



TAI MITCHELL HOSTEL

HOSTEL HANDBOOK 2022



CONTACT DETAILS



ROTORUA BOYS' HIGH SCHOOL
PO BOX 10148
ROTORUA
PHONE: 07 348 6169
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TAI MITCHELL HOSTEL

Rotorua Boys' High School
Pererika Street (Physical Address) Rotorua
Phone: 07 348 9638 (Tūtauru)
Phone: 07 349 3132 (Hahauterangi)
Email: scameron@rbhs.school.nz

Hahauterangi (South House) Duty Cell Phone:

021 620 687

Tūtauru (North House) Duty Cell Phone:

021 624 859

Hostel Committee is elected each year, and this committee is made up of the following:

Principal
Board of Trustee Member
Director of Boarding Housemasters (2)
Hostel Head Boy

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The Tai Mitchell Hostel provides a safe, secure and positive environment that promotes excellence and achievement across all facets while maintaining a sense of pride in the best traditions and values of the school.

Boarders will leave Rotorua Boys' High School successful, confident, positive and enthusiastic in their readiness to make a valuable contribution to their community and to fully realise their own potential.

INTRODUCTION

Thank you for considering Rotorua Boys' High School and Tai Mitchell Hostel, for your son's education. This handbook will provide you with all the information you need about the operation of Tai Mitchell Hostel.

Tai Mitchell Hostel offers accommodation for 140 students. Supervision is provided by two residential Housemasters. These Housemasters are supported by Assistant Housemasters together with kitchen and housekeeping staff.

The benefits of boarding:

- Our boarders live together with a common purpose
- Our boarders work together with a common purpose
- Our boarders appreciate and value achievement by self and others
- Our boarders learn to support others to achieve goals
- Our boarders value both teamship and team spirit
- Our boarders develop respect for others
- Our boarders take major steps on the path to manhood
- Our boarders are provided with leadership opportunities
- Our boarders learn to break down the barriers between Year 9 and Year 13 boys which promotes healthy relationships, based on trust and respect
- Our boarders have every opportunity to further develop and nurture their individual character and personal qualities

Boarding over the high school years is a tremendously positive and powerful experience for our young men.

Special features of Tai Mitchell Hostel include:

- State-of-the-art facilities
- Excellent meals
- Excellent heating

Parents are welcome to view Tai Mitchell Hostel and input is welcomed. If you would like to view Tai Mitchell Hostel, or have any questions, please feel free to contact the School for an appointment.

TAI MITCHELL HOSTEL

HOSTEL VISION

The Rotorua Boys' High School will provide a safe, secure and well controlled environment, while promoting achievement and personal excellence and a sense of pride in the best traditions and values of the school.

Boarders will leave Rotorua Boys' High School successful, confident, positive and enthusiastic in their readiness to make a valuable contribution to society and to fully realise their own potential



Hahauterangi



Tūtauru

HOSTEL CREED

As a member of the hostel I will respect the rights of others and act honestly and decently with integrity.

Each of us has individual talents which are unique and we must work hard to develop.

We will not accept mediocrity and will demand the best of ourselves in whatever activity we undertake whether it academic, sporting or cultural. We owe this to ourselves.

We must recognise it is a privilege to be part of the hostel and we must serve our house, hostel and community.

We must at all times interact with each other in a respectful and dignified manner realising that living in close proximity to others gives us a special challenge.

As a member of the hostel we must relate to adults respectfully and realise we have an individual responsibility and a collective duty.

We must aspire to excellence, to do our best in whatever we are doing.

PREPARATION FOR BOARDING AT TAI MITCHELL HOSTEL

Leaving home for the first time is an exciting time. However, to try and ensure a smooth transition and minimise homesickness, we have set out a few suggestions. Please make sure that your son can undertake simple housekeeping duties like:

- Set and clear a table.
- Keep their room and personal belongings stored away and tidy.
- Make a bed properly.
- Do laundry.
- Sweep and mop the floor.
- Fold tea towels, socks and clothes.
- Wash and dry dishes.
- Accept responsibility and learn to work happily in a team situation.
- Have a shower once a day, and understand basic hygiene requirements.
- Those who need to shave will have to do so regularly.

Please take the time to go through each of these with your son.

ORIENTATION PROGRAMME

An Orientation programme commences for all boarders on opening night each year. A copy of the programme is sent to all boarders in mid-January of the new school year.

The Orientation Programme continues on the evening when all boarders are in residence at Tai Mitchell Hostel. The programme runs over the course of two weeks and includes hostel rules and routines, establishing the boarding buddy system, explaining the hostel pastoral care plan, environment familiarisation and a number of enjoyable recreational activities.

HOSTEL FEES POLICY

Hostel fees should be paid by AP or directly to Rotorua Boys' High School

Pay to:	Rotorua Boys' High School
Account Number:	12-3155-0049929-00
Bank:	ASB Bank
Branch:	Cnr Tutanakai and Pukuatua Streets ROTORUA

To help identify payments, please include full name of hostel boarder on the AP/ direct credit or bank transfer.

TAI MITCHELL HOSTEL 2022 FEES SCHEDULE

Dear Parents and Caregivers of Tai Mitchell Hostel Boarders

After consultation with the Board of Trustees, the 2022 Tai Mitchell Hostel Fee has been set at \$10,681.00. This fee reflects the latest annual 3.3% increase as per the Consumer Price Index. The payment of the 2022 Tai Mitchell Hostel Fee is to be arranged as follows:

For Students New to the Hostel

Payments of:

- A. \$250.00 application fee (non-refundable)
- B. \$200 Building Levy
- C. \$1,000.00 deposit (this deposit is non-refundable but does guarantee a hostel place for 2022)
- D. After the receipt of the \$1,000.00 deposit the balance payable is to be made by a compulsory automatic payment that ensures \$2,630.00 for terms 1, 2 and 3 and \$1,791.00 for term 4 in the 2022 school year.

For Returning Hostel Students

Payments of:

- A. \$200 Building Levy
- B. The establishment of an automatic payment to ensure that \$2,940.00 is received in terms 1, 2 and 3 and \$1,861.00 is received in term 4

It is compulsory for all families to be on an Automatic Payment Plan that ensures that the 2022 Tai Mitchell Hostel fee is paid in full by December 4th, 2022. For current boarders, all fees for 2021 must be paid in full before December 4th, 2021 otherwise the place for your son may be booked for another potential boarder.

A 5% discount is offered for **full payment** of the Annual Hostel fee on or before 31 January 2022.

The Procedure for collecting hostel fees:

- i. Hostel fees account sent each term
- ii. Telephone contact made for any late hostel fees
- iii. First Letter sent home for any late hostel fees
- iv. Second letter sent home for any late hostel fees
- v. Third letter sent home for any late hostel fees and followed up by a phone call
- vi. All accounts overdue by more than three months will be forwarded to a Debt Collection agency and any collection fees will be added to the account
- All overdue accounts will incur 10% interest

Note: All fees shown in this policy reflect the 2022 Tai Mitchell Hostel Annual Fee of \$10,681.00. The Building Levy is additional to this fee.

If you would like a personal fees breakdown for weekly/monthly payments please feel free to contact the Director of Boarding

INCIDENTAL EXPENSES

Expenses such as stationery, clothes, bus money, sports fees etc, are paid directly by the boys, and to facilitate this all boarders are encouraged to have EFTPOS cards so funds are available as and when needed. At parents' request, the school will run an account for boarders to cover school-related expenses. This account will be invoiced each term. Boarders must have permission from the Director of Boarding prior to incurring any school related expenses.

HOSTEL REFUND PROCEDURE

Parents are required to give one term's notice in writing of the withdrawal of their son from the Hostel or a withdrawal fee of \$1,000.00 will be applied as per the Refund Policy. This provision also applies to students formally excluded from the hostel for failure to meet hostel rules and regulations. At parents' written request an application for an exemption from the withdrawal fee will be considered by the school in special circumstances. The Tai Mitchell Hostel \$250.00 administration fee for new applications, the \$1,000.00 Term 1 deposit required to secure your son's hostel placement for the following year and the \$200.00 Building Levy are non-refundable.

Tai Mitchell Hostel is a separate financial entity from the main school, funded solely from fees. Therefore it is vital that all fees and incidentals are paid by the due date. Accounts are generated from the School Office and any queries should be directed to the Director of Boarding.

TAI MITCHELL BOARDING SCHOLARSHIP APPLICATION PROCEDURE

Scholarships are offered for Tai Mitchell Hostel boarders attending Rotorua Boys' High School who display excellence in one or more of the following areas:

1. Academic Studies
2. Cultural Activities
3. Sport
4. Leadership

These scholarships are awarded to students who reside, in the main, beyond the school's zone and who would otherwise not in normal circumstances attend Rotorua Boys' High School. The scholarships are specifically designed to encourage and enable talented young men from the broader region to take up residence in Tai Mitchell Hostel.

The scholarships will be offered for the duration of a student's time at Rotorua Boys' High School, but will be subject to an annual review of student performance, attitude and achievement. This review will take place in October of each year. In February of each year, goals for that year for each scholarship holder will be set in consultation with parents, and the student. Students at any level may apply for a Tai Mitchell Boarding Scholarship. This Scholarship will enable the recipient to attend Rotorua Boys' High School and board at Tai Mitchell Hostel.

Applications will only be accepted by way of a CV that highlights particular strengths and achievements. Please include the following:

- Curriculum Vitae
- Latest School Report
- A hand written Personal Statement
- Two references (including a reference from current School Principal)

Applications for Tai Mitchell Scholarships close on 1 November each year.

Applicants will be advised of the outcome by 30 November each year.

A Rotorua Boys' High School Enrolment form, Tai Mitchell Scholarship application and Tai Mitchell Hostel Application should be sent when applying for this Scholarship to:

Tai Mitchell Hostel Application / Scholarship Application

Director of Boarding

Rotorua Boys' High School

P O Box 10148

Rotorua 3010

Telephone: (07) 348 6169 Email: info@rbhs.school.nz

PROPERTY DAMAGE PROCEDURE

Any wilful damage to property at Tai Mitchell Hostel will be charged to those boarders responsible. Parents will also be contacted by the Director of Boarding or Housemaster. Boarders who lose their room key will be charged for a complete replacement lock and key.

DAMAGE/LOSS OF PERSONAL EFFECTS PROCEDURE

While staff and management of Tai Mitchell Hostel will take all possible steps to ensure that no loss or damage occurs to personal items, ultimately the responsibility lies with boarders and their parents.

PERSONAL COMPUTERS/ELECTRONICS EQUIPMENT POLICY

Computers/electronics equipment are signed in to the housemaster on duty each evening at 8:45pm and locked in the hostel office device charger. Boarders collect and sign out their computer/electronics equipment the following day. ALL junior boarders (Years 9 and 10) are to register their devices each night at the above time. It is the responsibility of the boarder to register their device and the housemasters should not have to find the device/boarder. If a boarder does not register their device then the device will be given to the housemaster for a period of time. The boarder will still be given their iPad for school/prep each day but at no other times. All devices must be registered with the housemaster upon arriving in the hostel at the start of each term/year. All mobile numbers must be recorded and updated as necessary.

SCHOOL UNIFORM PRICE LIST

The Uniform Shop will be open full-time for one week prior to the commencement of Term 1 and for two weeks after the start of the School year.

Year 9-13

Shirt (Taupe)
Shorts (Black)
PE/Rugby Shorts (Red)
PE Shirt (White)
Long Sleeve Tee (Taupe) Microfibre Trouser (Black)
Socks – Knee High (Black) 1 Pack
Socks – Ankle (Black) 3 Pack
Wet Weather Jacket
Accessories
Sports Socks (Blue with Red Band)
Rugby Socks (Red with Blue Band)
Visor
Cap
Bucket Hat
Umbrella
Lavalava
Knitted Vest (Black)
Knitted Jersey (Black)
Tracksuit
Suit
School Tie
Business Shirt - Long Sleeve (Taupe)
Blazer Black (Monogram)

Please check with uniform shop for current prices and shop hours

CLOTHING AND UNIFORM LIST

General items

4 single sheets	2 pillow slips & a pillow
4 towels	2 face cloths
1 duvet inner & cover	1 toothbrush
1 laundry basket	1 shower body wash
1 toilet bag	1 pair of slip-ons
8 pair of undergarments	1 hairbrush or comb
4 handkerchiefs	1 pair of pyjamas
10 coat hangers	1 raincoat or parka
1 school case or bag	1 pair nail scissors
(regulation school jacket)	1 umbrella
name tapes	1 shoe cleaning kit

Casual Clothes, keep to a minimum, we recommend:

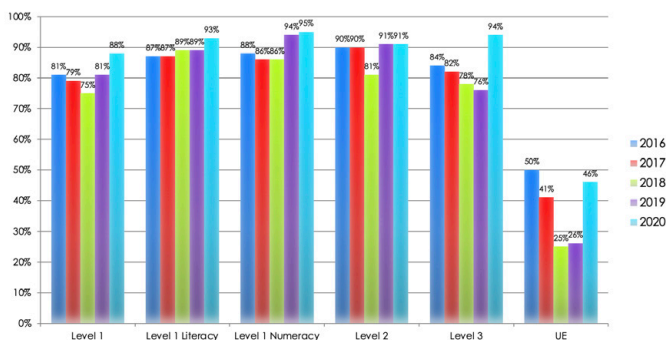
- 1 set of smart casual clothes
- 1 set of weekend/recreational clothes

- Washing detergent will be supplied for washing clothes.
- The above items are considered essential and parents are asked to ensure that the quantities are maintained throughout the period their son is at Mitchell House.
- Casual clothing may be worn during leisure time.
- Remember to bring sheets, pillow, pillowcase and towels. These will be laundered by hostel staff.
- Two towels should be brought in for swimming sports, etc.
- Aerosol cans are NOT permitted in the hostel.

Please ensure all clothing is NAMED!!

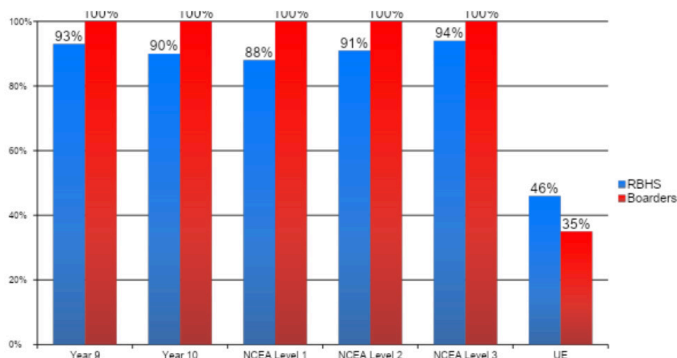
ACADEMIC RESULTS 2016 - 2020

The Past Five Years – Enrolment Based Data 2016-2020



TAI MITCHELL HOSTEL ACADEMIC RESULTS 2016 - 2020

Tai Mitchell Boarders 2020



TAI MITCHELL HOSTEL RULES & CONVENTIONS

Our aim is to maintain high standards of dress, tidiness, punctuality and behaviour. The reputation of Tai Mitchell Hostel depends on all members living in a happy, efficient and well-organised environment. Personal discipline is essential. Ignorance of the rules and conventions is no excuse and boarders must ensure that they are familiar with the following:

Uniform

- School uniform is to be of high presentation and worn to and from school and until 3.00pm.
- Number 1 uniform must be worn when leaving and arriving from school holidays.
- Neat and tidy civilian (mufti) clothes may be worn outside these times.
- Boarders keep any jewellery to a minimum.
- Boarders must maintain a tidy haircut.
- All clothes and footwear must be labelled.
- Borrowing clothing or any other items, without the permission of the owner, will be treated as theft.

Extra curricular activities

It is compulsory that all boarders are involved in at least one summer code and/or one winter code. If boarders have not organised an activity, then an activity will be organised for them.

Duties

(Note: Staff should not have to find you!!!!)

- All students are responsible for maintaining their rooms at a high level of tidiness and cleanliness.
- Daily inspections of bedrooms will be undertaken.
- In addition students will be required to do some minor duties such as grounds clean up, hostel clean up, kitchenette tidy, lounge tidy, etc.
- All duty group members must be present for SET-UP and CLEAN-UP.
- All group members must remain until the clean-up has been inspected by staff.
- You must be at Dinner set-up at 5.20pm.

Room Search

It is necessary on occasion to conduct a search of a boarders room from time to time when there is cause for suspicion or reports of theft or wrongdoing. This type of search is extra to the regular room inspections. A report of each such search will be filed by the staff involved with the Hostel Manager. This is carried out by no less than two staff members

Out of bounds areas

Hostel grounds 8.30am – 3.00pm
Staff Residences
Staff Offices
Staff Car Parks

Dining Room except during meals
Other boys' rooms unless invited
Chiller, Pantry and Store Rooms
Kitchen Facilities

Stereos

No audible music is to be played after 9.30pm. Stereos are to be switched off when the room is unoccupied. Failure to observe these rules will result in equipment being confiscated.

Television

A large television and projector (Sky available) and video unit are available in each TV lounge. TV and DVD players are allowed in boarders' rooms but are in line with the personal electronics requirements. Volume must be kept to a sensible and reasonable level at all times. All use of the television is at the Housemasters' discretion.

Visitors

- All visitors must be firstly signed in by the duty staff and must be entertained either in the recreation room or the TV Lounge.
- Boarders are not permitted to have visitors in their rooms (other than parents).
- Unsupervised visiting is not allowed. Any boarder who suspects that a visitor is unsupervised should report this to the duty housemaster immediately.

Posters

Drawing pins are to be used on hessian boards only. No posters are to be displayed without the Housemaster's permission. Posters must be in good taste as defined by the Hostel staff.

Vaping/Smoking

Vaping and the possession of vaping equipment is not tolerated at Tai Mitchell Hostel and is seen as gross misconduct. If you are caught using, or willingly bring a vaping device/juice into the hostel, then hostel staff will confiscate and complete incident reports to be presented to the principal.

Laundry use

- All laundry detergent is supplied.
- All boarders are able to do their washing at a convenient time in the evening and during the weekend in addition to their allocated washing day.
- No dirty washing is to be left lying around. Laundry is to be taken home to be laundered during the weekends.
- No clean washing is to be left in the machine, i.e. once your clothes have been washed.
- When clothes are dry they are to be taken out of the drying room and put into your room.
- No boys will be permitted to do washing outside their designated times.
- Please follow correct procedures when using the washing machines.

- The laundry will be opened for clearing of dry laundry only, before school next morning.

ALL CLOTHING ITEMS MUST BE NAMED!

COMMUNICATIONS

Mail

Any correspondence for boarders should be addressed to:

(Boarder's Name)
C/- Tai Mitchell Hostel Rotorua Boys' High School
P O Box 10148
Rotorua 3010

- Incoming mail will be handed out each evening by the duty Housemaster.
- Outgoing mail should be stamped and addressed and should be posted daily by the boarders themselves at the School Office.

Telephones

A telephone is located in each hostel office for incoming calls only. The Duty Housemaster carries a cellphone and this is transferred to the next duty team.

Mobile phones

These are not to be turned on during the following times:

- Meals
- Duty
- Prep-personal music is allowed but it must be personal and not disturb the learning of others
- Sustained silent reading
- After lights out

Failure to comply will result in confiscation of the phone. The phone will be returned at the Housemasters discretion. All Year 9 boarders must register their mobile phones at 8:45pm each evening. Failure to do so may result in the phone being confiscated for a short time.

MANAGEMENT OF SICK/INJURED HOSTEL STUDENTS

During the course of the school day the school nurse will handle all students who are sick/injured between the hours of 8.30am to 3.00pm. Outside of these days/hours Hostel Housemasters/Assistant Housemasters are responsible for sick/injured students.

Any illness or injury should be taken seriously. All sick/injured students who require off-site medical attention must be accompanied by a Hostel staff member who will stay with the student until their treatment is completed. Arrangements for the cover of Duty responsibilities must also be put in place immediately prior to departure if practicable or as soon as possible after departure in an emergency situation. If the student is going to be admitted to hospital the hostel staff member must stay with the student until this occurs. The staff member is required to get full details of the illness/injury from the doctor/nurse treating the student in order to relay these details to the Director of Boarding and parents/guardians of that student at the earliest reasonable opportunity.

During the course of the school day either the Director of Boarding or other designated staff member will liaise with the School Nurse and transport sick/injured students who require offsite medical attention. The Director of Boarding or other designated staff member will stay with the student until their treatment is completed.

The Housemaster and parents/guardians of hostel students must be kept fully informed of the processes their sons are going through with any illness/injury.

After hours healthcare can be sought through Lakes Primecare and associated facilities or Rotorua Hospital Accident & Emergency Department.

If a boarder presents as feeling unwell then the following procedure takes place:

Monday to Friday:

1. The boarder is escorted to the school nurse for treatment
2. The school nurse communicates with home and Director of Boarding as to next step
3. If deemed necessary arrangements are made for the boarder to be picked up by parents/caregivers
4. If deemed necessary rooms are available for boardersto isolate untill parents/caregivers arrive

Weekend:

1. The boarder presents himself to duty staff
2. Duty staff can issue Paracetamol
3. Communication is made with home and Director of Boarding
4. In extreme cases Lakes Primecare and Rotorua Hospital are available
5. Duty staff are to organise duty cover in these extreme instances
6. Boarder can be isolated if deemed necessary

Health

Students requiring specific attention will be referred to the Hostel/School Doctors, Lakes Primecare or Accident and Emergency, Rotorua Hospital if necessary, by Hostel Staff.

Boarders will also be able to access the doctors based at the School's Health and Wellness Centre. Distribution of medication for students with special requirements can be arranged through the School Nurse or Hostel Manager.

Dental

This can be arranged through the school nurse or parents should arrange, via their own dentist, ongoing dental care.

MANAGEMENT OF ADMINISTRATION OF MEDICATION

Background:

The school health clinic supports the safe administration of all non-prescription medication. All requests to obtain analgesic pain relief will be assessed fully and discussion concerning health condition, fluid intake, harmful effects of medication and previous use will be discussed.

Objective:

1. To ensure that all students presenting with symptoms are assessed fully.
2. To ensure that appropriate management is implemented.
3. To refer students for medical assessment if appropriate.
4. To seek to involve family/caregivers/whānau where appropriate within the confines of ethical and privacy standards.
5. To educate concerning the use of non-prescription medication.
6. To evaluate presenting health condition and assess any underlying cause for symptoms.

Implementation:

1. Paracetamol will not be administered to students under 16 years without the verbal or written consent of family/caregivers/whānau.
2. Students over 16 years of age will be provided with a dose of panadol as recommended on the packaging if this is assessed as appropriate.
3. Fluid intake will be encouraged when students present with headache symptoms. (Fluids will not be given where a possible need for surgical intervention is assessed).
4. Discussion concerning fluid and dietary intake, sleep patterns, and personal stress levels will be implemented.
5. The following will also be discussed; time of last dose, frequency and reason for use, possible effects of over use of non-prescription analgesic medication (e.g. Liver damage).
6. A record will be made in medical notes if Paracetamol is administered at school and details of the health consultation will be recorded.

TRAVEL

Bikes

- Each student with a bike should have both a D-lock or similar for bike security and an approved helmet, which must be worn whilst riding. Lights are essential for night time riding.
- Without any of the above three items your bike will be returned home at your expense.
- Bike serial numbers and descriptions should be recorded and kept at home.
- Bikes will be locked in the Rotorua Boys' High School bike compound at the owner's risk.

Bus Pick Up/Drop Off

Tai Mitchell Hostel staff are also Rotorua Boys' High School teachers. This is fantastic as it creates such a positive environment for our boarders and confirms the wrap-around support that our boarders need. However, it does mean that during the hours of 8.45am till 3pm Monday to Friday we are in class teaching. As hostel staff we will do our absolute best to provide a safe pick up and drop off service for our boarders. Please think carefully when booking bus times as it may mean that your son is unable to be picked up at the exact time, in some cases not at all if all housemasters are in class teaching. Remember if you sign your son out of the hostel it is your responsibility to return him to the hostel safely. Your consideration when booking bus times would ensure your son returns to the hostel safely.

Motor vehicles

The use of a motor vehicle by a student transit between the hostel and home is a shared decision with the parents or caregivers of the students concerned and this decision must reflect the law. The use of a motor vehicle while at Tai Mitchell Hostel is permitted where the following procedures are observed:

Procedures:

1. Individual Transport contract completed and returned to Director of Boarding (Below)
2. Students carry a restricted or full driver's licence. This licence must be presented to the Director of Boarding and kept on file.
3. Students on a restricted driver's licence are not permitted to carry any passengers under any circumstances.
4. Use of student vehicles is prohibited during school hours unless a Housemaster grants permission.
5. Students who bring vehicles to the hostel must park in the students' car park.

Individual Car Contracts

Tai Mitchell Hostel Policy:

Boarders who bring a motor vehicle to Tai Mitchell Hostel must abide by the rules of the hostel. These rules are in place to keep all boarders safe and follow the New Zealand Road Rules. At all times Tai Mitchell Hostel will follow the New Zealand road rules and all boarders must abide by these at all times. The following individual contract will help ensure that all boarders are safe:

Name of Boarder _____

Current License _____

Why do you want to bring a motor vehicle to Tai Mitchell Hostel?

When will you need your motor vehicle?

Tai Mitchell Hostel: Individual Car Policy

1. Contract to be signed and returned to Director of Boarding
2. Car keys to be placed in hostel office and only used as per contact
3. All New Zealand road rules must be followed at all times

Failure on any of these points could mean the boarder loses the privilege to have a car at Tai Mitchell Hostel and whānau will need to organise transport

Signed:

Boarder _____

Caregivers _____

Director of Boarding _____

DAILY ROUTINE

6:30am	Hostel office opens for the day, phone and diary checked
7:15am	All boarders woken
7:45am	Senior Room and Uniform Check
7:55am	Junior Room and uniform check
8:05am	Devices issued and hostel closed for the day
8:05am	Breakfast in MC Kitchen
8:35am	Breakfast finished ready for school
3.15pm	REC for junior Boarders
3.15-5pm	Free time for seniors and juniors (following REC). Years 12/13 permitted town leave until 4.45pm. Juniors permitted leave to the shop (15 minute maximum)
5.35pm	Meet in Millennium Centre for pre dinner briefing
5:45pm	Dinner
6:15pm	Dinner duties begin
6:45pm	Prep in Millennium Centre
7:45pm	Conclusion of Prep
8.30pm	Roll call
	- Following roll call, place on alarms
	- Juniors hand in devices
9.15pm	Junior bedtime
9:30pm	Junior lights out
9:45pm	Senior bedtime
10:15pm	Senior lights out

Meals are compulsory. Dinners will only be saved when boarders are involved in school extracurricular activities. These will be recorded during the morning meeting and available at the end of Prep from the Duty Staff.

Takeaways are not to be ordered except after 6.30pm on Fridays & Saturdays.

Unless they have a signed note from the Housemaster or Hostel Manager, boarders are reminded that no one is allowed back to Tai Mitchell Hostel for any reason before 3.00pm on any school day.

HOMEWORK AND PREP

- Prep is the most important component of the hostel routine (up to 1½ hours for all boarders).
- Boarders are encouraged to clarify their evening work requirements prior to commencing prep i.e. once prep time has started there is to be no borrowing equipment (pens, pencils, etc), no phone calls or any other inappropriate interruptions. Remember to have consideration for other boarders even if you have completed your own study.
- All students must recognise the importance of a genuine study ethic and commit themselves to a disciplined routine of evening preparation.
- Supervision for each evening is the responsibility of the Duty Master and Duty

Prefects.

- Students will be required to remain in the Millennium Centre (there will be no exceptions).
- Duty staff are to be used at any time to assist boarders with any study problems that arise.
- When set homework is completed boarders are encouraged to revise and work constructively. Duty staff are always available to find homework for students.
- Students that do not complete homework or assessment tasks are placed into an academic monitoring group and extra supervised homework is completed.

MEALS

Clean-Up

- Clear and wipe all tables. (A bucket is to be carried around with hot soapy water as opposed to wetting a cloth from the sink).
- Chairs are to be put on top of the tables so that the cleaner can get underneath the tables with ease.
- Sweep floors in the Dining and Kitchen areas.
- Wash, dry and put away all dishes.
- Wipe off all stainless steel areas and basins with hot soapy water.
- Put away all foods in appropriate places.
- Empty and clean scrap bucket.
- Empty rubbish bins and replace plastic bag if required.
- Food scraps removed from all sinks and plug-holes.
- Prefect team will ensure that all duties are done to a satisfactory level prior to duties being completed.
- The prefect team will allocate jobs and should not have to find the person responsible for that particular job.

Additional Duties for Clean-Up

These duties will be done either when the dining area is getting ready before a meal or when the final clean-up is taking place. It is important to note that none of the duty team rostered on will be released to do their personal duties e.g. their own room, until these general duties have been completed. All members must be involved in the tidy up or the whole group will end up with extra duties.

Recreation Room and TV Lounge

- All furniture is to be tidied and put back to where it should be.
- Rubbish to be picked up and placed in bins.

Ablution Blocks

- All rubbish placed into the appropriate bins.
- Soaps and shampoos picked up and put away tidily.

DINNER DUTIES

Set-Up

- Condiments put out on tables.
- Utensils put out on tables.
- Jugs and glasses put out on tables. The jugs are to be filled with drink from out of the chiller.
- The chef may ask for some assistance with serving. This could include either senior boys or boys directly from the duty groups.

Additional Duties for Clean-Up

These duties will be done either when the dining area is getting ready before a meal or when the final clean-up is taking place. None of the duty team rostered on will be released to do their personal duties e.g. their own room, until these general duties have been completed. All members must be involved in the tidy up or the whole group will end up with extra duties.

- Recreation Room and TV Lounge.
- All furniture is to be tidied and put back to where it should be.
- Rubbish to be picked up and placed in bins.
- Floor is to be swept / vacuumed if required.
- All bins are to be emptied. (Bags inside them are to be replaced if necessary).
- Student Kitchen.
- All dishes and utensils returned to the kitchen.
- Sink cleaned and all benches wiped and cleaned.
- Exterior of fridge and microwave cleaned.

LEAVE

Week Day leave

- Senior Boarders are to enter the hostel after school and "touch base" with the duty House Master(s).
- Boarders must complete the "sign out" book.
- Boarders must return by 4.45pm at the latest unless special circumstances have been arranged with the Duty House Master.
- Boarders are to "sign" back in to notify that they have returned to the Hostel.
- Junior Boarders are allowed to sign out to the Pererika Street shops for 15 minutes from.
- 4.00pm to 4.30pm.
- Junior Boarders must 'sign out' and back in once they have returned to the Hostel.
- Year 11 Boarders are permitted town leave on Wednesdays only.
- All boarders have town leave on Friday's.

Friday leave

- Boarders are to enter the hostel after school and "touch base" with the duty House Master(s).
- Boarders are to "sign out" in the register and "sign in" once they have returned.
- All Boarders must return by 4.45pm.

Weekend Leave

- Boarders are to complete the weekend leave form on the Thursday evening prior to the intended weekend leave.
- Boarders must leave after school on the Friday and return to the hostel on Sunday evening. Boarders may return on the Monday morning with prior arrangement and **MUST** be back no later than 7.30am
- Boarders are to arrange caregivers to communicate with House Masters and give permission for the weekend leave to occur.
- Once this is complete boarders are welcome to leave for the weekend.
- Boarders **MUST NOT** leave until it has been signed off by the duty House Master.

Weekend afternoon Leave

- Boarders are able to sign out after lunch and their rooms must be cleaned and sighted by duty staff. Boarders are to return by 4.30pm unless special arrangements are made with the duty House Master.
- Tai Mitchell Hostel Prefects are given overnight leave. This is a special privilege and must not be abused. The weekend leave is for Saturday night only and runs from 4pm on the Saturday until 4pm on the following Sunday.
- All other Boarders are to leave on the Friday evening and return on Sunday evening unless other arrangements have been made with the Boarder's caregivers.
- Boarders/Caregivers if returning to Tai Mitchell Hostel via public transport (Intercity bus etc) must return at a reasonable time. This time must be conversed and agreed upon with Duty Housemaster prior to booking tickets.

REMEMBER: Leave is a privilege and responsibility that must be respected. At any time leave can be restricted and /or cancelled.

Returning from weekend leave – meal procedure

It is hostel procedure that the Sunday meal will be provided to the boarders who have stayed in the hostel over the weekend. Boarders who return to the hostel prior to dinner are to attend the Sunday dinner. They will be invited to eat once the weekend boarders have been served. Boarders who return are under our supervision and will follow normal hostel meal protocol and house masters expectations.

Returning from holiday – meal procedure

It is hostel procedure that no evening meal will be provided on the first evening preceding the first day of the school term. However, meals are provided for International Boarders. All other boarders are required to make their own provision for the evening meal if they are returning prior to dinner time.

“Leave is a privilege not a right”

LEAVING PROCEDURE

The following procedures are to be completed by the boarders prior to their departure from Tai Mitchell Hostel at the end of each term.

Room inspection

- Rooms to be inspected for tidiness and damage.
- Beds are to be stripped, sheets put out, draws and wardrobe to be checked.
- Light fittings to be checked.
- Any damage recorded and signed for by the student.
- Rooms are to be left in the same state that the boarders found them when they initially moved in.

Keys

At the beginning of each term the boarders are issued with a key to their room. This key is registered with the Duty Housemaster and then becomes the property of the boarder. It is imperative that the boarders look after this key and use it at all times to lock their doors. This is an important self-management skill that our boarders must learn quickly. If a key is lost then the replacement key will be charged to the boarders account. In the instance that a boarder takes his key home for the holidays then the family/caregivers will be notified and given 3 business days to return the key. If the key is not returned then the key will need to be replaced and charged to the boarder. During the last week of each term the Housemasters will register the keys and it is imperative that the boarders listen to, and follow the instructions given.

Return dates

Returning students are to indicate their date of return and the time. This should be on the arrival sheet for the following term. Boarders may also want to discuss with the Housemaster, who they would like to room with. This may assist hostel staff when the rooming lists are being put together at the beginning of each term.

Boarders' personal items

All personal items are to be removed at the end of each term. There is limited storage space and boarders must realise that their rooms could possibly be used during the school holiday breaks.

EMERGENCY PROCEDURE

Fire Evacuation Procedure:

If You Discover a Fire

- Raise the alarm immediately by operating the nearest Fire Alarm Call Point.
- Ensure the Fire Service is called using 111 emergency line.
- If safe to do so, quickly check the floor is clear of all other people.
- If you are the Duty Housemaster then you are the Fire Warden for your block.

- If safe to do so, quickly locate the fire warden vest and arm band from the Hostel Housemasters' office.
- Ensure the block is clear and all boarders are assembled at the rugby field assembly point immediately opposite the hostel.
- Complete a roll call and have the sign out book and assistance register book.
- Report to Fire Service on their arrival with completed roll call sheet.
- Do not re-enter the building until the all clear has been given by the Fire Service.

If you hear the Fire Alarm

- Quickly check the Emergency panel in South Block.
- Once area is located, if safe to do so, check the area for smoke and/or fire.
- If fire or evidence of a fire discovered follow above procedure.
- If there is no clear evidence then clear the floor and follow instructions on the panel/emergency booklet located next to the panels in both blocks.

If you are warned of a Fire

- Ensure boarders are following evacuation procedure.
- If safe to do so, check fire panel in South Block.
- Once located, If safe to do so, check area for fire/signs of fire.
- If signs are positive follow procedure.

At all times safety of Tai Mitchell Boarders is paramount and every care should be taken to ensure they are safe and accounted for.

Temporary accommodation and meals are available at the Rotorua Boys' High School where and food tech department.

Earthquake Procedure

During a major or moderate earthquake, the greatest immediate hazard to people in or near buildings is the danger of being hit by falling objects. During ground shaking, take the following action:

Indoors or outdoors, when an earthquake occurs:

If Indoors

- Stay inside, move away from windows, shelves, heavy objects and furniture that may fall. Take cover under a table or desk and be prepared to move with the furniture as it moves. Drop, cover and hold.
- In halls, stairways or other areas where no cover is available, move to an interior wall. Turn away from the windows, kneel alongside the wall, bend close to the knees, cover both sides of the head with your elbows and clasp your hands firmly behind the neck.
- The decision to evacuate buildings will be made by the duty staff only if they consider them to be unsafe.

If Outdoors

- Stay outside. Move to an open space, away from buildings and trees.
- Lie down or crouch low to the ground in the brace position.
- Keep looking around to be aware of dangers that may demand you moving.

Once given the "clear" signal from Duty Housemaster then move to the assembly point at the school soccer field. Follow emergency procedure.

Intruder Procedure

- Boarders are to inform the duty staff immediately if an intruder or suspicious person(s) is in the hostel vicinity.
- Duty staff have the responsibility to calmly assess the situation and together they will move boarders towards the east wing of each bloc.k
- If appropriate then ring 1 1 1 emergency and inform other staff.
- At all times the intruder or suspicious person must be deemed unapproachable.

DISCIPLINE PROCEDURE

Extras:

General tardiness (roll call/room check/dinner etc)

Inappropriate address to staff (minor)

Inappropriate address to hostel prefects

Untidy rooms

Not doing or late for duties

Ball games / skateboarding etc. inside

Play fighting/shadow boxing

Out of rooms after lights out without reason EG toilet, sickness

Absent without leave (short leave)

Wilful damage

Being in out-of-bounds areas e.g. Kitchen, Staff areas, etc

Disobedience or misconduct

Dishonest behaviour in action or verbal In boarders rooms without permission

- If a boarder is placed on extra duties 3 times within a term he will then be automatically grounded and parents/caregivers contacted via email.

Grounded:

Inappropriate address to staff (more severe)

Absent without leave (weekend leave)

Disobedience or misconduct (repeated)

Consistent dishonest behaviour in action or verbal

Missing class without an appropriate reason

- Parents/caregivers will be informed via email and follow up phone call to discuss.

Gating:

Inappropriate address to staff (severe)

Misappropriation of leave

Fight with another boarder

Gross misconduct (bullying, theft.)

Upon returning from stand down or suspension period (if deemed necessary by Tai Mitchell Hostel Discipline Committee)

- Parents/caregivers and senior management will be informed via email and follow up phone call to discuss.

NB: Tai Mitchell Hostel reserves the right to treat each serious breach independently with consideration given to the specific circumstances and the best interest of all boarders. The list above is not definitive and each individual case will be treated as such. The opportunity for you as a boarder to provide incident details, both verbally and written, will be encouraged.

More Serious Misbehaviour/Gross Misconduct Procedure

If a boarder breaches a behavioural contract that has been put in place or commits a more serious breach of hostel rules, the boarder's place at Tai Mitchell Hostel will be reviewed by the Tai Mitchell Hostel Disciplinary Committee ("Disciplinary Committee").

A failed drug or alcohol test or possession/use of alcohol/drugs, theft, bullying, threats or acts of violence are examples of what is considered serious misbehaviour or gross misconduct. These behaviours are not tolerated within the hostel and will be dealt with in accordance with the procedures set out below.

Disciplinary Review

Where there is a report of gross misconduct or a breach of a behaviour contract and/or final warning, then the Principal (or Deputy Principal) shall be notified by the Director of Boarding who may require the boarder's parents to remove the boarder while the disciplinary review process is undertaken.

The boarder's parents (includes a guardian) will be notified by the Principal (or Deputy Principal) of the allegations/behavioural concerns and if asked to remove their son from Tai Mitchell Hostel, they will cooperate with the hostel staff. The boarder's parents will also be advised of the procedure that will follow and have the opportunity to be heard by the Disciplinary Committee.

The Disciplinary Committee shall be made up of two members for the time being of Rotorua Boys' High School Board of Trustees, and the Principal (or Deputy Principal in the Principal's absence).

The Disciplinary Committee will meet within 7 school days of the boarder's parents being notified of the allegations/behavioural concerns. Prior to the meeting:

1. A report will be prepared for the Disciplinary Committee outlining the allegations/behavioural concerns, the boarder's disciplinary record at Tai

Mitchell Hostel and any other matters which may be relevant to the boarder maintaining his place at Tai Mitchell Hostel.

2. The boarder's parents will be notified in writing of the meeting time and place and shall be invited to attend the meeting with their son in order to address the Disciplinary Committee.
3. The report prepared for the Disciplinary Committee shall be made available to the boarder's parents at least 24 hours in advance of the Disciplinary Committee meeting.

The procedure for the Disciplinary Committee meeting shall be determined by the person appointed to chair the meeting. The Committee may seek to have others present at the meeting in order to hear from them. The boarder's parents, the boarder and a representative/support person for the boarder are entitled to attend the meeting and will be heard prior to the Disciplinary Committee making a decision about the boarder's place at Tai Mitchell Hostel. The Disciplinary Committee may resolve to return the boarder to Tai Mitchell Hostel unconditionally, return the boarder on such reasonable conditions as the Committee thinks fit or exclude the boarder from Tai Mitchell Hostel, either permanently or for such period as is considered appropriate.

ANTI-BULLYING PROCEDURE

What is bullying?

Bullying is uninvited behaviour that causes harm to another. It is an abuse of power which causes hurt. It can be:

Physical: such as fighting, making intimidating gestures and invading space

Social: such as isolation, racial or religious taunts

Sexual: name calling, sexual jokes, commenting on their sexual orientation

Verbal: name calling, taunting, teasing

Written: offensive notes, texts, Facebook, email

Indirect: touching others property, causing issues between boarders
Collective: combination of the above

Who is the bully?

It is very difficult and dangerous to stereotype the bully. Some characteristics could be:

Themselves victims of bullying

Perceived low achievers

Perceived high achievers

Some use bullying to avoid shame or dishonour amongst their peers

Some use bullying to demonstrate power, status or capacity to control. Usually by older boarders who feels it is their right as it happened to them

Symptoms of Bullying:

Boarding staff, school teachers and fellow boarders need to recognise the symptoms of bullying. These could include but are not limited to:

- School phobia, truancy, and decline in academic performance
- Depression, low self-esteem
- Headaches, stomach aches
- Bedwetting, sleeplessness
- Withdrawal, reluctance to join in
- Misbehaviour, aggressive behaviour

How do we prevent it?

Although it is very difficult to prevent entirely we have a number of initiatives that we can follow that can minimise and promote a healthy boarding environment.

- Active and passive supervision.
- Discourage the creation of small groups.
- Model care and values.
- Confidential surveys.
- Buddy system.
- Effective induction policies.
- Encourage transparency and openness.
- Professional development.

Tai Mitchell Hostel Procedure

Bullying, in any form, is not tolerated in Tai Mitchell Hostel. Incidents of bullying will be treated quickly and fairly with the safety of all boarders vital. Learning and applying new skills to deal with, and stop bullying will help our hostel, and the boarders move forward positively.

Below is the Tai Mitchell Hostel Anti-Bullying Procedure:

Bullying/Complaints Box

Boarders Responsibility:

Often, the boarders are first to recognise, feel the symptoms of bullying. It is highly important that they have a place to place their concerns where they will feel safe and under no further threat. The boarders must be able to communicate verbally or otherwise that will enable them to bring their concerns forward and for those concerns to be dealt with quickly and positively.

Staff Responsibility:

The staff are to have the safety of the boarders as their utmost concern when dealing with bullying. In certain cases the boarder may need to be moved rooms or blocks, or taken away from a point of contact where they feel safe or are showing symptoms of bullying. The following guidelines will help:

Tai Mitchell Hostel Anti Bullying Procedure:

Step 1:

Concerns raised via "bullying/complaints box" and the boarders are given the

opportunity to communicate their concerns both verbally and written in a safe place with Director of Boarding. Boarders may request another staff member or senior boarder to be present. An outcome that reflects the level/consistency of the incidents will follow (e.g extra duties, grounding, letters of apology). A follow up meeting with the guidance team will be organised.

Step 2:

If a boarder's name is mentioned again within a short period of time then a meeting with the guidance team and parents will be organised. Boarders may request another staff member or senior boarder to be present. Director of Boarding will pass on the details to Rotorua Boys' High School Senior Management. An outcome that reflects the level and consistency will follow in consultation with Senior Management (e.g gating, grounding, letters of apology).

Step 3:

If a boarder's name is mentioned again then a meeting with Director of Boarding and Rotorua Boys' High School Senior Management will occur. Boarders will be given the opportunity to give details of the incidents and may request another staff member or senior boarder to be present. The boarder may find himself stood down as per Tai Mitchell Hostel Gross Misconduct Policy. Follow up meetings with school guidance team will be organised and parents to be contacted immediately.

At all times, the safety of the boarders are of utmost importance and every step will be taken to ensure this. Communication between Parents/Hostel Staff/Senior Management/Guidance Team will be quick and reflect the serious nature that we take bullying within Tai Mitchell Hostel.

Each incident will be treated individually.

DRUG AND ALCOHOL PROCEDURE

Rationale

Tai Mitchell Hostel is committed to being drug and alcohol-free and ensuring that all boarders are provided with a safe and healthy living environment. Alcohol and/or drug use has a debilitating effect on young men; marijuana and other illicit drug use is incompatible with a hostel environment and a student's personal growth, learning and advancement.

Policy

The use or possession of alcohol or drugs (other than prescription drugs) is prohibited at Tai Mitchell Hostel.

The use of illicit drugs by students who board at the hostel is not approved nor acceptable at any time; this behaviour irrespective of when it occurs is considered a breach of the hostel's policy against drug use.

In order to ensure compliance with this policy and to maintain a drug and alcohol-

free hostel environment, boarders may from time to time be asked to undergo drug and/or alcohol testing. The circumstances in which drug or alcohol testing is carried out may include situations where there is suspicion of a boarder being under the influence of drugs and/or alcohol or by way of random test, the timing and frequency of random testing to be determined by the Principal, Deputy Principal or Housemaster.

Procedure

The procedure for alcohol and/or drug testing is set out in the Drug and Alcohol Testing Procedure.

As a condition of boarding at Tai Mitchell Hostel, parents will be required to sign a drug and alcohol testing consent form. If this consent is withdrawn at any time by a parent or their child, then the student's place at Tai Mitchell Hostel will be reviewed by the Tai Mitchell Hostel Disciplinary Committee. This consent and the ability to undertake drug and/or alcohol testing is part of the hostel's commitment to maintaining a drug and alcohol-free environment.

Random testing for boarders will not be on notice to their parents. If the drug test is positive, then parents will be notified along with advice as to how the hostel staff intend to address the situation and the parents' right to request a second opinion. The options open to the Deputy Principal or Housemaster (subject to discussion with the Principal) where an alcohol and/or drug test is positive may include the following:

1. Suspension from the hostel with conditions for readmission. These conditions may include:
 - direction to counseling sessions
 - clear drug and/or alcohol test
 - agreeing a behaviour contract
 - accepting a final warning or similar sanction
2. Suspension and referral to the Tai Mitchell Hostel Disciplinary Committee.

DRUG AND ALCOHOL TESTING PROCEDURE

Drug Testing Procedure

Parental/guardian consent for testing is required by way of completing the drug testing consent form.

The Deputy Principal or Housemaster may initiate drug testing on a random basis or where there is reasonable cause to suspect that a boarder is under the influence of drugs. The Deputy Principal and Housemaster will determine the random selection process and how this is to be implemented.

Where a boarder is requested to undergo a drug test then this shall be carried out by the school nurse at the Wellness Centre, the boarder will be accompanied by a senior staff member. The procedure to be undertaken shall be determined by the nurse and staff member concerned, however the following shall be part of the process:

1. The boarder will be given an explanation of the drug testing procedure using the Drug Smart Drug Testing Kit. A written copy of the process must also be shown to the boarder.
2. The test administered will be either a urine drug test or a saliva drug test.
3. The boarder's privacy shall be respected when giving a urine sample.
4. The test results will be read in the presence of the boarder, with at least two people able to witness the results.
5. The test result will be recorded on the drug testing procedure template and filed by the hostel manager.

The boarder's parents/guardian will be notified of a positive test result and will be given the opportunity to request a second test which, if positive, will be at the parent's/guardian's cost.

A document detailing completion of each of the above steps will be initialled and signed by staff members present and will record the boarder's name, date and time of the test.

Alcohol Testing Procedure

Alcohol testing shall be by way of breathalyser and will be carried out by the Deputy Principal or Housemaster, as appropriate.

The breathalyser test shall be witnessed by at least two people and undertaken in a way that respects the privacy of the boarder.

Information sheet for students providing a urine sample

You have been requested to provide a urine sample to enable a drug test to be made and you therefore need to be aware of the following:

1. If the sample fails to read at body temperature
2. If the sample is not provided within 1 hour
3. If there is evidence of tampering of the sample
4. If there is a refusal to provide the sample

You will have been deemed to have failed the test and you will be immediately suspended from the Tai Mitchell Hostel and returned to your caregivers.

You will then be required to provide a clearance following a Diagnostic Laboratory test at the expense of your caregivers, before you will be admitted back to the Tai Mitchell Hostel.

If you are on a final warning however and you are found to have drugs in your system, exclusion from Tai Mitchell Hostel will result.

DRUG TESTING AND SEARCH CONSENT FORM

Rationale

Tai Mitchell Hostel is committed to being drug and alcohol free and ensuring that all students are provided with a safe and healthy living environment. Alcohol and/or drug use has a debilitating effect on young men, marijuana and other illicit drug use is incompatible with a hostel environment and a student's personal growth, learning and advancement.

Procedure

Your son may be asked to provide a urine or saliva sample in accordance with the attached Drug Testing Procedure 2010 or undergo a breath alcohol test.

As a boarder at Tai Mitchell Hostel, the request for a urine or saliva sample or a breath alcohol test may be undertaken either randomly (as determined by the Director of Boarding) or if a staff member at the hostel has reason to believe that the student is under the influence of alcohol and/or drugs.

The drug and/or alcohol test is carried out by the school nurse and assisted by senior staff. These are carried out in accordance with the Drug and Alcohol Testing Procedure.

As a parent, you will not be notified of the carrying out of the procedures that are undertaken on a random basis, unless there is a positive result. If this occurs, you will be notified of the result and provided with a copy. You will also have the opportunity to review the result including requesting a second opinion if you wish. The cost of a second test will be met by you.

The Director of Boarding/Housemaster may initiate searches in accordance with the Search and Seizure Policy which is intended to ensure the hostel is safe and secure for students. A copy of this policy is also attached to this form.

Consent

Student's name: _____

Date of birth: _____

- ☐ I have read the conditions outlined above and understand them.
- ☐ I have read the attached policy documents and understand and accept them.
- ☐ I agree/accept the above procedure as a condition of my son's enrolment and retaining a place at Tai Mitchell Hostel.

Signed: _____ (Parent/
Guardian)

Signed: _____ (Parent/
Guardian)

Signed: _____ (Student)

Date: _____

SEARCH AND SEIZURE PROCEDURE

Rationale

We aim to ensure that the hostel environment is a safe and secure living environment and learning place. In order to do this we must, at various times, check that boarders are not in possession of illicit items; including drugs, alcohol, cigarettes, pornography, weapons, or stolen property.

Policy

Searches may be carried out either for cause (for example, if the Housemaster is concerned that items have gone missing) or randomly from time to time as determined by the Deputy Principal and/or Housemaster, following discussion with the Principal.

As part of the hostel's commitment to being drug and alcohol-free, the hostel staff may arrange drug dog inspections through an accredited service. All searches will be carried out in a manner that ensures the dignity of the student is protected and will be in accordance with the following process and/or appropriate protocols arising from the type and nature of search that is undertaken.

Procedure

Boarders may be asked at any time by a senior staff member to empty out their pockets or to open their bag or locker for inspection. Boarders will be given the opportunity to be present at all times during the search of their personal property; that is a bag or locker search.

Senior Hostel staff may undertake room searches from time to time or arrange for the services of a drug detection agency (including the use of drug detection dogs) to carry out an inspection of rooms and/or lockers. Boarders will be given the opportunity to be present during this procedure.

If an illicit item is found on the student, or in the student's bag, locker or in their

room, the Housemaster may retain the item pending an appropriate enquiry and/or disciplinary process.

If a student does not agree to emptying his pockets, opening his bag or locker for inspection, then:

1. The student will be asked to go to the office of the Housemaster/Deputy Principal and the student's parents will be telephoned and asked to attend. If a parent or guardian cannot attend within a reasonable time, an appropriate support person will be arranged for the student.
2. Following the arrival of a parent, guardian or support person, the student will again be asked to empty his pockets, or to open his bag(s) or locker for inspection. If the student maintains that he will not agree to the search being carried out, such refusal will be dealt with as a disciplinary matter and may be referred to the Tai Mitchell Disciplinary Committee.
3. This policy and procedure will not prevent any urgent search of a boarder or their bag, locker or room, or seizure of property where it is required in order to prevent harm to the boarder or other people, or to prevent damage to property.

Any items that are retained by the Hostel will be stored by staff exercising reasonable care, but the hostel shall not be liable to the boarder for any loss of item or damage to an item.

TAI MITCHELL HOSTEL PASTORAL CARE PLAN

Pastoral Care for all Tai Mitchell Hostel Boarders occurs on a daily basis individually and collectively.

1. Morning briefing following breakfast.
2. Evening briefing prior to dinner.
3. Nightly meetings with House Masters on duty.
4. Thursday weekly meetings for all boarders following dinner.
5. Weekend meetings for those boarders who reside for the weekend at the end of each meal time.
6. Term meetings held at the beginning of each term for all parents and boarders.
7. Individual House Masters meet with their duty groups on their day of duty.
8. Fortnightly House Masters Meetings to discuss hostel matters, individual boarders and up and coming events in the hostel and school and the impact of these on our boarders. These meetings are minuted.
9. Comprehensive orientation programme for all boarders at the beginning of each year.
10. Introductions and meetings with key staff at the school, hostel and community, namely the Principal, School Guidance Counselor, School Nurse, Director of Boarding, House Masters, House Keeping Staff, Kitchen Staff.
11. Senior Masters, Year Level Deans, Subject Teachers and the Police
12. A suggestion box is provided for boarders in Hahauterangi Hostel Office
13. For Mapihi Pounamu boys, two individual meetings per year to set goals, expectations and assistance to those boys where required. Meetings to be recorded on a template and filed.

14. Specialised Individual counseling is also provided and arranged on a case by case basis through the school's Guidance Counselor following a referral.
15. Tai Mitchell Boarding Scholars have two individual meetings with their House Master per year to firstly set annual goals and secondly to review the year. A record of this meeting is kept and filed.
16. All other Boarders set goals and undertake an annual review with a Housemaster.
17. The Director of Boarding's office is open to all boarders from 8.00am to 2.45pm on school days. Boarders are encouraged to meet with the Director of Boarding to voice any difficulties they may be experiencing within the school and hostel environment. The Director of Boarding is responsible for medical attention that is required off site and will arrange transport and supervision in consultation with parents/caregivers.

All boarders are encouraged to seek help and assistance in matters regarding both hostel and school related issues at any time they feel the need or an issue arises. All school based pastoral care systems are available to all Boarders in addition to the above.

HOSTEL SUPPORT TEAM



Mr T Hale
Head of Guidance
thale@rbhs.school.nz
07 3486169 ex 224



Mr M Trembath
Guidance Counsellor
mtrembath@rbhs.school.nz
07 3486169 ex 225



Ms N Heard
Nurse (PgDipHSc, BNurs)
nheard@rbhs.school.nz
07 3486169 ex 253



Mr W Naera
Social Worker
wnaera@rbhs.school.nz
07 3486169 ex 226

TAI MITCHELL HOSTEL TEAM



Mr Sam Cameron

Te Rarawa, Ngāti Raukawa
Director Of Boarding
Teacher of Physical Education
Old boy of Raukura and
Tai Mitchell Hostel



Mr Douglas Courtney

Te Arawa, Ngāti Kea Ngāti tuara
Housemaster
Old boy of Raukura
Teacher of Health & Physical
Education
Tai Mitchell Kaitiaki since 2016



Mr Dave Cheater

Assistant Housemaster
Owner operator Cheater Bros
drainage contractors
Old boy of Raukura
House Master since 2016



Mr Damian Darlington

Ngāti Tūwharetoa
Assistant Housemaster
Old boy of Raukura and
Tai Mitchel Hostel
Teacher of Health & Physical
Education



Mr Darren Florence

Assistant Housemaster
Ex Veterinarian
Head of Faculty Science
Teaching at Raukura since 2016



Mr Caleb Mitchell

Ngāti Porou, Ngāti Mutunga,
Ngā Puhi
Assistant Housemaster
Teacher of Physical Education,
Health & Outdoor Education



Mr Ariki Henry

Te Whanau a Apanui
Assistant Housemaster
Counselor and Mental Health
Support Worker
Old boy of Raukura and Tai
Mitchell Hostel



Mr Kewarei Hawkins-McClutchie

Ngāti Tūwharetoa, Ngāti
Kahungunu, Ngāti Porou
Assistant Housemaster
Old boy of Raukura and Tai
Mitchell Hostel



Mr Alex Leaf

Ngā Puhi
Assistant Housemaster
Teacher of Science and Art
Hostel Master since 2020

THE STORY OF TAI MITCHELL HOSTEL

The opening of this wonderful new complex took place on Friday, 19 August 2005. It was an outstanding opening with approximately 250 people present.

This school was founded in 1927 and even in that year the Governors of the day planned for a boarding hostel.

In 1928 at the December Prizegiving the then Headmaster, Mr. Ryder, stated "Great progress has been made during the past two years and further rapid development must ensue as soon as provision is made for a school boarding establishment".

In 1930 the school magazine advertised "Westvale" as a hostel for girls attending Rotorua High and Grammar School - £20/term, £3/term dinners for day girls. Westvale, however, did not eventuate for reasons unknown today.

In 1932 the new and second Headmaster, Mr. Harwood, wrote "Remarkable as the development of the school has been up to present, it cannot reach full maturity without the provision of two new adjuncts. The first of these, concerning which I share entirely the views of my predecessor, is a school Hostel to provide accommodation for pupils from the surrounding districts of the Bay of Plenty".

In 1935 the Governors bought 5½ acres on the eastern boundary of the school – the hostel we open today coincidentally is located on that parcel of land.

In 1938 a decision to add the second story to A Block took priority over a hostel and the war years of course followed.



On 5 May 1944 Henry Taiporutu Mitchell died aged 67. He died on his birthday and just as Rotorua lost a hugely significant leader, so too the school lost a Governor who from the first years of the school to the day of his death provided wonderful leadership to the school we love today and was driver of plans already for our school to establish a boarding hostel.

On 12 September 1944, a rare weeping totara was planted in the triangle beside our little gymnasium and the main quadrangle by Mrs. Janet Fraser the wife of the then Prime Minister. That tree still flourishes today and nationally it is listed as one of the finest examples of a weeping totara.

Dr Don Stafford the noted local historian and an old boy of our school, wrote the following in his book 'The new century in Rotorua' about Henry Taiporutu Mitchell on his death – One of the most severe losses of the Maori was the death of Henry Taiporutu Mitchell, CMG, JP, on 5 May 1944. Born on the same date in 1877, at Ohinemutu, Tai Mitchell was the son of Henry W. Mitchell, one of Rotorua's earliest surveyors and European settlers. In 1901 he became a licensed surveyor. Few blocks of land in the Rotorua district were not subjected to his scrutiny, but his major influence was his remarkable ability to engender total trust from the Maori

and Pakeha communities. Little, if anything, involving the Maori people took place in Rotorua without his participation, although this was not always apparent. Few government matters were prosecuted except through him, and of the hundreds of official (and innumerable unofficial) courtesies extended to visitors, it was general Tai Mitchell who arranged things.

His sudden death stunned the community and tributes poured in from every corner of New Zealand as well as from other parts of the world. The traditional tangi brought crowds with a genuine sense of loss. A service for the family members was held in St Faith's Church by the Bishop of Aotearoa, a second on the Papaouru marae, for the huge crowd waiting there, and at Kauae cemetery, Ngongataha.

A man of his stature is not easily forgotten and his name is commemorated in many ways.

A totara tree was planted in his memory in the grounds of Rotorua High School in September 1944. A year later, on 28 October 1945, a memorial bell in a carved shrine was unveiled by the prime minister at Ohinemutu. A large gathering of people from many parts of the country was present, including government representatives and members of parliament. In speaking of the bell shrine, Mr. Fraser said it "had been made possible by one who wished to remain anonymous, but who wished with everyone else, that when the sound of its chimes awoke the courtyard it would be symbolical of the voice of Tai Mitchell urging his people to great achievements". Engraved on the bell are the words *Āhakoā kua mate ia e korero ana ano* (Although dead he still speaks)".

After 10 years growth and development our hostel today honours in name this Rangitira for the service and leadership he provided both this city and his people and our school. As on the engraved bell – through the young men that will, for an important period of time in their lives, live in this Tai Mitchell Hostel – Henry Taiporutu Mitchell will still speak, he will still be heard, he will still inspire, and his leadership will touch these young men.



Official opening of Mitchell House, 1 July, 1994.



1994 - ROTORUA BOYS HIGH - BOARDERS

Back Row: Scott Macdonald, Wayne Wright, Ben Dorset, James Brown, David Hodgkinson, Sean Milepo, Terry Jones
 2nd Row: David Zander, Laurence Wright, Richard Macdonald, Jerrard Hekau, Anthony Moore, Adam New
 Front Row: R. Noe (Senior Housemaster), C. Nielsen (Hostel Manager), David Skipwith, G. Gerner (Principal), Shane Cook, R. Hall (Assistant Housemaster), Tomoyuki Ito

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 Foundation Boarders and Staff, 1994.

Prime Minister's Education Excellence Awards 2019



Prime Minister's Education Excellence Awards 2019 SUPREME WINNER



Winner of Excellence in Leading category



