WAIKATO DIOCESAN
School for Girls

BOARDING HANDBOOK 2026

Rules and Expectations

Making the Dio Difference

SITEMAP

WAIKATO DIOCESAN
School for Girls

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Welcome to Boarding

Congratulations on your wonderful choice to be a part of our boarding community. We aim to promote a safe, caring and challenging environment where students can grow into confident, responsible young adults. We see our work as a partnership with whaanau and students – with all parties complementing the work of others. There will likely be challenges along the way, including getting used to the ins and outs of communal living and being away from family and close friends. However, boarding staff are committed to the well-being of each student and the smooth running of the boarding school.

Boarding operates on the basis of:

- Mutual trust and respect – that all will be honest and fair
- Simple compliance with routine instructions
- Cheerful acceptance and cooperation

We look forward to working alongside you and hope that your child will have many happy and rewarding experiences while in our care.

Purpose of this Handbook

This handbook is designed to provide information to boarders and their families and includes our basic rules and expectations. Please read all the information carefully and discuss it as a family so that you understand what is expected.

Review and Feedback

The contents herein are subject to a process of constant review. Alterations and/or amendments are made as circumstances dictate. However, any significant changes will be communicated to boarders and parents as soon as reasonably practicable. This document supersedes all previous editions. The most up-to-date version of this handbook is available on the Waikato Diocesan School for Girls' website **www.waikatodiocesan.school.nz** under boarding.

Boarders and their parents are invited to provide feedback on this document at any time via the director of boarding.

Section A: Administration

BOARDING HOUSE MANAGEMENT

Waikato Diocesan is a licensed boarding hostel and complies with the Education (Hostels) Regulation Act 2005 (a copy of which can be inspected via the Director of Boarding). We offer 'Full Boarding' only. Boarders remain in boarding for seven days of the week but may take leave on any weekend from Friday 3.20 pm – Sunday 7.00 pm or 8.00 pm (depending on the boarding schedule and calendared activities).

The boarding houses and boarding staff work alongside the director of boarding who oversees all operational aspects of boarding, and who reports directly to the principal.

The boarding houses are managed by the following staff:

- Director of Boarding
- Assistant Director of Boarding
- House Parents
- Assistant House Parents (who work across all boarding houses)
- Gap students who supervise dinner, assist with Prep supervision, and daily routines
- Prep Tutors who are available to assist students with homework

CONTACT INFORMATION

- **Director of Boarding**
  boarding@wdsg.school.nz
  021 802 815
- **Moxon House (Year 9)**
  moxonhouse@wdsg.school.nz
  021 585 286
- **Herft House (Year 10)**
  herfthouse@wdsg.school.nz
  021 242 2369
- **Davis House (Year 11)**
  davishouse@wdsg.school.nz
  021 585 712
- **Senior Boarding (Year 12 and 13) Holland & Johnston Houses**
  seniorboarding@wdsg.school.nz
  021 242 8929

Postal Address

Waikato Diocesan School for Girls
Private Bag 3051
Hamilton 3240
(Please use this address for all MAIL deliveries)

Street Address

Waikato Diocesan School for Girls
16 Martin Street
Fairfield
Hamilton 3214
(Please use this address for all COURIER deliveries)

Day School Reception

Phone: +64 7 855 2038
Email: info@wdsg.school.nz

Student Services

Phone: +64 7 855 2038 (press 1)
Email: absent@wdsg.school.nz

Wellness Centre

Guidance Counsellor:

- Dahna Banks
  dahna.banks@wdsg.school.nz
- Sarah Peters
  sarah.peters@wdsg.school.nz

Nurse: Helen Barns-Graham
nurse@wdsg.school.nz

Physio: Appointments available through the Wellness Centre.

UNIFORM SHOP

Uniform purchases are under the management of Uniform Group which is independent of Waikato Diocesan School. Uniform Group have a 'Click and Collect' online webshop at **www.wdshop.uniformgroup.co.nz** where you can register, order and pay online, then collect from the Uniform Shop on Ward Street during their opening hours.

ABSENCES – EARLY DEPARTURE & EXEATS

We encourage parents to collect students after school on the last day of each term. Early departure means fewer people are available to assist with end of term cleaning of rooms and dorms.

On an Exeat weekend, students are expected to have left the school premises by 5.00 pm Friday and return between 5.00 pm and 7.00 pm on Sunday evening. Students who have school-related sports or cultural activities on Saturday morning must make alternate overnight arrangements on Exeats. There are no dinners provided on Exeat weekends. Leave endorsement is still required for Exeat leave travel arrangements via Orah. **The boarding house takes no responsibility for the behaviour or safety of students during Exeat weekends.** Please ensure that you are comfortable with your child's plans when not in the care of boarding.

If a student is unable to return to boarding by the required time, please contact the house parent on their duty mobile phone, or by email.

Note: *Permission for planned absences from the day school must be submitted on the Student Leave Application Form available under the Parents menu on the school website. Students are required to bring a note from home for any unplanned absences, e.g. illness.*

BOARDING LEAVE/PASSES

Students and parents can apply for leave via Orah, our boarding student management system. **Requests for leave should be submitted the night before or by 1.00 pm on the day, at the latest.** Week-day leave is considered a privilege and will be granted at the house parent's discretion. Students not meeting basic expectations, can expect to have leave declined.

For safety reasons, students must sign out and back in, using the Kiosk iPads or NFC tags located in each boarding house. Those on leave pass, must carry their cellphone (charged) so as to receive/send messages from boarding staff. When offsite, Years 9 to 11 students must remain in a group of no less than two people, at all times. We expect honesty regarding travel arrangements including destinations. In boarding, we operate on a basis of trust and if students break this trust, it is viewed very seriously. Breach of any leave/pass rules may result in serious consequences.

Other than extra-curricular activities, leave will be restricted during prep (6.30-8.30 pm) and will only be granted under special circumstances. **The maximum time allocation given for leave is between 2.5 to 3 hours.** Birthday dinners organised with other students (including parents who may wish to take their child and friends out for the occasion) must be approved in advance. This includes seeking permission from parents of other boarders that will be attending.

Parents may however, take their own child out for a family dinner to celebrate a birthday.

Year 13s are exempt from this rule and may apply for birthday leave. As with all mid-week leave requests, we require students to be back at boarding in time for usual bedtime routines.

Orah

To connect with Waikato Dio's Orah account, the director of boarding will send students/parents an invitation to register and activate their specific account, along with URL links which will help with set up.

Types of Leave

Fairfield Bridge Dairy (River Road) and the Fish & Chip Shop (Donny Ave)

Students are able to go to the dairy/fish & chip shop after school (up until 5:00 pm for Year 9-11 students, and 6:00 pm in the summer months for Year 12 and 13 students). Students must be out of uniform and must be in a group of no less than two. Senior students (Year 12 and 13) may go alone but must carry their cellphone.

Staff Trips

Occasionally, boarding staff may take students (2 or more) out for a special treat locally.

On-site – activities/sport (pale blue orah pass)

During the winter months (Terms 2 and 3), students are not permitted to leave boarding during the hours of darkness or poor light, especially if they intend to be outside. If heading to a location onsite (e.g. fitness centre, library, tutorial, etc) arrangements must be discussed and approved with boarding staff prior.

Off-site – personal/social trips – (blue orah pass)

Off site trips to the Base and town during the school week are approved for Year 9-11 students on a case-by-case. **Students will require parent endorsement.**

- Year 9 to 11 students – 2 outings per week
- Year 12 and 13 students – at the discretion of the house parent.

Note: *When off-site, students wearing our correct school uniform are to have their hair tied up, with no non-regulation jewellery or other items.*

Off-site – evening/special (yellow orah pass)

Students may be granted leave for some one-off activities which are viewed as exceptions to the rule. As is the case for all leave, evening/special leave is a privilege and includes mid-week special family events (e.g. family dinner, visiting relatives/friends, end of season team events).

Note: *While parents/caregivers and/or students may seek evening/special leave, final approval will be considered on a case by case basis.*

The following leave types, although similar in nature, will require parent or caregiver approval/endorsement before being granted:

Medical Leave (red orah pass)

Any appointment off-site (e.g. physio, dental, GP, etc). This leave will only be granted with approval/endorsement from a parent/caregiver.

Sick Leave (red orah pass)

When a student leaves boarding for home (for any duration). This request may come from the school nurse or parent/caregiver, depending on the situation.

Overnight/Weekend (yellow orah pass)

Any evening when a student is not going to be in our care and is either going home or staying overnight at someone else's home. This leave will only be granted with approval/endorsement from a parent/caregiver.

Holiday/Exeat Leave (aqua orah pass)

Please use this leave type rather than the 'overnight/weekend' leave for end of term and end of year breaks.

Change of Status

Upon acceptance of a place as a boarder at WDSG the expectation is for the student to remain as a boarder for the duration of her time at the school. Fee payers accept responsibility for the payment of the boarding fees for the whole year.

An application to change a student's status between boarder and daygirl due to a change in circumstances may be considered. A written application to change status must be submitted to the Principal with at least one term's notice. Approval is not guaranteed. If approved mid year, boarding fees for the rest of the year may still apply.

Senior students choosing not to stay in boarding in Term 4 are required to pay boarding fees for the full year. We would appreciate a term's notice if this is the intention.

Withdrawals

Notice of withdrawal from Waikato Diocesan School for Girls and boarding permanently is requested one full term in advance, in writing to the Principal. If a full term's notice is not given, 10 weeks boarding fees and attendance dues are to be paid in lieu of notice.

Use of Public Transport

Students may use public transport (bus, Uber, taxi) if approved by parents. Permission can also be granted to students who wish to walk to the local shopping centre in Chartwell. However, when walking to this destination, students are not permitted to cut through any part of Donny Park. River Road and Comries Road must be used. This is imperative for student safety. The school van is also available to transport students for school-based extra-curricular activities. On occasion, our van driver may be able to transport students for personal trips, however this will depend on the daily demands.

Late Returns to Boarding

If a student is returning from leave or a pass later than expected, it is their responsibility to contact boarding staff immediately. **All boarding students are required to store boarding phone numbers in their phone at the start of the year.**

Section B: Student Wellbeing, Health & Safety

DRESS STANDARDS/PERSONAL HYGIENE

It is important that boarders know the importance of showering daily, changing underwear and socks/pantyhose regularly, changing shirts, having clean uniform, using clean towels, changing sheets, the need for soap, shampoo and deodorant. Lack of personal hygiene in a boarding situation can lead to a student being ostracised, creating a difficult situation for all concerned. School uniforms must be kept fresh, laundered and in good order (see School Dress Code Requirements in the School Handbook). Parents will be contacted if a student's uniform is not of an acceptable standard or an item needs to be repaired or replaced. Students are expected to launder their sheets each week. A laundry service is provided.

It is essential that all clothing is named at the start of every term. Boarding staff are unable to help locate unnamed items of missing clothing. Students in Years 9 to 12 are expected to change out of their uniform into non-uniform after school and non-uniform is to be worn in the Dining Room for the evening meal. **Boarders are not required to be in school uniform when travelling to/from home in private vehicles, however those using public transport are required to wear their full uniforms.** When boarders are returning to school to attend a school or house chapel service and arrive after 6.00 pm, full uniform must be worn back to boarding to ensure they arrive to chapel on time.

PHYSICAL ACTIVITY (WALKING/RUNNING/CYCLING)

Students are encouraged to keep fit, however, there are some necessary guidelines, which must be observed by students in order to ensure safety. Students must be in groups of no less than two on pre-approved routes. Under no circumstances is physical activity permitted alone and before light or after dark. Running/cycling in Donny Park or along the riverbank walkway is not permitted at any time.

Note: *Years 12 and 13 students may be granted permission to participate in physical activity alone if their parents/caregivers lodge a special request to the director of boarding, and is established it is a safe option. In all cases, established running/cycling routes must be adhered to or discussed with the director of boarding. Students are required to carry their mobile phone, which must be fully charged and switched on at all times, and answered immediately if boarding staff call.*

Swimming Pool

Boarders may use the school pool when supervised by a staff member on duty. It is imperative that boarding is informed of a student's swimming ability/confidence at the beginning of the year when completing boarding EOTC/Permissions documentation.

HEALTHCARE/MEDICAL

The Wellness Centre is located next to the junior boarding house at the front of the school and is only open during day school hours. A registered nurse, two guidance counsellors and a qualified physiotherapist are available by appointment for students who require treatment. Specialist medical appointments should be made during out-of-school hours whenever possible, however, if this is unavoidable, the nurse and Student Services must be notified. It is also important that boarding staff be kept up-to-date with any treatment a student receives in case they present with a related problem. Prescribed medications and other items ordered through the nurse are charged to parents on their account. All medications must be handed in to the boarding staff who will administer the medicine as required and as appropriate.

Medication/Dietary Needs

All medicines must be discussed with the school nurse who will decide what a student may keep in their personal possession, e.g. inhalers. All other medicine will be dispensed during the school day from the Wellness Centre, or via the house parent outside of school hours.

Proof of medical diagnosis supporting special dietary needs (e.g. gluten intolerance, nut allergy) must be provided to the house parent who will advise the director of boarding, nurse and catering staff in order for us to provide a diet and environment to support special requirements.

Unwell Boarders

Any boarder who is unwell in the boarding house must inform their house parent or duty staff who will attend to the student's needs and, if needed, and depending on the time of day, send the student to the school nurse. The nurse will be notified via email prior to the student's arrival and the student must sign in/out of the Wellness Centre. The nurse will update the house parent with any relevant information to ensure adequate care is provided in the boarding house. Parents will be kept informed as appropriate.

Note: *Any boarder who is sick during the day will be kept in the Wellness Centre until 3.00 pm when they can return to the boarding house (sick bay) where house parents/duty staff will monitor them.*

If further medical care is required, parents will be contacted as early as possible and any decision to have a student return home will be discussed with the nurse/houseparent/boarding staff and parents. Generally, students who require an Accident & Emergency visit, or those who are very unwell or present with gastro-illness or conditions that may be contagious, will be sent home. **Any boarder requiring confinement for more than 48 hours will need to remain at home until they recover.** Our priority is to ensure a healthy environment for the wider boarding community as well as protecting your child's well-being.

We request students refrain from contacting parents directly to be collected. If the nurse believes the student requires collection, they will contact parents/caregivers directly. If parents are unable to arrange collection of their child, boarding staff may arrange for their transportation home and any costs incurred will be on-charged to parents' accounts.

After Hours Care (10.00 pm to 7.30 am)

If a student becomes sick during the night, they will activate the alarms and the on duty boarding staff will attend to them. The unwell student will be monitored in the sick bay (we have one in both junior and senior boarding) throughout the night. Parents will be notified/ kept informed depending on the sickness of the student or if an Accident & Emergency visit is required. If by the morning the student is still unwell, the above procedures will be followed.

ON-SITE ACCESS

Alarms

External doors to all boarding houses are alarmed every evening. During chapel and other times when staff are not in the building, all boarding houses will be locked.

Gate Access

If family members are collecting or returning boarding students, entry is via Gate 2 off River Road. Boarding students and their families will be provided with the gate code at the start of each year.

Transport/Vehicle Use

Boarding Van

Boarding has an 11-seater van. We employ a driver Mondays, Tuesdays and Thursdays, 3.30 pm to 8.30 pm and Wednesdays, 2.30 pm to 8.30 pm. Bookings for the van are essential and are coordinated by boarding staff the evening prior. Priority is given to school sport/ extracurricular activities. All other activities are deemed personal and will be considered each day. This is a complimentary service which means the cost of the van and van wages are not included in boarding fees. Students will be accommodated where possible, but we ask that arrangements are also made with team coaches, managers and day student parents or teammates to help with transport needs.

Note: *All drivers must be approved by boarding staff*

Taxis/Ubers

If your child needs to use a taxi/Uber as a mode of transport all costs must be paid for by the student. Dio does not have accounts with any taxi companies, and costs can not be disbursed. Please ensure your child has sufficient funds if you require them to use a taxi/Uber. **We recommend having a teen account with Uber. Go to uber.com/nz/en/ride/teens for more information.**

Private Vehicles

Under no circumstances is a student permitted to bring a car to school without first gaining permission from the director of boarding or senior boarding houseparent. Students must apply to be considered for this privilege. A letter of permission from a parent or guardian must be attached to the official application form detailing the type of activities for which permission is sought. Proof of successful completion of a defensive driving course is also required. The type of activities must be permitted under the boarding rules e.g. travel to and from home or to sports trainings/events off-site. As parking spaces are limited, priority will be given to Year 13 boarders. Car parks will be assigned on a roster system. Car keys must be handed to the boarding staff on arrival back at boarding, and will be locked in the office overnight. Students will not be allowed to keep their keys with them overnight. (Weekends may be an exception).

RECORDS

House parents should be notified of any changes in a boarder's personal circumstances, such as a change in address or phone numbers or when parents/caregivers are overseas. We need to be able to contact you should an emergency arise.

VISITORS

Parents and friends are welcome to visit after school during the week. **All friends must be introduced to boarding staff on arrival and be signed in (parents may veto any visitors at any time). Friends must visit in the common lounge rooms (not in the school grounds nor in dorm rooms).** Students who choose to ignore these requirements will have their visitors refused. Any visitor not meeting our expectations around acceptable behaviour and common courtesy will be asked to leave the premises.

Note: *Male family and friends are not permitted in the dormitories. However, they are able to assist with bags at the beginning and end of terms. Please speak to the house parent or duty staff if this is your intention.*

Section C: Behaviour Expectations & Responsibilities

RESPECTFUL RELATIONSHIPS

At Dio, we believe that positive relationships are the key to a happy school environment. When people are happy, they learn well and enjoy the things they are doing. Good relationships are based on respect, fairness, honesty and open communication. Occasionally, things don't always go as we would like and problems occur between people. More often than not, these problems start off as little problems and if they are not dealt with they tend to become big problems. Restorative Practice is central to Dio's philosophy and is based on the development of respectful relationships and the awareness of how our behaviour affects others.

The core of Restorative Practice is the coming together of all people involved in the problem to discuss a way forward. Problems within school and between people occur at different levels of seriousness and this means that one type of restorative discussion does not fit all situations. If a student feels uncomfortable or unhappy about how they have been treated by a friend, another student, a coach or a member of staff, they need to tell someone about this. Students can talk with a member of the boarding staff, their form teacher, a classroom teacher, a year level dean, a counsellor, a nurse, or a deputy principal about their concern. These people will help find the right person to help sort out the problem.

LIVING WITHIN BOARDING

At Waikato Diocesan, every boarding student has the right to live and learn in a friendly and respectful environment. It is expected that students will:

- Demonstrate respect for oneself and others.
- Model and place value on mutual trust.
- Demonstrate cheerful acceptance of difference.
- Be willing to live communally in harmony with others.
- Behave, speak and listen in a respectful way to boarding staff and other students.
- Be willing to participate and contribute positively to life in boarding.
- Adhere to boarding rules and expectations.
- Encourage and support each other.
- Follow instructions given and take personal responsibility for asking appropriate questions to clarify understanding.
- Use Prep time wisely to maximise academic success.

We also encourage students to:

- Be responsible for keeping their room tidy, which will be checked regularly by the house parent. This includes the bed being made, opening blinds/windows, empty rubbish bin, turn lights and power switches off, and clear the floor for vacuuming. Dusting of rooms is expected to be completed at least once each week. Drawers and lockers should also be in an acceptable state, with clothing folded and tidy.
- Ensure rooms are tidy and duties completed before leaving for weekends and end of term/year leave.
- Preserve the carpet (wet swimming togs and muddy shoes are not to be worn in the boarding houses).
- Avoid rollerblading/skating or skateboarding on the school premises, unless given express permission.
- Dress appropriately (***Note:*** *PJs should not be worn outside the boarding house, including in the dining room*).

Students who are unable to meet these expectations can expect their house parent to talk with them about ways to improve and/or may issue appropriate consequences. Parents and the director of boarding will also be kept informed and will also offer suggestions and/or consequences.

DISCIPLINARY RESPONSES

All staff at Dio base their practice in the boarding house and classroom around the principles of respectful relationships. However, if a student breaches any of the rules or expectations set out in this Boarding Handbook then they can still expect possible consequences for their actions, as outlined below. Please note, the seriousness of the offence will determine which of the following consequence(s) will be administered.

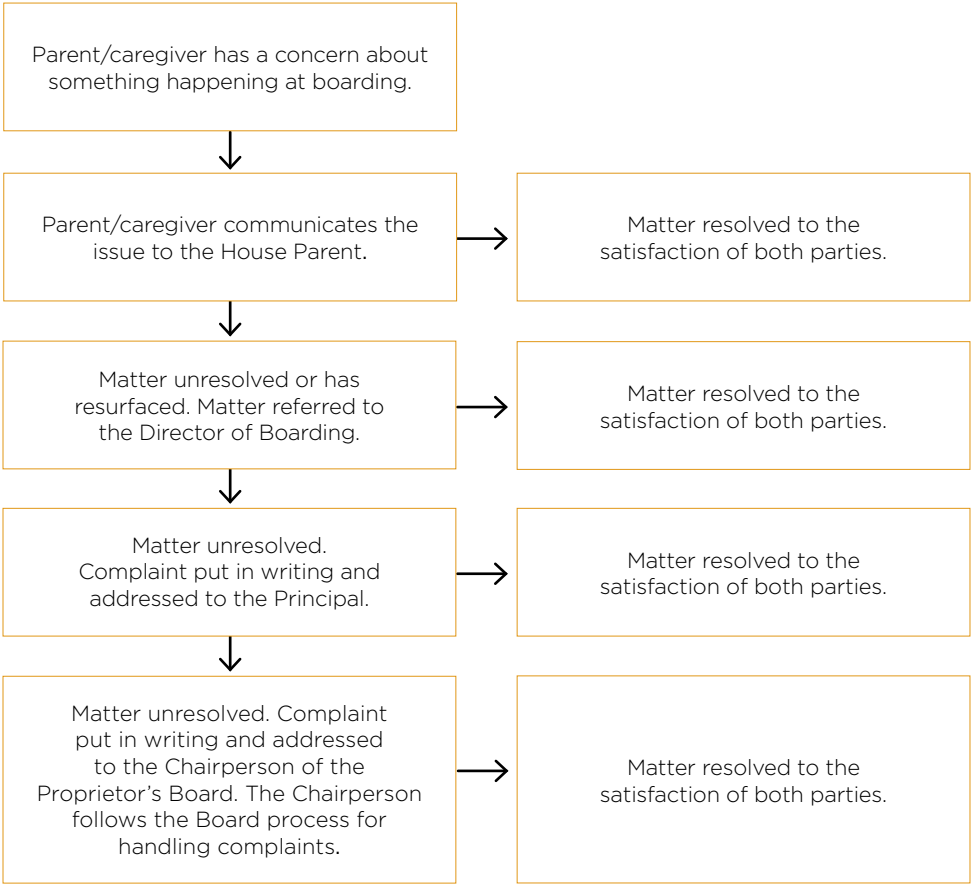
Possible Offences	Possible Consequences
Bullying	• Restorative meeting • Programme of education • Community service in boarding or in the community • BYOD/cellphone/computer privileges restricted or withdrawn for a specified period of time • Stand down from boarding • Stand down/suspension from school
Drugs/Alcohol/ Smoking/Vaping	• Restorative meeting • Programme of education • Community service in boarding or in the community • Withdrawal from boarding • Stand down/suspension from school
Inappropriate Behaviour (Not following boarding procedures, BYOD/cellphone misuse, leave offences, etc.)	• Restorative meeting • BYOD/cellphone/computer privileges restricted or withdrawn • Confiscation of device (held in boarding office or returned to parents) • Withdrawal during Prep • Boarding detention • Leave privileges restricted or withdrawn • Extra duties • Stand down from boarding • Stand down/suspension from school
Vehicle Offences	• Restorative meeting • Keys handed to director of boarding • Restricted vehicle use • Car sent home for a specified period of time • Community service in boarding or in the community • Stand down from boarding • Stand down/suspension from school

Note: *This is not an exhaustive list but merely a guide to the discipline pathways for boarding students. Re-offending or serious incidents may lead to a student being suspended from the boarding house pending a Proprietor's Board sub-committee disciplinary meeting.*

Boarding House Disciplinary Procedures in regard to boarding stand downs or suspensions follow Ministry guidelines, which are available on request.

CONCERNS & COMPLAINTS

It is important that boarders feel comfortable expressing any concerns, difficulties or problems (as well as their joys and achievements) to staff so that any issues can be resolved. Problems that can feel quite daunting are often easily solved when staff offer support and clarify information. Students are encouraged to talk with boarding staff to maintain open communication.



Section D: General Information

AWARDS

There are a number of boarding awards that students can strive for during the year. These are presented at the end of the year (Term 4). They include:

- **Peacocke Cup*** – awarded to a Year 13 boarder for service to boarding.
- **Fullerton Smith Cup*** – awarded to a Year 13 boarder who has displayed positive role modelling in boarding and who has supported the head boarder, boarding staff and the special character of the school.
- **Bianca Flintoff Memorial Cup*** – awarded to a Year 12 boarder who has displayed a positive and consistent commitment to boarding and who has supported the special character of the school.
- **Senior and Junior Boarder Cups*** – these awards are for the students who actively participate in boarding life and act as positive role models for others.
- **LipSync Cup** – awarded to the winning house of the LipSync competition.
- **Buddy Cup*** – awarded to a Year 11 boarder for their genuine interest, care, concern, kindness and friendship towards others in boarding.

Certificates may also be presented throughout the year to students who uphold our school values.

Students are able to apply to join the Boarding Council which is led by the heads of boarding and supported by the director of boarding. In addition, boarders can apply to be boarding monitors and mentors.

**These are awarded at the school Prize-Giving.*

BANNED ITEMS

The following items may not be brought into any boarding house:

- chewing gum
- matches and lighters
- candles
- glo-sticks
- incense
- power plugs (boards)
- electrical fairy lights
- adaptors (must be school approved)
- spray paint, methylated spirits, shellac, hair dye
- cigarettes/vapes/vape juice
- alcohol, energy drinks
- any illegal substances
- electric blankets.

Being in possession of any of the above items without consultation with staff is considered to be a serious offence and will result in immediate confiscation of that article and appropriate consequences for those concerned. Smoking, vaping, alcohol and other illegal drug taking and being in possession of tobacco, alcohol, vapes or other drugs or solvents are forbidden. Incidents involving these are dealt with according to the relevant School Policy.

BEDTIME ROUTINE

All external doors are alarmed in boarding in the evening. Internal alarms are set at varying times at the discretion of the individual house parent.

	Y9	Y10	Y11	Y12	Y13
Phones in	No phones after prep	8.15 pm	8.30 pm	–	–
In rooms	8.30 pm	8.30 pm	9.00 pm	8.30 pm	9.45 pm
Lights Out	9.00 pm	9.00 pm	9.30 pm	9:45 pm	–

Note: *Common areas are closed at 9.45 pm for Year 13 students.*

BICYCLES

Students may bring their own bicycles to school or use boarding bikes (which are issued on a first come, first served basis). The bike can be stored in the bike sheds at school (see Director of Extracurricular for code/key) or in the indoor locker rooms. All students must obey the road rules and wear a helmet and high vis vest when riding their bicycles. No student will be permitted to cycle on their own, without written permission from their parents/caregivers. Cycling before light or after dark is not permitted. Failure to comply with these expectations will result in the bike being sent home or non-use of boarding bikes for a designated period.

BUDGETING

It is important that your child knows how much money they will have as pocket money or what they are able to put on their account. It is recommended that boarders have an Eftpos card. Any money brought to school must be handed in to the house parent for safe-keeping. The school does not take responsibility for any money lost or taken that was not handed in to the boarding staff for safe keeping.

CHAPEL

Attending chapel is an integral part of being at Dio. Boarders are required to attend all scheduled boarders' chapel services on Sunday evenings. Students must return to their boarding house in full school uniform by 6.30 pm. Parents, family and friends are welcome to attend all chapel services. Please be aware that the entire boarding establishment is locked whilst we are in chapel. A roll is taken for each service. Non-attendance is a breach of boarding expectations and students are invited to make up for a missed chapel service during the week.

DAMAGE TO SCHOOL PROPERTY

We understand that accidents occur, however, all damage to buildings and equipment must be reported to boarding staff or the director of boarding immediately. Those found to cause wilful or careless damage, will be charged via their school account (there is a minimum charge of $30.00 for any such damage). Students are expected to look after boarding equipment, furniture and buildings as they would, if it were their own.

DINING ROOM/MEALS

Great care is taken to ensure individual dietary requirements are met. Students have three main meals (breakfast, lunch, dinner) as well as morning and afternoon tea. Attendance is compulsory at meal times. **Where students are continually absent due to being late, town privileges may be withdrawn.** We have one dinner seating at 6.00 pm. Students are expected to be seated five minutes before dinner. Late dinner can be organised if students are off-site during dinner seatings. Students must sign up for a late dinner via their orah pass. Revealing clothes, hats and wet clothing are unacceptable in the dining area and footwear must be worn at all times. Many parents choose to provide a 'tuck' box to avoid students spending regularly at the local dairy or vending machines. We encourage students to make healthy food choices. Energy drinks that contain stimulant compounds (e.g. V, Red Bull) are not permitted to be brought into boarding.

Year 13 students may have breakfast in Johnston House in the mornings and can cook their own meals in the weekend. Basic stores are ordered on Mondays and Thursdays. These are reviewed annually by our Heads of Boarding.

DISBURSEMENTS

Boarding-based activities and transport costs are disbursed. House parents may take students out for dinner or other planned activities throughout the year. Provided the cost for this does not exceed $40, the amount will be automatically disbursed to the students' account. Feel free to discuss this system with the house parent. Parents will be contacted regarding any activities or functions that will exceed $40 prior to disbursement being made. Please discuss your expectations with your child regarding trips and transport.

DUTIES

Students are encouraged to take responsibility for themselves and therefore are responsible for maintaining the tidiness of their own living space and the house in which they live. Duties are done on a rostered system and checked daily.

ELECTRONIC DEVICES & DIGITAL MEDIA

Student devices are brought to school primarily for learning and all internet use is subject to the policies and guidelines of the school (this includes the use of devices after hours and on weekends). All internet use is monitored by the school I.T. Department. It is important that students understand this and comply with the Student Use Agreement that they sign at the start of the year. Disciplinary steps will be taken if students abuse their internet agreement. As with all property, student computers are not covered by the school insurance. It is important therefore that you note the serial number and description of your child's device for your own record. Students are discouraged from sharing or borrowing devices and are expected to take responsibility for the safe storage and regular charging of their devices. **All devices, including chargers, must be named.** Updates and virus protection should be kept current, but are not able to be done on the school network. A school bag that can safely transport these devices is also an important consideration.

Years 9 to 11 students hand in all electronic devices e.g. phones/laptops/tablets overnight and these are reissued each morning. Phones are not to be brought to Prep and can be left on chargers in the student's room, or locked away. Years 12 and 13 students' phones will only be collected if use of the phone interferes with their study or if it is a disruption to staff or students (parents can request that other restrictions be put in place). Students in Year 12 should not use their devices after lights out and Year 13 students must be wise in their use of all devices.

Internet Access/Social Media

The following Apps are available for boarders:

- Instagram
- Facebook/Meta
- Skype
- FaceTime
- YouTube
- Line
- WhatsApp
- Pinterest
- TVNZ ON Demand
- TV3 On Demand
- Apple App Store
- Apple updates
- Google Play Store
- Most online shopping sites
- New Zealand and world news sites
- Messenger
- Netflix
- Twitter

Access times for these apps are as follows:

Weekdays

- 3.30 pm to 6.00 pm and 8.00 pm to 9.30 pm (juniors)
- 3.30 pm to 6.00 pm and 8.30 pm to midnight (seniors)
- On a Wednesday from 2.30 pm

Weekends

- 3.30 pm Friday to 9.30 pm Sunday (juniors)
- 3.30 pm Friday to 12 midnight Sunday (seniors)

Students will be able to gain access to the WiFi in between these times so that they can continue with their studies, but that access will not include the apps listed above. The WiFi is turned off at 9.30 pm for juniors and 12 midnight for seniors on weekdays.

The following apps are not allowed:

- Snapchat
- Sharara
- TikTok
- Rate My Teacher
- VPNs
- Any adult material
- Online streaming media

JOBS (FOR SENIOR STUDENTS)

Due to the large amount of school and extracurricular activities that students under-take, we do not encourage them to have after-school jobs. While we appreciate that some will be seeking independence, ideally any part-time jobs (this includes babysitting) should be restricted to weekends so that they are able to meet boarding and school requirements. Please feel free to discuss this matter with the director of boarding as the need arises.

LAUNDRY

Each house (year level) is provided with a laundry day. Laundry is collected in the morning and returned before the end of the day. All personal items, other than bedding/linen and uniforms are laundered in-house by each student.

- Monday – Johnston
- Tuesday – Moxon
- Wednesday – Herft
- Thursday – Davis
- Friday – Holland

Students must ensure all laundry is adequately named. Wet clothing and towels are not to be draped from boarding house windows or ledges. All students have access to drying rooms.

Note: *The school laundry does not wash school blazers, jerseys, or tights.*

LIBRARY

The Library is open after school until 5.00 pm Monday to Thursday so that boarders are able to use the resources available to support their Prep. The Library and other rooms may also be available for Prep during the evenings, however this must be discussed, approved, and supervised by day school and boarding staff.

ORGANISED TRIPS

We aim to provide students with a variety of events and activities during the year, including:

- End-of-year and term functions within houses
- Buddy and house nights and an in-weekend
- Themed dinners and other annual events, which we encourage boarding families to attend.

If you are concerned about any of these activities or require additional information, please contact the boarding staff.

PIANOS

We have several pianos in boarding for student use. These are not intended for concert or fine-tuning practise. The school music rooms are available for students to use and this can be arranged via the music department.

PARENTAL INVOLVEMENT

We encourage you to be actively involved in the care of your child(ren). You are welcome to visit them should you be visiting Hamilton. Please let us know before you arrive so that we can ensure the time is appropriate and does not cause disruption to others. You are welcome to join us for chapel on Sundays. Please also feel welcome to attend school and boarding events listed on the online term calendar or published throughout the year.

PERSONAL PROPERTY

Students must take responsibility for their own property. In a boarding situation there are a lot of people sharing communal living areas which increases the potential for the misplacement of items. Boarders need to be aware of the importance of taking care of their own property; everything must be named and care must be taken not to leave personal belongings lying around. Borrowing and lending is discouraged. Borrowing without permission is never acceptable and may result in further disciplinary action being taken. The school takes no responsibility for any loss or damage to student property or for any item that a student may have loaned to someone else. Student lost property is not covered by the school insurance policy. All boarders need to have their own insurance to cover personal belongings that may be misplaced or damaged while in boarding. All boarders have a lockable area where they can store their valuables. However, we discourage students from bringing expensive items or large sums of money into the boarding house.

PREP (STUDY)

Prep is a vital part of the boarding house routine. Student activities and outings need to be managed in order to minimise disruptions to Prep. Students who are unduly absent may have their activities reviewed by their house parent.

Prep is conducted under the supervision and guidance of the house parent with support from prep tutors. Any request to miss Prep must be cleared with the house parent. Please do not contact your child during Prep; this time is for school work, study or wellbeing workshops.

Prep is held on week-nights during the following times (this is a guide only and is subject to change):

- **Years 9 and 10** – 6.30-7.50 pm (in classrooms)
- **Year 11** – 6.30-8.00 pm (in shared space in the boarding house or in rooms)
- **Years 12 and 13** – 6.30-8.30 pm (in own rooms or in shared space in the boarding house)

NB: If you require a private tutor for your child, we prefer the tutor to come to the boarding house rather than have the student travel to them. This ensures greater safety for the student and provides supervision of the tutor while they are with the student. Should students wish to use a private tutor on-site, this person must be police-vetted (which can take up to six weeks) and must be approved by a deputy principal and the director of boarding before permission is granted. Tutors must complete a School Tutor Agreement Form, and tutoring happens in common areas monitored by house parents. If tutoring is online, the above procedure still applies.

STUDENT LEADERSHIP

Students are able to apply for several leadership roles whilst boarding. Applications are received in Term 3 for those wishing to apply for Heads of Boarding and/or join the Boarding monitors and mentors. Key attributes for those wishing to apply for all roles include demonstrating and living our school values of Courage, Respect, Empathy, Diligence, Integrity and Tolerance (CREDIT). We welcome all applications.

TURNING 18

Many students will turn 18 during their time in boarding. While this allows them to participate in a range of activities legally, these activities are still unacceptable while students are in the care of boarding. These include such things as smoking, vaping, drinking alcohol, and visiting clubs and bars. Any participation in such activities will result in disciplinary action. We do, however, encourage students to exercise their right to vote!

Clothing Requirement Checklist

LINEN

- ☐ Duvet plus cover (or blanket)
- ☐ Pillow/pillowcases
- ☐ Sheets – two sets suitable for king single mattress
- ☐ King single bed mattress protector
- ☐ Facecloth
- ☐ Towels, plus beach towel
- ☐ Mesh washing bags for delicates, socks, etc (personal washing)

CLOTHES

- ☐ Dressing gown
- ☐ Regulation togs
- ☐ Tracksuit
- ☐ Shorts
- ☐ Sweatshirt and t-shirts
- ☐ Uniform and P.E. gear
- ☐ Casual togs
- ☐ Casual shoes/slippers
- ☐ Coat hangers
- ☐ Umbrella
- ☐ Underwear and pyjamas
- ☐ Stockings/socks

TOILETRIES

- ☐ Deodorant
- ☐ Shampoo/conditioner
- ☐ Soap
- ☐ Sun block
- ☐ Sanitary pads/tampons
- ☐ Hair brush/comb
- ☐ Hair ties (hair to be tied up at school, in dining room)
- ☐ Toothpaste/brush

OTHER

- ☐ iPod and headphones (optional)
- ☐ Alarm clock (Year 9-11s hand in all devices)
- ☐ Tuck box (for snacks – which can be stored in locked cupboard in room)
- ☐ Washing powder/soap/stain remover
- ☐ Panadol, ibuprofen and throat lozenges (to be given to houseparent on arrival in a sealed and named bag)
- ☐ Plated meal containers (2-3 microwaveable for the main meal, dessert and salad)
- ☐ Ear plugs, for light sleepers (optional)
- ☐ Adaptor for devices (used in overnight device cupboard) (optional)
- ☐ Desk Fan – Year 12 and 13 Students

Note: *As storage space is limited, please use fold up carrier bags for luggage, or store bags/ suitcases at home.*

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