

Otago Boys' School House



A guide to life as a boarder at
Otago Boys' High School

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1. Introduction

“Making a home away from home for your boys”

Otago Boys’ School house has provided a home to boys from the Otago region and further afield since 1871. Being part of our boarding community will provide your son not only with the support to achieve academically, but to gain great social skills as well, learning how to function effectively in the community, to get along with others and to practice respect, courtesy and co-operation.

In my role as hostel manager, I will create an environment where your son will feel at home and can excel. Respect and politeness with positive reinforcement along with a compassionate discipline structure will provide the backbone to hostel life, while social events and extracurricular activities and will provide a gratifying, stimulating atmosphere.

Your son will emerge from School House as a polite young man of integrity and character, inspired academically, socially and physically, prepared to face the next chapter of his life.

Paul Vlietstra – Hostel Manager



2. Health and Welfare

Janis the Matron is responsible for treating and monitoring the health of the boys in the Hostel. All medical treatment must be carried out with the knowledge of Matron, who will notify parents in the event of hospital treatment being necessary, and on other appropriate occasions.

The van is available to transport boys when necessary to the Maori Hill Medical Centre. Physiotherapy is available through Roslyn Physiotherapy.

The cost of doctors’ visits and prescription expenses must be paid for by the parents on their son's hostel account.



Janis Shaw - Matron

2. Values

School house expects residents to abide by the values of Otago Boys' High School

OBHS Vision Statement	
	Boys reaching their potential in life and learning.
VALUES	
Respect Manaaki	<i>For ourselves, for others, the environment and the traditions of the school.</i>
Fairness Pono	<i>Acting justly and compassionately to achieve equity.</i>
Integrity Ngakau Tapatahi	<i>Being honest, trustworthy, responsible and accountable for their actions and decisions.</i>
Excellence Hiranga	<i>Persevering to reach our personal best.</i>

4. Staff

Manager	Mr. Paul Vlietstra
Matron	Ms. Janis Shaw
Senior House Master	Mr. Pita Sinamoni
Maintenance Supervisor	Mr. Matt Stewart
Kitchen Supervisor	Mrs. Magda Marx
Laundry Supervisor	Mrs. Judy Buckman

The kitchen, laundry, maintenance and cleaning staff are all part of the team involved with the Management and House Masters in creating the best possible environment for the boys living away from home. All hostel staff are to be treated in a polite manner by all boys at all times and the boys can expect the same treatment in return.



Day Staff



House Masters

5. Hostel Life

Living in a hostel environment will make an enormously valuable contribution to your sons' development as a young man. His communication, personal and team work skills will be tested, and his independence will flourish. We encourage all boys to make the most of the opportunities offered at School House. Responsibilities and roles will change as your son progresses through the year levels. For example:

Year 9 - Fatigues/duties

Year 9's are required to complete number a duties to contribute to the running of the hostel, such as clearing and wiping tables, clearing snacks and helping serve if required
To help prepare your son for life at the hostel, please make sure he can:

- Make a bed
- Clear and wipe down dining room tables
- Fold clothes and sort laundry
- Maintain personal hygiene and shave if required
- Manage his time
- Keep his personal area tidy
- Cooperate and get along with others

Year 10 and 11

Important years at the hostel with helping the new boys to feel at home and for year 11 boys, NCEA

- Care of hostel grounds and making sure vans are clean and tidy. (Year 10)
- Toastmasters Public Speaking Course, to help prepare and create the needed confidence for our year 12 & 13 as leaders of the hostel. (Year 10 and 11)

Year 12 and 13 - Student Leadership

Opportunities will arise in senior years to take a leadership role within the hostel

- Professionally run year 12 & 13 leadership courses (Richard Joseph Associates)
- Peer Support for new entrants to the hostel (Year 13)
- Prefects (year 13)
- Dorm monitors (year 12 & 13)
- Leading and Organising, Mitchell Cup activities (Year 12 & 13)
- Toastmasters courses for all hostel boys



6. Facilities

School House is situated in the quiet residential suburb of Roslyn, approximately 5 minutes' walk to the school grounds. Built on this site in 1974 after moving from Stuart Street. The complex consists of four freestanding dormitories, a recreation wing, prep rooms and a dining room/kitchen/laundry/administration block as well as Masters and Matron Accommodation.



Dormitories

The boys' accommodation consists of four dormitories.

- *Hawthorne* - Home to the year 9 and 10's, boys sleep in an open plan arrangement of two boys to a cubicle, with two Dorm Monitors (year 13 students) in private single rooms on each floor it has shared bathroom facilities, plus a small night time bathroom.
- *Thomson* - Home to year 10 and year 11 boys, has the same layout as Hawthorne
- *Campbell* - Home to year 11 and 12 boys. Renovated in 2010, Campbell dormitory sleeps boys in rooms of two or three and has separate bathrooms rather than a communal ablutions block.
- *Nicholson* - Year 13, has 15 private single rooms along with a bunk room, with study desks provided, common room with small kitchen, dining and lounge area plus a separate games room area and Sky TV.

Recreation Wing

The games room is available to all year levels, and is situated centrally to the dorms. This consists of table tennis, pool and foosball tables. The connecting projector room has tiered seating and a large projector screen for screening movies or sports games on SKY TV or DVD.

Dining hall

Breakfast and dinner are served in the communal Dining Hall on weekdays, and lunch in the weekend. The dining hall is of sufficient size to hold all boys and staff while we eat as a community. The Dining Hall is also used for prep for year 9 and 10 boys.

Prep Rooms

Specific year groups study to complete their homework in their respective areas. At Prep time (6:45pm-8:15pm Monday-Thursday) each room is supervised by a housemaster, year 13 prefect, or tutor.

Sports grounds

School house has access to the school gymnasium and sports ground, including Littlebourne Park, Roberts Park and very close to Moana Pool, these grounds are often used for games of touch or other activities during the weekends.

Laundry

The laundry staff launder all the boys' clothes. Boys are responsible for placing dirty clothes in the specific bins prior to 8am each morning

7. Daily routine

Weekdays

7.15am	Wake up Music/Alarm
7.20am	Masters walk through wake up
7.30am	2 nd Masters walk through dorms
7:50am	Out of Dorms to Breakfast
8.40am	Leave for school
12.40pm	Lunch (at school)
3.20pm	School ends
3.30-6:00pm	Afterschool activities/free time
6:00pm	Dinner and evening announcements
6:45-8.15pm	Prep
8.20pm	Supper
9.15pm	Bed year 9 lights out
9.30pm	Bed year 10 lights out
9.45pm	Bed year 11 lights out
10.15pm	Bed year 12 lights out
10.30pm	Bed year 13 lights out

***Friday**

5.30pm	Dinner
6pm	Movies/game/free time
9.45pm	Bed year 9 lights out
10.00pm	Bed year 10 lights out
10.15pm	Bed year 11 lights out
10.30pm	Bed year 12 lights out
11pm	Bed year 13 lights out

Weekends

Saturday

8-9am	Breakfast
10am	Saturday sports
11-12:30pm	Lunch (At Hostel) Free time/activities
5.30pm	Dinner
6pm	Movies/Outings/Leave
9.45pm	Bed year 9 lights out
10.00pm	Bed year 10 lights out
10.15pm	Bed year 11 lights out
10.30pm	Bed year 12 lights out
11.00pm	Bed year 13 lights out

Sunday

11am	Brunch
Free Time	Activities, Touch, Town
3pm	Afternoon tea
5.30pm	Dinner
6.30pm	Hostel clean up
7-8pm	Prep/Quiet time
9.15pm	Bed year 9 lights out
9.30pm	Bed year 10 lights out
9.45pm	Bed year 11 lights out
10.15pm	Bed year 12 lights out
10.30pm	Bed year 13 lights out

Weekend curfews

On Friday and Saturday nights, all boys must be signed into the hostel grounds by the following times.

Year 9	9.15pm
Year 10	9.30pm
Year 11	9.45pm
Year 12	10.30pm
Year 13	11.00pm

During the week (Sunday – Thursday) the boys have earlier Curfew times.

Year 9	6:00pm
Year 10	8:30pm
Year 11	9.30pm
Year 12	10.00pm
Year 13	10.30pm

8. Prep

Prep, or study time is an important part of the boys' daily routine. Boys are expected to work quietly on set homework for 90 minutes Monday to Thursday, and 60 minutes on Sunday.

- Years 9-12 have set prep areas, while year 13 study independently in their rooms unless they are on their rostered prep duty where they will be helping the year 9 & 10 boys
- If set homework is finished in this time, boys are expected to either revise, or read a book.
- Wireless internet access is available for all students to use. This use is restricted to school work during prep.

Prep is supervised by the housemasters and year 13 prefects, who are also able to tutor and assist students with their homework. Further to that, a senior teacher is also available to help boys with their homework and study during prep time.



9. Mitchell Cup

Mitchell Cup is the hostel inter-house competition. Boys are split into four houses (Nicholson, Thomson, Campbell and Hawthorne) and compete in events throughout the year to gain points toward the Mitchell Cup. Each house is led by the year 13's, and events are organised by the house masters. Events include:

- Cultural evening

Each house comes up with a Skit, a Musical, and performs the School Haka in front of fellow students and parents at the end of term one. This is one of the many highlights of the hostel year.

- Touch rugby competition
- Table Tennis tournament
- Pit Cricket Event
- Cross Country
- Quiz Night



10. Activities

Your son is encouraged to make the most of the multitude of extracurricular activities available through Otago Boys High School. Additional activities are also available through the hostel.

- Sport/Cultural
Most boys do and are encouraged to take part in a school sport, usually having 1-2 after school practices per week and games on Saturdays. Housemasters assist with vans rides to help get boys to and from practices and games. A room with a piano is available for music practice.
- Pool shouts/ games
Housemasters can organise to take boys to Moana pool for a swim/waterslide, or run games of touch, basketball, football at the school fields or gym, or table tennis or pool tournaments in the games room
- Movie outings
Held on some Friday and Saturday nights, boys can get a discounted rate, and are supervised and transported to and home from movie theatre by the duty housemaster.
- Stadium trips
We arrange a bus to take boys to and from the stadium when a game of interest is on. Housemasters will supervise this outing.
- Projector room
Movies or sports games are shown in the projector room with tiered seating to provide a "live" experience



11. Leave Policy

While your son is a resident of the hostel, he is under our guardianship. With a hostel of 150 boys, it can be a challenge to know where every boy is at all times. It is with your sons safety in mind our leave policies have been implemented. We need your support and communication with this – particularly regarding weekend leave.

Daily Leave

- Boys must “sign out” as they leave via the main office of the hostel. They must state what time they leave, and where they are going using the touch screen in the foyer.
- On return to the hostel, boys must sign in also using the touch screen in the foyer.
- Year group curfews must be adhered to (see daily routines, page 7).
- Boys staying at the hostel for the weekend may take daily leave to attend sports games, visit friends or family, or go to town or Roslyn. They must obtain permission from the duty housemaster, and then sign out stating where they are going and what time they have left. Boys must return for meal times.
- Daily leave is a privilege that can be withdrawn

Weekend, Overnight and Late Leave

- When your boy arrives at the hostel he will be given an e-mail address and a login for our leave system. After he has registered you will also be sent a registration request.
- Boys or parents apply for weekend leave, using the *Boardingware Leave System*. They must state where they are going, when they are leaving, when they will be returning and contact details for the place they are staying. This must be completed by as early as possible before your boy leaves the hostel, as this allows us to get correct numbers for meals etc.
- The leave is approved by a staff member after permission from the parents has been granted via the leave system that parents also have access to either via direct internet login or via e-mail notification.
- No leave will be granted by phone calls voice mail, txt or email. It must be done via the leave system as this is the central location for any and all leave communication. You may pick your son up from the hostel if you come into the hostel in person, but you must still inform a staff member on duty that you are taking him so that he can be signed out in the correct manner.

12. Disciplinary Systems

- Our disciplinary systems are designed to be simple, practical, manageable and transparent. It is essential that the procedures surrounding disciplinary action are clear to all parties involved (i.e. hostel masters, the boys, parents, management), and are implemented ***fairly and consistently***.
- Ultimately, stages of discipline should act as a **deterrent** for misbehaviour, rather than a solution.
- We also believe in giving **positive reinforcement** to acknowledge accomplishments and good behaviour. This is done in various ways, including year group ‘shouts’ and prizes/awards.
- Parents will be notified at **every** stage of hostel discipline. There are **3 key stages**:
 - ✓ 1. **Minor Offences – the ‘Black Dot’ → Detention system**
 - ✓ 2. **Major Offences – Gating system**
 - ✓ 3. **Disciplinary Review – referred to Rector and/or the Disciplinary Committee**

1. MINOR OFFENCES – THE ‘BLACK DOT’ → DETENTION SYSTEM

Respect, self-control and accountability are cornerstones for behaviour at OBHS hostel. For those who ‘lapse’, **Black Dots** are given. Students will be made fully aware of hostel staff expectations and the consequences of any violations. As a guide, **Black Dots** may be given for reasons outlined in *Table 1*.

Table 1. A guideline to some of the minor offences worthy of a ‘**Black Dot**’.

Late for roll-call/room checks	Breach of prep rules, Late for prep
Late for or absent from meals	Unexplained absence from prep – 2 Black Dots
Uniform discrepancies	Untidy rooms
Inappropriate address or disrespect to staff	Not signing in/out and/or late return for daily leave
Not doing or late for duties	Being out of bounds (e.g. Kitchen, Staff areas etc)
Foul language	Playing with balls or skating inside
Disobedience or misconduct	Borrowing of personal items
Being in other year groups rooms without permission	Talking after lights out
Not ready for or not in bed by lights out time	Abuse of van ride privileges
Removal of food from the dining room	Not abiding by the hostel rules

- A weekly list of offending boys will be recorded on a whiteboard in the Masters office, along with their number of **Blacks Dots** (for example see *Table 2*).
- **One Black dot** should be considered a **warning** to the boy. **Two Black Dots** will constitute the boy attending a ‘**detention/duties session**’ with the Manager (or Senior Master) after school on a **Monday from 4pm – 5:20pm**. This will take priority over any other activities the boy has planned.
- **Black Dots** can be given for any number of minor misdemeanours as the duty Master sees fit. Reasons for the **Black Dot** are recorded and initialled by the Duty Master in the staff daily diary.
- Following the Managers ‘**detention/duties session**’ the weekly list is **cleared for the new week** providing boys with a ‘clean slate’, however, those boys that received a detention will be documented in the hostel discipline system for future reference, and reported to their parents.

Table 2. Example weekly list of boys with **Black Dots** – this list is cleared following the Monday detention.

NAME	BLACK DOTS	DETENTION?
<i>Charles Allan</i>	•	
<i>Tom Butler</i>	••	✓
<i>James Smith</i>	•	
<i>Karl Owen</i>	••	✓

2. MAJOR OFFENCES – GATING SYSTEM

- There is a zero tolerance to **bullying, smoking** and the **use of or possession of drugs or alcohol** – such offences will result in the boy being sent straight to **Disciplinary Review**.
- Major offences (see *Table 3*) will be dealt with by the Manager and reported to the boy's parents.

Table 3. Major offences that are dealt with directly by the Manager.

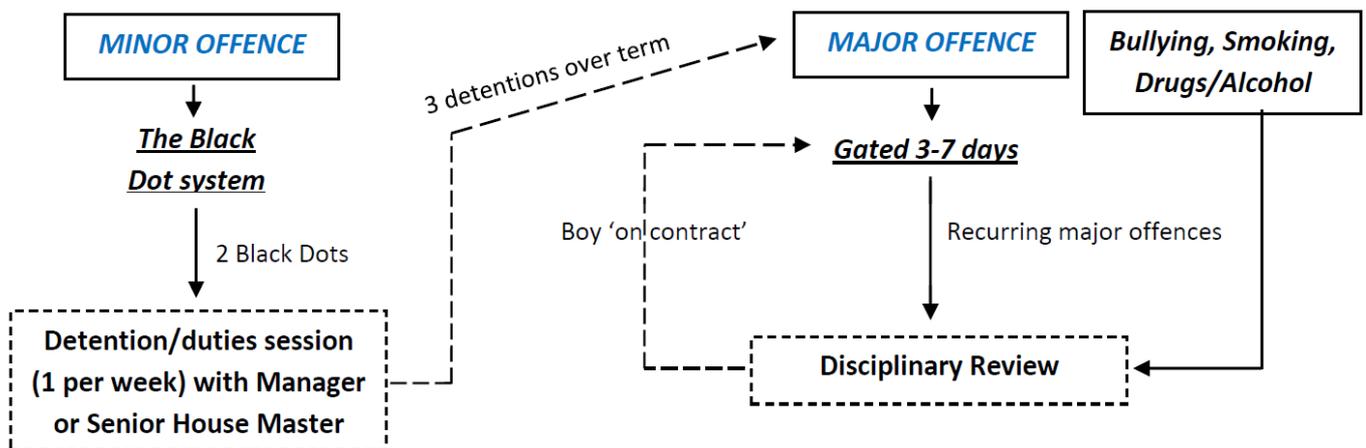
Theft	Bullying
Use of / possession of drugs or alcohol	Breach/deception of weekend leave policies
Smoking	Wilful Damage
Sexual offences	Endangering other boys
Fighting	Repeated minor offences (i.e. 3 detentions over term)

- Boys that are not directly referred to **Disciplinary Review** are **'Gated' in uniform** for a set period of approximately 3-7 days at the discretion of the Manager and/or Senior House Master. As part of being Gated the boy is also required to:
 - Check-in with the House Master every hour and have his Gated card signed. If any one check-in time is missed then another half day will be added to the Gating. The boy in question is totally responsible for this, i.e. at no time is the Hostel Master required to search for the individual.
 - Help with meal clean-up/rows **and take part in the Monday black dot detentions.**
 - Complete hostel chores at the House Master or Managers discretion.
- **Repeated major offences** will result in the boy going to **Disciplinary Review**.
- After meeting with the Rector/Disciplinary Committee, the boy concerned will return to the hostel **'on contract'**. This will be signed by the student, the manager, the parents, and the Rector. If the contract is broken, the student's place at Otago Boys Hostel will be very much in jeopardy.
- A breach of contract will require the boy to again return to **Disciplinary Review**.

3. DISCIPLINARY REVIEW – referred to the Rector and/or Disciplinary Committee

- A report of the major offence will be prepared for the disciplinary committee who will meet within 5-7 school days of the boy's parents being notified.
- It is required that the boy's parents remove him from the hostel while the disciplinary review process is undertaken. If this not immediately possible the boy will be Gated until then.

SUMMARY OF DISCIPLINARY SYSTEMS



13. Gear list

The following is the list of items that your son will need to bring with him upon entry to the hostel. Please keep in mind that storage is limited, and pack accordingly. All of the items must be clearly labelled.

Uniform - Junior

- Navy Blue OBHS jersey
- Grey shirt x 2
- Grey shorts x 2
- OBHS School socks x 3
- Black leather lace up shoes
- School tie (junior)
- OBHS Physical Education Uniform (available at school)
- Wet weather anorak jacket (optional)

Uniform - Senior

- Navy Blue OBHS jersey (optional)
- White shirt x 2-3
- Grey trousers x 2
- Black dress socks x 3
- Black leather lace up shoes
- School tie (senior)
- OBHS Physical Education Uniform
- Wet weather anorak jacket (optional)
- Otago Boys' High School Senior Blazer
- Vest (optional)

Other clothing

- 1 pair casual shoes
- 1 pair of School shoes
- 1 pair training shoes
- 2 pairs of shorts
- 1 pair of jeans
- 1 pair of good trousers (if they think they'll need them)
- 3 T- shirts
- 1 sweatshirt
- 3 pairs of sport socks
- 2 pairs of Pyjamas
- 5 – 6 pairs of underwear
- Polyprops for winter Rugby practice gear

Bedding/ Linen

- Two pair of sheets
- 2 pillowcases
- 1 duvet
- 1 pillow
- Mattress cover (recommended) Any additional blankets as required
- Four towels
- Two flannels

Personal Items

- Toothbrush
- Hairbrush/comb
- Nail clippers
- Shampoo/conditioner
- Deodorant – ROLL ON ONLY – NO 'SPRAY ON' or AEROSOL CANS ALLOWED
- Soap/Shower Gel
- Shoe Nugget
- Padlock with two keys
- Net laundry bag – (compulsory, provided at a cost of \$25 charged to account)

14. Contact

Hostel Manager – Paul Vlietstra
manager.hostel@obhs.school.nz
021 347 777

Matron – Janis Shaw
matron.hostel@obhs.school.nz
03 477 5109
021 477 798

Manager, Matron & Foyer phones	03 477 5109
Manager cell phone	021 347 777
Matron cell phone	021 477 798
Van Ride / Master's cell phone	021 232 1215
School office	03 477 5527
Hostel fax	03 477 8535