

St Andrew's College

Boarders' Handbook 2012



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Contents

Foreword	2
Welcome to our Boarding Family	3
Access to College Facilities	4
Banking and Pocket Money	4
Care of Boarding Students Following Hospitalisation	4
Catering	4
Chapel	4
College Shop	5
Co-curricular Life	5
Communications	5
Discipline	5
Daily Routines	6
Drugs, Tobacco and Alcohol	9
Emergencies	9
Handbooks	9
Health and Wellbeing	9
House-related Contacts	10
House Tutors	10
Information and Communications Technology	10
Laundry	10
Leave	10
Library	10
Mail	10
Meal Times	11
Pastoral Care	11
Police Vetting	11
Prep Routines	11
Security	12
Term Dates	12
Transportation Policy	12
Uniform and Clothing Requirements	13
Leave Procedures	14
Vehicle Policy and Application Form for Use of Cars	17
Boarding House Transport Authorisation for Private Cars	19



Foreword



A very special part of St Andrew's College is our boarding community. If you are joining us for the first time I extend a warm welcome to you and your family. If you are returning, welcome back. I do hope you all enjoy your year and embrace every opportunity that comes your way.

As Head of Values and Culture I am responsible for overseeing boarding. We have an extremely committed and passionate group of boarding staff led by our Director of Boarding Dianne MacDonald. Together, they have enabled a very successful operation to occur off-site in motels.

We now look forward with excitement to a new chapter in boarding and being part of the transition into our new state-of-the art boarding facilities upon completion late 2012.

A handwritten signature in black ink, which reads "H Bell". The signature is fluid and cursive.

Hamish Bell

Head of Values and Culture

Welcome to our Boarding Family

St Andrew's College has been a happy and successful boarding school since its opening in 1917. Boarding life provides an environment in which students develop emotionally and socially. It fosters independence and maturity, and also develops students' leadership skills.

Although living 'off-site' the boarding school creates a home away from home environment for students. Parents often remark on the fact that boarding gives an added appreciation of home and greater awareness of others' needs.

Since the earthquakes, our students have been very resilient, drawing strength from one another and living with the reality of the situation every day. It has been very stressful but they have wanted to stay. This is a testament to boarding at St Andrew's College.

Close supervision by our boarding staff ensures students live comfortably and securely, and our structured daily schedule helps to create a warm, friendly and disciplined living atmosphere. Academic support and a well-structured social calendar are vital aspects of life as a boarder.

We want our boarders to acquire a dimension to their personality that comes from exposure to communal living and sharing. Self discipline and maturity

are developed through sharing and co-operating with others, handling household chores, observing routines and accepting and fulfilling responsibilities.

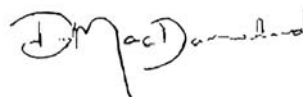
I believe that students can only develop to their potential in a caring and happy environment. I am proud to have committed, enthusiastic and energetic staff who work passionately to achieve just that.

This handbook is designed as a convenient reference for parents and students about life as a boarder at St Andrew's College. It is updated annually and we welcome feedback on topics you feel need more in-depth coverage, or that you would like to see included in future.

For further information on any aspect of boarding, please feel free to contact me at any time.

I look forward to family joining us for meals when they are visiting Christchurch.

Kind regards



Dianne MacDonald
Director of Boarding



ACCESS TO COLLEGE FACILITIES

Boarders have access to all College facilities such as the gymnasium. Library and music facilities, provided supervision is available and access has been approved.

BANKING AND POCKET MONEY

Boarders are responsible for their own banking and financial arrangements. We recommend that all students have their own EFTPOS card, and that they do not carry more than \$20 cash at a time.

CARE OF BOARDING STUDENTS FOLLOWING HOSPITALISATION

Rationale

The safety and wellbeing of all boarding students is of primary concern to the College.

Purpose

- To ensure the safety and wellbeing of students following admission to hospital for either illness or injury;
- To ensure boarding staff function within their scope of practice / knowledge;
- To enable clear communication between parents/caregivers and boarding staff regarding management of students' illnesses or injuries.

Guidelines

- All boarding students returning to the boarding house/motels or Selwyn House following discharge from hospital for either illness or injury must report to the Duty Matron. A medical certificate stating that the student has been cleared medically to return to school is required, as well as information regarding follow-up care or treatment. This must be given to the Duty Matron, who will forward it to the relevant house parent or master;
- Boarding students who are not well enough to return to school following their illness or injury should be cared for by parents or other caregivers until they have been medically cleared to return to school;
- The Director of Boarding must be notified by the Duty Matron of all students returning to the boarding house following discharge from hospital. She will determine, based on the medical documentation, whether the student's medical condition can be managed within the boarding house;

- The Registered Nurse must be informed of all boarding students who have been hospitalised for either illness or injury outside of her normal working hours, and be given a copy of the incident report (if the incident happened on site) and other relevant medical information.

CATERING

Our catering staff aim to help boarders develop good eating habits by providing a healthy and balanced selection of food for growing and active young men and women.

If you would like to discuss your son's or daughter's dietary needs in further detail, please do not hesitate to contact Dianne MacDonald (03) 940 2025 or email dmd@stac.school.nz

CHAPEL

Boarders' Chapel services are an important part of the term. Together we pray and celebrate. All students attend a weekly daytime chapel service. There are also three boarders' Chapel services each term. The dates of these services can be found on the Term Fixtures listing. The College Chaplain, runs these services.



COLLEGE SHOP

The College Shop is situated at 60 Normans Road, and is managed by Mr Scott Cartwright. The hours of operation during term time are 8.00am – 4.00pm. The shop is also open for limited hours during the holidays.

All stationery items are available from the shop, and costs will be disbursed directly to student accounts. Students will purchase their stationery needs for the year from the shop in tutor groups.

The St Andrew's uniform is only available from the College Shop. See uniform requirements under 'Uniform' in this handbook.

The PTA runs a second hand uniform shop on Tuesdays and Thursdays from 3.00pm – 4.30pm. It also operates at reduced hours during the holidays. It is located just behind the main shop.

CO-CURRICULAR LIFE

Students have the opportunity to participate in a wide variety of sports and cultural activities at St Andrew's College. These activities give students the chance to discover their potential, explore particular areas of interest and strive for excellence. They are also an ideal way to make new friends and use leisure time constructively.

COMMUNICATIONS

We realise how important it is for our boarders' parents to keep in touch with what is happening at school, both inside and outside the classroom. We therefore maintain a strong line of communication between College and home with regular email updates from the Director of Boarding.

The following publications are mailed or emailed to parents and are also available on our website.

On Strowan

The Secondary School bulletin is published approximately every five weeks during term time. It is emailed to all parents/guardians and can also be accessed on the College website (stac.school.nz). On Strowan focuses on current issues and common themes from across the Secondary School. Each issue contains messages from the Rector, Head of Secondary School, Head of Senior College, Head of Middle School and Head of Co-curricular and Chaplain.

Regulus

Three times a year the Rector publishes her own magazine, Regulus. This is an in-depth look at what has been happening in the College with respect to our strategic priorities, and a celebration of outstanding achievements from around the College community. The first issue for 2012 will be mailed to you in May.

Collegian

Collegian is our annual record of College life at all levels and celebrates the achievements of our staff and students in the academic and co-curricular arenas.

DISCIPLINE

Discipline in the Boarding House is based on respect for one another. The nature of any disciplinary action undertaken will depend on the severity of the offence. If a student is consistently failing to meet all obligations, parents will be notified and may be invited to discuss the situation with House staff, the Director of Boarding or the Head of the Secondary School.

For further information on the College's expectations in terms of student behaviour, please see either the Senior College Handbook or the Middle School Handbook.



Daily Routines

Monday to Friday

7.00am	Tutor wake-up call.
7.00am – 7.50am	Breakfast
7.45am	Students who are feeling unwell should advise the Tutors/House Assistants on waking.
8.00am	Room inspection as per individual House routine. Students' uniforms must be neatly presented and shoes clean. Beds are to be neatly made. Windows and curtains should be left open, and students must check they have turned off all lights and electrical appliances. The rubbish bin should be emptied, and the floor cleared of all clothing and rubbish.

Leave During School Day

Boarders who require leave for health-related appointments during the school day must be signed out by the Registered Nurse.

8.25am	All students attend tutor group meetings/assembly.
Interval (10.35am)	Boarders are served morning tea.

Lunch

12.35pm	Lunch for Y12 and Y13 students.
12.45pm	Lunch for Y9, Y10 and Y11 students. All students must wear full uniform and blazers to lunch. House Managers are responsible for supervision during this time.

After School

Y9–Y11 students may sign out with the Duty House Assistant for shopping.
(two per week - no individuals, groups only).
Correct sports or school uniform must be worn from Monday to Friday.
Shopping leave is destination-specific, and is normally permitted to Normans Road, Northlands or Merivale.
Students will be permitted to go to other places at staff discretion.
Students must sign themselves back in.
Y12 and Y13 boarders must sign themselves out as per House routine.
All visitors, other than parents, are to leave the grounds at 5.15pm.
All leave that finishes after 5.30pm requires approval from a Duty House Assistant or House Manager.

Evening Meal

5.15pm	Y9 arrive for meal.
5.30pm	Y10 and Y11 arrive for meal.
5.40pm	Y12 and Y13 arrive for meal.

Duty Tutors, Duty House Assistant and Duty House Manager are responsible for supervision during this time.

Suppers for each House are provided.

Daily Routines

Prep Routines

(for further information see under 'Prep' later in this handbook page 11).

Y9–Y11 students go to designated classrooms where a roll will be taken.

Y12–Y13 as per individual House routines.

7.30pm

Y9, Y10 and Y11 Prep finishes.

Y11 may take leave to Normans Road shops or to McDonalds in groups from 8.00pm – 8.30pm. (once per week, summer [Terms 1 and 4] only).

7.30pm

Y12 and Y13 may take leave with duty staff permission, and must return by 9.00pm in the winter and 9.30pm in the summer. This leave is usually to local eateries.

All senior students should be in residence or gym after Prep. Senior students may go for an evening run (in pairs) only if they have the appropriate reflective gear.

Bed Times

Students are to be in bed with lights out at the following times or according to individual House routine. The bed call will be given 15 minutes before bedtime. Students may read using reading lamps according to individual House policy. Students should have ready access to footwear in case of emergency evacuation.

9.00pm

Y9 students in bed by 9.15pm with the lights out at 9.30pm.

9.30pm

Y10 students in bed by 9.45pm with lights out at 10.00pm.

9.45pm

Y11 students are in bed by 10.00pm with lights out.

10.00pm

Y12 and Y13 students in residence.

10.30pm

All senior students must be in their own rooms by 10.30pm.

Friday Routines

6.30pm

Roll check and evening instructions.

All year group bed times at staff discretion.

Y12–Y13 students may take evening leave as per House routine. This leave finishes at 10.30pm.

Saturday Routines

8.00am

Duty staff are available to sign students out for early sport leave and to dine with students at 8.30am.

7.00am – 9.00am

Breakfast is served. The Duty House Manager writes up weekend instructions on dining room notice board. Students make their own cut lunches (up until 9.30am).

9.00am

Organised sport leave is signed out by the Duty Tutor. Sport leave information should include name of team and coach. Unwell students are to report to Duty House Assistant.

10.30am – 11.00am

House inspection for room tidiness and beds made etc.

10.00am – 5.30pm

Students may take leave as follows:

Y9–Y11 students may sign out with Tutors for a maximum of 2 hours.

Y12–Y13 students may sign out with Tutors for a maximum of 4 hours.

Leave in excess of 4 hours requires the permission of Duty House Manager.

Any leave that has a return after 5.30pm must be approved by the Duty House Manager.

5.15pm

Evening meal.

(Continued over page).

Daily Routines

6.00pm	Y11 students may go out to activities such as ten pin bowling, ice skating, speedway or the movies. This leave must be approved by the Duty House Manager by 1.00pm. Students must return by 10.30pm. Students must go in groups and transport must be by approved means.
7.00pm	Y12 and Y13 students apply to Tutors for 'privilege' leave to movies, or to friends' houses (full contact details must be supplied). Transport must be by approved means. No alcohol is to be consumed while on boarding house leave.
8.30pm	Visitors other than parents are to leave by 8.30pm or at the Duty House Manager's discretion. Y9 – Y11 10.00pm bed times for all year groups are at staff discretion.
11.30pm	Y12 and Y13 students return from 'privilege' leave and sign in.
11.45pm	Bed and roll checks are completed, the doors locked and the Duty House Manager phoned if any students are unaccounted for.

Sunday Routines

Duty staff are available to sign students out for early sport leave. In winter, ski trips are undertaken.

8.00am – 10.00am	Breakfast.
10.00am – 12.00pm	Brunch.
11.00am	House inspection and roll check carried out as per House routine.
10.00am – 5.30pm	Students may take leave as follows at the discretion of Duty House staff: Y9-Y11 students may sign out with Tutors for a maximum of 2 hours. Y12-Y13 students may sign out with Tutors for a maximum of 4 hours. Leave in excess of 4 hours requires the permission of Duty House Manager. Any leave that has a return after 5.30pm must be approved by the Duty House Manager.
5.15pm – 6.00pm	Evening meal.
9.00pm	All leave finishes at 9.00pm unless otherwise approved. Roll is taken and students are accounted for by Duty Tutor. Bed times and shut down of Houses as per weekday routine.



Drugs, Tobacco and Alcohol

DRUGS, TOBACCO AND ALCOHOL

Smoking, drinking alcohol and drug taking are strictly forbidden in the Boarding Houses. For further information on the College's policies on these matters, please consult the Senior College or Middle School handbooks.

EMERGENCIES

Emergency procedures are discussed regularly by House Staff. Details vary due to off-site living.

In the case of a civil defence emergency, all students will remain at school/motels until their parents can be contacted to arrange to have them transported home safely. In the case of a medical emergency, such as a pandemic, the Board of Governors will determine whether to close either the entire school or Boarding, based on their assessment of the danger to the physical wellbeing of the school community.

HANDBOOKS

To help you understand every aspect of life at St Andrew's College, you will be sent a handbook relating to whatever section of the school your child is in. Our Senior College and Middle School handbooks outline all major policies and procedures, and also explain academic life in detail. These handbooks are also available online at www.stac.school.nz.

HEALTH AND WELLBEING

The Health Centre provides a professional health service to the boarding community, and aims to remove or minimise health-related barriers to learning, individual development and personal wellbeing, and to promote a healthy way of life.

Karen Monk, our Registered Nurse, is at the Centre during school hours, with coverage from the House Assistants outside of school hours. We can also arrange appointments with a General Practitioner, physiotherapist, and other specialists when necessary. Karen Monk is also part of the College's counselling team, and students can book an appointment to see her at the Health Centre. Boarding students may present with their concerns before school, during interval or lunch, or after school, unless there is an emergency. If a boarding

Health and Wellbeing

student is unwell prior to school starting, they should inform the House Matron or see the Registered Nurse at 8.30am.

When students with particular health or special needs are identified, a suitable course of action or treatment is designed in collaboration with parents, health professionals and any relevant staff members. In the case of medical emergency, the Boarding Houses will take advice from the Ministry of Health and Ministry of Education.

Please tell us if your son or daughter is on prescribed medication so we can discuss whether these medications need to be self-administered or administered by the Registered Nurse. If they are administered by the Registered Nurse, we request that you fill out an 'Administration of Medications to Boarding Students' form. Please note that medication is not to be kept in rooms unless directed by the Registered Nurse. This includes Panadol and Nurofen.

We offer a wide range of services appropriate to the age of our students, including:

- First Aid;
- Administration of prescribed medications;
- Assessment and treatment of accidents/injuries/illnesses;
- Referrals to other agencies as required;
- Nutritional advice;
- Asthma support;
- Diabetes support ;
- Advice and support on sexual health issues;
- Support for addiction problems, such as smoking.

Registered Nurse: Monday to Friday
8.30am – 4.15pm
Ph: 940 2040

College Doctors: Normans Road
Medical Centre

Physiotherapist: Monday
8.30am – 4.00pm
(by appointment)
Wednesday & Friday
12.40pm – 4.00pm

PARENTS REFERENCE GROUP

This group is made up of boarding parents of both genders, and represents a wide geographical mix. It meets with House staff regularly to discuss boarding matters, and serves as a further point of communication between the College and our boarding families.

HOUSE-RELATED CONTACTS

The international telephone code for New Zealand is +64 and the area code for Christchurch is 03.

Thompson House

House Manager	021 307 303
House Matron	021 307 365

MacGibbon House

House Manager	027 325 1780
House Matron	021 307 313

Rutherford House

House Manager	027 451 3720
House Matron	029 224 5951
College Reception	
Monday – Friday, 8.00am – 5.00pm	940 2000
Health Centre	
Monday – Friday, 8.30am – 4.15pm	940 2040
Boarding Facsimile	940 2041
College Facsimile	940 2060
Custodian (after hours)	940 2026

Director of Boarding

Dianne MacDonald	029 246 0123
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HOUSE TUTORS

Our Boarding House Tutors and Gap Tutors assist House Managers with a number of daily activities including wake-up, Prep, bedtime and social activities. As young adults, the House Tutors and Gap Tutors are a great source of encouragement and support for both boarders and House management.

INFORMATION AND COMMUNICATIONS TECHNOLOGY

All students are required to sign and abide by the College Acceptable Use Agreement, which covers access and use of College ICT facilities. The full Acceptable Use Agreement can be found on the intranet, and an abbreviated version is in the school

diary. A username and password is provided for each student, which must not be shared. Additional computers are located adjacent to common room areas in each boarding house.

The Library Resource Centre is open Monday to Thursday evenings from 6.00pm - 8.00pm, and Sunday 3.00pm - 5.00pm.

Wireless access will be available to students with laptops at various locations within the campus, and within the common room areas of the boarding houses. Students are allocated a reasonable number of print credits each year. When these are exhausted, students must pay for additional printing.

Internet access is available from all computers, and is provided to support teaching and learning. Internet traffic is filtered and logged.

LAUNDRY

We have a very dedicated and committed laundry team, who are responsible for all the students' laundry. Some students prefer to wash their own laundry in House. For further details regarding naming of clothing, see the 'Uniform' section later in this handbook. Dry cleaning services are available through the College Shop.

LEAVE

For full details on our procedures regarding leave for boarders, please see pages 15-17 of this handbook.

LIBRARY

The Library is open every day from 8.15am until 5.00pm and then on Monday to Thursday evenings from 6.00pm to 8.00pm. It is closed on Friday evenings and all day Saturdays. On Sunday it is open from 3.00pm to 5.00pm when requested.

MAIL

Mail is collected daily by the Duty House Assistant and delivered to the relevant House for student collection.

Meal Times

MEAL TIMES

We expect all students to behave with courtesy at meal times. This applies to table manners and to their interactions with other students and with staff. When you have a large group of people living together it is necessary to have an orderly system. We also expect students to turn up at the appropriate mealtime for their year group and refrain from queue jumping. Late or early meals can be arranged on request.

Breakfast

Weekdays	7.00am – 7.50am
Saturday	7.00am – 9.00am
Sunday	8.00am – 10.00am then brunch from 10.00am – midday

Lunch

Weekdays	2.30pm – 1.00pm
Saturday	Packed lunch available up to 9.30am
Sunday	Brunch from 10.00am – midday

Dinner

Weekdays	5.15pm – 6.00pm
Weekends	5.15pm – 6.00pm

If a boarder requires a packed lunch for a sporting or school day trip, this can be arranged through the coach, manager or teacher in charge.

Prep Routines

PASTORAL CARE

All our boarding house staff are involved in the pastoral care of our students. Students with concerns about any aspect of boarding life can approach any of the following people to have these matters heard and addressed.

In house contacts: House Manager, House Assistants, Tutors, the Registered Nurse and the Director of Boarding.

School contacts: Chaplain, School Counsellor, Form Teacher/Tutor, Director of International Students.

All matters will be dealt with sympathetically and in confidence.

POLICE VETTING

All staff have been police vetted, and all hold current First Aid certificates.

PREP ROUTINES

Prep is to be a productive work period for which absolute silence and minimum of movement is permitted. All work during this time must relate to the student's particular academic programme. Frequent non-performance during this time will be



Prep Routines

reported to the House Manager, Form Tutor or Year Group Dean. Students must behave with courtesy while working so that they do not disturb other students.

When on-site, students are encouraged to watch the TV news, before Prep, in the TV Room.

Students may also watch special news programmes, at staff discretion, but will not be permitted to receive or make phone calls during Prep.

During Prep students are only permitted to move when seeking assistance from each other or staff for homework purposes only. This homework consultation must not be loud or disruptive. In addition to our usual Prep rooms, the Library and Computer Suite are also open. Extra staff come in each evening to supervise and help students in these areas.

SECURITY

We do not accept responsibility for the security of students' personal possessions. Students provide their own padlocks for wardrobes. All clothing and possessions must be named and serial numbers of appliances should be given to staff. Personal household insurance covering students away from home is wise. Students may bring items such as clocks, radios, iPods, CD players and computers. As space is limited we recommend that only small units are brought to school. Volume must always be kept to a reasonable level, out of consideration for other students and staff. Televisions are not permitted.

TERM DATES 2012

Term 1:

Y9 Wednesday 1 February – Thursday 5 April
Y10-13 Thursday 2 February - Thursday 5 April
(10 weeks) - 3 weeks holiday

Term 2: Tuesday 1 May – Friday 29 June
(9 weeks) - 2 weeks holiday

Term 3: Tuesday 17 July – Friday 21 September
(10 weeks) - 3 weeks holiday

Term 4: Monday 15 October – Friday 5 December

Transportation Policy

TRANSPORTATION POLICY

Parents and caregivers are required to provide written authorisation for a student to travel with or transport other students or adults while at Boarding School. This file requires updating each year and information is sent to parents and caregivers before the start of each school year.

It is a privilege, not a right, for students to bring a car to College. We do not encourage it.

Cars driven by students must be registered, insured and have a current Warrant of Fitness. Drivers must have a full New Zealand licence.

Year 13 students who wish to have a car at school are to complete an application form, available from the Director of Boarding, to apply for permission. In 2012, a permit will only be given for special circumstances. We appreciate parents' support in discouraging students from bringing a car to school unless it is absolutely necessary.

Year 12 students may apply to have a car at school in special circumstances only. This is normally for school-based work experience activities, and permission applies for a very limited time only.

Middle School students cannot have a car at school.

All applications are to be countersigned by the student's guardian and forwarded to the House staff in advance.

Students are encouraged to use public transport where available and practical. Buses to the city are handy and taxi cabs are available for boarders travelling outside school. The cost will be disbursed. Students may not hitch-hike or be transported by a person with a restricted licence. A plain, functional bicycle without sophisticated extras is recommended. A locking chain is essential and a safety helmet required by New Zealand law. During holidays, bicycles may be left at the College at the owner's risk.

Uniform & Clothing Requirements

UNIFORM AND CLOTHING REQUIREMENTS

Please refer to the College uniform brochure for full details of the St Andrew's College uniform.

It is essential to have sufficient uniform items to allow time for laundering (24 hour turnaround).

Additional Requirements

- 3 bath towels;
- 1 swimming towel;
- Coffee mug, teaspoon, microwave-proof plate/bowl;
- Shoe cleaning kit;
- Laundry basket - Thompson;
- Zip up laundry bag for delicates (girls only) named;
- Coat hangers - 6;
- Toilet bag and toiletries;
- Tissues;
- Swimming togs;
- Sun hat/cap;
- Mufti clothes (for boys, this must include a shirt with a collar for chapel);

- Underwear;
- Thermal underwear (white only with uniform);
- Dressing gown/robe (optional);
- Pyjamas/nightwear;
- Slippers (optional);
- Small padlock for wardrobe door.

For laundry purposes, all articles of clothing must be marked with the owner's name. Name tags should be machine stitched to the garment in the centre for easy identification, with the exception of socks, which should have name tapes sewn on vertically. Include the year group number on the tag (e.g, 12 for year group starting in Year 9 in 2012).

We suggest that you order an extra roll of name tags for the laundry staff as they have kindly offered to name new items as purchased.

IT IS MOST IMPORTANT THAT ALL ITEMS OF CLOTHING ARE NAMED.



Leave Procedures

LEAVE PROCEDURES – YEARS 9 and 10

- Leave within the school grounds is recorded on the board – one destination only.
- All leave outside the school grounds is recorded on the board **and** on the computer.
- Students must sign out and sign back in from all leave.
- If a student's leave requirement changes while on leave, particularly the return time, it is their responsibility to contact the appropriate DUTY staff member and advise of the change and acquire appropriate permission.
DO NOT ask another student to do this on your behalf!

Weekday	Description	Authorised by
After School	Sport. Shopping (2 x per week, to 5.15pm) Northlands / Merivale / Normans Road.	Duty House Assistant.
After Prep	No leave granted	
Evening Leave (Tea Leave)	Applied for by 1.00pm on the day leave is required (rule waived if parents request leave after this time). Concludes at 9.00pm, unless otherwise approved. Leave must not be taken until authorised.	House Manager. Duty House Manager. Duty House Assistant.
Weekend Leave	Applied for by 9.30pm Wednesday. All overnight leave must be approved by the House Manager. Weekend / overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone, fax or email. If a student is going to a host family, the parents or hosts must phone and confirm details by Thursday evening. Leave applied for must be entered on the leave computer and authorised by the House Manager before the student leaves. A breach of these rules will result in a House gating.	House Manager.

Weekend	Description	Authorised by
Daily Leave	Up to 2 hours. Over 2 hours (return by 5.30pm).	Duty Tutor. Duty House Manager.
Friday Night	As per weekday evening leave rules Y9 - 11 host family or parents on approved activity or outing.	Duty House Manager.
Saturday Night	No leave granted.	
Sunday	All weekend leave concludes at 9.00pm.	

Leave Procedures

LEAVE PROCEDURES – YEAR 11

See bullet points under Years 9 and 10.

Weekday	Description	Authorised by
After School	Sport. Shopping (2x per week, to 5.30pm) Northlands / Merivale / Normans Road.	Duty House Assistant.
After Prep	Normans Road / Merivale (8.00pm - 8.30pm) 1 per week - Terms 1 and 4 only. No individuals - groups only. Weather permitting.	Duty Tutor.
Evening Leave (Tea Leave)	Applied for by 1.00pm on the day leave is required (rule waived if parents request leave after this time). Concludes at 9.00pm, unless otherwise approved Leave must not be taken until authorised.	House Manager. Duty House Manager. Duty House Assistant.
Weekend Leave	Applied for by 9.30pm Wednesday. All overnight leave must be approved by the House Manager. Weekend / overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone, fax or email. If a student is going to a host family, the parents or hosts must phone and confirm details by Thursday evening. Leave applied for must be entered on the leave computer and authorised by the House Manager before the student leaves. A breach of these rules will result in a House gating.	House Manager.

Weekend	Description	Authorised by
Daily Leave	Up to 2 hours. Over 2 hours (return by 5.30pm).	Duty Tutor. Duty House Manager.
Friday Night	As per weekday evening leave rules. Y9 - 11 host family or parents on approved activity or outing.	Duty House Manager.
Saturday Night	Movies or group activity. Transport by taxi only (return by 10.30pm).	Duty House Manager.
Sunday	All weekend leave concludes at 9.00pm.	

Leave Procedures

LEAVE PROCEDURES – YEARS 12 and 13

See bullet points under Years 9 and 10.

Weekday	Description	Authorised by
After School	Sport. Shopping .	Sign themselves out.
After Prep	30 minutes leave (weather permitting) to local eateries. No individuals – groups only. Leave is at staff discretion. Concludes at 9.30pm in summer and 9.00pm in winter.	Duty Tutor.
Evening Leave (Tea Leave)	Applied for by 1.00pm on the day leave is required (rule waived if parents request leave after this time). Concludes at 9.00pm unless otherwise approved . Leave must not be taken until authorised.	House Manager. Duty House Manager. Duty House Assistant.
Weekend Leave	Applied for by 9.30pm on Wednesday. All overnight leave must be approved by the House Manager. Weekend / overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone, fax or email. If a student is going to a host family, the parents or hosts must phone and confirm details by Thursday evening. Leave applied for must be entered on the leave computer and authorised by the House Manager before the student leaves. A breach of these rules will result in a House gating.	House Manager.

Weekend	Description	Authorised by
Daily Leave	Up to 4 hours. Over 4 hours. Over 4 hours (concludes at 5.30pm).	Sign themselves out. Duty Tutor. Duty House Manager.
Friday Night	As per weekday evening leave rules (concludes at 10.30pm).	Duty House Manager.
Saturday Night	"Privilege Leave" from after tea until 11.30pm, to movies, friend's houses etc. Transport by approved means.	Duty Tutor. Duty House Manager.
Sunday	All weekend leave concludes at 9.00pm.	



Vehicle Policy and Application Form for Use of Cars (Year 12 and 13 Students)

Reply Slip

1. Year 13 students who hold a full licence may apply to have a car at boarding school subject to parental permission and boarding approval being granted. This is a privilege and not encouraged.
2. Year 12 students who hold a full licence are not permitted to have a car at school and may only bring a car to school for specific purposes (e.g. work experience, specific sports and cultural activities for a set time). Approval must be given for these exceptions.
3. Any student who holds a restricted licence is not permitted to have a car at school. Exceptions to this may be made on an individual basis but only in exceptional circumstances and after all aspects of the request have been considered.
4. The use of the car by a student while it is kept at school will always be at the discretion of staff. While a student may have a spare key for the car, this does not give them any right to use the car without staff permission in instances where they are not entitled to use the vehicle.
5. Exceptions to any of the above policies may be made on an individual basis but only after consideration of all aspects of the request in discussion with all Boarding Management.

Request for Permission to Have a Car at Boarding School

Student: _____ Year: _____

Driver Licence: NZ Full: Restricted: Licence no: _____

Car Make: _____ Colour: _____

Year: _____ Registration Number: _____

Reason for the vehicle being brought to school – provide relevant information as necessary:

1. _____
2. _____
3. _____

The above driver has permission to transport other students in the car (please tick):

Yes No

Parents' Contact Details

Email: _____

Landline: _____ Cell Phone: _____

Student's Cell Phone Number: _____

Approving Parent/Guardian Signature: _____

Parent/Guardian Name (please print): _____

Post or fax to: House Assistants, St Andrew's College,
347 Papanui Road, Christchurch 8052,
Fax: 03 940 2041
Attention: Director of Boarding





St Andrew's College

Boarding House Transport Authorisation for Private Cars

Reply Slip

Student's Name: _____ Form: _____

Please indicate desired authorization for your son/daughter's transportation by initialing one appropriate option.

- a. Transported by any adult or student who holds a valid licence. _____
- b. Transported to and from school fixtures only (sports, cultural activities) by any adult or student who holds a valid licence. _____
- c. Transported by adults with a full licence. _____

Year 13 students wishing to have a car at school are invited to apply in writing and must complete the application form.

Year 12 students are discouraged from bringing a car to school and may only do so in exceptional circumstances.

Signature: _____

Name: _____ (please print)

Relationship: _____

Date: _____

Post or fax to: House Assistants, St Andrew's College,
347 Papanui Road, Christchurch 8052,
Fax: 03 940 2041
Attention: Director of Boarding



St Andrew's College

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