town, visiting friends in the local area, going to the movies, and attendance at clubs or societies. It excludes any overnight activities or visits for which your specific permission is sought.

I give permission for my son to participate in Unsupervised Activities

Signed:

3. UNSUPERVISED LOCAL SWIMMING:

Many boys will want to go to the beach and rivers for swimming and surfing. This is always a worry to me because housemasters are generally unable to supervise boys at the beach/rivers because of their boarding house commitments. I always instruct the boys to swim between the flags where there are lifeguards on duty.

I DO / DO NOT give my son permission to swim at the beach or rivers.

I realise John McGlashan College will not be responsible in the event of an accident occurring.

Signed

4. CARS:

From time to time some boys have been passengers in cars driven by students who do not have their full license. Please talk to your son about the serious nature of this offence and the possible consequences - licence penalties, accidents, injuries etc.

I DO / DO NOT give my son permission to travel in cars driven by boys who are fully licenced and accept responsibility for this.

Signed

5. SHARING OF PARENT PHONE/ADDRESS / email LIST:

Many parents have requested lists to enhance boarder parent networking. Privacy issues curtail us from automatically distributing lists.

I DO / DO NOT give permission to circulate our details to other boarders' parents.

Signed

6. HOUSE MASTERS' ACTIVITY FEE:

It is desirable to have House Masters able to access money on a user-pays basis for initiatives to involve boys in weekend activities.

I GIVE PERMISSION for up to \$150 per term to be charged to my son's account for activities arranged by House Masters.

Signed

7. USE OF TECHNOLOGY:

Computers, iPods, Cell Phones etc. are to be used appropriately.

It is acknowledged that Boarding House staff have the right to audit use and/or confiscate items if inappropriate use is suspected.

Signed:

SUMMARY

I understand that participation in any activity carries a degree of risk either of bodily or emotional injury or property loss. I accept full responsibility for my son when he is participating in the unsupervised activities indicated above including any financial cost. I also understand that in all instances John McGlashan College staff have the final decision in allowing my son to participate in any activity and that they will act prudently in this respect, and that further conditions are likely to be applied to those activities that present significant risk.

My son understands that he must act within the rules of the school and that he should not act in such a way as to endanger either himself or others.

Student's Name:

Student's Signature:

Parents Signature:

Date

People I am happy with my son to leave the boarding house with:

- .
- .
- .
- .
- .
- .
- .

Medical Record (This needs to be completed annually)

Surname

Date of Birth:

Christian Names:

Date of School Entry:

Home Address:

Mothers Name and Contact Numbers

Home

Work

Cell

Fathers Name and Contact Numbers

Home

Work

Cell

Alternative Name and Contact Number

Family Doctor:

FAMILY INFORMATION:

Number of siblings:

Place in family:

Any relevant factors concerning family structure?

Any significant illnesses in the immediate family?

PREVIOUS HEALTH:

	YES	NO		YES	NO
Measles			Tonsillitis		
Mumps			Recurrent ear infection		
Chicken Pox			Asthma, allergies		
Rheumatic fever			Fits or convulsions		

Any operations?

Any other illness or injury?

Drug allergies

IMMUNISATIONS:

	Year	YES	NO		Year	YES	NO
3 Months Triple & Polio				Hepatitis B (1 st)			
5 Months Triple & Polio				Hepatitis B (2 nd)			
15 Months Measles				Hepatitis B (3 rd)			
18 Months Double & Polio				Tetanus			
5 Year Polio				Measles, Mumps, Rubella			
Menz B							

Any other immunisations? (Give Date



);

Medical Record – continued

PRESENT HEALTH:

	YES	NO	DETAILS
Any current illness?			
Any continuing medication?			
Any disabilities?			
Any psychological problems? or Mental Health Issues?			

Any other requirements concerning health care, for example – Sleepwalking, bed wetting, Anxiety?

Community Services Card?

YES / NO

Card Name

Card Number:

Expiry Date

Medical Insurance

YES / NO

I/We consent to my/our child being treated by a health provider (including dentist/doctor) at the John McGlashan College Boarding Hostel's discretion.

I/We consent to medication being administered by staff at the John McGlashan College Boarding Hostel.

Signed: Date:

John McGlashan College

Application for Motor Vehicle Permission (Yr 13)

Name of Boarder:

Vehicle Make & Colour: Registration No :
.....

License Type: **RESTRICTED** ☐ **FULL** ☐ enclose photo copy

Conditions:

I understand that during the first weeks of the year the vehicle will be used only for direct travel between home and the boarding house and for purposes listed below, except as authorised by the Director or Assistant Director of Boarding. In addition I agree that:

1. I will not carry any passengers except with prior permission from my parents and my passengers' parents.
2. I will not lend the vehicle to any other person while I have it at the hostel.
3. I will comply with all road user laws and act in a sensible manner at all times while in charge of the vehicle.
4. The vehicle will be parked in the angle parks in Passmore Crescent.
5. I understand that if I do not comply with any of the above rules, permission to have the vehicle at the hostel will be withdrawn.
6. I understand that it is very unlikely that the vehicle will be permitted to be used **after 7pm**.
7. I fully understand my parents' expectations and undertake not to seek permission for any usage outside of these guidelines.
8. I understand it is my responsibility to return keys to a staff member as soon as practical after each use.
9. My right to any exemption (see below) is an additional privilege that I understand can be withdrawn if I do not comply with the conditions set out on this form.
10. My vehicle must be appropriately insured.

Exemption:

If your car is needed for regular sports practices or other activities, please list these below:

PLACE OF PRACTICE/ACTIVITY	DAY OF WEEK	TIME

Statement:

We have read the Policy and we acknowledge that Boarding House Management are not responsible for any injury or accident to persons or property associated with granting permission for vehicle use.

..... Boarder
..... Parent
..... Director
..... Date

John McGlashan College Boarding House

Application for Firearm Storage Permission

Name of Boarder:

Gun Make: **Serial No :**
.....

Firearm License: NO ☐ ☒ } enclose
photo copy

Conditions:

I understand that having a firearm stored in the Boarding House Armoury is a privilege. I acknowledge that safety is paramount and that all safety training opportunities offered to me at the club or the Boarding House must be taken up. Nevertheless, I acknowledge that awareness and training in the safe use of a firearm is the responsibility of my parents and myself.

I agree that the rules set out in the Policy on the Storage of Firearms in the Boarding House are appropriate and that I will comply with these. Therefore I agree that:

1. I will take part in regular safety training at the club and in any training held at the Boarding House.
2. The firearm will be in a clearly named case.
3. The firearm will always be stored in the Armoury.
4. I will not store any ammunition with the gun, in the Armoury, or at any other location at the Boarding House.
5. I will never have ammunition on my person or in my possession.
6. I will only move the firearm from the Armoury with an adult present. I know and acknowledge that the adult must be a Boarding House staff member or a parent.
7. I understand that if I do not comply with any of the above rules, permission to have the firearm stored at the hostel will be withdrawn.
8. The gun must be appropriately insured.

Statement:

We have read the Policy on the Storage of Firearms in the Boarding House and undertake to comply with all the rules and requirements set out here and in the Policy. We acknowledge that Boarding House Management are not responsible for any injury or accident to persons or property associated with granting permission for the storage of the firearm.

..... Boarder

..... Parent

..... Director

..... Date



BOARDERS' CHECK LIST

School Jacket	Optional
Blazer – Seniors Only	1
Shorts - Grey	3 pairs
Longs - Grey Juniors	2 if wearing longs in winter
Longs – Grey Seniors	2pr
Shirts - White Juniors	3
Shirts - White Seniors	4
College Jersey - Junior & Senior - navy	2
Shirts - Grey Half front opening (Juniors)	3
School Tie	2
Shoes - Plain black leather lace up	1 pair
Sports Uniform compulsory	2 pairs of shorts
Socks - regulation	6 pair
Alarm Clock	1
Swimming Togs	1
Hat	1
Coat Hangers	At least 6
Face cloths	2
Towels	4
Laundry Bag	1
Toiletries	
Shoe Cleaning Kit	
Two dozen spare name tapes	
One box of tissues	
Duvet Inner and cover	
Fitted Sheets (Optional)	
Blanket (eg Mink)	
School Bag	
1 Net wash bag for socks	Matron will sort

Boarding House Policies

Many of our policies are reflected in the rules in this booklet. A Board of Proprietors governs our Boarding House, they have a Policy subcommittee who have confirmed the following policies and some “one-liners.

Sickness and Injury

Purpose

To set out the guidelines to ensure that boys who are sick or injured receive the appropriate care and treatment.

Background

The Board of Proprietors own and operate a Boarding House for boys attending John McGlashan College. The Boarding House aims to provide a safe and caring environment that facilitates a high standard of physical health and emotional wellbeing for boys and minimises absence from school. The Boarding House has a full time Matron, a general practitioner in attendance three mornings per week and arrangements with physiotherapists and radiologists.

Guidelines

1. On enrolment boys and their parents will complete a medical questionnaire. Parents will be asked annually to inform the Boarding House of any changes.
2. All boarding boys receive an influenza vaccination unless parents advise formally an opt out for their son.
3. Boys are expected to observe basic hygiene to help maintain good health and prevent the spread of illness.
4. Boys who become sick during the school day report to the school office and sick bay before returning to the Boarding House. The Matron or Director are to be informed.
5. A main priority for Boarding House staff on duty is to check the boys who are sick in bed. Any boy who requires constant monitoring will be put in sick bay.
6. A significant part of the Matron’s role is to support the boy’s well-being and she prioritises and is responsible for:
 - a. assessing all boys who are ill and determine the appropriate treatment,
 - b. facilitating the return to School when the boy is well enough,
 - c. keeping parents informed of the status of their son when significant illness or injury occurs,
 - d. working with the parents to facilitate appropriate treatment to assist rehabilitation after injury,
 - e. assisting with making appointments with health practitioners,
 - f. ensuring all medication that is dispensed is recorded
 - g. ensuring boys in bed have access to plenty of fluids and suitable food
 - h. facilitating access to boy’s cell phones so that they can contact her if they need attention
 - i. considering the health of other boys in the Boarding House when determining where boys will be treated
 - j. having systems in place to ensure all boys who are ill are identified promptly

- k. reconciling school absences.
- 7. House Masters have delegated responsibility to ring ambulances or take boys to Health Professionals as the need arises. In addition they shall:
 - a. keep the Matron and/or the Director informed of the status of sick boys
 - b. record overnight illnesses on the Board for Matron's attention
 - c. record any medicines they dispense,
 - d. promptly involve the Matron or Director if concerns arise around any boy
- 8. All sickness or injury related incidents will be recorded under pastoral notes in Reach.

Appendix:

- 1. Dr Wishart is in attendance three mornings per week.
- 2. All boys when they are enrolled will fill out a medical questionnaire. Parents are expected, and will be reminded to inform the Boarding House if there are any changes to be made to the information on file.
- 3. The Matron's major role is to support the boy's well-being and she is often able to assist making appointments. The Boarding House has arrangements with physiotherapists and radiologists.
- 4. Boys who become sick during the school day are to report to the school office and then to sick bay before returning to the Boarding House. The Matron or Director are to be informed.
- 5. Boys in bed will have access to their cell phones so that they can contact the Matron or Director if they need attention.
- 6. It is a priority for staff on duty to check the boys who are sick in bed. Any boy who requires constant checking will be put in sick bay.
- 7. Boys in bed are to have access to plenty of fluids and suitable food is to be offered. Housemasters are to keep the Matron and/or Director informed of the status of sick boys.
- 8. Boys are expected to observe basic hygiene to help maintain good health and prevent the spread of illness.
- 9. Dr Wishart recommends that all Boarding boys receive an influenza vaccination unless the parents request otherwise.

Concerns & Complaints Policy

Purpose

The purpose of this policy is to provide a framework for addressing concerns and complaints at the Boarding House.

Background

The Board of Proprietors own and operate the Boarding House for boys attending John McGlashan College. Addressing concerns and complaints is an important part of continually improving the Boarding House environment and boarding house staff, management, students, parents/caregivers are encouraged to have early dialogue and open communication about concerns and complaints.

Definitions

1. Concerns: matters which can be resolved by discussions amongst the affected parties.
2. Complaints: concerns that are not resolved by discussion and the party/parties wish to elevate. A complaint may be by parents/caregivers against staff and/or Management, or by staff against another staff member, or by staff against the Director of Boarding.
3. Chairperson: Chair of the Board of Proprietors and/or appointed Boarding House Liaison Board Member

Policy

1. All concerns will be dealt with by the relevant individuals in a prompt and courteous manner. The expectation is that most concerns will be resolved informally.
2. Formal Complaints must be in writing. The complaint, the response, and the reporting to the Board will all be documented.
3. All complaints will be investigated. Affected parties will participate in the investigation.
4. The complaint and investigation will be confidential and only advised to appropriate individuals and organisations.
5. Guidance and support will be available to staff and students when necessary.

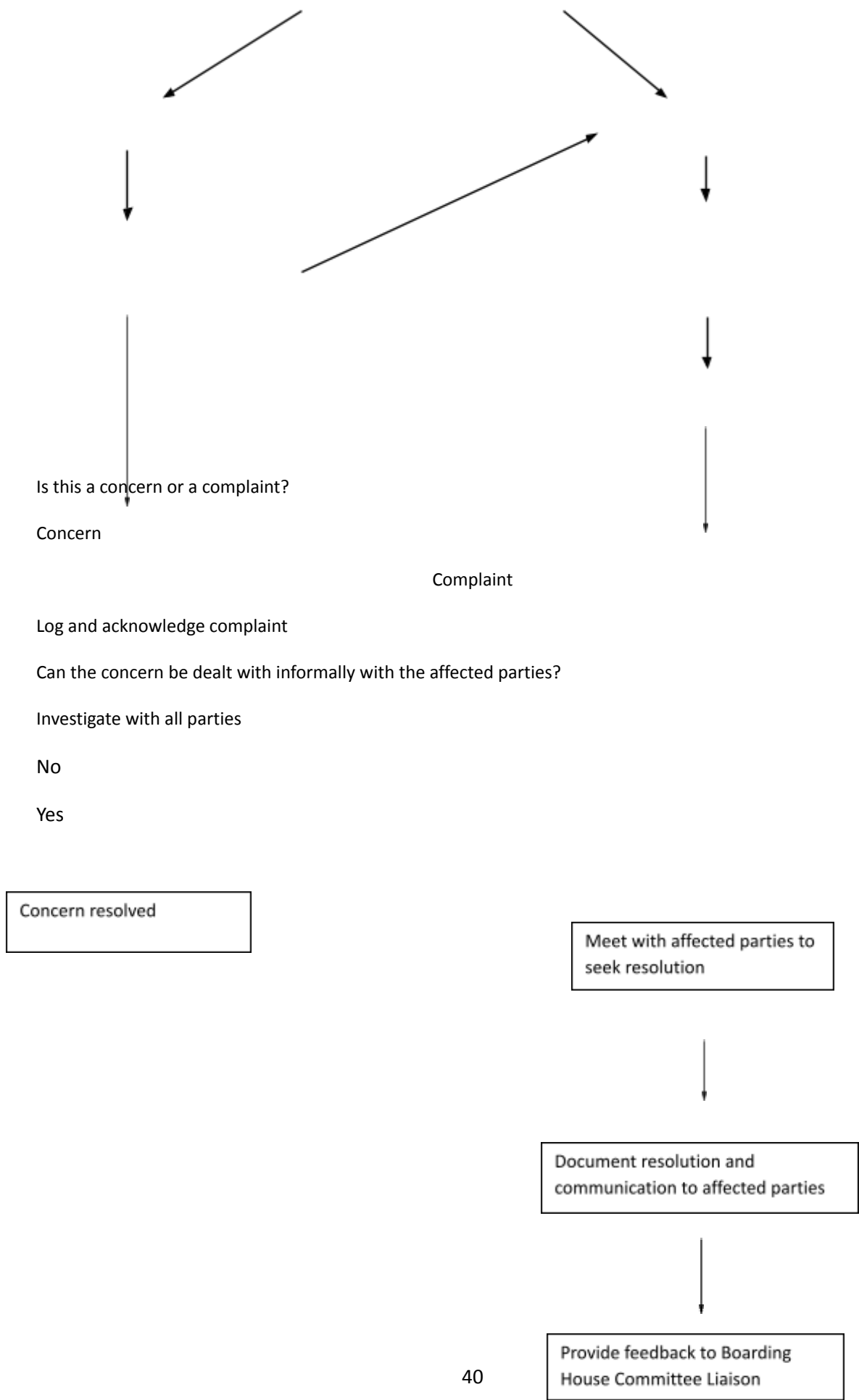
Procedures

1. All formal complaints must be lodged in writing to the Director of Boarding. Complaints should identify all relevant parties and the specific issues that form the substance of the complaint.
2. If the Director of Boarding is a party to the complaint, then the complaint must be lodged with the Principal and a copy provided to the Liaison
3. The Director of Boarding will maintain a log of formal complaints, recording the date of receipt, date of resolution and a brief summary of outcome. Formal complaints will be kept and filed in chronological order noting parties affected, timelines of subsequent action, and outcomes.
4. The Director of Boarding will report to the Liaison and Principal on the number and outcome of formal complaints.
5. Complaints will be acknowledged in writing within five working days by the Director of Boarding, Principal or Liaison when the timeframe and plan for the investigation will be communicated.
6. The Director of Boarding/Liaison and/or Principal/Chairperson/Liaison will investigate the complaint. The complainant may be contacted to clarify the complaint.
7. Affected parties will be given a copy of the complaint and be allowed time 3 Working days to provide a written response. A meeting will be scheduled with the Director of Boarding to hear the response, and the affected party is given the option of bringing an advocate or support person to this meeting.
8. The parties investigating the complaint will make a determination about the complaint.
9. The outcome will be communicated to the complainant in writing outlining the findings and remedies, if any, that have been determined to be appropriate.
10. Every effort will be made to conclude the investigation and determination of complaints within ten working days. The complainant will be advised in writing if there is a delay due to unforeseen circumstances.

Date: March 2021:

Next review date: March 2022

Signed:



Student Harassment

(Intimidation – Cultural – Sexual – Cyber – Exclusion)

Rationale

John McGlashan College is committed to ensuring that the boarding-house environment is harassment free for all students.

Background

The Board of Proprietors own and operate a Boarding House for boys attending John McGlashan College. The Boarding House is a home away from home for the boarder boys during the school term and the boarders and house masters live as an enlarged family. The Boarding House should be a safe and happy environment where every boy feels respected by others and free to be himself within the context of the Boarding House rules about behaviour.

Purpose

The purpose of this policy is to provide clarity about the Boarding Houses position and response to concerns, complaints, allegations and incidents of harassment, bullying and Intimidation.

John McGlashan College committed to:

- creating a living environment that is free from harassment and where all community members are treated with courtesy, dignity and respect;
- promoting appropriate standards of conduct at all times;
- implementing strategies to ensure that all members of the boarding-house community know their rights and responsibilities in this area;
- provide an effective complaints procedure based on principles of natural justice;
- treat all complaints in a serious, sensitive, fair, timely and confidential manner;
- guarantee against victimisation or reprisals.

Definitions

1. Harassment and bullying is offending or insulting another person for being who they are, or what they believe in. It can be categorised and defined as follows:
 - 1.1 Physical: hitting, poking, tripping or pushing, to hurt and intimidate or repeatedly and intentionally taking or damaging someone's belongings;
 - 1.2 Verbal: using negative words, name calling, insults, homophobic or racist slurs, and words used to intentionally upset or make fun of someone because of their appearance, physical characteristics or race;

- 1.3 Social: backstabbing, spreading rumours, engaging in gossip, nasty pranks, repeated mimicking and deliberate exclusion;
- 1.4 Psychological: repeatedly and intentionally using words or actions to cause psychological harm including intimidation, manipulation and stalking;
- 1.5 Cyber: using technology to verbally, socially or psychologically bully;
- 1.6 Sexual: offensive behaviour of a sexual nature.
2. Concerns: matters which can be resolved by discussions amongst the affected parties.
3. Complaints: concerns that are not resolved by discussion and the party/parties wish to elevate. A complaint may be by parents/caregivers against staff and/or Management, or by staff against another staff member, or by staff against the Director of Boarding.
4. Stand-down: the removal of a student from the Boarding House for a specified number of days (usually up to 10).
5. Suspension: the removal of a student from the Boarding House either temporarily or permanently.

Definitions of Harassment

Harassment is any form of abuse of power or discrimination which causes offence to another or invades his or her personal dignity or personal privacy. Without limiting the proceeding definitions, harassment may take any of the following forms:

- Intimidation – intimidation is any behaviour that frightens another.
- Cultural harassment – cultural harassment is behaviour of an offensive nature towards another which occurs by reason of the race, religion, colour or ethnic or national origin of the other. Examples of cultural harassment include but are not limited to;
 - o making offensive remarks about a person's race;
 - o copying or making fun of the way a person speaks;
 - o making jokes about a person's race;
 - o calling people by racist names;
 - o deliberately mispronouncing or mocking people's names.
- Sexual harassment – sexual harassment is behaviour of an offensive nature towards another which occurs by reason of the gender or sexual preference of that other. Examples of sexual harassment include but are not limited to:
 - o personally sexually offensive comments;
 - o sexual or smutty jokes;
 - o unwanted comments or teasing about a person's sexual activities, sexual orientation, gender identity or private life;
 - o offensive hand or body gestures;
 - o unwanted physical contact such as petting, pinching or touching;
 - o provocative posters with a sexual connotation;
 - o persistent and unwelcome social invitations bracket or telephone calls, emails or social media contact/posting;
 - o inference or promises of preferential treatment in exchange for sex;
 - o threats of differential treatment if sexual activity is not offered;
 - o sexual assault and rape;
 - o sexual harassment is not behaviour that is based on mutual attraction, friendship or respect. If the interaction is consensual welcomed and reciprocated then it is not sexual harassment.
- Cyber harassment – cyber harassment includes intimidating or offensive use of digital technology. Examples of cyber harassment include but are not limited to:

- o an appropriate use of emails, mobile phones or social media including the creation of groups; pages or websites that encourage or facilitate any form of harassment;
- o sharing images of others whether manipulated or not manipulated (without explicit consent).

Exclusion – exclusion is the deliberate isolation of another.

Policy

1. Bullying and harassment are **NOT** an inevitable part of school life – they will not be allowed or tolerated at the Boarding House.
2. Everyone - boarder boys, house masters, employees - should be free from harassment, bullying and intimidation.
3. Boarding House staff will cultivate a culture of inclusion and tolerance of others.
4. Immediate action will be taken to safeguard anyone feeling threatened verbally or physically. Emotional support and comfort will also be provided.
5. All concerns, complaints and allegations of harassment, bullying and intimidation will be taken extremely seriously and investigated as soon as is practically possible.
6. Parents of victims of harassment, bullying or intimidation will be advised of any incident(s).

Options available for dealing with harassment

There are a variety of possible informal and formal options for dealing with harassment:

Self-help – this may involve:

- confronting the person to tell them in private that their behaviour is offensive and requested to stop;
- speaking to the person in the presence of another suitable person;
- confronting the person should only be considered when the victim feels safe and comfortable to do so.

Informal intervention – this may involve the student approaching any of the following to assist with an informal intervention:

- director of boarding;
- school principal;
- senior managers/matrons;
- house masters.

The approached staff member will act quickly, discreetly and fairly, and ensure that all discussions in any investigations are conducted in strictest confidence. The approached staff member or senior manager may ask that someone more senior take over the investigation if they deem it necessary and appropriate to do so.

It is the role of the investigating staff member to explain relevant procedures to the student. This will be done with the knowledge of the student's parents/caregivers and this is to allow the student to choose whether to proceed with any follow-up.

Should this not produce the desired result the investigation will be escalated. At no point should a student be required to make a formal complaint unless the student wishes to do so of their own free volition.

Formal complaint – if self-help or informal intervention have not worked, or if the allegation is, in the students or parents/caregivers view, serious enough to warrant formal complaint, the parent/caregivers of the student should:

- contact the principal of the school. They may be advised to provide a written complaint, following the complaints procedure.
- A full investigation will follow. At this stage, the college must consider that disciplinary action involving stand down or suspension may follow and ensure at all times the principle of natural justice and ministry guidelines are followed.

Procedures

1. Anyone who feels they are experiencing harassment, bullying or intimidation should tell someone they feel comfortable discussing it with – other boarders, senior boarders, boarding house prefects, house masters, Matron or the Director of Boarding.
2. As soon as possible reports not made directly to the Matron or Director of Boarding should be elevated to either them or the Principal.
3. The concerns & complaints policy and disciplinary policies will apply however their application will not stand in the way of immediate action to alleviate matters.
4. The Director Boarding will consider the circumstances of any incident or incidents and may stand down or suspend the offender(s).
5. Parents of offender(s) will be advised of all but the most minor incidents.

Interviewing process

The principal of the College or the director of boarding (or someone delegated by them) will interview all those involved in the matter and decide upon next steps. Any students interviewed will be offered the opportunity to bring a support person with them to the interview. The parent/caregiver of any student interviewed for information must be informed prior to the interview.

The aim of these meetings will be to:

- gather information to confirm specific details of the complaint;
- advise the perpetrator and their parents that they are the subject of a complaint;
- identify an appropriate pathway forward through either restorative processes, parent/caregiver contact and/or meetings of both the complainant in the perpetrator;
- consider the need for the board of proprietors' involvement and/or involvement of other relevant agencies such as Oranga Tamariki; Ministry of Education; police et cetera;
- record the incident on the student management system;
- offer and organise counselling where deemed appropriate;
- follow-up should be discussed with all students and parents/caregivers involved.

At all times take every step possible to ensure the privacy of those involved and the existence of a complaint must at all times remain confidential.

Consequences and outcomes

A variety of consequences will apply according to the severity of the situation and whether it is a first or subsequent offence. Consequences may include an apology, counselling, compensation, disciplinary action, misconduct proceedings, restorative justice programmes or stand down/suspension. Suspension or exclusion from the boarding-house will only occur after a board discipline hearing.

John McGlashan College undertakes to:

- treat all complaints seriously and sympathetically;
- treat all complaints promptly, confidentially and in terms with this policy;
- investigate all complaints impartially;
- ensure that any college complaints policy and procedures are followed;
- notify all relevant agencies and ensure that all participants are supported.

Outcomes

John McGlashan College orders commerce staff and caregivers can be assured that:

- there is no place for harassment at the college;
- there are effective policies and procedures in place to deal with harassment expeditiously before when it occurs;
- actions taken will aim to assist all concerned and to minimise risk or remaining difficulties for the victim;
- restorative processes shall be explored with all parties in preference to any punitive focus.

Motor Vehicle at Boarding House

Purpose

To provide guidelines for boys seeking permission to have motor vehicles while residing at the Boarding House and/or to ride in vehicles driven by other boys.

Background

The Board of Proprietors own and operate a Boarding House for boys attending John McGlashan College. Year 13 boarding boys may apply for the privilege of having a motor vehicle at the Boarding House. The Board of Proprietors delegate the authority to accept, decline or revoke applications to the Director of Boarding.

Guidelines

1. Only Year 13 boys can apply for the **privilege** of bringing motor vehicles to the Boarding House.
2. Applications must be on the prescribed form and approved by the Director of Boarding before a vehicle can be brought to the boarding house.
3. Every request for permission to have a motor vehicle at the Boarding House must be made in writing to the Director of Boarding on the motor vehicle permission form.
4. Every boy who has a motor vehicle at the Boarding House must adhere to the following rules:
 - 4.1 The boy must hold an appropriate restricted or full drivers licence.
 - 4.2 The keys of the motor vehicles are held by the House Master on duty.
 - 4.3 Motor vehicles are to be parked in the angle parks on Passmore Crescent.
 - 4.4 Motor vehicles must not be used during the school day without the express permission of a staff member on each occasion.
 - 4.5 Motor vehicles must only be used for the purpose for which the original permission was granted.

- 4.6 No passengers may be carried in a motor vehicle by any boy unless that boy's parents have given written permission for him to take passengers. The driver is never to take passengers unless he has ascertained that the passenger's parents have completed the "permission to travel with fully licenced boys" permission form
5. Boys can only travel in motor vehicles driven by other boarder or day boys in the following circumstances :
 - 5.1 The boy's parents have completed the "permission to travel with fully licenced boys" permission form
 - 5.2 Housemaster's permission has been sought by the driver and passenger and granted in each instance
6. In exceptional circumstances the Director of Boarding may allow a Year 12 boy to bring a motor vehicle to school for a limited time based on, but not limited to, the following considerations:
 - a) General Behaviour
 - b) Attitude and contribution
 - c) Specific family circumstances
 - d) Specific and special travel need

Any boy who drives or is a passenger in a motor vehicle driven by another boy, and who does not have the authority to do so shall be subject to the boarding house disciplinary procedures/punishment.

Revocation of Privilege

Where boys do not adhere to any provision of this policy the Director of Boarding shall have the right to revoke or restrict use of the motor vehicle.

Own Risk

1. All motor vehicles are parked at the owner's 'own risk'. McGlashan vehicles and their contents have been targeted by thieves. It is recommended that vehicles are insured by the owners of the vehicle.
2. The purpose of this policy is to provide guidelines and controls to keep boarder boys safe around motor vehicles driven by them or any other boarder or day boys. While the Boarding House staff will use best endeavours to ensure boys comply with the policy the use of motor vehicles is expressly only available with parental permission and is on an own risk basis. Accordingly, the Boarding House Management and the Board of proprietors accepts no liability for any injury to boys and/or damage to motor vehicles

Storage of Firearms at the Boarding House

Purpose

The purpose of this policy is to provide guidelines for boys and parents regarding the safe use and storage of firearms in the Armoury at the Boarding House.

Background

The Board of Proprietors own and operate a Boarding House for boys attending John McGlashan College. Some boarder boys take part in small bore and clay bird shooting as part of their sporting activities which requires regular access to firearms. The Boarding House has a secure, police approved, Armoury (storage site) and is prepared to store firearms at the request of parents and Clubs for those boys who are involved in these activities. Regular gun safety courses are run for boarding house boys and they are supported to apply for their firearms license once they reach the eligible age.

Guidelines

7. The Director of Boarding or his delegate is responsible for the security of the Armoury.
8. The Armoury is always locked unless the Director of Boarding or his delegate is supervising the removal of guns for transportation to club activities or the boy's home.
9. There will always be at least one member of the Boarding House staff who holds a current firearms license.
10. The Armoury has been approved by the police in accordance with the relevant legislation. Regular inspections are carried out by the police and they will be consulted if any changes are planned.
11. It is the responsibility of parents and clubs to ensure that boys have been trained in the safe use and storage of guns.
12. Every boy who has a firearm stored in the Boarding House Armoury must adhere to the following rules:
 - 4.1 The boy must partake in regular safety training at the club and in any training held at the Boarding House.
 - 4.2 The firearm must be in a clearly named case.
 - 4.3 The firearm must always be stored in the Armoury.
 - 4.4 No ammunition can be stored with the gun, in the Armoury, or at any other location at the Boarding House.
 - 4.5 Boys must never have ammunition on their person or in their possession.
 - 4.6 The gun can only be moved from the Armoury with an adult present. The adult must be a Boarding House staff member or a parent.
13. Before any boy may have a firearm stored in the Armoury he and his parents must sign the prescribed form acknowledging that they will abide by these rules.

Revocation of Privilege

The safety of the boys is paramount and any boy who does not adhere to the rules or any other provision of this policy the Director of Boarding shall have the right to revoke the use of the Armoury.

Own Risk

1. All guns are stored in the Armoury at the owner's 'own risk'. Guns should be insured.
2. The purpose of this policy is to provide guidelines and controls to keep all boarding boys safe. While the Boarding House staff will use best endeavours to ensure boys comply with the policy partaking of the sport is expressly only available with parental permission and is on an own risk basis. Accordingly, the Boarding House Management and the Board of proprietors accept no liability for any injury to boys and/or damage to guns either at the Boarding House or at the club.
- 14.

Searching Boys and Confiscations

Purpose

To set out the guidelines for when, and how, staff undertake searches and confiscations of property or possessions at the Boarding House.

Background

The Board of Proprietors own and operate a Boarding House for boys attending John McGlashan College. Their overriding objective is to provide a safe physical and emotional environment where boys are able to achieve their potential. From time to time the achievement of this objective will require the Director of Boarding or his delegates to have the right to access rooms and belongings, including lock boxes and vehicles.

Guidelines

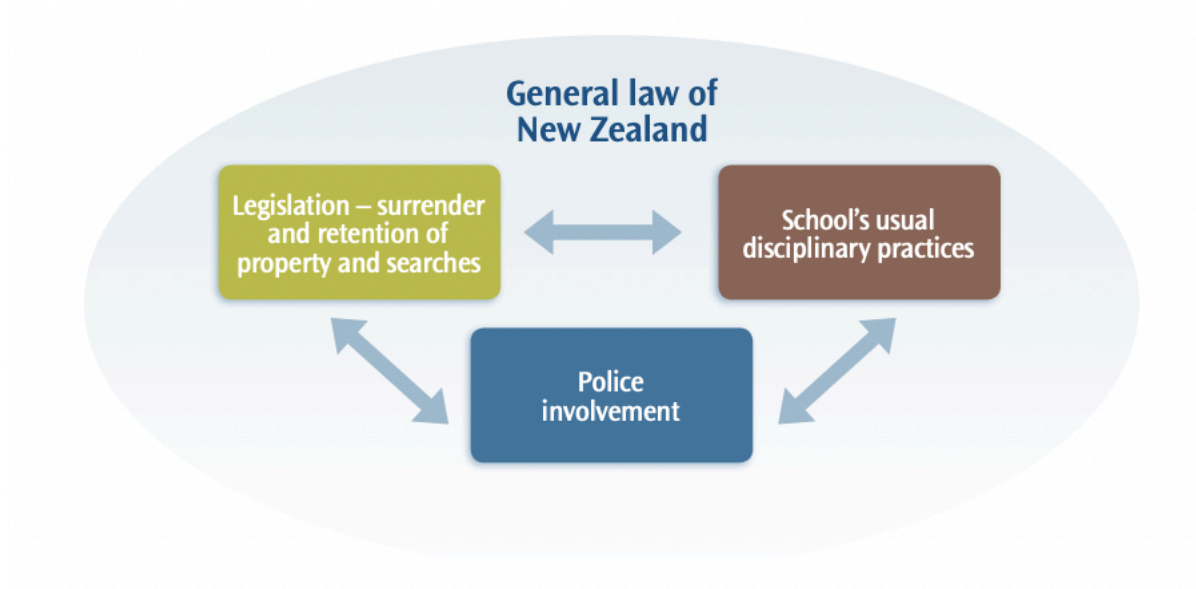
9. Searches will only be undertaken if Management staff believes that fair and proper grounds exist that are reasonably connected with the welfare of the boy, or of any other member of the community
10. Staff do not need to seek a boy's consent before they instruct them to cooperate with a search, or before they begin a search. It will however be very likely that conversations and questioning will occur before a search begins.
11. Searches should be carried out sensitively and with regard to the boy's privacy, mana and dignity.
12. Throughout the process consideration should be given to the need to involve police or parents.
13. Searches beyond the outermost layers of clothing cannot occur without parental or police involvement.
14. A second person should be present for a search unless this is not possible in the circumstances.
15. Confiscation of items can occur if they are deemed to pose a risk, if they are against rules, or if management believes further information regarding their appropriateness is needed.
16. Confiscated property should be kept secure. A plan regarding its future should be made in a timely way.

Associated Documentation:

Management staff will be familiar with the Ministry of Education Guidelines on Searching and Confiscation

Appendix:

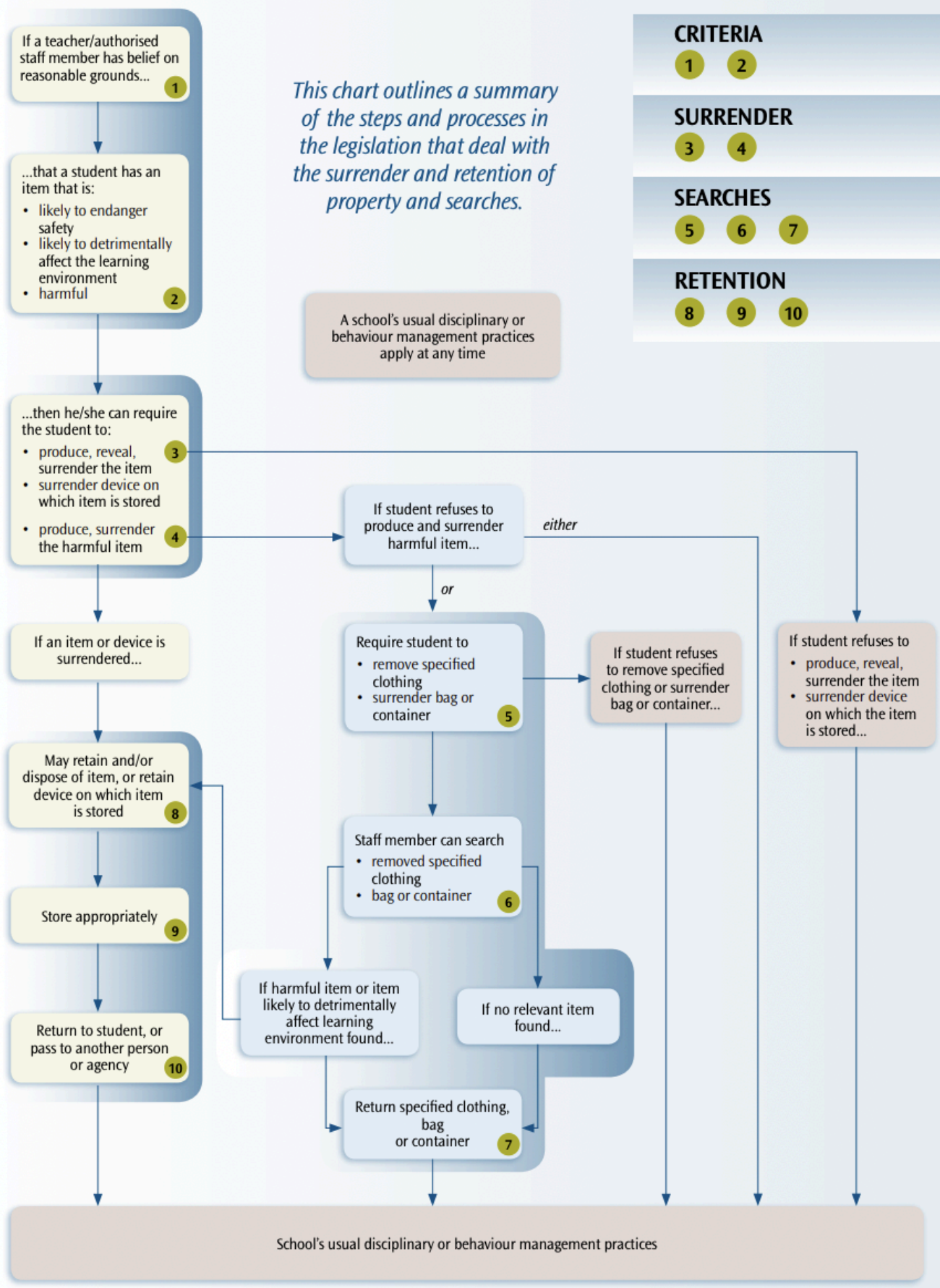
1. Management staff are invited to consider the Ministry of Education Guidelines on Searching and Confiscation as a training document
2. <https://www.education.govt.nz/assets/Documents/School/Guidelines-for-the-surrender-and-retention-of-property-and-searches.pdf>





Summary Chart

Surrender & retention of property and searches



Health and Safety Policy

Purpose

The Board of Proprietor's is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

1) The Board of Proprietor's is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:

- Making health and safety a key part of our role
- working with our workers to improve the health and safety system at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place, including pandemic planning
- training everyone about hazards and risks so everyone can work safely.
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely.
- making sure contractors and subcontractors working at the boarding house operate in a safe manner.

2) All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Completing a staff induction
- Have read the safety risk register
- Being involved in improving health and safety systems at work.
- Following all instructions, rules, procedures and safe ways of working
- Reporting any pain or discomfort as soon as possible
- Reporting all injuries, incidents and near misses.
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

3) Others in the workplace

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in residence at the boarding house, or on boarding house approved activities
- report all injuries, incidents and near misses to their supervisor or manager
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning.

Students and families are provided with basic health and safety rules, information and responsibilities through the Boarding House Handbook. Health and Safety is everyone's responsibility, subsequently all are encouraged and monitored to engage in positive health and safety practices.

This policy should be read in conjunction with the Health and Safety at Work Act 2015 and other relevant legislation as outlined.

Failure to Comply

Failure to comply to Health and Safety Policy and Procedures can be dealt with through:

- Health and Safety Work Act 2015 legislation, and/or
- Individual Employment Agreement Discipline Procedures, and/or
- Student Discipline Procedures.

Major Discipline Issues Policy (Boarding House)

Purpose

To set out the disciplinary processes that apply when boys' transgressions reach the threshold where the Director of Boarding has referred the matter to the College Principal and he or she is considering stand down, suspensions, or permanent exclusion of a boy from the Boarding House.

Background

The Board of Proprietors (BOP) own and operate a Boarding House for boys attending John McGlashan College. They have complete discretion to decide who lives in their Boarding House and for how long. Decisions they make do not affect a student's right to attend the School.

Definitions

- Stand-down: the removal of a student from the Boarding House for a specified number of days (usually up to 3).
- Suspension: the removal of a student from the Boarding House temporarily.
- Permanent Exclusion: the removal of a student from the Boarding House permanently.

Guidelines

1. All discipline matters will be reported to the Director of Boarding who shall investigate incidents and determine the consequences that apply in line with Rules in the Boarders' HandBook.
2. The Director of Boarding will report any breach of rules serious enough to be considered worthy of Stand down, Suspension, or Exclusion to the Principal. The principal will investigate the matter and determine whether the matter is likely to result in Stand down, Suspension or Permanent Exclusion.
3. Where the Principal determines that suspension is appropriate the Director of Boarding or the Principal will communicate with the student's parents and the Chairperson of the Boarding House Committee (of the Board of Proprietors). The Boarding House Chairperson will decide if other committee members should be briefed.
4. If the Principal supports a recommendation of suspension or permanent exclusion the student's parents will be informed verbally, followed by an email as set out in Schedule 1
5. The parents are entitled to a hearing of the Disciplinary Committee as set out in the appendix to this policy.
6. The Principal and Director of Boarding may share general information about behaviour or incidents that lead to disciplinary action with staff and boys in the manner they deem to be appropriate however at all times the requirements of the Privacy Act shall be met.

The principles of natural justice shall be applied throughout this process.

The Disciplinary Committee

1. The Chairperson of the BOP Boarding Committee or their nominee will form a Disciplinary Committee consisting of a minimum of three members who shall come from the Boarding Committee or Board of Proprietors. The Chairperson will take into consideration any conflicts of interest in constituting the committee. The Chairperson can add one further person if they wish.
2. The Disciplinary Committee has the power to act on behalf of the Board of Proprietors and is duly constituted by the Chairperson of the Boarding Committee to hear any matters relating to

discipline that are of a significantly serious nature as to have caused a recommendation of suspension or permanent exclusion. The Disciplinary Committee has the power to:

- lift the suspension without conditions
 - lift the suspension with conditions that relate to the Boarding House
 - permanently exclude the boy from the Boarding House
3. The Director of Boarding, Principal of the College and the Disciplinary Committee have a wide discretion to take into account any matters they deem relevant to the situation. This will include, but is not limited to:
- the seriousness of the current transgression
 - the effect of permanent suspension on the individual and the school boarding community
 - the boy's historical record of behaviour at the boarding house including any previous stand-downs, temporary suspensions, warnings or good behaviour.

The Hearing Process:

The hearing is held as soon as practical and no more than four school days from the date of the suspension. The hearing shall be attended by the Disciplinary Committee, the student and their family, the Director of Boarding and the Principal.

The Director of Boarding will prepare a written report setting out the issues, the matters taken into consideration, and his or her recommendation. The report will be provided to all parties at least 24 hours prior to the hearing.

The venue and timing for the hearing will be as agreed by all parties but shall take into account respect for the privacy of the student and the student's parents. When the venue and time have been set these will be advised verbally to the family and confirmed by email in the form of Schedule 2. The family will be provided with a copy of this policy and informed verbally of the hearing format which will be as follows unless the Chairperson decides that circumstances and emerging information suggest variation is appropriate:

- The Chairperson will make introductions and opening statements.
- The Director of Boarding will speak to his report.
- The student/parents will be invited to speak. This can include questions of the Director of Boarding or Principal.
- Committee members may ask further questions.
- The Chairperson will invite a final statement from the Director of Boarding and student/parents.
- The family, Principal and Director of Boarding will leave the hearing.
- The committee will deliberate and come to a decision
- The family will be contacted by phone to convey the decision as soon as possible and within 24 hours
- A follow up email as set out in Schedule 3 confirming the decision will be sent by the Principal.

The decision of the committee is final and binding however in the unlikely event that a decision or part of a decision needs to be reconsidered the Disciplinary Committee will be reconvened for this purpose.



Boarding House Handbook 2024



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