

# **Te Whare Whawhao o Te Aokapurangi**

Your Boarding Guide Handbook



### **CONTACT DETAILS**

ROTORUA GIRLS' HIGH SCHOOL

251 Old Taupo Road

ROTORUA

PHONE: 07 348 0156

WEBSITE: [www.rghs.school.nz](http://www.rghs.school.nz)

PRINCIPAL: principal@rghs.school.nz

TE WHARE WHAWHAO O TE AOKAPURANGI

Rotorua Girls' High School

463 Old Taupo Road Street (Physical Address)

ROTORUA

Email: hostel@rghs.school.nz

Hostel Cell Phone: 021 679 807

Rana Motu

Director of Boarding

Wai Morrison

Director of Hostel

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

Principal

Board of Trustees Members

Board Staff Trustee

Director of Boarding

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## **WELCOME TO TE WHARE WHAWHAO O TE AOKAPURANGI**

### **HOSTEL VISION**

The Rotorua Girls' 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 Girls' 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 is 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, whanau 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.

Te Whare Whawhao o te Aokapurangi will provide a safe, secure and positive environment that promotes excellence and achievement in all facets while maintaining a sense of pride in the best traditions and values of the school. Boarders will leave Rotorua Girls' High School successful, confident, positive, and enthusiastic in their readiness to make a valuable contribution to society and to fully realise their own potential.

### **INTRODUCTION**

Thank you for considering Rotorua Girls' High School and Te Whare Whawhao o te Aokapurangi, for your daughter's education. This handbook will provide you with all the information you need about the operation of Te Whare Whawhao o te Aokapurangi. Te Whare Whawhao o te Aokapurangi offers accommodation for up to 48 students.

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 team ship and team spirit
- Our boarders develop respect for others
- Our boarders take major steps on the path to womanhood
- Our boarders are provided with additional leadership opportunities

- Our boarders learn to break down the barriers between Year 9 and Year 13 girls 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 women.

Parents are welcome to view Te Whare Whawhao o te Aokapurangi and input is welcomed. If you would like to view Te Whare Whawhao o te Aokapurangi, or have any questions, please feel free to contact the school for an appointment.

## **PREPARATION FOR BOARDING AT TE WHARE WHAWHAO O TE AOKAPURANGI**

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 daughter can undertake simple housekeeping duties like:

- Set and clear a table
- Make a bed properly
- Keep their room tidy and clean
- Do laundry
- Sweep the floor
- Fold their own laundry
- Wash and dry dishes (when and where applicable)
- Accept responsibility and learn to work happily in a team situation
- Use manners when conversing with others
- Have a shower at least once a day and understand basic hygiene requirements. It's important that students shower as soon as possible after active activities.

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

## **2025 START AND END DATES**

It is expected that all taura will move in on start date so that we can go through the induction into the Te Whare Whawhao o Te Aokapurangi. This induction includes our returning taura because there will be changes.

**Start date:** Wednesday 29<sup>th</sup> January

**Where:** RGHS Hostel – Te Whare Whawhao o Te Aokapurangi

**Time:** 3.30pm – Whakatau, move in belongings, kai

**Kai:** 5.00pm

**Note:** No one will be onsite before 3pm

**Last day of kura:** TBC

## 2025 EXEAT DAYS

EXEAT days are a term commonly used in boarding schools to refer to specific days or weekends when it is mandatory to leave the hostel or campus site.

Parents and/or Caregivers are required to arrange transport for their daughter/s to leave for the weekend or the school holidays. Please note, staff will only be doing drop offs to bus stations the day of leave. Any earlier, Parents/Caregivers will need to make their own arrangements for their daughter/s. We require a weeks' notice of any bus tickets and pick-ups from the hostel. Note, there will be no hostel staff on duty during the EXEAT weekends and holidays, this includes the monitoring of the hostel phone.

***Please take your time to read the leave time and return time. Hostel staff will not be onsite after the leave time and before the return time.***

### **EXEAT dates:**

#### **Waitangi:**

- Leave: Wed 5th Feb @ 4pm
- Return: Sun 9th Feb @ 1pm
- Note: Student attendance will not be affected by their absence on Friday, 7<sup>th</sup> Feb

#### **School holidays (1):**

- Fri 11th Apr @ 4pm
- Sun 27th Apr @ 1pm

#### **King's Birthday:**

- Fri 30th May @ 4pm
- Mon 2nd May @ 4pm

#### **Matariki:**

- Leave: Thurs 19th Jun @ 4pm
- Return: Sun 22nd Jun @ 1pm

#### **School holidays (2):**

- Fri 27th Jun @ 4pm
- Sun 13th Jul @ 5pm

#### **School holidays (3):**

- Fri 19th Sept @ 4pm
- Sun 5th Oct @ 1pm

#### **Labour weekend:**

- Leave: Fri 24th Oct @ 4pm
- Return: Mon 27th Oct @ 4pm

#### **Last Day of Kura:**

- TBC

## HOSTEL FEES POLICY

Hostel fees need to be paid directly to:

Rotorua Girls' High School Office  
251 Old Taupo Road  
ROTORUA

or by direct credit as follows:

<b>Pay to:</b>	Rotorua Girls' High School
<b>Account number</b>	12-3155-0090200-07
<b>Bank:</b>	ASB BANK
<b>Branch:</b>	Tutanekai Street, ROTORUA

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

### Te Whare Whawhao o te Aokapurangi 2025 Fees Schedule

Dear Parents and Caregivers of Te Whare Whawhao o te Aokapurangi boarders.

The 2025 Te Whare Whawhao o te Aokapurangi Fee has been set by the Board of Trustees at \$14,500.00. The payment of the 2025 Te Whare Whawhao o te Aokapurangi Fee is to be arranged as follows:

2025 Hostel Fee	\$14,500
Administration Fee (non-refundable)	\$250
Building Levy (non-refundable)	\$250
Deposit (non-refundable) taken off term one fees	\$250

It is compulsory for all whānau/families to be on an **Automatic Payment Plan** that ensures that the 2025 Te Whare Whawhao Hostel fee is paid in full by **December 4th, 2025**. This is non-negotiable. Please note that any additional grants, scholarships, will go towards Term 4 fees.

For current boarders, all fees for 2024 must be paid in full before December 4<sup>th</sup> 2024 otherwise, their placement in the hostel may be affected.

The 2025 Te Whare Whawhao Hostel fees have been set as follows:

Term One	\$3753.00
Term Two	\$4003.00
Term Three	\$4003.00
Term Four	\$2491.00



The hostel fee is paid as follows:

A 5% discount is offered for full payment of the Annual Hostel fee on or before 31 January 2025.

The Procedure for collecting hostel fees:

1. Hostel fees account are sent monthly.
2. Directors will make contact about any late hostel fees.
3. First Letter sent home for any late hostel fees.
4. Second letter sent home for any late hostel fees.
5. Third letter sent home for any late hostel fees and followed up by a phone call.
6. 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.

Note: All overdue accounts will incur 10% interest

Note: All fees shown in the policy reflect the 2025 Te Whare Whawhao o te Aokapurangi Annual Fee of \$14,500.00.

## **INCIDENTAL EXPENSES**

Expenses such as stationery, clothes, bus money, sports fees etc, are paid directly by the girls, and to facilitate this all boarders are encouraged to have EFTPOS cards, so funds are available as and when needed.

## **HOSTEL REFUND PROCEDURE**

Parents are required to give one term's notice in writing of the withdrawal of their daughter from the hostel or a withdrawal fee of \$1000.00 will be applied. 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 \$250 administration fee for new applications, the \$250 deposit and the \$250 building levy are all non-refundable.

Te Whare Whawhao o te Aokapurangi 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 Director of Boarding.

## **PROPERTY DAMAGE PROCEDURE**

Any wilful damage to property at Te Whare Whawhao o te Aokapurangi will be charged to those boarders responsible. Parents will also be contacted by one of the Directors.

## **DAMAGE/LOSS OF PERSONAL EFFECTS PROCEDURE**

While staff and management of Te Whare Whawhao o te Aokapurangi 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**

All devices must be registered with the Residential Assistant upon arriving in the hostel at the start of each term/year. All cell phone numbers must be recorded and updated when necessary.

All computers/electronics equipment are turned in to the Residential Assistant on duty each evening at 8:30pm and locked in the hostel office. Boarders collect their computer/electronics equipment the following day before school.

It is the responsibility of the boarder to register their device and the Residential Assistants should not have to find the device.

If a boarder does not issue their device, then the device will be given to the Residential Assistant for a period of time. The boarder will still be given their device for school/prep each day but at no other times.

Year 12 and Year 13 boarders can keep all devices however, this is also at the discretion of the Residential Assistants if students are not complying with the hostel rules.

## **SCHOOL UNIFORM PRICE LIST**

- Please check with our uniform shop provider for current prices as changes may occur outside of receiving the handbook.
- The RGHS School uniform is sold at the New Zealand Uniform Shop, which is available online at [www.nzuniforms.com](http://www.nzuniforms.com). Samples are available to try on at the Rotorua Girls' High School Office. Footwear for our students during the summer terms of Term 1 & 4 are black Roman sandals.
- If you have any questions about this information or dates, please feel free to contact the school on 348 0156 or email at [iteruna@rghs.school.nz](mailto:iteruna@rghs.school.nz)

## CLOTHING AND UNIFORM LIST FOR BOARDING

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

<b>Bedroom (NO Electric Blankets)</b>	
2	Sheet sets with Pillow cases included
1	Duvet inner and cover
1	Pillow
4	Towels (including a swimming towel)
3 - 4	Face Cloths
1	Laundry Bag or basket
12 -15	Coat Hangers
Optional	Mattress Protector, Mattress Topper
<b>Clothing</b>	
<i><b>Full School Uniform (required before we start school)</b></i>	
2 - 3	White school shirts
1 - 2	School bottoms (trousers/skirt - students choice)
1 - 2	Jersey
1	Jacket
1	Roman Sandals - black
1	Black Shoes
4 - 5	Black socks (wearing with black shoes) or Black stockings
1	RGHS PE Kit - Blue shirt and blue shorts
<i><b>Casual Clothes</b></i>	
	Sufficient mufti clothing - no ripped clothing! (sweat shirts, t-shirts, jeans, sweat pants, shorts)
1	Jandals or sandals
1	Casual shoes
	Sufficient Underwear - bra's, undies
1	Hat (really important during Summer)
2	Pyjamas

1	Raincoat / Waterproof coat
1	Nice Tidy outfit for Hostel Outings
Optional	Thermals, beanie, gloves
<b>Sports Clothes</b>	
1 - 2	Swimsuits/bikinis must be full bottoms (rash vest optional)
1 - 2	Sports shoes - specific for the sport you play
1	Running shoes
2 - 2	Sports Bras
1	Drink Bottle
	Sufficient sports clothes for your specific sport
<b>Toiletries</b>	
	Hairbrush
	Shampoo / Conditioner
	Soap / Body Wash
	Face Wash
	Toothbrush and Toothpaste
	Face cream, body lotion, deodorant etc
<b>Optional items</b>	
1	Torch + Batteries / Headlamp
1	Hairdryer / Straightener
1	Organisers (please be mindful of room space)
1	Fan for the room
1	Morning Snack container (e.g. Sistema container)
1	Dressing gown
1	Shoe Rack

Note:

- The above items are considered essential, and parents are asked to ensure that the quantities are maintained throughout the period their daughter is at Te Whare Whawhao o te Aokapurangi
- Casual clothing may be worn during leisure time.
- Aerosol cans are NOT permitted in the hostel.

## RULES & CONVENTIONS

Our aim is the maintenance of high standards in dress, tidiness, punctuality, and behaviour. The reputation of Te Whare Whawhao o te Aokapurangi 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.
- 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

- 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, kitchen tidy, lounge tidy, etc.
- All duty group members must be present for SET UP and CLEAN UP
- Staff should not have to find you!!!!

### Kitchen Duty

- All group members must remain until the clean-up has been inspected by staff.
- You must be at dinner set up at 5.20pm at the latest.

### 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. The 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 Director of Boarding. The search is carried out by no less than two staff members.

### Out of bounds areas

- Hostel grounds 8.30am – 3.00pm
- Staff Residences and Other girls' rooms
- Staff Offices Chiller, Pantry and Storerooms
- Staff Car Parks
- Kitchen Facilities

No audible music is to be played after 8.30pm. Music via speakers are to be switched off when the room is unoccupied and must be at an acceptable level to all staff and boarders. Failure to observe these rules will result in equipment being confiscated.

### Television

A large television is available in the TV lounge area. All use of the television is at the Residential Assistants' discretion.

### Visitors

- All visitors must be signed in by the duty staff and must be entertained in the Common room and are not permitted to go into hostel rooms without the permission of a Residential Assistant on duty.
- Boarders are not permitted to have visitors in their rooms unless permission is granted (see point above)
- Unsupervised visiting is not allowed. Any boarder who suspects that a visitor is unsupervised should report this to the duty Residential Assistant immediately.

### Posters

Sticky velcro is to be used on Felt Boards in rooms. Hostel staff are within their rights to ask posters to be removed from being displayed if these are not appropriate.

### Laundry use

- Boarders supply all personal laundry detergent
- All boarders should be doing their washing when the laundry is available
- No dirty washing is to be left lying around
- If there is clean washing in the machine and you need to use it, put the washing in the dryer, not on the floor or on the side
- When clothes are dry, they are to be taken out of the dryer and put into your room
- If there is washing in the dryer and you need it, check to see if the clothes are dry. If not, turn the dryer on again and check again later. If yes, place the clothes in the common room laundry basket for them to collect later before using it.
- The Laundry closes at **8.30pm** each day and reopens at **6.30am**
- Please follow correct procedures when using the laundry machines. Directions are in clear view of all boarders

ALL CLOTHING ITEMS MUST BE NAMED!

## **COMMUNICATIONS**

- Mail  
Any correspondence for boarders should be addressed to:  
(Boarder's Name)  
C/- Te Whare Whawhao o te Aokapurangi  
Rotorua Girls' High School  
251 Old Taupo Road  
Rotorua 3010

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

### Hostel Cell phone

A hostel cell phone is always with a hostel staff member however please note, between the hours of **8.15am-3.05pm**, hostel staff will reply when they're available. Please, do not EXPECT Hostel Staff to reply immediately. One of the Duty Residential Assistant or Directors will have this cell phone on hand, and it is often transferred to other members of the team therefore, it is not the same person each time. The Hostel cell phone is listed previously. Please DO NOT message staff on their private numbers unless you have permission from them.

### Mobile phones

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

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

Failure to comply will result in confiscation of the phone. The phone will be returned at the Residential Assistants discretion. All Year 9, 10 and 11 boarders must register their cell phones at 8:30 pm each evening. Failure to do so may result in the phone being confiscated for a period of 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 Residential Assistants 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 off site medical attention. The Director of Boarding or other designated staff member will stay with the student until their treatment is completed. The Residential Assistant and parents/guardians of hostel students must be kept fully informed of the processes their daughters are going through with any illness/injury.

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

# MANAGEMENT OF ADMINISTRATION OF PARACETAMOL (PANADOL)

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

## Implementation:

1. Paracetamol will not be administered to students under 16 years without the verbal or written consent of family/caregivers/whanau.
2. Students over 16 years of age will be provided with a dose of Panadol as recommended on the packaging if it 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 reasons 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.

## Sick Boarders Procedure

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 isolation of boarders till parents/caregivers arrive

### Weekend:

1. The boarder presents herself to duty staff
2. Duty staff can issue Paracetamol
3. Communication is made with home and Director of Boarding
4. In extreme cases Lakes Prime Care 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 School's Health and Wellness Centre. Distribution of medication for students with special requirements can be arranged through the School Nurse or Hostel Director of Boarding.

## Dental

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

## TRAVEL

### Airport/Bus Pick Up/Drop Off

Some of the hostel staff are also Rotorua Girls' High School staff members. This is fantastic as it creates such a positive environment for our boarders and confirms the wrap-around support that our boarders need. However, some hostel staff have other mahi during the day. This does mean that during the hours of **8.15am till 3.05pm, Monday to Friday**, the Hostel Residential Assistants or Directors are either working or are in school teaching. As hostel staff we will do our absolute best to provide a safe pick up and drop off service for our boarders but this is not always possible. This includes weekends if the hostel students are offsite for hostel group activities.

**Please think carefully** when booking plane/bus times as it may mean that your daughter is unable to be dropped off or picked up at the exact time, in some cases not at all if all Hostel Residential Assistants are working. Please give the Hostel Residential Assistants at least one weeks' notice and if they're not available, this will give you more time to find an alternative way to get your daughter to their destination i.e. whānau in town, a taxi or Uber.

Remember if you sign your daughter out of the hostel it is your responsibility to return her to the hostel safely. Your consideration when booking plane/bus times would ensure your daughter returns to the hostel safely and before **8pm**.

### Transport from hostel to school and from school to the hostel - walking or van transportation

On days where the weather is fine, boarders will walk to school and return to the hostel along the designated route. Boarders must walk with at least with one other boarder. Boarders must arrive at school by **8:40am** and after school must return to the hostel by **4.00pm**. Attendance is taken in the morning at school via KAMAR and by Duty Staff upon returning to the hostel in the afternoon.

If not walking, boarders are transported to school and returned to the hostel in our hostel van. Boarders must remain seated at all times with their seatbelt fastened.

## 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 Girls' High School bike compound at the owner's risk.

## 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 of the land. The use of a motor vehicle while at Te Whare Whawhao o te Aokapurangi is permitted where the following procedures are observed:

### Procedures:

1. Students carry a Restricted or Full driver's licence. This licence must be presented to the Director of Boarding and kept on file.
2. Students on a Restricted driver's licence are not permitted to carry any passengers under any circumstances.
3. Use of student vehicles is prohibited during school hours unless a Residential Assistant grants permission.
4. Students who bring vehicles to the Hostel must park in the appropriate car park.
5. If any of these procedures are not observed, then the privilege of having a motor vehicle at the hostel will be reviewed.
6. Individual Transport contract completed and returned to Director of Boarding (Below)

### Individual Car Contracts Te Whare Whawhao o te Aokapurangi Hostel Policy:

Boarders who bring a motor vehicle to Te Whare Whawhao o te Aokapurangi 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 Te Whare Whawhao o te Aokapurangi 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 Te Whare Whawhao Hostel?

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When will you need your motor vehicle?

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Te Whare Whawhao o te Aokapurangi 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 Te Whare Whawhao o te Aokapurangi Hostel and whānau will need to organise transport.

Signed:

Boarder \_\_\_\_\_

Caregivers \_\_\_\_\_

Director of Boarding \_\_\_\_\_

*Remember:* Common sense, decency and good manners are the key qualities expected of all Te Whare Whawhao o te Aokapurangi boarders, at all times.

## DAILY ROUTINE

School Night	
BEFORE KURA	
6.25am	Hostel RAs are on duty
6.30am	All boarders woken and head to breakfast
7.30am	Breakfast closed
7.45am	Karakia, device issued
7.55am	Leave for kura or van run
AFTER KURA	
3.05pm	Tauira walk to hostel or van run
3.30pm	Afternoon tea available for boarders
3.30-5.30pm	Laundry, shower, free time
5.30pm	Dinner
6.15pm	Dinner duties
6.30-7.30pm	Study time
7.45pm	Supper, shower, bedtime prep.
8.30pm	Roll call and devices collected in
8.45pm	Prep for the next day, karakia whakamutunga
9.00pm	All tauira are in their rooms
9.00-10.00pm	RAs to monitor the halls

WEEKENDS	
8.00am	Hostel RAs are on duty
	No wake up call for students unless they have an activity or trip to attend
9.30am	Breakfast closed
12.30pm	Lunch
5.30pm	Dinner
6.15pm	Dinner duties
9.00pm	Roll call and devices collected in
9.30pm	All tauira are in their rooms
9.-10.00pm	RAs to monitor the halls

- Breakfast and Dinner are provided daily at the Hostel (except weekends). Lunch is provided at school.
- Dinners will be saved for students who are absent due to cultural, sports and school commitments
- Unless they have a signed note from the Hostel Director of Boarding, boarders are reminded that no one is allowed back to Te Whare Whawhao o te Aokapurangi for any reason before **3.00pm on any school day**. There are no RA's onsite during these hours.

## HOMEWORK AND STUDY TIME

- Study 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 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 Residential Assistant and Duty Seniors.
- All students will be required to remain in the study area (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.

## COMMON ROOM and DINNER DUTIES

### Set-Up

- Condiments put out on tables.
- The Chef may ask for some assistance with serving. This could include either senior girls or girls directly from the duty groups.

All students are placed in a duty group. These groups are changed every week. When a student's group is on duty **all** members are required to be there. The following applies where and when applicable.

- 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, sauce and condiments containers
- Empty any food scraps into the scrap bucket
- Empty rubbish bins and replace plastic bag if required
- Food scraps removed from all sinks and plug-holes
- Sinks cleaned
- Spray and wipe dinner tables and kitchen bench tops.
- Detergent and dishcloths to be put away
- Senior team will ensure that all duties are done to a satisfactory level prior to duties being completed
- The senior 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.

#### 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 free of rubbish.
- Lounge is to be left clean and tidy prior to bedtime and prior to departing for school.

#### Ablution Blocks

- All rubbish, including sanitary products, placed into the appropriate bins.
- Soaps and shampoos are not to be left in the showers, boarders must clean up after themselves.
- No dying of hair to take place

## LEAVE

**ORAH (Hostel App)** is used to apply for **all** types of Leave. Leave should be considered carefully when thinking about the impacts this will have on their achievement and attendance.

- Boarders must complete leave bookings in Orah with at least 48hrs in advanced.
- Boarders are to sign back in on their ORAH and notify staff they have returned to the Hostel.

### Town leave

- There will no longer be any compulsory town leave granted during the week.
- These will be granted mainly on the weekend, based on individual needs (personals, necessities etc), behaviour, academic progress and attendance.

### Weekend Leave - Orah (Hostel App)

- Caregivers must complete the Orah weekend leave form on the **Wednesday** evening prior to the intended weekend leave. Please remember to request a meal upon return if required
- Boarders must leave after school on the Friday and return to the hostel on Sunday evening no later than **8.00 pm**. Boarders may return on the Monday morning with prior arrangement and **MUST** be back no later than **7:30am** at the hostel or be taken straight to school
- “Weekend afternoon Leave” Boarders are to sign out after lunch and their rooms must be cleaned and sighted by duty staff. Boarders are to return by **8pm** unless special arrangements are made with the duty Resident Assistant
- Boarders/Caregivers if returning to Te Whare Whawhao o te Aokapurangi via public transport (Intercity bus etc) must return at a reasonable time. This time must be conversed and agreed upon with Duty Residential Assistant 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 Procedures

At the time of placing weekend leave in ORAH it is important that a request is made for a meal to be available upon a boarders’ return to the hostel. Simply for catering purposes. If no request is made it is hostel procedure that the Sunday meal will be provided to the boarders who have stayed in the hostel over the weekend unless told otherwise. Boarders who have been home for the weekend should be returned after Sunday dinner time, **8pm (at the latest)** and have eaten prior to returning. If returned early caregivers must understand if no request was made for a meal upon returning then an invitation will be made to eat after weekend boarders have been served.

### Returning from holiday/EXEAT – meal procedure

“Leave is a privilege not a right”.

## END OF TERM LEAVING PROCEDURE

The following procedures are to be completed by the boarders prior to their departure from Te Whare Whawhao o te Aokapurangi at the end of each term.

### Room inspection

- Rooms to be inspected for tidiness and damage.
- Beds are to be stripped, sheets put out, drawers 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.

- Boarders may leave their bed box in storage during term time holiday periods only. At the end of the year, ALL of the boarder's items must be removed from the room. RGHS will not be liable for any loss, theft, or damage to belongings left in the hostel. The school advises residents to secure valuables or avoid leaving them behind, as it assumes no responsibility for unattended items.

Return dates – see EXEAT dates

## EMERGENCY POLICY

### 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 Residential Assistant then you are the Fire Warden for your block
- If safe to do so, quickly locate the fire warden vest from the Hostel Residential Assistants office
- Ensure the block is clear and all boarders are assembled at the car park assembly point.
- 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

- If fire or evidence of a fire discovered follow above procedure
- If you are warned of a Fire
- Ensure boarders are following evacuation procedure

At all times, safety of Te Whare Whawhao o te Aokapurangi Boarders is paramount and every care should be taken to ensure they are safe and accounted for. Temporary accommodation and meals are available at Rotorua Girls High School.

### 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 the situation 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 Residential Assistant then move to the assembly point at the school soccer field. Follow emergency procedures.

#### 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 TV lounge area.
- If appropriate then ring 111 emergency and inform other staff.
- At all times the intruder or suspicious person must be deemed unapproachable.

## DISCIPLINE

This includes but is not limited to. These are addressed on a case by case basis:

- General tardiness (roll call/room check/dinner etc)
- Inappropriate address to staff (minor)
- Inappropriate address to hostel seniors
- 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 e.g., toilet, sickness
- Absent without leave approval
- 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
- Inappropriate address to staff
- Disobedience or misconduct (repeated)
- Consistent dishonest behaviour in action or verbal
- Misappropriation of leave
- Fight with another boarder
- Gross misconduct (bullying, theft, smoking, drugs etc)
- Upon returning from stand down or suspension period (if deemed necessary by Te Whare Whawhao o te Aokapurangi Hostel Discipline Committee)

Follow ups may include:

- Pending the severity of actions, the follow up to Parents/Caregivers will be notified via one of the following:
  - A text messages
  - A phone calls
  - An email

NB: Te Whare Whawhao o te Aokapurangi 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 Te Whare Whawhao o te Aokapurangi will be reviewed by the Te Whare Whawhao o te Aokapurangi Disciplinary Committee ("Disciplinary Committee").

Where necessary boarders may be confined to their rooms until all areas of the Hostel are deemed staff. Staff supervision will be in place for this.

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 Director of Hostel 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 Director of Hostel of the allegations/behavioural concerns and if asked to remove their daughter from Te Whare Whawhao o te Aokapurangi 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 Girls 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 Te Whare Whawhao o te Aokapurangi Hostel and any other matters which may be relevant to the boarder maintaining her place at Te Whare Whawhao o te Aokapurangi.

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 daughter 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 deciding about the boarder's place at Te Whare Whawhao o te Aokapurangi Hostel.

The Disciplinary Committee may resolve to return the boarder to Te Whare Whawhao o te Aokapurangi Hostel unconditionally, return the boarder on such reasonable conditions as the Committee thinks fit or exclude the boarder from Te Whare Whawhao o te Aokapurangi, either permanently or for such period as is considered appropriate.

## **ANTI-BULLYING POLICY AND 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
- Older boarder who feels it is their right "It happened to me"

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

- Anger, tears,
- Depression, Low Self Esteem
- Headaches, Stomach aches
- Bed Wetting, 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

Te Whare Whawhao o te Aokapurangi Procedure

Bullying, in any form, is not tolerated in Te Whare Whawhao o te Aokapurangi. 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 Te Whare Whawhao o te Aokapurangi 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 taken away from a point of contact where they feel safe or are showing symptoms of bullying.

The following guidelines will help:

Te Whare Whawhao o te Aokapurangi 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 the 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. The Director of Boarding will pass on the details to Rotorua Girls 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 the Director of Boarding and Rotorua Girls 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 herself stood down as per Te Whare Whawhao o te Aokapurangi Hostel Gross Misconduct Policy. Follow up meetings with the school guidance team will be organised and parents to be contacted immediately.

At all times, the safety of the boarders is 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 Te Whare Whawhao o te Aokapurangi. Each incident will be treated individually.

## **DRUG AND ALCOHOL POLICY**

### **Rationale**

Te Whare Whawhao o te Aokapurangi 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 women; 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 Te Whare Whawhao o te Aokapurangi 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 Resident assistant.

### **Procedure**

The procedure for alcohol and/or drug testing is set out in the Drug and Alcohol Testing Procedure 2010. As a condition of boarding at Te Whare Whawhao o te Aokapurangi, 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 Te Whare Whawhao o te Aokapurangi will be reviewed by the Te Whare Whawhao o te

Aokapurangi 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 re-admission. These conditions may include:
  - direction to counselling sessions
  - clear drug and/or alcohol test
  - agreeing to a behaviour contract
  - accepting a final warning or similar sanction
2. Suspension and referral to the Te Whare Whawhao o te Aokapurangi 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 Hostel Director of Boarding 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 Director of Boarding.

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 Hostel Director of Boarding, 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 Te Whare Whawhao o te Aokapurangi 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 Te Whare Whawhao o te Aokapurangi.

If you are on a final warning however and you are found to have drugs in your system, exclusion from Te Whare Whawhao o te Aokapurangi will result.

## SEARCH AND SEIZURE POLICY

### 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 Hostel Director of Boarding 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 the Directors 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 Hostel Director of Boarding may retain the item pending an appropriate enquiry and/or disciplinary process.

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

1. The student will be asked to go to the office of the Hostel Director of Boarding/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 her pockets, or to open her bag(s) or locker for inspection. If the student maintains that she 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 Te Whare Whawhao o te Aokapurangi 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.

## **DRUG TESTING AND SEARCH CONSENT FORM**

### **Rationale**

Te Whare Whawhao o te Aokapurangi 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 women, marijuana and other illicit drug use is incompatible with a hostel environment and a student's personal growth, learning and advancement.

### **Procedure**

Your daughter 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 Te Whare Whawhao o te Aokapurangi, the request for a urine or saliva sample or a breath alcohol test may be undertaken either randomly (as determined by the Deputy Principal/Hostel 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 test in either situation is the same.

The drug and/or alcohol tests are carried out by the school nurse and assisted by senior staff. These are carried out in accordance with the Drug and Alcohol Testing Procedure 2010 as outlined previously.

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 if it is positive.

The Deputy Principal/Hostel Director of Boarding 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.

## **Complaint Policy**

Complaints about non-compliance with Education (Hostels) Regulations or conditions of the Licence obtained under the Regulations should be put in writing to the Principal or the Chairperson of the Rotorua Girls' High School Trust Board.

### **PROCEDURE FOR RESOLVING COMPLAINTS**

#### **1. Within five working days:**

The Trust Board Chair or delegate representing the Trust Board will:

- Send an acknowledgment letter of receipt to the complainant
- Inform the complainant of any relevant internal complaint procedures
- Send a copy of all information held by Rotorua Girls' High School that is or may be relevant to the complaint
- Decide whether the complaint is justified in accordance with regulation 69 of the Education (Hostels) Regulations 2005.

#### **2. Within ten working days after acknowledging receipt of the complaint:**

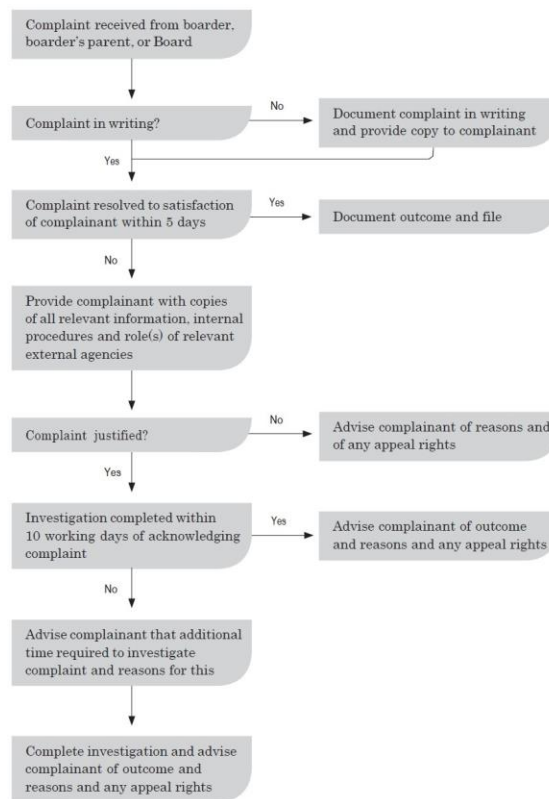
The Trust Board or the person representing the Trust Board will:

- Decide that the complaint is or is not justified, or
- Decide that additional time is needed to investigate the complaint. In this case the Trust Board Chair must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the Trust Board must inform the complainant as soon as practicable of the fact and reasons for the determination, and that the Trust Board is required to decide as soon as practicable whether the complaint is justified.

#### **3. After deciding:**

The Trust Board must inform the complainant of:

- The reason for the decision, that the complaint is justified or not;
- Any actions the Trust Board proposes to take;
- Any procedure the Trust Board has in place to enable consideration of an appeal by the complainant against the Trust Board's decision on the complaint;
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.



## TE WHARE WHAWHAO O TE AOKAPURANGI PASTORAL CARE PLAN

Pastoral Care for all Te Whare Whawhao o te Aokapurangi Boarders occurs on a daily basis, individually and collectively.

1. Morning briefing following breakfast.
2. Evening briefing following dinner.
3. Nightly meetings with Residential Assistants on duty.
4. Weekend meetings for those boarders who reside for the weekend at the beginning of each mealtime.
5. Term meetings held at the beginning of each term for all parents and caregivers via Zoom.
6. Individual Residential Assistants meet with their duty groups on their day of duty.
7. Fortnightly Residential Assistants 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 recorded. A comprehensive orientation programme for all boarders is in place at the beginning of each year.
8. Introductions and meetings with key staff at the school, hostel and community, namely the Principal, School Guidance Counsellor, School Nurse, Director of Leadership, Hostel Director of Boarding, Residential Assistants, Housekeeping Staff, Kitchen Staff, Senior Staff, Year Level Deans, Subject Teachers and the Police.
9. Specialised Individual counselling also provided and arranged on a case-by-case basis through the school's Guidance Counsellor following a referral from Hostel Staff.
10. Te Whare Whawhao o te Aokapurangi Boarding Scholars have two individual meetings with their Pou Manaaki / Pastoral Support, per year to firstly set Annual Goals and secondly to review the year. A record of this meeting is kept and filed.
11. All other Boarders set goals and undertake a year review with a Hostel Staff member.
12. The Hostel Director of Boarding office is open to all boarders from 8.00am to 4.30pm on school days. Boarders are encouraged to meet with the Hostel Director of Boarding to voice any difficulties they may be experiencing within the school and hostel environment. The Hostel Director of Boarding is responsible for medical attention that is required off site and will arrange the boarders 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.

## THE STORY OF TE WHARE WHAWHAO O TE AOKAPURANGI

The hostel name "Te Whare Whawhao" comes from the Te Arawa expression "Anō te whare whawhao o Te Aokapurangi" which at its most basic means "the brim full house of Te Aokapurangi". This expression recognises the bravery and ingenuity of this heroic ancestress Te Aokapurangi when she called the people into the assembly house as a safe haven for their utmost well-being. "Te Whare Whawhao" is therefore a place where students can feel safe and secure as they progress on their educational journey with Te Kura o Rautāwhiri.

Te Aokapurangi was born probably in the late eighteenth century. One of her parents was Parepūwhenua and the other possibly Te Whangongo. Descended from Tamatekapua of Te Arawa canoe and from Hoturoa of the Tainui canoe, she was a woman of mana, who belonged to Ngāti Rangiwehi and Tapuika hapū. Her

two brothers, Te Kohuru and Te Waro, were considered to be most sacred tohunga. Te Aokapurangi first husband was Rauru of Tapuika. They had two sons: the elder was Tarakawateipu, whose son Takaanui Tarakawa left a record of her life; the younger son was Te Hihiko, later baptised Hōne.

In 1818 Te Aokapurangi was captured by Hauraki, the Ngāpuhi leader who had gone with Te Morenga on an expedition of vengeance to the Bay of Plenty and East Cape districts. Brought back to the Bay of Islands by Hauraki, she became one of his wives. They had a child, who was accidentally burned, and the incident is remembered by Hauraki taking an additional name, Te Wera (the burning).

Te Aokapurangi became involved further in Ngāpuhi warfare. In 1822 a number of Ngāpuhi, led by Te Pae-o-te-rangi, had been killed by Tūhourangi people on Motutawa (the island in Rotokākahi), and some of the fugitives had been killed at Ōhinemutu by Ngāti Whakaue. In February 1823 a great war expedition set off from the Bay of Islands to avenge these deaths. Te Aokapurangi went with them.

At Tauranga they heard that many Te Arawa had withdrawn to Mokoia Island, and to reach there they decided to proceed inland from Waihi along the Pongakawa river valley. Te Aokapurangi told Te Wera Hauraki that she was concerned for the safety of her Ngāti Awa relatives who were living in this valley. He allowed her to address Ngāpuhi leaders, and Te Koki agreed that his quarrel was only with Tūhourangi and Ngāti Whakaue who had killed his nephew Te Pae-o-te-rangi.

At Rotorua Te Wera asked his wife what they were to do about her Te Arawa relatives, and again permitted her to address Ngāpuhi. Again, she reminded them that those responsible for the death of Te Pae-o-te-rangi did not include her own people, Ngāti Rangiwewehi and Tapuika. Once again Te Koki agreed that his quarrel was only with Tūhourangi and Ngāti Whakaue. Others agreed and Te Wera sent Te Aokapurangi with Taku, another of his wives, to Mokoia Island.

When their canoe came close, Te Aokapurangi was recognised and given permission to speak by her kinsman Hikairo, a Ngāti Rangiwewehi leader. Calling from the canoe, she proposed that her relatives should go to a separate place, where they would be safe from Ngāpuhi. But Hikairo, although pleased by Ngāpuhi's consideration, refused to abandon his other Te Arawa kin.

Te Aokapurangi returned and told Ngāpuhi that if she was to save her kinsfolk, she would need to be present at the battle. This was agreed to, but Hongi Hika decreed that Ngāpuhi would spare only those who passed between Te Aokapurangi's thighs. Next day the attack was launched at Mokoia.

As soon as she had landed on the island she hurried to the house, Tamatekapua, and stood on the roof astride the ridgepole, calling for her people to save themselves. They crammed the house, and Ngāpuhi allowed them to enter it and respected it as a place of refuge. This is the origin of the saying, well known to Te Arawa and used when many crowd together in a house: 'Anō ko te whare whawhao a Te Aokapurangi' (How like the crowded house of Te Aokapurangi).

Among those who escaped from the island were Te Aokapurangi close kin, Hikairo, Te Waro and Te Hihiko. They returned to the island in the night and joined the other survivors in Tamatekapua. The next day peace was made by Te Wera Hauraki and Ngāpuhi, both with the survivors and with the rest of Te Arawa. Ngāpuhi were persuaded not to take the conquered land for themselves, and not to pursue the fugitives. A permanent peace was established; Te Aokapurangi had played an important part in bringing this about.

With her husband and her two sons she travelled on to the East Coast where Te Wera established himself at Nukutaurua on the Māhia peninsula. The ally and protector of various tribes, he was assisted in his many battles by Te Aokapurangi's sons. Little is known of her later life, however; not even her death is recorded. But after her death her grand-daughter, Rangiawahia, composed a famous lament for her.