



CHRISTCHURCH BOYS' HIGH SCHOOL

ADAMS HOUSE

OPERATIONS MANUAL

CONTENTS

3. Introduction

4. Adams House Policy

7. Administration

8. Pastoral Care

9. Health, Wellbeing and Safety

16. Child Protection

16. Hostel Rules

19. Leave Rules and Procedures

21. Student Vehicle Procedure

23. Financial

INTRODUCTION TO THE ADAMS HOUSE OPERATIONS MANUAL

The intention of the Adams House OPERATIONS MANUAL is to provide documentation of adopted policies and procedures in order to:

1. Ensure continuity of good practice from year to year
2. Provide benchmarks for effective performance
3. Provide easy access for staff, Board of Trustees, parents, students and others seeking information about the policies and procedures of Adams House.
4. Ensure Adams House complies with the Education (Hostels) Regulations 2005.

This Manual is a living document, and will be revised to meet the changing needs of the community. Any comments or suggestions should be referred in the first instance to the Adams House Head of Boarding.

RELATIONSHIP OF THE HOSTEL WITH THE SCHOOL

The boarding facility, known as Adams House is a part of Christchurch Boys' High School - and is ultimately accountable to Christchurch Boys' High School, Headmaster and Board of Trustees.

The day to day management is the responsibility of the Head of Boarding who reports to the Headmaster. The Headmaster has been delegated the Board's authority to act as employer, and support the Head of Boarding. The Head of Boarding has responsibility for the boys, staff, operations and facilities of Adams House and works closely with the Christchurch Boys' High School Senior Leadership Team

All of the policies outlined in the Christchurch Boys' High School Governance Manual apply to the students & parents/caregivers of Adams House.

This Manual contains procedures & rules specific to Adams House. It contains procedures, and rules that are to be followed by all residents, and students residing at Adams House. The School will make the Manual available to staff/ students/parents/caregivers, upon request, as required by the Education (Hostels) Regulations 2005.

ADAMS HOUSE POLICY

The Board of Trustees has adopted the policy below regarding the governance of Adams House. The Adams House policy forms part of the Christchurch Boys' High School Governance Manual.

Policy Statement

Adams House, the boarding hostel for Christchurch Boys' High School, is an integral and highly valued contributor to the culture, vision, mission, strategy and values of the school. The Board of Trustees view Adams House as having a long-term future within the school. As part of Christchurch Boys' High School, which is a crown entity, the policies of the Board apply to Adam House. The Board of Trustees, however, recognises that due to the residential nature of Adams House and its 24 / 7 care of boys and due to the Ministry of Education (Hostels) Regulations (2005) that some amendments to policy, procedure and practice are required. This policy clarifies matters relating to the governance of Adams House and outlines any amendments or exceptions to other policies contained in the Governance Manual.

Adams House Board Sub Committee

The Board of Trustees will appoint an Adams House sub – committee. The terms of reference of which will be published in the Governance Manual.

Complaints

The Christchurch Boys' High School Complaints policy applies to complaints relating to Adams House. In addition and as required by the Education (Hostels) Regulations (2005) complaints relating to Adams House,

- Can be made in writing or orally (If a complaint is made orally it must be put in writing by CBHS as soon as practicable).
- Must be acknowledged in writing within 5 days of receipt
- Must within 10 work days of acknowledgement have a decision made as to whether it is justified or not or whether additional time is needed to investigate. If this time is more than twenty days CBHS must explain to the complainant why this is and decide as soon as practicable whether the complaint is justified.

Financial matters and reporting

The Board acknowledges that as the school, which includes the hostel, is a Crown entity it is subject to standards of probity and financial prudence and should be able to withstand parliamentary and public scrutiny. Adams House will be included as a cost centre within the school's consolidated financial accounts.

Relationships and protection from ill treatment

Adams House is by the Education (Hostels) Regulations 2005 to have a policy on relationships and protection from ill treatment. This policy is the school's harassment policy. In addition to this policy.

- (a)** every boarder will be treated with respect and dignity; and
- (b)** every boarder is given positive guidance promoting appropriate behaviour, having regard to the boarder's stage of development; and
- (c)** every boarder is given positive guidance by the use of praise and encouragement and the avoidance of blame, harsh language, and belittling or degrading responses; and
- (d)** boarders being given direction and guidance are not subjected to any form of discrimination (including favouritism or antipathy), physical ill-treatment, solitary confinement, or deprivation of food, drink, warmth, shelter, privacy, or protection; and
- (e)** physical restraint of a boarder is used only in circumstances, and only in accordance with restrictions and conditions aligned with the Guidelines for Registered Schools In New Zealand on the use of Physical Restraint.

Employment agreements

As per section 595 of the Education and Training Act 2020 all CBHS staff including Adams House staff must be employed under an agreement approved by the Public Service Commissioner.

Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through both the Adams House Committee and the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

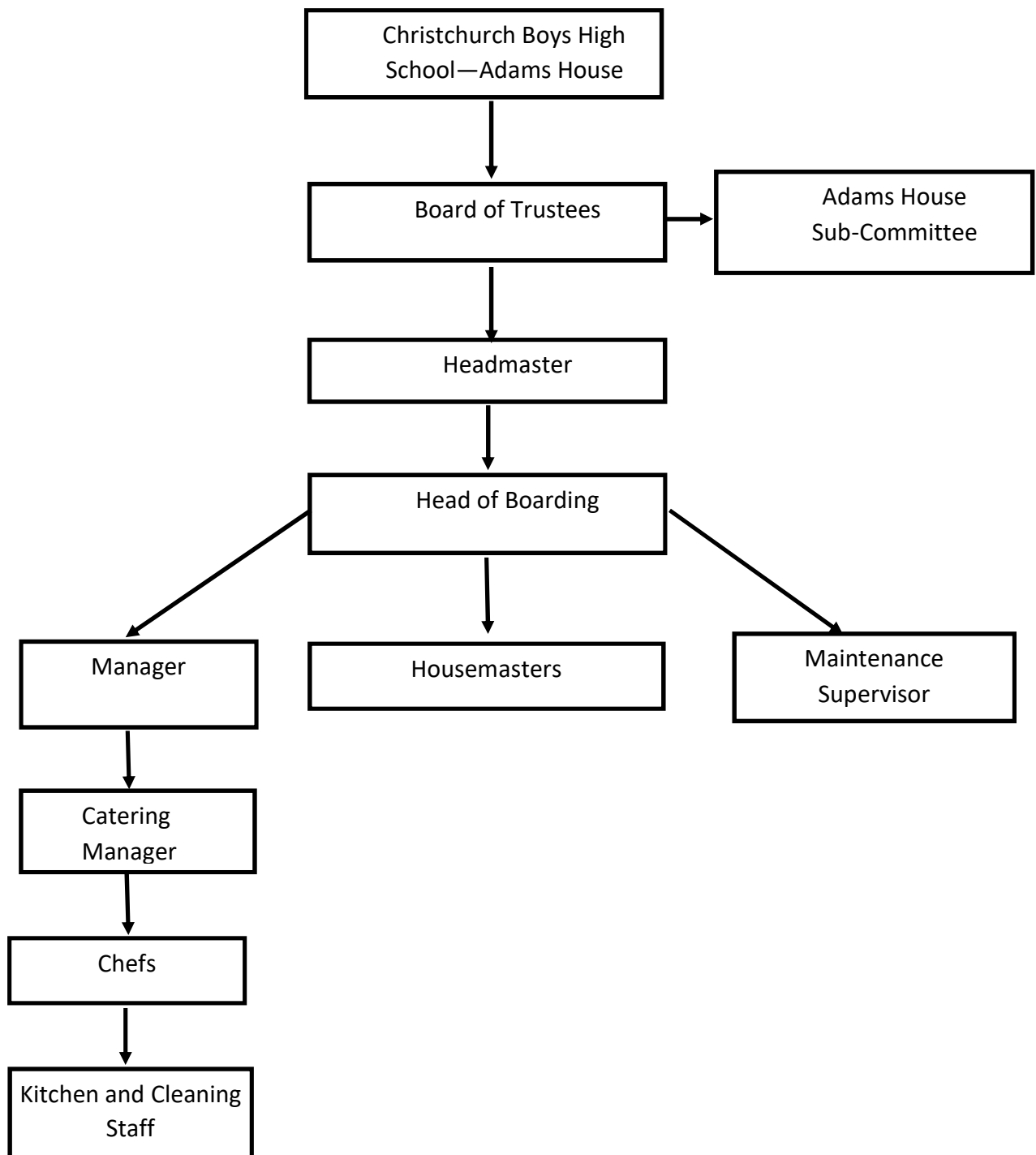
Stand downs and suspensions

The decision to stand down or suspend students from Adams House will be made by the Headmaster and these decisions will align with the process and practice for school stand down and suspension decisions. Students stood down or suspended from Adams House are still able to attend classes at school i.e. the stand down or suspension does not apply to school. School stand downs and suspensions do apply to Adams House.

Suspensions will be referred to the Board of Trustees who may expel a student from Adams House.

Any refund of fees paid in advance for a student who has been expelled will be at the discretion of the Board of Trustees.

ADMINISTRATION



The Hostel Subcommittee of the Board and the Headmaster support this administration. Parents of the hostel boys have a Parents Committee and the Chairperson of the Committee is a member of the Hostel Subcommittee of the Board.

PASTORAL CARE

Relevant policies and procedures:

[CBHS-Governance-Manual-2020-Oct.pdf](#)

CBHS Anti Bullying/Harassment Policy (Protection against ill treatment)

CBHS House Health and Safety Policy

CBHS Child Protection Policy

Staff with pastoral care training are available to support students who require academic, medical and emotional support and advice. Students can call on the Head of Boarding or duty housemasters who live on campus, for support 24 hours a day, seven days a week.

Each week the housemasters meet to discuss student progress, highlights and concerns. The housemasters' are responsible for the pastoral care and progress of each student's academic, sporting and cultural involvement. The role of providing pastoral care is being sensitive to a wide range of signals that provide indications as to a student's academic, social and personal development and wellbeing.

Housemasters assist students with study, personal organisation and social behaviour. They are also available for consultation with parents where they can communicate by phone, email or arranged meetings.

REPORTS

The Hostel has a weekly note report system for each boarder, which is sent home each week. This keeps parents informed about their son's attitude and demeanour, effort in Prep, their attitude towards others, their punctuality, personal tidiness and hygiene and their general attitude towards hostel life.

Prep and attitude and demeanour grades are awarded by the Housemaster on duty every Monday to Thursday evenings and are scored from 1 to 5, 5 being excellent, 1 very poor. At the end of every week the grades are collated and averaged. These are sent home by the Head of Boarding on Friday mornings.

Parents who have any concerns are encouraged to contact the Head of Boarding directly.

HEALTH, WELLBEING and SAFETY

Relevant policies and procedures:

[CBHS-Governance-Manual-2020-Oct.pdf](#)

CBHS Anti Bullying/Harassment Policy (Protection against ill treatment)

CBHS House Health and Safety Policy

CBHS Child Protection Policy

CBHS Alcohol, Tobacco and Drugs Policy

CBHS Search and Seizure Policy

HEALTH

Information Gathering

Upon enrolment, all students must have a Health Questionnaire completed and returned to the CBHS Enrolments Officer.

The Adams House Manager will review this information, and if required may request further information from parents/caregivers.

Adams House will operate a secure boarding specific student database. The current database is REACH.

Relevant medical information is shared with staff at the beginning of year staff meeting, or when practicable for students commencing enrolment during the year. The Manager and Head of Boarding will determine in consultation with families if all information shall be shared with staff on a case by case basis to protect the privacy of the student.

Sensitive information is stored on the database under the security log in of the Head of Boarding, such information is shared by the Head of Boarding to other staff strictly on a need to know basis when, and if required.

This information is kept for the sole purpose for which it was gathered, and is not used for any other purpose.

First Aid and Supplies

As per Hostel Licensing requirements, at least one staff member on duty shall have their Work Place First Aid Certificate,

All staff are encouraged and provided with opportunities to complete First Aid training, The Manager shall ensure the First Aid cupboard is stocked to at least minimum standards as outlined by the Hostel Licensing requirements. Termly audits occur to ensure stock is adequately maintained.

Staff shall communicate with the Manager when any such supply is running low, The hostel shall provide necessary basic medical supplies to boarders. Where specialist supplies are required, such cost is met by parents and caregivers.

Administration of Medications

No student is to have prescription medication or over the counter medication in their possession. All medication is to be kept in a locked cupboard in the Managers office, or locked chiller where required.

No student is to have any illicit substances in their possession.
Students at all times will have access to medical supplies, including personal medications via staff.

Any medical supplies given to a student must be recorded in REACH. This includes prescription medication which is preloaded into REACH.

In built REACH alerts notifying of missed medication must be followed up by the Head of Boarding, or nominee who receives the alert.

The Manager shall monitor administered medication and report irregularities or concerns to the Head of Boarding.

Accidents and Incidents

Any incident occurring at the Hostel, or on a Hostel EOTC trip, is to be reported to the Head of Boarding.

The Head of Boarding shall determine whether an incident form is to be completed. An incident review is carried as part of the regular review process in staff meetings. Parents of students involved in an incident or accident shall be contacted as soon as practicable by Hostel staff.

Students requiring treatment at Hospital or any urgent care facility shall be accompanied by Hostel staff in the first instance, until they are supported by their parents or designated support person.

Management of Illness/Injury

Within School Hours:

Students are to go and see the Bursar in the day school, she will contact the Manager who will determine an appropriate course of action.

If the student is not well enough to attend school they are to return to their rooms and will be monitored by the Manager or Head of Boarding. They will record these checks on the REACH database. These should be done hourly or more frequently if required. Students who require monitoring outside of reasonable expectations shall be required to go home.

The Manager shall contact parents when their son is absent from school. Any student who is unable to attend school is not permitted to have leave for any circumstance after school or that evening.

Students with an infectious illness are to be collected by parents and taken home until they are free from illness. Hostel management reserves the right to send unwell students home where deemed necessary, as part of precautions to reduce the spread of illness.

Dr David Zarifeh – Riccarton Medical Practice is the Hostel doctor. He is available to see boys urgently if required, please contact the Manager to arrange this.

Outside School Hours:

Students are to seek the assistance of a Housemaster on duty who will complete their initial assessment, who can then contact the Manager or Healthline at any time for advice.

If the illness/injury necessitates the student being absent from school the student must see the Housemaster on duty and Manager prior to commencement of the school day. If urgent but non-life threatening illness or injuries occur outside of working hours the students are to be taken to The 24 Hour Surgery, 401 Madras Street.

Where students are under the age of 16, all practicable steps to have an adult attend appointments must be taken. Where this is not possible, parents shall be informed prior to the appointment.

Any illness/injury requiring immediate off-site attention or an ambulance - Staff are required to notify the Head of Boarding and parents immediately. They are to complete an incident form on REACH.

Non-Urgent illness/injury requiring further attention - Housemasters are required to document all relevant information into REACH.

Process for overnight sickness:

If a student becomes ill overnight either he or his roommate must contact the overnight duty master – (A Duty) - by phone in dorm hallways. *(The name and number of the A Duty master is on the beside the emergency phone in dorm)* Rostered overnight duty master takes student to The 24 Hour Surgery, 401 Madras Street.

After check/treatment etc. duty master fills out incident form on Reach report next day
If a second boy becomes ill the B duty master is to be phoned.
If any housemaster is unavailable the Head of Boarding to be phoned

Medical Appointments

The Manager shall make medical appointments on behalf of students after consultation with parents.

The Manager shall ensure students are transported to and from medical appointments in a timely and safe manner.

Any subsequent treatment shall be overseen by the Manager.

Where students are under the age of 16, all practicable steps to have an adult attend appointments must be taken. Where this is not possible, parents shall be informed prior to the appointment.

Costs of medical appointments, treatments and prescriptions are the responsibility of parents.

Pandemic

In the event of a notified Pandemic, the Adams House Pandemic Plan will override this procedure.

Emotional and Mental Health

All students in accordance with Hostel Licensing requirements shall be provided with regular support and guidance with regard to their mental and emotional wellbeing.

If there is an immediate risk of harm to self or others the on Housemaster on duty is to be contacted immediately and a phone call to Crisis Resolution 0800 920 092.

Parents/caregivers will be immediately informed. The only exception to this is if any notification enhances, or is the cause of any trauma.

All Housemasters shall be capable of providing adequate, timely and professional support to all students. Housemasters are provided training as part of the regular induction and ongoing PD.

Regular Year Level Leadership meetings, for both groups and individuals are held at least once per month. Appropriate records are kept within the REACH system. Students are surveyed at least once per year on Physical and Emotional Wellbeing, and Pastoral Care.

The Guidance Counsellors are accessible to Boarders, through individual appointments made by the student, or by referral from the Hostel Leadership Team.

The Head of Boarding and Manager shall liaise with support agencies, attend relevant meetings, and implement subsequent plans where appropriate.

Where the Head of Boarding deems students are at risk, parents will be contacted, unless this action is deemed to enhance the risk to the student, in which case the Child Protection Policy supersedes.

The Headmaster has ultimate responsibility for ensuring the emotional safety of Boarders. He delegates the day to day care for students to the Head of Boarding and supervisory staff.

Students engaging in self-harm or a behaviour/thought pattern that endangers the safety of themselves or others within the community can expect support with regard to their welfare within acceptable risk parameters. Options for the Head of Boarding include:

- Implementing a safety plan that negates immediate risk and promotes ongoing safety for all, personal and whanau support, or
- Removing the child from the Boarding House until the Head of Boarding is satisfied that adequate Health and Safety practices are in place to enable a return. This may be short or long term and done in consultation with parents, whanau, the student and other relevant stakeholders within each situation.

All students can expect:

Parents/caregivers will be informed. The only exception to this is if any notification enhances, or is the cause of any trauma. If this is the case relevant health professionals and authorities will be contacted.

Referral onto an appropriate support agency

Health and Safety

In line with the Health and Safety at Work Act 2015 it is expected students:

- take reasonable care for their own health and safety
- take reasonable care that their behaviour does not adversely affect the health and safety of others
- comply with any reasonable instruction from the Head of Boarding, including policy and procedure to comply with the Act.

BULLYING

A careful watch is kept on any form of harassment. Boys are surveyed twice per year to gather data and monitor bullying. No boarder is permitted by his actions to neither inflict physical or mental abuse on any other boarders nor cause others to inflict such damage.

Note: mental harassment includes such things as racist or other hurtful name-calling.

Bullying is a very difficult and sensitive issue. At first we try and counsel offenders and victims. If that does not solve the problem then we may bring in outside professional help or we may take serious disciplinary action against offenders. The Hostel reserves the right to take serious disciplinary action on any bullying offence. Any Boarder that feels bullied or harassed, either sexually, physically, via the electronic means or emotionally must report this offence immediately to the Head of Boarding.

THEFT

All boarders should be warned that money and valuables are targets for dishonest persons, therefore they should keep these items in their locked drawer.

Failure to ask permission to use another boarder's belongings is regarded as theft. Any suspected thefts should be reported to the housemaster on duty.

Adams House takes no responsibility for money or valuable property left in rooms.

Boarders' personal belongings are not covered by the hostel's insurance policy.

ALCOHOL, DRUGS, TOBACCO and VAPING

No boy will consume, possess or be under the influence of alcohol, tobacco or vaping, volatile substances or drugs prohibited under the Misuse of Drugs Act 1975 or otherwise, other than drugs prescribed for personal use only, while at the hostel or prior to returning to the hostel from any form of leave. Any violation of this rule is regarded as a very serious offence.

BANNED MATERIAL

Banned Material – the following are banned at Adams House

Breaches of these rules will be treated very seriously. This is not an exhaustive list.

- Knives and any other items that could be used as weapons
- Guns and ammunition
- Offensive music, movies or written material
- Pornographic material
- Lighters and matches or fire lighting equipment
- Fireworks

Inappropriate use of the Internet, Facebook, Twitter, Instagram, Snapchat, email or other electronic medium, depending on severity will result in restricted access and or confiscation of personal computers. Boarders are not to access inappropriate sites, bring inappropriate material on computers or memory card or send inappropriate emails, texts or messages.

VANDALISM

Wilful damage or defacing of hostel property is regarded as a serious offence. All damages (whether accidental or deliberate) must be reported to the housemaster on duty who will record the details, persons involved, location and nature of the damage. Total repair costs will be the responsibility of the offender and or parents/guardians.

SAFETY PROCEDURES

Adams House Emergency Plan follows guidelines from Harrison Tew and Associates Emergency Planning Specialists. This includes crisis management, accidents, bomb threats, criminal acts, earthquake, fire, flooding, landslide, mobile offender, pandemic, storm event, swarm of bees, threatening behaviour, tsunami, volcano

Evacuation Drill: All boys are made familiar with the emergency procedure. Each year Harrison Tew runs a lockdown and fire evacuation drills with the hostel. Wardens are encouraged to regularly check the fire equipment in their areas. Tampering with fire doors, security bells, wiring of any description is potentially very dangerous and is regarded as a serious offence. All hostel boys and staff must vacate all buildings if fire alarms ring.

Behaviour: Fighting is not permitted and offenders will be dealt with firmly. Balls etc. are not to be thrown, hit or kicked around inside or in the quad area.

Motor Vehicles/Bicycle: Year 13 students are allowed their vehicle at Adams House once their parents have signed the Vehicle Permit Application. The keys are always stored with the HOB and cars are only used for school activity purposes or weekend leave.

No other boarder is permitted to keep a motor vehicle at Adams House.

No boarder is permitted to travel in a vehicle other than their parent's vehicle without permission from the Hostel or their parents.

No boarder is permitted to ride a bicycle in the hostel grounds.

All bicycles are to be kept in the bike shed provided.

SEARCH AND SEIZURE PROCEDURE

This procedure is intended to assist Adams House Hostel staff to deal with situations where the safety of students, staff or the school is compromised. There can be no definitive way of dealing with each and every scenario and the Head of Boarding and staff will most often be required to look to their own experience and judgement. Often the circumstances will be straightforward and responses will be routine, but there will be occasions when the best course of action is not obvious.

Staff will be guided by the MOE's search and seizure guidelines which are available on the Ministry of Education website at this [link](#). A hardcopy of these guidelines is kept in the Manager's office. Where a range of responses is available, the Head of Boarding and staff are encouraged to exercise judgment that is based on what is *reasonable* in the circumstances.

VISITORS

Parents are encouraged to visit the hostel when in town. Any non-family visitors must be signed into the hostel and must report to the supervisor on duty. When visitors leave, they must be signed out.

No visitor is permitted in boys' rooms (except family members who have seen the staff member on duty).

All visitors should have left the hostel by 8.30pm on weekends and 5.30pm on school days.

CHILD PROTECTION

Relevant policies and procedures:

CBHS Child Protection Policy

Christchurch Boys' High School and thus Adams House has a Child Protection Policy. The latest update of this policy can be found in the Christchurch Boys' High School Governance Manual which is available on the School website under the Board Policies Tab in the Board of Trustees section.

A hard copy of this policy is available in the Manager's office.

HOSTEL RULES and PROCEDURES

Relevant policies and procedures:

CBHS Child Protection Policy

CBHS Bullying and Harrassment Policy (Protection from Ill Treatment)

CBHS House Health and Safety Policy

CBHS Alcohol, Drugs and Tobacco Policy

CBHS Complaints Policy

The rules listed below govern the general behaviour of boys at Adams House. They are designed to ensure the smooth running and general order of the Hostel while boarders are in residence, returning to or absenting themselves from Adams House.

The high regard in which Adams House is held by the school and the public generally, will only be sustained if boarders continue to maintain the highest standards of behaviour and co-operation.

The rules and procedures are reviewed annually by the Head of Boarding in discussion with the staff and the Headmaster.

Prefects and Housemasters always try to enforce the rules fairly, but should a boy feel he has been treated unjustly he is encouraged to discuss this with the Head of Boarding.

Authority

The Staff have been selected by the Head of Boarding on behalf of Adams House. Failure to adhere to these representatives is therefore an offence against Adams House. Boys must always be respectful to these leaders and follow their reasonable instructions without question.

The conditions set out below will apply except if there is a change in policy and procedure in the Adams House self-review schedule. It is expected that parents will support hostel rules and procedures. These are designed to provide an environment which promotes student welfare and learning.

Breaking leave regulations, anti-social offences, bullying, assault, theft, incorrigible disobedience, vandalism, use or storage of alcohol, drugs, tobacco or vaping, staff abuse or endangering self or others may be punished by removal from Adams House, either by way of stand down or expulsion.

Stand downs and Expulsions

Note: It is understood that the hostel comes under the jurisdiction of Christchurch Boys' High School Board of Trustees and the Acts governing the Board, including the Education (Hostels) Regulations 2005.

Principles

The hostel must be seen to apply procedures that address:

- Gross misconduct
- Continual disobedience
- Behaviour risking serious harm

The application of such procedures will comply with natural justice. Any application of these procedures will consider both the reasonableness and proportionality of the action. (Does the action taken have a reasonable aim and is the measure taken to meet that aim proportionate).

CONSEQUENCES

The aim is to achieve a co-operative and tolerant environment at Adams House as close to family life as is possible. Where that co-operation or tolerance is not forthcoming then consequences may be necessary. Any consequence will be reasonable and proportionate.

Minor Offences

Staff will actively supervise boys and may require them to 'put things right' if their behaviour needs correcting. $\frac{1}{4}$ hours – these are recorded and involve 30 minutes of community service e.g., sweeping the asphalt area.

More Serious Offences

Fridays – Students who have continually disrupt others and break the rules during the week may get a Friday by the Head of Boarding. This means they are gated for Friday night regardless of weekend commitments.

Dining Room Prep – this is used to withdraw boys from normal prep situations where they have become a repetitive disruption to others or they are making little effort to do homework. Boy's efforts are monitored by the Head of Boarding from the weekly note.

Gating – this is a withdrawal of leave (except for school activities) for a specified period of

time. The time is at the Head of Boarding's discretion and can be up to 14 days.

Close Gating— this is the total withdrawal of leave and having to report to the Housemaster on Duty every ½ hour.

Serious offences can include repetitive offending, defiance, wilful lack of co-operation with duties, verbal or physical abuse of another student and absent without leave.

Very Serious Offences

Very serious offences can include continual disobedience use or possession of alcohol, assault, fire, theft, absent without leave after lights out, abuse of staff, bullying, and major vandalism. Offences of this nature may be referred by the Head of Boarding to the Headmaster who may consider stand down or suspension.

Standdowns and suspensions.

Stand Down.

A stand down is the removal of a student from Adams House for up to 5 nights by the Headmaster.

Suspension

Suspension is the removal of a student from Adams House on a temporary basis (up to 7 week day nights) so that the Board of Trustees Disciplinary Committee is able to review the student's continued place at Adams House. This review will be way of a disciplinary meeting of the committee at which the student and or his parents will be able to speak or make representations.

The process and practice for stand downs and suspensions will align with the process used for school stand down and suspensions and the Headmaster and Board of Trustees Disciplinary Committee will take guidance from the Ministry of Education's publication.

Guidelines for principals and boards of trustees on stand-downs, suspension, exclusions and expulsions. Part 1 Legal options and duties

LEAVE RULES and PROCEDURES

No boarder will absent himself from the hostel until the electronic leave register, REACH is filled in giving details of the leave and is signed or approved by the Housemaster on duty. Year 13 boys who have parental permission are responsible for their own leave, but they too must enter it on the electronic leave register giving details of their leave.

LEAVE IS NOT AUTOMATICALLY GRANTED BUT IS SEEN AS A PRIVILEGE

General Leave

Leave will be approved and authorised by the Housemaster on Duty each day. The Housemaster on Duty can grant leave for:

- Riccarton
- Hagley Park
- School Activities
- Other leave as seen to be appropriate

All other leave or exceptions to the above is at the discretion of the Head of Boarding or in his absence, his substitute.

Transport Boys must not travel in motor vehicles without the permission of their parents, the hostel or the school (when on school activities.)

Only Y13 are allowed vehicles and permission is granted only by the Head of Boarding. Boys going to movies and returning after dark must use a taxi or uber. They must also provide proof of attendance by providing the Housemaster with their movie ticket.

Leave List / Travel List

This is a list of names, addresses and phone numbers of those people that parents are happy to permit their sons to visit or travel with. This is recorded on the REACH leave system. Parents must add "Hosts" themselves within the REACH programme.

Other Rules

Boys are not allowed to return to the Hostel from overnight leave until after breakfast the following morning. If they have a serious problem while out on overnight leave, they may contact the House Master on duty or his substitute to change their leave or return to Hostel in an emergency.

Boys are not permitted to return to the Hostel during school time without a note from hostel staff at school or the Bursar at school. They must report to either the Head of Boarding or some other staff member when they return. (Excluding Year 13 who are allowed back to the hostel during study periods).

Weekend Leave/Overnight Leave

This requires the Head of Boarding or Manager approval. Leave is granted upon the parent approving the REACH leave request via their email or app. This is then authorised by the Head of Boarding or his substitute. The student must then “tap out” to confirm he has left the premises. It is necessary for this request to be with the Head of Boarding no later than 5:00pm, Thursday evening.

Boys will not be granted leave until they have fulfilled any obligations regarding consequences on a Friday. Boys who are rostered for weekend duties are not granted overnight leave.

Boys on weekend leave must return to the Hostel by 8.30p.m on the last day of the weekend (normally Sunday).

Weekend leave will not be granted for new boarders during their first three weeks in residence. This is to ensure that the boy has the opportunity to adjust to living away from home.

Returning from Leave

During the week all boys must return from leave by dinner time (5.40 p.m.) unless permission has been granted otherwise.

During the weekend Year 9 and 10 must return by 9.30p.m, Year 11 and 12 by 10.30p.m and Year 13 by 11.00 p.m.

All boys must return from overnight or weekend leave by 8.30 p.m. on the day of their return.

If a boy is going to be late back from leave for some unavoidable reason, they must phone the Housemaster on Duty (027 222 0318), or email the manager@adamshouse.co.nz. Upon returning, the student must “tap in” and enter his PIN number to identify he is back at Adams House.

Once returned a boy needs new leave to go out again.

Parental Responsibility

The Hostel’s advice to parents is to make sure you know exactly what is going on, that you have checked out who your son is staying with and that they are responsible enough and happy to take responsibility for your son. We can only help protect your son when he is our responsibility.

Details of Leave

These must be precise on the REACH leave system. Precise times of leaving and returning are required. Please note that approval for leave is for that request only and not to do anything else or be somewhere else while on that leave approval. Changed leave circumstances need a new leave approval. This can be done on rare occasions via SMS, phone or email from parents.

ANY INFRINGEMENT OF LEAVE RULES CAN BE SEEN AS A SERIOUS OFFENCE.

VEHICLE PERMITS

Parents of boarders in Year 13 may apply for their son to have a vehicle at Adams House. An application must be made to the Adams House Head of Boarding using the Adams House Vehicle Permit Application Form.

A boarder must hold a Restricted or Full License to apply for an Adams House Vehicle Permit.

Boarders are not permitted to carry passengers in their vehicles at any time while under the authority of Adams House. Boarders with younger brothers may apply for permission to transport their brother home on Weekend Leave if they hold a Full Driver's License.

Once signed out by the parent for Weekend or Overnight Leave the student is no longer under the jurisdiction of Adams House and we will bear no responsibility.

The Adams House Vehicle Permit must be:

- a. signed by the boarder and the boarder's parents
- b. signed by the Adams House Head of Boarding.
- c. submitted with a copy of the boarder's Driver's License.

An Adams House Vehicle Permit is issued to an individual on the understanding that the vehicle is for their personal use. Lending a vehicle to or borrowing a vehicle from another student is not permitted.

All vehicles brought to Adams House must be registered with the Adams House Head of Boarding via the Adams House Vehicle Permit Application.

All keys must be stored with the Adams House Head of Boarding.

Variations (e.g. change in vehicle) must be notified to the Adams House Head of Boarding immediately.

Permission to use vehicles while a student is residing at Adams House is restricted to medical appointments, special sports trainings and authorised school events. Permission to use vehicles for any other reason is to be sought from the Adams House Head of Boarding. The boarder must return to Adams House as soon as the activity he has attended has concluded and hand his keys to the Head of Boarding.

Boarders must comply with New Zealand Road Rules.

All vehicles are brought to Adams House at the owner's own risk.

Boarders must park their vehicles outside the hostel side of Harakeke Street or the public car parks on Matai Street by the railway lines. Vehicles are parked at the owner's own risk.

Boarders are not permitted to keep items prohibited by the Adams House Fundamental Rules in their vehicles.

It is the responsibility of boarders to be aware of the procedure and rules governing their use of vehicles. Any infringement of these rules will result in the immediate suspension or cancellation of a boarders Driving Permit.

The consequences for infringements of these conditions are as follows:

- a) First infringement: Permit suspended for ten school weeks.
- b) Second infringement: Permit cancelled for remainder of the school year.
- c) Boarders found to be using a duplicate key: Permit cancelled for remainder of the school year.
- d) Gross misconduct regarding vehicle usage will result in the cancellation of a boarders vehicle permit and may result in their place at Adams House being reviewed.

FINANCIAL

Boarding fees are set by the Board of Trustees

All boarding and activity fees must be paid by direct debit.

The annual boarding fee is to be paid either by three equal instalments in January, April and July as invoiced.

Incidental charges and activity fees will be charged as incurred. These can be paid at any time through the parent payment portal, however any incidental charges that remain unpaid on the date of the direct debit will be added to the boarding fee and automatically deducted from your account in accordance with your direct debit authority.

Those who receive a Boarding Allowance will have this credited to their account.