



## Rutherford Handbook – 2025

‘As a parent, I can confidently say that Rutherford offers a truly unique and enriching experience for its boarders. It’s a place where they not only focus on academics and sports but also enjoy a safe, caring, and supportive environment. The community spirit is incredible, my son has made lifelong friendships and unforgettable memories. It’s the perfect blend of learning, fun, and personal growth - *Past Parent*



## Rutherford

### Welcome to Rutherford House.

Thank you for choosing Rutherford House and Nelson College. We understand that deciding to board is a significant decision, one that has likely come after much thought and consideration. It's normal to feel a mix of nerves and excitement as you embark on this new chapter, with the opportunities for academic, sporting, social, and cultural growth that await you.

At Rutherford House, we take our responsibility for your care seriously, and we are committed to ensuring that your experience is not only enjoyable but also safe—emotionally and physically. Our goal is to create a warm, supportive environment where you feel at home, and where you can grow in a space that feels like whānau. Here, you will find respect, care, and understanding at the heart of everything we do.

We ask that all boarders treat one another and the property with respect, and foster a sense of loyalty, honesty, and support within the House. Tolerance, understanding, and kindness are the foundations of life at Rutherford.

Our House is designed to be a place where you can learn and grow in many ways. It's a place where independence, self-management, responsibility, and integrity are cultivated, while also ensuring a strong sense of belonging and security.

The current rules and practices we follow have evolved over time, shaped by feedback from students, staff, and parents. They have been refined to create a balance between freedom and responsibility, and we believe they offer a fair and practical structure. Staff are here to ensure these rules are understood and followed, and we trust that all students will take an active role in maintaining self-discipline and contributing to the well-being of the House.

As you settle into life at Rutherford House, you'll have plenty of opportunities to engage in sports, culture, and academics. The skills you develop in this supportive community will be invaluable for your future, both personally and academically. We encourage you to embrace all the chances you have, make the most of your time here, and cherish the memories and experiences that will stay with you for a lifetime.



Levi (deputy head of house) and Mikey (head of house 2025)



## History

Rutherford House, a key part of Nelson College, has a proud history of providing exceptional care and support for its boarders. Founded in 1856, Nelson College is one of New Zealand's oldest and most respected secondary schools. Rutherford House, named after the renowned New Zealand scientist and Nobel laureate, Ernest Rutherford, was established as a dedicated boarding facility to offer students a home away from home.

Over the years, Rutherford House has built a reputation for creating a nurturing, inclusive, and vibrant environment where students can excel academically and personally. With its strong sense of community, the house has become a place where young men form lifelong friendships, develop leadership skills, and make lasting memories. Today, Rutherford House continues to uphold the high standards of the College while fostering a supportive, fun, and safe environment for all boarders

### 2024 Rutherford House Photo



## 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.)
<b>MANAAKI   CARE</b> <i>Pietas</i> <b>Looking after others and the environment.</b>	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
<b>PONO   INTEGRITY</b> <i>Probitas</i> <b>Acting with honesty and doing what's right in everything we do.</b>	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
<b>KAIRANGI   SUCCESS</b> <i>Sapientia</i> <b>Having goals and doing our best to achieve them.</b>	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.



## Rutherford 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:** Mareko Nariaria, Bronson Beri, Richard Townsend  
**Front:** Helen White, Tracy McLaren, Liv Martin, Jo Townsend  
**Absent:** Greg Foe, Dale Sirett

### Tracy McLaren – Housemaster

Along with being the House Master of Rutherford House, I work just across the road full time as the Learning Support Coordinator at Hampden Street School. I am deeply passionate about supporting students in both their academic and personal growth. In my HSS role, I strive to ensure that each student receives the guidance and support they need to succeed. As House Master, I am dedicated to creating a warm, inclusive environment where every boy feels safe, valued, and motivated to reach their full potential. I aspire to create a whānau feel environment for our boys and make Rutherford a second home for them.

My accommodation is on site in the middle of Rutherford House where I live with my husband Richard and our two boys, Alec and Jack. Alec attends Nelson college and Jack attends Nelson Preparatory school. Our shared interests as a whānau are music and travel. My boys both enjoy volleyball and gaming. I have a passion for indoor plants and propagation.

The boarders here have access to a wide range of opportunities, and I see my role as one that inspires them to fully embrace the academic, sporting, cultural, musical, and social activities on offer. At the same time, I am committed to providing a safe, supportive, and enjoyable environment where they can have fun!

### **Helen White – Matron and Cleaner**

Helen has worked at Rutherford House for the past six years as Matron. Helen is dedicated to ensuring that all boarders feel at home, supported, and well cared for during their time at Rutherford House. Helen works closely with the House Master and other staff to provide a friendly, caring atmosphere, offering guidance and assistance when needed. Helen is also responsible for the cleaning of Rutherford House.

### **Mareko Nariaria – Supervisor**

I live on-site with my wife, Dee, and our three children: Sefo, Charlotte, and Maritha. Our family has enjoyed being part of the Rutherford House community, and we are deeply committed to supporting the students in their growth and development.

Currently, I work as a Planner for Compass Ltd, overseeing the supply chains and logistics projects to ensure they are on track and achievable.

I was a boarder at Fell House when I first arrived at Nelson College in 1997, which gave me a strong understanding of boarding life. I've now been working as a Boarding Supervisor for the past 12 years—at Fell House (2005-2011, 2017-2018) and at Rutherford House (2019-2024). My experience as a boarder myself allows me to relate to the boys and share valuable insights, helping them develop independence in a supportive environment. This experience also provides an opportunity for them to learn how to live comfortably with students from diverse backgrounds.

### **Richard and Jo Townsend – Supervisors**

Richard Townsend is the Year 13 Dean at Nelson College, and Jo Townsend is a Technology teacher at Waimea Intermediate. Together, they share the role of supervisor at Rutherford House, where they bring a wealth of experience and a deep commitment to supporting the students in their care. Richard's role as Dean gives him insight into the academic and personal development of the senior students, while Jo's background in teaching technology allows her to encourage creativity and problem-solving. As a whānau, Richard and Jo have two sons—James, who is currently on his overseas experience (OE), and Charlie, who will be attending Nelson College in 2025. Their combined experience as parents and educators allows them to offer guidance, care, and a sense of stability to the boarders at Rutherford House.

### **Greg Foe and Liv Martin – Supervisor**

Greg Foe, the First XV Rugby Coach at Nelson College, and Olivia Martin, a Dance teacher at Motueka High School, are live-in supervisors at Rutherford House, bringing a dynamic blend of sports and the arts to their role. Greg's coaching expertise fosters teamwork, discipline, and leadership, while Olivia's passion for dance encourages creativity and self-expression. Together, they create a well-rounded environment for the students, where both physical and creative pursuits are valued. They also care for Greg's son, Charlie (5 years old) who often visits the house, adding to the sense of whānau and community. Greg and Liv's shared commitment to the well-being of the boarders makes Rutherford House a welcoming and supportive place for all students.

## **Bronson Beri – Supervisor**

Bronson Beri is a proud Nelson College Old Boy and the owner of Elite Studios Barbers. He brings a wealth of experience and a strong sense of community to his role as a Boarding Supervisor at Rutherford House. Bronson was a boarder at Fell House during his time at Nelson College, which gives him a unique understanding of the boarding experience.

In addition to his work as a barber, Bronson has a passion for basketball and has previously played for the Nelson Giants, further enriching his ability to inspire and connect with students. He lives on-site with his partner, Tara, and their two-year-old daughter, Zalia, creating a welcoming, family-friendly atmosphere at Rutherford House. Bronson's blend of professional expertise, sporting background, and commitment to the students makes him a valuable and supportive presence in the house.

## **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. She is responsible for pastoral care, the day-to-day running of the hostel, discipline, general issues and the systems in place.

She is also on call from 10.30 pm – 7.20 am weekdays and 11.00 pm – 8.00 am weekends. She 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, ensuring the place is tidy, checking the sign outs and sign in).

Please see the table 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 Tracy McLaren.

During work hours of 8am-6pm, Simon Mardon is on call for Rutherford support as Director of Boarding.

## Staff Weekday Roster

Duty Slot	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday / Weekend
7.20 am – 8.00 am		Richard	Greg/Liv	Mareko	Bronson	Tracy
8.20 am – 5.30 pm		Matron	Marton	Matron	Matron	Matron
6.00 pm – 8.00 pm		Richard/Jo	Markeo	Bronson	Greg/Liv	<b>Weekend supervisor –</b> Rotates (Friday 6.00 pm – Sunday 6.00pm)
6.00 pm – 10.30 pm	Richard	Dale/ Tracy	Greg/Liv	Mareko	Bronson	

You will be added to a WhatsApp group where you can access supervisor contact details and stay informed about the latest updates and activities in the house. This platform will be used to keep you in the loop.

House meetings will be held once per week, day to be confirmed.

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



Halloween celebrations for the local community



## Calendar 2025

The following are important dates for 2025:

### Term One

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

### Term Two:

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

### Term Three:

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

### Term Four:

<b>Sunday 5 October:</b>	Boarders back after 2.00 pm
<b>Monday 6 October:</b>	All students to school for the start of Term Four
<b>Thursday 9 October:</b>	Boarding Sports Tour (West Coast Thursday and Friday)
<b>Wednesday 15 October:</b>	Oldman's Supper
<b>Friday 18 October:</b>	Rutherford End of Year Dinner
<b>Monday 27 October:</b>	Labour Day
<b>Tuesday 28 October:</b>	Sports Awards
<b>Wednesday 30 October:</b>	Graduation Dinner
<b>Thursday 30 October:</b>	Senior Prizegiving / last day of school for Seniors
<b>Tuesday 4 November:</b>	NCEA Exams start
<b>Thursday 11 December:</b>	Junior Prizegiving / Last day of school for the Juniors / Home

### **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, get 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.



End of Year boarding dinner



## 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).

Rutherford 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.

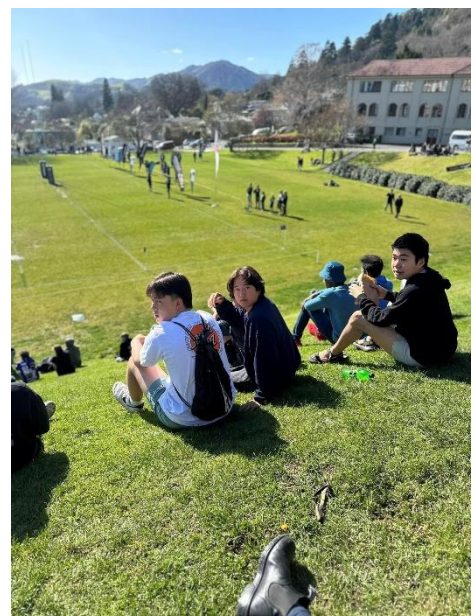
## Counsellors

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 may be charged for repair and / or replacement costs.

## Supporting weekend Rugby





## **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.

## **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 / wifi**

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 wifi 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*  
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 is infrequent 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**

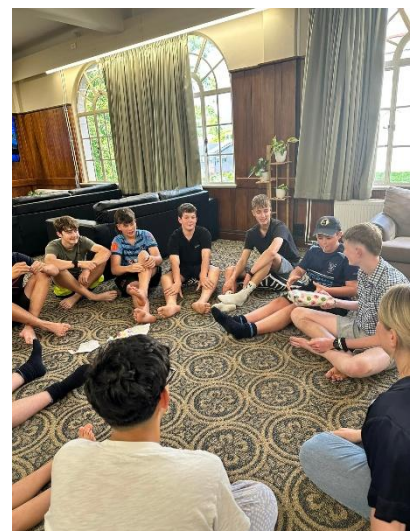
Each boy should have his own eftpos / debit card with parents being responsible for depositing the amount of funds necessary for pocket money and any purchases such as clothing, footwear etc. It should be unnecessary for boys to carry large amounts of cash in their pockets or wallets. Wallets should 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 – 7pm). Boys should be in the prep room (Year 9 and 10) the house kitchen, (Year 11) or their individual cubicles (Year 12 and Year 13).

**Years 9 and 10** students are supervised to study in the prep room. **Year 11** students are supervised in the house kitchen. 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 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.

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

End of Year boarding dinner



Spending time together and celebrating different things / people in the house













Mid winter Christmas dinner





