

Argyle House



HAMILTON BOYS' HIGH SCHOOL

Manual 2021

Welcome

Welcome to Hamilton Boys' High School's boarding Establishment, Argyle House. We look forward to our association with you over the time of your son's schooling.

We appreciate that living in a boarding house is very different from living at home. This document provides general information about rules, procedures and routines at Argyle House.

Please do not hesitate to contact us if you have any queries or problems regarding your son's day-to-day living in the boarding community.

MISSION STATEMENT

"To ensure that Argyle House maintains and fosters a first class boarding establishment as an essential part of Hamilton Boys' High School".

Head of Boarding

Mr Murray McKenzie

Dean of Boarding & Hostel Master

Mr Fraser Kilgour

Senior Master

Matua Mita Graham (and Argyle Master)

Hostel Masters

Mr Andrew Hay (Argyle Master)
Mr Fraser Kilgour (Argyle Master)
Mr Hayden Marrow (Argyle Master)
Mr Rahiti Teokotai-White (Argyle Master)
Mr Logan Asplin (Grove Master)
Ms Wendy Moffitt (Argyle Assistant Master)
Mr Zac Corban (GAP Student Argyle Assistant Master)
Mr Cameron Moorby (Grove Assistant Master)
Mr Daniel Popping (Grove Assistant Master)

Matrons

Mrs Cecelia Lake (Senior Matron)
Ms Holly Pass (Weekend Matron)

Hostel Administration

Mrs Katrina McLaughlin
(Hours 9.30 a.m. - 3.30 p.m. Mon, Tues, Wed and Fri and 9.30 a.m. - 2.30 p.m. Thurs.)

See staff contact details on Page 3

DISCLAIMER: While every effort is made to convey accurate and definitive information, rules and policies in this publication, Argyle House, Hamilton Boys' High School and the Hamilton Boys' High School Board of Trustees can accept no liability for any unintended errors or miscommunications contained within these pages. The contained information, rules and regulations are subject to change at any time without notification.

HOSTEL REGULATIONS, LICENCE AND POLICIES

**COPIES OF THE HOSTEL LICENCE, POLICIES, OR REGULATIONS
ARE AVAILABLE FROM THE HEAD OF BOARDING.**

ADDRESSES

PHYSICAL ADDRESS:

Argyle House
34 Argyle Street
Hamilton East
HAMILTON

POSTAL ADDRESS:

Argyle House
Private Bag 3201
Hamilton Boys' High School
HAMILTON

TELEPHONE NUMBERS

Hostel Office (07) 853 0437
Head of Boarding 021 516 477
Dean of Boarding 027 346 4118
Senior Master 021 562 227
Matron's Mobile 027 655 7660
HBHS Reception (07) 853 0440

Hostel Parent Representatives:

Mr Alastair Reeves 027 457 3615
Mrs Diana O'Brien 027 277 1685

EMAIL ADDRESSES

argyle@hbhs.school.nz
mmckenzie@hbhs.school.nz
fkilgour@hbhs.school.nz
mgraham@hbhs.school.nz
matron@hbhs.school.nz
amajlreeves@gmail.com
eric.diana.obrien@xtra.co.nz

**AVAILABLE ON HAMILTON BOYS HIGH SCHOOL WEBSITE – www.hbhs.school.nz/Boarding
Argyle Manual; Grove Manual; Argyle Term Planner**

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A

ABSENCE FROM THE HOSTEL

Parents advise the hostel by emailing argyle@hbhs.school.nz if their son is going to be absent for extraordinary circumstances not covered by Boardingware with details of time of arrival prior to him returning.

ABSENCE FROM SCHOOL

1. All absences from school must be followed up with an explanation note. Absence of more than 2 days may require a doctor's certificate.
2. Parents must apply to the Headmaster by emailing shassall@hbhs.school.nz for planned absences of more than one day. Part days can be approved by the Hostel.

APPOINTMENTS (Medical)

Students who require appointments are advised to do so through the Duty Matron. If parents make appointments, we request that this information is forwarded to the Duty Matron, particularly if transport or follow up is required.

B

<u>BEDTIMES</u>	<u>Sunday – Thursday</u>	<u>Friday</u>	<u>Saturday</u>
<u>Juniors</u> Years 9 and 10	Lights out and quiet at 9.15 pm	9.30 pm	10.00 pm
<u>Seniors</u> Years 11-13	Lights out and quiet at 10.00 pm	10.00 pm	10.30 pm

The Hostel rises at:
7.00 am weekdays
7.00 am Saturday
9.30 am Sunday

When Pool is in use:

Weeks 1-7 Term 1; Weeks 5-8 Term 4

7-8 pm	Swim in HBHS Pool
8-8.15 pm	Supper for Years 9-13
8.15-8.45pm	Prep
9.15pm	Junior (Year 9) – Lights out
9.30 pm	Junior (Year 10) – Lights out
10.00 pm	Senior – Lights out

BEGINNING OF TERM

After the holidays, all students must sign into the hostel before 7.30pm on the evening before school begins or by 8.00am the following morning.

BICYCLES

Students may bring their own bicycle. The bicycle must be housed in the designated bike shed and be locked at all times. Students must obey the road rules and wear a cycle helmet when riding their bicycles. Cycling after dark is not permitted. Hostel Staff / Management reserve the right to impound the bicycle if rules are not obeyed or bikes are left lying around the buildings or grounds. Bicycles must be covered by home insurance. (See Insurance - page 29)

BOARDERS RESPONSIBILITIES

It is the responsibility of all students to maintain the standards upon which the good name of the school and hostel have been built.

- Respect for the rights of others.
- Respect for authority – those older than you and especially Prefects, Senior Leaders and Dorm Leaders.
- Ensuring all school and hostel rules are obeyed at all times and in all circumstances. (See School and Hostel Code of Conduct – page 17/18)

Boys who choose to misbehave can expect to be reprimanded. Accepting responsibility for your actions is a lesson we do enforce. Common sense and self-discipline are an individual responsibility.

BOARD OF TRUSTEES

The Argyle Hostel Committee is a committee that reports to the Hamilton Boys' High School Board of Trustees. This committee consists of three Board of Trustees members, the Head of Boarding, the Headmaster of Hamilton Boys' High School and two parent representatives. Any recommendations made by the Hostel Committee are included in a report to the Board of Trustees for consideration and ratification and must be sanctioned by the Board of Trustees before they can be actioned.

BOARDINGWARE

Boardingware is the Leave Software that the hostel introduced to streamline and digitise all leave and pastoral processes in house.

It is an online application that lets students sign themselves out for morning and afternoon leave, and parents submit weekend and overnight leave for their sons.

It also provides a real-time record of every boy's location via iPads and the Leave Board in the Duty Master's office, administered by Katrina McLaughlin, the Matron and the Duty Master.

Signing up to Boardingware

- Email invitations have been sent out to all parents of current boarders to connect on Boardingware. Please open the email, click on the appropriate link and fill out the details as required.
- Parents will be able to view the leave and pastoral history of their son, as well as fill out a drop-down form for weekend or overnight leave which is then sent via the app to hostel duty staff.

Leave that parents must submit

- **Overnight Leave:** This leave needs to be completed to allow your son overnight leave between Monday-Thursday.
- **Weekend Leave:** This leave needs to be completed if your son needs overnight leave at any time during the weekend, Friday – Sunday.
- Leave is then checked and approved, and a confirmation is sent back to the parent.
- It will then be in the system and your son can be signed out by the Duty Master at the time of departure.
- If any details are missing or incorrect, you will be asked to resubmit or amend that requested leave.

Procedures to ensure accurate meal counts each weekend

- Weekend Leave Event in Boardingware. **You will now be required to OPT IN or OPT OUT of Weekend Leave before midnight Thursday of each week.**
- You will receive a prompt on Wednesday and Thursday afternoons to remind you to get the leave in on time.
You will complete the weekend leave as per normal, but it is now through the **Event Pass** instead of individual weekend leave.
We are doing this to streamline the process of leave and make catering numbers easier and more accurate for the kitchen to calculate in advance.
If family circumstances change suddenly after midnight Thursday, and your son requires leave, then please use the **Special Request Leave**.

Leave that students must submit

- **Morning Leave:** Students need to sign out for morning leave the evening before.
- **School Leave:** Students must sign out of the Hostel on departure to school and sign in on return to the hostel after school.
- **Sports Leave:** Students sign out for sports leave as they leave the hostel (unless it is in the morning, in which case morning leave applies).
- **Town Leave:** Students have a limited number of times that they can sign out to town in the afternoons and weekend. They sign out as they leave the hostel.
- **Other Leave:** Students sign out for other leave such as physio appointments and family functions, as they leave the hostel.

For any extraordinary circumstances, please email the hostel argyle@hbhs.school.nz

Any Boardingware queries or questions should be referred to Boardingware via your Boardingware login.

Any updates to email addresses need to be sent to argyle@hbhs.school.nz

BOUNDARIES

The hostel Boundaries are:

- Argyle Street entrance to edge of hostel car park
- Car park to end of senior units
- Argyle Street entrance to kitchen entrance
- Grassed field immediately in front of Dorm One

Whilst residing in the Hostel, boarders have permission to move about within these boundaries, without the need to inform the Duty Master.

The following areas, within close proximity of the Hostel and on school grounds are strictly out of bounds:

- Any part of the gully adjacent to Argyle House
- Staff accommodation
- Past the Argyle Street entrance

Students wishing to visit parts of the school grounds outside hostel boundaries (e.g. sports fields, tennis courts, gyms) must sign-out on Boardingware with the Duty Master.

Remember, the Duty Master must be able to account for all boys' whereabouts at all times.

All boys' must sign out when they depart for school each morning and sign back in on their return to the hostel. This is a health and safety issue, as some boys' are held back at school e.g. detention, work completion, yet they are marked on Boardingware as being "IN".

They will also sign out and in when completing examinations at school.

C

CALENDAR

An Argyle House Calendar (Term Planner) of important dates can be accessed on the Hamilton Boys' High School Website under the heading "Boarding". Scroll to the bottom of the page. Key dates are communicated in the Head of Boarding's newsletters.

CANDLES

Candles of any sort, incense, joss sticks, spray paints or any other flammable decorations **are banned** from the hostel. Likewise, matches and cigarette lighters, vapes, are also **forbidden**. Safety is paramount - no means of ignition will be allowed.

CARS (See Vehicles at the Hostel)

CELLPHONES (See 'Telephones – Cell phones' – page 53/54)

ARGYLE HOUSE UNIFORM AND CLOTHING LIST

Travel Uniform

- 1 pair black trousers
- 2x long sleeved white shirt
- Black leather lace-up shoes (polishable)
- 2 pairs short black socks
- School Tie
- Black belt
- School Blazer (ordered and paid for through school shop)

School Uniform

- School Jersey
- School/Sports Jacket
- 2x Grey shorts (Argyle – Clerical Grey)
- 2x Grey shirt, short sleeve
- 3x School socks
- School PE Shirt
- School PE Short
- Argyle House Shirt (for House competition events)
- School Cap/School Bucket Hat (Optional)

The above are essential regulation issue and available from the HBHS school shop.

Uniform Footwear

- Shoes – Black leather formal and lace-up.
ankle, boot style / buckles / street shoes are not acceptable.
- Sandals – Black Roman Sandals; sandals (with black strap) must be black, no decoration.

General

- Wash-net bag (for socks and underwear, to be used in washing machine)
– best ones available at the school shop
- Linen bag for dirty laundry
- Face Flannels
- Scuffs or Jandals (appropriate footwear for the Dining Room)
- Plenty of underwear

- Nightwear
- Plastic suit cover for travel uniform
- At least 6 coat-hangers
- Toiletries and tissues
- 2 large towels for swimming
- Shoe cleaning sets
- Casual gear (please ensure all casual gear is clearly named with your allocated laundry number on all items)

**ALL CLOTHING MUST BE NAMED
CLOTHING SHOULD BE SHRINKPROOF AND COLOURFAST**

Laundry Numbers will be allocated and advised on the New Boarder Orientation Day

(Hostel numbers (e.g.) 32 instead of nametape may be substituted with marking pen)

Unlabelled clothes get lost and are untraceable so please label everything.

LINEN PROVIDED BY THE HOSTEL

- Sheets
- Pillowcases
- Bath towels (for hostel use only)

NOT PROVIDED BY THE HOSTEL

- Duvet cover and inner is NOT supplied by the Hostel.
- You can bring your favourite pillow, if desired.

COMMUNICATION

Effective communication between the families of boarders and the hostel is essential. Important contact details have been included to ensure communication with Hostel Staff is made easy. In the case of emails, please be aware that information sent in an email may not be received until checked at a later time. Every effort is made to acknowledge emails as soon as received. This includes any leave submitted via Boardingware.

Regular emails are circulated to keep families informed of important events and goings on.

The first point of telephone contact is the hostel office. In addition, the Head of Boarding is available at all times except when in meetings or in class. The Duty Matron can be contacted during her rostered hours of duty (See page 25)

COMMUNICATION WITH THE DAY SCHOOL

If you need to contact your son's teacher or Dean of your son's level, you are advised to contact the school office. As some teachers can often not be reached by telephone it is best to leave a message or email. The Dean of Boarding will assist if required.

You will also have the opportunity to meet all your son's teachers at Parent Evenings held twice a year.

School reports are available twice a year. Accessed through the HBHS App Parent Portal.

The Dean of Boarding will liaise with your son's Teacher, Tutor or Dean on your behalf whenever necessary.

A formal written report is available to the parents of all boarders once a year (Term 4). This report reflects general behaviour, co-operation, social adjustment and study habits and can be accessed through the HBHS App Parent Portal.

An interim report for all new Boarders (End of Term 1), is also available to parents and can be accessed through the HBHS App Parent Portal.

A hostel newsletter is published every 3 weeks and is emailed as a link out to all parent/caregivers by the Head of Boarding, giving a snapshot into life at Argyle House as well as informing parents/caregivers of key dates and events.

COMPASSIONATE LEAVE

This leave is granted after discussion between the parents and the Head of Boarding.

COMPLAINTS POLICY

RATIONALE

It is important for the smooth running of Argyle House (hereinafter “the hostel”) and the development of purposeful relationships, that any parent, caregiver or any other person is able to have an opportunity to communicate any concern they have regarding any aspect of the hostel’s operation. The hostel will respond to all concerns expressed and complaints made about any aspects of its operation in a fair and consistent manner and in accordance with the employment contracts of the hostel staff, legislation and Codes of Conduct included in the charter of Hamilton Boys’ High School.

PURPOSE

- To develop clear guidelines for dealing with concerns and complaints in accordance with procedures established by the Board of Trustees.
- To deal with concerns or complaints in accordance with procedures established by the Board of Trustees and the Director of Boarding.
- To ensure concerns or complaints are dealt with in a confidential manner and in a consistent and courteous manner by all involved.
- To protect hostel staff from being subject to unreasonable demands and harassment while carrying out their legitimate tasks.
- To put in place disciplinary and corrective actions in accordance with the correct legal and contractual procedures as required.

GUIDELINES

- Every effort will be made to recognise the symptoms of problems arising and to adopt policy structures and management techniques that will reduce the likelihood of concerns and complaints not being settled in a quick and effective manner. The hostel will attempt to resolve the concern or complaint as close to its source as possible thereby negating the possibility of any further action to be necessary;
- Because of the unpredictable nature of concerns and complaints, and the variety of circumstances which may surround procedures **show possible** steps in resolving a concern or addressing a complaint.

PROCEDURES

1. Complaints and concerns NOT deemed to be of a serious nature made by the Complainant may be made orally or in writing to the Head of Boarding or the School Headmaster.
2. Complaints and concerns deemed to be of a serious nature **must** be expressed in writing and must be addressed to:

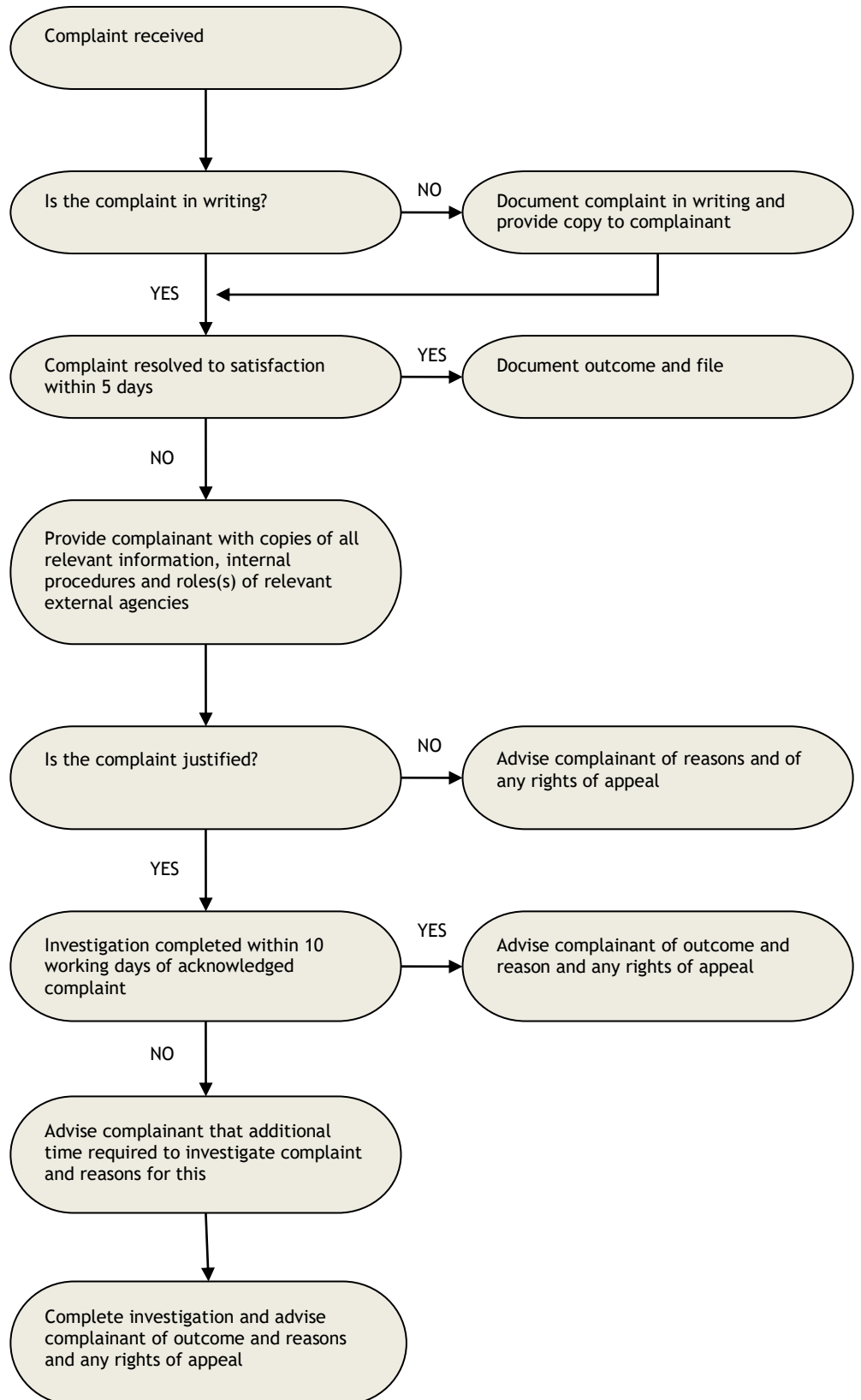
**Head of Boarding
Argyle House
Private Bag 3201
Waikato Mail Centre
Hamilton
Or email: mmckenzie@hbhs.school.nz**

3. **Within 5 working days:**
The Hostel owner or the person representing the hostel owner will
 - Send an acknowledgement letter of receipt to the complainant
 - inform the complainant of any relevant internal complaint procedures
 - Send a copy of all information held by the owner that is or may be relevant to the complaint
 - Decide whether the complaint is justified in accordance with regulation 69.

4. **Within 10 working days after acknowledging receipt of the complaint:**
The Hostel owner or the person representing the hostel owner will:
 - Decide that the complaint is or is not justified or
 - Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the owner must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the owner is required to decide as soon as practicable whether the complaint is justified.

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

Complaints Procedure:



COMPUTERS

Computers are available for student use. Bookings are made on a daily basis on a booking sheet kept in the prep room.

Students can bring laptops or a learning device to the hostel but this is done at the student's risk. The hostel has a "locked device cabinet" to lock 32 hostel boys' personal devices (See insurance - page 29).

32 Chrome Books will be available for Years 11-13 to use during prep hours in the dining room only. A networked printer/copier will also be available for students use in the prep room.

Students can use the wireless network to access the Internet at the times set.

* Argyle House reserves the right to suspend or cancel this privilege.

CONTACTING THE HOSTEL

Parents are welcome to ring the Hostel at any time, apart from mealtime, prep time and after lights out. We recommend boys be contacted via their mobile phone.

D

DAILY NOTICES

Daily notices are displayed on the white board in the office foyer. It is the student's responsibility to read this board on a daily basis.

DAMAGE TO HOSTEL PROPERTY

A student who wilfully damages or graffiti's hostel property is required to report the matter without delay. The student is responsible to pay part or all the cost of repairs. Where the culprit does not own up, then the total cost of the repairs is divided evenly amongst the boys' that reside in that area, with the cost placed on the student's account.

DEVICES

Devices include an ipad, laptop, tablet. Students bring them into the hostel at their own risk. (See insurance - page 29).

All devices are optional, as there are numerous hostel-owned computers and chrome books within the hostel that students can book to use during prep hours.

Years 11-13 students may keep their device in their room.

All Years 9 & 10 students must keep their device in a locked device cabinet, (that also charges the device) in the hostel main reception area. They may not share a device cupboard/space with another student. Overflow of devices is to go into the secure 'Manager's Office' adjacent to the device cabinet.

Each boy is issued their own key for their own cupboard.
If they lose their key, it will cost them \$20 to replace.
They can access the cupboard at any time but need to return their device to their cupboard before 9pm each night.

After 9pm (or 15 minutes before lights-out), the Duty Master will check the device cupboard to ensure all devices have been returned, using the clipboard with the weekly sheet with the name of each student and their allocated cupboard. If there is a device missing, the Duty Master will call for the student and retrieve the device and issue a 'strike' to be placed in the 'Device Strike Folder' at the Masters' desk.

Failure to meet this simple rule of returning the device by 9pm:

- **First strike** = device confiscated for 24 hours, recorded in strike folder & recorded on Boardingware
- **Second strike** = device confiscated for 24 hours, recorded in strike folder & recorded on Boardingware
- **Third strike** = device confiscated for 7 days, recorded in strike folder & recorded on Boardingware
- **Fourth plus strikes** = device confiscated for 7 days, and thereafter & recorded on Boardingware

If a student has left their device at home, this will be marked on the device sheet on the clipboard, with the time that the device is away for to inform the Masters on duty for that week.

The device sheet on the clipboard is updated weekly.

If a Year 9 or 10 student does not hand in their device, and instead keeps it in their room, and/or is caught using their device after lights out, then they will receive the same consequences for not handing their phone in:

1st Strike : lose device for 2 weeks + Community Service

2nd Strike : lose device for 10 weeks + 7 day Gating and Community Service

3rd Strike : lose device for the year + 7 day Gating and Community Service.

DINING ROOM

Students are expected to display appropriate table manners in the Dining Room. They must dress tidily which includes footwear (not socks alone) and restricts singlets, hats and dirty clothing.

On-duty staff (and their families) regularly eat in the Dining Room with the boys.

DISCIPLINE (pages 16-22)

The hostel will be each student's home while at Hamilton Boys' High School. In the family home there are rules to ensure that everyone contributes to the smooth running of 'family' activities - similarly there are rules and procedures for the hostel. The hostel supports the right of each individual to be part of a community that respects people and their property. We require parents' full

co-operation in supporting these rules and the procedures so that the hostel will function smoothly.

Argyle House operates very closely in line with the values and rules of the day school. Boarders at Argyle House are bound by both the School and Hostel Codes of Conduct, which are printed below to avoid confusion.

School Code of Conduct

- i. Boys should remember at all times that their behaviour reflects on the school and should always act and behave accordingly.
- ii. Boys should remember at all times that the facilities and environs of the school are the responsibility of all members of the school community.
- iii. Boys are under school discipline from the time of leaving their homes until they return.
- iv. Boys must not leave the school grounds during school hours without permission. They must report to the Dean's Secretary both before leaving the school grounds and as soon as they return and enter their name in the book provided.
- v. If a boy is absent from school he must bring to his Tutor Group Teacher, on the day he returns, a note signed by his parent / caregiver or matron / master stating the days absent and the reason for the absence.
- vi. Damage to school buildings and property must be reported at once to the front office. Wilful or careless damage must be paid for.
- vii. All clothing, books, bags and other property must be clearly named.
- viii. Skateboards are not to be used in the school grounds.
- ix. Lime Scooters are banned and/or used in school grounds.
- x. Chewing gum is prohibited in or about the school grounds.
- xi. The uniform of the school must be worn by all pupils and maintained in a clean and tidy condition. Jandals are prohibited.
- xii. Hair should be clean, groomed and of even length. Boys should be clean-shaven.
- xiii. Jewellery other than a wristwatch must not be worn to school.
- xiv. If students wish to wear a necklace for cultural reasons, it must be hidden at all times.
- xv. Smoking is prohibited, as is the possession, consumption and conveying of drugs or alcohol.

Hostel Code of Conduct:

- i. Wear the appropriate school or travel uniform as described.
- ii. Ensure hair is appropriately cut and groomed.
- iii. Wear no jewellery other than a watch on the wrist. Necklaces for cultural value must not be seen when in uniform.
- iv. Maintain dorms / units in an acceptable state of tidiness throughout the day.
- v. Students will not bring chewing gum into the hostel.
- vi. Properly carry out allocated duties, and penalty duties if assigned.
- vii. Follow the hostel timetable and arrive punctually for each activity.

- viii. Put litter in bins and be careful with hostel property; be prepared to pay compensation for breakages.
- ix. Display appropriate manners and courtesy to all staff and students.
- x. Behave in such a way that other students resident in the hostel are not disrupted or disadvantaged.
- xi. Respect other people and their property. Do not use other's property unless they give you permission to.
- xii. Neither carry, nor indulge in, cigarettes, vaping or any illegal substances, alcohol, drugs or flammable goods.
- xiii. Lime Scooters are banned from being used and/or stored within hostel grounds.
- xiv. Have no involvement in theft from another (NB: The hostel cannot accept responsibility for loss of property).
- xv. Be in attendance at the hostel except when granted leave. When granted leave, go only to the venue approved. Students must have prior permission before riding in or on a vehicle.
- xvi. All visitors must be signed in.
- xvii. Students may have informal weekend leave withdrawn as part of the discipline system.
- xviii. It is the responsibility of parents and students to understand the above rules and ensure all students abide by them. Failure to do so may result in the Board of Trustees requesting that the student be withdrawn from the hostel.
- xix. **The rules are reviewed annually.**

Discipline Procedures

It is expected that all boys are accountable for their actions. Therefore, when a boarder breaks the rules, he can expect to suffer a suitable consequence. Every effort will be made by staff to ensure that consequences issued for inappropriate behaviour match the nature of the incident.

Behaviours / Incidents that breach rules, that are not deemed of a serious nature, will be followed up with an immediate consequence issued by the Duty Master.

Behaviours / Incidents deemed more serious by the Duty Master will be referred to the Head of Boarding for follow up. Such behaviours / incidents may result in a Gating or Stand Down. The Board of Trustees may further discipline boys who are Stood Down.

Community Service

Community Service can be issued for, but not restricted to the following:

- Uniform breaches; including wearing jewellery other than a watch or cultural necklace, and unacceptable hair.
- Untidy room space.
- Misuse of hostel property.
- Out of bed after lights out without good reason and/or within 30 minutes of lights out. Over one year: 1st Strike: Community Service; 2nd Strike:

Community Service + 7 day Gating; 3rd Strike: Community Service + Close-Gating.

- Failing to complete linen change to the acceptable standard.
- Being in the wrong space without permission.
- Cutting and leaving hair in bathroom or room.
- Repeated incidents of a similar nature.
- Boys' using other boys' belongings without their permission.
- Not checking in with the Duty Master immediately upon return from Weekend Leave.
- Giving food to day boys'.
- Wrong coloured socks with number 1's.
- Wet clothes hanging from window latches.

The Duty Master that issues the Community Service will email the parents to keep them informed.

Community Service is held on a Monday morning from 6.00am – 7.00am, with the Head of Boarding.

Boys can expect to complete jobs that improve the general tidiness of the hostel surroundings. Boys who have Community Service will not have the opportunity to return from weekend leave on a Monday morning.

Failing to front for Community Service will result in:

- Jobs performed within the hostel from 3.30 – 5.00 p.m. on Monday afternoon.
- Removal of general leave from Monday 3.15 – Friday 3.15 p.m.
- Completes a Community Service from 6.00 – 7 a.m. the following Monday morning.

Boys who receive a Community Service for the fourth time in a school year will be Gated for 7 days and complete jobs as required. Parents/Caregivers will be notified that any further indiscretions resulting in being issued with a further Community Service this year, will require their presence at a disciplinary meeting with the Head of Boarding.

A fifth Community Service in a school year will result in a formal disciplinary meeting with Parents/Caregivers and the Head of Boarding. The boy will then be Close-Gated for 7 days, reporting to the Duty Master every hour to have a report card signed and complete jobs as required.

Prep Detentions

Prep Detentions are issued for the following:

- Being late to prep
- Presence/use of cell phones and/or iPods during prep
- Eating or drinking in prep
- Disruptive behaviour during prep

Prep Detentions are held on a Friday afternoon from 3.30 – 4.30pm in the Hostel Reception area at a desk. Boys who receive a Prep Detention will

not be granted leave of any description until the detention is completed, including Weekend Leave.

If a student receives a Prep Detention by the Wednesday or Thursday Master, and have already made Weekend Leave arrangements, then there is flexibility to put him on a Prep Detention next week.

Boys who receive two Prep Detentions in a term will have their parents contacted to discuss the need for further action to prevent disruptions continuing. A Community Service will then be issued.

A fourth Prep Detention in a school year will result in a formal meeting between parents / caregivers and the Head of Boarding, and the student will be Gated for 7 days.

Allocation of Community Service and Prep Detentions

Any one of the following people may give Detentions:

- Head of Boarding
- Hostel Master
- Assistant Masters
- Prefects and Year 12 Senior Leaders can request that students receive detentions but cannot issue them directly.

Consequence for Action

General behaviour in and around the hostel is the responsibility of each individual. Expectations are very clear and reasonable. The Master on duty is responsible for the care of all boarders during his shift. Argyle House works on an immediate consequence system. This means inappropriate behaviour is sanctioned with an immediate and appropriate consequence issued by the Duty Master. Boys will be held accountable for their actions and will serve the hostel community should they breach the rules.

Incidents may include but are not limited to:

- Missed duties
- Poor Dining Room behaviour
- Inappropriate language
- Late return from leave
- Food in dorms
- Rudeness

Incidents will be recorded to ensure patterns of behaviour can be monitored over time.

Instant Detentions (30 minute job)

Are issued to boys for behaviours that do not warrant a Community Service. E.g. running through the hostel, wrestling on the games room floor, school shirt out in the dining room, socks down, no footwear in the dining room, swearing. These are issued on a case-by-case basis.

Head of Boarding's 'Gating'

For serious breaches of the rules or when a boy continues to repeat the same misbehaviour he may be 'Gated'. This involves confinement to the hostel grounds for other than school and school related activities for a period of one week including the weekend. The Head of Boarding will outline the reasons for the gating when he notifies the parents.

The Duty Master may 'Gate' a boy for a serious offence, but he must consult the Head of Boarding as soon as possible to have the matter dealt with in a formal manner.

The Head of Boarding can issue the following forms of 'Gating':

Close Gating

Used for boys who break a Gating or boys who cannot be trusted to remain within the Hostel boundaries, or for a serious offence occurring when already Gated.

- As for 'Gating' and, in addition, a 'Close Gating Record Sheet' must be signed every hour by the Duty Master.

Close Gating in Uniform

For repeated re-offending or for serious offences.

- As for 'Close Gating' but the offender must remain in correct and full school uniform at all times.

Note: When a boy misbehaves in a very serious or offensive way, the Duty Master, in consultation with the Head of Boarding, may invoke any of the above without going through previous steps.

Stand down

The Head of Boarding after consultation with the Headmaster may stand down a boy for up to and including five days for very serious offences such as:

- theft
- indulging in or carrying drugs (including cigarettes, vapes, alcohol, substance abuse)
- vandalism
- weapons
- being absent without leave
- misuse of fire safety equipment (including fire hoses)
- bringing people into the hostel outside of approved times
- being absent from the hostel without approval (from parents or hostel)
- physical or verbal assault towards other students or staff members
- sexual harassment
- sexual misconduct
- bullying
- riding in or on a vehicle without permission
- other harmful or dangerous behaviour
- continual disobedience.

Procedure for Stand down by Head of Boarding

1. Parents or guardians are to be notified by the Head of Boarding by the first available means, to remove their son from the hostel (an arrangement must be in place for a person approved by parents to collect a student, if circumstances prevent the parents/guardians from doing so).
2. Parents, guardians, (or the approved substitute), student and Head of Boarding discuss the reasons for the stand down, duration of the stand down and the fact that the stand down is from the hostel only, before the student is removed.
3. A letter will be sent from the Board of Trustees Secretary to the parents to confirm date and reasons for the stand down, duration of the stand down and to reiterate that a stand down is from the hostel only.

Suspension

If the Head of Boarding and Headmaster consider the offence is serious enough and warrants more than a five day stand down, or possibly, where otherwise the student would be being stood down for the second time, a decision to suspend the student will be made by the Headmaster.

The student and his parents/guardians will be requested to attend a suspension meeting with the Hamilton Boys' High School Board of Trustees Disciplinary committee.

The Head of Boarding will advise parents of the following:

- Time and place of meeting
- Right of student to attend the meeting
- Right of parents to attend the meeting
- Right of parents and students to bring representatives to the meeting
- Right of any of the above to speak at the Board Disciplinary Committee meeting.

The meeting will be held within 7 school days after the day of suspension. Parents must have all material to be discussed at the meeting at least 48 hours before the meeting.

The Headmaster and Board of Trustees members on the disciplinary committee make the suspension meeting decision. The Head of Boarding is not part of this decision.

At this point expulsion may well be considered.

The board may decide either:

- **To lift the suspension from the hostel (with or without conditions), or;**
- **To extend the suspension from the hostel with conditions for a reasonable period of time, to be determined by the board, or;**
- **To exclude the student from the hostel.** (*End of Discipline Procedures*)

DOCTORS AND DENTISTS

The Hostel has an association with Hamilton East Medical Centre and Anglesea Clinic. As well as general medical care, radiology and physiotherapy are available. Parents may choose to have their son attended by another doctor. Please advise the Matron. All medication for all boys is kept in the locked dispensary and is dispensed by the Duty Matron at meal times or as prescribed. Students who feel unwell should report to the Duty Matron.

A Hamilton dentist or orthodontist will be arranged if required.

All accounts will be sent directly to parents for payment.

DORMITORIES

All boys are allocated their own living space on a term-by-term basis. These decisions are made carefully by the Senior Master and are not altered without very strong reason.

STUDENTS SHALL:

- Shower daily and wash hair regularly
- Keep cubicles and wardrobes tidy
- Ensure bed is made prior to morning check-off and remains made throughout the day
- Pick up everything in dormitory corridors before lights out
- Ensure curtains are drawn, lights and music are switched off and windows are open prior to leaving rooms
- Put wet clothing and shoes or sport shoes in the drying room or laundry
- Be in bed at the allotted time and turn lights out at the correct time
- Ensure all items of value (iPods, laptops, wallets etc) are kept locked away when not in use
- Mobile phones are handed in each evening 15 minutes before lights out.

STUDENTS SHALL NOT:

- Walk around the dorm after lights out. They may go to the toilet after 30 minutes has passed after lights out.
- Throw litter out of the windows
- Hang clothing or towels on heaters or out windows
- **Use or store weights, cut hair or store sports equipment / bikes in rooms**
- Use torches or have lights on after lights out
- Enter another boy's room/cube without permission and their presence.

Chewing gum is not permitted under any circumstances

Demerit points are issued by Dorm Leaders for misdemeanours in their dorm. 5 or more demerits in one term will result in a Community Service being issued.

DRESS & GROOMING

Boys wearing their regular school uniform, must make every effort to ensure that their uniform is clean and tidy at all times. It is expected boys wear their footwear correctly and have school uniform shirts tucked in and socks up. Failure to comply will result in an instant 30 minute job i.e. do Lunch Duty, Kitchen Bins, vacuuming and a 'strike' to be recorded on the strike sheet. A third strike will result in the student being issued with a Community Service to be recorded in Boardingware.

At the end of each term this re-sets.

Consequences for a student failing to wear their socks up or have their shirt tucked in at morning check-off and/or in the dining room:

- **First strike** = 30 minute instant job, recorded in strike folder.
- **Second strike** = 30 minute instant job, recorded in strike folder.
- **Third strike** = Community Service, recorded in strike folder & recorded on Boardingware

Boys signing out for general leave when not in uniform must wear tidy casuals. Offensive language on any items of clothing or bags is forbidden at all times.

Boys wearing their Number 1s (formal travel uniform i.e. blazer, black trousers, white shirt, tie) must ensure their top button is done up, their tie is pulled up to cover their top button, their black trousers are the regulation trousers (and are NOT tapered), they wear ankle length black socks and black shoes, are clean-shaven and their hair is a regulation cut and length (as per school policy) and they have all parts of their uniform on i.e. including their blazer.

If a student presents himself to the Duty Master and is not correctly groomed when he departs or returns from overnight and/or weekend leave, then he will be issued with a uniform 'strike', which will be recorded in the 'Uniform Strike Folder' in a drawer beside the Masters' desk, as well as being recorded in Boardingware.

Failure to comply with the correct grooming and dress standard when wearing number 1s, the following consequences will occur, over the whole year:

- **First strike** = 30 minute instant job, recorded in strike folder & recorded on Boardingware
- **Second strike** = Community Service, recorded in strike folder & recorded on Boardingware
- **Third strike** = Community Service, Gated for 5 days (Mon-Fri 3.15pm), recorded in strike folder & recorded on Boardingware
- **Fourth plus strikes** = Community Service, Gated for 7 days, recorded in strike folder & recorded on Boardingware

DUTIES

To assist with the smooth running of the hostel, all boys take their turn at a number of minor but important duties. Boarders are rostered on one of a range of jobs for a period of one week. This includes senior students being responsible for the cleanliness of the senior lounge and outdoor area. Years' 9 and 10 complete a large proportion of the jobs on the roster. Years' 9 and 10 boys' complete jobs every second week and are checked off by the Duty Prefect.

DUTY MASTER

A Duty Master is present in the hostel at all times excluding 8.30 am – 3.15 pm (8.30 am – 2.15 pm Thursday) school hours. Their key responsibilities include managing daily routines, the pastoral care of boarders, communication between families and the hostel and knowing the whereabouts of all boarders at all times.

DUTY MATRON

The Duty Matron is available to attend to boys in her office at the following times:

Week Day Matron Hours:

Monday – Thursday	7.00 – 10.00 am	3.00 – 9.00 pm
Friday	7.00 – 10.00 am	
Sunday	6.00 pm – overnight	

Weekend Matron Hours:

Friday	2.00 – 6.00 pm	
Saturday	7.00 – 10.00 am	3.00 – 9.00 pm
Sunday	8.00 – 10.00 am	3.00 – 6.00 pm

Boys' are not to visit the Senior Matron at her home unless they have permission from the Duty Master.

What happens if a boy becomes unwell when at school between the hours of 9.00am – 3.00pm?

If a boy is unwell while at school, he must report to the School Health Centre. The school nurse will contact the Hostel Administrator between 9.45 am – 3 pm Mon, Tues, Wed; and Friday and 10 am – 2.00 pm Thursday, to inform her that the boy is ill and will come over to the Hostel to her and placed in the Hostel Sick Bay. **Under no circumstances must a boy return to the hostel when ill before first reporting to the school nurse.** The boy will be monitored throughout the day by the Hostel Administrator until 3pm Mon, Tues, Wed and Friday and 2.00 pm Thursday, when the Weekday Matron comes on duty.

In all circumstances, the HBHS Nurse will contact the hostel informing them a student has fallen ill in class. The boy will be escorted over to the hostel and met by the Hostel Administrator (or Matron). The boy will be assessed and

placed in the hostel sickbay. The boy's caregivers are contacted by the Hostel Administrator (or the Matron), to inform them their son has fallen ill and is in the hostel sickbay. A plan of action is then determined between the caregiver and hostel, based on the assumed level of illness.

What happens between the hours of 9.00am – 3.00pm when a boy is in the hostel sickbay and another hostel student is injured at school requiring medical treatment i.e. X-Ray, and the Hostel Administrator needs to accompany him to A & E?

The Hostel Administrator will call the off-duty Matron to inform her that a student is currently in sickbay so she can be available to monitor him while the Hostel Administrator is off-site with the injured student at A & E. The Hostel Administrator will contact the parents of the sick boy.

What happens between the hours of 9.00am – 3.00pm when a boy becomes unwell at school and the Hostel Administrator is absent from work that day?

The school nurse must keep the boy at the HBHS sickbay until the Duty Matron comes on duty. The School Nurse will contact the caregivers of the sick boy.

What happens between the hours of 9.00am – 3.00pm when a boy is injured requiring medical treatment i.e. X-Ray, needs to go to A & E and the Hostel Administrator is absent from work that day?

The HBHS Nurse will contact the off-duty Matron who will either come in and take the boy to A & E herself or organise a relief person to take the boy to A & E e.g. Laundress (acts as a frequent relief Matron), Weekend Matron. The Matron or relief person will contact the parents of the sick boy.

Booking non-emergency appointments for boys e.g. physiotherapists.

In the first instance, all boys will be referred to the school physiotherapist, as they are free of charge and are on-site so the boys will only be out of class for a minimal time. N.B. One of the main reasons the physios are now on site at HBHS was due to the excessive time boys were out of class at off-site appointments.

If a caregiver requests a non-emergency appointment for a practitioner off-site e.g. physio, osteopath, doctor, dentist, then the caregiver must communicate with the Matron who will coordinate the appointment so it is completed within the timeframe of the Matron's and Hostel van driver's hours of duty.

DUTY PREFECTS

The Duty Prefects' and Senior Leaders' role is crucial to the smooth running of the Hostel. They assist the Duty Master at meal times by making sure Dining Room procedures are followed and jobs are completed properly after meals. They also set a good example to their peers in terms of behaviour and attitude.

E

EMERGENCY CONTACT

If the parents or the immediate caregivers are away or not contactable, please notify the hostel of an alternative contact person.

EMERGENCIES e.g. Evacuation, Lockdown

There are a clear set of procedures that have been established as part of the Argyle House Emergency Management Plan, for all staff and boys to follow in the event we need to evacuate or lock down the hostel. This EMP was designed and implemented by 'Harrison-Tew' a company that specialises in setting up school and hostel Emergency Management Plans.

Drills for both Evacuation and Lockdowns occur during the year, both at the school and hostel.

NOTE: Any boy who falsely sets off a fire alarm switch, damages a heat sensor or sets of a smoke alarm will be charged for the fire brigade call-out (approximately \$1500) and may face prosecution by the Fire Service.

ELECTRICAL APPLIANCES

Electric blankets, bedside lamps, hair straighteners, television sets **are not to be used** in the hostel. All electrical appliances such as a fan **must have a compliance certificate attached** (*this can be arranged through the HBHS test and tag operator*)

EXAM PREPARATION

During periods of exam leave from school, hostel students must comply with the rules for exam preparation. Clear expectations will be published on the television screens (hostel reception and hostel dining room) and distributed for parents via email. Hostel staff will supervise Years' 11-13 boys' in the Prep Room from 9-10.30 am, 11-12 pm each weekday, during the Study Leave period for those that opt to stay in. Any boy distracting or disturbing others during this period may be asked to leave the Hostel, study at home and commute in for their exam.

F

FEES

See payment of fees. (See page 41)

FIRE ALARMS

The Hostel alarms are connected directly to the fire brigade. If you discover or accidentally start a fire, clear the area and inform the Duty Master or Matron

immediately. For boy's that set off a smoke detector through negligence e.g. excessive use of deodorant spray, not opening bathroom window when having a shower, will be asked to pay for Wormald to re-set the alarm sensor.

FUNDRAISING

There is no regular programme for fundraising. However, mufti weekend leave sign outs occur at least once a term. A gold coin donation is given to the Duty Master when they sign out in mufti and again when they sign back in on a Sunday evening. Funds raised go towards cancer charities, gifts for staff leaving.

G

GAMES ROOM

The hostel has a games room where all students may play table tennis, pool, board games or recreation games of their choice. The spacious room is open to all Years' 9-11 boys during free time.

GROVE HOUSE

Situated on Peachgrove Road and housing 27 Year 13 students, Grove House provides an alternative living environment for senior boarders. Accommodation at Grove House is based on an application and interview, where required, as well as a record of good behaviour at Argyle House in their Year 12 year. Three staff reside at Grove House / Master and two Assistant Masters.

GYM ATTENDANCE

Students join gyms that are within walking distance of the hostel. Attendance times must fit in with the hostel routine and not cut across meal or prep times. There is currently an Argyle Gym Club (AGC) run by a Master 5 times a week which is held at the HBHS Fitness Centre and is free of charge to use. Boys are supervised at all times.

H

HOSTEL COMMITTEE – see page 6 - (Board of Trustees)

HOSTEL HIRE

Part of, or the entire hostel is available for hire during holiday periods. Anyone wishing to make a booking should contact the Hostel Administrator by email.

HOSTEL SOCIALS AND SPORTS EXCHANGES

Each year the hostel has exchange activities with Sonninghill Hostel, the hostel at Hamilton Girls' High School. Activities include a Year 9 Tabloids evening, Speedchatting, Dinner Swaps, Social, Quiz night, 10-Pin Bowling.

HOSTEL REPORTS

A formal written report is available to the parents of all boarders once a year (Term 4). This report reflects general behaviour, co-operation, social adjustment and study habits and can be accessed through the HBHS App Parent Portal.

An interim report for all new Boarders (End of Term 1), is also available to parents and can be accessed through the HBHS App Parent Portal.

HYGIENE

A high standard of hygiene is expected from all boarders. Please ensure that your son is fully instructed and equipped with basic hygiene requirements.

I

INTERNET

All hostel computers are connected to the Internet through the school network system. An individual device can access the Internet using the Wi-Fi network. Each student has their own wi-fi password.

INSURANCE

It is important that parents have adequate insurance cover on their son's personal effects (including bikes) as these are not covered by hostel insurance.

J

JEWELLERY

A wristwatch and/or medical bracelet may be worn. Rings and earrings may not be worn and necklaces, including cultural items, must not be visible when in uniform.

JUNIOR TV LOUNGE

This space is a quiet recreation room for all boys adjacent to the Dining Room. It contains a large television and couches. Students can watch SKY television, listen to music or read. No food or drink is permitted in the lounge area

JURISDICTION OF THE HOSTEL

The jurisdiction of the hostel applies to all official hostel outings and to wearing school and travelling uniform in town. Students both in and out of school and travelling uniform represent our community. Accordingly, we expect a high standard of behaviour.

L

LAUNDRY

Boys' laundry needs are taken care of by the Laundress who operates during the week.

It is hostel policy that all boys make use of a **wash net bag** for underwear and socks and have a **linen bag** for dirty linen to be kept tidy prior to washing.

Daily procedures for laundry are displayed in dormitories and in the laundry.
(Also see Linen Change (Page 37 and Lost Property page 38))

LEAVE

WHEN APPROVAL IS GIVEN BY THE HOSTEL, FOR LEAVE AT ANY LEVEL, AN AGREEMENT THAT IS BASED ON TRUST IS ENTERED INTO BETWEEN THE BOARDER AND THE HOSTEL. WE TRUST THAT HE WILL GO TO THE DESIGNATED PLACE.

BREACHES OF TRUST WILL BE VIEWED VERY SERIOUSLY

By signing a boarder out on leave, the parent, guardian, or host, releases the Hostel of its responsibility for the boarder. Both the boarders' parents and the host parents have a legal obligation to ensure there is responsible adult supervision for boarders at all times when on leave.

On Duty Hostel Staff must be aware of the movements of all boarders. This is both a safety precaution in the event of a fire, and an essential part of the hostel being able to fulfil its obligation to parents by keeping boys' safe and well.

All boys must sign out with the Duty Master via Boardingware before leaving the hostel boundaries. This includes all leave, every day of the week. Boys must also sign back into the hostel immediately on arrival.

All Boarders' leave is a privilege, not a right, and is granted with careful consideration. The Head of Boarding reserves the right to withdraw leave at any time if behaviour, communication or procedures are an issue.

ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)

Students are considered AWOL when they leave the Hostel boundaries without first following the above procedure. Students will be considered AWOL if they are more than 15 minutes late back from requested day leave and 30 – 60 mins late back from weekend or overnight leave. At this stage, we will invoke the following procedure.

PROCEDURE IF A STUDENT IS CONSIDERED AWOL:

- Check expected time of return – where he was going and with whom
- Check mode of transport
- Phone students cell phone
- Duty Master to ask friends of the student if they know of his whereabouts
- Head of Boarding to be notified and briefed on situation
- Check the circumstances having done all the obvious checks; decide in consultation with Head of Boarding who will tell the parent / guardian of the absence. This will occur as soon as possible.
- At this point if the student / students have still not returned, phone the parents to alert them of the situation.
- If no lead and after consultation with the parents the Police may be bought in at this point – Police do not usually consider a person missing for 48 hours but may be alerted to the situation.
- Set up a time frame for reporting back to the parents.
- Talk to students as a group. The student's peers will often report interesting information that can provide a lead.
- Head of Boarding, Headmaster and parents to meet to ascertain situation and plan.

Weekend Leave

1. Students may have leave on any weekend they choose unless they are gated.
2. **All boarders travel in the approved travel uniform**
Saturday Sport:
 - If you sign out before your game you wear mufti, but you must take your travel uniform.

- If you return to the hostel after your game, you must sign out in travel uniform.
3. ALL students requesting weekend leave must advise their parents to fill out the required form on Boardingware. This is then automatically sent to the Duty Master/Hostel Administrator for approval. When approval is given, a Boardingware approval message will be sent to parents.
 4. Weekend leave can only be authorised by the Head of Boarding and Hostel Administrator.
 5. **Early leave**, in which boys will miss more than half a day of school, cannot be granted without permission from the Headmaster. Applications made at the hostel will be forwarded to the school for approval. Parents may phone or write to the school Headmaster directly. The school will notify the hostel if the leave is approved.
 6. Boys must sign out with the Duty Master in full travel uniform.
 7. All boys must have signed back into the Hostel by 7.30pm on Sunday night, ready to commence a session of prep at 8.00pm. Any late change in plans must be communicated to the Duty Master via telephone, email or on Boardingware.
 8. In special circumstances, approved in advance, boys may return on a Monday morning prior to 8.00am.

Weekend leave will only be granted on receipt of a Boardingware request written by a parent or caregiver. Phone leave requests are not acceptable. Boardingware requests only.

Overnight Leave

Overnight leave may be requested by any boy for leave from the Hostel on either Friday or Saturday night.

1. Year 9, 10 and 11 boys must use the same procedure as for weekend leave above, but this is optional for Year 12 and 13 boys.
2. Overnight leave can be authorised by the weekend Duty Master for Year 12 and 13 boys on a Friday or Saturday night, but only after a parent or caregiver has given consent by submitting a Boardingware request.
3. An agreed return time is recorded for the following day.
4. Boys are only allowed one overnight leave per weekend.
5. Boys sign in, in mufti, if they return from overnight leave between 10.00 am – 12.00 pm (Saturday morning/Sunday morning). If they return after 12.00 midday, they are to sign in, in their travel uniform.

Any request for overnight leave during the school week must be authorised by the Head of Boarding. Written parent consent is required and will be approved/declined on a case by case basis. Prep/Study for the boys will always be the priority.

Return after leave

Parents are reminded that boarders return by 7.30 pm after weekend leave. If a student on weekend leave is delayed beyond 7.30 pm, or is not returning, the hostel should be advised **by parents** before 7.30 pm, by

phoning or emailing the hostel office. Changes to arranged leave cannot be altered by a student.

Parents who come into Hamilton on a Monday morning may return their son by 8.00am.

If your son returns by bus to Hamilton Central bus station during the weekday school hours of 9.30am – 3.00pm Mon-Wed, Fri and 9.30am – 2.00pm Thurs, he must return to the hostel in a taxi paid for by the family. The hostel does not run van pick-ups during school hours. A taxi stand is at the bus station for your son's convenience to enable him to return to Argyle House.

Leave dress

Students leaving the hostel wear travel uniform or dress approved by the Duty Master who has the authority to ask a boy to change if he decides his dress is unsuitable. Students returning to the hostel after leave are expected to be dressed to the same standard.

Boys wearing their Number 1s (formal travel uniform i.e. blazer, black trousers, white shirt, tie) must ensure their top button is done up, their tie is pulled up to cover their top button, their black trousers are the regulation trousers (and are NOT tapered), they wear ankle length black socks and black shoes, are clean-shaven and their hair is a regulation cut and length (as per school policy), they have all parts of their uniform on i.e. including their blazer.

If a student presents himself to the Duty Master and is not correctly groomed when he departs or returns from overnight and/or weekend leave, then he will be issued with a uniform 'strike', which will be recorded in the 'Uniform Strike Folder' in a drawer beside the Masters' desk, as well as being recorded in Boardingware.

Failure to comply with the correct grooming and dress standard when wearing number 1s, the following consequences will occur, over the whole year:

- **First strike** = 30 minute instant job, recorded in strike folder & recorded on Boardingware
- **Second strike** = Community Service, recorded in strike folder & recorded on Boardingware
- **Third strike** = Community Service, Gated for 5 days (Mon-Fri 3.15pm), recorded in strike folder & recorded on Boardingware
- **Fourth plus strikes** = Community Service, Gated for 7 days, recorded in strike folder & recorded on Boardingware

General leave

General leave (aka Town Leave) is from the close of school, 3.15 pm until 5.15 pm at the latest, and is issued from the Masters Office via Boardingware. General leave is granted to enable boys to go to town or the dairy. Years 9 – 12 must wear school uniform during the week. Year 13 and Year 12 Leaders may wear tidy casuals. On a Friday those boys staying in the hostel on Friday night may wear tidy mufti into town.

Boys are restricted to the number of General leaves they are allowed during the week and weekend so good judgement and planning is important. Once the allocated number of leaves has been used up boys' will not be allowed to sign out for general leave.

Late back from Leave – if late returning from town after 5.15 p.m., then the boy is given a job and “late back from general leave” is recorded on Boardingware. 2nd time late results in a Community Service.

Years 9 and 10

2 week-day and 2 weekend leaves.

A minimum of two boarders (Year 9 – three) must be planned to leave site together before general leave will be granted. This is a safety issue.

Years 11, 12 and 13

3 week-day and 2 weekend leaves.

Prefects and Leaders

No limit to leaves taken.

Sports Leave

Any student involved in co-curricular activities must check out with the Duty Master using Boardingware. This includes tutoring, all sports practices/games, tennis/cricket nets, music lesson, Kapa Haka, Whanau Support Evenings, physio, doctor/dentist appointments, cycling, gym and jogging.

Early Morning Sports Leave

Students must sign out the night before between 8.00 pm and 8.30 pm with the Duty Master.

Boys not signing in from early morning sports leave will have their early morning sports leave withdrawn for one week.

Individual/Non-organised trainings: boys to be ready at 7.30 am check-off (Dorms 1-4) or 7.55 am if residing in the senior units.

Team/Organised team trainings: 1st XV/2nd XV trainings finish no later than 7.45 am, boys are to return immediately instead of shooting hoops

Shower on return, room ready for check-off at 8.10 am, must be at breakfast by 8.15 am otherwise turned away. Breakfast servery vertical slide to be pulled down at 8.15 am.

Study Leave

Senior boys, with permission from their parents, may return home during periods of designated school study leave.

Dinner Leave

This is for special occasions and may be granted by the Duty Master provided the boy is not gated. Duty Staff must be satisfied that it is to an approved person's place and parent consent has been given.

During the school week, dinner leave is usually granted only if a boy is to be with his parents or immediate family.

All boys must return and sign-in with the Duty Master 30 minutes prior to lights out during the weekend and before the first session of prep (7pm) during the week.

Weekend Full Day Leave

During the weekend a boy may take leave for the entire day to visit family or friends on the approved visiting list, or when picked up and taken out by family or friends. He must return and sign-in with the Duty Master 30 minutes before lights out during the weekend.

Early Leave

The procedure for leaving during a school day when no Duty Master is around Argyle House is as follows:

Written consent must be received by the Head of Boarding outlining the reason for early leave. **For absences, longer than half a day, approval must be granted from the Headmaster.**

- All gear required from the dorm is packed and left with travelling uniform in the Matron's office before school.
- When it is time to leave school, the boy must sign out from school through the Dean's Office.
- The boy returns to the hostel, checks in with the Duty Matron/Hostel Administrator, who will open Matron's office to enable the boy to get changed into travel uniform and pick up his belongings.
- The Duty Matron/Hostel Administrator will sign the boy out in the Master's diary and on Boardingware.

Evening Leave

Leave may be taken by Year 11, 12 and 13 boys on Friday and Saturday nights between 6.00 pm and 9.30 pm. Such leave is for recreational activities that might include the movies, Ten Pin Bowling, Waterworld etc.

Boys must plan travel arrangements and the Duty Master has the discretion to cancel leave if he is not satisfied.

Church Leave

Boarders are free to attend church services of their choice. Tidy casuals are to be worn and normal check out and in with the Duty Master applies.

Other leave

If students wish to visit places other than their own home, it is the parent's responsibility to contact the people concerned and advise the hostel.

Boardingware is the Leave Software that the hostel introduced in September 2015 to streamline and digitise all leave and pastoral processes in house.

It is an online application that lets students sign themselves out for morning and afternoon leave, and parents submit weekend and overnight leave for their sons.

It also provides a real-time record of every boy's location via iPads and the Leave Board in the Duty Master's office, administered by Katrina McLaughlin, the Matron and the Duty Master.

Signing up to Boardingware

- Email invitations have been sent out to all parents of current boarders to connect on Boardingware. Please open the email, click on the appropriate link and fill out the details as required.
- Parents will be able to view the leave and pastoral history of their son, as well as fill out a drop-down form for weekend or overnight leave which is then sent via the app to hostel duty staff.

Leave that parents must submit

- **Overnight Leave:** This leave needs to be completed to allow your son overnight leave between Monday-Thursday.
- **Weekend Leave:** This leave needs to be completed if your son needs overnight leave at any time during the weekend, Friday – Sunday.
- Leave is then checked and approved, and a confirmation is sent back to the parent.
- It will then be in the system and your son can be signed out by the Duty Master at the time of departure.
- If any details are missing or incorrect, you will be asked to resubmit or amend that requested leave.

Procedures to ensure accurate meal counts each weekend

- From the beginning of Term 4 2019, a new Weekend Leave Event in Boardingware was created. **You will now be required to OPT IN or OPT OUT of Weekend Leave before midnight Thursday of each week.**
- You will receive a prompt on Wednesday and Thursday afternoons to remind you to get the leave in on time.
You will complete the weekend leave as per normal, but it is now through the **Event Pass** instead of individual weekend leave.
We are doing this to streamline the process of leave and make catering numbers easier and more accurate for the kitchen to calculate in advance.

If family circumstances change suddenly after midnight Thursday, and your son requires leave, then please use the **Special Request Leave**.

Leave that students must submit

- **Morning Leave:** Students need to sign out for morning leave the evening before.
- **School Leave:** Students must sign out of the Hostel on departure to school and sign in on return to the hostel after school.
- **Sports Leave:** Students sign out for sports leave as they leave the hostel (unless it is in the morning, in which case morning leave applies).
- **Town Leave:** Students have a limited number of times that they can sign out to town in the afternoons and weekend. They sign out as they leave the hostel.
- **Other Leave:** Students sign out for other leave such as physio appointments and family functions, as they leave the hostel.

For any extraordinary circumstances, please email the hostel argyle@hbhs.school.nz

Any Boardingware queries or questions should be referred to Boardingware via your Boardingware login.

Any updates to email addresses need to be sent to argyle@hbhs.school.nz

LIBRARY

Students are encouraged to become members of the town library.

LINEN CHANGE

Every Wednesday at 7.00 am boys will be given an early wake up call to complete their linen change. They must return all towels, sheets and pillowslips to the laundry where they will receive new linen and be checked off by the Duty Master. Any boys who will miss Wednesday linen change due to morning sports leave must take the responsibility to complete their change the previous evening.

LOCKABLE CUPBOARDS

Boys have a lockable space in their room/cube. Boys must provide their own lock and look after the keys. Security is an individual responsibility and valuable items should remain locked away at all times. The Senior Units have a combination lock built into their wardrobe door. The boys can determine their own code.

LOST PROPERTY AND UNNAMED CLOTHES

Every effort is made to locate lost or mislaid property ***that is named and numbered***. Students fill out a lost property form that is held on file. Unnamed clothing presents a problem of ownership and encourages theft. As well as machine-sewn nametapes, students are encouraged to number all clothing with an indelible pen using their hostel laundry number.

Any unclaimed items of property are donated to a charity at the conclusion of each term.

Clothing items left lying around the hostel (inside and out) or hanging off window latches to dry will be impounded. It will cost the student 50c to retrieve impounded items.

LUNCH

12.30 – 1.10 pm (5 days per week)

Thursday's 12.40 – 1.20 pm

Sunday's Brunch 10-30 – 11 am

It is a Senior privilege for Year's 12 and 13 only to sit in the foyer outside the junior tv lounge each day after lunch has finished. NO food is to be eaten in these areas. If abused, the privilege will be lost for one week. Boys must be gone by 1 pm Monday, Tuesday, Wednesday and Friday and 1.10 pm on a Thursday.

Boys needing to use the toilet at lunchtime must use the Domestic Wing toilets. The other two toilets close to the kitchen are for staff so are locked at all times.

M

MAINTENANCE

A high state of maintenance is required. A ten-year maintenance plan is updated annually. Priority is given to essential repairs.

MEALS

- All meals are compulsory for all boys who do not have leave (whether they intend to eat or not). These times are used as roll calls, so all boys must report to the dining room. Parents will be notified by email by the Duty Master if a boy chooses not to eat his evening meal (due to eating a takeaway meal in town).
- Students to be dressed tidily and wear footwear to all meals.
- Noise is to be kept to a minimum during meals.
- **No crockery or cutlery is to be removed from the dining room.**

- **Food and drink is to be consumed in the dining room including afternoon tea.**
- Walking around the dining room during meals or leaving the dining room for phone calls or visitors is not permitted.
- Students requiring late meals must apply on the appropriate sheet outside the Masters Office. Permission for saved meals is at the discretion of the Catering Manager / Duty Staff.
- Afternoon tea and supper is available for all students in the main dining room.
- Morning tea is collected from the kitchen servery 8.00 a.m. each morning during the week.
- Arrangements for a saved meal after weekend leave need to be made prior to departure.
- **Dinner is not provided at the conclusion of set leave weekends or the beginning of a new term.**

MEAL TIMES

Breakfast	7.30 – 7.55 am	Monday - Saturday
Brunch	10.30 – 11.00 am	Sunday
Lunch	12.30 - 1.00 pm 12.40 – 1.20pm	Monday – Saturday Thursday only
Afternoon Tea	3.15 pm 2.15 pm	Monday – Sunday Thursday
Dinner	5.30pm (Years 9 & 10) 5.45pm (Grove) 6.00pm (Years 12 & 13)	Monday – Friday Monday – Friday Monday – Friday
Supper	8.00 – 8.15 pm (Jnr) 8.00 – 8.30 pm (Snr) 8.30 – 8.45 pm (ALL)	Monday – Friday Monday – Friday Saturday – Sunday

MINI BUS (Van)

The hostel mini bus (Van) is owned by Argyle House and is used for boarders commuting in or about Hamilton. The mini bus is used to transport boys to and from medical appointments, A & E, sports practises, music lessons, tuition and to recreational facilities. It is also used to drop boys off and pick them up from the bus depot preceding or following weekend leave.

Priority is given to boys attending an HBHS commitment.

Travel to and from weekend sport is excluded and is the responsibility of the students and their families.

Boys must book the mini bus using the booking sheet inside the Hostel Office prior to 1pm on the day of travel.

The mini bus only operates within a broad area within the city. If the mini bus is not available, a taxi is to be used at the boarder's expense.

The mini bus driver has the right to refuse you transport if at any time you swear or misbehave whilst travelling with him/her.

Please, no eating of food or drinking of drinks, no wet clothes to be worn whilst travelling on the mini bus.

MUSIC ROOM

The Music Room is available during free time for students to practise playing musical instruments.

N

NAME TAPES

Forms for parents to order personalised nametapes for marking clothes are available from the Senior Matron or Hostel Administrator.

NEWSLETTERS

The school newsletter, known as the 'High Achiever' is published each term and emailed out as a PDF file on School Links for parents/caregivers to view. Printed copies can be requested by emailing the school and you will be sent one out in the post. Instructions for this are emailed out via 'School Links' also.

A hostel newsletter is published every 3-4 weeks and is emailed as a link out to all parent/caregivers by the Head of Boarding, giving a snapshot into life at Argyle House with numerous photos and video clips, as well as informing parents/caregivers of key dates and events.

NOTICE OF WITHDRAWAL FROM HOSTEL

Any information relating to the withdrawal of boys from the hostel should in the first instance be referred to the Head of Boarding. The HBHS Business Manager will handle financial matters in these cases.

Parents/Caregivers are required to give 10 weeks notice in writing when giving notice to leave the hostel. Otherwise they will be liable for a term's fees. There is no automatic transfer from boarding to day school status. The Headmaster will handle all applications.

O

OPEN DAY

The hostel holds an Open Day in Term One for the following year's prospective parents and boarders. The date of the Open Day is advertised on the HBHS Website.

OPERATION

The Hostel Staff comprises a Head of Boarding, Senior Master, Dean of Boarding, 4 Hostel Masters, 2 Assistant Master's, 2 GAP Students, 2 Matrons and 1 Hostel Administrator. We have a Dean of Boarding who is a current Hostel Master. The Dean of Boarding, Senior Master and Head of Boarding are available by appointment.

- Duty Masters hours are from 7.00 am – 8.30 am and 3.15 pm - 10.30 pm daily.
- Matrons are available during their rostered hours of duty. (see pg. 22).
- Hostel Administrator hours of work Mon, Tues, Wed, and Fri 9.45 am – 3.30 pm and Thursday's 10.00 am – 2.30 pm.
- Enquiries should be directed in the first instance to the Master on Duty or the Head of Boarding.

HOSTEL OPENING TIMES

After set leave weekends and holidays the hostel opens at 5.30 pm – **(no dinner available)**.

HOSTEL CLOSING TIMES

On set weekends and holidays the hostel CLOSES AT 5.30 pm unless otherwise notified. Arrangements must be made for all boarders to be collected before this time.

P

PANDEMIC

In the event of a Pandemic the hostel will follow Ministry of Health and Ministry of Education guidelines.

PARENTS AWAY FROM HOME

Parents are required to inform the hostel when they are away from home and to give a personal contact number or details of a friend or relative to whom they are delegating responsibility.

PAYMENT OF FEES FOR ARGYLE

Any enquiries relating to the payment of fees can be directed to the HBHS Business Manager. Please contact through the HBHS reception or via email rpradeep@hbhs.school.nz

PARENTS' MEETING

The Parent Meeting date is published on the hostel calendar and takes place prior to the Argyle Prizegiving each year at 5.00pm in the Prep Room. Parents meet to discuss matters pertaining to the hostel with the Head of Boarding, Headmaster and Chairperson of the Hostel Committee. Representatives from the hostel committee chair the meeting.

(Parent Rep. Contact: See front of Manual for contact details)

PERSONAL RECORDS

The hostel should be notified of any alterations in a student's personal details, such as change of address, phone number, email address or emergency contacts. Should parents require the hostel to monitor family access arrangements, instructions are required in writing.

PHOTOGRAPHS

A professional photograph of the hostel students is taken each year. Students desiring to purchase the photo must use their HBHS "shoot key" to purchase on-line through Photolife Studios.

POUND

Clothing items left lying around the hostel (inside and out) or hanging off window latches to dry will be impounded. It will cost the student 50c to retrieve impounded items.

PREP *(pages 42-45)*

Prep room is open at the following times:

Monday – Thursday	5.00 pm – 9.30 pm
Friday and Saturday	6.30 pm – 9.30 pm
Sunday	12 noon – 3.00 pm

Prep is a very important part of hostel life and is valued as an essential time in the day of a boarder. Prep, under the direct control of the Head of Boarding, is **compulsory** for all year levels and is divided into two sessions from Monday to Thursday.

- Student diaries are to be signed off by duty staff at least once a week.
- Tracking folders are to be the priority for duty staff to check for Years 11, 12 and 13.

Years 9 and 10 have prep in the upstairs Prep Room from 7.00 – 8.00 pm and 8.15 – 8.45 pm.

Years 11 - 13 have prep in the Dining Room from 7.00 – 8.00 pm and 8.30 – 9.00 pm (optional 9.00 – 9.30 p.m.).

On Sunday evening's a single session of Prep is held from 8.00 – 8.30 pm.

Direct supervision is provided by Duty Masters in the Prep and Dining Rooms. It is expected Year 12/13 boys have the ability to be more self-directed in their study habits.

Year 12 Prefects and Grove Year 13's can study in the foyer outside junior tv lounge during Prep. This will be monitored by the Duty Master (Minor) and if being abused, then they will complete their prep in the dining room. If boys want to work together, this is done in the second session (case-by-case) and they can do this in the junior tv lounge under the eye of the Minor Master.

A 3-strike policy is in place for Year 12/13 students in Argyle House who are not meeting their Prep requirements during set Prep hours.

1. Sent to Dining Room for the remainder of that evening, plus all sessions the following evening.
2. Sent to Dining Room for one week.
3. Remain in Dining Room for the remainder of the Term.
 - Each strike is recorded in the Prep roll.
 - A clean slate occurs at the end of each term.

Students may be given the flexibility to complete prep in their own room space if they consistently display a high standard of maturity.

The following points should be noted:

- Boys must complete their homework and/or revision work.
- When the above is complete, boys may read quietly.
- Eating and drinking in prep is not permitted.
- The use of cell phones is not allowed.

When giving permission for outside activities, we ask that parents remember that in general we expect students to be in attendance and reserve the right to monitor the activities of those who encroach on this time. If students are absent from prep we expect them to complete work after school (i.e. early prep).

SUMMARY OF PREP EXPECTATION

JUNIOR PREP EXPECTATIONS

First Session:

Students to remain seated at their own desk for the entire session. If they must get up they are to see the duty master/duty Y13 first, for permission:

- Individual work only
- No music to be played
- Working in silence

Second Session:

Students may listen to music through ear phones only

Students may work in pairs but must ask permission from the duty master.

Misuse of Prep Time:

The first time a student is caught mismanaging their prep time they will be put on the job of cleaning up the prep room after prep and a B for behavior recorded in the roll book,

Second offence student will be sent to the dining room for prep for the rest of the sessions.

Third offence and a student will do prep in the dining room for a period of time as defined by the duty master.

Prep detentions (after school Friday) may also be issued if a student is failing to meet expectations.

SENIOR PREP EXPECTATIONS

First Session:

Students to be seated quietly in their own space
(Year 11s in dining room, Y12s in own room only)

- Individual work only
- No music to be played
- Working in silence
- No wandering around space

Second Session:

Students may listen to music through ear phones only.

Students may work in pairs, but year 12's are to come into a communal space as decided by master on duty.

No wandering around space.

Misuse of Prep Time:

- Those in Junior Lounge: Straight back into Dining Hall to complete prep to 9.30 pm.
- Those in Dorms/"gone to bed" : Straight back into Dining Hall to complete prep to 9.30 pm.
- **ALL** of the above will lose the 9 pm privilege for that week.
- Normal Strike 3 System (as per Year 12 and 13) will come into effect for repeat offenders. Masters to ensure strikes have been placed in the Master folder.

All boys during prep must have their phones on Flight Mode. Prep detention if phone not on Flight Mode and if caught receiving/replying to notifications then the boy will lose their phone for 7 days.

Year 11 and 12 Prep Procedures

7pm	First session of Prep commences.
	7.00 - 7.15 pm Silent reading
	7.15 - 7.35 pm Silent study. NO Moving around, NO talking
	7.35 - 7.40 pm 5 min break.
	7.40 - 8.00 pm Silent study. NO Moving around, NO talking

8pm First session of prep concludes

8-8.30pm SUPPER.

8.30pm **Second session of Prep commences.**

Same seating plan. Students who need to perform small group work to discuss with Minor Master and at discretion of Minor Master students to do

quiet group/peer work (re-arrange seating for this to occur for these students). Music allowed with earphones.

9pm Compulsory second session of prep concludes. Students who need to continue can remain in the dining hall/dorm room to continue working quietly. Remainder of students will either:

- a. Sit quietly in the junior TV room (Year 11's) or senior lounge (Year 12's) supervised by the Minor Master, on phones/devices or watching TV. No loud talking.
- b. Play quietly in the Games Room.
- c. Prepare for bed. In bed and lights out at 9.15pm. **Dorm Leaders to aid in supervision of this.**
- d. **Year 12 students NOT continuing with study AND not going to bed must enter the Senior Lounge**

9.15pm Gap student to move from junior prep area upstairs to take over supervision from the Minor Master in the Junior TV Lounge. **Minor Master to sweep around Dorms and Units.**

9.30pm Gap Student and Minor Master's supervision of students in the Junior TV Lounge and Senior Lounge will conclude. Students to be quiet and considerate of those students who have already gone to bed.

Consequences for poor behaviour after 9pm:

- Those in Junior Lounge: Straight back into Dining Hall to complete prep to 9.30 pm.
- Those in Dorms/"gone to bed" : Straight back into Dining Hall to complete prep to 9.30 pm.
- **ALL** of the above will lose the 9 pm privilege for that week.
- Normal Strike 3 System (as per Year 12 and 13) will come into effect for repeat offenders. Masters to ensure strikes have been placed in the Master folder.

END of Prep Procedures

PRIVATE BANK ACCOUNTS

All students are advised to have EFTPOS cards.

It is advised that students who have possession of cash greater than \$20 should have the Matron lock it away until it is required.

PREFECTS & SENIOR LEADERS

A Head Prefect and two Deputy Head Prefects (all Year 13) will lead the student leadership team. It is likely these students will reside at Grove House. They will be supported by a group of eight Year 12 Prefects.

The Year 13 Senior Leadership group is also made up of the Head of Grove, Head of Bennett and Head of Sutherland.

Applications for these 14 senior leadership roles are sought in October each year, with interviews held for each applicant in the presence of the Head of Boarding and Senior Master. Appointments are discussed with the Masters and Headmaster before an official announcement occurs after the Argyle Prizegiving each year.

Q

QUESTIONS AND QUERIES

Questions and Queries are always welcome and should be directed to the **Head of Boarding**.

R

RADIOS / IPODS and SPEAKERS

1. All radios / iPods and speakers **must** be named clearly with the owner's name. This is essential to prevent items being "borrowed" without permission or returned to the wrong person.
2. Students must take a sensible and respectful approach to the amount of volume used. It is not Ok to have a loud 'base' thumping out from buildings and disturbing other boarders and/or neighbouring residents.
3. Staff reserves the right to confiscate radios / iPods that are not used within the guidelines. Parents will be notified that the radio / iPod is impounded and locked away and that their son has lost the privilege to have a radio / iPod at the hostel for the remainder of that **YEAR**.
4. **Radios / iPods are a privilege not a right.** Student responsibility is expected.

REFERENCES

Year 12 or 13 students may apply to the Dean of Boarding, Senior Master, Head of Boarding or Hostel Master for a reference from the hostel.

REWARDS

On a term-by-term basis, boys who display exemplary personal standards of discipline and accountability are rewarded with small acknowledgements of appreciation from hostel management. This includes Dorm Leader's for their

term's service, Year 12 Prefects and Year 13 Senior Leaders, usually with an all-you-can-eat meal at a local restaurant e.g. 'Gengy's'.

Dorm Leaders are rewarded with a 'Chip Night' each month.

Boys that have no dorm demerits, Prep detentions, Gatings, Community Services, Stand-down in a term, are rewarded with a trip to the movies as reward for good behaviour.

S

SCHOOL HOLIDAYS

The Hostel closes at 5.30 pm on the last day of each term. As the Hostel is often hired out during the holidays, all personal belongings are to be taken home. On the final day of Term 4 the hostel closes at 2.30 pm.

SECURITY

In a boarding situation where there are a lot of people, individuals need to be aware of the importance of taking care of their own property. Every student in the dormitories and units has a lockable cupboard. Security of possessions is the responsibility of the student who should keep items of value locked at all times and carry the key. Boys must make sure everything is named and is not left lying around. The practice of 'borrowing' other people's property without their permission is not tolerated and will be given a serious consequence.

SECURITY CAMERAS

Argyle House has a number of security cameras installed and operating 24 hours a day. These cameras provide a further layer of protection and security for boarders' and hostel property.

SENIOR LOUNGE

Use of TV Rooms & Lounges by Seniors:

- The Senior Lounge is only available for Years 12 and 13 students.
- All Year 11s in both the dorm block and units must watch TV in the junior TV lounge.
- Year 12/13s may also watch TV in the junior TV room, with the juniors having control over the programme content in the junior TV room.
- All Year 11s in the Units and Dorm block can play table tennis and pool in the junior games room. The senior lounge is out of bounds for all Year 11s.

SET LEAVE WEEKENDS

The hostel closes from 5.30 pm Friday to 5.30 pm Sunday, approximately twice per term. These are designated set leave weekends and parents/caregivers should request set weekend leave through Boardingware.

Students returning to the hostel after set leave need to arrange their own evening meal before leaving home. See the Argyle House Calendar for details.

SICKNESS

The hostel has a sickbay where students are cared for, for up to 24 hours. Illness of a contagious nature requires immediate departure for home. Parents will be contacted immediately if the Duty Matron considers it necessary.

Boys may not remain in bed in their dorm if they are unwell; to ensure proper care and prevent the spread of illness, they must go to the Matron.

To confirm an illness, in the event of an epidemic, we would contact the medical officer of health and follow the advice given.

Boys who have been admitted to the sick bay will NOT be permitted to sign out of the hostel for either Sports or General leave later in the day/evening.

What happens if a boy becomes unwell when at school between the hours of 9.00am – 3.00pm?

If a boy is unwell while at school, he must report to the School Health Centre. The school nurse will contact the Hostel Administrator between 9.45 am – 3 pm Mon, Tues, Wed; and Friday and 10 am – 2.00 pm Thursday, to inform her that the boy is ill and will come over to the Hostel to her and placed in the Hostel Sick Bay. **Under no circumstances must a boy return to the hostel when ill before first reporting to the school nurse.** The boy will be monitored throughout the day by the Hostel Administrator until 3pm Mon, Tues, Wed and Friday and 2.00 pm Thursday, when the Weekday Matron comes on duty.

In all circumstances, the HBHS Nurse will contact the hostel informing them a student has fallen in in class. The boy will be escorted over to the hostel and met by the Hostel Administrator (or Matron). The boy will be assessed and placed in the hostel sickbay. The boy's caregivers are contacted by the Hostel Administrator (or the Matron), to inform them their son has fallen ill and is in the hostel sickbay. A plan of action is then determined between the caregiver and hostel, based on the assumed level of illness.

What happens between the hours of 9.00am – 3.00pm when a boy is in the hostel sickbay and another hostel student is injured at school requiring medical treatment i.e. X-Ray, and the Hostel Administrator needs to accompany him to A & E?

The Hostel Administrator will call the off-duty Matron to inform her that a student is currently in sickbay so she can be available to monitor him while the Hostel Administrator is off-site with the injured student at A & E. The Hostel Administrator will contact the parents of the sick boy.

What happens between the hours of 9.00am – 3.00pm when a boy becomes unwell at school and the Hostel Administrator is absent from work that day?

The school nurse must keep the boy at the HBHS sickbay until the Duty Matron comes on duty. The School Nurse will contact the caregivers of the sick boy.

What happens between the hours of 9.00am – 3.00pm when a boy is injured requiring medical treatment i.e. X-Ray, needs to go to A & E and the Hostel Administrator is absent from work that day?

The HBHS Nurse will contact the off-duty Matron who will either come in and take the boy to A & E herself or organise a relief person to take the boy to A & E e.g. Laundress (acts as a frequent relief Matron), Weekend Matron. The Matron or relief person will contact the parents of the sick boy.

Booking non-emergency appointments for boys e.g. physiotherapists.

In the first instance, all boys will be referred to the school physiotherapist, as they are free of charge and are on-site so the boys will only be out of class for a minimal time. N.B. One of the main reasons the physios are now on site at HBHS was due to the excessive time boys were out of class at off-site appointments.

If a caregiver requests a non-emergency appointment for a practitioner off-site e.g. physio, osteopath, doctor, dentist, then the caregiver must communicate with the Matron who will coordinate the appointment so it is completed within the timeframe of the Matron's and Hostel van driver's hours of duty.

SKATEBOARDS & LIME SCOOTERS

Skateboards and Lime Scooters are banned from the hostel. They cannot be used on site and they are not a permitted form of leave transport, due to the damage they cause to the interior and exterior of buildings, seats and paved areas.

Grove boys (Year 13) may use a skateboard or scooter to get to and from Argyle, but must leave in the Matron's office when arriving for dinner or lunch on Saturday/Sunday. They are not to be used around Argyle under any circumstances, so are for to and from Grove. This is a privilege. If abused the scooter/skateboard will be confiscated.

SPORT AND RECREATION

Students are encouraged, with written consent from their parents to join in all school activities, outside clubs, and cultural groups. A list of activities is included in the Prospectus and assistance in making choices is given to new entrants.

A co-curricular survey is completed each year to highlight those boys with minimal involvement. They are then directed to the Master in charge of that

year group so they can have a 1:1 with the in-active student to encourage him to get involved in the HBHS co-curricular programme.

SPORTS - EARLY NIGHT CHECK-OFF AGREEMENT

Many of our first team, elite athletes are under enormous pressure to achieve in the classroom while meeting all commitments to their training/playing regime covering many mornings and afternoons each week. They get very tired and some often ask if they can miss the final session of prep to get an early night, which is usually granted. The only problem being that others in their room continue to complete their prep, keeping them awake, wander around after prep has finished, then the Duty Master walks around at lights-out checking the unit off and wakes them up, unintentionally. By placing them all in the same unit they will be able to get an uninterrupted 9 hours sleep.

As an elite athlete, the boarder has the opportunity to follow a daily schedule that differs to the rest of the Hostel. This will ensure these athletes have the opportunity to get the amount of sleep needed to perform at their optimum potential.

In signing this document, you agree to adhere to the schedule below. You cannot request a change to this schedule.

You must keep up with all expectations of your academic programme and utilise the optional prep times as necessary.

You must respect those in the unit and their right to sleep undisturbed between 8:30pm and 5:30am.

5:30am	Wake Up
6:00am – 7:45am	Morning Training
8:00am – 8:15am	Breakfast
8:15am – 8:40am	Optional prep
8:45am – 3:15pm	School
3:15pm – 5:00pm	Practice
5:00pm – 6:00pm	Relaxation Time
6:00pm – 6:30pm	Dinner
6:30pm – 7:00pm	Optional prep
7:00pm – 8:00pm	Compulsory prep
8:00pm – 8:25pm	Optional prep / supper
8:30pm	Checked off by Master and lights out

Each athlete will understand that their failure to self-manage, keep up with their school-work and/or failure to comply with this agreement, will result in them losing their place in this Agreement.

Parents/Caregivers will be informed of any concerns the hostel has in association with this Agreement.

The Agreement is signed by the student, parent, coach and Head of Boarding

STATIONERY

Students can purchase stationery at school or in town. An EFTPOS machine is available in the uniform shop at HBHS for stationery and uniform. No cash will be issued.

STUDENT LEADERS

Students chosen to fill roles of responsibility play a significant part in the success of the Hostel. They primarily ensure that all boarders meet their responsibilities and contribute to the daily routines. Student Leaders work closely with the Staff.

Prefects

Appointed prefects take on the responsibility to develop leadership skills in a positive and supportive environment. Students, parents, staff and the school hold the position of Prefect at Argyle House in esteem.

Prefects are responsible for:

- Supporting the Masters on daily supervision and pastoral care of boarders.
- Providing a role model for other members of the Hostel Community.
- Assisting with the organisation and supervision of planned activities.
- Assist in managing Dining Room procedures and duties system.

Year 12 Dorm Leaders

1. The Year 12 Dorm Leader role is one of the most vital roles in the Argyle House. Whilst residing in his Dorm, he is responsible for the general welfare of up to 30 boys. In particular, after lights out, he is the first port of call for boys who are sick and need attention from the Matron. Year 12 Dorm Leaders apply and are chosen based upon their character and integrity.
2. Dorm Leaders job description to return to their dorms after breakfast, no later than 7.55 a.m. Job is to clear their dorm by 8.00 a.m. when the call goes over and before the GAP student walks through. Any boy still in his dorm at 8.00 a.m. will be issued with a demerit.
3. All Dorm Leaders rooms should be immaculate when they depart for school at 8.40 a.m. Matron to check each Dorm Leaders room before 9.00 a.m., as Masters' struggle to check off units and get to staff briefing by 8.30 a.m. If messy, same rules: Early morning check-off the following day.

The Year 12 Dorm Leader is responsible for:

- Getting the boys in his dorm out of bed and ready for morning check off.
- Ensuring the dorm is kept tidy.
- Ensuring all boys are in bed on time with lights out.
- Maintaining a quiet atmosphere in his dorm after lights out so that all boys can get a good night's sleep.
- Reporting any misbehaviour to the Duty Master.
- Providing support for his dorm members – particularly when boys are

- experiencing difficulties.
- Up-keep of the roll of attendance in his dorm.
- Acting as a Fire Warden

Senior Leaders may not use their authority to humiliate, harm, 'man-handle' or in any way affect the emotional well being of any boarder.

Positions of responsibility come with privileges.

Senior Leaders must be aware that responsibility comes before privilege and they are not above and beyond rules and guidelines.

STUDENT REPRESENTATIVES

The Argyle Head Prefect and two Deputy Head Prefects are responsible for representing the hostel at relevant meetings with staff and other boarding hostels.

Student Senior Leadership Structure:

Prefects Year 13 (3):

Head Prefect: (Year 13)

- House Captain
- Front of house for all formal/public occasions
- Provide support for Deputy Head Prefects

Deputy Head Prefect: (Year 13)

- Deputy House Captain
- Responsible for Matthew Allen Cup competition
- Responsible for Man of the Week

Deputy Head Prefect: (Year 13)

- Administration & Publication:
 - Student Weekly Job Roster
 - Prefect/Senior Leader term Roster
 - Promoting Argyle ie. Facebook page/Blog, taking event photos
 - Leavers Dinner invitation/programme, AGT promotion, Socials...

Year 13 Senior Leadership Group (3):

Head of Grove: (Year 13)

- Management of Grove i.e. job roster, oversee jobs completed, food supplies, Year 13 supervision roster for junior prep room

Head of Bennett House: (Year 13)

- Responsible for organising Bennett House teams
- Assist Deputy Head Prefect with event set-up

Head of Sutherland House: (Year 13)

- Responsible for organising Sutherland House teams
- Assist Deputy Head Prefect with event set-up

Year 12 Prefects (8)

- Dorm Leaders: 2 per dorm x 4 dorms
- Manage the students on the weekday job roster

SWIMMING POOL

Argyle House has access to the school pool for the use and enjoyment of all students. Supervision is the responsibility of a duty staff member and boys will not be allowed access to the pool area without adequate supervision. Consideration of others and adherence to the safety rules in and around the pool is very important.

All students must use their own personal (beach) towel brought from home. No hostel white towels are to be used.

T

TELEPHONES

Office..... +64 7 853 0437

- **PLEASE DO NOT RING YOUR SON DURING MEALS, AT PREP TIME, OR AFTER BEDTIME, UNLESS IT IS AN EMERGENCY.**

TELEPHONES – CELL PHONES

All students can bring ONE cell phone to the hostel. Year 9 and 10 students are permitted to use cell phones after breakfast up to 9.00 pm. Cell phones for Year 9 and 10 must be handed in to the lockable cabinet outside the hostel reception desk no later than 9.00 pm each evening Sunday – Thursday (15 minutes before lights out). This is to ensure students are off their phone, there are no distractions and they are getting ready for bed for a 9.15pm lights-out.

All cell phones must be clearly marked with student identification. Parents are required to acknowledge that having a cell phone at the hostel is a privilege and comes with the responsibility to use it sensibly.

Breach of the conditions will result in loss of the privilege (see below).

All mobile phones must be returned to this cabinet by 9.00pm Sunday - Friday evenings,

The following needs to happen beforehand:

- Major Duty Master unlocks the cabinet once he gets down from the prep room, from 8.45pm.
- Boys can place their phone in after this time.
- Major Duty Master puts an announcement over the intercom reminding the boys of their 9.00pm deadline.
- Know your room and bed number in your dorm.
- **Must place your phone in the correct space by 9.00pm**

Failure to meet this simple rule:

- **First strike** = phone confiscated for 24 hours, recorded in strike folder & recorded on Boardingware
- **Second strike** = phone confiscated for 24 hours, recorded in strike folder & recorded on Boardingware
- **Third strike** = phone confiscated for 7 days, recorded in strike folder & recorded on Boardingware
- **Fourth plus strikes** = phone confiscated for 7 days, and thereafter & recorded on Boardingware

Cell phones can be accessed in the morning from 8am, under the supervision of the Argyle Assistant Master (GAP student), as part of his duty.

Year 11, 12 and 13 students may have cell phones provided they are used discretely. They may not be taken into the Dining Room (*may take it in but not use it*) or used after lights out. Text messaging is a source of irritation for some people and is included in the restricted use. If students use phones inappropriately the phone will be confiscated, and this will result in loss of the privilege.

Use of Cell Phones after lights out and for handing in a second (dud) phone (per year)

1st Strike : lose phone for 2 weeks + Community Service

2nd Strike : lose phone for 10 weeks + 7 day gating and Community Service

3rd Strike : lose phone for the year + 7 day gating and Community Service.

TRAVEL UNIFORM

Formal travel uniform **must** be worn when a boarder signs out on weekend leave and signs in from weekend leave. This includes signing in and out during exam time and the beginning and end of each term.

Parent's co-operation is sought to maintain high standards in relation to this policy. **Boarders may not change out of uniform when travelling on public transport and changing in the car park is not permitted. It is unacceptable to get changed on your return simply to sign in.**

All boarders travel in the approved travel uniform

Saturday Sport:

- If you sign out before your game you wear mufti, but you must take your travel uniform.
- If you return to the hostel after your game, you must sign out in travel uniform.

Boys sign in, in mufti, if they return from overnight leave between 10.00 a.m. – 12.00 p.m. (Saturday morning/Sunday morning). If they return after 12.00 midday, they are to sign in, in their travel uniform.

TUTORING

Private tutoring can be arranged if required by the Dean of Boarding; this can be on an individual level or in a small group. It is paid for at an hourly rate. The hostel acts as an agent only, in engaging tutors who will contact parents and make payment arrangements privately. Students need to advise the tutor if they will be absent for a lesson. Some tutoring from HBHS and/or Argyle students may be available free of charge.

U

USE OF THE HOSTEL DURING THE SCHOOL DAY

Boarders may not enter the Hostel during the school day i.e. 8.30 am to 3.15 pm, apart from returning for lunch at 12.30 pm.

The exception is Year 13 students who may enter their rooms and the Senior Lounge during study periods from 2.15 pm – 3.15 pm (1.20 pm on a Thursday).

Students must not return for lunch earlier than 12.30 pm.

Boarders have unrestricted access to their OWN rooms and dorm cubes after school and during weekends.

Boys are allowed to enter a friend's room in their own dorm if they have permission and the friend is present.

The Dorm Block must be cleared of all Year 9 – 11 by 8.00 am or they will be issued with a Community Service or a demerit by their Dorm Leader.

If a room within a Dorm is left messy at 8.00 am after having been checked off at 7.30 am tidy, then the entire Dorm will be checked off at 7.30 am. The door is locked the following morning, with no-one able to return after breakfast on that day.

Year 13 students accommodated at Argyle may stay in their room after the 8.10 am check-off through until 8.30 am. This is a privilege. If their room is untidy or they are not ready at 8.10 am then they will lose this privilege for a specified time period.

All Domestic Wing rooms are to be locked by the Duty Master after the morning check-off, unless they are a Year 13 student.

The Senior Units are checked off at 8.10am each weekday morning. Where there are Year 11s accommodated in Units 6-8, a Year 11 student must be present at 8.10am when the Duty Master arrives, to ensure someone is there to complete any final jobs that need to be completed. Failure to be present will result in the whole unit having an early morning check-off the following morning at 7.25am.

V

VEHICLES AT THE HOSTEL

Year 12/13 students only, wishing to have a motor vehicle at the hostel must fill out an application form which is signed by the student and his parent(s) / caregiver(s). **Parent(s) / Caregiver(s) must ensure that at the very least third party insurance has been obtained for these vehicles.** The Head of Boarding will grant permission when he feels the student has a clear understanding of the rules for vehicle use and the consequences of not following the rules. There is limited parking available in the hostel parking area and Argyle Street is used for the spill over. All current licences will be sighted and photocopied for a copy to be held in the hostel office. Students must be aware that failure to follow the conditions of your licence may result in the privilege of the vehicle at the hostel being withdrawn. **Keys must be handed in at the hostel office when car is not in use for Year 12 students only.** Constant access to vehicles is not permitted.

Consequences for boys choosing not to follow the Vehicle policy are severe and can lead to a stand down, for both the driver and the passenger/s. Smart choices are encouraged.

There is a 3-strike system for inappropriate use/parking of vehicles which may result in the student losing the privilege of having a vehicle at Argyle.

VISITORS

Visitors, especially parents and family of boarders are very welcome at the hostel. We request that all visitors enter the hostel via the main entrance and contact the duty staff.

VISITORS OTHER THAN PARENTS

Visitors, other than parent and immediate family, must be entertained in either the junior lounge area, hostel reception, games room, or in public areas of the grounds out the front of the hostel.

Under no circumstances are visitors to come into the dormitory or unit areas.

Hours are as follows:

During the school week (Monday – Thursday) visitors are welcome after school until 5.30pm.

Evening visitors are welcome Friday – Sunday from 6.30pm until 9pm.

During the weekend visitors may sign- in from 1.00pm until 5.00pm.

<p>NO VISITORS ALLOWED IN THE HOSTEL DURING SCHOOL HOURS – OR ON SCHOOL HALF DAYS.</p>

The *Duty Master* may ask visitors to leave at any time.

W

WAKE UP TIMES

Dorms 1-4:

Monday – Saturday 7.00 am

Check-off 7.30 am

Sunday – Whole Hostel 9.30 am

Brunch 10.30 am

Senior Units & Domestic Wing:

Monday – Friday 7.30am

Breakfast 7.30 – 7.55am

Check-off 8.10 am

WITHDRAWAL FROM THE HOSTEL

see 'Notice of Withdrawal from the Hostel' – page 40

WINTER/ WET SPORTS WEAR

All winter sportswear, including practice gear, must be hosed and scrubbed in the sinks outside the laundry. Once items are clean they must be hung up to drip dry on the outside lines before being presented to the laundry. Items can also be put into the Drying Room.



Hamilton Boys' High School
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