



WESLEY COLLEGE

BOARDING

2021

STUDENT AND PARENT HOSTEL INFORMATION HANDBOOK



WESLEY COLLEGE HOSTELS

Welcome to boarding at Wesley College.

Wesley College has provided accommodation for its students since 1844.

Currently there are approximately 260 boys and girls in the hostels.

Wesley College is committed to promoting positive relationships, enabling students to learn and live together in harmony.

The main caregiver for your child in the hostel is the Hostel Parent.

The Hostel Parent oversees the day to day care and supervision of boarders. Hostel Parents strive to be positive role models in their daily interactions with boarders.

Hostel Parents also support the personal development of boarders academically, spiritually, socially and physically.

If a boarder, parent, caregiver or guardian has any concern about the well-being of their child, the first point of contact is with the Hostel Parent.

We look forward to providing a caring and supportive environment for your child.

Principal

Mr Brian Evans

09 237 0224 extn 820

WESLEY COLLEGE SPECIAL CHARACTER

Vision

Wesley College is a Christian, multi-ethnic, multi-faith, socially diverse boarding and day school affiliated with the Methodist Church of New Zealand, Te Haahi Weteriana o Aotearoa. Wesley College was established to provide education with a Special Character.

Wesley College has special obligations to provide education for students of Māori descent, Pacific Island descent, Orphans and otherwise disadvantaged students.

Mission Statement

Wesley College endeavours to provide its students, with the opportunity to excel in the spiritual, academic, sporting and cultural aspects of their lives. Having achieved this aim, Wesley graduates will go on to contribute to the wider community as balanced individuals of faith, integrity, sensitivity and purpose.

THE SPECIAL CHARACTER IN THE DAILY LIFE OF WESLEY COLLEGE –

The influence of the ethos of contemporary New Zealand Methodism

Our Special Character

Our Special Character - Our Why!

We are Christian *in practice*

We are Methodist *in ethos*

We are Accepted *for who we are*

We are Called *to be God's people
to do God's work*

We Belong *to the Wesley College
family and the wider family of God*



THE METHODIST CHURCH OF NEW ZEALAND
Te Haahi Weteriana o Aotearoa

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GOD

Methodist Church of NZ – Te Haahi Weteriana o Aotearoa

By Faith

Do all the good I can
By all the means I can
In all the ways I can
In all the places I can
At all the times I can
To all the people I can
As long as I ever can

By Learning



By Hard Work

Family
Respect
Responsibility
Excellence

Act justly Love mercy

Walk humbly with God

Having been given the opportunity to develop their
spiritual, academic, social, sporting and cultural potential it is
our hope they will be well balanced individuals of
integrity, sensitivity and purpose.

Curriculum

Wesley College affirms that every student in school will have the best possible learning opportunity.

This involves the provision of a balanced curriculum, which enables all learners to acquire existing knowledge and skills while at the same time developing capabilities to create knowledge and practise new skills.

Basic skills will be learned. Physical and aesthetic abilities will be enhanced. Realistic personal standards of achievement will be set. Scholarship will be valued and encouraged at every level. Every student will be aware of the dual cultural heritage of New Zealand and the multi-cultural nature of our society.

Equity

Wesley College affirms that equity objectives will underpin all activities in the school.

Wesley College will ensure that this school's policies and practices seek to achieve equitable outcomes for students of both sexes, for rural and urban students; for students from all religious, ethnic, cultural, social, family and class backgrounds, and for all students irrespective of their ability or disability.

Aspects of equity

Equal Educational Opportunity: The aim will be to ensure equal opportunity for all students to participate in and succeed in the full range of school activities.

The school will adopt policies and practices that identify and cater for the individual needs of each student in the school. These will affect the School's curriculum and how the school distributes resources.

They will include programmes that redress existing inequities and address the current and future needs of students, particularly.

- Maori
- Pacific Island
- Other ethnic groups
- Women and girls
- Students with disabilities
- Students with other special learning needs

Treaty of Waitangi

The Methodist Church of New Zealand - Te Haahi Weteriana o Aotearoa is a Treaty-based Church that expresses its governance in a bi-cultural, power-sharing partnership between Te Taha Maori and Tauwiwi. Wesley College has an obligation and a commitment to develop policies and practices which reflect New Zealand's dual cultural heritage. Wesley College is committed to Ka Hikitia

Pasifika Achievement

The Board of Trustees is committed to the Pasifika Education Plan and raising the achievement of Pasifika students.

Community

Wesley College is proud of the diverse communities it represents and believes that a balanced and inclusive approach to working with and for the community results in a just experience for all. Our Methodist special character is at the forefront of all we do.

School Motto

The school motto embraces the core values for Wesley College.

The motto, “Fide Litteris Labore” translates as By Faith, By Learning, By Hard work. That is, the Christian faith, learning and academic attainment, as well as hard work contributes to our core values.

Kairangi Values

Every decision relating to curriculum and every interaction that takes place at Wesley College reflects the values of the individuals involved and the collective values of the institution. Our daily Kairangi values are **Family, Respect, Responsibility, Excellence**. They are woven into the fabric of school life.

Strategic Themes

In this plan there are five (5) themes or visions where Goals for yearly annual plans are identified and targets with associated expected outcomes set. These targets will identify the outcomes necessary for the College to deliver its mission and vision for the students in its care.

The 5 strands are:

1. Special Character, Student Services and Pastoral Care
2. Shared, effective Team Vision
3. Students and their Learning
4. Staff Effectiveness
5. Property, Personnel and Financial Resources



(Developed by staff and students)

Qualified

Good Manners

Adaptable

Relationship
skills

Resilient

Self-Motivated

Respectful

Confident

Leader



VISION

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MISSION

Wesley College endeavours to provide its students with the opportunity to excel in the academic, spiritual, sporting and cultural aspects of their lives.

Having achieved this Wesley graduates will go on to contribute to the wider community as balanced individuals of faith, integrity, sensitivity and purpose.

KAIRANGI VALUES

FAMILY

RESPECT

RESPONSIBILI
TV

EXCELLENCE

STRATEGIC THEMES

Vision 1: Special Character, & Pastoral Care

Vision 2: Shared, effective team

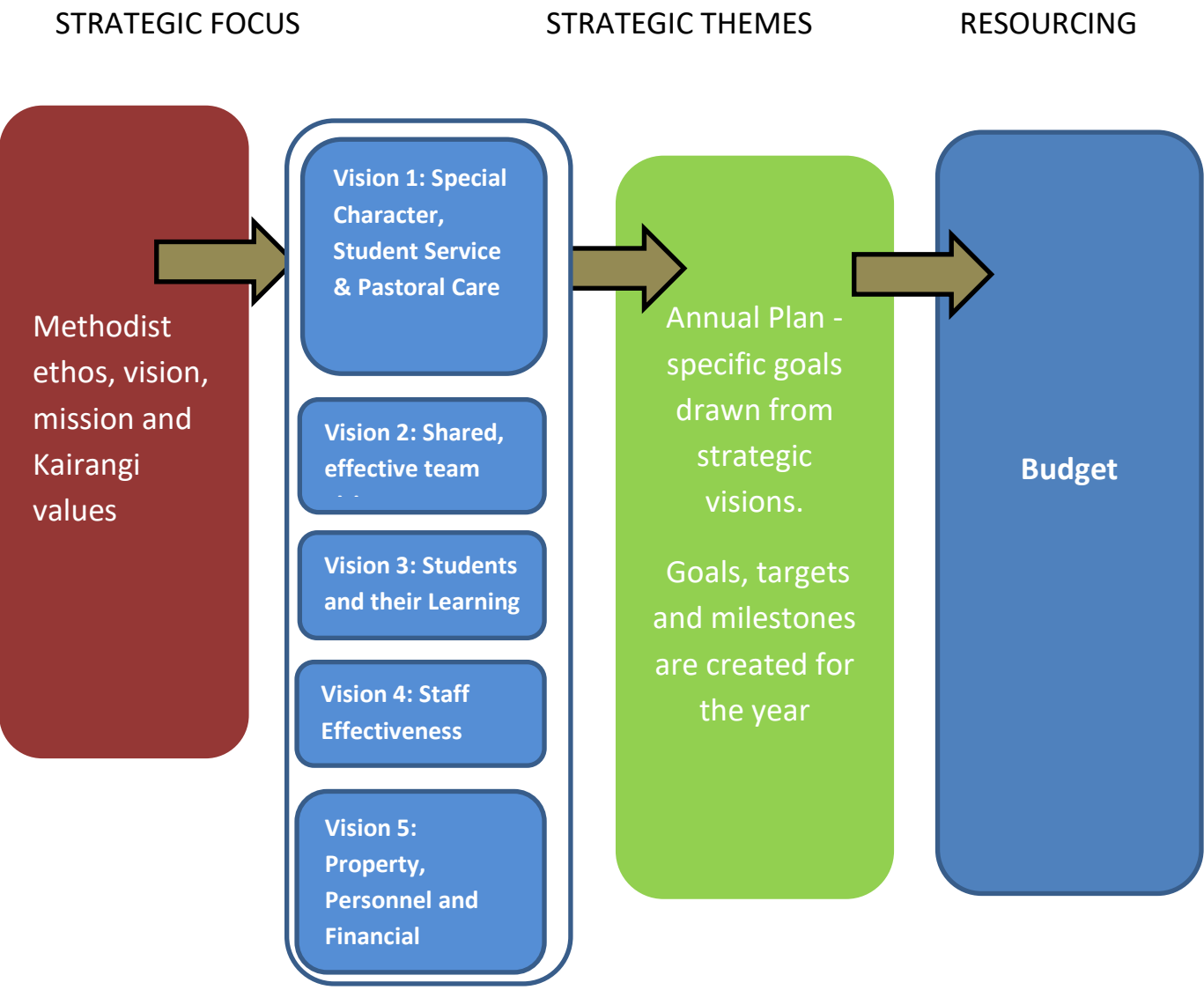
Vision 3: Students and

Vision 4: Staff Effectiveness

Vision 5: Property.



The relationship between Strategic Plan and Annual Plan Structure



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CONTACT DETAILS

POSTAL ADDRESS:

Wesley College
PO Box 58
Pukekohe 2340

PHYSICAL ADDRESS:

Wesley College
801 Paerata Road
State Highway 22
Pukekohe 2676

Phone: 09 2370224 (School office)
Fax: 09 2383582
School website: www.wesley.school.nz

HOSTEL STAFF

Director of Boarding: Mr Chris Field

Phone:	09 2370224	846
Mobile:	021 517720	
Email:	directorb@wesley.school.nz	

Deputy Principal of Well Being: Mrs Christine Pereira-Aumua

Phone:	09 2370224	844
Mobile:	027 3222573	
Email:	christinep@wesley.school.nz	

Superintending Chaplain: Rev Aoina-Salesa

Phone:	09 237 0224	852
Mobile:	027 4971952	
	aliitasis@wesley.school.nz	

Finance Officer: Mrs Heather Dempsey

Phone:	09 2370224	805
Email:	hdempsey@wesley.school.nz	

HOSTEL PARENTS

Te Whare Taina: Mr Murray & Mrs Cheryl Cudby, Mr Kapara Emery,
Mrs Charlie Gabriel

EXT. NO EMAIL

850 taina@wesley.school.nz

Te Whare Maia: Miss Aileen Nelson, Mr Paul So'oula, Miss Litia Mara,
Mr Kapara Emery

851 maia@wesley.school.nz

Denton: Ms Natu Aoina, Mr Anthony Lourdes, Mrs Nellie Kaitani, TBA 832 denton@wesley.school.nz

Harding: Mr Dameon Chaney, Miss Litia Mara 842 harding@wesley.school.nz

Te Whare Pakeke: Mr Mike Raos, Mr Loma Uhila, TBA 861 pakeke@wesley.school

Te Paea: Miss Dejoles Pereira, Mrs Janice Collins, Mrs Trish Leaupepetele 836 tepaea@wesley.school.nz

Health Clinic

Registered Nurses, Tracy Thompson, James Toea'ana 811

International Students Co-ordinator: Mr Loma Uhila

Phone: 09 237 0224



HOSTEL WEEKLY TIMETABLE

Times are subject to change. Check with your Child's Hostel Parent for individual Hostel times.

Monday	Tuesday	Wednesday	Thursday	Friday
6.00 - 6.30am Wake up	6.00 - 6.30am Wake up	6.00 - 6.30am Wake up	6.00 - 6.30am Wake up	6.00 - 6.30am Wake up
7.15 - 7.40am Roll Call	7.15 - 7.40am Roll Call	7.15 - 7.40am Roll Call	7.15 - 7.40am Roll Call	7.15 - 7.40am Roll Call
7.35 - 8.10am Breakfast	7.35 - 8.10am Breakfast	7.35 - 8.10am Breakfast	7.35 - 8.10am Breakfast	7.35 - 8.10am Breakfast
8.20am Chapel	8.20am Chapel	8.20am Chapel	8.20am Chapel	8.20am Chapel
3.20pm Hostels open Roll Check	3.20pm Hostels open Roll Check	2.20pm Hostels open Roll Check	3.20pm Hostels open Roll Check	3.20pm Hostels open Roll Check
6.00pm Dinner	6.00pm Dinner	6.00pm Dinner	6.00pm Dinner	6.00pm Dinner
6.00 - 6.30pm Roll Check	6.00 - 6.30pm Roll Check	6.00 - 6.30pm Roll Check	6.00 - 6.30pm Roll Check	6.00 - 6.30pm Roll Check
6.45 – 7.45pm/8.15pm Prep	6.45 – 7.45pm/8.15pm Prep	6.30 – 8.30 Prep/Electives	6.45 – 7.45pm/8.15pm Prep	
8.30pm Roll Call	8.30pm Roll Call	8.30pm Roll Call	8.30pm Roll Call	8.30pm Roll Call
8.30pm Students in dorms	8.30pm Students in dorms	8.30pm Students in dorms	8.30pm Students in dorms	8.30pm Students in dorms
9.00 - 9.30pm Bedtime Juniors	9.00 - 9.30pm Bedtime Juniors	9.00 - 9.30pm Bedtime Juniors	9.00 - 9.30pm Bedtime Juniors	9.00 - 9.30pm Bedtime Juniors
10.00pm Bedtime Seniors	10.00pm Bedtime Seniors	10.00pm Bedtime Seniors	10.00pm Bedtime Seniors	10.00pm Bedtime Seniors
10.30pm Alarms Set	10.30pm Alarms Set	10.30pm Alarms Set	10.30pm Alarms Set	10.30pm Alarms Set

Saturday	Sunday
8.00am Wake up	8.00am Wake up
8.50am Roll Call	8.50am Roll Call
9.00am Breakfast	9.00am Breakfast
	10.00am Chapel
1.00pm Lunch	1.00pm Lunch
1.30pm Roll Check	1.30pm Roll Check
6.00pm Dinner	6.00pm Dinner
6.30pm Roll Check	6.30pm Roll Check
	7.00pm Chapel
8.30pm Roll Call	8.30pm Roll Call
8.30pm Students in dorms	8.30pm Students in dorms
10.00pm Bedtime Juniors	9.00 - 9.30pm Bedtime Juniors
10.00pm Bedtime Seniors	10.00pm Bedtime Seniors
10.30pm Alarms Set	10.30pm Alarms Set

Rugby Season	Saturday
	6.30am Wake up
	6.55am Roll Call
	7.00 - 8.00am Breakfast
	9.15am - 1.30pm Rugby Games
	1.00pm Lunch
	1.30pm Roll Check
	6.00pm Dinner
	6.30pm Roll Check
	8.30pm Roll Call
	8.30pm Students in dorms
	10.00pm Bedtime Juniors
	10.00pm Bedtime Seniors
	10.30pm Alarms Set



HOSTEL GUIDELINES

Absences from the Hostel

Parents and caregivers must notify the College Office and the Hostel Parent if their son/daughter is going to be absent from the hostel.

Alcohol and illegal drugs

Alcohol and any illegal drugs [e.g. marijuana] are strictly forbidden at Wesley College. Possession or use of alcohol or illegal drugs is treated seriously and formal disciplinary action will be taken. The Police will be advised if appropriate. Be advised that we use drug dogs for random checks of the Hostels. We reserve the right to breath test students suspected of alcohol use.

Bedding

A mattress is provided for each bed.
A mattress cover is provided for each mattress.
Boarders are required to ensure the cover remains on the mattress.
Mattresses may not be taken to the TV lounge or outside.

Each boarder is required to bring with them:

- 2 sheets
- 2 pillowcases
- pillow
- a duvet, continental blanket or blankets

Beginning of Term

Boarders are required to report in between 3.00 – 5.00pm on the day before school begins.

At the beginning of a term parents may help their child settle into their room.

On all other occasions parents are not permitted to enter the Boarder's sleeping quarters without the permission of the Hostel Parents on duty.

Cell phones

Cell phones brought to Wesley College are the responsibility of the boarder.

The Hostel will take no responsibility if a boarder's phone is lost or stolen.

Cell phone use is strictly forbidden during:

- Hostel meetings
- Chapel
- Meal times

Cell phones used during these times may be confiscated and returned at the discretion of staff.

Clothing

Wesley College recommends that mufti clothing is restricted to four (4) changes as storage space is limited.

- Clothing advertising liquor, drugs or cigarettes is not permitted.
- Clothing that may be associated with gangs or considered gang paraphernalia is not permitted.
- Clothing/Caps/Hats/Beanies with offensive wording / signage are not permitted.
- No Bandanas or durags.
- All clothing, footwear, towels and bedding is to be labelled with the student's code name.

Chapel Etiquette

Students are not permitted to use any personal electronic devices in the Chapel. Items found in use by boarders may be confiscated for a 24 hour period.

School bags are to be taken to Chapel and placed under seats. **The Wesley College Bible is a compulsory item for Chapel.** Students are expected to be respectful at all times.

The correct No. 1 uniform is to be worn when attending Sunday services and special occasions.

Phone Calls after school hours

The Wesley College phone number is 09 237 0224, enter the extension for your son's/daughter's hostel. Please be aware the Hostels are not manned during meal times or prep.

If parents wish to phone a hostel the following is recommended:

- arrange a time when you will phone your son/daughter so that he/she will be near the hostel phone when you call;

Please keep phone calls to a realistic length (max. 5 minutes) as there may be several boarders waiting to use the phone.

Please restrict phone calls to out of school hours. Boarders will only be advised of incoming phone calls during school time or during prep if it is an emergency. Only collect calls can be made from each hostel landline.

Students are not permitted to use phones for voice or text messages during class time.

Computers

Personal laptops can be used in the hostel until 9.00pm (Juniors).

Internet

The hostels are networked to the school system to enable email and internet service for students to complete school work. Students sign a contract agreeing to the conditions as set down by Wesley College "Use of Internet" policy. Students have individual log on codes.

The use of computers/internet is monitored.

Complaints

If a boarder, parent, guardian has any concern about the well-being of their child the first point of contact is with the Hostel Parent.

If a boarder, parent, guardian has raised a concern with the Hostel Parent and is not satisfied with the outcome they should contact the Director of Boarding.

If a boarder, parent, guardian is not satisfied with the discussion with the Director of Boarding they should contact the Principal.

Damage / loss of personal items

While staff and management of Wesley College take all reasonable steps to ensure that there is no loss or damage to personal items it is the responsibility of the boarder to ensure that their items are secure.

Damage to Hostel Property

A student who is found to wilfully damage or graffiti hostel property is responsible to pay for the cost of the repairs. Parents will be contacted about any incident and the payment required.

Dentist

Boarders have the opportunity to be assessed and treated by "Smile Care", the Schools' Dental Provider. The service is free to New Zealand citizens under the age of 18 years.

Parental Authority to use Mighty Mouth is signed by the parent on enrolment.



Dining Room (during meal times)

- Entry to the Dining Room is always through the main doors
- Exiting the dining room is always through the two end doors.
- No students are permitted to be in the Kitchen area unless they are working.
- The bell rung signals time for prayer and notices. Everyone must be quiet, must stop eating and put down their utensils. Others must stand still until prayer is finished.
- No one may leave the dining room until prayer is completed.
- No food, drink or any utensils are permitted to be taken out of the dining room.
- Lining up for meals is to be orderly and quiet.
- Only 8 students to a table are permitted.
- All tables are to be wiped down and all dishes taken up after use.
- If wearing a hoodie no hoods are to be worn up.
- Footwear must be worn at all times.
- No sleeveless tops, pyjamas or headwear are to be worn.
- No towels or blankets to be worn.
- No earphones.
- Appropriate behaviour at all times is expected whilst in the dining room.

School Uniform/ Dress Standard

- Students are to be in the correct school uniform at morning roll calls on weekdays.
- The school uniform will be worn correctly at all times during the school day.
- **The School Uniform - Boys** consists of
 - Wesley polo shirt
 - Wesley black shorts (summer) with Roman sandals.
 - Wesley black shorts/ long black trousers (winter) with black socks and black shoes.
 - Wesley vest or jersey
- The School Uniform - Girls** consists of
 - Blue school blouse (summer)
 - Black skirt with Roman sandals
 - Black skirt(winter), Wesley jersey and knee highs/black school shoes.

- The correct No. 1 uniform is to be worn on special occasions as well as to and from school.
- **The No. 1 Uniform - Boys** consists of
 - Long pair of black dress trousers
 - A tupenu may be worn instead of trousers with Roman sandals
 - A white long sleeved shirt and School tie.
 - Black socks and shoes
 - The School blazer, a school jersey or vest.

No 1 Uniform - Girls consists of

- A long black skirt
- A Wesley white blouse
- Wesley jersey
- Wesley blazer
- Black knee highs/black shoes

- No caps/hats or beanies are to be worn with the No. 1 uniform.
- School jackets are not part of the No.1 uniform.
- Neat and tidy non-uniform clothes may be worn after school and during the weekends.
- Ripped and dirty clothing is NOT permitted.
- All clothing and footwear must be labelled with the boarder's code name.
- T-shirts are not to be visible underneath the school uniform.
- Boarders may not change out of uniform when travelling by public or private transport.
- The uniform identifies the boarder for his / her own protection.
- Changing into / out of uniform in the carpark is not permitted.
- Boarders are reminded that when in uniform they are representing the school.

Uniform Notes

Students not in the correct uniform are required to have a note from home explaining the reason for the discrepancy and when the student will have the correct uniform. The note is to be handed to the Hostel parent for approval.

Jurisdiction of the Hostel

The jurisdiction of the hostel applies to all official outings and to wearing the No 1 uniform in town. Accordingly we expect a high standard of behaviour.

Duties

- All boarders are responsible for maintaining sleeping spaces to a high level of tidiness and cleanliness
- There will be daily inspections of rooms.
- All boarders will be assigned duties such as grounds and building clean-up, sweeping, vacuuming.
- Hostel parents will develop rosters for these duties.

Eftpos

Eftpos is available to students from the College office. The limit is \$10.00 per transaction unless notification is received from parents or caregivers.

Grooming

- Hair must be kept tidy throughout the normal activities of a school day.
- Unnatural hair colours, or extreme colouring, streaks and patches of colour are not permitted.
- Girls' hair must not hang below the shoulders and must be clear of the face and eyes.
- Girls' long hair must be tied up or back.
- Plain hair ties/bands and clips in the colour of the students natural hair colour may be worn by girls to contain the hair.
- Boys' hair must be clear of the face and not be below the top edge of the collar.
- Boys' may not wear their hair tied up or back in a ponytail (with the exception of traditional, cultural or religious reasons as approved by the Principal)
- Shaved or extreme styles are not permitted. No braids.
- Boys' must be clean-shaven at all times.
- Students may not wear makeup of any kind, this includes eyelash extensions.
- Nail polish, if worn, must be colourless.
- The use of sunblock is encouraged, especially for summer outdoor activities. Sunblock is available at the Health Clinic for sporting events.



Hostel opening times – after holidays

After set weekends and holidays the students return between 3.00 – 5.00pm. Parents and guardians are asked to leave by 5.00pm.

Hostel closing times

On set weekends and holidays the hostel closes at 5.00pm unless otherwise notified. Arrangements must be made for all boarders to be collected before this time.

Hitch hiking

Hitch hiking is strictly forbidden.

Hygiene

A high standard of hygiene is expected from the boarders. Please ensure that your son/daughter is fully supplied with toiletries including shavers.

Insurance

It is important that parents have adequate insurance to cover your sons/daughters personal items as these are not covered by the hostel insurance.

Jewellery

Girls with pierced ears may wear one matching pair of small plain silver or gold unobtrusive studs in the lower part of each earlobe.

Boys are not permitted to wear earrings with school uniform.

Keeping records up to date

The hostel should be notified of any alterations in a student's personal details, such as change of address or home phone number, cell phone, work or emergency number.

Parents requiring the hostel to monitor family access arrangements, instructions are required in writing.

Laundry

The College operates a modern laundry.

- All boys' clothing, towels, sheets and pillowcases are washed at the laundry. Some items are attended to on-set days.
- The Girls have their own laundry at Te Paea for their personal clothing. Their towels, sheets and pillowcases are washed in the main laundry.
- Students pick up their laundry from the laundry facilities after school.
- No one is permitted to collect laundry on another student's behalf.

Leave

Only notes written and signed by parents and guardians will be accepted.

An agreement based on trust is entered into between the boarder and the hostel when leave is granted.

Boarders are to travel to the approved place as recorded on the note provided.

Breaches of trust will be viewed seriously.

Absence without official leave (AWOL)

Students are considered AWOL when they do not return on time from an outing or go off site without Hostel Parent permission.

Procedure if a student is considered AWOL

- Check expected time of arrival where he/she was going and with whom.
- Phone student's cell phone (if a number has been provided).
- Hostel Parents will advise the Manager on duty of any absence from roll calls and an immediate investigation will be undertaken to determine the whereabouts of the boarder.
- When a boarder's whereabouts can't be determined the boarder's parent(s) / guardian (s) will be notified. The Director of Boarding and the Principal will also be advised.
- If there is no lead and after consultation with the parents the police may be bought in at this point
- Police do not usually consider a person missing for 48 hours but may be alerted to the situation.
- Set-up a time frame for reporting back to the parents.
- Talk to students as a group. The student's peers will often report valuable information which can be a useful lead.
- Director of Boarding, Principal and parents to meet to ascertain situation.



Leave Arrangements

There are four types of leave:

- Town Leave (for seniors)
- Weekend Leave
- Sunday Leave (Sunday drive)
- Special Leave

At the beginning of each year parents are asked to:

- Confirm whether their son/daughter, if a senior, may have town leave after school or at the weekends; and supply a list of the names of people who are approved to take their sons/daughters on leave from Wesley College.
This list may be changed at any time by notifying the hostel by letter, email or fax.
- Confirm how their son/daughter will leave the College on Friday or after sport on Saturday – i.e. by public transport or by private vehicle.

Town Leave (Years 11–13 only)

Town Leave may be granted for boarders on a Tuesday / Wednesday or Thursday (1 day), and Saturday for Years 11 – 12 as specified by the Director of Boarding. Year 13 students may be granted leave from Monday to Friday, plus Saturday.

Permission for leave to go to Pukekohe after school and Saturday may be granted by the relevant Hostel Parent. Leave at other times will not be granted except in special circumstances

The No. 1 uniform is to worn correctly when granted town leave. (Monday - Friday)

Boarders granted town leave sign out and are given a leave pass and a time by which they must return.

Failure to abide by any of the above may lead to future requests for leave being denied.

Under no circumstances are boarders permitted to hitch hike to town.

Weekend Leave

- Weekend Leave is arranged with the relevant Hostel Parent by 7.00pm Thursday evening.
- If your son/daughter is being picked up for weekend leave, they must be signed out by the person picking them up.
- Weekend leave begins after school on Friday. Students depart on Friday unless there are cultural or sporting events on Saturday.

- Boarders who are granted weekend leave may not return to the hostel until 3.00pm Sunday afternoon.
- Boarders who have committed themselves to sports' teams are expected to ensure that they fulfil their obligation to their team.
- Boarders are required to be signed back in after weekend leave by 5.00pm on Sunday. Parents / caregivers are to sign their son / daughter in. Hostel Parents may wish to discuss aspects of your sons or daughters boarding life.
- Parents are invited to attend Evening Chapel.
- Parents are responsible for who the boarder will stay with while absent from the College and for how they travel.
- Boarders will not be granted weekend leave to stay with people other than those that parents have granted permission for their sons/daughters to stay with.
- Parents must also approve who their son / daughter is to travel with.
- Boarders on weekend leave are required to wear No. 1 uniform while travelling.

Sunday Leave (Sunday Drive)

Boarders may be signed out after Chapel on Sunday morning and spend time with their parents or other people approved by their parents.

- The No. 1 uniform is to be worn.
- Boarders are required to be signed back in after Sunday Leave by 5.00pm.
- Parents are invited to attend Evening Chapel.

Special Leave

Special leave is normally requested for compassionate reasons or for significant family occasions.

Special Leave that involves school time must be approved by the Principal.

All other Special Leave may be approved by the Director of Boarding.

Meals

Students are encouraged to eat all meals provided.

- Students are to be dressed tidily and wear footwear to all meals.
- No crockery or cutlery is to be removed from the dining room.
- No food to be taken out of the dining room.
- Walking around the dining room and eating during meals is not permitted.
- Tables to be wiped down and left in tidy manner.
- Chairs (8) per table are to be pushed in.

Saved Meals

A request to save a meal for a student may be made if the student has obligations that mean he/she will not be able to attend dinner at the timetabled dinner time.

- Students requiring saved meals, apply to their Hostel parent.
- Permission for saved meals is at the discretion of the Director of Boarding.
- Arrangements for a saved meal after weekend leave need to be made prior to departure.

Medical

- Boarders are not permitted to keep prescription medication in their lockers.

- Parents are requested to visit the Health Clinic at the beginning of each term to deposit medication and to discuss medical requirements. There must also be discussions with the Health Clinic when medication changes.
- All student individual medication must be monitored by the Health Clinic.
- Should a boarder receive an injury at the weekend or during the holidays that requires ongoing medical treatment the Matron will require a copy of the ACC form and the ACC number.
- International students are required to have up to date medical and dental insurance to meet treatment costs.
- The Health Clinic organises medical treatment as necessary. A doctor visits the College on set days each week.

Sickness

- Illness of a contagious nature such as Covid 19 requires immediate departure for home.
- Parents will be contacted immediately if the School Nurses consider it necessary.
- To confirm an illness such as the Covid 19 we would contact the medical officer of health and follow the advice given.

Out of Bounds areas

- Hostels between 8.30am – 3.20pm. Wednesday 8.30am – 2.20pm.
- Staff residences
- Staff car park
- Utility Rooms
- Farm, including sheds and areas where cattle are grazing or crops are growing.
- Staff room
- Sub-division

Parents away from home

Parents are required to inform the hostel when away from home and give a personal contact number or details of a friend or relative whom they are delegating responsibility.



Parents' Meeting

On occasions, parents may be contacted to meet to discuss matters pertaining to the hostel.

Post and Courier

Boarders welcome letters and parcels from home. These should be clearly marked with their names and can be posted to/or delivered to the College address on page 6.

Posters and decorations

Posters must be in good taste as defined by Hostel Parents.

Blue tack may be used for walls. Drawing pins or staples may only be used to fix posters/decorations to display boards. No sellotape or staples to be used on walls.

Prep

Prep is **compulsory** for all year levels. Tablets and cell phones may be used during prep with the supervisors permission.

Prep is held Monday – Thursday from 6.45 - 7.45pm (Juniors). 6.45 – 8.15pm (Seniors)

Students must come prepared for prep. When work is completed they can revise or read a book. If a student is absent from prep they are required to complete work after school.

Private cars

Year 11 / 13 parents and guardians may apply to the Principal for permission to allow their son/daughter to bring a car to the College for a specific purpose. Permission is granted at the Principal's discretion.

Keys will be handed in to the students hostel parents.

Cars will be parked by the appropriate hostel.

All students who have approval must provide the appropriate driving license and evidence that the vehicle has a current WOF and car registration.

Security

These are the overnight security arrangements for the College site and hostels.

There is a Night watchman on duty each night. The Night watchman walks the College site and maintains surveillance of the security cameras. CCTV cameras are operational throughout the campus.

The College gates are closed at:

- Northern gate 8.00pm
- Southern gate 7:00pm
- Exterior doors of each of the hostels are closed and alarmed by 10:30pm.

Security of possessions

Every student in the dormitories has a padlock lockable wardrobe. Security of possessions is the responsibility of the student who should keep their wardrobe locked at all times and carry the key. A spare key should be given to the House Parent.

Smoke free environment

Wesley College is a SMOKE FREE campus.

Students are not permitted to carry or use cigarettes, tobacco or vaping devices.

Carrying or using cigarettes, tobacco or vaping devices is treated seriously and formal disciplinary action may result.

All visitors are asked to respect the smoke free environment when they visit.

Please note that smoking is now illegal in school buildings and on school grounds controlled by the Board of Trustees.

1st offence: Parents called, verbal warning

2nd offence: Written letter to parents informing them of consequences of a third offence

3rd offence: Stood down

Sport and Recreation

Students are encouraged to join in all school activities. Transport to and from outside clubs is the responsibility of the parents/caregivers.

Discipline

Stand down from the Hostel

The Director of Boarding or the Deputy Principal of Well Being & Hostel may initiate a stand down of a student for up to and including five days for serious offences such as:

- Theft
- Use and/or supply of drugs (including cigarettes, vaping devices, alcohol, substance abuse)
- vandalism
- weapons
- being absent without leave AWOL
- bringing people into the hostel outside of approved times
- physical or verbal assault towards other students or staff members
- sexual harassment / sexual misconduct
- riding in or on a vehicle without permission
- other harmful or dangerous behaviour
- continued disobedience.

Suspension

Where the Director of Boarding or Deputy Principal of Well Being & Hostel in consultation with the Principal consider the offence is serious and warrants more than a 5 day stand down a decision to suspend the student may be determined.

The Wesley College Trust Board Disciplinary Committee will decide whether the student will be permitted to return to the Hostel with or without conditions.

Disciplinary Procedure

- Parents or guardians are notified by the Director of Boarding or Deputy Principal of Well Being & Hostel as soon as practical to remove their child from the hostel (an arrangement must be in place for a person approved by parents to collect a student, if circumstances prevent the parents/guardians from doing so;
- Parents, guardians, (or the approved person), student and Director of Boarding or Deputy Principal of Well Being & Hostel discuss the reasons for the stand down, duration of the stand down before the student goes home;
- A letter is to be sent by the Director of Boarding or Deputy Principal of Well Being & Hostel to the parents to confirm date and reasons of the stand down, duration of the stand down and to reiterate that the stand down is both from the hostel and school.
- The Director of Boarding or Deputy Principal of Well Being & Hostel will consult with the Principal as soon as possible to determine if the stand down is escalated to a suspension.
- If a suspension is determined a meeting will be held within 7 school days after the day of the suspension.
- Parents will have all material to be discussed at the meeting at least 48 hours before the meeting.

Stereos / Music

- All radios / stereos are the responsibility of the students.

- No audible music is to be played after lights out. When in use the volume is to be at a reasonable level as defined by the Hostel Parent. Appropriate music to be played.
- Stereos and other machines are to be switched off when the room is unoccupied.
- Equipment not used responsibly will be confiscated and returned at the discretion of the Hostel Parent. Use of Radios/I-pods/Stereos/DVDs are a privilege not a right. Age appropriate DVDs only. Student responsibility is expected.

Swimming Pool

The pool is for the use and enjoyment of all students. Consideration of others in and around the pool is very important. Students must take a towel when using the pool.

- No running around the pool or throwing people in the pool
- Correct swim wear is to be worn. Hostel staff may ask students incorrectly clad to leave the area.
- The pool will be supervised by an adult staff member in the pool area.
- Drying off before entering the hostel is essential. Wet vinyl floors are hazardous.
- Hostel parents to ensure pool area is kept tidy. No swimming after 8.45pm.

Television

There is a television (Sky available) lounge in each dormitory area.

All use of the television is at the discretion of the Hostel Parent on duty.

Junior boarders are not permitted to have equipment such as TV/Video/ x-boxes in individual rooms.

Senior boarders may have TV/Video /x-boxes in sleeping areas with the permission of their Hostel Parent.

This equipment may not be used after lights out.

If this requirement is ignored the equipment will be confiscated and returned at the discretion of the Hostel Parent.

Tuck Shop

A tuck shop is available. Students can buy food after school. Eftpos is also available for student use. No cash may be withdrawn. Mobile top ups are available.

Vegetarian Meals

Vegetarian meals are available on request. Arrangements for these are made with the Director of Boarding.

Visitors

Junior Boarders are not permitted to entertain friends in their dormitory bedrooms.

Boarders who wish to visit other dorms must seek permission from the Hostel Parent on duty. All other visitors must be entertained in recreation rooms or TV lounges. Unsupervised visiting is not allowed.

Non-contacts

- Parents and guardians must notify the Director of Boarding in writing with clear instructions as to who is allowed/not allowed to have contact with their son/daughters.
- Parents and guardians must notify the Principal and Director of Boarding in writing if there are custodial arrangements in place.

Parents and guardians must notify the Principal and Director of Boarding in writing, giving clear advice, if there are any concerns relating to any persons contacting their son/daughters

Skateboards and Bikes

Skateboards and bikes are not permitted at school.

