

TE KARETI O WETERE

**BOARDING HANDBOOK
FOR STUDENTS AND WHAANAU
2025**



WESLEY COLLEGE HOSTELS

Welcome to boarding at Wesley College.

Wesley College has provided accommodation for its students since 1844.

Currently, there are approximately 220 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 are the Hostel Staff.

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

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

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

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

Principal

Dr Brian Evans

09 237 0224 extn 820

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WESLEY COLLEGE – WHO WE ARE

Vision

‘Tōku manaaki tōku toiora, Tōku toiora tōku manaaki
When service is my wellbeing, my wellbeing is served’

Mission Statement

By Faith - Whakapono

By Learning - Ako

By Hard Work - Puku Mahi

The Methodist ethos - our Rangatahi are prepared to lead positive change wherever they are.

BY FAITH	BY LEARNING	BY HARDWORK
We are Methodist.	We are committed to providing the best teaching and learning.	Through hard work and service we will develop staff and student leadership.
Christian values shape our College culture.	Mātauraunga Māori will be at the forefront of our endeavour.	The College will provide an inspirational learning environment for students.

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

Our Special Character

Simply stated:

- 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.



Treaty of Waitangi

The Methodist Church of New Zealand - Te Hāhi Weteriana o Aotearoa is a Treaty-based Church that expresses its governance in a bi-cultural, power-sharing partnership between Te Taha Māori and Tauwiwi.

Wesley College has an obligation and a commitment to develop policies and practices that reflect New Zealand's dual cultural heritage. Wesley College is committed to Ka Hikitia.

Pasifika Achievement

Wesley College Boards are committed to the Action Plan for Pasifika Education 2020 -2030 and raising the achievement of Pasifika students.

Equity

Wesley College will ensure that this school and hostel's policies and practices seek to achieve equitable outcomes for all students. We will ensure equal opportunity for all students to participate in and succeed in the full range of school activities. In addition, the college and hostel will adopt policies and practices that identify and cater for the individual needs of each student in the school.

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** and **EXCELLENCE**. They are woven into the fabric of school life.

Students who demonstrate our Kairangi Values are awarded Kairangi Points. These points are accumulated over their time at the College and allow students to earn Kairangi badges.

Bronze	300 points	Silver	550 points	Gold	800 points
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WESLEY COLLEGE GRADUATE PROFILE

Faith

Christian
Global
Respectful

Learning

Qualified
Self-Motivated
Confident

Hard Work

Resilient
Adaptable
Leader



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

Head of Boarding: Dr Siasoi Vaili
Phone: 09 2370224 EXT 819
Mobile: 021 2356891
Email: svaili@wesley.school.nz

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

Director of Business Services: Mrs Denise Bellette
Phone: 09 2370224 EXT 838
Mobile: 0274525374
Email: DBellette@wesley.school.nz

Safeguarding Officer: Mrs Judy Mariner
Phone: 09 2370224 EXT 854
Mobile: 0273334125
Email: jmariner@wesley.school.nz

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

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

Health Clinic
Registered Nurses: Mrs Tracy Thompson
Phone: 09 237 0224 EXT 811
Emails: tthompson@wesley.school.nz

HOSTEL STAFF

Te Whare Te Paea:

Hostel Staff: Miss Sharon Ledua (Te Whare Te Paea Dean)
Miss Dejoles Pereira (Day Staff)
Miss Litia Mara (Day Staff)
Mrs Cheryl Cudby (Day Staff)
Mrs Janelle Smith (Night Staff)

Phone: 09 237 0224 EXT 836
Email: tepaea@wesley.school.nz

Te Whare Taina:

Hostel Staff: Mr Eddie Uele (Te Whare Taina Dean)
Mr Murray Cudby (Day Staff)
Mr Timote Fangupo (Day Staff)
Mrs Trish Leaupepetele (Day Staff)
Mr Gurjot Singh (Night Staff)

Phone: 09 237 0224 EXT 832
Email: taina@wesley.school.nz

Te Whare Maia:

Hostel Staff: Mr Paul So'oula (Te Whare Maia Dean)
Miss Aileen Nelson (Day Staff)
Mr Jason Lafaele (Day Staff)
Mrs Juliana Henry (Night Staff)

Phone: 09 237 0224 EXT 851
Email: maia@wesley.school.nz

Te Whare Pakeke:

Hostel Staff: Mrs Sala Uele (Te Whare Pakeke Dean)
Mr Kenny Groenewald (Day Staff)
Mr Eniko Aloaina (Night Staff)

Phone: 09 237 0224 EXT 861
Email: pakeke@wesley.school.nz

HOSTEL WEEKLY TIMETABLE

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Saturday Rugby Season	Sunday
6.30am Wake up	6.30am Wake up	6.30am Wake up	6.30am Wake up	6.30am Wake up	8.00am Wake up	6.30am Wake up	8.30am Wake up
7.15am - 7.40am Roll call	7.15am - 7.40am Roll call	7.15am - 7.40am Roll call	7.15am - 7.40am Roll call	7.15am - 7.40am Roll call	8.50am Roll Call	6.55am Roll Call	8.50pm Roll Call
7.35am - 8.15am Breakfast	7.35am - 8.15am Breakfast	7.35am - 8.15am Breakfast	7.35am - 8.15am Breakfast	7.35am - 8.15am Breakfast	9.00am Breakfast	7.00am - 8.00am Breakfast	9.00am Breakfast
					10.00am - 12.30pm Dorm Activities	9.15am - 1.30pm Rugby Games	10.00am Sunday Chapel
8.30am Chapel	8.30am Chapel	8.30am Chapel	8.30am Chapel	8.30am Chapel	1.00pm Lunch	1.00pm Lunch	1.00pm Lunch
3.00pm Hostel Open Roll Check	3.00pm Hostel Open Roll Check	3.00pm Hostel Open Roll Check	3.00pm Hostel Open Roll Check	3.00pm Hostel Open Roll Check	1.30pm Roll Call	1.30pm Roll Call	1.30pm Roll Call
5.50pm - 6.25pm Dinner	5.50pm - 6.25pm Dinner	5.50pm - 6.25pm Dinner	5.50pm - 6.25pm Dinner	5.50pm - 6.25pm Dinner	6.00pm Dinner	6.00pm Dinner	6.00pm Dinner
6.30pm In Dorm Roll Call	6.30pm In Dorm Roll Call	6.30pm In Dorm Roll Call	6.30pm In Dorm Roll Call	6.30pm In Dorm Roll Call	6.30pm In Dorm Roll Call	6.30pm In Dorm Roll Call	6.30pm In Dorm Roll Call
6.30pm - 8.30pm Night School	6.30pm - 8.30pm Night School	6.30pm - 8.30pm Night School & Electivities	6.30pm - 8.30pm Night School	6.30pm - 8.30pm Night School	6.30pm - 8.30pm Dorm Activities	6.30pm - 8.30pm Dorm Activities	6.30pm Chapel
8.30pm All Students in Dorms	8.30pm All Students in Dorms	8.30pm All Students in Dorms	8.30pm All Students in Dorms	8.30pm All Students in Dorms	8.30pm All Students in Dorms	8.30pm All Students in Dorms	8.30pm All Students in Dorms
8.30pm - 8.45pm Devotions / Roll Call	8.30pm - 8.45pm Devotions / Roll Call	8.30pm - 8.45pm Devotions / Roll Call	8.30pm - 8.45pm Devotions / Roll Call	8.30pm - 8.45pm Devotions / Roll Call	8.30pm - 8.45pm Devotions / Roll Call	8.30pm - 8.45pm Devotions / Roll Call	8.30pm - 8.45pm Devotions / Roll Call
9.00pm - 9.30pm Bedtime Juniors	9.00pm - 9.30pm Bedtime Juniors	9.00pm - 9.30pm Bedtime Juniors	9.00pm - 9.30pm Bedtime Juniors	9.00pm - 9.30pm Bedtime Juniors	9.30pm - 10.00pm Bedtime Juniors	9.30pm - 10.00pm Bedtime Juniors	9.00pm - 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 Bedtime Seniors	10.30pm Bedtime Seniors	10.00pm Bedtime Seniors
10.30pm Door Alarms Set	10.30pm Door Alarms Set	10.30pm Door Alarms Set	10.30pm Door Alarms Set	10.30pm Door Alarms Set	10.30pm Door Alarms Set	10.30pm Door Alarms Set	10.30pm Door Alarms Set



STUDENT SUPPORT AND WELLBEING

Every student in the Hostel at Wesley College has a Hostel Staff assigned to them. Their role is to support the students outside of school hours with academic progress, social development, and general well-being. They are also the first point of contact for all whaanau / caregivers with concerns regarding any aspects of a student's boarding life. If there are concerns regarding boarding, the Hostel Staff assigned to your child's hostel should be the first point of contact outside the school hours.

The Hostel Staff are led and supported by our experienced team of Hostel Deans. Each Boarding House (Te Whare) group has an appointed Hostel Dean who oversees the care of students in each Hostel.

HOSTEL DEANS 2025

Te Whare Te Paea Dean: Whaea Sharon Ledua
Year 9 – Year 13 Girls

Te Whare Maia Dean: Matua Paul So'oula
Year 9 & 10 Boys

Te Whare Taina Dean: Matua Eddie Uele
Year 11 & Year 12 Boys

Te Whare Pakeke Dean: Whaea Sala Uele
Year 13 Boys

TOKU ARA AKO (TAAs)

The TAAs are a tool we use to engage students, whaanau and Wesley staff in the learning journey via the School Bridge platform. Access to this is via the portal on the school website <https://www.wesley.school.nz/> The TAA is a living document where you will find important information such as attendance data, subject information, learning progress, Kairangi Points and career pathways. You will also be able to engage with College staff via the notes and messaging functions.

SUPPORT FOR STUDENTS

- In addition to the Hostel Deans and Hostel Staff, students have access to a dedicated Pastoral Team who can listen and provide support.
 - The Pastoral Team is made up of the Chaplaincy Team (including our Pou Manaaki), Safeguarding officer, Guidance Counsellor, Social Worker, Learning Support and the Health Clinic.
 - Students may also choose to approach another member of staff who they feel they can trust.
 - The school also utilises STYMIE as a tool for supporting the safeguarding of our students.

STYMIE

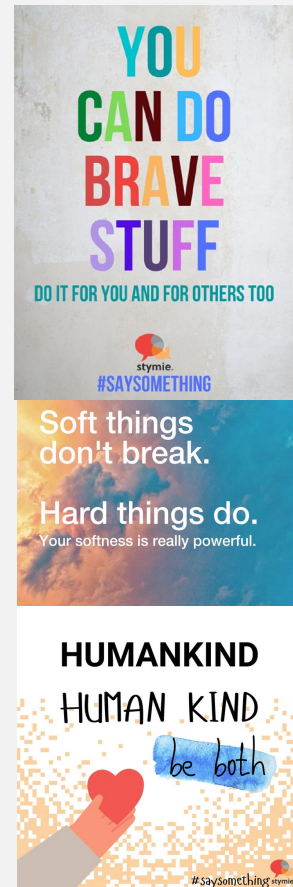
Stymie is an anonymous reporting tool that enables students to get help for themselves, their peers or their community. It can be used to report **all** forms of harm from bullying / cyberbullying, illegal activity, concern for mental or physical wellbeing, damage to property, to family violence.

All notifications are made via www.stymie.co.nz and any internet-enabled device can be used to make a notification.

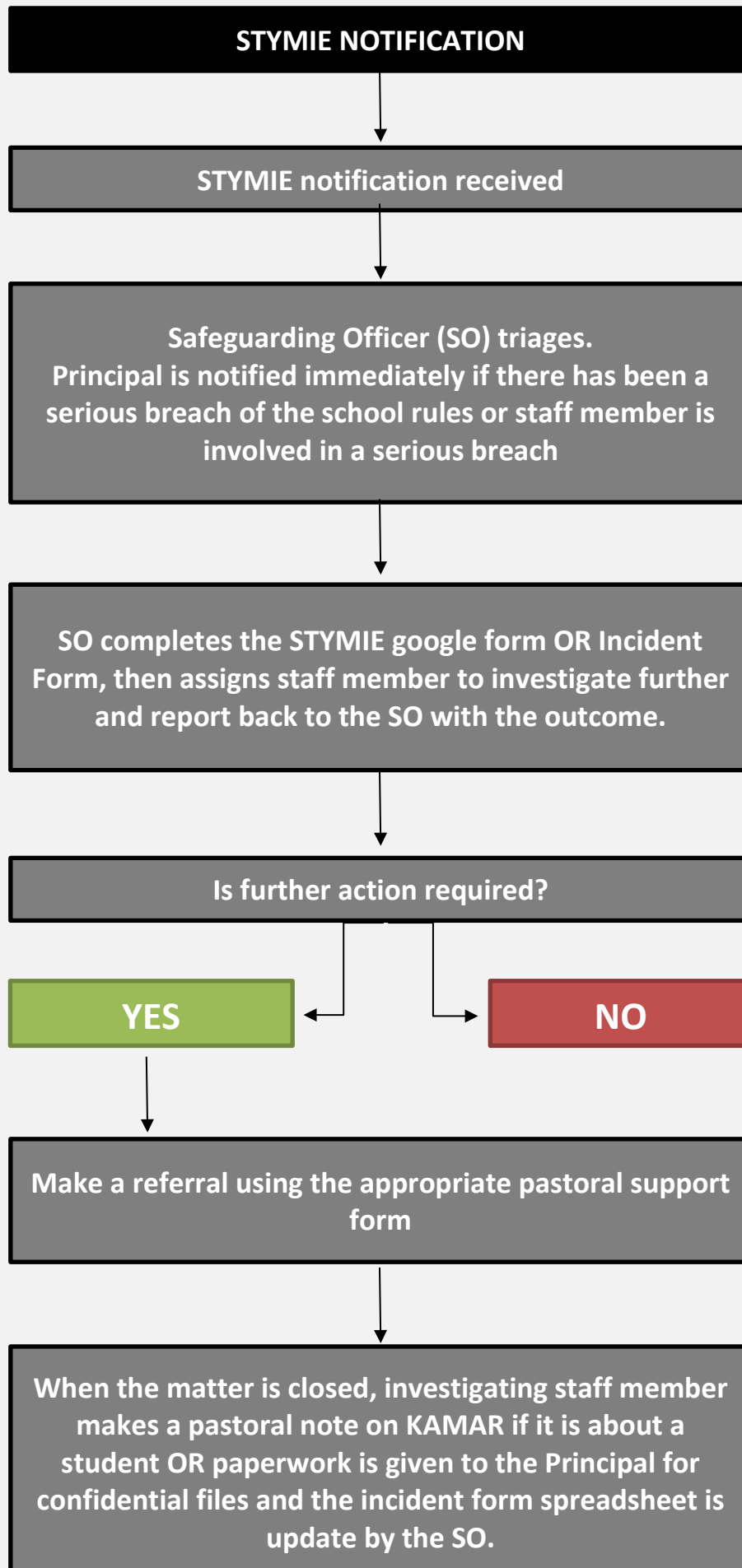
Stymie provides an encrypted, anonymous notification that is delivered within seconds to the pastoral team. On receipt, the Stymie is triaged by the Pastoral Team and is then assigned to a staff member for further action. The notification provides the option to include screenshots or images that support the notification.

Stymie empowers bystanders and people who are being harmed to take action.

Being able to anonymously report, empowers students to speak up. Wesley College is creating an environment where harm can be minimised and effective action can be maximised.



STYMIE PROCEDURE



HOSTEL GUIDELINES

Absences from the Hostel

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

Hostel Sign-In/Out Procedure

Authorised Individuals: Only registered parents or family relatives can sign students in and out.

Designated Device: Use the device provided at the hostel to complete the sign-in/out process.

Logging Details: Record date, time, and reason for departure or return.

Additional Requirements

Communication Opportunity: Discuss student progress and well-being with staff during sign-in/out.

Emergency Situations: Notify hostel staff by email or phone if another family member will sign in/out the student.

Identification: Alternate family members must provide identification upon arrival.

Non-Compliance

Initial Breach: Parents will be asked to meet with hostel staff to address the issue.

Repeated Breaches: May result in further discussions or review of parent responsibilities and hostel procedures.

Alcohol and illegal drugs (including smoking and vaping)

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.

We reserve the right to drug test students suspected of drug use.

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 Boards.

1st offence: Parents called, verbal warning

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

3rd offence: Stood down

Smoking or vaping in Hostels will be treated as a stand down offence.

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 – 7.00pm 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 Staff 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 Night School.

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 Night School if it is an emergency.

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) and 10.00pm (Seniors).

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 Staff.

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

If a boarder, parent, guardian is not satisfied with the discussion with the Head 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 Smile Care is signed by the parent on enrolment.

Dining Room (during meal times)

- Entry to the Dining Room is always through the main doors
- Sanitise hands-on entry
- 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 being rung signals time for prayer and notices. Everyone must be quiet, 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.
- No hats are allowed in the dining hall.
- Footwear must be worn at all times.
- No sleeveless tops, pyjamas or headwear are to be worn.
- Appropriate behaviour at all times is expected whilst in the dining room.
- No towels or blankets to be worn.
- No earphones.



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 Staff.
- 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.

SCHOOL UNIFORM

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.
- Only black T-shirt is allow 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 Staff for approval.

Students not meeting school uniform standards may be sent home.

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 Staff 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.

Student Hair / Personal Grooming

Students are expected to wear their hair styled in a reasonably conventional way.

- 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. Long hair must be tied up or back. Plain hair ties/bands and clips in the colour of the student's natural hair colour may be worn by girls to contain the hair.
- Boys' hair must be short, 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 corn braids, rats tails or horse tails.
- Boys' must be clean-shaven at all times.
- Students may not wear makeup of any kind, this includes false eyelashes.
- 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 – 7.00pm. Parents and guardians are asked to leave by 7.00pm.

Hostel closing times

On Exeat 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 nose studs, chains or necklaces around the neck and ankles unless it is of significant cultural or religious value. Those items tucked under the student's shirt/blouse. No body piercings allowed.

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 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.

Chewing Gum

The chewing of gum is not permitted at school.

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.

Leave Arrangements

There are five types of leave:

- Town Leave (for seniors)
- Weekend Leave
- Sunday Leave
- Special Leave
- Exeat Weekends / Teacher Only Days

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 or email.
- 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 Staff. Leave at other times will not be granted except in special circumstances

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

Boarders granted town leave must be signed out and 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.

Weekend Leave

- Weekend Leave is arranged with the relevant Hostel Staff 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 7.00pm on Sunday. Parents / caregivers are to sign their son / daughter in. Hostel Staff 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 (on Kamar records).
- Parents must also approve (provide identification) who their son / daughter is to travel with.
- Boarders on weekend leave are required to wear No. 1 uniform while travelling.

Sunday Leave

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 7.00pm.
- 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.

Exeat Weekends / Teacher Only Days

All Public Holidays are Exeats, all students are to go home Hostels are closed. There are also Teacher only days where the Hostels close, all students are to go home.

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 Staff 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).

- Talk to students as a group. The student's peers will often report valuable information which can be a useful lead.
- Hostel Staff 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.
- Director of Boarding, Principal and parents to meet to ascertain situation.

MEDICAL

- All Public Health Orders are to be followed.
- 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 Nurse 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 through a prescribing Nurse.

Sickness

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

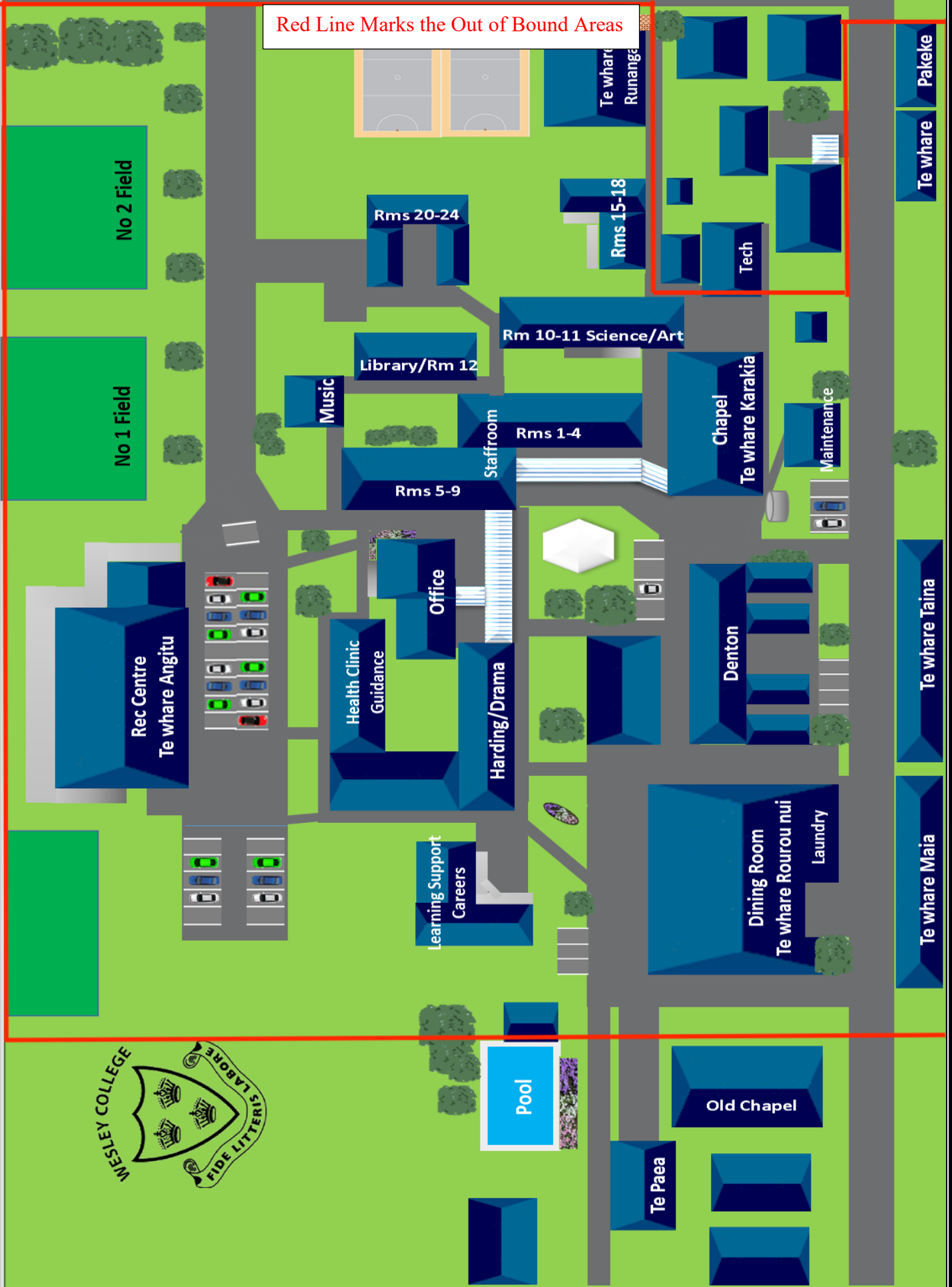
OUT OF BOUNDS AREAS

- 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
(Please refer to the School Site below).



Wesley College Site

Red Line Marks the Out of Bound Areas



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 Staff.

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.

Night School (Study and Tutoring)

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

Night School is held Monday – Thursday from 6.30 – 8.30pm.

Students must come prepared for Night School. When work is completed they can revise or read a book. If students are absent from Night School, they must meet with the Hostel Dean and their parents/caregivers will be notified.

Private cars

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

- Keys will be handed in to the students' Hostel Staff.
- 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.

Each dormitory has a staff member awake, in addition 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 7.00pm
- Southern gate is an exit gate only
- 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 Staff.

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

WESLEY COLLEGE KAIRANGI EXPECTATIONS

- Our Kairangi Expectations exist in the interest of all pupils, staff and families. They allow the college staff to carry out their duties effectively and for students to receive the maximum benefit from their learning environment. When Parents / Caregivers enrol a student, an agreement is made that the student is subject to the Kairangi Expectations and regulations of the College. Each year, all students are required to sign a pledge committing to upholding our values. Thank you for reinforcing this and supporting positive behaviour for learning and a safe and supportive environment for our whole Wesley College whaanau.

CODE OF CONDUCT

- The College has a code of conduct that supports effective teaching and learning. Students are expected to be ready to learn, courteous and co-operative.

STUDENT EXPECTATIONS

Students meet our expectations by living our Kairangi Values including:

- Showing respect to others.
- Being ready to learn
- Attending Chapel in the morning.
- Attending Academic Mentoring and all timetabled classes.
- No use of cell phones during Chapel, in lessons, or Night School unless directed by a Hostel Staff.
- Only leaving class/Dorm with an authorised note.
- Personal appearance meeting high expectations as per uniform procedure.
- Respecting school property.
- Respecting other people's property.
- Remaining within school/Hostel boundaries.
- Observing the Smoke and Vape Free nature of the school.

CONSEQUENCES

If a student fails to comply with the college expectations then the following consequences will apply.

- Based on the different situations presented to us there will be matters that can be dealt with by the Hostel Staff, Hostel Dean, Director of Boarding and Head of Boarding. The Principal will manage the final stage of action after all prior avenues have been exhausted.
- The school will deal with situations as they arise either as a classroom issue or a school wide issue. These are explained in the next series of notes.

**Kairangi Procedure
Flow Chart**

Is the behaviour minor or major?

- Minor E.g.**
- Lateness
 - Disruptive behaviour
 - Defiance
 - Disrespect
 - Inappropriate language
 - Inappropriate use of technology
 - Lack of equipment
 - Not attempting to engage with duties & learning

- Major E.g.**
- Truancy
 - Bullying
 - Fighting
 - Harming others/one's self
 - Vandalism
 - Alcohol/drug use
 - **Smoking/Vaping***
 - Theft
 - Damaging school property
 - Disrespecting Staff member

Smoking/Vaping*

1st offence: Hostel Dean Kairangi Time. Referral to Health Clinic, phone call home, record on KAMAR (Teachers/Staff)

2nd offence: DOB/HOB Kairangi Time. Written warning: inform whaanau / caregivers and notify them of sanction for 3rd offence (Dean)

3rd offence: SLT/Principal stand-down.

Step 1

Use classroom/hostel management /pastoral care strategies.

Hold a restorative Kairangi conversation (use the card for prompts).

Record on KAMAR

Ensure safety of all concerned

Step 2

Hold reflection time with Hostel Staff. Complete the 'By Faith, By Learning, By Hard Work Reflection Sheet'.

Problem solve with Student/ Learning Coach/ HoD/ Hostel/ Whaanau.

Negotiate a way forward.

Record on KAMAR.

Record on KAMAR and inform Hostel Dean/ DOB

Engage additional support e.g. Referral to Learning Support or Health Clinic

Resolution strategies agreed with student, whaanau/hostel and recorded on KAMAR

Issue is unresolved

Notify Hostel Dean/Hostel Staff

Hostel Dean notifies whaanau/caregivers and investigates incident/wellbeing concern.

Apply resolution E.g. Dean's Kairangi Time and inform all concerned.

Referral to Hostel Dean

RESOLVED

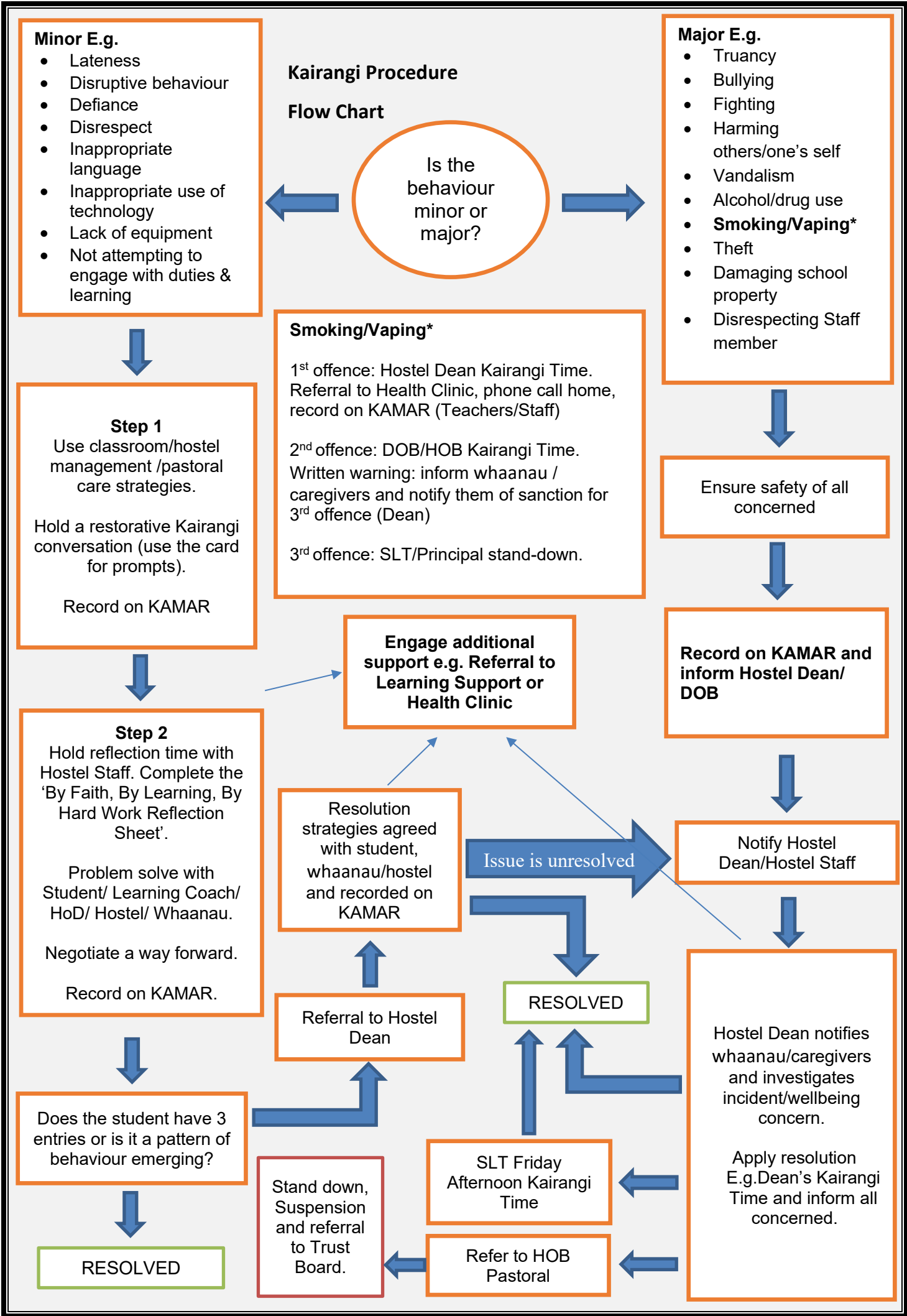
Does the student have 3 entries or is it a pattern of behaviour emerging?

RESOLVED

Stand down, Suspension and referral to Trust Board.

SLT Friday Afternoon Kairangi Time

Refer to HOB Pastoral



KAMAR Entries.

All incidents or concerns are recorded in KAMAR for data purposes and student tracking. This helps us to identify students who are at risk and require additional support. The Year Dean will step-in after three incidents.

'KAIRANGI TIME' GUIDELINES

Kairangi Time is an opportunity for staff and students to engage in korero about what it means to live by our Kairangi Values whilst undertaking an activity that benefits the students or the community. There are four levels of Kairangi Time:

Level	Staff	Assigned By	Duration (minutes)
Level 1	Hostel Staff	Hostel Staff	20 – 30
Level 2	Hostel Dean	Hostel Dean	60 Community service
Level 3	DOB & SLT	DOB & SLT	Temporary Removal
Level 4	Principal	SLT	Suspension

Hostel Staff and Deans '**Kairangi Time**' will be used if students have had three entries into KAMAR. If it is individual Hostel specific, the Dean will liaise with the Hostel Staff to decide what action will be taken (Level 1).

Students allocated Kairangi Time as a consequence of their actions will be entered on KAMAR and whaanau and Learning coaches notified.

Students who fail to complete 'Kairangi Time' after one reminder will result in a referral up the levels and can lead to a stand down or community service. Whaanau will be notified.

Activities that can be carried out during Kairangi Time are

- : Write a letter to explain the reason why you are there
- : Picking/or sweeping up rubbish around the school
- : Cleaning off graffiti around the school
- : Cleaning school vans
- : Kitchen duties
- : Clean School Chapel

THE RESTORATIVE APPROACH

Our approach to student behaviour management should primarily be an educative one. That is, the fundamental aim of our behaviour management philosophy and practice should be for students to learn to be responsible for themselves and their actions and to make genuine, positive contributions to their community. A Restorative approach sees conflict or wrong-doing firstly as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to seek to make amends in such a way as to strengthen the community bonds that may have been damaged. Further information can be found in the Restorative Practices hand out. There are 3 levels of restorative conversation- one on one, small group conference or school wide group conference. In the end the idea is to find a positive solution.

Stand down from the Hostel

The Director of Boarding or the Head of Boarding may initiate a stand down of a student for up to and including five days (Refer to Kairangi time/levels) for serious offences such as:

- Theft
- Use and/or supply of drugs (including cigarettes, vaping devices, alcohol, and 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 (Level 4 Kairangi)

Where the Director of Boarding or Head of Boarding 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 Head of 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 Director of Boarding or Head of 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 Director of Boarding or Head of 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.
- The Director of Boarding or Head of 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 Staff. 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 Staff. 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 Staff 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 Staff 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 Staff.

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 Staff.

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 Staff 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.





RESPECT

Mark 12 :30-31

*Love God with all your heart and soul and mind and strength.
Love your neighbour.*

RESPONSIBILITY

Micah 6:8

And what does the Lord require of you? To act justly, to love mercy and to walk humbly with God.

FAMILY I Corinthians 13

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.

EXCELLENCE Philipians 4:8

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.

	BUS	DINING ROOM	OFFICE	FIELD TRIPS EOTC	LIBRARY
	Be polite and patient when waiting for the bus and when on the bus. Thank the bus driver.	Be polite, patient and be respectful. Use correct manners and language.	Be polite to office staff Wait patiently for your turn.	Listen carefully to those responsible for you. Leave only footprints; take only photographs.	Handle resources and books carefully. Work quietly. Keep tables and chairs neat and tidy
	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.	Queue quietly and patiently. Clear away dishes and wash hands. Clean your eating area	Use the office only when you need it.	Bring all the correct gear. Be a school ambassador. Get permission to attend trips	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
	Treat all on bus as you want to be treated. Care for you surroundings.	Say grace. Thanking those who serve you. Leave your table clean for others to use	Thank those who help you.	Look after one another when off site.	Appreciate that it is a quiet learning space for you and others. -talk quietly when asking questions or helping others
	Represent your school in the best way possible. -correct uniform -help others -offer your seat to adults and children	Be orderly and polite when getting food. Clean up and help others share dining room duties	Go at appropriate times. Line up in orderly manner.	Represent your school in the best way possible.	Use the library to promote your learning. -work in silence -read in silence



RESPECT

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	TOILETS	DORMITORY	LAUNDRY	HEALTH CLINIC
	<p>Look after the facilities and equipment.</p> <p>Be considerate of others privacy.</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>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>Use good hygiene.</p> <p>Wash hands after use</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>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>Take ownership of your learning.</p> <p>Take advantage of all positive opportunities.</p> <p>-get involved</p> <p>-try your best</p> <p>Do all the good you can all the time.</p>	<p>Be polite, patient and wait your turn.</p> <p>Use correct manners and language.</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>Thank those who serve you.</p> <p>Ensure all your items are marked with your code.</p>	<p>Be polite, patient and wait your turn.</p> <p>Use correct manners and language.</p> <p>Follow instructions.</p> <p>Attend all appointments.</p> <p>Take your medication as instructed.</p> <p>Thank those who help you.</p> <p>Support others that are not feeling well.</p> <p>Go at appropriate times</p> <p>Use good hygiene</p>