



## Rotorua Boys' High School **Hostel Handbook** CONTENTS

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## INTRODUCTION

Dear Parents

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 forty twin share and eight triple share accommodation for 104 students. Supervision is provided by two residential Housemasters. These Housemasters are supported by four 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 additional 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.

Yours sincerely

**Mr F Whata**  
**Deputy Principal (Responsible for Boarding)**

## CONTACT DETAILS



ROTORUA BOYS' HIGH SCHOOL  
PO BOX 10148  
ROTORUA  
PHONE: 07 348 6169  
FAX: 07 346 1270  
E-MAIL: [rotoruabhs@xtra.co.nz](mailto:rotoruabhs@xtra.co.nz)  
WEBSITE: [www.rotoruaboyshigh.school.nz](http://www.rotoruaboyshigh.school.nz)

Contact Person  
Mr F Whata, Deputy Principal  
Phone: 07 348 6169 – Extn 872  
Mobile: 021 348 618  
Email: [fwhata@rotoruaboyshigh.school.nz](mailto:fwhata@rotoruaboyshigh.school.nz)

**TAI MITCHELL HOSTEL**  
Rotorua Boys' High School  
Pererika Street (Physical Address)  
Rotorua  
Phone: 07 348 9638 (North Block)  
Phone: 07 349 3132 (South Block)  
Email: [taimitchellhostel@rotoruaboyshigh.school.nz](mailto:taimitchellhostel@rotoruaboyshigh.school.nz)

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

Principal  
Deputy Principal  
Guidance Counsellor  
Two Board of Trustee Members  
Two Housemasters  
Two Boarder Parent Representatives  
Two Boarder Student Representatives

## PREPARATION FOR BOARDING AT TAI MITCHELL HOSTEL

Leaving home for the first time is an exciting time. However, to try 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
- ◆ 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.
- ◆ Write and post a letter.
- ◆ Answer / use a telephone properly.
- ◆ 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.

## HOSTEL FEES POLICY

Hostel fees can be paid by mail, directly to Rotorua Boys' High School Office, PO Box 10148, Rotorua, 3010 or by direct credit as follows:

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

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

Fees for Tai Mitchell Hostel will be based on \$8,000 per annum plus the Trust Fund, as detailed below. All overdue accounts will incur 1% interest. Fees are charged out at \$2,200.00 for terms 1-3 and \$1,400.00 for term 4.

\$ 800.00	* deposit payable by 10 November in the previous year
\$ 100.00	** Boarding Education Trust fee payable by 10 November in the previous year
\$7,200.00	balance payable by 10 monthly instalments of \$720 each with each payment due on the 15 <sup>th</sup> of the month beginning with 15 January and ending with a final payment on 15 October.

\*\*Term 1 deposit of \$800, payable by 10 November in the previous year, is required to secure your son's hostel placement for the following year. This deposit is not refundable. Placements for the following year can not be guaranteed if this payment is not received by the due date.

## **BOARDING EDUCATION TRUST**

The Boarding Education Trust has been established to pay the boarding fees for the boys attendance at the Boarding Establishment in the event of the death or redeployment/redundancy of that boy's main income earning parent to the intent that no further boarding fees shall be payable in respect of such boy during the remainder of his attendance at the Boarding Establishment provided that all prior monetary commitments have been met by the boy's family.

\*\* The Boarding Education Trust fee is \$100 per annum, payable by 10 November in the previous year. This fee is not refundable.

## **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 Hostel Manager 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 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 \$200 administration fee for new applications, the \$800 Term 1 deposit required to secure your son's hostel placement for the following year and the \$100 Boarding Education Trust fee 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 Hostel Manager.

## **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 on the Tai Mitchell Scholarship Application Form, which is available on our website [www.rotoruaoyshigh.school.nz](http://www.rotoruaoyshigh.school.nz) or from the Hostel Manager. This application should include details of the student's area of achievement. 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 October of the previous year. Applicants will be advised of the outcome by 1 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  
The Hostel Manager  
Rotorua Boys' High School  
P O Box 10148  
Rotorua 3010  
Telephone: (07) 348 6169 Email: [rotoruaabhs@xtra.co.nz](mailto:rotoruaabhs@xtra.co.nz)

## **PROPERTY DAMAGE PROCEDURE**

Any willful damage to property at Tai Mitchell Hostel will be charged to those boarders responsible. Parents will also be contacted by the Hostel Manager or Housemaster. Boarders who lose their room key will be charged for a complete replacement lock and as many keys as required for each boarder who shares that room.

## **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 PROCEDURE**

Permission can be requested for students to have personal computers. These requests should be made to Mr F Whata, Deputy Principal and require both parents and students to accept the conditions related to personal computer use. A form is available at the Hostel office.

## SCHOOL UNIFORM PRICE LIST

The Rotorua Boys' High School Uniform Shop will be open during term weekdays from 8.30am – 11.30 am, Monday, Tuesdays and Thursdays only. The Uniform Shop will be open fulltime for one week prior to the commencement of Term 1 and for two weeks after the start of the School year.

Polo shirts (Taupe)	\$ 30.00
Skivvy (Taupe)	\$ 30.00
Business shirts (Taupe) – Long sleeved	\$ 40.00
Business shirts (Taupe) – Short sleeved	\$ 35.00
Shorts (Navy)	\$ 40.00
Trousers (Navy)	\$ 50.00
P E t-shirts (white with monogram)	\$ 25.00
P E shorts (Red)	\$ 25.00
Rugby shorts	\$ 25.00
Ankle Socks (Navy) Pkt of 3	\$ 12.00
School Rugby Socks	\$ 15.00
School Blazer (Black with monogram)	\$135.00
Trousers (Black Microfibre)	\$ 55.00
Polar fleece (Navy with monogram)	\$ 70.00
School Nylon Jackets (with monogram)	\$ 70.00
Flexi Caps (Navy with monogram)	\$ 20.00
School Tie	\$ 25.00
School Scarf	\$ 25.00

(prices current as at 1 January 2009, subject to change without prior notice)

## CLOTHING AND UNIFORM LIST

All items are to be clearly named with printed tags or permanent marker.

### Uniform

(To be purchased from Rotorua Boys' High School Uniform Shop):

- ◆ 1 pair Long trousers (Navy)
- ◆ School Blazer (Black) – All Hostel Boarders are required to have a School Blazer
- ◆ School Polar Fleece Jacket (Navy)
- ◆ Business Shirt (long sleeved, taupe)
- ◆ Polo shirts (short sleeved, taupe)
- ◆ 2 pair Shorts (Navy) optional
- ◆ 1 pair Black lace-up shoes (polishable)
- ◆ 1 pair Sandals (black or brown) (only to be worn with school shorts)
- ◆ 2 pair School socks (Navy)
- ◆ School tie - All Hostel Boarders are required to have a School tie
- ◆ Leather belt, black

**Note:** There is no official summer or winter uniform; therefore students are permitted to wear trousers or shorts at any time of the year. Shorts must be worn with ankle socks.

## Physical education uniform

(to be purchased from Rotorua Boys' High School Uniform Shop):

- ◆ 1 pair PE shorts
- ◆ 2 each PE t-shirts

## Optional items

1 pair non-marking sport shoes and 1 pair sports socks

## General items

4 single sheets	2 pillow slips & a pillow	4 towels
2 face cloths	1 duvet inner & cover	1 toothbrush
1 lined bag for soiled linen	1 shower body wash 1 toilet bag	1 pair of slip-ons (no jandals)
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

### Note:

- ◆ 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!!**

## TAI MITCHELL HOSTEL RULES & CONVENTIONS

Our aim is the maintenance of high standards in 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 worn to breakfast and to and from school and until 4.00pm.
- ◆ 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 will not wear any jewellery.

- ◆ 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 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 4.45pm and Breakfast set up at 6.40am.

### Out of bounds areas

Hostel grounds 7.30am – 4.00pm  
 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 (Sky available) and video unit are available in each TV lounge. If the TV is on at 6.00pm the TV1 News will be the programme viewed. TV and video players are not allowed in boarders' rooms. 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 office 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.

## Laundry use

- ◆ All laundry powder is supplied.
- ◆ All boarders are expected to do their washing at a convenient time in the evening during their duty day or in the weekend.
- ◆ 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. Directions are in clear view of all boarders.
- ◆ The laundry will be opened for clearing of dry laundry only, before school next morning.

### **ALL CLOTHING ITEMS MUST BE NAMED!**

If you require name tags for your son, these can be acquired by contacting:

New Zealand Namemakers  
PO Box 2019  
WHAKATANE  
Ph/Fax 07 307 0920

## **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

We have a telephone for student use in each block. They are operated with a phone card. There is no priority for use of the telephone, but consideration of other boarders is required when making outgoing calls.

## Mobile phones

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

- ◆ Meals
- ◆ Duty
- ◆ Prep
- ◆ 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.

## Newspapers

The Rotorua Daily Post is delivered daily. These will be available each evening.

## 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.

### Private Cars

- ◆ Senior students may apply to the Housemaster for permission to drive private cars. They are not permitted to transport other boarders.
- ◆ Keys are to be left locked in the hostel office.
- ◆ Cars will be parked in the Rotorua Boys' High School student car park at the owner's risk.

### 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 and physiotherapist based at the School's Health and Wellness Centre.

### Dental

Parents should arrange, via their own dentist, ongoing dental care.

### Remember

Common sense, decency and good manners are the key qualities expected of all Tai Mitchell Hostel boarders at all times.

## DAILY ROUTINE

### Monday to Thursday

- 6.40am Wake up (by Duty Master), shower and organize daily requirements. Rooms must be maintained in a clean and tidy manner. Students are not permitted in the rooms during the normal school day. \*(Breakfast duties start 6.30am).
- 7.00am Room check and uniform check (shoes clean), then off to breakfast. Breakfast starts at 6.45am and ends at 7.30am.
- 8.00am Clean up and morning duties conclude. Lunch pick-up and departure for School.
- 3.15pm Extra curricular practices or sustained silent reading (SSR).
- 4.00pm Personal time.
- 5.30pm Dinner \*(Dinner duties start at 4.30pm and end at 6.15pm).
- 6.30pm Homework / Prep.
- 8.30pm Evening roll and room check (every night there will be a room and contents check).
- |           |   |  |
|-----------|---|--|
| Monday    | – | Key/Walls/Ceilings/Carpets/Windows/Curtains and Window latches               |
| Tuesday   | – | Furniture i.e. Chairs/Desks/Wardrobes/Doors/Jambs/ Latches and Strike Plates |
| Wednesday | – | Smoke Alarms/Study Lamps/Main Bulbs and Light Shades/Light Fittings          |
| Thursday  | – | Beds/Mattresses and Covers, and Linen/Personal items stored appropriately    |
- 8.40pm Personal time.
- 9.30pm Juniors in bed and lights out no later than 10.00pm.
- 10.00pm Seniors into their rooms.
- 10.30pm Lights out.

- ◆ Meals are compulsory. Dinners will only be saved when boarders are involved in School extra-curricular 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.

## HOSTEL MEALS

All hostel menus are approved by our consulting Dietician, Jeni Pearce.

## **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 evenings work requirements prior to commencing prep i.e. once prep time has started no toilet visits, 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 recognize 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 their rooms (there will be no exceptions).
- ◆ All boarders must have homework diaries checked and signed by the Duty Master each evening.
- ◆ 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.
- ◆ Boarders who fail to meet these requirements will lose the privilege of working in their own rooms.

## **BREAKFAST DUTIES**

### **Set-Up**

- ◆ Cereals taken out of pantry and put on servery. (Ensure a small cup is inside the containers so that it can be served easily).
- ◆ Butter and spreads taken out of pantry and out on servery.
- ◆ Milk taken out of chiller and put on servery.
- ◆ Toaster turned on and bread put out next to it.
- ◆ Jugs, glasses and drinks put out on all tables.
- ◆ Trolley to be left out by the servery with two buckets on it.
- ◆ One bucket is to be filled with hot soapy water for utensils and the other left empty so that all food scraps can be put in it.

### **Clean-Up**

- ◆ Clear and wipe all tables. (A bucket is to be carried round 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.
- ◆ Fill up drink containers.
- ◆ Empty and clean scrap bucket.
- ◆ Empty rubbish bins and replace plastic bag if required.
- ◆ Food scraps removed from all sinks and plug-holes.
- ◆ Sinks cleaned.
- ◆ Detergent and dishcloths to be put away.

### 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.
- ◆ Floor is to be swept.

### 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 Cook may ask for some assistance with serving. This could include either senior boys or boys directly from the duty groups.
- ◆ Dinner to be delivered to the off-duty Housemaster's residence.

### Clean-Up

- ◆ Clear and wipe all tables. A bucket is to be carried round 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.
- ◆ Collect all dishes from student kitchen and other areas within the Hostel.

- ◆ 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.
- ◆ Fill up drink containers.
- ◆ Empty and clean scrap bucket.
- ◆ Empty rubbish bins and replace plastic bag if required.
- ◆ Food scraps removed from all sinks and plugholes.
- ◆ Sinks cleaned.
- ◆ Detergent and dishcloths to be put away.
- ◆ Dirty and wet tea towels to be put in the sink in the laundry.

### 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.
- ◆ Ablution Blocks
- ◆ All rubbish placed into the appropriate bins.
- ◆ All bins emptied and plastic liners replaced if necessary.
- ◆ Soaps and shampoos picked up and put away tidily.

## LEAVE

### Day leave

- ◆ This will be granted by the Duty Master at his discretion. Students must meet their School and Hostel commitments before they take day leave.
- ◆ Leave is granted to a specific destination and students are expected to fill out the leave book and have this signed by duty staff before they depart.

- ◆ Leave is not to impact on Prep time.
- ◆ Leave is taken on TRUST with the expectation that students will:
- ◆ Go where they have indicated in the appropriate attire;
- ◆ Maintain a high standard of behaviour at their destination;
- ◆ Return at the agreed time.
- ◆ If this TRUST is broken, the privilege of leave will be lost.
- ◆ There will be no leave on the weekends until after lunch unless the boarded is involved in extra-curricular activities.

### **WEEKEND or OVERNIGHT LEAVE**

This can only be granted by the Housemaster, after permission has been sought from caregivers. This leave must be applied for by 8.00pm on Thursday evenings.

Students returning from weekend leave must be in residence between 6.00pm and 8.30pm Sunday evening or by 8.15am Monday morning.

### **Returning from weekend leave – meal procedure**

It is hostel procedure that no evening meal will be provided to those boarders returning from weekend leave. These boarders must make their own provision for the evening meal if they are returning prior to dinner time.

### **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 boarders whose parents have attended the Hostel Meeting for parents and boarders held at 1.00pm that afternoon in the Raukura Lounge and also for boarders who return from overseas prior to the evening meal. 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.
- ◆ Study lamps and 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

- ◆ All keys should be returned to the Duty Master. This return should be signed for by the Duty Master.
- ◆ All keys that have been lost will be replaced at the expense of the boarder who has lost them.

## 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 realize that their rooms could possibly be used during the school holiday breaks.

## DISCIPLINE

Respect and self-control are the cornerstones of behaviour at Tai Mitchell Hostel. For those who 'lapse' Black Marks are given.

Black Marks will be given for:

- ◆ Fighting
- ◆ Late for roll checks
- ◆ Not ready for room check
- ◆ Talking / disturbances in prep
- ◆ Inappropriate address to staff
- ◆ Wasting food
- ◆ Not doing or late for duties
- ◆ Untidy rooms
- ◆ Ball games / skateboarding or rollerblading inside
- ◆ Absent without leave
- ◆ Bad language
- ◆ Late return
- ◆ Wilful damage
- ◆ Failing to report damage
- ◆ Being in other rooms without permission
- ◆ Eating in rooms
- ◆ Disobedience or misconduct
- ◆ Being in out-of-bounds areas e.g. Kitchen, Staff areas, etc.
- ◆ Tampering with Hostel equipment – (Smoke Alarms, Fire Alarms, Fire Extinguishers)
- ◆ No signatures in homework diaries.

This list is a guide only. Seasonal difficulties occur from time to time and students are made fully aware of our expectations and the consequences of any violations.

One half-hour duty will be given for every black mark.

Parents are specifically asked to support the Hostel staff and not ask for special dispensations as this only serves to undermine the system which is in place for everyone's benefit.

Theft, bullying, smoking and the use of alcohol and drugs will not be tolerated. Tai Mitchell Hostel will follow School Policy for any breaches of this nature. 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 students.

## **DISCIPLINE PROCEDURES**

### **Grounding**

- ◆ Five "Black Marks" will constitute a boarder getting grounded for one week.
- ◆ These "Black Marks" can be given for any number of misdemeanors as the duty staff see fit, and recorded in the appropriate book along with reason, date and duty staff initials.
- ◆ If duty staff are questioned about "Black Marks" the reasons are to be given to the boarders.
- ◆ There is no weekend or overnight leave for boys with a combination of four or more black marks.

### **Once grounded**

- ◆ Boarders are to be back inside the hostel grounds no later than 4.30pm.
- ◆ They are to stay in School uniform until 9.00pm bedtime.
- ◆ No other activities apart from school based co-curricular activities will be permitted whilst grounded.
- ◆ Extra duties will be given as the duty staff sees fit.
- ◆ Parents must be notified by the Housemaster or duty staff depending on the time of grounding.
- ◆ Gating will automatically follow grounding with the accumulation of 6 black marks.

### **Gating**

- ◆ If a boarder is gated then the same procedure as in the case of Grounding is followed. (Same as above).
- ◆ The major difference occurs as the boarder has to report to the duty staff every 20 minutes and have his card signed.
- ◆ The boarder in question has to find the duty staff member and is totally responsible for this, i.e. at no time is the duty staff member required to search for the "Gated Individual".
- ◆ If any one of the check-in times is missed then another day will be added to the Gating. This continues for any other missed times.
- ◆ Gated students may not take weekend leave. They remain within the bounds of the hostel and may only take day leave to attend school or representative sports, or sensitive family occasions, e.g. bereavement.

- ◆ After a gating experience boarders will be expected to adhere strictly to all Tai Mitchell Hostel rules.

At every stage of hostel discipline parents will be notified.

- ◆ 5 black marks - grounded for one week
- ◆ 6 black marks - gated for one week
- ◆ 7 black marks - referred to Deputy Principal -

After which the boarder will return to the hostel on contract. This will be signed by Housemaster, parents, student and Deputy Principal. If the contract is broken, the student's place at Tai Mitchell Hostel will be very much in jeopardy.

## **DRUG PROCEDURE**

### **Marijuana**

1. One random drug test will be carried out every week for boarders at Tai Mitchell Hostel by the school nurse.
2. If a boarder returns a positive test then he will be immediately suspended from Tai Mitchell Hostel for a minimum of two weeks.
3. The suspended boarder will receive a letter of Final Warning from the Principal.
4. The suspended boarder will only be readmitted to Tai Mitchell Hostel after a:
  - a) Counselling session with Mr Hale
  - b) Clear drug test
  - c) Behaviour contract and final warning signed by student, parent/s and Principal
  - d) Other sanctions as determined by individual case
  - e) Parent interview with Principal or Board Chair
5. Another failed drug test or incident of serious misconduct and the boarder will be excluded from Tai Mitchell Hostel.

### **Alcohol**

1. If a boarder is under the influence of alcohol or has been drinking alcohol he will be immediately suspended from Tai Mitchell Hostel for two weeks.
2. The suspended boarder will receive a letter of Final Warning from the Principal.
3. The suspended boarder will only be readmitted to Tai Mitchell Hostel with a:
  - a) Counselling session with Mr Hale
  - b) Clear drug test
  - c) Behaviour contract and final warning signed by the student, parent/s and Principal
  - d) Other sanctions as determined by individual case
  - f) Parent interview with Principal or Board Chair

4. Another alcohol related incident or an incident of serious misconduct and the boarder will be excluded from Tai Mitchell Hostel.

## 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 me 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 Papaïouru 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.



## **ROTORUA BOYS' HIGH SCHOOL**

### **WELCOME TO 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

#### **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.