



## Dunstan High School Hostel

SEEK WISDOM AS GOLD  
RAPUHIA TE MĀTAURANGA HEI TAONGA

HOSTEL INFORMATION 2024



## Welcome - nau mai

It is our pleasure to welcome you to the **Dunstan High School Hostel**. Whether your interest in this Handbook is as a student (either new or returning), parent or caregiver, we hope that you find it a useful resource and guide to understand more about life at our Hostel.

Adapting to hostel life for some students (and their families) can be a challenge – there are many different people, both students and staff, to get to know; there are new routines and rules to be followed; the food may be different to what students are used to; and some students may be leaving home for an extended period for the first time. For new students especially, who might also be starting high school for the first time, it can be a daunting prospect.

One of the key aims of the Hostel is to make this transition from home life to hostel life, and from hostel life on to the next stage after high school education, as smooth and as beneficial as possible. We try to make the Hostel a home away from home for our students – a community where they can feel safe, be themselves, and gain a sense of belonging and independence – as well as an environment where they can develop their personal values and learn skills they'll need in the future, like collaboration, leadership and communication.

The Hostel's role in this process is as primary caregiver – ensuring the students' wellbeing is looked after physically, emotionally, socially and academically. Parents / caregivers and students also have a part to play in ensuring that the maximum benefit is derived from Hostel life – being a positive contributor, encouraging others, a readiness to go outside their comfort zone to learn and achieve, and being respected by and respectful of their peers and staff.

If you have any comments or other input to make into this handbook, or any other aspect of Hostel life, we would be delighted to hear from you.

Nga mihi,  
Gareth.



## About the Hostel

The Hostel was opened in September 1975 by the then Prime Minister, W.E. Rowling. The original buildings comprised of the amenity block (less the current Junior Prep Room – this was a later addition), the three self-contained accommodation blocks (currently the Junior Block) and the Manager's Residence. The Matron's accommodation located between the northern and western blocks was added subsequently. The Senior Block was built in 2006.



## Hostel Values

Dunstan High School Hostel has a code of conduct that has been developed to help maintain a safe, positive, respectful and supportive Hostel environment in a way that contributes to the guiding principles of:

- The desire to learn, work hard and achieve to a personal best
- Honesty and have respect for all
- Friendship and generosity to others
- A sense of pride and belonging through being involved.

Each person living at the Hostel, whether they be staff or students, has rights and responsibilities under this code of conduct.

Examples of how this might be displayed:

### **Learn, work hard and achieve**

- Arriving on time and prepared for day-to-day Hostel events like prep and meals
- Using prep time productively for homework, study and reading
- Behaving in a way that doesn't prejudice the rights of others to achieving and working hard
- Participating and positively contribute to activities, both within and outside of the Hostel environment
- Being able to consult with staff for direction or advice

### **Be honest and respected**

- Understanding what it means and what is required to live in a community environment
- Living the Hostel rules and code of conduct
- Being polite to and respecting the personal rights of staff and colleagues
- Being respectful of the views of others
- Being inclusive and tolerant
- Respecting the authority of Hostel staff
- Being treated as an equal

### **Friendships and generosity**

- Treating other students at the Hostel as fellow team members, whilst also respecting their individuality
- Being prepared to go outside your comfort zone to get to know other students
- Looking out for others, particularly students that are taking time to adjust to Hostel life

### **Feel safe and secure**

- Having the right to privacy in your own room
- Having the right to spend time in common areas without feeling unwelcome or intimidated
- Treating others the way you would like to be treated
- Never threatening or carrying out physical or emotional abuse of others
- Looking out for the safety and wellbeing of others
- Having the courage to confront others about inappropriate behaviour or treatment of fellow students
- Reporting inappropriate behaviour to staff members
- Knowing that staff are available and present to supervise and step in if required
- Being able to trust staff to confide in or ask for help

### **A sense of pride and belonging**

- Respecting all Hostel property and facilities, and understanding that present and future students have the right to use these facilities
- Respecting each others' property
- Making an effort to speak up if you see areas for improvement
- Calling out inappropriate use or abuse of Hostel property and facilities
- Speaking to your student representatives or staff about anything that requires attention

## Contact Details

 <b>Postal Address:</b>	Dunstan High School Hostel 99 Russell Street Alexandra 9320 New Zealand
 <b>Telephone:</b>	(03) 448 7506
 <b>Email:</b>	hostel@dunstan.school.nz
 <b>Website:</b>	www.dunstan.school.nz/boarding
 <b>Facebook:</b>	www.facebook.com/DHSHostel

**Director of Boarding:** **Gareth Lochaden**

 <b>Mobile:</b>	027 629 3197
 <b>Email:</b>	glochaden@dunstan.school.nz

**Hostel Matron:** **Suzy Gregory**

 <b>Mobile:</b>	027 348 4879
 <b>Email:</b>	matron@dunstan.school.nz

**Hostel Supervisor:** **Jason Barron**

**Hostel Cooks:** **Angela Lochaden, Sue Stewart & Di Craig**

**Hostel:** **Mary Craig & Sue Collet**

## Contacting the Hostel

Parents/caregivers wishing to speak with students at the Hostel can ring their personal mobile phones, or by calling the Hostel landline or Director of Boarding's mobile phone. If possible, it would be appreciated if calls during mealtimes and prep times can be avoided.

The Matron can be contacted on her mobile phone during her working hours:

Monday:	3pm – 9pm
Tuesday – Thursday:	7.30am – 9.15am & 3pm – 9pm
Friday:	7.30am – 9.15am & 1pm – 5pm

The Director of Boarding can be contacted by mobile phone during normal business hours, or if necessary, at any time.

Students who do not have their own mobile phones can use the Hostel landline for toll-free calls, or if necessary, can use the Director of Boarding's mobile phone. Due to the accessibility of potentially sensitive information on this device, students will be asked to make calls in the presence of a staff member.

## 2024 - Key Dates

Date	Time	Event
29 <sup>th</sup> January	5.30pm	Hostel reopens for Year 12 Students
30 <sup>th</sup> January	6pm 7pm	BBQ for new Year 9 Students and their families Hostel reopens for Year 13 students
31 <sup>st</sup> January	7pm	Hostel reopens for Year 10 and Year 11 students
5 <sup>th</sup> February	6pm	Hostel closes for five-day boarders for Waitangi Day (Hostel remains open for seven-day students)
7 <sup>th</sup> February	8am	Hostel reopens for five-day students
22 <sup>nd</sup> March	6pm	Hostel closes for Otago Anniversary Weekend
25 <sup>th</sup> March	6pm	Hostel reopens for seven-day students
26 <sup>th</sup> March	5.30pm	Hostel reopens for five-day students
28 <sup>th</sup> March	6pm	Hostel closes for Easter Weekend
2 <sup>nd</sup> April	6pm	Hostel reopens for seven-day students
3 <sup>rd</sup> April	8am	Hostel reopens for five-day students
12 <sup>th</sup> April	6pm	Hostel closes for Term 1 holidays
28 <sup>th</sup> April	6pm	Hostel reopens for seven-day students
29 <sup>th</sup> April	8am	Hostel reopens for five-day students
31 <sup>st</sup> May	6pm	Hostel closes for King's Birthday Weekend
3 <sup>rd</sup> June	6pm	Hostel reopens for seven-day students
4 <sup>th</sup> June	8am	Hostel reopens for five-day students
27 <sup>th</sup> June	6pm	Hostel closes for Matariki Holiday
30 <sup>th</sup> June	6pm	Hostel reopens for seven-day students
1 <sup>st</sup> July	8am	Hostel reopens for five-day students
5 <sup>th</sup> July	6pm	Hostel closes for Term 2 holidays
21 <sup>st</sup> July	6pm	Hostel reopens for seven-day students
22 <sup>nd</sup> July	8am	Hostel reopens for five-day students
27 <sup>th</sup> September	6pm	Hostel closes for Term 3 holidays
13 <sup>rd</sup> October	6pm	Hostel reopens for seven-day students
14 <sup>th</sup> October	8am	Hostel reopens for five-day students
25 <sup>th</sup> October	6pm	Hostel closes for Labour Weekend
28 <sup>th</sup> October	6pm	Hostel reopens for seven-day students
29 <sup>th</sup> October	8am	Hostel reopens for five-day students
12 <sup>th</sup> December	11.30am	Junior Prizegiving - Hostel closes for Christmas (Date TBC)



## The application process

Parents of students who are interested in coming to the Hostel are welcome to come and view the facilities and meet the Director of Boarding and Matron to get a prior understanding of Hostel life.

If there is further interest in applying for a position at the Hostel, enrolment forms will be provided. A separate online application for the School will also need to be completed.

The cut-off date for applications is generally in the months of July or August prior to the following academic year. Late applications may be accepted if places are available. Interviews are scheduled shortly after the cut-off date, and Offers of Place are usually sent out 1-2 weeks after the completion of interviews.

Home visits are carried out by the Director of Boarding and Matron after the offers of place have been confirmed, and a one-night sleepover for new Year 9 students is held in December in order to help them to settle in to life at the hostel when they start school in January / February.

A welcome evening is also held at the Hostel at the start of the academic year for students and their families on the day before the first day of school. This is a good opportunity for new students to have a settling in period with some of the Year 13 students, before the arrival at the Hostel of the other year groups.

Further information relating to fees, grants etc. is contained within the Hostel application pack.



## What to bring

Five-day boarders must bring all of their own bedding (with the exception of a mattress protector, which will be provided by the Hostel). We recommend the following:

- 1 Pillow and pillow case
- 1 Duvet and duvet cover
- 2 sheets (bottom sheet and top sheet)
- 2 spare blankets for colder weather

**Five-day** students should also bring two towels (bath towel and hand towel).

**Seven-day** boarders will be provided with bedding and towels by the Hostel.

Students should also bring all of their own toiletries, including handsoap, shampoo, shower gel, deodorant (non-aerosol is preferred), toothbrush and toothpaste, shaving equipment.

Students are also permitted to bring electrical items like shavers, hairdryers, hair straighteners etc., however these must be tested and tagged prior to being used at the Hostel. In particular, hair straighteners can be a fire risk when left on unattended, and may be confiscated if not used responsibly.

Casual clothes can be worn at the Hostel at any time. From time to time, a Hostel event may require formal clothes to be worn, in which case the Hostel will provide parents and students with prior notice. Appropriate clothing must be worn at all times, and clothing with offensive content may not be worn at any time.

We recommend that all students' belongings are marked clearly with the student's name. Students that are sleeping in the junior block should bring a padlock so that valuables can be safely locked away in the space provided in the wardrobe.

Seven-day boarders are responsible for doing their own laundry at the weekends, and adequate clothing should be provided accordingly.

## DHS Uniform

The High School uniform requirements are published on the school website.





## Daily Routines

Morning	
7.45 – 7.50am	Wake-up – Juniors will be woken by the Matron, Seniors are responsible for their own wake-up alarm.
8.00am	Breakfast is served. Students are expected to arrive no later than 8.20am, at which point breakfast service ends.
8.00am	<b>(Tuesday – Thursday only)</b> Students make a packed lunch to take to school – bread, fillings and snacks will be provided by the Hostel.
8.30am – 8.40am	Matron will inspect all Junior rooms for tidiness. When the Matron has approved the room, Juniors may go to the Junior Common Room to collect their devices.
8.40am – 8.50am	Matron will inspect all Senior rooms for tidiness.
8.50am	All students must have left the Hostel for school.

Afternoon	
1.15pm	<b>(Monday &amp; Friday only)</b> All students must return to the Hostel for lunch. Any students who have a legitimate excuse (eg sport commitments) for not returning to the Hostel must inform staff at breakfast / on arrival back to the Hostel that morning, and should make a packed lunch instead.
3.00pm	All students must return to the Hostel and check-in with staff. Any students who are going straight to <b>approved</b> after-school activities must have advised staff earlier that day. Afternoon tea is available in the dining room.
Check	Students who are on supermarket / dairy leave must return to the Hostel.
Check	Students who are on town leave must return to the Hostel.
6pm	Tea.

Evening	
6.30pm	Prep begins for all students.
7.30pm	Prep ends for Juniors.
8.00pm	Prep ends for Seniors. Supper is served in the dining room.
8.55pm	Juniors hand in their phones and other devices to the evening Supervisor.
9.00pm	Juniors go to their rooms (and are not permitted out of their rooms after this time).
9.45pm	Juniors lights out and Seniors prepare for bed.
10.00pm	Year 11's hand in thier phones. Seniors lights out (seniors should remain in their rooms for the rest of the night (other than to use the toilet).

<b>Weekends</b>	
9.00am	Breakfast is served. Students are expected to arrive no later than 9.20am, at which point breakfast service ends.
10.00am – 12.00pm	Town leave
1.00pm	Lunch
2.00pm – 4.00pm	Town leave (for students who did not take morning town leave)
5.30pm	Tea. Boarders will plan, budget and prepare their own meal, under supervision by the Weekend Supervisor.
6.30pm	Evening programme as arranged by the Supervisor / free time.
10.00pm – 11.00pm	Bedtime (at Supervisor's discretion).

Note: The weekend timetable may not always be rigidly adhered to. There may be occasions when weekend activities that are organised by the Weekend Supervisor do not make the timetable practical.

On most weekends, subject to weather conditions, availability of transport etc., a weekend activity or trip will take place. The Weekend Supervisor will (generally in the days leading up to the weekend) liaise with students and the Director of Boarding to plan and organise trips or activities, and it is expected that all students attend and participate.

### **Bedtime**

When juniors are sent to bed at 9pm, there should be no reason to leave their room after this time, other than in an emergency or due to sickness. Students must have permission to be outside of their rooms after 9pm. There will be disciplinary consequences for students who contravene this rule.

Senior students should also be in their rooms from 10.00pm, other than to use the bathroom. Senior students should not be outside their rooms after 10.15pm, other than to use the toilet.

The Matron is on-call overnight Monday - Friday



## Leave

Hostel Students are the responsibility of the Hostel, and their safety and security while under our care is our highest priority. Hostel staff must know the whereabouts of the students at all times, and as a consequence, it is essential that students abide by the Leave Rules that have been put in place to safeguard student wellbeing.

Student leave should be treated by students as a privilege and not a right, and if leave conditions are not respected, then privileges may be withdrawn or diminished.

With the exception of the Weekend Supervisor, student leave may only be approved by the Matron or Director of Boarding, both of whom will use their discretion in terms of granting requests for leave. Requests will be considered in terms of the type of leave requested, the duration, purpose and length of leave, type of transport to be used, and whether there are any ongoing disciplinary reasons for leave being restricted or denied.

### Ordinary Leave

All boarders may be granted leave during the week to go about aspects of their daily lives to go shopping, visit friends or relatives etc. Assuming parents have completed the Hostel Parental Approval and Permission Form (part of the Application Pack), upon verbal request, students may be granted ordinary leave that complies with the conditions set down within the Approval Form.

Ordinary leave is outlined in the table below. The frequency of leave permitted does not include leave to attend organised sporting or cultural activities (there is no restriction on the number of days for which students may attend organised sporting or cultural activities, subject to the proviso that the final decision on **any** leave rests with the Matron and / or Director of Boarding).

If students are visiting a friend or relative at their house, the Hostel must be provided with the names and phone contact numbers of parents / responsible adults who will be at the house, as well as the address of the house.

If students are taking any form of transport other than walking, cycling or scooting, the Hostel must be advised of what the transport arrangements are, including the name and contact number of the person who will be driving the student to / from the Hostel.

Requests for leave for unofficial or ad hoc purposes (for example bike rides, jogging etc.) will be considered on their own merits. Parents and students should discuss these in advance, and ensure they are noted on the Hostel Parental Approval and Permission Form, or advise the Hostel by email. The Hostel must also be notified of any changes to be made to the consent provided in the Approval Form.

Year	Type	Frequency	Return Time
9 & 10	Town New World / Terrace Store OR Visit Friends or relatives	Once per week Once per week	5.30pm 5.30pm 5.30pm
11	Town New World / Terrace Store OR Visit friend or relatives	Twice per week Once per week	6pm 6pm 6pm
12 & 13	Town / New World or Visit friends or relatives	On request, but at the judgement of the DoB / Matron	6pm



## Other types of leave

### Tea Leave

Parents of students who wish to attend a meal at a friend or relative's house or at a local restaurant must request this by either using Boardingware (preferred) or by email to the Hostel 24 hours in advance. The Hostel reserves the right to specify a time by which the student must return to the Hostel, and this will usually be at or prior to the student's standard bed-time.

In the case of both Ordinary Leave and Tea Leave, the student remains under the care and is the responsibility of the Hostel.

### Exit Leave

If students are going to be away from the Hostel overnight or an extended period of time, exit leave must be applied for. As the student will be away from the Hostel for an extended period of time and will be in the care of another party, the Hostel cannot take responsibility for the student from when they leave the Hostel until they return.

Exit leave must be applied for 48 hours in advance, so that changes to catering and staffing resources can be considered. The Hostel must be notified of transport and care arrangements.

### Sick / Medical leave

In order to prevent the spread of sickness, disease or infection, parents will generally be asked to take sick students home, and the Hostel will enter sick leave for that student. Similarly, if students have been at home and have fallen sick and are unable to return to the Hostel, parents should apply for sick leave in Boardingware or by email. Students who are not at the Hostel due to sick leave are not the responsibility of the Hostel.

### Leave Rules for Students

The following rules must be adhered to by students:

- Students must never leave the Hostel grounds without receiving the appropriate permission and signing out.
- Students must return by the time stipulated to them by the Matron / Director of Boarding, or the Ordinary Leave times above.
- Students must sign back in with a staff member by the time stipulated to them. If the location of a staff member is not immediately obvious, students must go and look for them.  
Leave is specific. Town leave means that students can go to town, which includes shops, libraries, parks etc.
- Supermarket leave means that students can go from the Hostel to New World or Woolworths and back again, and not elsewhere.
- Students on leave must act in an appropriate manner, and a high standard of behaviour is expected at All times.

## Drop-off & pick-up times

In the case of five-day boarders, students must not arrive back at the Hostel until 8am on Monday mornings (or on the first day of school in the case of holidays), and must be picked up no later than 5.30pm on Fridays (or the last day of school in the case of holidays).

Seven-day boarders must arrive back to the Hostel between the hours of 5.30pm and 9pm on Sunday nights (or the day before school restarts in the case of holidays), and must be collected no later than 5.30pm on Fridays (or the last day of school in the case of holidays).

Any students who have not been dropped off or collected within these times will not be the responsibility of the Hostel, and may not be permitted to be on Hostel grounds outside of these times.

All students undertaking NCEA examinations must leave the Hostel on the date of their last exam. If students are not undertaking exams, but have project work or tutorials during the NCEA examination period, they will be able to remain in the Hostel. However it should be noted that students will be required to be at school at this time, or else partaking in study sessions at the Hostel. Students in other years must leave the Hostel on the last official day of the school term.

## Transport to and from the Hostel

A number of our students avail of the GoBus school bus system to get to and from the hostel on Monday mornings and Friday afternoons. If you plan to use the school bus in this way, it is important to make Di Quin at the school office aware, and to contact GoBus in Alexandra to get an understanding of times, pick-up points etc. Students' luggage can be left out at the hostel on Friday afternoons for collection by GoBus before they pick up students from school.

## Boardingware

Boardingware is the student management application used by the Hostel. At the commencement of your child's boarding, parents / caregivers will be invited to sign-up to Boardingware, and can use it to request leave for their children. It is a very easy to use system, and all parents are encouraged to familiarise themselves with it, and to start using it as soon as possible. If you require any assistance with Boardingware, please contact the Director of Boarding.

## Hostel Boundaries

The physical boundaries of the Hostel are easily identified by the fence around the perimeter of the grounds. Students are not permitted to be outside of the Hostel grounds at any time unless they have approved leave.

The following areas are out of bounds:

- The Director of Boarding's house and garden, and any staff accommodation
- The back-of-house kitchen area
- The areas to the rear of the Hostel buildings (including the basketball court) after dark
- The junior prep room, outside of prep hours or with the approval of Hostel staff

During daylight hours, students will be permitted to practice sport or play in the grounds of Molyneux Park in close proximity to the Hostel fence, however students must advise a staff member before doing so.



## Hostel Meals

Hostel meals are freshly prepared on-site by our Hostel Cook and/or Assistant Cook, with a focus on nutritional, healthy food, and ensuring portion size is appropriate for each student. Vegetables and/or salads are available with almost all meals, and where possible, we avoid using pre-processed ingredients. Dessert is available each evening on weekdays.

Our menu is prepared on a rolling four-week basis, and we publish it at the start of each term, where there are seasonal variations. From time to time we also experiment with new meals and if they are popular, we incorporate them into our menu.

Specific dietary requirements for allergy or medical reasons can be accommodated – please ensure these are included in the application form.

### Dining Room Expectations

Attendance at all Hostel meals is compulsory (subject to leave that has been granted), regardless of whether students are actually eating or not. The following is expected of all students in the dining room:

- No hats, caps or hoods are permitted in the dining room
- Footwear must be worn at all times
- Appropriate dress must be worn at all times. Staff will have discretion to ask students to change their clothes if required
- Students should wash their hands or use the sanitiser provided before eating
- Students should sit at the table, without putting their feet up on other chairs, and should not rock back and forward on their chairs
- Students should only approach the servery when advised to do so by staff
- Phones and other devices are not permitted in the dining room
- Students should remain respectful and polite, without shouting across tables
- Glassware, cutlery and condiments should not be used as toys
- A reasonable standard of table manners is expected at all times
- Due care should be taken not to cause any spills and there should be no rough behaviour
- Students should take their plates back to the pass and scrape any leftovers into the scrap bin / bowl
- Students should ensure their tables are clear of cutlery and glassware and their chairs pushed in under the table before leaving the dining room.
- Staff will generally make announcements after meal times – students should remain quiet and courteous while staff are speaking. Students are not permitted to leave the dining room in the evenings until advised by staff
- Students on dining room duties are responsible for knowing their roster and ensuring their duties are done properly
- If a table is full, students must sit at another table – furniture should not be moved around the dining room

### Dining Room Duties

Junior students (Years 9 & 10) are rostered to complete basic tasks in the dining room before and after meals, including setting tables, clearing tables, wiping down etc. They will be supervised by staff and/or senior students, and are responsible for attending to these duties on time, and as efficiently and quickly as possible.

### Student Food

Students are permitted to bring their own food and drinks to the Hostel, however it should be noted that food that needs to be refrigerated must be kept in the dining room or senior common room fridge, and students will not be permitted to bring their own refrigerators to the Hostel. Food should be kept within sealed containers in order to prevent contamination and encouraging vermin into the Hostel.

Parents are asked to monitor the amount of unhealthy foods that students take back to the Hostel. A lot of effort goes into ensuring students have the right balance and amounts of nutritious food. Students who are filling themselves up with unhealthy food in the afternoons (either brought back to the Hostel or purchased while on leave) typically have no appetite for tea that evening, and are hungry again later that night.

Students are permitted (but not encouraged) to order takeaway food for delivery to the Hostel, but any food must be ordered to arrive at the Hostel between 8pm and 8.45pm. Empty pizza boxes must be placed in the recycling bins at the rear of the kitchen block.



## Early / Late Meals

In order to facilitate students taking part in sporting or other extra-curricular activities, the Hostel can arrange meal saves. Meal saves must be requested in advance, and any changes to these arrangements must be notified to Hostel staff.

Tea saves will be located next to the microwave in the kitchen, and re-heating instructions are provided next to the microwave. Individual meals are plated and covered. Any students that are caught taking food from other plates may have future leave privileges curtailed. Dessert is available each evening on weekdays.



## Prep / Homework

Hostel students are uniquely placed to benefit from the particular circumstances at the Hostel, where they have supervised study / homework; where they can collaborate and consult with colleagues; and can access teacher resources outside of the School environment. Prep time is an important part of Hostel life, and the practice of time management, work habits and self-discipline benefits not only students who are continuing on their academic career after high school, but also those who will be going into the workplace.

### Prep Times

Junior Prep (Years 9 & 10)	Junior prep room	6.30 – 7.30
Senior prep (Year 11)	Senior prep room	6.30 – 8.00
Senior prep (Years 12 & 13)	Own room	6.30 – 8.00

Prep is not scheduled on Friday nights or on weekends, but students who do have homework, study or project work are expected to complete this in their own time over the weekend.

## Prep Guidelines

- At 6.25pm, students should be preparing for prep – getting books, bags, learning material etc. together and getting into the prep rooms. Students should turn off lights in rooms, close doors and shut windows in Winter.
- Students should arrive on time and be prepared – they should have all learning / school material with them, and there shouldn't be a need to leave prep other than for a toilet break.
- All students should be sitting at a desk – not lounging on sofas.
- Junior students should not be using headphones in prep, unless doing computer-based aural work.
- All students in both junior and senior prep that are working on computers or laptops should only be completing school-related work. Watching movies, music videos, gaming etc. is not permitted. Educational or instructional videos are allowed. Supervisors will be circulating around the room and observing what students are doing / watching.
- Students should be working quietly on school or education-related tasks, and not chatting to colleagues. Consultation / collaboration is permitted, but in smaller groups (restricted to 3-4), and quietly enough so that it doesn't disrupt others.
- Senior (Years 12 & 13) students working in their own rooms will be checked on frequently, to ensure that their time is being spent productively. Similar to other students, they should not be gaming, watching videos, internet-browsing etc. If students studying in their rooms are found to be off-task on more than one occasion, they will be asked to finish prep in the senior common room, and will be reported to the Matron or Director of Boarding (DoB). Repeated offences may result in the student attending prep in the senior common room on a permanent basis.
- If any student advises that they have no homework, they may be required to prove this, and the student's Dean will be followed up by the Director of Boarding the next day. If there is no homework or project work, students should be reviewing / revising work they have done in class that day, or reading a library book or magazine related to schoolwork / education.
- Supervisors are available to offer help or guidance if required. If the supervisor is unable to assist, then this will be reported so that it can be followed up by the DoB.
- Students returning from sport or other extra-curricular activities must not disrupt prep. If students are joining prep, they should do so quickly and quietly. If Year 12 & 13 students are returning to the Hostel, they will not be permitted to use the facilities in the senior common room until prep has finished.
- Students who will be missing prep in the evenings due to other commitments (sport, cultural, other extra-curricular etc.) should ensure that their academic responsibilities are not neglected, and should make up for this in their own spare time.

## Prep Discipline

Repeated disciplinary issues will be dealt with by informing the DoB or the Matron. The DoB can then obtain further information, speak with the students(s) involved, and take further disciplinary action if appropriate. If the supervisor believes the student is being so disruptive that they should be excluded from prep for the remainder of that particular session, they will be instructed to report to the DoB or the Matron.

## Student Rooms

Junior students will generally stay in the Junior Block, where the accommodation provided consists of twin rooms with an en-suite bathroom. The Senior Block consists of individual rooms with a study desk and has shared, single-sex bathrooms. Depending on student and cohort numbers, Year 11, 12 & 13 students will be allocated rooms in the Senior Block, but it is not uncommon for senior students to be located in the Junior Block.

### Room tidiness

All students are required to keep their rooms tidy at all times. Rooms will be inspected each morning after breakfast, and students must take note of the following:

- Beds must be made properly each morning (parents should ensure that students know how to dress beds, put duvets into duvet covers etc. before they come to stay at the Hostel) and be left tidy.
- Curtains should be drawn / blinds raised each morning and the windows opened.
- There should be nothing left on the floor – bags, clothes, shoes etc. should be unpacked and put away neatly in the storage spaces provided. Dirty laundry should be stored separately. Suitcases and bags should be stored on top of or in wardrobes.
- Shelves, desks, and other surfaces should be left clean and tidy.
- Towels should be hung neatly on towel rails or placed neatly on radiators – towels and other damp clothing should not be hung out of windows.
- Bathrooms should be left tidy and bath mats hung up to dry. In the case of the senior block, personal hygiene items should be removed from the bathrooms.

Students must be well behaved in their rooms at all times. Rough behaviour, slamming doors or mistreating Hostel property at any time is strictly prohibited. Students found opening doors with their feet, throwing food or other items at rooms or doors, defacing or graffitiing rooms or other unruly or disrespectful behavior will result in disciplinary actions.

It is highly important for students to understand that they are temporary custodians of the Hostel – hundreds of students have already passed through the Hostel, and many more will pass through in the future. Hostel property needs to be respected so that future students and generations are able to benefit from what we have today.

Large sports equipment, scooters, balls etc. are not permitted to be in rooms at any time. Students are responsible for the condition of their own rooms, and therefore should take care not to allow other students to bring these items into their rooms. Similarly, dirty sports gear, muddy boots etc. is not permitted in rooms (or indoors in general). Boots should be cleaned of any dirt or mud on the sports fields, and left neatly outside to dry.

Electric heaters and electric blankets are not permitted in the rooms, due to fire risks. Hair straighteners and hair dryers are allowed, but due care must be taken to ensure that they are switched off after use, and not left in such a way as to create a fire risk or damage to Hostel property. Electric fans will be permitted to cool rooms during periods of hot weather.

Students should not enter other student's rooms without permission. In the case of the Junior Block, students should have the consent of both occupants of the room before entering.

Boys are strictly prohibited from entering girls' rooms, and vice versa.

## Visitors

Students at the Hostel are welcome to invite a friend to the Hostel in the afternoons. Students should sign in that afternoon with their friend, so that they can meet the Director of Boarding and/or Matron, and be signed in as a guest. Visitors are allowed to be in the common areas of the Hostel, but are not permitted to enter the bedrooms at any time. Students should ask their guests to leave the Hostel prior to mealtimes.

Parents, caregivers and family members are welcome to the Hostel at any time.

## Bicycles

Students are permitted to take bicycles to the Hostel. They must be stored in the garage adjacent to the boiler house, and are left there entirely at the student's own risk. We recommend that bicycles are locked up while not being used. Combination codes or spare keys should be left with the Director of Boarding. Students will be permitted to use their bikes for recreation or for going to town, provided the correct safety gear (helmets and front and rear lights) is used, and that students cycle safely and according to the NZ Code for Cyclists. Bicycles MUST be removed from the Hostel at the end of the academic year, or they may be removed and disposed of.



## Scooters and Skateboards

Scooters and skateboards are permitted at the Hostel, and must be stored in the garage. They should not be taken into Hostel rooms or left lying about the Hostel. They may be used for town or other leave from the Hostel, but always with care and respect for themselves and others, and with safety as a priority. Electric scooters are not permitted.

## Vehicles

Students are permitted to bring their own private vehicles to the Hostel, but must meet the criteria of the Hostel in doing so. Parents must complete the 'Use of Motor Vehicles' section of the Hostel Parental Approval and Permission Form', in which they can specify the nature of the consent provided. At all times, students must comply with any restrictions or impositions contained within their NZ Drivers Licence.

Students who wish to use their car for any purpose other than to travel to and from the Hostel must have the Director of Boarding's consent to do so. Requests for consent will be at the Hostel's discretion, and will include consultation with the student's parents.

Students who take their cars to the Hostel must park them as directed by staff, and must hand in their keys to the Director of Boarding and/or Matron immediately after each arrival at the Hostel if requested to do so. Students who do not adhere to this may have their privileges restricted.

Students who are giving lifts to passengers must:

- ensure that this is not in breach of their drivers licence
- have parental consent to carry passengers
- ensure that the passenger has parental and/or Hostel approval to be in the car
- have the consent of the Director of Boarding to do so

Students who are seen to be driving carelessly or breaking the rules of the road may have their car privileges revoked without prior warning. Mopeds and Motorbikes are not permitted.

## Mobile Phones and Other Devices

Students are welcome to take their mobile phones and other devices to the Hostel, but must adhere to the rules around their use. (Year 11's hand their phones in at 10pm)

Junior students must hand in their devices to the Matron or Supervisor each night before 9pm, for safekeeping overnight. Students will receive their phones the following morning after the room inspection process has been completed. Year 11 students must leave their devices in the Senior Common Room overnight. Students who do not hand in their devices or conceal devices will face consequences.

All students are required to use their devices responsibly and be respectful of others. Devices should not be used to:

- access inappropriate material
- engage in any type of cyberbullying
- forward or redistribute inappropriate material
- take photos or videos of other students without their consent
- take inappropriate photos or videos of themselves or others
- put themselves or others at risk in any way

Phones should not be used in prep (unless for academic purposes or for listening to music), in the dining room, after lights out (seniors) and when asked not to by staff.

A wifi service is available to students between 6.30am and 10.15pm from Sunday to Thursday, and until 10.45pm on Friday and Saturday. A filtering system is in place to deter students from accessing inappropriate websites. The Hostel will not however be responsible for any students who access inappropriate content by dishonest means, or by using their own data content.

## Smoking, Drugs and Alcohol

Smoking of cigarettes, e-cigarettes or vaping, illicit drugs and alcohol are strictly prohibited at the Hostel, and there will be severe consequences for any student who is found to be in possession of any of these items. The Hostel may employ the services of drug detection dogs from time to time to ensure that the Hostel remains a drug-free environment.

## Evacuation & Emergency Procedures

The Hostel is equipped with an emergency evacuation system. The Hostel emergency evacuation procedures are displayed in numerous places around the Hostel, and students will be asked to familiarise themselves with these procedures as part of their induction into the Hostel.

- If anyone sees a fire, they should set off the alarm at one of the call points around the Hostel, and inform a member of staff as soon as possible.
- On hearing the fire alarm, students should make their way immediately to the emergency assembly area, which is the car park area to the rear of the amenity block. If it is not safe to assemble in this area, the alternative area is in the corner of the Hostel grounds nearest to the netball courts and rail trail. Students should line up by year group and co-operate with staff so that a roll can be taken.
- Staff will ensure that the fire brigade are called, and that all students have safely left the building
- Students should not return to the buildings until advised to do so by staff

Emergency evacuation drills are carried out once per term.

The Hostel also has an earthquake action plan, and students will receive an explanation of this as part of the induction process.



## Hazards and defects

Whilst every effort is made to ensure the Hostel environment is safe at all times, hazards can appear over time. A hazard might include a pull in the carpet which someone could trip on, an electrical socket that makes a buzzing noise, a cracked window pane, etc. It is everyone's responsibility at the Hostel to report any actual or potential hazards to a staff member as soon as possible, so that the hazard can be isolated and rectified as soon as possible.

Similarly, if students notice any defects or maintenance items that need to be addressed (for example light bulbs not working, hinges on doors loose, toilet dripping etc.), they should inform a member of staff so that it can be repaired.

## Medical Needs

The health and safety of the students is a top priority while they are at the Hostel. The Matron or the Director of Boarding are the first points of contact regarding any medical needs, however any staff member will be able to assist if required. Students who have medical needs out of hours midweek should go to the Matron's flat for attention, and to the Duty Supervisor on weekends.

Sick students will be taken care of in sick bay, and in most cases, parents / caregivers will be asked to collect their children so that they can recover at home. Parents / caregivers will be informed as soon as possible of any illness or injury.

Students who fall sick in school should go to the school office, so that staff there can make arrangements for students to return to the Hostel.

Prior to coming to the Hostel, parents / caregivers should arrange for their children to be registered at one of the local medical practices and the details provided to the Director of Boarding. Hostel staff can assist with making appointments for and taking students to see the doctor, and can accompany students during the appointment at the student's request.

Any relevant medical history, details of allergies, immunisations, current medication etc. should be notified to the Director of Boarding. The application form contains a section for this.

## Medication

All medication should be handed over to the Matron, who will oversee its administration in accordance with the instructions of medical practitioners and/or parents / caregivers. All medicines at the Hostel are locked away, and medication issued is logged and recorded.

## Hostel Rules and Discipline

Rules and guidelines are essential for the smooth running of the Hostel, and for ensuring that each student is treated fairly. However, it is impossible for there to be rules to cover every situation, so students should try to live according to the Hostel code of conduct and this handbook, and behave respectfully and responsibly at all times. If they do so, students will more than likely stay out of trouble.

When students overstep the mark, they can expect that there will be consequences for their actions. Students are encouraged to take responsibility for and own their behaviour and to take steps to redress the situation when required.

Minor instances of misbehaviour may be dealt with by staff and recorded, or referred to the Director of Boarding or Matron. Consequences of once-off minor misbehavior might include a discussion about what happened, an apology and a warning.

Subsequent or repeated minor misbehaviour can be very disruptive to the Hostel environment, and the consequences of these may be more substantial. All incidents will be recorded, and students may be denied leave and instead required to carry out tasks around the Hostel in the afternoons or evenings.

Ongoing misbehaviour, blatant disregard for Hostel rules, rudeness to staff, bullying etc. is likely to involve cancellation of leave in the afternoons (school-organised sporting or cultural activities will usually be unaffected) for a specified period of time, and the Director of Boarding will advise the student's parents / caregivers. Again, incidents will be recorded and placed on the student's file, and a restorative justice model will be followed.

Serious incidents (for example those involving alcohol or drug mis-use, physical violence, serious bullying, theft, gross disrespect, repeated ongoing misbehaviour, being out of bounds at night) will usually be dealt with by way of a Hostel Discipline Sub-Committee, which will be appointed by the Hostel Committee of the High School Board of Trustees. The Director of Boarding will circulate a written report to the Sub-Committee members and the parents / caregivers of the students involved, and a meeting will be held to discuss the matter. Depending on the outcome of the meeting, students may be stood down from the Hostel for a set period, or permanently excluded from the Hostel.

## Formal Complaints Procedure

In most cases, complaints regarding the Hostel can be dealt with internally by Hostel Management. Students who have complaints should raise them with the Director of Boarding or the Matron, or with a Supervisor.

If students are unhappy with the response or actions taken, or if they feel the matter is very serious, they should make a formal written complaint to either the Director of Boarding, the School Principal, or the Chairperson of the Board of Trustees Hostel Sub-Committee. Any formal complaints received are notified to the Board of Trustees Hostel Sub-Committee.

Within five working days of receipt of the formal complaint, a letter of acknowledgment of receipt of the complaint will be issued, along with copies of relevant information held, and whether or not the complaint is justified. If further investigation is required, the letter will include an estimate as to the amount of time required to complete the investigation.

When a decision has been made regarding a complaint, the complainant will be informed in writing of the outcome and any actions that will be taken as a result of that outcome. The decision will also outline any further options to the complainant in the event that the complainant remains unsatisfied with the Hostel's decision.

More detail around the Hostel's formal complaints procedure is available on the website.

## Hostel Reports

An annual written report on each student will be sent to the parents / caregivers of all students at the Hostel. This report will reflect on the student's general behaviour, attitude to staff and other boarders and general contribution to Hostel life. Parents and caregivers are welcome to contact the Director of Boarding and/or Matron after receipt of the report, or at any time, to discuss their child's progress at the Hostel.



## Hostel Committee

Dunstan High School Board of Trustees, who are represented by the Hostel Governance Committee, the members of which are:

Sharyn Park (Chairperson - appointed by the Board of Trustees)  
Andrew King (School Principal)  
Gareth Lochaden (Director of Boarding)

The Hostel Committee meets each month to discuss Hostel operations.

There is also a Hostel Advisory Committee, which comprises of Hostel Management, Parent Representatives and two Student Representatives, and the role of the HAC is to deal with student welfare issues, rights etc., and comments, requests, recommendations etc. are made to the Hostel Governance Committee for review.

The Hostel Parent Representatives are Renee Harrex and Bridget Scott. The Student Representatives are elected each year by the students.



## Hostel Annual Award

An annual award will be available each year for a student or students who consistently display the Hostel values in how they conduct themselves, have an outstanding attitude to Hostel life, and who make a significant contribution to the setting and surpassing of standards of good behaviour and empathy for their fellow students.





## Dunstan High School Hostel

SEEK WISDOM AS GOLD  
RAPUHIA TE MĀTAURANGA HEI TAONGA

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