



Barnicoat Handbook – 2025

'Barnicoat offers a unique and rewarding educational, social and cultural experience. Students live in an environment which is safe, caring, fun, promotes community and where lifelong friends and memories are made' Past Parent



BARNICOAT

Welcome to Barnicoat House.

Thank you for choosing Barnicoat House and Nelson College. Deciding to board is a big decision and is one that you will have considered very carefully before attending. We understand that there will be nerves and apprehension, mixed in with the excitement of the academic, sporting, social and cultural activities available to you here.

We take our responsibilities and care for you very seriously and want to make your experience here fun and rewarding in an emotionally and physically safe environment.

Treating others and property with respect, being loyal and supportive to fellow House members, being honest, tolerant and understanding are all key to life at Barnicoat.

We want the House to be a family environment where the procedures and rules are understood and accepted by all. We are aiming to not only provide a safe and secure place for boys to stay while studying, but also a place where they learn about independence, self-management, tolerance, respect, responsibility and integrity.

Current rules, practices and procedures have evolved over many years, often as a result of consultation between House staff, students and parents. They have been relaxed or tightened as experience has demanded and they have proved reasonable and practicable. Staff have a duty to ensure that they are understood and always obeyed. It is the responsibility of students to help maintain self-discipline in all circumstances.

As a student you will have plenty of opportunities in the sporting, cultural and academic areas. The skills and independence that you will learn in such a community as Barnicoat House will be very important for your future years. Make the most of your chances. See your time in boarding as a positive opportunity to widen your outlook and to gain lifelong memories and experiences.

History

Built in 1931, Barnicoat House is named after the Honourable JW Barnicoat, one of the foundation Governors of Nelson College and a member of the Council of Governors for nearly 50 years. Barnicoat was one of two boarding houses commissioned by the Board of Governors following the 1929 Murchison earthquake.

Barnicoat students relocated to Rutherford House in 2015 while Barnicoat House underwent extensive refurbishment. In January 2017 after spending \$2.4 million upgrading Barnicoat House, the boys moved back into the 'House on the Hill.'



BOARDING VALUES

Our boarding values fully align with the school values of:

- **Manaaki / Care**
- **Pono / Integrity**
- **Kairangi / Success**

Ā Mātou Kawa | Our Expectations

	Everywhere	In Class	Out of Class (Corridors, grounds, buses, co-curricular etc.)
MANAAKI CARE <i>Pietas</i> Looking after others and the environment.	Help others to feel and be safe Use appropriate and respectful language Look after our environment Care for and accept others Recognise the achievements of others	Support others' learning and wellbeing Listen actively Work collaboratively	Keep areas tidy and put rubbish in bins Keep our hands to ourselves Follow the kawa of the spaces we are in
PONO INTEGRITY <i>Probitas</i> Acting with honesty and doing what's right in everything we do.	Listen to and follow instructions Think before we act Own our actions and take responsibility Wear our uniform correctly Use devices appropriately	Contribute positively Do our own original work Use equipment appropriately and responsibly	Speak up for what is right Report damage, accidents and incidents Play fair and by the rules
KAIRANGI SUCCESS <i>Sapientia</i> Having goals and doing our best to achieve them.	Believe in ourselves and do our best Set goals for success and persevere Get involved and give things a go Turn up on time with the right equipment Ask for help	Turn up ready to learn Actively engage in learning Seek support with learning	Embrace opportunities Be your best on the field, court or stage Represent yourself and our kura with pride



Boarders' Rights & Responsibilities

Members of the Boarding Community have certain rights and responsibilities, as below:

Boarders' Rights	Boarders' Responsibilities
To be safe.	To contribute to the safety of others by not threatening, hitting or hurting anyone.
To expect personal property to be safe.	To take good care of personal property, and to not steal, damage or destroy property.
To be treated with courtesy and respect.	To treat others with courtesy and respect, and to respect the authority of staff and Prefects.
To be treated with understanding.	To treat others with understanding and be tolerant of difference.
To live in an orderly community.	To adhere to rules and regulations, to be self-disciplined, to cooperate, and to respect the rights of others.
To be valued as a member of the Boarding Community and the School.	To uphold the good name of the School and the Boarding Community through words, actions and appearance, and to behave in a manner that will bring credit to the Boarding Community and the School.
To be respected by the local community.	To behave in a way that the local community will respect the School.
To express opinions on matters of concern.	To express opinions appropriately (including time and place).
To have a clean and pleasant School environment.	To care for and respect the School environment.
To learn without disruption.	To allow others to learn without disruption.
To use safe and well maintained School buildings and equipment.	To report damage and defective equipment within the School, and to not damage, deface or destroy School property.



BARNICOAT STAFF

We have experienced and caring staff whose job is to provide care for your sons. They have specific tasks to perform, but fundamentally they are an adult that provides support, structure, care, advice and maturity to ensure the well-being of your son.



Back: Michael Hayes, Dale Sirett, Tony Anderson **Front:** Lucy Burns, Simon Mardon, Debbie Baxter

Simon Mardon – Housemaster

I have over 20 years teaching experience both in Nelson and overseas and have been Housemaster at Barnicoat for the last 15 years. I teach commerce subjects at the college.

My accommodation is on site in the middle of Barnicoat Boarding House where I live with my wife Jodi and two boys, Connor and Luke – both will be attending Nelson College in 2025. Our shared interests as a family are water sports, fishing, diving, mountain biking, tramping, Luke's band (bass guitar) and the several sports that our children play.

As someone who has been involved in cricket, rugby, mountain biking and running, I understand the importance of young men having an interest and identifying with positive groups.

The boarders here have a vast array of opportunities, and I see my role as being one that encourages them to take advantage of the academic, sporting, cultural, musical and social activities while providing a safe, supportive and fun environment.

Lucy Burns – Matron / Supervisor

I initially started at Barnicoat House in 2018 as a cleaner. Working in this capacity I found it very easy to get to know the boys in even the smallest conversations. When the opportunity came to add the Matron role to this at the start of 2022, I found it a seamless transition to a much more involved role in the house. I am originally from Invercargill but spent much of my life in Canterbury. I have a thirteen-year-old son (Ethan) starting at Nelson college in 2025, I enjoy reading, motocross and helping others. Although, at times it can

be challenging, I enjoy my work, so much so, that when an opportunity came to add Evening Supervisor to my role midway through 2023 which also added living on-site, I didn't need a lot of time to think it through. I find my roles very rewarding, seeing the boys grow into young men, helping them through issues or just a chat after school. Seeing them succeed and grow in their own unique ways, makes me proud of each one of them. Then once they finish their journey here, missing them but enjoying hearing updates about their lives, with the occasional visit. Over the years my family has grown in numbers immensely, which I think has enriched my and my son's lives for the better.

Michael Hayes

I have had 18 years of boarding experience at four schools both here in New Zealand and England, I have been a supervisor here at Barnicoat House for the past 2 and ½ years.

This long association with boarding has given me a significant understanding of the importance of maintaining a positive and inclusive boarding culture, where students are given the opportunity to thrive, develop into well-rounded young men and where they can feel it is their "home away from home". I treat it as a privilege to be given the care of the boys.

I have been heavily involved in sports coaching during this time with cricket and rugby teams. I believe in developing a balance of academic focus with an active lifestyle at an early age to hopefully understand and develop an awareness of these as lifelong benefits.

My accommodation is in "Little Barnicoat" with wife Nichola, 11-year-old daughter Penny and 9-year-old son Ollie. Our family love Barnicoat House and the warm "family" like environment that it provides for everyone.

Tony Anderson - Supervisor

I have been involved with Barnicoat House for the past 6 years. I am a Nelson College Old Boy and enjoyed my time at college. There are so many fantastic opportunities, and I enjoy helping the boys to experience these. I have a passion for sport and endeavour to help the boys to participate at any level. I live off site with my partner and cat.

Debbie Baxter - Supervisor

I have been a Supervisor at Barnicoat for 13 years. I live onsite in a flat just down the drive. My current job is as a Public Health Nurse, and I also work in a city pharmacy as a nurse on the weekends.

I am a mum of 3 fantastic adult sons, and have 3 grandchildren, who I love spending time with. My boys all attended Nelson College, so my connections extend past boarding and included many years on the PTA

One of the most special moments is at the end of year house dinner when the boys speak of their time here. It is a very special relationship that forms between boys and staff.

It is a great experience to see the strong and life forming friendships. To be a part of that and to be a positive support person on the boys' lives that live here is rewarding.

Dale Sirett -Supervisor

I work across both Barnicoat and Rutherford house. During the day I work at school as the caretaker and have worked in this position for over 15 years. I have been involved in boarding for two years now and enjoy seeing the positive relationships that form between the boys. There is a lot of energy and a lot of activity, so it is always busy.

Rolls of Staff

Housemaster: Any concerns that you have should be addressed to the Housemaster. He is responsible for pastoral care, the day-to-day running of the hostel, discipline, general issues and the systems in place. He is also on call from 10.30 pm – 7.20 am weekdays and 11.00 pm – 8.00 am weekends. He will also be on duty some weekends.

Matron: She is responsible for care of the boys in the morning and afterschool (8.20 am – 5.30 pm). She ensures that they are up, rooms tidy, duties done, washing completed, morning routines followed, sewing, assisting with ironing and signing boys out and in.

Supervisors: Are responsible for the boys from 7.20 am – 8.00 am and 6.00 pm to 10.30 pm, including wake up and a welfare check, supervising prep, putting to bed, signing out and in. They will have weekend duties where they are responsible for the boys over the weekend (wake ups, roll checks, ensure the place is tidy, checking the sign outs and sign in).

Please see below for when staff are rostered on and who to contact for an immediate response about your son.

For general wellbeing / pastoral care of your son, please contact Simon Mardon



Staff Weekday Roster

Duty Slot	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday / Weekend
7.20 am – 8.00 am		Lucy	Debbie	Simon	Michael	Debbie
8.20 am – 5.30 pm		Lucy	Lucy	Lucy	Lucy	Lucy
6.00 pm – 8.00 pm		Debbie	Tony	Michael	Lucy	Weekend supervisor – Rotates (Friday 6.00 pm – Sunday 6.00pm)
6.00 pm – 10.30 pm	Debbie	Tony	Lucy	Simon	Michael	

Lunch times: When Lucy has her lunch Break, Dale Sirett will be in the house on duty. His details are below.

Staff Contact details

Simon Mardon: 0274771947

Debbie Baxter: 0275469732

Michael Hayes:0275871141

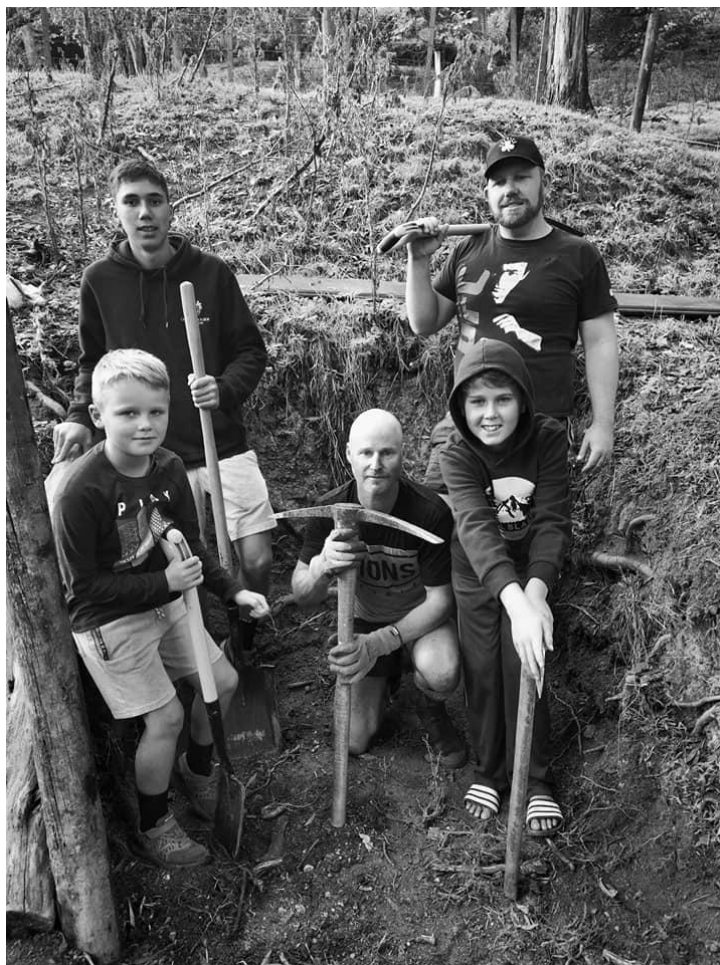
Dale Sirett: 0211300864

Tony Anderson: 0275452592

Lucy Burns:0273879169

Jodi Mardon:0273113947

Remember: to contact Mr Mardon after supervisors have gone off duty if there is an emergency, you have issues, you are sick etc



Calendar 2025

The following are important dates for 2025:

Term One

- Wednesday 29 January:** Year 9 students arrive at the house (from 2.00 pm)
Thursday 30 January: Year 9 first day of school / Year 10 – Year 13 students arrive in the house (from 2.00 pm)
Friday 31 January: Year 10 – Year 13 students Start School
Monday 3 February: Nelson Anniversary Day
Thursday 6 February: Waitangi Day
Sunday 16 February: Kaiteriteri Beach Day
Thursday 27 February: Nelson College Athletics Day
Friday 11 April: Last Day of school for Term One

Term Two:

- Sunday 27 April:** Boarders back after 2.00 pm
Monday 28 April: All students to school for the start of Term Two
Monday 2 June: King's Birthday
Friday 30 June: Matariki
Friday 27 June: Last day of school Term Two

Term Three:

- Sunday 13 July:** Boarders back after 2.00 pm
Monday 14 July: All students to school for the start of Term Three
Friday 19 September: Last day of school Term Three
School / Mock Exams: TBC

Term Four:

- Sunday 5 October:** Boarders back after 2.00 pm
Monday 6 October: All students to school for the start of Term Four
Thursday 9 October: Boarding Sports Tour (West Coast Thursday and Friday)
Wednesday 15 October: Oldman's Supper
Friday 17 October: Barnicoat End of Year Dinner
Monday 27 October: Labour Day
Tuesday 28 October: Sports Awards
Wednesday 30 October: Graduation Dinner
Thursday 30 October: Senior Prizegiving / last day of school for Seniors
Tuesday 4 November: NCEA Exams start
Thursday 11 December: Junior Prizegiving / Last day of school for the Juniors
Friday 27 June: Last day of school Term Two

Please Note:

- Some school events are subject to change.
- Parent teacher conferences / Common assessment tasks will be communicated to you throughout the year

Public Holidays:

While most students go home over public holidays during term time, some will stay in. The boarding house is fully operational and staffed during this time.

Please Note:

The hostel is **shut over the term holidays** and students need to have arranged to vacate by the end of school on the last day of term. Allowance is understandably given for time after school to factor in flights and parents getting here.

If international students are housed in hostels, NZ resident students can contact the Director of Boarding (Simon Mardon) to see if they can be accommodated for nights during the holiday.

Daily Routines

Monday to Thursday

7.20 am	Wakeup call / welfare check / duties / tidy room / collect phones
8.00 am	Breakfast – students must have breakfast
8.20 am	Back to house / clean teeth, ensure ready for school
8.40 am	Warning bell for school, students go to school
8.50 am	School Starts.
1.25 pm	Lunch
3.15 pm	End of school, return to House. Afternoon tea, sports etc
5.30 pm	Dinner - Any day leavers return and sign in with afternoon supervisor.
6.00 pm	Prep / meeting.
7.15 pm	Prep Finishes – free time. Turf /Pool/ Gym / Weights room open
9.00 pm	Phones / Devices collected (Year 9 – Year 11)
9.15 pm	Year 9 & 10 to get ready for bed (in bed at 9.30pm, lights out and quiet by 9.45pm)
9.30 pm	Year 11 to get ready for bed, (in bed at 9.45pm, lights out and quiet by 10.00 pm)
9.45 pm	Year 12 to get ready for bed (in bed at 10.00 pm, lights out and quiet by 10.15 pm)
10.30 pm	Year 13 in own rooms and silent

Note:

The House is out of bounds during the school day – unless senior students have a study period. Year 13 boys are permitted back to the House at lunchtime and must leave by 2.10 pm.

Friday

As for Monday to Thursday until after school, then:

3.30 pm	Town leave
5.30 pm	Dinner
	Evening leave (if permitted)

Saturday

8.00 am	Breakfast eaten and lunches to be made
9.00 am	Beds made, and duties completed to required standard.
5.30 pm	Dinner
	Evening leave (if permitted)

Leave throughout day. Usually up to 3 hours.

Sunday

9.00 am	Breakfast eaten and lunches to be made
10.00 am	Beds made, and duties completed to required standard.
5.30 pm	Dinner

Leave throughout the day. Usually up to 3 hours.

SYSTEMS & ROUTINES

Bedding

Boys will need to bring their own duvet cover, duvet and pillow. Pillowcases, sheets and mattress protectors are all provided. Boys are welcome to bring their own.

Bicycles

Bicycles should be kept in the bike shed at the rear of the house (and locked away). Students will need, and are expected, to wear a helmet. A good lock and set of maintenance tools are recommended.

Buddy / Mentor System

All students have House Leaders to help them and act as guides and mentors. Year 9 and Prep students have their own Year 13 Mentor who support, guide and provide advice for them throughout the year. They meet formally and informally regularly. The mentor system here has proved very successful and provides positive support for students new to boarding.

Cameras

There are several cameras in common areas and all exit points. None of these will see into personal or private spaces such as bathrooms or rooms. When needed, the Housemaster will review these.

Cars

Year 13 students (and in some cases Year 12 students) can apply to the Director of Boarding to have a car at school. Having a car in boarding will have conditions and systems in place to ensure safety (these will be communicated between the student, parents, Housemaster and Director of Boarding).

Students travelling in cars should let staff on duty know who they are travelling with and should only be travelling with people legally able to take passengers.

Cell Phones

Phones are to be used at appropriate times and not during house meetings, prep and after bedtime routines have started. Cell phones (and laptops) are collected (and locked in a cupboard) from the Prep, Year 9,10 and 11 students at bedtime and are returned in the mornings. Use of cell phones after lights out will result in the confiscation of the phone. The return to the student will be negotiated with the housemaster.

Clothing

Clothes should be named with indelible ink and / or labels (please remember to name shoes).

A uniform list should be provided with the start of year information.

Students are encouraged to change from their school clothing after school.

Neat and clean mufti needs to be worn in the Dining Room, as well as footwear (no slippers, gumboots, singlets, scarves, hats, pyjamas or sports practice gear).

Barnicoat House t-shirts, polo shirts / singlets can be purchased in the first term for use at House Competitions. Expect a cost of approximately \$70.00 for these.

Counsellors

The school has counsellors who are very experienced and are great to talk through any issues with. It is a confidential service offered through the school. Offsite counsellors can be organised as well.

Damage

Any students caught or admitting to causing damage to the boarding facilities maybe charged for repair and / or replacement costs.

Dining Room

Attendance at meals is expected. Boys who have other commitments may arrange an early or late meal by filling in a request form for the Dining Room, available from the Dining Room. Specialist meals, such as vegetarian, are available upon request. Regular late meals can be arranged through the Housemaster.

The meals are well balanced, healthy and filling and boys are not to miss meals to eat in the house such as pizzas, toast and noodles.

All boarders eat together in a common dining room where meals are served cafeteria style. During the weekend they make packed lunches, only eating breakfast and dinner in the dining room.

Boys wear neat and clean clothing for meals. Singlets, scarves, hats, pyjamas and sports practice gear are not allowed in the Dining Room. Footwear must be always worn.

Afternoon tea and supper are provided and can be made in the house.

Breakfast

Breakfast runs from 8:00 am and 9.00 am on Sundays. Boys queue for their breakfast. Each boy must clean up his eating area.

Lunch

Lunch runs from 1.25 pm until about 1.50 pm on school days. Boys form two queues to facilitate a smooth flow. On weekends, boys make a cut lunch at breakfast time.

Dinner

Dinner runs from 5.30 pm to 6.00 pm Monday – Friday, 5.20 – 5.50 pm Saturday & Sunday. Boys must join the queue in an orderly manner.

It is important to eat healthily to perform in the classroom and on the sports field.

Duties

Students will get duties such as sweeping the deck, collecting suppers, emptying the bins, cleaning the kitchen. They can expect these every two to three weeks for the full week. They rotate around the boys. Extra duties may be given if students do not complete their duties or there are other issues where they have not adhered to the rules and systems in place.

Electronic Equipment

The responsibility for the care and security of such items as laptops and cell phones, is that of the owner. All electronic gear should be photographed (serial numbers & model). Parents should keep warranty cards / receipts of purchase.

Emergency procedures / evacuations

In the event of an emergency, try to remain calm and follow the procedures we will have practiced.

Fire Alarm

Take the closest safest exit and make your way briskly to the Basketball hoop. Stay close by and relatively quiet and a roll will be taken.

You will be informed when it is safe to go back in the House.

Fire drills are carried out from time to time, but any fire alarm should be treated seriously.

Earthquake

The building has a very good earthquake rating. In a large earthquake staying inside is safer than trying to get out.

Drop, cover and hold.

When shaking has stopped, wait for advice from staff about evacuation and a safe place to meet.

Do not hang round just outside the building where objects may come down in aftershocks.

Lock-down (signaled by continuous bell at school)

Remain in House, upper floors (windows and curtains shut, all doors locked)

Note: The alarms are connected directly to the Fire Station, and once the alarms are activated, they cannot be cancelled. The Fire Service has a policy of making establishments pay for any false alarms. Any boy who sets off a false alarm maliciously may be charged for the callout. The cost is approximately \$1,725. A prosecution by the Fire Service could also follow.

Examination Leave

The last day of the school year for seniors concludes with Senior Prize Giving, which all boys are expected to attend.

Most of the seniors have end-of-year exam commitments. Those that do not and have no internal coursework to complete and have finished for the year and should make arrangement to go home for the holidays.

Boys should leave as soon as practicable after their last examination is completed. Parents need to contact the Housemaster regarding their plans.

Food

Boarders are welcome to bring their own extra food and many do, this can be stored in their rooms. Food is only to be eaten in the common areas of the house. Eating is not permitted in the bedrooms or dorms, this includes chocolate / sweets.

Chewing gum is not permitted in the house.

Gymnasium

The school gymnasium is available for use. Students may use it during the hours that it is open. These will be circulated during the year.

Homesickness

It is natural that most boys will experience some degree of homesickness which generally soon disappears but may resurface from time to time. Mentors (who have been in the same situation) will help the boys out and spend time with them. House staff are also there to provide support for the boys. If parents are concerned, they should contact the Housemaster to get an overview and some reassurance.

House Accounts

Each boy has a House account to which expenses incurred during the term will be charged. They **may** charge the following items against their House accounts:

- House organised Activities, Trips, House Shirts, Events and Photographs
- House Shop purchases

Boarders will have to pay for all other expenses in the same manner and on the same timeline as the day boys. These include such things as school expenses, course costs, class trips, sporting subscriptions / trips, ball tickets.

House Events

Events such as hydro-slide, beach trips, paintball, sporting fixtures, ten pin bowling, go carts and movies will be organised by the Housemaster. These are not compulsory but are very much encouraged. The cost of these will be charged to your account.

House Meetings

In addition to Arahi time (school homerooms) a short meeting of all the House is held in the common room at least twice a week. General business, any issues and House events are discussed and organised. The meeting finishes with the House prayer, which is quickly learnt.

House Shop

The House shop opens daily. It is stocked with mostly snacks. Profits from the shop go towards buying equipment and providing extra facilities for the boys. Parents should monitor the amount their son spends and set limits for shop spending at the beginning of each term. Please communicate to the Housemaster the limit that you want your son to have on their House account. Not all students have an account at the shop, and it is not an expectation. Those that do generally have between \$20 – \$40 per month. Those that don't use cash.

Insurance and security

Please make sure that all of your son's gear is covered by your household insurance policy. All valuables like wallets, cell phones and electronic gear should be locked away when not being used. If clothing or gear comes home that does not belong to your son, please inform the Housemaster.

Inter-House Competition

Throughout the year there are up to 20 house events that the boys will partake in representing their House. Some events such as Haka, Singing and Cross Country have all boys in them. Others such as cricket, chess, touch, football have the amount required for the team. It is expected that all boys will take part in these at some stage.

Internet / wireless

The school and House have wireless internet capability. Students have access to the internet via school and the House. Students must sign an internet agreement at Nelson College and the same rules must be adhered to in the Boarding House. To access the free wireless provided by Nelson College, students need to have some settings changed on their device by the IT Department. Boarders need to be aware that there is a filtering system on the wireless network and that inappropriate use will be reported to the Director of Boarding for further action.

Items you will need

Pillow, duvet and cover

Clothing

Toiletries

Debit / EFTPOS Card

Coat hangers

Towels

Drink bottle

Sun hat, sunscreen

Washing Powder and Washing basket

Cell phone

A practical device for schoolwork



Leave

Students will need to leave and are encouraged to leave the house for a variety of reasons. The process is straight forward, but it is essential that it is followed, and the systems are adhered to. Leave and sign out systems are not designed to prevent boys going out or to be difficult. The purpose is so students can go out and staff are aware who is in / out of the house, where students are, what their plans are and when they will be back.

All leave is completed through the leave App '**Orah**'.

Prior to leaving the house and house grounds, students need to ensure they adhere to the following:

After school (3.15 – 5.30 pm) weekdays and weekend leave (including Friday and Saturday evenings)

- See the matron / supervisor on duty.
- Explain what your plans are (what you are intending to do, where, with whom, how you will get back and the time you are expected back). If they are satisfied, they will sign you out
- Upon your return, see the person on duty to sign back in.

Overnight or weekend leave

Permission for home leave or overnight stays must be sought from the Housemaster through Orah.

Home Leave: Students or parents fill out the leave request. The housemaster gets notification, and if endorsed by the parent / filled out by the parent and the Housemaster is satisfied with the leave arrangements he will endorse, which confirms that leave is accepted.

Requests for overnight stays elsewhere must have:

- An Orah notification from parents which confirms contact has been made with the host parents or,
- An Orah notification from the host to the Housemaster.

The above is reasonably straightforward, and all relevant parties are informed once the initial request is completed.

Weekend leave should be organised by 8:30pm on the Wednesday night.

Leave Times

All Boys

After school	3:15 – 5.30 pm
Weekend	Saturday and Sunday – no longer than three hours at a time unless negotiated with staff
Overnight	Housemaster's Discretion

Friday and Saturday nights (after dinner)

Year 9 and 10	No leave – up to 7.00 pm Terms 1 & 4 (max 3 hours).
Year 11	9.30 pm
Year 12	10.00 pm
Year 13	10.30 pm

Note:

- All students granted leave must report personally to the duty staff as they leave and as they return.
- Off site includes school fields and school grounds as well

Note:

Signing out for the weekend means you are under someone else's care. You may NOT return to the House during this time **without a legitimate reason**.

If you wish to return early to stay you must contact Duty Staff beforehand.

Lockable areas

Every boy has a lockable wardrobe, drawer and area under their bed which can be locked. They will be provided with a key for these (1 key for all three). Please lock all valuable items in these.

Mail

Mail is delivered to the main office at Nelson College on weekdays and put in the Housemaster's pigeonhole for delivery to students in the evening. Letters should be addressed to

Mail

Son's Name

Barnicoat/Rutherford House
Nelson College
Private Bag 16
NELSON 7042

Or for Parcels

67 Waimea Road
NELSON 7010

Missing / Lost Property

Most of the problems you will come across will be because people forget what they did with their items. This accounts for most of the missing items. Borrowing (without asking) accounts for a small percentage of other missing items. Borrowing without asking permission is not condoned and students doing this can expect consequences which will vary depending on the severity of their actions. Theft happens infrequently but can happen. You can minimise the risk by being tidy and locking all your goods away including clothes, shoes, devices, electronic equipment and sporting equipment. Bikes should be locked in the bike shed. Money should always be in your wallet, locked away. Large amounts of money should always be left with the Housemaster for safekeeping.

Please report any suspected theft to the person on duty / Housemaster as soon as you suspect it has been stolen

Money

Each boy should have his own eftpos / debit card with parents being responsible for depositing the amount of funds necessary for pocket money and any purchases such as clothing, footwear etc. It should be unnecessary for boys to carry large amounts of cash in their pockets or wallets. Wallets should be locked away.

Please do not give your son large amounts of pocket money, just enough to cover minor expenses. Major purchases can be dealt with as the need arises and the money transferred into your son's account.

Most transactions are electronic, so there is little use for actual cash.

Music

Music / watching videos / TV etc should be played in such a way that it does not disturb and annoy others.



Prep (Homework time)

Prep is study time. It is held four nights per week (Monday – Thursday: 6.00 pm – 7.15 pm). Boys should be in the prep room (Year 9 and 10) or their individual cubicles (Year 11 – Year 13).

Years 9 and 10 have supervised study in the prep room. They should complete any homework, study for upcoming tests, revise the day's lessons or read a book. It is very important that all boys have the necessary equipment eg: a computer, pen, ruler, rubber, paper etc. to complete their homework. We also advise that boys have access to books to read during times when they have less prep. Duty staff will supervise during prep hours.

Year 11 and 12 Students are expected to remain in their cubicles and not disturb others. They will be supervised by a staff member. If they are not able to work individually, they will be sent to the prep room.

Year 13 Students are expected to study in their rooms, unsupervised, but checked upon.

Homework outside prep hours will often be needed and is encouraged for those with more on. This should be communicated to staff, so they can try to ensure the prep room remains quiet for study.

Boys may be excused prep for regular sports practices or other commitments. In such cases boys are expected to **complete** their homework before school, after school or after their scheduled activity.

Prep Times: 6.00 – 7.15 pm (this will often vary depending on House activities scheduled particularly at the start of Term 1 with athletics training and in Term 3 with House Singing practice)

There should be no calls / texts / social media etc during prep time.

Screen Time

We want to balance the amount of time students spend on devices with other activities. Devices are essential for communication and schoolwork and provide entertainment during down time. However, too much use is discouraged, and we expect you to manage the amount of time spent on them. If you cannot manage this and if house staff are concerned, then we will monitor this and if necessary, will apply restrictions to your personal IT usage.

Phones and devices will be collected at 9.00 – 9.15 pm for years 9 – 11. Seniors are not to be on their devices after lights out. If they are, phones will be collected from them.

Years 9 – 12 are not to have extensive IT systems in their room. These can be used in the common room. A laptop should be sufficient to view material from in their room.



Self-management / personal responsibility

One of the best attributes and personal qualities that you will learn and develop in boarding is that of self-management and the independence to take responsibility for yourself.

- **Personal Hygiene** – This is very much the responsibility of everyone (with reminders from staff when required). It is expected that boys will clean their teeth at least in the morning and evening, be showering at least once a day and more if required after sports practices, regularly changing clothes and regularly doing their washing.
- **Duties** – To facilitate a house that is clean, tidy and that is cared for, each student will need to complete assigned duties. All Year 9 -12 boys can expect to be part of a duty team that carries out various jobs around the House. Duty teams are led by Year 12 students. Teams are part of a roster with each group only having about 3 – 4 duties per term.
- **Laundry / ironing** – With the exception of sheets and pillowcases (the matron has a schedule for this) all other washing is the responsibility of the boys and is done in the House laundry. Matron is there to assist where needed and is very helpful with this and ironing. The Houses have commercial washing machines and dryers. At all other times boys should use the clothes lines. An iron and ironing board is in the Matron's storage room.
- **Room / Area** – students need to keep their rooms in a reasonable state, with beds made in the morning, clothes neatly put away and rubbish in the bin. The Matron and other staff will remind you if extra is needed to get your room to the condition it should be.
- **Respect for property / reporting damage** – It is vital that property and equipment is respected and used in the intended way. All damage whether through carelessness or accidentally needs to be reported straight away to staff on duty or to the Housemaster. Even if the damage is not caused by you, but is in your area, it should be reported.
- **Keys** – Boys will be issued a key to unlock the wardrobe, drawer and under bed storage in their room. It is their responsibility for the key, and they should keep these safe and, in a location, not known to their peers. Any lost key needs to be reported. A replacement (charged to the student) will be given. All keys must be returned at the end of term time.
- **End of term Pack up** – All possessions need to be removed from rooms prior to departure. Where it is not practical, some items may be stored in the house, but the rest must be taken.
- **Screen Time / Device use** – *see above*

Shoes

Shoes are not permitted to be worn inside the House.

Sickness

Boys are monitored for sickness and asked each morning how they feel. Staff will make a judgement about medication, time off school, isolation etc. Boys who have illnesses that require time off school will generally move into an isolation room. Where practical, or too hard for us to care for, sick boys should go home. First Aid kits are kept in the Houses and staff will give basic first aid for bumps, bruises, headaches etc. Students who the staff think need more care will be taken to the doctors/ hospital. In the case of illness or injury, parents will be notified by the Matron, staff on duty or the Housemaster.

All medical records should be updated, as we need access to medical information.

Allergies / medical conditions and medication need to be disclosed to the Housemaster, which will be communicated (where needed) to staff. Medication should be held in the office in the safe / cabinets and given out by staff. This will then be recorded and monitored.

Social media

The ability to communicate and keep in touch via social media is an integral part of life. We encourage students to use it thoughtfully, appropriately, with consideration and to not misuse it and cause harm to others.

Inappropriate use of social media, filming and uploading photos, images etc online is taken very seriously and can be cause for removal from boarding and criminal charges.

Sports, Hobbies & Outside Activities

We actively encourage you to take advantage of the variety of outdoor pursuits and sports offered in Nelson. If there are perceived barriers as to why you cannot do them, please discuss with the Housemaster to come up with ways you can be involved with these.

Swimming Pool

Available during daylight hours with a staff member present.

Telephones

All boys have a cell phone, and this is generally the best way for them to keep in contact



Travel

Where possible leave should not be during school time. However, we understand that some travel will be arranged during term time. Where we can, we try to get boys to the airport and the bus station.

Leave will generally be coded as Explained. It will not be followed up by the Ministry, but they technically call it Unjustified – this is no cause for parents to be alarmed – it is just the code that they use.

Visitors

Non-House-members must sign in with the staff on duty. Guidelines for visitors will be posted and expected to be adhered to. Visitors are not permitted in the dorms but are welcome in common rooms.

Girls visiting:

Girls are allowed to visit senior students in the House during normal leave time. If you wish to have a female visitor, the following applies:

1. Introduce your visitor to the staff member on duty
2. She is only allowed to be in the Prep Room; she must not go into any dormitories
3. She must leave the house no later than 9.00 pm.
4. Your female visitor is to use the bathroom facilities in the parents' room and not in the dormitory floors.

Washing

Washing should be done frequently and not be left to build up. When washed, hang it up, outside if fine, or if not put in the dryers.



DEALING WITH ISSUES / CONFLICT RESOLUTION

Bullying

Generally new boys are nervous when coming into boarding. One of the obvious areas of concern is bullying. Boys are taught that it is never appropriate to victimise or exploit another student under any circumstances. There are no initiation ceremonies.

Boarding, and Nelson College as a whole, has a very successful mentoring system whereby seniors get alongside the juniors. Parents are usually impressed at the positive way in which our seniors relate to their junior counterparts. Our philosophy is that:

- Every student in our school has the right to enjoy learning free from harassment
- Our school community does not accept any unkind actions or remarks, even if these are not intended to hurt or offend.
- It is ok to tell. Students should support one another by reporting instances of bullying.
- We are an open and listening school. Bullying is too important not to report.
- Bullying will be treated seriously.

What should I do?

If you feel that you or someone else is having a hard time with another student, see the person on duty, the Housemaster or your mentor and talk about it. It is particularly important that you let the housemaster know sooner rather than later as they will work through the issues.

Often it is only a small conversation from the staff member on duty or the Housemaster that is required and the issue gets resolved.

Depending on the seriousness of the issues, more formal steps are available. Before any action is taken, the Housemaster will discuss with the aggrieved person possible options for resolving the bullying and why he thinks it will work. Where possible, much time and effort are put into ensuring that there are no repercussions for the victim, making them feel more comfortable about the process.

Steps in the process to resolve bullying issues are:

- All parties involved will be talked to independently by the Housemaster, and will be given a chance to have their say (this is written down).
- The Housemaster will take to account the information provided.
- The Housemaster will talk to the person who was picked on and discuss with them workable solutions.
- The Housemaster will then decide a course of action for all parties (from informal, to very formal, which may involve the Director of Boarding / the Headmaster – depending on the issue). This will be communicated to the person causing harm.
- Parents will be contacted at various stages to have the information and decisions made communicated to them (depending on the issue).

In General, if you have a problem or concern:

Student

Talk to a friend if this helps.

Talk to your mentor.

Talk to a House leader.

Talk to the Housemaster or another House staff member.

Get your parents involved.

Parents

Contact the Housemaster. In most cases discussion of the issue with the Housemaster will resolve it. There is often more than one perspective on any given problem!

Contact the Director of Boarding

If the concern is not resolved, contact the Director of Boarding / Headmaster to discuss the matter. If necessary, he will set up a meeting with the parties involved.

If matters remain unresolved a meeting will be set up with the Headmaster, Director of Boarding, BOT Representative and complainant to decide on suitable procedures.

Discipline

Students have the right to be treated with respect, fairness and freedom from verbal or physical harassment. They have the right to ensure that their property is left alone and not interfered with by others.

Students in the boarding house who interfere with these rights or who do not adhere to the systems outlined in the Boarding Handbook will face appropriate consequences as considered by boarding staff and boarding management.

Students have the responsibility to ensure systems and procedures are followed and that they are not involved in activities such as:

- Theft
- Using the property of others without their permission
- Offensive language / swearing
- Absences without leave
- Verbal or physical harassment / assault
- Possession of dangerous property / weapons or property that can cause harm
- Illegal substance usage including alcohol, tobacco/electronic cigarettes and drug use
- Vandalism
- Online harassment / inappropriate use of IT

Drug Testing – Random testing and searches may be carried out at the request of the Housemaster and with the permission of the Director of Boarding in consultation with the Headmaster.



BOARDING CONSEQUENCES

This is a graduated scale of consequences that are likely to follow the incident examples set out below, and incidents that are similar in seriousness. All possible incidents or their individual circumstances cannot be anticipated, so ***the incident examples are just that and do not automatically have the consequence applied or exclude a consequence:*** examples.

DETENTION	GROUNDED	BOARDING STAND DOWN	REMOVED FROM BOARDING
<u>Incident examples</u>	<u>Incident examples</u>	<u>Incident examples</u>	<u>Incident examples</u>
<ul style="list-style-type: none"> - untidiness - messy cube - not going to breakfast occasionally - out of bed breaches - prep behaviour - minor/ brief disobedience - minor verbal unwanted hassling - Yr 13 doors locked - male friends not signed in 	<ul style="list-style-type: none"> - 3x detentions in a week - in a car without permission - moderate AWOL (- found with smoking / vaping paraphernalia - smoking / vaping - drawn-out single-issue disobedience - verbal unwanted abuse - bed flipping 	<ul style="list-style-type: none"> - repeatedly in a car without permission - vehicle / use at school without permission - swearing at staff - found with alcohol/drunk - serious AWOL (phone calls necessitated) - Blatant theft - serious bullying - seniors inciting bullying - girls in cube - pattern of repeated unacceptable behaviour 	<ul style="list-style-type: none"> - <i>possession or use of drugs</i> - <i>persistent disobedience</i> - <i>serious theft within House or between Houses</i> - <i>repeated theft</i> - <i>serious physical assault</i> - <i>serious sustained & targeted bullying</i>
<u>Consequences</u>	<u>Consequences</u>	<u>Consequences</u>	<u>Consequences</u>
<ul style="list-style-type: none"> - Extra duties - tidy up job, either instant or after school the following day 	<ul style="list-style-type: none"> - loss of leave for a determined period - possible Housemaster contract - expectation of extra daily jobs - confiscation of contraband and returned to parents if requested 	<ul style="list-style-type: none"> - removal from boarding for 3 days or <i>Prep room Grounding</i> for International students (in uniform and confined to prep room except for meals, sleeping, classes) - confiscation of contraband and returned to parents if requested - Headmaster contract 	<ul style="list-style-type: none"> - removal from boarding - re-entry to boarding dependent on BOT hearing - Headmaster contract