

St Andrew's College

Boarders' Handbook 2017



St Andrew's College

Boarders' Handbook 2017

Contents

Introduction	2
Welcome to our Boarding Family	3
Access to College Facilities	4
Banking and Pocket Money	4
Boarders' Reference Group	4
Care of Boarding Students Following Hospitalisation	4
Catering	4
Chapel	4
Co-curricular Life	4
Co-ed Swimming Option	5
College Shop	5
Communications	5
Discipline	5
Drugs, Tobacco and Alcohol	5
Daily Routines	6
Emergencies	9
Handbooks	9
Health and Well-being	9
House Related Contacts	10
House Tutors	10
Information and Communications Technology	10
Leave	10
Library	10
Mail	10
Mealtimes	11
Pastoral Care	11
Police Vetting	11
Prep Routines	11
Safe in Boarding	11
Secondary School Term Dates	12
Security	12
Sewing Service/Laundry	12
Uniform and Clothing Requirements	12
Student Absence	13
Transportation Policy	13
Visitors	13
Leave Procedures	14
Vehicle Use Identification Form	17
Boarding House Transport Authorisation for Private Cars	19



Introduction



Tēnā koe, nau mai, haere mai.

We welcome all new students and their families to the St Andrew's College boarding community. What a special year it is to be joining the St Andrew's College boarding community with our Centenary in 2017. Welcome back to those returning to boarding and I trust you will do your part to make all of our new students and their families feel at ease as they settle into boarding life.

As Head of Values and Culture, I am the Executive team leader who is responsible for overseeing boarding. We have an extremely committed and passionate group of boarding staff led by our Director of Boarding Mrs Dianne MacDonald, and our three House Managers: Mr Struan George, Mrs Jo Morrow and Mr Ian White.

We are always looking to offer the best possible care and boarding experience, so please do not hesitate to contact us should you have any suggestions or feedback. Parents are welcome to attend the Boarders' Reference Group meetings, or to email or call boarding staff. Students can also have their say by joining the student forum, completing house surveys and talking to any of our staff. In the meantime, it is important that both new and returning parents and students read through this handbook and take particular note of our routines and expectations, which make up our wonderful boarding culture.

I am very much looking forward to witnessing the usual House events, along with a number of new events and activities and the opportunities that these will bring to our boarding students. I encourage the boarding house leaders to take an active role throughout the year to promote and get others involved in these activities to ensure a successful and fun year.

It is our family culture that makes boarding so special at St Andrew's College. I do hope that as a new or returning student you take care of your environment, yourselves and others, and indeed embrace all that is great about boarding.

Best wishes for a great year.



Hamish Bell
Head of Values and Culture

Welcome to our Boarding Family

St Andrew's College has been a happy and successful boarding school since its opening in 1917. Boarding life provides an environment in which students develop emotionally and socially. It fosters independence and maturity, and also develops students' leadership skills.

The well-being of every student is of vital importance and our vision, values and philosophy outline our commitment to each student's personal development.

Close supervision by our boarding staff ensures students live comfortably and securely, and our structured daily schedule helps to create a warm, friendly and disciplined living atmosphere. Academic support and a well-structured social calendar are vital aspects of life as a boarder.

We want our boarders to acquire a dimension to their personality that comes from exposure to communal living and sharing. Self-discipline and maturity are developed through sharing and co-operating with others, handling household chores, observing routines and accepting and fulfilling responsibilities.

I believe that students can only develop to their potential in a caring and happy environment. I am proud to have committed, enthusiastic and energetic staff who work passionately to achieve just that.

This handbook is designed as a convenient reference for parents and students about life as a boarder at St Andrew's College. It is updated annually and we welcome feedback on topics you feel need more in-depth coverage, or that you would like to see included in future.

For further information on any aspect of boarding, please feel free to contact me at any time.

I look forward to family joining us for meals when they are visiting Christchurch and sharing the St Andrew's College boarding experience with you all.

Warm regards,

Dianne MacDonald
Director of Boarding



Access to College Facilities

ACCESS TO COLLEGE FACILITIES

Boarders have access to all College facilities such as the Gymnasium, Library and music facilities, provided supervision is available and access has been approved.

BANKING AND POCKET MONEY

Boarders are responsible for their own banking and financial arrangements. We recommend that all students have their own EFTPOS card, and that they do not carry more than \$20.00 cash at a time.

BOARDERS' REFERENCE GROUP

This group is made up of boarding parents and represents a wide geographical mix. The group meets to discuss boarding matters with management, and serves as a further point of communication between the College and our boarding families.

CARE OF BOARDING STUDENTS FOLLOWING HOSPITALISATION

Rationale

The safety and well-being of all boarding students is of primary concern to the College.

Purpose

- to ensure the safety and well-being of students following admission to hospital for either illness or injury;
- to ensure boarding staff function within their scope of practice/knowledge;
- to enable clear communication between parents/caregivers and boarding staff regarding management of students' illnesses or injuries.

Guidelines

- all boarding students returning to the boarding house following discharge from hospital for either illness or injury must report to the Assistant House Manager. A medical certificate stating that the student has been cleared medically to return to school is required, as well as information regarding follow-up care or treatment. This must be given to the Assistant House Manager, who will forward it to the relevant House Manager and notify the Registered Nurse in the Health Centre;
- boarding students who are not well enough to return to school following their illness or injury

Co-curricular Life

should be cared for by parents or other caregivers until they have been medically cleared to return to school;

- Director of Boarding must be notified by the Assistant House Manager of all students returning to the boarding house following discharge from hospital. She will determine, based on the medical documentation, whether the student's medical condition can be managed within the boarding house;
- the Registered Nurse must be informed of all boarding students who have been hospitalised for either illness or injury outside of her normal working hours, and be given a copy of the incident report (if the incident happened on site) and other relevant medical information.

CATERING

Our catering staff aim to help boarders develop good eating habits by providing a healthy and balanced selection of food for growing and active young men and women.

Suppers are provided and extra snack food is available on request to Assistant House Managers.

If you would like to discuss your son's or daughter's special dietary needs, please do not hesitate to contact our Catering Manager on 021-672-311.

CHAPEL

Boarders' chapel services are an important part of the term. Together we pray and celebrate. All students attend a weekly daytime chapel service. There are also three boarders' chapel services each term. The dates of these services can be found on the Term Fixtures listing. The College chaplaincy team run these services. Students are required to wear appropriate smart casual dress.

CO-CURRICULAR LIFE

Students have the opportunity to participate in a wide variety of sports and cultural activities at St Andrew's College. These activities give students the chance to discover their potential, explore particular areas of interest and strive for excellence. They are also an ideal way to make new friends and use leisure time constructively.

Co-ed Swimming Option

CO-ED SWIMMING OPTION

In 2017 there will be a Years 9-11 co-ed swimming squad option. This squad will be a supervised option with an instructor and based at AquaGym, held once a week.

COLLEGE SHOP

The College Shop is situated at 60 Normans Road, and is managed by Mr Scott Cartwright. The hours of operation during term time are 8.00am-4.30pm. The shop is also open for limited hours during the holidays.

All stationery items are available from the shop and costs will be disbursed directly to student accounts. Students will purchase their stationery needs for the year from the shop in tutor groups.

The St Andrew's uniform is only available from the College Shop. See uniform requirements under 'Uniform and Clothing Requirements' in this handbook.

The PTA runs a Second-hand Uniform Shop on Tuesdays and Thursdays from 3.00pm-4.30pm. It also operates at reduced hours during the holidays. The Second-hand Shop is located in the old (but refurbished) cricket pavilion. This is located on the driveway from Papanui Road, close to Strowan House.

COMMUNICATIONS

We realise how important it is for our boarders' parents to keep in touch with what is happening at school, both inside and outside the classroom. We therefore maintain a strong line of communication between College and home with regular email updates from the Director of Boarding.

The following publications are mailed or emailed to parents and are also available on the intranet with the exception of the Collegian.

Visit the intranet (<https://intranet.stac.school.nz/>) for copies of all publications, College policies and forms, term dates and fixtures.

On Strowan

The Secondary School bulletin is published approximately every five weeks during term time. It is emailed to all parents/guardians and can also be accessed on the College intranet. 'On Strowan' focuses on current issues and common themes from across the Secondary School. Each issue contains messages from the Rector, Head of Secondary School, Head of Senior College, Head of Middle School, Head of Co-curricular and Chaplain.

Drugs, Tobacco and Alcohol

Regulus

Three times a year the Rector publishes her own magazine, 'Regulus'. This is an in-depth look at what has been happening in the College with respect to our strategic priorities, and a celebration of outstanding achievements from around the College community. The first issue for 2017 will be mailed to you in May.

Collegian

Collegian is our annual record of College life at all levels and celebrates the achievements of our staff and students in the academic and co-curricular arenas.

Rector's Comment

Each Friday during term time, a 'Rector's Comment' is sent out via email, summarising the key news and highlights of the week.

Social Media

The College has several social media channels including Facebook, LinkedIn, Social Hub, Flickr (photos) and YouTube. Parents can access these channels from the website or intranet by clicking on the relevant icons. Photos and videos are regularly updated to these channels showcasing life at St Andrew's. The hashtag the College uses is #staclife.

DISCIPLINE

Discipline in the boarding house is based on respect for one another. The nature of any disciplinary action undertaken will depend on the severity of the offence. There is a five level disciplinary system in which a student can fall into, should they break house and school rules and procedures. If the offence is serious or a student is consistently failing to meet all obligations, parents will be notified and may be invited to discuss the situation with the House Manager (Level 2), the Director of Boarding (Level 3), the Head of Values and Culture (Level 4) or the Head of Secondary School (Level 5).

DRUGS, TOBACCO AND ALCOHOL

Smoking, drinking alcohol and drug taking are strictly forbidden in the boarding houses. For further information on the College's policies on these matters, please consult the Senior College or Middle School handbooks.

Daily Routines

Monday to Friday

7.00am	Tutor wake-up call.
7.00am–8.00am	Breakfast.
7.45am	Students who are feeling unwell should advise the tutors/Assistant House Managers on waking.
8.00am	Room inspection as per individual house routine. Students' uniforms must be neatly presented and shoes clean. Beds are to be neatly made. Windows and curtains should be left open, and students must check they have turned off all lights and electrical appliances. The rubbish bin should be emptied, and the floor cleared of all clothing and rubbish.

Leave During School Day

Assistant House Managers must be informed by boarders each morning regarding leave and medical appointments outside school. Students sign out either with Middle School or Senior College reception. The nurse will be notified when a student has a health related appointment by the Assistant House Manager for any follow-up that may be necessary.

8.25am	All students attend tutor group meetings/assembly.
Interval (10.35am)	Boarders are served morning tea.

Lunch

12.35pm	Lunch for all students. All students must wear full uniform and blazers to lunch. House Managers are responsible for supervision during this time.
---------	---

After School

Years 9–11 students may sign out with the Assistant House Manager for shopping.
(Monday to Friday, students must be in uniform for after-school leave. If students are going on weekend leave they may wear mufti to their destination.)
Correct sports or school uniform must be worn from Monday to Friday.
Shopping leave is destination-specific, and is normally permitted to Normans Road, Northlands or Merivale.
Students will be permitted to go to other places at staff discretion.
Students must sign themselves back in.
Years 12–13 boarders must sign themselves out as per house routine.
All visitors, other than parents, are to leave the grounds at 5.15pm.
All leave that finishes after 5.15pm requires approval from an Assistant House Manager or House Manager.

Evening Meal

5.15pm	Dinner until 6.00pm. Late meals can be arranged by the students with the Catering Staff. Requests by 4.45pm.
--------	---

Tutors, Assistant House Manager and the House Manager are responsible for supervision during this time.

Suppers for each house are provided.

Daily Routines

Prep is supervised between 6.00pm–8.30pm. A minimum of 1 hour 30 minutes will be allocated for Prep, however times vary for each year group.

Prep Routines

[For further information see under 'Prep Routines' on page 11].
Years 9–11 students go to designated classrooms where a roll will be taken.
Years 12–13 as per individual house routines.

Years 9–11 prep finishes.
Year 11 may take leave to Normans Road shops or to McDonalds in groups from 8.00pm–8.30pm.
(Once per week, summer [Terms 1 and 4] only.)
Years 12–13 may take leave with duty staff permission, and must return by 9.00pm in the winter and 9.30pm in the summer. This leave is usually to local eateries.

Senior students may go for an evening run (in pairs) only if they have the appropriate reflective gear.

Bedtimes

Students are to be in bed with lights out at the following times or according to individual House routine. The bed call will be given 15 minutes before bedtime. Students may read using reading lamps according to individual house policy. Students should have ready access to footwear and a warm jacket in case of emergency evacuation.

9.00pm	Year 9 students in bed by 9.00pm with the lights out at 9.15pm.
9.30pm	Year 10 students in bed by 9.15pm with lights out at 9.30pm.
9.45pm	Year 11 students in bed by 9.30pm with lights out by 9.45pm.
10.00pm	Years 12–13 students in residence.
10.30pm	All senior students must be in their own rooms by 10.30pm.

Friday Routines

6.30pm	Roll check and evening instructions. All year group bedtimes at staff discretion. Years 12–13 students may take evening leave as per house routine. This leave finishes at 10.30pm.
--------	---

Saturday Routines

8.00am	Duty staff are available to sign students out for early sport leave and to dine with students at 8.30am.
7.00am–9.00am	Breakfast is served. Students make their own cut lunches (up until 9.30am).
9.00am	Organised sport leave is signed out by the tutor. Sport leave information should include name of team and coach. Unwell students are to report to the Assistant House Manager.
10.30am–11.00am	House inspection for room tidiness and beds made etc.
10.00am–5.30pm	Students may take leave as follows: Years 9–11 students may sign out with tutors for a maximum of two hours. Years 12–13 students may sign out with tutors for a maximum of four hours. Leave in excess of four hours requires the permission of House Manager. Any leave that has a return after 5.30pm must be approved by the House Manager.
5.15pm	Evening meal

(Continued over page).

Daily Routines

Saturday Routines continued

6.00pm	Year 11 students may go out to activities such as ten pin bowling, ice skating, speedway or the movies. This leave must be approved by the House Manager by 1.00pm. Students must return by 10.30pm. Students must go in groups and transport must be by approved means.
7.00pm	Years 12–13 students apply to tutors for 'privilege' leave to movies, or to friends' houses (full contact details must be supplied). Transport must be by approved means. No alcohol is to be consumed while on boarding house leave.
8.30pm	Visitors other than parents are to leave by 8.30pm or at the house staff's discretion. Years 9–11 10.00pm bedtimes for all year groups are at staff discretion.
11.30pm	Years 12–13 students return from 'privilege' leave and sign in.
11.45pm	Bed and roll checks are completed, the doors locked and the House Manager contacted if any students are unaccounted for.

Sunday Routines

Duty staff are available to sign students out for early sport leave. In winter, ski trips are undertaken.

8.00am–10.00am	Breakfast
10.00am–12.00pm	Brunch
11.00am	House inspection and roll check carried out as per house routine.
10.00am–5.30pm	Students may take leave as follows at the discretion of house staff: Years 9–11 students may sign out with tutors for a maximum of two hours. Years 12–13 students may sign out with tutors for a maximum of four hours. Leave in excess of four hours requires the permission of House Manager. Any leave that has a return after 5.30pm must be approved by the House Manager.
5.15pm–6.00pm	Evening meal
9.00pm	All leave finishes at 9.00pm unless otherwise approved. Roll is taken and students are accounted for by tutor. Bedtimes and shut down of houses as per weekday routine.



Emergencies

EMERGENCIES

Emergency procedures are discussed regularly by house staff.

In the case of a civil defence emergency, all students will remain at school until their parents can be contacted to arrange to have them transported home safely. In the case of a medical emergency, such as a pandemic, the Board of Governors will determine whether to close either the entire school or boarding, based on their assessment of the danger to the physical well-being of the school community.

Emergency information regarding evacuations in the case of an earthquake can be found on the homepage of the College intranet.

HANDBOOKS

To help you understand every aspect of life at St Andrew's College, you will be sent a handbook relating to whatever section of the school your child is in. Our Senior College and Middle School handbooks outline all major policies and procedures, and also explain academic life in detail. These handbooks are also available online on the intranet.

HEALTH AND WELL-BEING

The Health Centre provides a professional health service to the boarding community, and aims to remove or minimise health-related barriers to learning, individual development and personal well-being, and to promote a healthy way of life.

Our Registered Nurse, is at the Centre during school hours, with coverage from the Assistant House Manager outside of school hours. We can also arrange appointments with a general practitioner, physiotherapist, and other specialists when necessary. The nurse is also part of the College's counselling team, and students can book an appointment to see her at the Health Centre.

Boarding students may present with their concerns before school, during interval or lunch, or after school, unless there is an emergency. If a boarding student is unwell prior to school starting, they should inform their Assistant House Manager.

Health and Well-being

When students with particular health or special needs are identified, a suitable course of action or treatment is designed in collaboration with parents, health professionals and any relevant staff members. In the case of medical emergency, the boarding houses will take advice from the Ministry of Health and Ministry of Education.

Please tell us if your son or daughter is on prescribed medication so we can discuss whether these medications need to be self-administered or administered by the Registered Nurse. If they are administered by the Registered Nurse, we request that you fill out an 'Administration of Medications to Boarding Students' form. Please note that medication is not to be kept in rooms unless directed by the Registered Nurse. This includes Panadol and Nurofen.

It is advised that all students have a Christchurch based family, friend or guardian to be able to stay with at short notice, due to an emergency situation/illness.

We offer a wide range of services appropriate to the age of our students, including:

- first aid;
- administration of prescribed medications;
- assessment and treatment of accidents/injuries/illnesses;
- referrals to other agencies as required;
- nutritional advice;
- asthma support;
- diabetes support;
- advice and support on sexual health issues;
- support for addiction problems, such as smoking.

Registered Nurse: Monday to Friday
8.30am–4.15pm
Ph: 03 940-2040

College Doctors: Normans Road
Medical Centre

Physiotherapist: Monday
8.30am–4.00pm
(by appointment)

Wednesday and Friday
12.40pm–4.00pm
(by appointment)

House Related Contacts

HOUSE RELATED CONTACTS

BOARDING HOUSES

Director of Boarding Mrs D MacDonald	Ph: 029-246-0123 DMD@stac.school.nz
MacGibbon House House Manager – Mr S George	Ph: 027-3342-283 SGE@stac.school.nz
Assistant House Manager – Ms J Thomson	Ph: 027-307-313 JTO@stac.school.nz
Rutherford House House Manager – Mr I White	Ph: 027-4513-720 IWH@stac.school.nz
Assistant House Manager – Mrs M Shepherd	Ph: 021-863-383 MSP@stac.school.nz
Thompson House House Managers – Mr P Morrow	Ph: 021-0253-9085 PMO@stac.school.nz
Mrs J Morrow	Ph: 021-307-303 JMO@stac.school.nz
Assistant House Manager – Ms J Ah Kuoi	Ph: 021-307-365 JAH@stac.school.nz
Health Centre (Direct line)	Ph: 03 940-2040 LBO@stac.school.nz
Custodian	Ph: 029-2056-588
Sewing/Laundry	Ph: 03 940-4096

HOUSE TUTORS

Our boarding house tutors assist House Managers with a number of daily activities including wake-up, Prep, bedtime and social/weekend activities. As young adults, the tutors are a great source of encouragement and support for both boarders and management.

Mail

INFORMATION AND COMMUNICATIONS TECHNOLOGY

All students are required to sign and abide by the College Acceptable Use Agreement, which covers access and use of College ICT facilities. The full Acceptable Use Agreement can be found on the intranet, and an abbreviated version is in the school diary. A username and password is provided for each student, which must not be shared. Additional computers are located adjacent to common room areas in each boarding house.

The Library Resource Centre is open Monday to Thursday evenings from 6.00pm–8.00pm, and Sunday 3.00pm–5.00pm.

Wireless access will be available to students with laptops at various locations within the campus, and within the common room areas of the boarding houses. Students are allocated a reasonable number of print credits each year. When these are exhausted, students must pay for additional printing.

Internet access is available from all computers, and is provided to support teaching and learning. Internet traffic is filtered and logged.

LEAVE

For full details on our procedures regarding leave for boarders, please see pages 14–16 of this handbook.

LIBRARY

The Library is open every day from 8.15am–5.00pm and then on Monday to Thursday evenings from 6.00pm–8.00pm. It is closed on Friday evenings and all day Saturday. On Sunday it is open from 3.00pm–5.00pm when requested.

MAIL

Mail is collected daily by the Assistant House Manager and delivered to the relevant house for student collection.

Mealtimes

MEALTIMES

We expect all students to behave with courtesy at mealtimes. This applies to table manners and to their interactions with other students and with staff. When you have a large group of people living together it is necessary to have an orderly system. We also expect students to turn up at the appropriate mealtime for their year group and refrain from queue jumping. Late or early meals can be arranged on request.

BREAKFAST	
Weekdays	7.00am–8.15am
Saturday	7.00am–9.00am
Sunday	8.00am–10.00am Brunch from 10.00am–midday
LUNCH	
Weekdays	12.35pm–1.00pm
Saturday	Packed lunch available up to 9.30am
Sunday	Brunch from 10.00am–midday
DINNER	
Weekdays	5.15pm–6.00pm
Weekends	5.15pm–6.00pm * Late dinner available

If a boarder requires a packed lunch for a sporting or school day trip, this can be arranged through the coach, manager or teacher in charge.

PASTORAL CARE

All our boarding house staff are involved in the pastoral care of our students. Students with concerns about any aspect of boarding life can approach any of the following people to have these matters heard and addressed.

In-house contacts: House Managers, Assistant House Managers, tutors, the Registered Nurse and the Director of Boarding.

School contacts: Chaplain, Counsellor, dean, tutor, Director of International Students and Exchanges.

All matters will be dealt with sympathetically and in confidence.

Each house runs their own focus group meetings, two to three times per term. These help the students interact and provide them with a sense of belonging.

Safe in Boarding

POLICE VETTING

All staff have been police vetted, and all hold current first aid certificates.

PREP ROUTINES

Prep is to be a productive work period for which absolute silence and minimum of movement is permitted. All work during this time must relate to the student's particular academic programme. Frequent non-performance during this time will be reported to the House Manager, form tutor or year group dean. Students must behave with courtesy while working so that they do not disturb other students.

When onsite, students are encouraged to watch the TV news before Prep, in the TV room.

Students may also watch special news programmes, at staff discretion, but will not be permitted to receive or make phone calls during Prep.

During Prep students are only permitted to move when seeking assistance from each other or staff for homework purposes only. This homework consultation must not be loud or disruptive. In addition to our usual Prep rooms, the Library and Computer Suite are also open. Extra staff come in each evening to supervise and help students in these areas.

SAFE IN BOARDING

There is zero tolerance to bullying at St Andrew's College. The boarding houses operates 'Safe in Boarding' procedures, similar to the 'Safe at StAC' procedures in the day school. Issues that might arise at house staff level are resolved through restorative practice. More serious incidents warrant the student being placed on a step (1–4) and will involve a restorative justice process run by the College Counsellor. The boarding culture is one in which students look out for each other, enjoy each other, and are considerate and respectful of each other.

Secondary School Term Dates

SECONDARY SCHOOL TERM DATES 2017

TERM 1

Wednesday 1 February (Year 9 commence)
Thursday 2 February (Years 10–13 commence)

Friday 7 April Term 1 ends

(Holidays: Monday 10 April–Monday 1 May)
three weeks

TERM 2

Tuesday 2 May–Friday 7 July

(Holidays: Monday 10 July–Tuesday 25 July)
two weeks

TERM 3

Wednesday 26 July–Friday 22 September

(Holidays: Monday 25 September–Friday 13 October)
two weeks

TERM 4

Monday 16 October–Wednesday 6 December

(Holidays: Thursday 7 December)

SECURITY

We do not accept responsibility for the security of students' personal possessions. Students provide their own padlocks for wardrobes. All clothing and possessions must be named and serial numbers of appliances should be given to staff. Personal household insurance covering students away from home is wise. Students may bring items such as clocks, radios, iPods, CD players and computers. As space is limited we recommend that only small units are brought to school. Volume must always be kept to a reasonable level, out of consideration for other students and staff. Televisions are not permitted.

SEWING SERVICE/LAUNDRY

Hours: 7.30am–1.30pm, Monday to Friday.

We have a very dedicated and committed laundry/ sewing team who are responsible for students' laundry. Dry cleaning services are available through the College Shop.

Uniform and Clothing

For laundry purposes, all articles of clothing must be marked with the owner's name. Name tags should be machine stitched to the garment in the centre for easy identification, with the exception of socks, which should have name tapes sewn on vertically. Include the year group number on the tag (e.g. '17' for a Year 9 boarder beginning in 2017). No iron-on labels please. The sewing service is available for all naming and repairs of clothing.

We suggest that you order an extra roll of name tags for the laundry staff as they have kindly offered to name new items as purchased.

Please contact Assistant House Managers or laundry staff if you are aware of a missing item of clothing. The importance of named clothing is paramount!

IT IS MOST IMPORTANT THAT ALL ITEMS OF CLOTHING ARE NAMED.

UNIFORM AND CLOTHING REQUIREMENTS

Please refer to the College uniform brochure for full details of the St Andrew's College uniform. It is essential to have sufficient uniform items to allow time for laundering.

Additional Requirements

- 3 bath towels;
- 1 swimming towel;
- shoe cleaning kit;
- laundry basket – Thompson House;
- zip-up laundry bag for delicates, (girls only) named;
- 6 coat hangers;
- toilet bag and toiletries;
- tissues;
- swimming togs;
- sun hat/cap;
- mufti clothes (for boys, this must include a shirt with a collar and long pants/smart dress jeans for chapel);
- underwear;
- thermal underwear (white only with uniform);
- dressing gown/robe (optional);
- pyjamas/nightwear;
- slippers (optional);
- small padlock for wardrobe door.

Student Absence

STUDENT ABSENCE

Parents/guardians are required to contact the Attendance Office (Absentee line 03 940-2031 or attendance@stac.school.nz) **plus** notify house staff if students are not returning to boarding due to illness/family related reasons; contact details can be found on page 10.

TRANSPORTATION POLICY

Parents and caregivers are required to provide written authorisation for a student to travel with or transport other students or adults while at the College. This file requires updating each year and information is sent to parents and caregivers before the start of each school year.

It is a privilege, not a right, for students to bring a car to College. We do not encourage it.

Cars driven by students must be registered, insured and have a current Warrant of Fitness. Drivers must have a **full** New Zealand licence.

Only Year 13 students, on a **full licence** who wish to have a car at school are to complete an application form, to apply for permission. In 2017, a permit will only be given for special circumstances. We appreciate parents' support in discouraging students from bringing a car to school unless it is absolutely necessary. **Year 12 students are not permitted to have a car at school.**

While some parking is available in the school grounds, it is not guaranteed.

All applications are to be countersigned by the student's guardian and forwarded to the house staff in advance.

Students are encouraged to use public transport where available and practical. Buses are handy and taxi cabs are available for boarders travelling outside school. The cost will be disbursed.

Students may not hitch-hike or be transported by a person with a restricted licence. A plain, functional bicycle without sophisticated extras is recommended. A locking chain is essential and a safety helmet is required by New Zealand law. During holidays, bicycles may be left at the College at the owner's risk.

Visitors

VISITORS

All visitors must report to duty staff and respect the privacy of students.



Leave Procedures

LEAVE PROCEDURES: Years 9–10

- Leave within the school grounds is recorded in 'quick leave' within the online Reach System.
- All leave outside the school grounds is recorded within the online Reach System.
- Students must sign out and sign back in from all leave.
- If a student's leave requirement changes while on leave, particularly the return time, it is their responsibility to contact the appropriate staff member and advise of the change and acquire appropriate permission.
Do not ask another student to do this on your behalf!

Weekday	Description	Authorised by
After School	Sport Shopping to 4.45pm (1 × Year 9 per week, 2 × Year 10 per week) Northlands/Merivale/Normans Road.	Assistant House Manager
After Prep	No leave granted.	
Evening Leave (Tea Leave)	Applied for by 1.00pm on the day leave is required (rule waived if parents request leave after this time). Concludes at 9.00pm, unless otherwise approved. Leave must not be taken until authorised.	House Manager Assistant House Manager
Weekend Leave	Applied for by 9.30pm Wednesday through the boarding leave computer system 'The Reach' by parents or students. All overnight leave must be approved by the House Manager. Weekend/overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone or email. If a student is going to a host family, the parents or hosts must phone and confirm details by Thursday evening. Leave applied for must be entered on the leave computer and authorised by the House Manager before the student leaves. A breach of these rules will result in a house gating.	House Manager

Weekend	Description	Authorised by
Daily Leave	Up to two hours. Over two hours (return by 5.30pm).	Tutor House Manager
Friday Night	As per weekday evening leave rules. Years 9–11 host family or parents on approved activity or outing.	House Manager
Saturday Night	No leave granted.	
Sunday	All weekend leave concludes at 9.00pm.	

NOTE: Leave is at the discretion of the boarding staff.

Leave Procedures

LEAVE PROCEDURES: Year 11

- Leave within the school grounds is recorded in 'quick leave' within the online Reach System.
- All leave outside the school grounds is recorded within the online Reach System.
- Students must sign out and sign back in from all leave.
- If a student's leave requirement changes while on leave, particularly the return time, it is their responsibility to contact the appropriate staff member and advise of the change and acquire appropriate permission.
Do not ask another student to do this on your behalf!

Weekday	Description	Authorised by
After School	Sport Shopping to 4.45pm (2 × per week) Northlands /Merivale/Normans Road.	Assistant House Manager
After Prep	Normans Road/Merivale (8.00pm–8.30pm) 1 per week – Terms 1 and 4 only. No individuals – groups only. Weather permitting.	Tutor
Evening Leave (Tea Leave)	Applied for by 1.00pm on the day leave is required (rule waived if parents request leave after this time). Concludes at 9.00pm, unless otherwise approved. Leave must not be taken until authorised.	House Manager Assistant House Manager
Weekend Leave	Applied for by 9.30pm Wednesday through the boarding leave computer system 'The Reach' by parents or students. All overnight leave must be approved by the House Manager. Weekend/overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone or email. If a student is going to a host family, the parents or hosts must phone and confirm details by Thursday evening. Leave applied for must be entered on the leave computer and authorised by the House Manager before the student leaves. A breach of these rules will result in a house gating.	House Manager

Weekend	Description	Authorised by
Daily Leave	Up to two hours. Over two hours (return by 5.30pm).	Tutor House Manager
Friday Night	As per weekday evening leave rules. Years 9–11 host family or parents on approved activity or outing.	House Manager
Saturday Night	Movies or group activity. Transport by taxi only (return by 10.30pm).	House Manager
Sunday	All weekend leave concludes at 9.00pm.	



2017 Vehicle Use Identification Form – Year 13 ONLY

(Student Vehicle Guidelines are in the Senior College Handbook)

Please return this form before the start of Term 1.

Student: _____ Tutor group: _____

Driver Licence: New Zealand Full: Licence No.: _____

Car make/model: _____ Colour: _____
(or motorcycle)

Year: _____ Registration number: _____

Reason for the vehicle being brought to school – provide relevant information as necessary:

The above student has permission to carry other students as passengers on school trips under the direction of the College staff (please tick).

Yes No

I certify that the above details are correct, that any changes, will be notified to the Head of Senior College immediately, and that I have read and accepted the Student Vehicle Guidelines of the College regarding the use of motor vehicles, as set out in the Senior College Handbook.

Student signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Name (please print): _____

Date: _____

Permit Number issued: _____

Signed as checked by Head of Senior College: _____

Signed by Director of Boarding: _____
(for boarding students only)

**Note: ONLY YEAR 13s WITH A FULL LICENCE WILL BE ISSUED WITH A PERMIT.
NO DRIVERS ON A RESTRICTED LICENCE WILL BE GRANTED A PERMIT.**

Post to: Assistant House Manager
St Andrew's College
347 Papanui Road
Christchurch 8052

Leave Procedures

LEAVE PROCEDURES: Years 12–13

- Leave within the school grounds is recorded in 'quick leave' within the online Reach System.
- All leave outside the school grounds is recorded within the online Reach System.
- Students must sign out and sign back in from all leave.
- If a student's leave requirement changes while on leave, particularly the return time, it is their responsibility to contact the appropriate staff member and advise of the change and acquire appropriate permission.
Do not ask another student to do this on your behalf!

Weekday	Description	Authorised by
After School	Sport Shopping	Sign themselves out
After Prep	30 minutes leave (weather permitting) to local eateries. No individuals – groups only. Leave is at staff discretion. Concludes at 9.30pm in summer and 9.00pm in winter.	Tutor
Evening Leave (Tea Leave)	Applied for by 1.00pm on the day leave is required (rule waived if parents request leave after this time). Concludes at 9.00pm, unless otherwise approved. Leave must not be taken until authorised.	House Manager Assistant House Manager
Weekend Leave	Applied for by 9.30pm Wednesday through the boarding leave computer system 'The Reach' by parents or students. All overnight leave must be approved by the House Manager. Weekend/overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone or email. If a student is going to a host family, the parents or hosts must phone and confirm details by Thursday evening. Leave applied for must be entered on the leave computer and authorised by the House Manager before the student leaves. A breach of these rules will result in a house gating.	House Manager

Weekend	Description	Authorised by
Daily Leave	Up to four hours. Over four hours (concludes at 5.30pm).	Tutor House Manager
Friday Night	As per weekday evening leave rules (concludes at 10.30pm).	Tutor House Manager
Saturday Night	'Privilege Leave' from after tea until 11.30pm, to movies, friends' houses etc. Transport by approved means.	Tutor House Manager
Sunday	All weekend leave concludes at 9.00pm.	



2017 Boarding House Transport Authorisation for Private Cars

Please return this form before the start of Term 1.

Student: _____ Tutor group: _____

Please indicate desired authorisation for your son/daughter's transportation by initialling one appropriate option.

- a. Transported by a student who holds a valid full licence. _____
- b. Transported to and from school fixtures only (sports, cultural activities) by any adult or student who holds a valid licence. _____
- c. Transported by adults only. _____

Signature: _____

Name (please print): _____

Relationship: _____

Date: _____

Post to: Assistant House Manager
St Andrew's College
347 Papanui Road
Christchurch 8052





St Andrew's College

347 Papanui Road, Christchurch 8052, New Zealand
P +64 3 940-2000 F +64 3 940-2060 W stac.school.nz