



WESLEY COLLEGE BOARDING 2020

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 250 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
Dr Brian Evans
09 237 0224

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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.

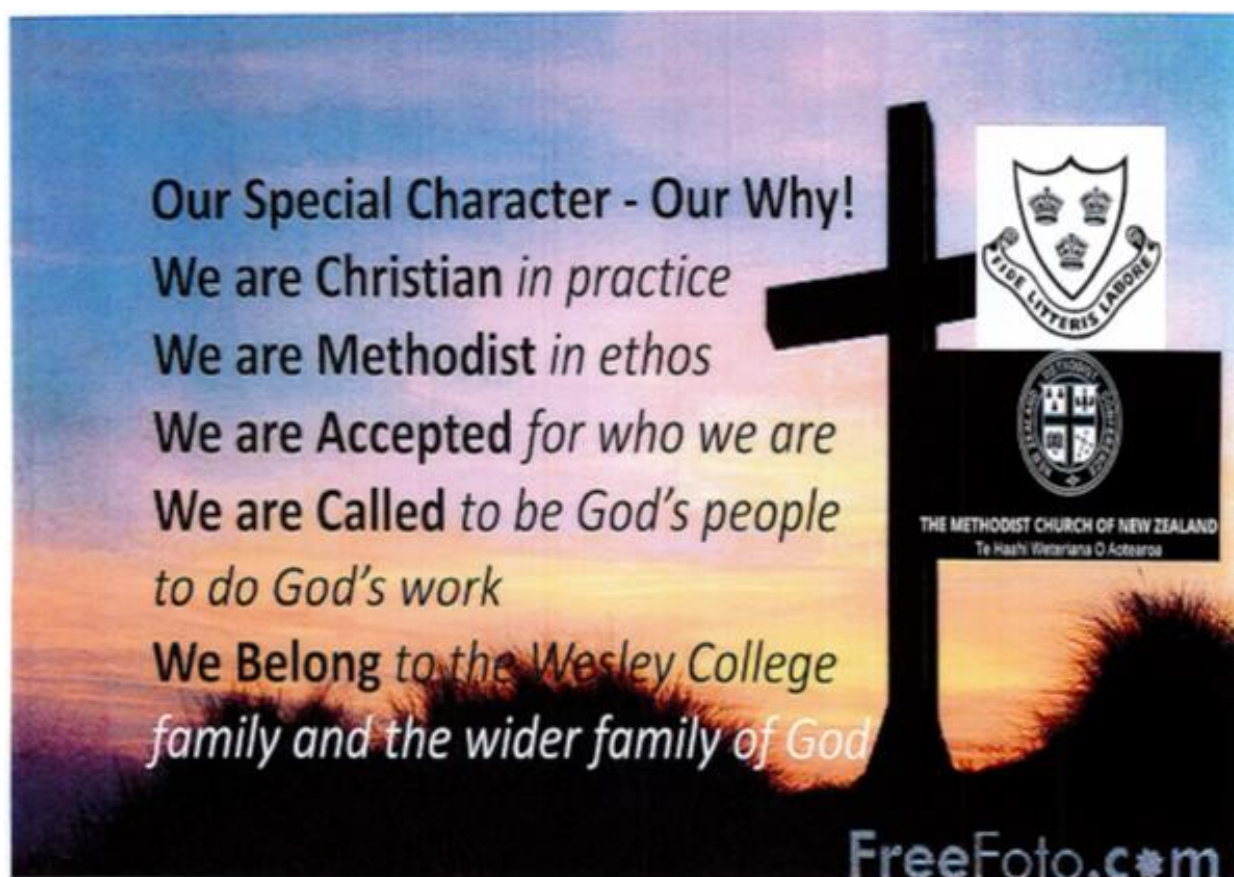
Wesley College has special obligations to provide education for students of Māori descent, Pacific Island descent, Orphans and otherwise disadvantaged students.

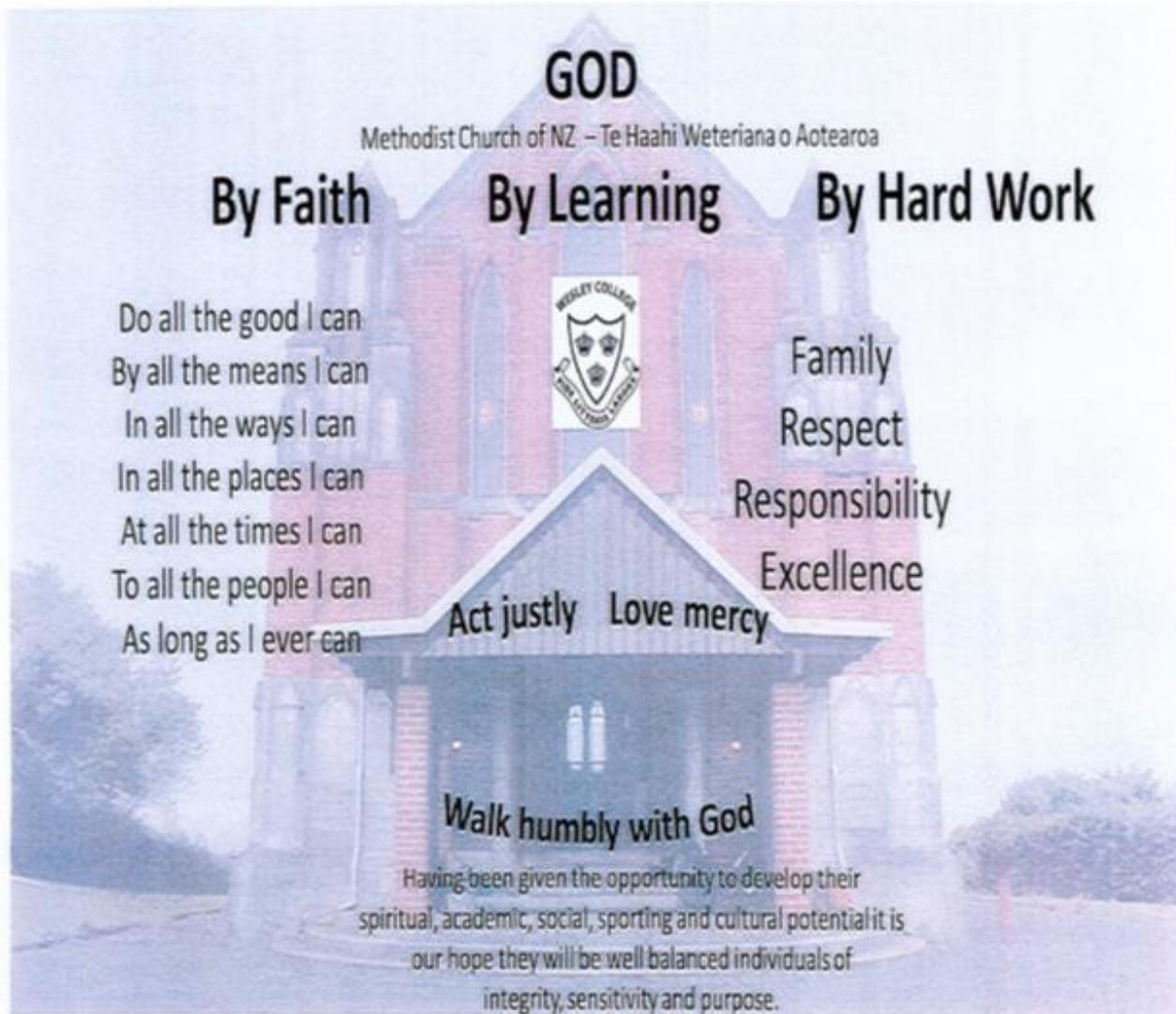
Mission Statement

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





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 Tauwi.

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.

KAIRANGI



"Kua tawhiti kē to haerenga mai, kia kore e haere tonu."
"You have come too far not to go further ..."

Family

Whanaungatanga
Famili
Aiga
Matavuvale
Magafaoa

Respect

Whakaute
Faka'apa'apa
Fa'aaloalo
Vakarokoroko
Fakalilifu


Responsibility


Haepapa
Fai-Fatongia
Fa'amaoni
Itavi
Kavenga


Excellence

Rawe
Lelei Taha
Silisili ona Lelei
Vakasakiti
Homo ve atu

KAIRANGI: school-wide expectations matrix 24-7: To act justly, love mercy and walk humbly with God by faith, by learning, by hard work.

	ALL SETTINGS	CHAPEL	CLASSROOM	WALKWAYS AND CORRIDORS	GROUNDS AND QUAD
 <p>RESPECT Mark 12 :30-31 <i>Love God with all your heart and soul and mind and strength.</i> <i>Love your neighbour.</i></p>	<p>Use polite and appropriate language. Be considerate towards other people and their property</p>	<p>Show reverence for God. -You are entering a place of worship Arrive on time Enter quietly & stand quietly Sit quietly. Have your Bible Turn phones and iPods off and put them away</p>	<p>Listen to the person speaking. Take care of furniture, equipment and books.</p>	<p>Allow people to walk through.</p>	<p>Look after the school environment.</p>
<p>RESPONSIBILITY Micah 6:8 <i>And what does the Lord require of you? To act justly, to love mercy and to walk humbly with God.</i></p>	<p>Follow instructions. Dress in the correct uniform. Be in the right place and the right time.</p>	<p>Sing with pride and as one. Positively support one another's achievements.</p>	<p>Arrive on time with the correct equipment Complete set tasks to the best of your ability. [Note] There are subject specific guidelines.</p>	<p>Move around quietly without disturbing other classes. Put rubbish in bins</p>	<p>Put rubbish in bins. Be quiet around the classrooms. Use outside areas appropriately.</p>
<p>FAMILY I Corinthians 13 <i>Love never gives up. Love cares more for others than for self, doesn't want what it doesn't have. Love doesn't strut, isn't big headed, doesn't force itself on others and Isn't always "me first," Doesn't fly off the handle, keep score or revel when others grovel, Takes pleasure in the flowering of truth, puts up with anything and trusts God always. Always looks for the best, never looks back, always keeps going.</i></p>	<p>Care for one another. Treat others how you would like to be treated.</p>	<p>Demonstrate Christian faith and Methodist ethos. -be a good character -support others -be inclusive - express equality</p>	<p>Care for other people and their property. Help one another to learn</p>	<p>Welcome people to Wesley. Welcome people to Wesley.</p>	<p>Welcome people to Wesley. Welcome people to Wesley.</p>
<p>EXCELLENCE Philippians 4:8 <i>Finally, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.</i></p>	<p>Take ownership of your learning. Take advantage of all opportunities. Do all the good you can all the time.</p>	<p>Be ready to learn. Have a positive attitude. Achieve best result possible.</p>	<p>Be ready to learn. Have a positive attitude. Achieve best result possible.</p>	<p>Take care of all your surroundings. Keep your school tidy</p>	<p>Take care of all your surroundings. Keep your school tidy</p>

	BUS	DINING ROOM	OFFICE	FIELD TRIPS EOTC	LIBRARY
 <p>RESPECT Mark 12 :30-31 <i>Love God with all your heart and soul and mind and strength.</i> <i>Love your neighbour.</i></p>	<p>Be polite and patient when waiting for the bus and when on the bus. Thank the bus driver.</p>	<p>Be polite, patient and be respectful. Use correct manners and language.</p>	<p>Be polite to office staff Wait patiently for your turn.</p>	<p>Listen carefully to those responsible for you. Leave only footprints; take only photographs.</p>	<p>Handle resources and books carefully. Work quietly. Keep tables and chairs neat and tidy</p>
<p>RESPONSIBILITY Micah 6:8 <i>And what does the Lord require of you? To act justly, to love mercy and to walk humbly with God.</i></p>	<p>Get to the bus on time. Take all belongings with you. Pay bus driver or have your HOP card ready. Take your rubbish with you.</p>	<p>Queue quietly and patiently. Clear away dishes and wash hands. Clean your eating area</p>	<p>Use the office only when you need it.</p>	<p>Bring all the correct gear. Be a school ambassador. Get permission to attend trips</p>	<p>Listen to the librarian's suggestions. Put resources you've used back into the correct place. Check out books in the right manner. Return books when due</p>
<p>FAMILY I Corinthians 13 <i>Love never gives up. Love cares more for others than for self, doesn't want what it doesn't have. Love doesn't strut, isn't big headed, doesn't force itself on others and isn't always "me first." Doesn't fly off the handle, keep score or revel when others grovel. Takes pleasure in the flowering of truth, puts up with anything and trusts God always. Always looks for the best, never looks back, always keeps going.</i></p>	<p>Treat all on bus as you want to be treated. Care for you surroundings.</p>	<p>Say grace. Thanking those who serve you. Leave your table clean for others to use</p>	<p>Thank those who help you.</p>	<p>Look after one another when off site.</p>	<p>Appreciate that it is a quiet learning space for you and others. -talk quietly when asking questions or helping others</p>
<p>EXCELLENCE Philippians 4:8 <i>Finally, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.</i></p>	<p>Represent your school in the best way possible. -correct uniform -help others -offer your seat to adults and children</p>	<p>Be orderly and polite when getting food. Clean up and help others share dining room duties</p>	<p>Go at appropriate times. Line up in orderly manner.</p>	<p>Represent your school in the best way possible.</p>	<p>Use the library to promote your learning. -work in silence -read in silence</p>

	TOILETS	DORMITORY	LAUNDRY	HEALTH CLINIC
 <p>RESPECT Mark 12 :30-31 <i>Love God with all your heart and soul and mind and strength.</i> <i>Love your neighbour.</i></p>	<p>Look after the facilities and equipment.</p> <p>Be considerate of others privacy.</p>	<p>Use polite and appropriate language.</p> <p>Be considerate towards other people and their property</p> <p>Keep area clean</p> <p>Follow instructions.</p> <p>Dress in the correct uniform.</p> <p>Be in the right place at the right time.</p> <p>Look after your property</p>	<p>Be polite, patient and wait your turn.</p> <p>Use correct manners and language.</p>	<p>Be polite, patient and wait your turn.</p> <p>Use correct manners and language.</p>
<p>RESPONSIBILITY Micah 6:8 <i>To act justly, to love mercy and to walk humbly with God.</i></p>	<p>Use the toilets during breaks.</p> <p>Use supplies and equipment appropriately.</p> <p>Get permission to go during class time if needed.</p>	<p>Care for one another.</p> <p>Treat others how you would like to be treated.</p> <p>Look after other people's property</p> <p>Help other families and friends that visit</p>	<p>Queue quietly and patiently.</p> <p>Make sure the items you are given are yours.</p> <p>Ensure that you label your clothing.</p>	<p>Follow instructions.</p> <p>Attend all appointments.</p> <p>Take your medication as instructed.</p>
<p>FAMILY I Corinthians 13 <i>Love never gives up. Love cares more for others than for self, doesn't want what it doesn't have. Love doesn't strut, isn't big headed, doesn't force itself on others and isn't always "me, first," Doesn't fly off the handle, keep score or revel when others grovel, Takes pleasure in the flowering of truth, puts up with anything and trusts God always. Always looks for the best, never looks back, always keeps going.</i></p> <p>EXCELLENCE Philippians 4:8<i>Finally, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.</i></p>	<p>Leave bathroom in a clean state for others to use.</p> <p>Put used hand towels and paper in the bin.</p> <p>Flush toilet after use</p>	<p>Take ownership of your learning.</p> <p>Take advantage of all positive opportunities. -get involved -try your best</p> <p>Do all the good you can all the time.</p>	<p>Thank those who serve you.</p>	<p>Thank those who help you.</p> <p>Support others that are not feeling well.</p>
	<p>Use good hygiene.</p> <p>Wash hands after use</p>		<p>Ensure all your items are marked with your code.</p>	<p>Go at appropriate times</p> <p>Use good hygiene</p>

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



Profile of a Wesley College Graduate 2019-2023 (Developed by staff and students)



VISION

Wesley College is 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

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

RESPONSIBILITY

EXCELLENCE

STRATEGIC THEMES

Vision 1:
Special Character, & Pastoral Care

Vision 2:
Shared, effective team

Vision 3:
Students and their Learning

Vision 4: Staff Effectiveness

Vision 5: Property, Personnel and

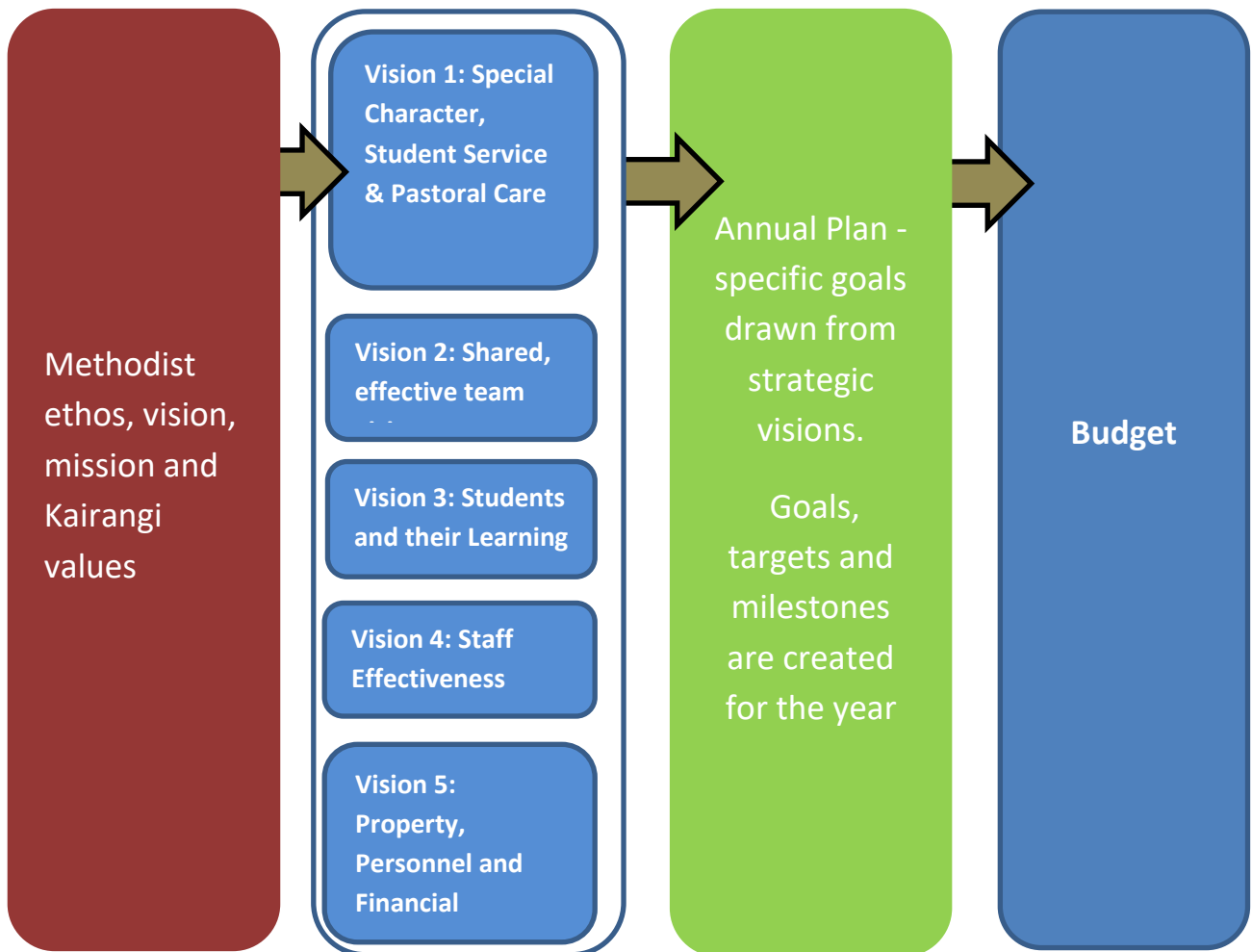


The Relationship between Strategic Plan and Annual Plan Structure

STRATEGIC FOCUS

STRATEGIC THEMES

RESOURCING



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

Deputy Principal of Wellbeing and Boarding: Mrs Christine Pereira 844
Phone: 09 2370224
Email: christinep@wesley.school.nz

Director of Boarding: Mr Chris Field 846
Phone: 09 2370224
Mobile: 021 517720
Email: directorb@wesley.school.nz

Superintending Chaplain: Rev Aoina-Salesa 852
Phone: 09 237 0224
Mobile: 027 4971952
aliitasis@wesley.school.nz

Chaplain Maori: Whaea Paewhenua Nathan 829
Phone: 09 237 0224
pnathan@wesley.school.nz

Finance Officer: Mrs Heather Dempsey 805
Phone: 09 2370224
Email: hdempsey@wesley.school.nz

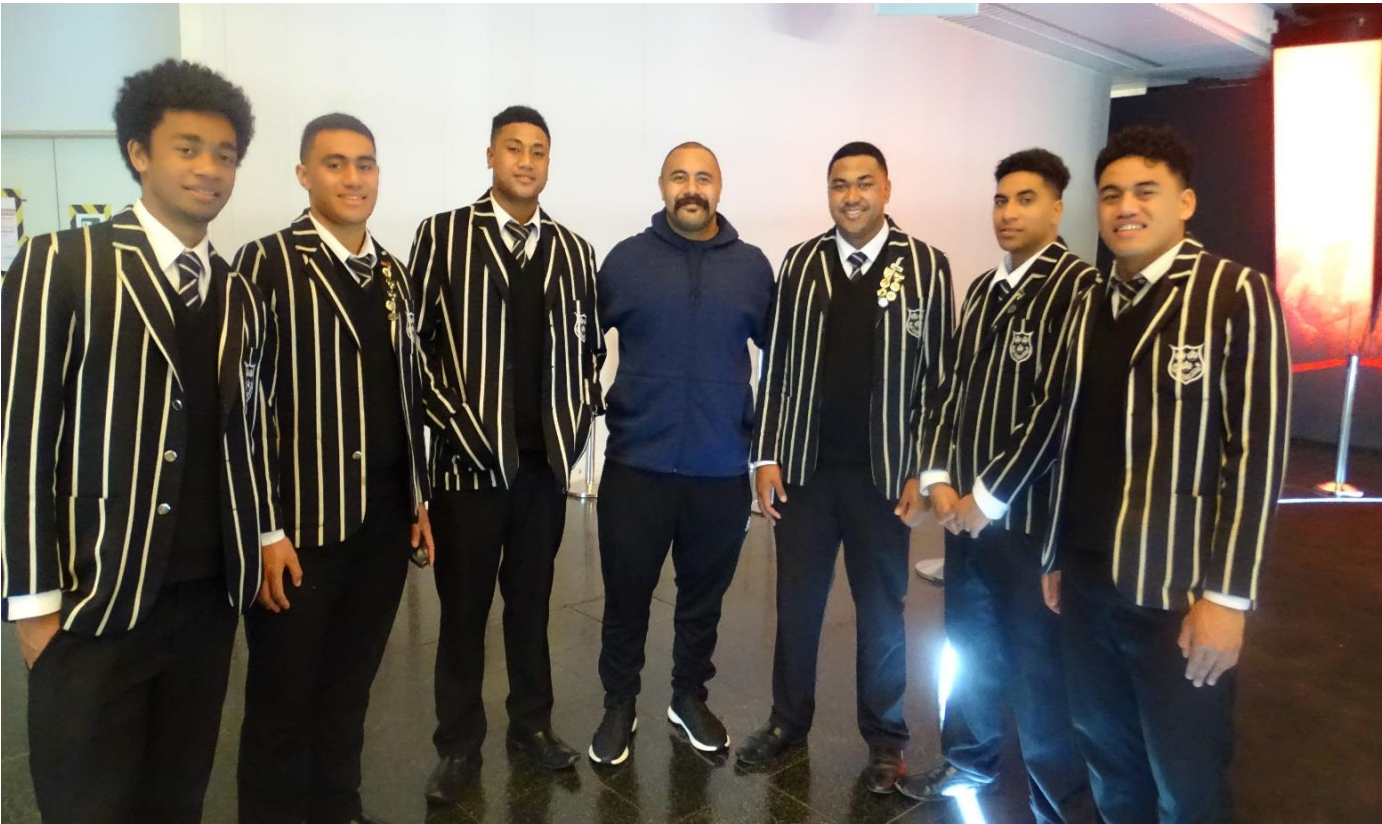
HOSTEL PARENTS		EXT. NO	EMAIL
Te Whare Taina:	Mr Murray Cudby / Mrs Cheryl Cudby Mr Kapara Emery / Mrs Charlie Gabriel	850	taina@wesley.school.nz
Te Whare Maia:	Mr Paul So'oula / Ms Aileen Nelson Mr Kapara Emery / Miss Litea Mara	851	maia@wesley.school.nz
Denton:	Ms Natu Aoina / Mrs Trish Leaupepe / Miss Litea Mara / Mr Athony Lourdes	832	denton@wesley.school.nz
Harding:	Mr Mackenzie Cammock / Rev Salesa	842	harding@wesley.school.nz
Te Whare Pakeke:	Mr Mike Raos / Mrs Trish Leaupepe	861	pakeke@wesley.school.nz
Te Paea:	Ms Dejoles Pereira / Mrs Janice Evans / Mrs Nellie Kaitani	836	tepaea@wesley.school.nz

Health Clinic

Registered Nurses, Mrs Tracy Thompson, Mr James Toea'ana, Ms Shontelle Samuel 811

International Students Co-ordinator: Mr Siaoisi '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
7.30am Roll Call	7.30am Roll Call	7.30am Roll Call	7.30am Roll Call	7.30am 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
6.30pm Roll Check	6.30pm Roll Check	6.30pm Roll Check	6.30pm Roll Check	6.30pm Roll Check
6.45 – 7.45pm Jr 6.45 – 8.15pm Snr Prep	6.45 – 7.45pm Jr 6.45 – 8.15pm Snr Prep	6.45 – 7.45pm Jr 6.45 – 8.15pm Snr Prep	6.45 – 7.45pm Jr 6.45 – 8.15pm Snr Prep	
8.30 - 9.00pm Roll Call	8.30 - 9.00pm Roll Call	8.30 - 9.00pm Roll Call	8.30 - 9.00pm Roll Call	8.30 - 9.00pm Roll Call
9.00pm Students in dorms	9.00pm Students in dorms	9.00pm Students in dorms	9.00pm Students in dorms	9.00pm Students in dorms
9.15 - 9.30pm Bedtime Juniors	9.15 - 9.30pm Bedtime Juniors	9.15 - 9.30pm Bedtime Juniors	9.15 - 9.30pm Bedtime Juniors	9.15 - 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
8.45am Roll Call	8.45am 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
8.30 - 9.00pm Roll Call	8.30 - 9.00pm Roll Call
9.00pm Students in dorms	9.00pm Students in dorms
10.00pm Bedtime Juniors	9.15 - 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
	8.30 - 9.00pm Roll Call
	9.00pm 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:

- 4 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.

All Yr 9 and 10 boarder's phones will be collected at the last Roll Call and returned at the end of the School day.

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 are not to be worn.
- 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 (such as cell phones, PSP, iPods, MP3) 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

Wesley College is a BOYD school. Year 9 -12 are encouraged to own a device, for more information contact Mrs Rebecca Page on (09) 2370224.

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 Deputy Principal Boarding/Wellbeing.

If a boarder, parent, guardian is not satisfied with the discussion with the Deputy Principal Wellbeing and 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.
- The Kitchen area is out of bounds unless they are working.
- The bell signals time for prayer and notices. Everyone must be quiet, stop eating and put their utensils down. Others must stand still until prayer is finished.
- Food, drink or any utensils are not 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.
- Sleeveless tops are not to be worn to meal times.
- Electronic equipment are not to be used during meal times, this includes iPods MP3s, speakers etc.
- 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 ankle socks/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 may be worn over the school jersey or vest.

No 1 Uniform - Girls consists of

- A long black skirt
- A Wesley white blouse
- Wesley jersey
- Wesley blazer
- Black ankle socks/black shoes

- No caps/hats or beanies are to be worn with 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. If it is during the week, the hostel parent will notify the Deputy Principal Boarding/Wellbeing.

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.
- 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.



Hostel opening times – after holidays

After set weekends and holidays the students return between 4pm – 6pm. Parents and guardians are asked to leave by 6pm.

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

Students may not wear chains or necklaces around the neck.

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

Boys are not permitted to wear jewellery other than a wristwatch.

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 students' 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 undergarment clothing.
- Students are to pick up their own laundry from the laundry facilities after school.

Leave

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

Parents and guardians will be contacted should the Hostel parent believe that the boarder has written the note his/herself.

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 Deputy Principal of Wellbeing and Boarding and the Principal will also be advised.
- If there is no lead and after consultation with the parents the police may be brought 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.
- Deputy Principal Boarding/Wellbeing and/or the 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 Deputy Principal Wellbeing and Boarding. Year 13 students may be granted leave on one day 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 on 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 4pm 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 who 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 6pm.
- 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 Deputy Principal Wellbeing and Boarding.

Meals

Students are encouraged to eat all meals provided and display appropriate table manners.

- Students are to be dressed tidily and wear footwear to all meals.
- Crockery or cutlery is not to be removed from the dining room.
- Food is not 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 Deputy Principal Wellbeing and Boarding.
- Arrangements for a saved meal after weekend leave need to be made prior to departure.
- Teachers taking school trips outside of school time will need to notify the Chef and Deputy Principal Wellbeing and Boarding

Medical

- Boarders are not permitted to keep 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 the parents will be contacted to take their child home.
- For injuries that require ongoing medical treatment the Health Clinic 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

- The hostel has a sickbay where students are cared for up to 2 days.
- Illness of a contagious nature requires immediate departure for home.
- Parents will be contacted immediately if the Deputy Principal Boarding/Wellbeing and/or the Director of Boarding considers it necessary.
- To confirm an illness such as the avian flu 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
- Kitchen, Laundry and Maintenance areas
- Farm, including sheds and areas where cattle are grazing or crops are growing.
- Staff room
- Three Pines running track
- New Development area

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

6.45pm – 7.45pm	- Juniors
6.45pm – 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 Deputy Principal Boarding/Wellbeing for permission to allow their son/daughter to bring a car to the College for a specific purpose. Permission is granted at the Deputy Principal Boarding/Wellbeing's discretion.

Keys will be handed in to the person in charge of Student vehicles.

Cars will be parked in the pen behind the Rec Centre.

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 9.00pm
- Southern gate 9:00pm
- 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 and Vape free environment

Wesley College is a SMOKE / VAPE 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 with possible / SMOKEFREE fine

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 Deputy Principal Boarding/Wellbeing or the Duty Manager 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 Deputy Principal Boarding/Wellbeing in consultation with the Principal consider the offence is serious and warrants more than a 5 day stand down or possibly, where a student would be stood down for a third time, 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 Deputy Principal Wellbeing and Boarding 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 Deputy Principal Wellbeing and Boarding 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 Deputy Principal Wellbeing and Boarding 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.
- Deputy Principal Wellbeing and Boarding 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.

- Running around the pool or throwing people in the pool is not permitted
- 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.

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. Cash may not be withdrawn. Mobile top ups are available.

Vegetarian Meals

Vegetarian meals are available on request. Arrangements for these are made with the Deputy Principal Wellbeing and 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 Deputy Principal Wellbeing and 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 Deputy Principal Wellbeing and 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