



Sacred Heart College
Hostel Limited

Information for new Boarders





Sacred Heart College Hostel Limited

The following information has been prepared to support boarders and their whānau when preparing to join Sacred Heart College Hostel. We are proud of the culture that is present in our Hostel and believe this is built on and supported by the foundations of clear routines, good structures and positive Catholic values. We understand that becoming familiar with a different environment takes time, but the outcome of individuals being organised and prepared with self-responsibility forms positive habits for their future.

Confortare Esto Vir.

Catering

Menus are rotated on a four-weekly weekly cycle and adapted to suit summer and winter conditions. Breakfast usually includes cereal and a hot dish, lunch is a cooked meal with salads and fresh fruit, and dinner includes fresh vegetables and a dessert.

Holidays

Classes usually finish on the last working day of the week. In principle, a boarder is free to leave in time to arrive home the same day. We ask that parents co-operate with the College in keeping to these times and dates and not make arrangements which clash with school commitments. Parents wishing to take their son out of school for three days or more, must apply to the Headmaster for approval. The Extended Leave Request form is available on the Parent Portal.

The Hostel usually remains open during public holidays and statutory long weekends, unless otherwise advised.

Insurance

Please check that your insurance company knows you have a student boarding.

Laundry

The Hostel laundry staff wash and iron boarders' clothes on a roster system for each Year Level. Students are allocated a laundry locker where they place and collect their laundry from. Unnamed clothing often ends up as unclaimed lost property, and will be donated to the College Fair clothing stall. All care is taken, but no responsibility is taken for items of clothing which are unsuitable for regular washing machine and drying cycles. Any clothing which needs special attention such as fine or hand-knitted jerseys and some types of thermal underwear may be unsuitable for general laundry.

The Hostel can not take responsibility for unnamed items. All boarders must ensure all items of clothing (including underwear and socks) are clearly named with student initial and surname. You can also add their student ID number if you wish. Care needs to be taken after each school holiday that all clothes and items brought back to the Hostel during the year are also clearly named.

Medical and Dental

A copy of the Student Health Record is kept in the Health Centre. A member of the Health Centre staff is available at all times during school hours. All sickness and injuries are referred to the Matron or school Nurse. If necessary, parents will be notified of illness or injury. If a boarder becomes unwell while in the Hostel, an assessment will be made on whether they can remain in the Hostel, require medical treatment, or need to be collected by their parent/guardian. Typically, Auckland-based boarders with a minor illness can remain in the Hostel for 24hrs, while out-of-Auckland boarders (including international boarders) with a minor illness can remain in the Hostel for 48hrs. In all instances, Hostel staff will contact parents/guardians to discuss the suitable action. It is important that we are fully informed of any medical condition which requires ongoing treatment, or of any chronic disorders or allergies. Boarders must not self-medicate; all medication must be handed into the Matron or school Nurse for staff to oversee and administer.

Regarding dental or orthodontic treatment, the student should continue to be seen by his home dentist in the school holidays or join the College's dental programme. This will ensure parents do not incur costs with transportation to and from dentists.

Mobile Phones

Mobile phones are a device and as such come under the Digital Citizen Contract for all students. Mobile phones must be used responsibly. Failure to do so or when asked to hand in a mobile phone when required may lead to the privilege of having it discontinued.

For Year 9 and 10 – mobile phones are handed in each evening before bedtime. They are returned after school the following day. As per government regulation, mobile phones are not permitted to be used during the school day.

For Years 11 to 13 – they are responsible for their own mobile phone.

Day to Day Matters

Pocket Money

Each boarder requires his own bank account. It is a matter for parents to decide how much pocket money they wish the student to have. However, Year 9 students need about \$10 to \$15 a week while Seniors may need more. Money for food should be kept to a minimum as the Hostel catering is of a high quality and quantity. It is preferable that students have an EFTPOS or Debit card - not cash. The Hostel cannot take responsibility for money kept on site by boarders.

Sport and Culture

Boarders are expected to involve themselves in the sporting and cultural activities the College provides. Sacred Heart College has a strong sporting and cultural tradition and has numerous opportunities available.

Transport to and from sporting occasions is the responsibility of the individual sports or if this cannot be accommodated the parents will be financially responsible. When parents are available their assistance is appreciated.

Stationery

Stationery requirements will be advised in December for the following year. Boarders must pay for material required by the school in the first week of term.

Study

Formal supervised study times are scheduled. On school days there is 1 hour of supervised study with 45 minutes of prep time each night. This involves getting organised and ready for the following day. Emphasis is put on personal study responsibility.

Weekends

We wish to enhance a family spirit within the Hostel environment. Presence of the boarders at Mass at weekends allows for this to happen. It gives the student a sense of belonging to a community, settles him into the atmosphere of the place, enables him to satisfy his sports commitments, and provides opportunity for study and homework. Boarders and their families are welcome to attend our community Mass, 5.15pm on Saturday evening. All boarders are required to attend the Hostel Liturgy on Monday evening.

Uniforms

The School Uniform Shop is situated on the lower level of the College's Administration Building and is open during the following hours in term time only. In addition, the Uniform Shop will be open the week prior to the start of Term 1 each year.

Normal Term Opening Hours:*

Monday	8am - 1.30pm
Tuesday	9am - 1.30pm
Wednesday	Closed
Thursday	8am - 1.30pm
Friday	9am - 1.30pm

* Shop hours may be subject to change

The shop is also open on the first Saturday of every month, 9am to 12 noon. It is closed Sundays, school holidays and public holidays.

Please ensure you purchase your uniform in plenty of time before you start school, to enable naming.

Online ordering is also available at www.sacredheart.school.nz/store or contact the shop directly on (09) 529 3669.

Contact Phone Numbers

Deputy Headmaster - Boarding

Day	(09) 529 3660 ext. 850
Mobile	(64) 210 257 7161

Finance/Administration Manager

Day	(09) 529 3660 ext. 827
DDI	(09) 529 3677

Health Centre

Day	(09) 529 3660 ext. 852
DDI	(09) 529 3667

Hostel Duty Phone

Mon-Fri, 7am-10pm	(64) 210 399 511
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Additional Boarding Information

Suggested Clothing List

Uniform

Year 9 and 10:

- 3 x short-sleeved shirts (Summer)
- 3 x long-sleeved shirts (Winter)
- 2 x shorts
- 2 x PE Shorts and Shirt
- 1 x House Shirt
- Black lace-up polish-able shoes with Sacred Heart socks
- Black sandals with a strap at the back (Summer, optional)
- School cap (Optional)

Years 11 to 13:

- 3 x short-sleeved shirts* (Summer)
- 3 x long-sleeved shirts* (Winter)
- 2 x shorts and/or
- 2 x trousers (with black leather belt)
- 1 x House Shirt
- Black lace-up polish-able shoes with black socks
- PE Shorts and Shirt (Year 11)

* Students in Year 13 are required to purchase the Senior summer shirt.

Formal Uniform

Formal Uniform dates are advised on the College calendar on our website.

Year 9 and 10:

- 1 - 2 x white shirt
- 1 x Sacred Heart College tie
- Black lace-up polish-able shoes with Sacred Heart socks

Years 11 to 13:

- 1 - 2 x white shirt
- 1 x Sacred Heart College tie*
- 1 x Blazer (compulsory for Years 11 to 13)
- Black lace-up polish-able shoes with black socks

* Year 13 students must wear a Senior's tie.

Other Clothing and Items

- 7 pairs underpants and singlets as required
- Socks as required
- 2 pairs of night attire
- An assortment of jeans, shorts, T-shirts, sweatshirts
- Practice jerseys, pullovers, jacket
- Jandals/slides, sports shoes, casual shoes
- 1 laundry bag for taking clothes to laundry (a pillow slip with drawstring is OK)
- 1 mesh laundry bag for socks and underwear
- Spare name tags and small items of sewing gear

Personal Items

- King single duvet
- Pillow and 2 pillowslips
- 2 sets of King single sheets
- 4 towels
- 1 set of toiletries
- 1 set of shoe cleaning gear

Optional Extras

Please ensure these are insured under your house contents policy

- Personal devices with an ear plug or headphones (Note: Desktop monitors, large speakers and stereos are not permitted)
- Sports gear
- Musical instruments
- A bedside lamp (Years 11, 12, and 13)

Important Note:

ALL items must be named.

The College's rule on school uniform and student appearance must be adhered to by all, including hair length and colour and the wearing of jewellery.

Additional Boarding Information

■ General Information

Clothing

- All items to be named – sewn on, not ironed
- Provide seasonally
- All clothes and personal belongings to be taken home at the end of each school term
- Small number of (named) coat hangers
- One suitcase and one carry/sports bag per boarder

Bedding (Duvets and covers)

- King single duvet and duvet cover
- All items to be named – sewn on, not ironed
- Show boys how to put a duvet into a cover, and make sure the cover is the same size as duvet
- Take all home at the end of term

Sheets

- Label clearly
- Indelible pen – vivid maker
- 2 sets of King single sheets

Storage & Lockers

- Storage area for bags and sports gear under beds
- All bags need to be named
- Bring your own padlock for dormitory lockers
- Padlocks and keys for lockers are the individual's responsibility

Food Parcels/Care Packages

- Food/meals are provided at the Hostel dining room for all boarders
- The Hostel accepts no responsibility for lost or missing food items
- No lollies/sweets, sweet drink mixes/concentrates or coloured drinks, or perishable food should be stored in the dormitories

Dormitory Plan

Room/cubicle and dormitory allocations set by the Deputy Headmaster – Boarding.

Uniform

- Summer, Winter and Formal Uniform
- All clothing to be named - including socks
- External labelling of jackets approved
- Formal uniform (white shirt, shorts, tie, socks, shoes) usually twice a week, and on special occasions. Two white shirts are required
- Tie, teach them how to tie their tie at home prior to arrival
- Shoe cleaning gear - teach them to do it before they come, and it must be done OUTSIDE!

Uniform Shop hours

- Will be open the week prior to school starting (Mon-Thurs)
- Will be open on the day boarders arrive
- Normal hours available on website

ORAH (Boarders Management System) or Weekend leave or Travelling off-site Requests

ORAH App to be downloaded for all boarders, parents/caregivers

- **Step 1:** Boarders or parents submit a Leave request minimum 3 days in advance
- **Step 2:** Parents accept a Leave request as valid minimum 1 day in advance
- **Step 3:** Heads of House or Deputy Headmaster – Boarding, will approve, decline, or ask for a resubmit of a Leave Request.

Weekend Leave

Unless stated and validated on Leave requests when made by the boarder and/or parents, Leave or Travelling off-site Requests will only be approved for adults recorded as caregivers for the student.

Students without an approved pass will be "gated" for one week.

Additional Boarding Information

■ Technology

- Portable devices should only be brought to the Hostel for necessary personal use, study or school purposes
- Parents and boarders should have their own Insurance Policy for lost or missing devices. The Hostel does not accept responsibility for lost or missing devices
- Desktop monitors, gaming consoles, desktop computers or large speakers are not acceptable in the Hostel dormitories, for any Year Level
- A Digital Citizenship Contract signed by each student applies to the Hostel and College, and will be strictly enforced
- Personal insurance required if wanted with the device serial number kept at home

■ Academic & Extra-Curricular

Homework/Study

- 1 hour of supervised study Monday to Thursday
- 45 minutes of prep time each night, getting organised and ready for what is needed the following day.
- Extra, before breakfast or after school study as deemed necessary

Extra-Curricular School Activities

Involved in an organised and official extra-curricular school activity, regularly for at least 2-3 days per week during each school term. Heads of House and/or the Deputy Headmaster – Boarding, must deem the activity/ies official.

■ Belonging to the Community

Building relationships

On occasion, off-site boarders activities will be organised. Any extra cost will incurred will be minimal and charged to the boarders' account.

Homesickness - how parents can help

- Limit the time and number of calls during the week to updates on boarding life
- No calls from 6.30pm – 8.15pm and after 8.45pm for Years 9 & 10
- No calls from 6.30pm – 8.15pm and 9.15pm – 9.45pm for Years 11-13
- Contact the Deputy Headmaster – Boarding if you honestly feel the student is struggling or if you feel the need to discuss boarding matters that may be negatively impacting the student

Hostel support network

- Hostel Teams Years 9-13
- Fellow new boarders
- Boarders at other levels
- Hostel support staff
- College Guidance Counsellors, Resident/Onsite Supervisors, Dormitory Supervisors, Deputy Headmaster – Boarding

Sickness or Emergency

- Matron Hours:
Weekdays 7am-2.30pm, 5.30pm-9.30pm
Weekends 8am-10am (Sat), 8am-5pm (Sun)

- Senior Management and Supervisors onsite and available 24/7
- School Nurse at Health Centre 8am – 3.15pm
- All boarders must have an Auckland based approved person or parent available for prompt pick-up in case of a health-related emergency. Typically, Auckland based boarders with a minor illness can remain in the Hostel for 24hrs, while out-of-Auckland boarders (including international boarders) with a minor illness can remain in the Hostel for 48hrs.

Medication

- Boarders are not permitted to 'self-medicate', including Panadol. A suitably qualified Hostel staff person is responsible for dispensing approved medication to boarders during the Hostel hours
- All medication must be handed in to a Head of House or Hostel Matron on arrival or at any other time
- All health concerns and details should be recorded with the School Nurse or Hostel Matron on arrival or at any other time
- Vaccinations forms must all be submitted prior to commencing boarding
- Any boarders that require special medical attention will need to meet with either the Hostel Matron or school nurse to organise an appointment with a local GP or Medical Centre.

Additional Boarding Information

■ Weekday Routines (Monday – Thursday)

6.45am	Wake up (All year groups)
7.45am	Morning roll call
8am	Breakfast
8.30am	Hostel closed
8.40am – 3.15 pm	Boarders at school
3.45pm – 5pm	Boarders' activities and free time – co-curricular activities (sport training, cultural group practice), community service, access to common rooms
5pm – 5.20pm	Students collect study materials and prepare for dinner
5.30pm – 6pm	Dinner
6pm – 7pm	Study time (Various locations)
7pm – 7.20pm	Late dinners/Break/Supper
7.20pm – 8pm	Prep time in dorms - getting ready and organised for the following day
8pm – 9pm	Boarders' activities and free time – getting ready for bed (showers etc), tidy room, weekly boarders packing for weekend (Thursday)
9pm – onwards	Evening roll call, prayers and evening meetings (for all)
	9.30pm – Year 9 & 10 (Lights out)
	9.45pm – Year 11 (Lights out)
	9.45pm – Seniors in rooms

■ Weekday Routines (Friday)

6.45am	Wake up (All year groups)
7.45am	Morning roll call
8am	Breakfast
8.30am	Hostel closed
8.40am – 3.15pm	Boarders at school
3.15pm	Boarders activities and free time – co-curricular activities (sport training, cultural group practice), community service, access to common rooms
5.30pm – 6pm	Dinner and roll call
6pm – 9pm	Boarders activities and free time – getting ready for bed (showers etc), tidy room
8.30pm	Boarders cut off time for passes
9pm – onwards	Evening roll call, prayers and evening meetings (for all)
	9.30pm – Year 9 & 10 (Lights out)
	9.45pm – Year 11 (Lights out)
	9.45pm – Seniors in rooms

All absences from the Hostel must be approved via ORAH (Boarders Management System). Please see information regarding ORAH.



Weekend Routines - Saturday

7.30am	Wake up (All year groups)
8am	Breakfast and morning roll call
8.30am - 12.30pm	Sport, activities, free time, etc.
12.30pm	Lunch and roll call
1pm - 5pm	Activities, free time, etc.
5pm	Bell for Mass
5.15pm	Mass (All boarders attend)
6pm	Dinner and roll call
6.30pm-9pm	Activities and free time – getting ready for bed (showers etc), tidy room
8.30pm	Boarders cut off time for passes
9pm - onwards	Evening roll call, prayers and evening meetings (for all)
	9.30pm - Year 9 & 10 (Lights out)
	9.45pm - Year 11 (Lights out)
	9.45pm - Seniors in rooms

Weekend Routines - Sunday

7.30am	Wake up (All year groups)
8am	Breakfast and morning roll call
8.30am - 12.30pm	Sport, activities, free time, etc.
12.30pm	Lunch and roll call
1pm - 5pm	Activities, free time, etc.
5.30pm	Dinner and roll call
6pm - 7pm	Activities and free time
6.45pm	Boarders cut off time for passes
7pm	Boarders' Assembly and roll call
7.30pm - 9pm	Activities and free time – getting ready for bed (showers etc), tidy room
9pm - onwards	Evening roll call, prayers and evening meetings (for all)
	9.30pm - Year 9 & 10 (Lights out)
	9.45pm - Year 11 (Lights out)
	9.45pm - Seniors in rooms