

# ADAMS HOUSE HANDBOOK



# CBHS

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# WELCOME TO ADAMS HOUSE

This handbook provides parents and boys with guidance to Adams House life.



Adams House is regarded as an integral part of Christchurch Boys' High School. It provides accommodation and therefore the opportunity for boys from outside Christchurch to experience the specific advantages that the school provides. The School's Hostel opened in its present position in August 1917 with 24 boys. The school magazine of the day reported:

***"We are well housed in the fine new building, which is wonderfully warm, a great contrast to the tents of last term."***

In April of 2000 a total redevelopment of the Hostel began. The building was completed a year later.

For our boarders, most of whom are from rural areas and small towns, the hostel seeks to assist them to achieve educationally and to provide them with the opportunity to develop socially in the company of other boys of similar ages. Adams House is an environment where boys feel comfortable around each other. We encourage our boys to take risks and challenge themselves to discover strengths, talents and skills which further develop their independence, self-confidence, resilience, and determination. Also, we encourage them to make the most of the opportunities the school provides to develop sporting and cultural skills and to achieve to a high level in these areas. We are very proud of our participation rates in school sport and our hostel boys make up large numbers in our first teams. Currently we have numerous boys competing at national level in gymnastics, athletics, skiing, and mountain biking.



## STAFF

Adams House has a Head of Boarding and ten Housemasters who all live on site and provide daily organisation for the boarders. The Head of Boarding and Manager, along with the housemasters and domestic staff, help provide for the welfare and care of the boys.

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 indicates a student's academic, social, and personal development. Housemasters assist students with study, personal organisation, and social behaviour.

All staff are available to support students who require academic, medical, and emotional support and advice. Students can also call on the Head of Boarding or housemasters for support 24 hours a day, seven days a week.

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.

Year 13 prefects are expected to set and maintain high standards and to supervise junior prep, social and educational activities.



## CONTACTS

Website: [cbhs.school.nz](http://cbhs.school.nz)

### PHONE NUMBERS

Head of Boarding - Rhys Archibald (027) 632 3507  
or (03) 348 3307 ext. 1

Email: [archibaldr@staff.cbhs.school.nz](mailto:archibaldr@staff.cbhs.school.nz)

Managers office - Shirley James (027) 417 3851  
or (03) 348 0130 ext. 2

Email: [manager@adamshouse.co.nz](mailto:manager@adamshouse.co.nz)

Kitchen – Saluka Thiele (03) 348 0130 ext. 3

Duty Housemasters (03) 348 0130 ext. 4

Duty Housemaster Cell Phone: (021) 468 827

Maintenance – Jason Winders (021) 224 4348

## BUILDINGS, GROUNDS AND FACILITIES

The Hostel is situated at 70 Harakeke Street, just five minutes' walk from the school. The grounds of more than three acres bordering the Avon River include tennis and basketball courts, cricket nets, a beach volleyball court, and a heated swimming pool. The boys have the use of a Library with reference material, recreational reading resources and wireless high-speed internet. Other recreational resources include a table tennis table, and an excellent weight training facility.

Accommodation is separated into three blocks. The two storey Harakeke Block houses Years 9 and 10. Year 9 is situated downstairs, and Year 10 are upstairs. Worcester Block is also a two-storey building and accommodates Year 12 and 13 students. Each year group is at different ends of the block. Straven Block is a single storey accommodation block and houses Year 11 students. Year 9 and 10 are in rooms of four, Years 11 and 12 are in twin rooms and Year 13 students are in single rooms.

All the boys have personal study spaces provided in their rooms. Each boy has a wardrobe, drawers, and a locker in which to store his possessions.

Avon Block is the main service block. This building has the kitchen dining room, Year 9 common room, library, sick bay, laundry, staff room, Housemasters' study, reception, Managers office and the Head of Boarding office.





## ADAMS HOUSE SELECTION CRITERIA

Christchurch Boys' High School is governed by a charter approved by the Board of Trustees that includes our motto, values, mission, vision, and strategic priorities.

Adams House exists to support the school to meet its vision of... *developing fine young men for a modern world. CBHS boys are morally courageous. They strive for personal and community success.*

Adams House supports this vision through:

- a. Promoting and teaching the school values of meaningful relationships, integrity, high expectations and respect.
- b. Working towards the school's mission of educating fine young men for a modern world.

Within an overriding concept of *he waka eke noa* (i.e. one school) the school, including Adams House, has five strategic priorities:

1. Leading Culture
2. Staff Development
3. Resilient Relationships
4. Future Sustainability
5. Teaching and Learning

The selection of students into Adams House is integral to how Adams House demonstrates and builds its alignment with the school's vision, values, mission, and strategic priorities.

The aims of the selection process reflect the charter. The Head of Boarding in selecting students for Adams House has been delegated to consider the following criteria:

1. Students who display an affinity for the school's values and who show empathy and caring for others.
2. The overall balance and diversity of Adams House students
3. Student attitudes towards learning
4. Student participation in a range of co-curricular activities
5. Barriers to access to a values based, boys school education e.g. distance from nearest school
6. Within the overall balance of Adams House consideration will be given to boys who would benefit from access to a values based, boys school education such as a lack of male role models
7. A balance of students who come from a variety of schools
8. Connections to CBHS e.g., current brothers, old boy father (note meeting these criteria does not imply any guarantee of place)

The Head of Boarding is delegated by the headmaster to advertise places in Adams House and to collect information through means such as interviews, confidential referee reports and school reports so that the Head of Boarding can recommend to the headmaster enrolments in Adams House that align with the criteria above.

## CODE OF CONDUCT

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 grooming, behaviour, and co-operation.

Adams House boarders should behave in a mature and acceptable manner. The following are seen as underlying all behaviours:

- Consideration and respect for self, for others and for the environment
- Contributes to his community.
- Motivated and productive
- Strives for personal excellence.
- Resilience
- Honesty
- Integrity
- Loyalty
- Trust

It is expected that parents will support hostel rules and procedures. These are outlined in the Adams House Operations Manuals and are designed to provide an environment which is calm and disciplined.





# CLOTHING REQUIREMENTS

## UNIFORM

We suggest 3 shirts, 2 pairs of school shorts, 4 pairs of socks (minimum), 1 jersey, 1 blazer (seniors), 1 pair trousers (seniors).

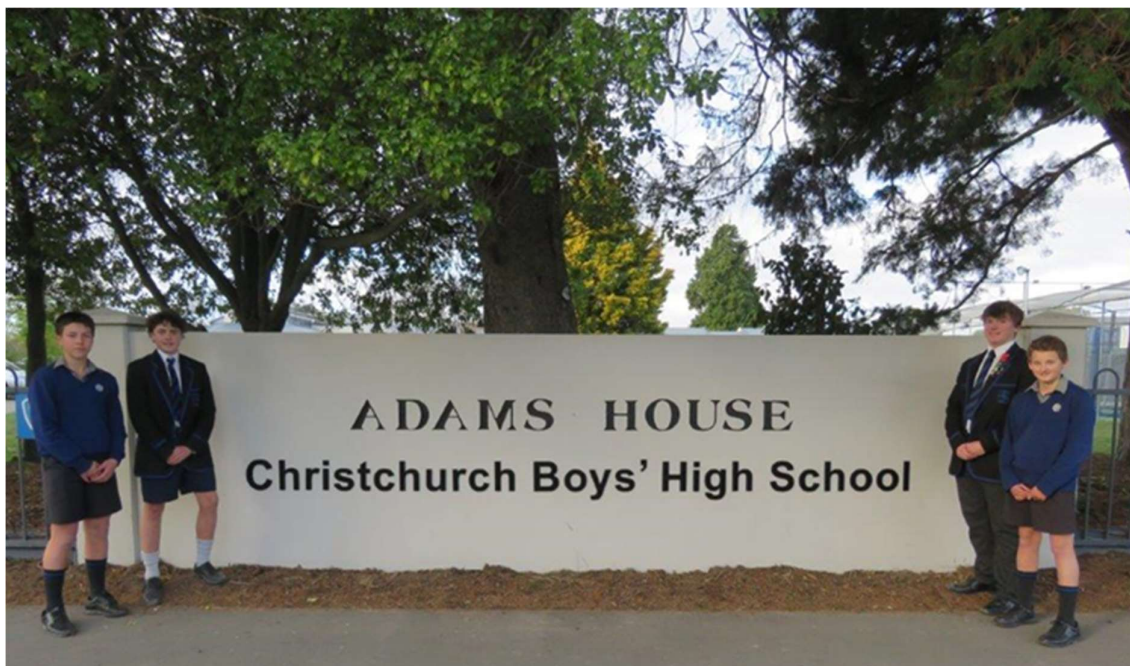
### YEARS 9 and 10

Boys wear the same uniform throughout the year. Grey school shirt with school monogram (long sleeves). Grey all-wool worsted shorts of approved material and style. Plain blue jersey with "V" neck (with school monogram). Black lace-up shoes. School jackets, which are available from the school uniform shop.

### YEARS 11, 12 and 13

*Summer*- Blue walk shorts (No 88123 Preston Polyester and cotton), white shirt, tie, blue jersey with school monogram, blazer, walk hose (Montreal Grey No 73000), black lace-up shoes.

*Winter* — Long trousers, grey (either all wool material or mid grey), white shirt, tie, black blazer. Black or grey socks. Black lace-up shoes. Note: A tie and blazer must be worn.



## **PHYSICAL EDUCATION**

Blue PE shirt, black shorts, white socks PE shirts are available from the school uniform shop.

## **UNDERWEAR ETC.**

Vests, singlets, t-shirts — optional. These are not to show, at neckline of shirt when top button is undone.

10 pairs underpants, 2 pairs pyjamas

## **GENERAL**

- Parka or wind jacket
- Sports shoes
- Slippers (optional)
- Clothes brush
- Three Towels (minimum) one of these as a swimming towel
- Spare name tags
- Toilet gear — face cloths, soap, toothbrush, and toothpaste etc.
- Duvet, Pillow, and mattress protector
- 1 dozen coat-hangers
- School bag for schoolbooks etc.
- Strong padlocks (1 for dormitory drawer, 1 for locker cupboard).
- Place spare keys in an envelope with your son's name on it and give to manager.
- "D" Lock for bicycle — effective security is essential.
- Casual clothing of own choice
- Laptop computer
- Mobile phone

**ALL CLOTHING AND OTHER POSSESSIONS MUST BE CLEARLY MARKED WITH  
THE BOY'S NAME AND INITIALS**

(in very obvious places, for example at the top in the middle of the back of clothing.)

## HEALTH

Dr Zarifeh of the Straven Medical Rooms is the hostel doctor. All Boarders are required to fill in an Adams House Medical Record Sheet. The more detail you supply on this sheet the better able we are to provide for your son. The Doctor and Chemist charge directly to you.

We look after the boys if they are unwell and need to stay in bed. If they have something more seriously wrong with them, we will contact parents. They may need to go home in some cases.

The Hostel does not have a specific dentist. We can help find one if that is necessary.

## HOUSEKEEPING/HYGIENE

Adam's House prides itself on having a tidy, well-kept, and well organised environment. We expect all boys to co-operate in this by maintaining high standards of personal dress, personal cleanliness and tidy personal spaces in their dorms and prep areas. We expect all boys to assist in the general cleanliness and appearance of the Hostel. The following things are important to support this policy.

- Wardrobes and drawers are to be always kept tidy.
- Beds are to be kept made and tidy. Sheets, pillows, and pillowcases are provided. Both sheets and pillowcases are to be changed every week.
- Workspaces in prep areas are to be kept tidy.
- Clothes must not be left lying around. They should be put away after use.
- School uniform should be clean and tidy including shoes cleaned.
- Food and drinks are banned from dorms and the TV. Lounge.
- Year 9 and 10 students are allocated morning inspection jobs to keep the Hostel tidy.
- All boys must complete tidying or inspection jobs before they go to school in the morning or before 8.50 a.m. on weekends (including weekend duties).
- Inspection is between 8.10 a.m. and 8.30a.m. for all boys. Prefects and staff will check inspection jobs and weekend duties.
- Boys must leave their area tidy when they go on overnight or weekend leave.
- Boys are expected to observe basic hygiene principles: wash hands before meals, shower every day, change socks and underwear every day ensure clothes are washed regularly, wash hair regularly.



## **LEAVE**

No boarder will absent himself from the hostel until the electronic leave register 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.

### **General Leave**

Leave will be approved and authorised by the Housemaster on Duty each day.

The Housemaster on Duty can grant leave for: Riccarton, Merivale, Tower Junction, Hagley Park etc. 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.

### **Weekend Leave/Overnight Leave**

This requires the Head of Boarding's (or his substitutes) approval. Leave requests are to be in the Reach system no later than 5.00pm Thursday evening.

Boys who are rostered for weekend duties will not be granted overnight leave.

Boys on weekend leave must return to the Hostel by 8.30pm 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 can adjust to living away, from home.

### **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. A note signed by a parent is necessary to add to the leave list.

### **Returning From Leave**

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

During the weekend Year 9 and 11 must return by 9.30pm, Year 12 and 13 by 10.30pm.

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 phone the Housemaster on Duty (027 222 0318) or leave a message on the Manager's phone (03) 348 3307 if required.

**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. It is too easy for overnight leave/weekend leave to be a loophole between your supervision and our supervision.

## Details of Leave

These must be precise with contact name, address, and phone number which the boys must enter on the computer. 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.

## PREP

Prep is a very important aspect of hostel life. Boys must use this time profitably. Boys are encouraged to do prep at other times if they need to.

Sporting or cultural activities that are not school related are not allowed to be planned during prep times.

Times: 1st Prep            6.45 - 7.45pm  
2nd Prep                    8.15 - 8.45pm (Year 9 and 10)  
                                    8.15 - 9.00pm (Year 11, 12 & 13)

Three Housemasters and prefects supervise all prep areas.

## LIGHTS OUT

	Weekday (Sun-Thurs)	Friday	Saturday
<b>Year 9</b>	9.15pm - 7.00am	9.30pm - 7.30am	10.00pm - 7.30am
<b>Year 10</b>	9.20pm - 7.00am	10.00pm - 7.30am	10.00pm - 7.30am
<b>Year 11</b>	9.45pm - 7.10am	10.30pm - 7.45am	10.30pm - 7.45am
<b>Year 12</b>	10.00pm - 7.10am	10.30pm - 7.45am	11.00pm - 7.45am
<b>Year 13</b>	10.15pm - 7.20am	11.00pm - 7.45am	11.00pm - 7.45am

It is each boarder's responsibility to keep their room tidy and be ready for bed by lights out time and to get up each morning at the set time. Housemasters will ensure lights out times are obeyed and will wake up the boys in the mornings. Year 9 and 10 are to be dressed by 7.00am.

Boys are not permitted to talk or move around their rooms during lights-out.

## DINING ROOM

We operate a cafeteria style of dining room for most meals apart from our 'formal high teas'. We expect the highest possible standards of conduct and manners in the dining room. Boys are expected to be clean and tidy at all meals. Boys are required to be correctly dressed in their school uniform for formal meals and for breakfast on school days.

The Housemaster on duty and Prefects on duty are responsible for behaviour operations in the Dining Room.

Boys are rostered to carry out some duties related to the Dining Room and Kitchen.

Mealtimes	Weekdays (Mon - Fri)	Weekends (Sat and Sun)
Breakfast	7.15 am– 8.00am	8.00am - 8.30am (9.00am to 9.30am on Sundays in Terms 2 and 3)
Lunch	delivered to school at the beginning of lunchtime.	
Dinner	5.40pm - 6.30pm	6.00pm - 6.30pm.

Boys make their own first lunch after having their breakfast in the morning. This serves as morning tea and part of their lunch. The rest of their lunch is delivered to the school.





## LAUNDRY

Running a laundry for over 135 boys is not easy and boys should do everything they can to assist the laundry staff in completing their jobs. Boys put washing out in the morning and collect clothes in the afternoon.

All articles of clothing must be named in obvious places, e.g., in the middle of the back of clothing (at the top of the middle).

Muddy clothing is not to be put in the laundry. The mud must be removed before it goes into the laundry.

Note: DO NOT put wet clothes in with your normal washing as it may cause colours to run.

Muddy shoes/boots should be washed in the tub by the bike shed and then dried in drying room in the laundry.

We are happy to mend clothes, but they need to be given to the laundry staff in the morning before school.



## SPORT and RECREATION

All Adams House boarders are encouraged to play a summer and winter sport for Christchurch Boys 'High School. A register of the boy's participation in sports and activities is updated each year by the Adams House Sports Leader.

Sport or cultural activities that are not associated with the school are discouraged at night and during prep times.

### Sports facilities

Adams House provides a heated 16 m swimming pool, a double lane fully enclosed cricket net with bowling machine, a beach volleyball court, basketball court, table tennis table, two tennis courts, a weight training room, a large amount of sporting equipment, kayaks for boating on the Avon and two expansive playing fields.

Sports and recreational equipment provided is very expensive so boys must ensure that it is used appropriately. Damaged, worn-out, or lost sports equipment should be reported to the Head of Boarding or housemaster on duty who will arrange their repair/replacement.



## A typical day of a boarding student

Morning	Year 9	Year 10	Year 11	Year 12	Year 13
6.55am	Wake up	Wake up			
7.10am	Room Inspection	Room Inspection			
7.15am - 750am	Breakfast	Breakfast	Wake up	Wake up	Wake up
7.30 - 759am	Take Leave	Take Leave	Take Leave	Take Leave	Take Leave
7.59am	Morning Duties	Morning Duties			
8.15am - 830am	Room Inspection	Room Inspection	Room Inspection	Room Inspection	Room Inspection
8.30am	Depart for school	Depart for school	Depart for school	Depart for school	Depart for school
Afternoon					
3.00pm	CBHS Commitments/ Afternoon Leave	CBHS Commitments/ Afternoon Leave	CBHS Commitments/ Afternoon Leave	CBHS Commitments/ Afternoon Leave	CBHS Commitments/ Afternoon Leave
5.00pm	Hostel Run (Mon/Thu)	Hostel Run (Mon/Thu)			
5.30pm	Dinner	Dinner			
5.40pm			Dinner	Dinner	Dinner
6.45pm	Prep (silent in dining room)	Prep (silent in own room)	Prep (silent in own room)	Prep (silent in own room)	Prep (silent in own room)
7.45pm	Supper (Monday in house brothers)	Supper (Monday in house brothers)	Supper (Monday in house brothers)	Supper (Monday in house brothers)	Supper (Tuesday lead house brothers)
8.15pm	Activities/Tutoring/Prep	Activities/Tutoring/Prep	Prep	Prep	Prep
8.45pm	Finish Prep	Finish Prep	Finish Prep		
9.00- 910pm	Bed			Finish Prep	Finish Prep
9.15pm	Lights out	Bed			
930pm		Lights out	Bed		
9.45pm			Lights out	Bed	
10.00pm				Lights out	Bed
10.15pm					Lights out



## **PREPARATION for BOARDING at ADAMS HOUSE**

Leaving home for the first time can be an anxious experience for our young men and the parents. To assist your sons transition into boarding life and communal living, we recommend that your son is comfortable with the following:

1. Everyday tasks
  - Setting and clearing a table
  - Making a bed properly
  - Keeping his room tidy and putting away belongings
  - Sorting laundry
  - Folding and hanging clothes
  - Using a vacuum cleaner
  - Sweeping and mopping a floor
  - Making toast and hot drinks
2. Addressing adults politely and respectfully
3. Accept responsibility for his actions and learn to work with others in a communal environment
4. Being empathetic, respecting other people's differences and understanding the inappropriateness of anti-social behaviour and bullying.
5. Adhering to the basic hygiene principles.
6. Basic grooming, dressing appropriately, polishing shoes, and tying a tie.

## **BOARDING FEES**

Boarding fees are reviewed annually by the Board of Trustees.

1. All Boarding and Activity fees must be paid via Direct Debit authority. The annual boarding fee is to be paid in three equal instalments on January 20<sup>th</sup>, April 20<sup>th</sup>, and July 20<sup>th</sup> as invoiced.
2. The total annual boarding fee can be paid in advance by January 20 as invoiced and by direct debit.
3. Those who receive a Boarding Bursary will have this credited to their account.
4. Parents are reminded that before the withdrawal of a boarder from the hostel, ten school weeks' notice should be given, or fees for that time must be paid, unless there are circumstances, which are considered extenuating by the headmaster.