

Boarding Handbook

St Matthew's Collegiate School

www.stmatts.school.nz



**Your best
is waiting
for you**

Contents



Welcome	4	Laundry	Restricted visitations
Introduction	5	House duties	Town Leave
Expectations		Out of school activities	Health and medical care
Conduct		Exeats	Reporting illness
Expectations of students		Boarding Community	Emergency procedures
Expectations of Boarding Staff			Consultation and reporting
Expectations of Parents		Chapel	Policies
Boarding life	8	Big sisters	Security
List of requirements		Leadership	Visitors
Allocation of rooms		International students	Male visitors
Belongings		Sport	Contact
Travel		Procedures	Meals
Daily schedule			Signing in and out
Care and organisation of rooms		Leave book	Security of possessions
Meals		Leave cards	Uniform
		Special leave forms	Medication
			Students and cars
			Discipline
			Complaints



Welcome to St Matthew's Collegiate School



Leaving home is never going to be easy, but one day it will happen. I echo the words of many in these words; It's never easy to leave the nest.

But, doesn't it make more sense to make the move before university? Of course it does.

Why? Your daughter will learn how to cope with life and all its many high and low points in a community of her peers who are going through the same things she is. All of this is happening under the watchful eye of her house staff and her teachers who are wonderful mentors.

Taking small steps towards maturity is one of the intangible benefits of going to boarding school. You have to learn to be with others because it is a community.

You learn to be responsible for your actions because you are bound by an honour code of some kind. The

life lessons learned at boarding school will lay a solid foundation for adulthood.

Your daughter will make friends for life. Most boarding school graduates look back at their years in school as a time when lasting friendships were established. For parents this roughly translates to increased maturity, greater self-sufficient and superior preparation for adult life after secondary school. Going to boarding school is also taking that risk. Your daughter will be part of a community where the willingness to explore new things is inherent in the student body, and where lots of people will also be trying new things. She will meet new types of people, find her place in a new community, learn new skills and subjects and challenge herself to a higher academic standard. With every little challenge that boarding school presents, she will learn a little more about herself

and become more comfortable with herself. For parents this means that you daughter will experience a lot of personal growth and increased self-confidence.

The traditions and history behind many boarding schools shape the character of the wider school and influence all students who attend.

The shared experience of this tradition and history creates a strong network of people and a feeling of community that lasts for life.

We cannot love her the way you do, but we will provide her the care and nurturing that you want for her. She will have a home with us and you are a part of that home. We look forward to your daughter becoming our daughter; we look forward to sharing her secondary school journey with you.

Kiri Gill
PRINCIPAL

Introduction



Welcome to St Matthew's Collegiate School.

Boarding at St Matthew's is a collaborative effort between the school and your family to ensure that your daughter receives the best possible education whilst being encouraged and supported to pursue her passions, make wonderful friends, and develop into a well-rounded, happy young woman.

The way we see it, we're now a part of your team, and we're unwaveringly committed to helping your daughter be the best she can be.

This document explains how boarding at St Matthew's is structured, and outlines what we expect of you and your daughter, and in turn what you can expect from us. It explains our policies and procedures and why we have them.

We encourage you to read this, discuss it with your daughter and make sure you both understand how boarding at St Matthew's works before you arrive.

Expectations

Boarding is a joint venture between parents, staff and students, and the success of this venture often depends on how well we work together.

St Matthew's doesn't accept boarders who don't want to be here, so if your daughter is here it means she wants to be, but that doesn't mean there won't be an adjustment period. The important thing is the attitude she has from the moment she arrives – encourage her to be open – open to opportunities, people, new experiences and new ways of doing things. If she is, her experience here will be very rewarding.

Conduct

The boarding community functions on trust and co-operation and strives to emulate a Christian community where the values of respect, courtesy, honesty, tolerance, forgiveness and understanding underpin all that we do.

Expectations of students

Students are expected to follow the rules and guidelines in the document. They are also expected to act in a way that is consistent with the values mentioned above: respect, courtesy, honesty, tolerance, forgiveness and understanding.

Conversation starter

We'd encourage you to chat to your daughter about why it's important to be open minded at school and in life. Share some of your experiences with her too – it might plant a seed.

For example, if she's presented with the chance to be involved in an activity that she is not sure she'll like, why might she take part anyway?



Expectations of Boarding Staff

The boarding staff at St Matthew's Collegiate are experienced and professional. As well as taking part in ongoing professional development and assessment, every team member is well qualified and has the relevant experience and skills including:

- First Aid training.
- Duty of Care Certification (some staff complete certification whilst employed at St Matthew's).
- Other qualifications or experience relevant to the care of children
- Police vetting

The Boarding Staff at St Matthew's Collegiate are expected to conduct themselves in such a manner that;

- Ensures the wellbeing of each boarder, spiritually, emotionally, physically and academically.
- Promotes a stimulating, supportive environment which is not prejudiced.
- Role models a high standard of integrity.

- Epitomizes the values of the Trinity Schools.

Expectations of Parents

The school expects parents to work as a team with the school, communicate clearly and consistently with us about your plans, and help to reinforce what the school is trying to achieve with your daughter by supporting our vision for the school.

From time to time this means helping us enforce unpopular rules. In some cases, there are rules in place that might be seem a little rigid when you consider an individual student, and her unique personality and circumstances. However, as in life rules such as these are in place for pragmatic reasons, because while it might work for one boarder, it would not be possible to allow all boarders to do the same, or for the school to monitor all boarders to the same degree.

It's the classic tension between what's best for one versus what's best for the group. For example, lights out time; while you might allow your daughter to stay up slightly later or want her to go to bed slightly earlier at home, we've

set bed times so that girls in each age group get the average, optimal amount of sleep.

In coming to boarding school you and your daughter are agreeing to join the St Matthew's boarding community and as such you're agreeing to the rules of the community, so we ask and expect all parents to back up boarding staff and teachers when they are enforcing these clearly outlined expectations and rules with your child.

That said, we fully respect your role and rights as a parent, and encourage you to contact us with any concerns, questions, suggestions or feedback. We're always open to working out a solution if possible, and will be as flexible as we can in most circumstances.

For students, the rules regarding conduct are the same as those which apply to any St Matthew's student, and these are outlined in the school's Code of Conduct which is available on our website. This document also outlines the consequences of breaching these rules, and procedures that will be followed by the school if disciplinary action is necessary.

Boarding life



List of requirements

- | | | |
|--|--|---|
| <ul style="list-style-type: none">• Toiletries• Pyjamas• Favourite soft toys• Casual mufti clothes• Formal mufti clothes• Towels for swimming and showering• Face cloths• Swimming togs | <ul style="list-style-type: none">• Mug• Dressing table ornaments• Dressing gown• Slippers• Sewing kit containing; scissors, needles, white and black cotton, and spare nametags• Pillow, Duvet and Sheets• Posters and family photos and drawing pins | <ul style="list-style-type: none">• Laundry powder• Coat hangers• Water bottle• Tuck box, eg a medium sized click clack (must be sealed)• All girls are strongly encouraged to bring their own devices (laptops) to school. See BYOD guidelines on school website for more information. |
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Allocation of rooms

Rooms are allocated at the discretion of the House Managers. They are changed at the beginning of each term and considerable time and thought is given to where boarders are placed. If there are any issues such as snoring, sleep walking or bed wetting that may have a bearing on where a boarder sleeps, they should be relayed to the Dean of Boarding at the beginning of the year.

Belongings

Boarders are required to take home all their belongings at the end of each term. Storage facilities are made available for international students only.

Travel

Boarders may purchase tickets for the Wellington train, book tickets for the Palmerston North bus and the Hawke's Bay bus through the Main House House Manager's office before Thursday of each week and these are billed as disbursements. All train and public bus timetable information is available at www.metlink.org.nz and copies of the timetables are available

for pick-up at most train stations.

South Wairarapa buses

- To Martinborough; Transit bus leaves St Matthew's at 3.30pm Monday–Friday.
- To Carterton, Greytown and Featherston; Transit bus leaves St Matthew's at 3.30pm to meet the 3.40pm bus from the Transit depot.
- To Masterton; Monday–Friday, Transit bus leaves Featherston at 7.00am, Greytown at 7.15am and Carterton at 7.30am and arrives at St Matthew's at approximately 8.00am.

The Metlink train timetable is available online, and tickets for both the bus and train can be arranged at Main House House Manager's office. Exeat and weekend buses are booked at Main House.

Daily Schedule

All boarders must attend compulsory chapel, assembly, sports practices, music lessons and other activities as required. On occasion, students may be excused with the permission of a school or boarding house staff

member or parental permission, however this should not be a regular occurrence, and boarding staff should always be informed by an adult.

The boarding house schedules must be followed by boarders.

Wake up is at 6.45am, breakfast at 7am, and boarders are expected to have tidied their rooms and made their beds before making their way to form-time, Chapel or assembly at 8.10am. Leaving at 7.45am years 12 & 13 catch the bus to Rathkeale at 8.10am

After school boarders may be free to relax and receive visitors or go into town with permission from a House Manager, unless they have extra-curricular activities to take part in. If their activities require them to leave school, they need to discuss transport options with the House Manager in advance and make sure they have signed out.

Dinner begins at 5.45pm and is followed by compulsory prep (homework) time from 6.30pm until 7.30pm for years 7 to 10. Years 11 to 13 have prep from 6.30pm to 8pm.

After 7.30pm the House

Manager's serve supper and begin a staged process of getting the boarders ready for and into bed. This happens in order of age so that the boarders are in bed by the following times:

- Year 7 & 8 - 8.30pm
- Year 9 - 8.45pm
- Year 10 & 11 - 9.15pm
- Year 12 & 13 – 10.00pm

Boarders have 15 minutes of silent reading before their lights go out. Consideration for others is very important after lights out. Boarders are not to get up unless they need to go to the toilet, or need the assistance of a House Manager for an important reason (unless of course there is an emergency requiring evacuation). Boarders are to remain in bed after lights out until 6.30am the following morning.

Care and organisation of rooms

The boarder's rooms are to be tidied and beds made every morning ready for inspection. Boarders should ensure that;

- Drawers are tidy.
- Clothes are folded or hung and stored away when not in use.

- Dirty clothes are put out to be washed on a daily basis.
- Desk tops and shelves are to be kept clean and tidy.
- The floor is to be left clear at all times.
- Food and drink is to be stored in sealed containers.
- Posters are to be placed only on pin boards provided.
- Large suitcases may be stored during term time in the boarding house. It is strongly recommended that boarders have an overnight bag just for the weekends to be stored in their rooms.

Meals

Boarders are provided with a good selection of food and a well-balanced diet. Vegetarian meals are also catered for. Any parent is welcome to obtain a copy of a menu from the Dean of Boarding and to come and join in a meal if they would like to.

Hampton boarders may cook their own breakfast on Saturday at Hampton House and make use of their kitchens to make snacks at other times.

Early and late dinners can be provided if boarders have

conflicting commitments. These need to be ordered through the House Manager's office.

Laundry

All items of clothing and linen must be clearly labelled with the student's name. The responsibility for ensuring all items are named is that of the parents, not the House Manager's.

Main House Laundry:

- The laundry provides a same day service Monday to Friday.
- Net bags to contain laundry will be given to boarders on arrival and the cost put on disbursements.
- The laundry does not wash school cardigans, winter gym dresses, blazers or ties.
- A washing machine and drying machine are available for emergencies.
- A clothes line is available for outside drying.
- Boarders must provide their own washing powder.

Hampton House laundry:

- The laundry provides a same day service for school shirts, shorts and bath towels.

- Year 12 and 13 boarders are expected to do their own personal washing.
- Well-equipped laundry facilities are available in Hampton House.
- Boarders must provide their own laundry powder.
- Ironing of mufti is encouraged.
- Offensive language or images on any item of clothing or property is unacceptable.

Linens:

The school provides sheets, and pillow cases. Sheets will be issued each Wednesday evening. Boarders remake their bed with clean linen on Thursday morning. Boarders may bring their own linen.

House duties

Main House and Hampton House boarders will be rostered to carry out house duties several times a term and are expected to fulfil their duties with good will. They are considered a service to the boarding community and not

punishments. The duties are set according to the needs of the house and the capabilities of the boarders in the various year levels. Duties include such tasks as clearing tables in the dining room, vacuuming, sweeping the front porch of Main House, common room and sheet duty.

Out of school activities

Many boarders choose to participate in out of school activities such as dancing, swimming, horse riding etc. As far as is possible we will try to accommodate boarder's needs and organise the transport to and from the event. If the pressure on the mini buses is too great, parents may be asked to consider other forms of transport.

Exeats

Exeat weekends occur approximately every 3 weeks as indicated on the school calendar. In Terms 2 and 3 the boarding houses close at 5.00pm on the Saturday of an exeat and reopen Sunday at 7.00pm. In Terms 1

and 4 the boarding house closes at 5pm on the Friday of an exeat and reopens Sunday at 7pm.

Boarders may leave on Friday after school if they have no sport over the weekend or can make a commitment to their sporting obligation. At times the Houses will close earlier than 5.00pm on Saturday.

The school will organise transport to and from the train station and bus depot.

All boarders vacate the boarding houses during exeats. Home-stays are organised by the school for overseas students, but we encourage other students to invite them to their homes. Boarders may return on Sunday evening after 7pm or Monday morning by 8.00am.



Boarding Community



Chapel

The Anglican ethos of the school is enhanced by attendance at Chapel. Boarders attend the regular weekly year level services as well as the special Boarder's Chapel held once a term. All boarders are expected to attend these services along with their particular year level services.

Important events on the school calendar

Parents are welcome and encouraged to attend all major events both sporting and cultural. Events such as the swimming sports are occasions when parents are encouraged to bring a picnic meal and enjoy the friendly atmosphere in the school grounds.

Sister Circle

Groups, named by the girls either as trees or flowers, are made up of a boarder from each

year group. They will stay in this group until they are no longer at St Matthew's Collegiate as a boarder.

Leadership

Main House and Hampton House have different student leadership structures. In Main House, all year 11 boarders participate in the leadership programme. A Head of Main House is chosen for each term. All other Year 11 boarders are House Leaders for one term and have responsibilities for a particular dormitory. These boarders are encouraged to develop leadership skills and are expected to participate in the pastoral care of the boarders in their dorm.

Hampton House has a student Head of House who meets informally with the House Manager when necessary.

International students

Over the past few years we have had the pleasure of having a number of international students in the boarding houses. The number of students is approximately 10% of total boarders and they have traditionally come from countries such as Thailand, Japan, Korea, Taiwan and China.

We have found that these boarders inevitably add to the atmosphere of the boarding community and go some way to enriching the cultural understanding of the New Zealand boarders.

One of the reasons boarders are sent to New Zealand to further their education is to learn more about the Kiwi lifestyle and we are always encouraged by the hospitality of many New Zealand



families who offer to have an international student for a weekend or part of the holidays. If this is something you would like to do, please contact the Dean of Boarding for further information.

Sport

All students at St Matthew's are required to take part in sport. More information is available on the school website.

Procedures



Signing in and out

Boarders must never leave the school grounds without the permission of a boarding staff member. Even if parents consent for their child to leave school, and the student signs out at the school office, the boarding house must be made aware before the student leaves with a reasonable notice period if possible unless in the case of an emergency.

We have a four tiered leave system in both houses:

Leave book

All boarders must get permission from a House Manager, and sign the leave book in the boarding office when they are going anywhere outside of the boarding house and have not been signed out by a parent or teacher/boarding House Manager.

Leave cards

If a boarder is being taken away from the school grounds for any length of time, i.e. to town or away for the weekend etc., the leave cards must be signed by a parent

or guardian and be approved by a House Manager.

If a parent gives permission for a boarder to leave school with someone else, an email or phone call is required. Boarders may sign their own cards when going home by public transport or, as in the case of senior boarders, driving their own cars.

Special leave forms

These must be completed if;

- A boarder is going out at the weekend other than to her own home.
- A boarder is going to be away from school during the day for any length of time.

Leave from school during the day is granted at the discretion of the Principal.

Please familiarise yourselves with a special leave form as they must be filled in correctly and completed by the Thursday morning prior to the leave being taken. They do require parent/guardian, host and often teacher consent.

Restricted visitations

If there are legal or other reasons any person is not allowed to visit a boarder, or has restricted access to a boarder, these reasons must be conveyed to the Dean of Boarding.

Town Leave

- Year 7 and 8 boarders do not have scheduled town leave. At the House Manager's discretion, boarders may go to town if accompanied by a tutor, House Manager or senior boarder.
- Year 9 and 10 boarders have calendared town leave every fortnight.
- Year 11 boarders have calendared town leave on a weekly basis.
- Year 12 boarders have town leave on Tuesdays and Fridays.
- All boarders must ask House Manager's permission first before going on town leave.
- All boarders must sign themselves out and back in again.

<ul style="list-style-type: none"> • Town leave in Terms 1 and 4 is between 3.15pm and 5.00pm. • Town leave in Terms 2 and 3 is between 3.15pm and 4.45pm. • All Year 7, 8, 9, 10, 11 and 12 boarders must wear correct school uniform on town leave. Year 13 may wear mufti if they choose to do so. • No boarder may go to town on her own, she must have another boarder with her at all times. • Eating in the street is not permitted while in school uniform. • Weekend town leave is granted at the discretion of the House Manager on duty. <p>Health and medical care</p> <p>The following particulars are required before a boarder takes up residence:</p> <ul style="list-style-type: none"> • A completed Medical Information form. • Information about any medical issues (including medication, psychological or emotional issues). 	<ul style="list-style-type: none"> • Cell phone contract • Boarders Activity Disclosure of Risk form <p>We need to be made aware of medical issues that require special accommodations or arrangements to be made, or issues that could affect the way your daughter adjusts to boarding and relates with others in the boarding house. If we're not aware of these issues it can negatively impact on other boarders, with whose welfare we are also concerned.</p> <p>The school policy about medication is contained in the policies section of this document.</p> <p>Reporting illness</p> <p>The Boarding Houses are large communal living areas and because of this we need to take particular care with health and hygiene matters. Disease can spread rapidly especially in the winter months and common ailments such as colds, coughs and influenza can cause major disruption if not contained at an early stage.</p> <p>If a student feels unwell or has a medical issue the following steps</p>	<p>should be taken:</p> <p>If in class, she must report to her teacher, obtain a written sickness slip, have it signed at the school office and then report to the House Manager's office.</p> <p>The House Manager will typically assess symptoms and decide whether parents need to be notified and arrangements need to be made for her to see a health professional.</p> <p>Any boarder may make an appointment to see her own doctor or a doctor of choice. Appointments should be made through the House Manager's office or by parents/guardians. Senior boarders may make their own appointments but should keep their House Managers informed. If boarders are seen by a Doctor from Masterton Medical, accounts may be included in school disbursements. This arrangement also includes prescription costs from the Masterton Medical Pharmacy. Accounts from other medical practices need to be sent to the boarder's home address.</p> <p>Transport to and from medical appointments can be arranged</p>
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through the House Managers office.

Emergency procedures

All new boarders are made aware of the emergency procedures on their first night in the boarding houses.

- Emergency instructions are displayed in the boarding houses.
- In conjunction with the New Zealand Fire Service, regular fire drills are carried out, recorded and assessed.

- All boarders are made aware of procedures in the case of an earthquake.

- Both boarding houses have sensitive smoke detectors alarmed to the local fire station. Once activated, the Fire Service will automatically respond to an alarm without question.

Both houses are equipped with a sprinkler system.

Consultation and reporting

The Dean of Boarding is always

available to discuss any issues with parents and guardians.

Fortnightly house meetings in Main House offer an opportunity for staff and students to be kept in touch on current issues. Fortnightly meetings are held with the Dean of Boarding, Head of House and the House Leaders.

Along with the academic reports in terms two and four, parents will receive a progress report from the boarding houses. Parents are very welcome to discuss any aspects of these reports with the Dean of Boarding.

Policies



Security

We have a rigorous leave system, by being aware and checking the credentials of visitors as well as securing and alarming the buildings at night. During Friday, Saturday and Sunday nights, Armour Guard make regular patrols of the school grounds.

- No boarder is to leave the school grounds on her own, unless she is driving her own car.
- No boarder is to leave the school grounds without signing out and without the permission of a staff member.

Visitors

All boarding house visitors must report to the House Manager's office as soon as they arrive for security purposes and as a courtesy.

Parents and family are very welcome to visit at most times, bearing in mind that boarders should not be disturbed during prep (homework time between 6.30pm and 8pm) or once they have gone to bed, apart from emergencies.

Parents and family are welcome to take their daughters out after school for appointments, afternoon tea etc. We would appreciate the boarders being back for dinner and prep unless a prior arrangement has been made.

Friends are also welcome to visit during down-time, but they must be introduced to the House Manager on duty, and male visitors are not permitted in the dormitory areas.

No males are permitted in the sleeping areas.

Visitors are welcome and encouraged, we just ask that parents keep in mind the importance of routine in the boarding house. This can be one of those areas where what's best for one boarder may not work for everyone, and so there are some general policies we expect everyone to follow, like the 'no visitors during prep' policy. So, we ask parents to work with us on this, and try not regularly interrupt the daily boarding house routines of eating dinner together and prep time.

Contact

Communication is one of the most important issues for boarders, parents and staff. It's very important we have the correct contact details for parents and students and that the following guidelines are followed:

Unless there is an emergency, please do not try to contact your daughter during prep or meal times, before 7am or after your daughter's set bedtime.

Please do call, email, write and text often during other times, after school and in the evenings and maintain regular contact with your daughter.

Please notify boarding staff before talking to your daughter about anything she may find upsetting, so that we can assist in making sure she is taken care of and feels emotionally safe and supported in your absence.

Girls must sign a cell phone contract which places restrictions on their use, namely that they cannot be used during meal times, prep or after lights

out, and they must comply with other standards of use related to appropriate contacts and content.

Contact details

Main House Phone:

06 377 9052,

Main House Manager:

sm.matron@trinityschools.nz

or text 027 6246 473 and the

message will be passed on to

your daughter | Email:

karen.lapslie@trinityschools.nz

Karen Lapslie 06 377 9045

Hampton House Phone:

06 377 9053 (House Manager's

Office) or text 027 426 7866 and

the message will be passed on

to your daughter | Email:

hampton@trinityschools.nz

Mail to:

Name of boarder

Name of house

St Matthew's Collegiate School

33 Pownall Street

PO Box 462, Masterton 5840

Meals

Boarders must attend all meals.

A high standard of manners and consideration is expected with dining room behaviour. A suitable standard of tidy mufti is required in the dining room.

Foot wear must always be worn

in the dining room. Boarders may wear pyjamas, dressing gowns and slippers to Saturday breakfast.

Damage to school property

The school reserves the right to pass on charges incurred through the irresponsible actions of students, e.g. damage to property and the unnecessary activation of fire alarms.

Security of possessions

- All boarders are provided with a lockable cupboard or drawer and this must be kept locked when not in use.
- Keys should be carried, not hidden.
- Boarders may also keep wallets and other valuables in a locked cupboard in the House Manager's office.
- All possessions are brought to school at the owner's risk.
- Everyone has the right to expect that others will respect their privacy and not remove or interfere with their possessions.
- 'Borrowing' another person's property without permission is not permitted.

- If possessions are lost or stolen, the school will endeavour to investigate and retrieve them, but this is often very difficult, so prevention is definitely a better focus.

Uniform

Boarders are required to follow the same uniform requirements as day pupils which are outlined in the Uniform Guidelines on the school website.

Correct every day uniform is worn on all other occasions. To ensure a high level of presentation at all times please make sure boarders know how to stitch up a hem and to sew on a button. Regular dry cleaning of blazers, gym dresses and senior skirts is also recommended. School uniform is to be worn to and from school by all boarders, at the beginning and end of term, for weekend leave and exeats and on public transport.

Medication

All medication must be handed in to the House Manager's office and she will take responsibility for dispensing it and recording its use (except asthma inhalers and vitamin supplements). This is a safety issue.

A breach of this House rule is treated very seriously and may result in suspension from the House.

Panadol, Disprin, Gees Linctus (cough medicine) throat lozenges and emergency antihistamine (claratyne) will be provided by the school. Any other medication required by boarders needs to be purchased by parents and kept by the House Manager.

Students and cars

Boarders may not travel as a passenger in any car other than one driven by their parent or caregiver unless permission has been given by the parent or caregiver.

Boarders who wish to have a car at school must have the permission of the Principal. Conditions will apply.

No boarder may take a passenger in her car unless permission has been given by the driver's and passenger's parent or caregiver.

Student's car keys must be held in the House Managers office, in Hampton House.

Discipline

The school has a Discipline Policy with procedures covering;

1. Bounds
2. Drugs and Alcohol
3. Prohibition of Tobacco, Smoking, Possession of Matches and Lighters
4. Theft
5. Truancy
6. Continual Disobedience
7. Abusive or Foul Language
8. Bullying

A copy of the Discipline Policy and Disciplinary Procedures are available for inspection in both boarding houses and in the school office. Boarders are bound by school policies at all times. Within the boarding houses there are certain basic rules that are governed by simple courtesies of co-operation and consideration for others:

- There is no talking during silent reading and after lights out.
- There is to be no chewing gum in the boarding houses.
- Boarders must be in their rooms for morning room check.

- Boarders must receive permission before going into another boarder's room.
- Boarders must treat each other and the staff with courtesy and respect.

Lists of the house rules are also displayed in the houses.

Boarding is seen as a time of social education. If a boarder makes a mistake and misbehaves she is given an opportunity to learn from her mistake and make amends.

Co-operation and willingness to learn are major factors in the way that disciplinary matters are handled. There are times when more definite consequences for deliberate bad behaviour are called for. For example, if a boarder violates her town leave agreement, she will lose her town leave. If she mis-uses her cell phone according to a contract she will sign at the beginning of the year about cell phone and computer use, she will have her cell phone confiscated.

Respect for others, common courtesies and a willingness

to take responsibility for one's own actions are the governing guidelines for our discipline policy. Please direct any queries or concerns to the Dean of Boarding or the Principal.

Complaints

If you have any complaints about any aspect of boarding please use the following steps to have your problem resolved.

Depending on the seriousness of the matter, you may do any or all of the following:

- Seek help from a House Leader or Head of House.
- Talk to a House Manager.
- Talk to the Dean of Boarding. If you are still not satisfied, make an appointment to see the Principal.

- If you still feel your problem has not been solved, you may contact the school board Chairperson.

It is important to follow the correct procedure and be able to show you have gone through in-house avenues in the first instance. All complaints will be acknowledged.

The Dean of Boarding, Karen Lapslie, is always available to discuss any issues on an informal basis and welcomes comments and healthy dialogue with all parents and caregivers.

You are encouraged to contact her using the following methods;

School phones;
(06) 370 0067 or (06) 378 9045

Cellphone; 027 303 3439

Email;
karen.lapslie@trinityschools.nz

Your best is
waiting for you

www.stmatts.school.nz

 www.facebook.com/stmattsmstn

