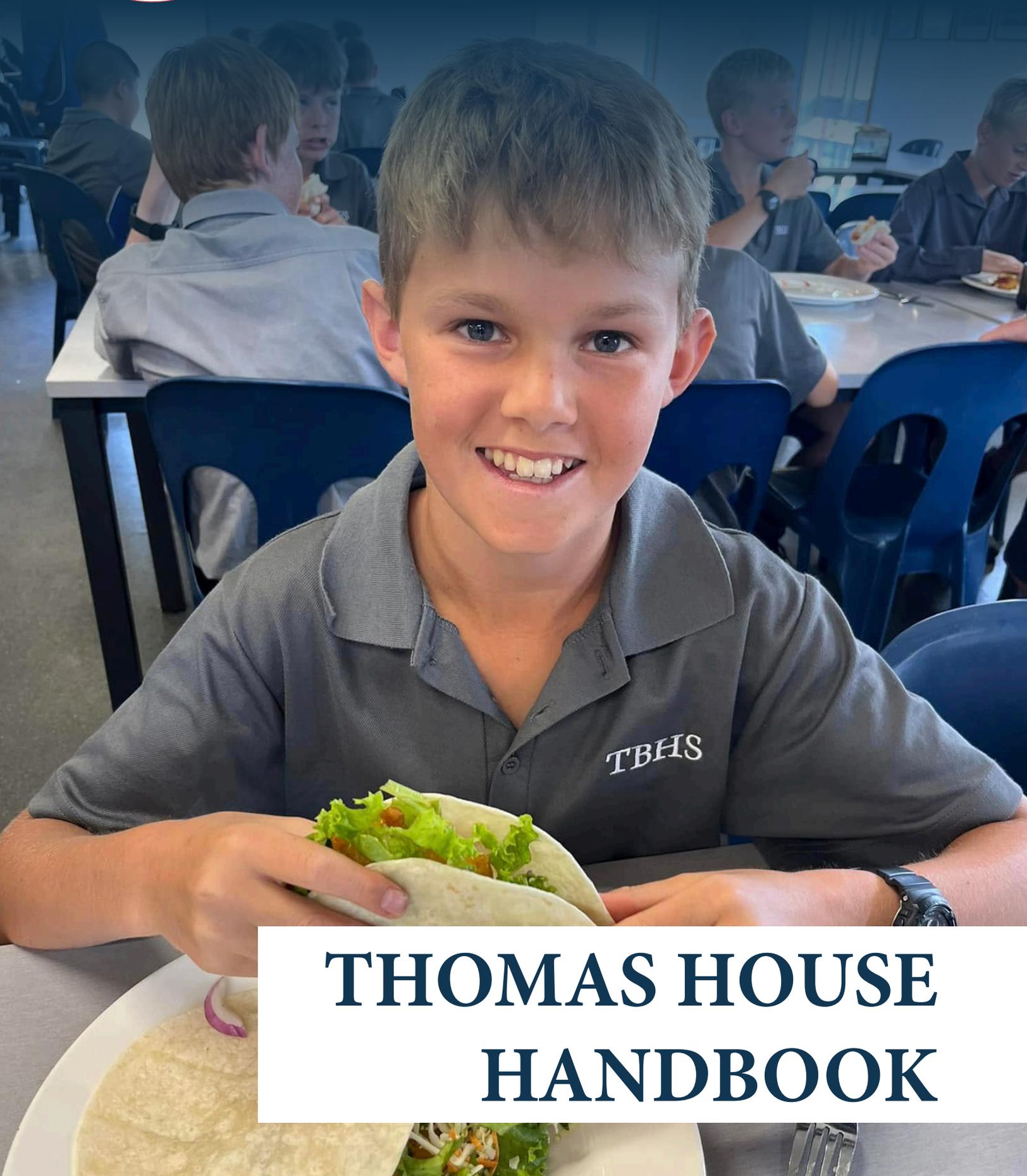




# TIMARU BOYS' HIGH SCHOOL

A place where today's preparation determines  
tomorrow's achievements



## **THOMAS HOUSE HANDBOOK**



TIMARU BOYS' HIGH SCHOOL

THOMAS HOUSE

# Welcome

Dear Parents and Caregivers

We welcome you to Thomas House and look forward to our association with you over the time of your son's secondary schooling and beyond.

Please do not hesitate to contact us if you have any queries or problems regarding your son's day to day living in our boarding community.

We realise that your son is going to find living with us very different from living at home. The following pages contain information that you will find useful in his preparation for boarding and also for all of your son's time with us.

It is our hope that your son's years at Thomas House will be enjoyable and memorable and that he will gain much from the many opportunities offered to him both here at Thomas House and also at school.



THOMAS HOUSE  
PRIVATE BAG 903  
211 NORTH STREET, TIMARU  
PHONE: 03 687 7169  
EMAIL: [boarding@timaruboysschool.nz](mailto:boarding@timaruboysschool.nz)

# Boarding Life!



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# HISTORY

## In Celebration of a Century of Boarding

Timaru Boys' High has always had boarding pupils. Early in 1880, the first Rector, Mr Dawson, advertised that he was "prepared to receive into his house on Otipua Road, a limited number of boys attending the High School." The practice of taking in boarders was continued by Mr Hogben who, for this purpose, leased a house in Craigie Avenue.

Not until 1907 was a hostel built at a cost of £2,312 on the North Street site that had been purchased the previous year. The choice of the title, Rectory, for the new hostel was singularly apt for it was at that time the home of the Rector and his family and was administered by him as a private enterprise independent of the Board. In 1918, when the house system was introduced, the Rectory became known as School House. The hostel was conducted as a personal business venture on the part of the Rector, Mr Thomas, until his retirement in 1935 when the Board took over control of the hostel and renamed it Thomas House in Mr Thomas's honour. Fraser Wing (1962) is named after Mr Hanson H. Fraser MBE (1881-1959) a member of the Timaru High School Board from 1923-1959 and Chairman of the Board of Governors from 1936-1959. It was redeveloped over the period 1987-90 and 2009 (the Ablution Block). Jubilee Wing (1984) is named for the 75th Jubilee of Thomas House, the proceeds of which met the cost of this building. Jubilee Wing was totally redeveloped in 1999. Manning Wing, purchased in 1997, is named in recognition of the Manning family: Robert who was a pupil (1941-45), staff member (1947-48, 1956-75), housemaster (1947-48, 1951-55) and Senior Housemaster (1956-65, 1968-72); his wife Betty, matron (1950-57, 1964); and his father, Archibald, Board of Governors (1942-65). The Ministry of Education handed over Oxford Wing, the caretaker's former house, to the hostel in 1999 for accommodation. Raymond Wing was purchased in 2002 for housemaster accommodation. The original prep school is used as a weight and games room. In 2005 Lindsay Wing, consisting of three units, was built to accommodate 12 seniors in a flatting situation. Lindsay Wing is named for David Powell Lindsay (1920-24), the school's first Olympian, and his cousin, David Frederick Lindsay (1922-25) head of Thomas House and an All Black.

From the original eight boarders in 1908, the hostel rolls have fluctuated markedly, rising to above 200 in the 1960s. In 1982, following major renovations and rebuilding, hostel numbers were set at 75.

Thomas House currently caters for up to 135 boarders

## OUR MISSION

*To provide a supportive extended family environment that encourages young men to achieve personal growth and excellence*

## OUR VISION

*Thomas House is integral to the school providing caring staff, quality facilities, respecting the traditions of the past and focusing on a positive future.*

## VALUES

- Respect for self and others
- Perseverance
- Responsibility
- Intellectual curiosity
- Aspiring
- Integrity
- Honesty
- Tolerance
- Consideration of others



# STRATEGIC PLAN GOALS

## Thomas House

1. has a caring and competent staff
2. has a responsive and inclusive pastoral care system that supports the development and learning of young men
3. provides a quality functional physical environment
4. has a significant focus on promotion and marketing to ensure the future of the hostel
5. supports the School's strong academic focus and encourages young men in their learning
6. encourages young men to achieve a schoolwork/life balance and provides recreational activities

Thomas House is an integral part of the school situated on the school site. It gives its boys the opportunity to experience the quality of education and philosophy provided by the school. Staff create an atmosphere which assists in the education and social development of the boarders. Study facilities are available and boarders have a fine examination success. Thomas House boys have a high level of participation in sport and a reputation for involvement in cultural and community activities. There is a special bond, quite distinct from that of the day boys. All the same, they are well integrated with the day students in and beyond the classroom. The hostel is a key factor in the spirit of Timaru Boys' High School and support from parents, many of whom were former boarders themselves, is strong and continuous. Pride in Thomas House and themselves now and in the future is very much a part of boarding at Timaru Boys' High School.

### **We aim that boys leave Thomas House as young men who**

- » have self-confidence and a good self-image «
- » have learnt to lead by example «
- » are considerate and sensitive to the needs of others «
- » have developed good work habits «

Through this handbook, we welcome the opportunity to give parents and potential boarders some insight into boarding school life and of Thomas House in particular. We have high standards of friendship, dependability, diligence and character making. We feel sure you have approached us because your standards and ours agree and we look forward to co-operating with you and your son so that his career here may extend and enhance our traditions and prepare him adequately for a fruitful and satisfying life.



# ACCOMMODATION

## **Administration Block**

Houses the Director of Boarding and the Residential Manager's offices, staff lounge, laundry, sick bay, kitchen and dining room.

## **Fraser Wing**

The main accommodation and ablution block and houses 80 boarders. Years 9 and 10 sleep in eight and twin bunk rooms, Year 11 in four and twin bunk rooms.

## **Jubilee Wing**

Junior accommodation

## **Raymond Wing**

Housemaster accommodation

## **Lewis Wing**

Senior accommodation

## **Senior Common Room**

### **Lindsay Wing**

Senior accommodation  
Housemasters' accommodation  
Four separate flats

### **Manning Wing**

Assistant Manager accommodation

### **Oxford Wing**

Housemaster accommodation

### **3 Oxford Street**

Director's accommodation

# STAFF

## Director of Boarding

Steve Blair is responsible for the overall management, promotion and future planning of the hostel, the discipline, welfare and social and academic progress of the boarders, and the day to day running of Thomas House.

## Residential Manager

Mrs Christine Murdoch is responsible for the care and welfare of the students. She undertakes administration tasks and assists with the promotion of Thomas House. She deputises for the Director of Boarding in his absence.

## Assistant Manager

Mr Darren Robertson is responsible for the overall supervision at night. He works with the Housemasters to ensure smooth running of the hostel.

## Catering Manager

Mr Justin Holman is responsible for controlling the catering operation of the hostel, the dietary health of the boarders, menus, and any catering contracts, out-catering or hiring contracted by Thomas House Catering.

## Business Manager

Mrs Jo Hurst is responsible for overall financial management of the hostel including Boarding Fees.

## Administration Secretary

Ms Kelly Hamer is responsible for enrolments, boarding contracts and administrative support.

## Housemasters

The House Staff are live-in and out adults who help with the supervision of boarders in the evenings and the weekends. They are Messrs, Sam Sugar, Nathan Archibald, Chris Packwood, James McFarlane, Miro MacDonald and Robbie Heller .

## Gap Tutors

We are also fortunate to have the assistance of Gap tutors who assist with prep.

In addition, there are Catering, Domestic and Grounds staff

# PREPARING YOUR SON

For many new boarders, going to boarding school is the first time they have spent a significant amount of time away from their home, their family and their friends. Below are a number of issues that you might like to discuss with your son so that he is prepared in some way for the change. There are also a number of independently motivated life-skills that a new boarder must be proficient in if he is to make a speedy and pleasant transition to boarding

## Personal hygiene

It is important that all boarders know the importance of showering daily, changing underwear and socks regularly, changing linen and towels, the need for soap, shampoo and deodorant. Without this knowledge, it is possible that a boarder may be ostracised by his peers, creating a very difficult situation for both the boy as an individual and for the boarding community in general. Guidance and help is given by staff but an awareness of this before they commence boarding would help avoid any potential problems

## Physical and psychological changes

Younger students should be prepared for the physical and psychological changes they will experience during adolescence, so that they are familiar with, and not surprised by, what will happen.

## How to deal with routine

Just as dealing with the routine of working lives for adults can be stressful, dealing with the day-to-day routine of boarding life can be difficult for some boarders. It would be helpful to talk over with your son how the routine can work to his advantage and also strategies for coping with that routine.

### Suggested Personal Skills

- Ability to make own bed
- Picking up and putting away their belongings
- Self organise study times and achieve study goals
- Structuring leisure times in such a way to avoid getting bored.

## Academic expectations

Often boarders coming from primary schools and especially the smaller schools, may find secondary school and its academic expectations, difficult or daunting. It helps if you and your son have discussed the expectations and goals of both of you so that your son does not hold an unrealistic idea of what he is expected to achieve. potential problems

## The reason for entering boarding

It is important that your son knows why he is entering boarding and is aware of the opportunities he will have made available to him.

## Expressing concerns

It is important that individual boarders learn to express any concerns, difficulties or problems, (as well as joys and achievements) to staff. If a boy hides his concerns or does not express them to anyone, they may not be noticed at an early stage. It is essential that your son realises that having difficulties, or just bad days, is normal and that it is not weak to express his problems. It is more beneficial to talk about them than to wait for other boarders and staff to “mind read”.

## Security

In a boarding situation where there are a lot of people and there is the potential for theft, boarders need to be aware of the importance of taking care of their own property by making sure everything is named and is not left lying around and ensuring that money and valuables are in a secure place. They should also be aware that the practice of borrowing other people’s property without their permission is not appropriate. Security Cameras are throughout the hostel.

## Conflict

In a community situation it is important that everyone has respect and tolerance for other people’s space, feelings, privacy and property. However, it is inevitable that at times conflict between different people will arise and some discussion on how to deal with conflict would be helpful.

## Budgeting

It is important that your son knows how much money he will receive as a weekly allowance or per term and what type of things he is allowed to spend it on. Learning to make choices about what to spend money on is a vital life skill.

## Communication with home

It would be helpful to negotiate how often you would like your son to communicate with home.



# COPING WITH BOARDING LIFE

Some boarders, particularly older boys, experience problems with social adjustment. Teenagers quite often set up certain social patterns and have also enjoyed a certain amount of independence. Due to the nature of a boarding establishment, older boarders at times find some of the day-to-day workings a bit restrictive. Success in this matter lies in understanding that the large community is in some respects reasonably inflexible. It is essential that a boarder comes to an understanding of what is acceptable and what is not and why these things are so. A new boarder has to quickly realise that some social patterns will not fit into the new situation and that they must take steps to adjust their behaviour accordingly rather than try and change the community.

## Homesickness

It is perfectly normal for young people living in completely new surroundings and in a necessarily institutionalised environment to feel strange and to want to go home. Often homesickness reflects a very positive relationship with the family and friends and home environment. We hope that the following suggestions may help your son to overcome this very real difficulty as quickly as possible.

*A week since you went to boarding school  
And your letter came today.  
“Dear Mum, I know you’ll be waiting to hear  
And so I’m writing to say  
I hate this school, and I always will.  
Please come and take me away.”  
“Dear Mum, I think you are rather mean  
To say that I must stay here.*

*It’s two months now and I loathe it more,  
So, please Mum, be a dear,  
Come up next week and take me home.  
If you don’t, I’ll disappear.”*

*“Dear Mum, we had a great game last week;  
I made twelve runs and I bowled a lad.  
Thanks for the money and cakes and things,  
I’m finding school isn’t half as bad.  
I’ve made a few friends and they’re all good chaps  
And we play the fool like mad.”*

*“Dear Mum, I’m in the cricket team;  
We practice every day.  
Six months have passed since you sent me here’  
And I guess I want to stay.  
So if I am chosen to be in the match  
Will you come and see me play?”*



1. It is important for your son to realise that homesickness is perfectly normal and that he is likely to feel homesickness from time to time; that it is something that he should not hide from but face up to.
2. It is important for you, as parents, to emphasise the need for complete involvement in and out of the classroom
3. It is suggested that initially a complete break with the family should be made. For this reason, the first weekend for new entrants is a compulsory “in”. Telephone calls should be kept to a minimum in the early stages.
4. It is important for you to realise that you will hear of, or experience, the worst of your son’s homesickness as boarders will tend to communicate when they are feeling at their lowest. They may also tend to exaggerate the worst features of boarding in an effort to convince you to take them away.
5. Poor grades and difficulty with work are often closely related to homesickness in the early stages.
6. A recurrence of the problem is quite common after the first few weekends home or after the holiday. However, it is usually overcome very quickly on returning to school. We encourage you to let your son experience as much as possible the normal activities of boarding, particularly during the weekends, and suggest that you do not take your son out too often during “settling in” times.
7. Please encourage your son to see the Director of Boarding, the Residential Manager or School Guidance Counsellor if the problem seems to be reaching intolerable levels. Often discussing the problem with someone not directly involved is of great assistance

We do not wish to alarm you in any way but purely make you aware of a very common, usually short term, problem. It is also our aim to help you and your son cope with any difficult settling in period. Understanding, patience and firmness would appear to be the most important qualities necessary for a quick and relatively smooth adjustment to the new environment. As well as your son experiencing homesickness it is not uncommon for you, as parents, to also feel homesickness for your son. The following might help you to cope with your own “child sickness”.

1. The sense of loss may not be as obvious for you as it is for your son because of your daily routines.
2. When your son goes to boarding school there is a change in the structure of parenting because the daily dependence of your son is no longer present. Your son will quickly establish an increasing level of independence and often parents are caught unawares of this sudden move of their son from childhood towards the adult world. If your son is making this transition well it is a sign that you, as parents, have prepared him well.
3. Despite planning for your son to go into boarding, the reality comes suddenly. Do not underestimate the effect it may have on you.

## **Basic Expectations**

There are a number of basic expectations that the boarding community has of its members. Talking these over with your son and understanding the importance of these will help set a framework for him.

1. Mutual respect, consideration, politeness, honesty, tolerance and understanding are necessary. Any antagonistic feelings or behaviour are discouraged.
2. The boarding community runs very much on trust. Once the trust is broken by an individual, he forfeits the basic freedoms that he is normally allowed until he can show that he is trustworthy and responsible enough to use his freedoms appropriately.
3. Although the relationship between staff and boarders is one of caring, supervisory staff do have authority over boarders and must be treated in a respectful manner.
4. Smoking/Vaping is NOT permitted in the hostel or its surrounds even if it is allowed at home.
5. Boarders are absolutely forbidden to have in their possession or bring on to the premises, consume or use any alcoholic beverages or non- prescribed drugs.
6. Theft is absolutely forbidden.
7. Deliberate vandalism is absolutely forbidden. All damage to hostel property must be reported and paid for.
8. Bullying – these practices are unacceptable and have no place in Thomas House. There is a policy of zero tolerance of bullying in the School and Hostel.



# **GENERAL INFORMATION**

## **Prefects**

It is the role of Prefects to oversee the care and supervision of younger boarders. Prefects also strive to create a positive environment so that the younger boarders can gain the maximum from their stay in Thomas House. Prefects must also be role models for others in the House. They are elected each year by students and staff vote.

## **Prep**

Prep is supervised Mon - Thur from 6:30 - 7:30pm.

- Year 13 and Year 12 study in their own rooms.
- Years 11 study in the dining room on rotation with the juniors.
- Years 9 and 10 study in the classroom at school.

Boys are marked on attitude and achievement each evening. Students showing sound application at Year 12 may be given the opportunity to complete prep in their rooms once the study skills required are shown to be of an excellent standard. Teachers in the school make themselves available to discuss hostel student's progress with the Director of Boarding and provide units of work on request to further their development.

## Study Skills

All students undertake study skills and goal setting programmes within the school and these are reinforced in the hostel.

## Power Scores

Power Scores (progress grades on all students in Years 9-12) are given in the school setting and are available to the Director of Boarding and parents for early detection of those having difficulties or showing promise. The Residential Manager checks the Power Scores and liaises with the students, teachers and parents when required.

## Tuition

Extra tuition is available for those requiring remedial work. Senior students are also available to aid the junior students as big brothers.

## Supervision and Instruction

This is carried out by Housemasters, some of whom are teachers from the school, and Gap tutors

## Computers

All students have access to the school wifi and are able to use their computers during both prep and any other time they wish to complete their homework.

## Orientation

The school Open Day is held in March and Thomas House is open for viewing during this time. Prospective parents are welcome to make an appointment to view the hostel at any time.

Enrolment interviews for prospective boarders and their parents are carried out by the school and the hostel during the period March to April.

Boarders who have been accepted for the following year's intake will have two days of orientation at the end of November after the senior students have left the hostel. This involves a sleepover.

A new entrants' morning tea is held for boarders and their parents on the first day of the school year. This means that new entrants have time to get to know each other, selected senior boarders and the staff. They learn to find their way around the hostel and grounds. The aim is to settle the new members of our community into life in the hostel before they have to cope with a new school as well.

## Activities Account

Boys are asked to pay \$200 p.a. into the Activities Account which is used to purchase sports gear, equipment, running of the school van etc that the Board does not provide.

## House System

House competitions are held so that boys can participate in activities which help to develop a positive culture within the hostel.

## Cars

All boys who bring a vehicle to school must have completed a Timaru Boys' High School vehicle permission form and signed a use of vehicles contract.

- In the case of Thomas House Year 13s or Prefects, the vehicle may be used around town with the consent of the Director of Boarding or his delegated representative.
- Permission must be requested of the Director of Boarding or his delegated representative before the vehicle is used.
- Vehicles will not be loaned to any other person.

## Hiring

During the term holidays, including Easter, the hostel is sometimes hired out. When this occurs boarders must be prepared for the buildings to be fully cleared. Clothes and personal belongings may be locked inside their wardrobes.

## Visitors

Visitors, including day boys, are welcomed at appropriate times. They must be introduced to the House Staff on duty or if during the day, the Residential Manager or Director of Boarding. No visitors, including parents/caregivers may proceed into the hostel without permission – they must sign in with a staff member. Staff may ask a visitor to leave at any time. Boarders may entertain visitors either in the common rooms or in the courtyard.

## Table Routines

All meals are served canteen style by the catering staff. Dinner is more formal with seniors and juniors in a mixed seating arrangement so that the younger boys have the opportunity to associate with their peer support leaders. Normal manners and courtesy are expected with a reasonable standard of dress.

# DAILY ROUTINE

## Weekdays

7:00 am	Wake up by Housemaster
7:10 am	Showers
7:15-7:45 am	Breakfast
8.15 am	Allocated duties. Duty Prefects inspect common rooms, dorms, surrounds
8.30 am	To school
10.35 am	Interval - collect morning tea
12.45 pm	Lunch
1.30 pm	Students return to school
3.20 pm	School finishes: Afternoon Tea Sport Downtown at set times in uniform, hobbies etc
5.35 pm	Dinner Juniors
6.00 pm	Dinner Seniors Dinner is at 5.30pm on Friday for all
6.30 pm	Break
6.45 pm	Students to prep
8.00 pm	Prep finished
8.30 pm	4 weeks prior to exams finish
8.45pm	Supper
9.15 pm	Year 9 & 10 to bed
9.30 pm	Year 9 & 10 lights out. Noise ceases Year 11 to bed
9.45 pm	Year 11 lights out. Noise ceases
10.00 pm	Year 12 to bed
10.15 pm	Year 12 lights out. Noise ceases
10.30 pm	Year 13 to bed

## Weekends

<b>Saturday</b>	
8.00 am	Wake up
8.30-9.30 am	Breakfast
12 noon	Lunch
5.30 pm	Dinner
8.30 pm	Return to hostel
8.45pm	Supper
9.30 pm	Year 9 to bed
10.00pm	Year 10 to bed
10.30 pm	Year 11 to bed
11.00 pm	Year 12 to bed
11.30 pm	Year 13 to bed
<b>Sunday</b>	
8.00 am	Wake up
8.30-9.30 am	Breakfast
12 noon	Lunch
5.00pm	Dinner
9.00 pm	Year 9 to bed
9.15 pm	Year 10 to bed
9.30 pm	Year 11 to bed
10.00 pm	Year 12 to bed
10.30 pm	Year 13 to bed

During Exams, all students staying in must undertake study during the day in the dining room

# COMMUNICATION

Communication is one of the most important issues for both boarders and parents. We have included some ideas and suggestions for making communication easy with your son.

### Telephone

The Thomas House administration number is 03 687 7169 and should be used when you wish to communicate with the Director of Boarding, Residential Manager, Catering Manager or Housemasters.

Director of Boarding: Steve Blair  
022 074 5920      [boardingdi@timaruboysschool.nz](mailto:boardingdi@timaruboysschool.nz)

Residential Manager:  
021 027 93050      [managerre@timaruboysschool.nz](mailto:managerre@timaruboysschool.nz)

Housemasters      027 555 2174

These numbers should not be rung if you wish to speak to a boy.

### Communication with Students

Boys have their own personal school email accounts.

### Mail

Mail to a boarder should be addressed to:  
(Boarders Name)  
Thomas House  
(211 North Street)  
Private Bag 903  
TIMARU 7940

## Ideal telephone contact times are:

With the Director of Boarding: 8:00am – 6:00pm, or a message can be left on his cell phone at any time.

Email: [boardingdi@timaruboysschool.nz](mailto:boardingdi@timaruboysschool.nz)

With the Residential Manager: Weekdays 8:00am - 1:30pm or 3:00pm - 5:30pm

If unavailable, please leave a message on the phone or email [managerre@timaruboysschool.nz](mailto:managerre@timaruboysschool.nz)

With the Catering Manager: Monday to Friday e. [catering@timaruboysschool.nz](mailto:catering@timaruboysschool.nz)

With the Housemasters: Before 8.00am; or in the evenings.

You are asked, if possible, to avoid ringing during mealtimes.

Communication with school staff

The school phone number is: 03 687 7560

This will give you contact with the Rector, the Guidance Counsellor (ext 724), the Deans, your son's form teacher or the Business Manager (boarding fees) and Rector's PA. The switchboard is attended from 8:00am - 4:30pm. Staff email addresses and photos are available on the school website.

Newsletter

Hostel news is included in the school Newsletter publication that is emailed out each term, and other information is posted as required. Parents receive emails from the Residential Manager on a weekly basis and school emails are regularly sent to families as events require.

# LEAVE ARRANGEMENTS

All leave is a privilege and not a right. The Director of Boarding/ Residential and Assistant Manager reserves the right to decline any leave request.

All leave from Thomas House is permitted by the Director of Boarding/ Residential Manager in the context of trust - that boarders go to the places and hosts they have arranged with the Director. If a boarder stays with a host who has not been approved by the Director/Residential Manager, or signs to go to one place and goes somewhere else, this is seen as a severe breach of trust and is treated as a serious disciplinary situation.

All leave while in residence must be completed on ORAH computers and approved by House Staff. Weekend Leave must be requested by 8.15am Thursday morning and approved before departure.

It is necessary to point out that once your son has been released on his parents' request for weekend leave either at home or with hosts, then the responsibility for his behaviour and conduct does not lie with the hostel but with his parents/guardians/hosts. It is expected that all boys on weekend leave will conduct themselves according to normal standards as their behaviour reflects on both the school and the hostel. If a boy is signed out on weekend leave, he is not free to return to the hostel for any purpose during the weekend unless he signs back in with the house staff.

## Compulsory Leave

Thomas House is closed for the April, July, September and Christmas holiday breaks, for Waitangi Day, Easter, Kings' Birthday, South Canterbury's Anniversary Day and Labour Day weekends. All boarders must make alternative accommodation arrangements at these times.

## Weekend Leave

Boys are permitted leave at weekends on an unrestricted basis with the exception of the second weekend of the school year for Year 9 and those boys who may be gated (i.e. confined to the hostel environs to carry out extra work) for a part or the whole weekend for disciplinary reasons. Although, if parents wish, their son can come home every weekend, it must be pointed out that the ideal value of hostel life is received from being in the hostel during weekends. It is then that boys make lasting friendships, and it is also the time that they can join in sporting activities.

After weekend leave, all boarders are required to be back in the hostel by 8:30pm. Under special circumstances boarders may request to return to the hostel by 8:15am on the Monday morning. To ensure student safety, the Duty Housemaster will ring parents if the student has not returned on time.

## Leave while in the Hostel

Leave is also granted for authorised weekend activities and on weeknights for sports and other activities that only have their practices at night.

Years 9 and 10 are permitted to sign out to go downtown after school once a week on a Monday; Year 11 twice a week and Years 12 and 13 any time they want to. There are exceptions to these rules such as for appointments or for family reasons.



## Requests for leave arrangements

1. As several boys are on leave every weekend throughout the term, it is a strict requirement that requests for weekend leave must be with the Residential Manager no later than the Thursday 8:15am preceding the proposed weekend leave. The boys or parents must have signed out on ORAH no later than 8:15am on the Thursday preceding the weekend leave.
2. Requests for leave must be clear. If your son is going to stay with friends or relatives, it is requested that the name, address and telephone number of the weekend host is stated.
3. Leave is normally expected to begin after the finish of the school day at 3.20 pm
4. If your son is going to stay at a home other than his own, contact from the hosting parents is also required.
5. It is also helpful if a list of regular families, other than the parents/guardians, that you permit your son to stay with, is given to the Director of Boarding/ Residential Manager at the beginning of the year.
6. Boys are not permitted to stay overnight with young hosts where there is not parental permission.
7. The Director of Boarding/ Residential Manager of the hostel cannot give permission for leave during school time. This must be negotiated with the Rector and applied for in writing.

## Returning to the Hostel

1. Boarders may return either Sunday by 8.30pm or Monday morning after weekends. On occasion there may be a compulsory dinner on Sunday night which all boarders must return for. They must sign in with the duty House Staff. In special cases, leave may be granted until 8:15am on Monday. Incoming boarders must sign in with the Director of Boarding or Residential Manager. Parents are asked to be particularly punctual over their son's return to the hostel.

2. Boarders must be back in residence by 8:30 pm on Sunday following the term holidays
3. If sickness or other unforeseen circumstances prevent your son's return to Thomas House at the time expected, please notify the Director of Boarding/ Residential Manager or the duty Housemaster immediately on 03 687 7169 or 027 555 2174 as it is his responsibility to locate your missing son and much time can be spent in following through on this situation.
4. Special arrangements are in place following the Christmas holidays or for new entrants - you will be notified of these in the final Thomas House Newsletter of the year.

## Holidays

Boarders are not permitted to take leave for holidays earlier than the stipulated time except when permission has been granted by the Rector.

If travel arrangements do not permit arrival back by the stipulated time, then the parent/guardian must inform the Director of Boarding/ Residential Manager.

## Travel

Parents/guardians are expected to make their own travel arrangements, but the Residential Manager will assist as necessary. However, all travel arrangements are ultimately the responsibility of the boys and their parents.

Boys travelling to and from Thomas House may do so in civilian clothing if they wish.

# SCHOOL UNIFORM

School uniforms are required on school occasions as detailed in the school rules. The uniform should be worn properly at school and out of school.

Underclothing must not be visible. No jewellery is to be worn with school uniform. Students must be clean shaven and with hair clear of face, able to be combed, and of natural colour.

The boarder's school uniform is identical to the day boy's uniform. However, a boarder must have several changes of most garments to fit in with laundry arrangements.



## Junior Uniform

(Years 9 & 10)

- 2 pr regulation lightweight navy walk shorts
- 1 pr dark grey long trousers  
(optional terms 2 & 3 only)
- 3 regulation polo shirts
- 1 regulation blue jersey
- 3-4 pairs black school socks with white/blue/white band  
(optional black or grey socks when longs are worn)
- 1 pr plain black lace-up shoes
- Approved school jacket

## Senior Uniform

(Years 11 -13)

- 2 pr regulation lightweight navy walk shorts
- 1 pr dark grey long trousers
- 3 white long sleeved shirts
- 1 regulation blue jersey
- 3 - 4 pairs black school socks with white/blue/white band (optional black or grey socks if longs are worn)
- 1 pr black lace-up shoes
- 1 tie (navy blue with narrow blue and silver stripe) or senior tie for Year 13
- School blazer

## Sports Uniform

- 1 pr blue Phys Ed, rugby or soccer shorts and 1 House singlet
- 2 pr white sports socks
- 1 pr suitable sports shoes with non-marking soles
- Individual strips and socks as appropriate for sports teams

## Optional

The following may be worn where appropriate

- Regulation hat
- Le Faitage - Black
- School Hoody  
(*not to be worn during school day*)

School Uniform is available from  
NZ Uniforms | The Warehouse

### Non-Uniform Requirements

- 6 pairs underpants
- Singlets (optional)
- 3 - 4 pairs socks
- 2 sets of casual clothes - jeans, T-shirts, sweatshirts/ jersey, shorts etc
- Shoes
- Jandals (for showering)
- Toilet bag and toiletries
- 3 bath towels
- Swimming togs and swim towel
- 2 pillowcases
- 4 sheets (2 fitted, and 2 flat of good quality)
- Duvets or continental quilts are encouraged
- 3-4 clothes hangers
- Slippers



### Naming

Every boy must have every article of clothing, equipment and personal property clearly named when he comes into the hostel. Printed name tags are available from Cameron's Menswear but if after time they need to be replaced the laundry staff can do so. Garments should be named on the neckband or waistband. Name tags on socks last longer if they are sewn downward from the top of the ribbing towards the heel. If attached across the ribbing, they break in the middle when the sock is stretched.

Marking of all clothing and articles with the owner's name is very important. When a boy buys clothing while he is in residence, he must bring it to Residential Manager before it is worn to have it named.

We take every care but cannot accept responsibility for articles which have lost their name tags.

## Maintenance

Some maintenance and repair of boarder's uniform clothing is carried out by the staff. It is expected that wherever possible such repairs and maintenance will be carried out by parents when their son is home. Civilian clothing will only be mended in very special circumstances.

## Laundry

Boarders have all laundry of their school uniforms and personal clothing carried out by the hostel laundry staff. This is done on the understanding that when a boy goes home he takes any outstanding washing home and that he does not bring back dirty laundry when he returns from leave. Parents are also asked to ensure that clothing and linen is colour fast and to try and avoid plastic logos. While every effort is made to ensure the maximum care of clothing, the hostel does not accept responsibility for accidental damage or loss through laundering. It is recommended that parents have their son's clothing covered by insurance.

## Washbags

Each boarder must have his own washbag. These cost \$30 and are invoiced during the 1st term of the boarder's stay.

## Insurance

Although all care is taken, personal items are not the responsibility of the hostel and parents are advised to have them insured under their personal policies. Thomas House does not carry insurance that covers boarders' or staff personal property.



# PERSONAL PROPERTY

**Hostel staff have the right to request that an item be left at home or to confiscate items that they consider unsuitable for any reason.**

## Computers/Stereos/TVs/ I-Pads/Tablets

Boarders are permitted to bring a I Pod, stereo, TV/Play Station, or computer into the hostel on the understanding that the Director of Boarding has:

- Firstly the right to control the noise level within the rooms to a reasonable level and to restrict any music or groups which are not seen as appropriate.
- Secondly that it is understood that all personal belongings are to be cared for by the boarder and that we take no responsibility for lost or stolen goods. It is recommended that all personal property is named clearly with an indelible method in more than one place.
- Thirdly that individuals respect the views of others concerning the type of music played. Headphones are helpful here.

## Bicycles

Boarders are permitted to have their bicycle at the hostel and in fact that is recommended. Bicycles must have suitable locks and students must have suitable helmets. Orientation on riding bicycles is provided by hostel staff at the beginning of the year for new entrants. A full bike safety course is undertaken with all Year 9 students by local Police.

## Pocket Money

Boarders are expected to manage their own pocket money and have their own bank accounts. New boarders benefit from prior knowledge of how to operate such an account. Parents must ensure that there is sufficient money in their son's account each term to cover their son's expenses in the hostel. It is recommended that a minimum of \$100 is put into this account at the beginning of the year.

School expenses which include stationery, school and exam fees, option and electives fees, field trips, sports trips may be booked up on your son's school account at the Student Office. Terms for payment of this account are strictly monthly. This credit facility may be withheld/stopped if accounts are not paid promptly. No personal items may be entered on this account. Personal expenses include pocket money, canteen, toilet requirements, travel, clothing, haircuts, repairs. If there are any special requests as to how your son's pocket money is managed, could you please discuss these with the Director of Boarding.

Large sums of money are not to be left in the rooms as they are a temptation to theft. Boarders are encouraged to use banking facilities and EFTPOS cards. NO responsibility is accepted by the hostel for the loss of any money except that which is lodged in safe keeping with hostel staff. Boarders are warned to take care of their cash cards and on no account to advise anyone of their Pin number.

## Safe Keeping - Locker Keys

Each boy has a personal wardrobe that is lockable. Your son is responsible for the care of his key. Each boy is required to have a padlock at the beginning of the year. If he loses this, he will need to replace it at his expense. A spare key is to be given to the Residential Manager. In addition to their bank accounts, a safe keeping system is maintained in which boarders may deposit personal cash, belongings or valuables for security. It is advised that this be kept to a minimum.

## Posters

Boarders are able to create their own special space in their dorm and are encouraged to have their own things including posters and pictures. We do not allow posters which advertise anything considered offensive by the hostel staff.



# DISCIPLINE

We work to create an environment in Thomas House where each boy develops self-discipline and sets high standards for himself. Thomas House functions on trust and a positive approach is favoured.

Behaviour management at Thomas House Boarding Hostel is aligned to the school, including stand downs and suspensions. Additional internal discipline procedures may apply. For more information, see the “Discipline” section of the Thomas House Handbook, and Thomas House Boarding Hostel Stand Downs, Suspensions, Exclusions, and Expulsions.

## Policies and Procedures

Timaru Boys’ High School Policies and Procedures are available to our school community via the following link: <https://timaruboysschool.co.nz>

Username: timaruboyss

Password: power

1. The rules of the school apply to all boarders.
2. Boys will be disciplined for inappropriate behaviour, including but not exclusive to:
  - Unauthorised absence
  - Inconsiderate or discourteous behaviour to staff, prefects or other boarders
  - Damage to property
  - Interfering with or borrowing another boy’s possessions without his specific permission
  - Theft, dishonesty, bullying or victimisation
  - The possession or unauthorised use of drugs, alcohol, cigarettes, matches or lighters while under our care
  - Returning to the hostel under the influence of alcohol or drugs

Boarders are expected to maintain a high standard of behaviour. The Director of Boarding will contact parents/caregivers and give guidance to any boy whose behaviour is not satisfactory. The school Guidance Counsellor may also be involved. The aim is to achieve a co-operative and tolerant environment as close to normal family life as possible.

## Punishments

The aim is to achieve a co-operative and tolerant environment at Thomas House, as close to normal family life as possible. Where that co-operation or tolerance is not forthcoming, then punishment is necessary.

### 1. Minor Infractions

Boys are usually given a job on the spot. If it is inappropriate to complete the task straight away, then an hour may be given. An hour is worked off by the boy receiving a job to do from the House Staff, prefect on duty or Head of House. The hour is crossed off by those on duty once the job is completed and the boy responsible has reported in. It is each boy’s responsibility to ensure that he does not allow hours to accumulate.

### 2. Excessive Hours

Boys who accumulate more than three hours not worked off may not have weekend leave.

### 3. Leave Offences/More Serious Offences

Gating is to be used in these instances. A gating is a total withdrawal of leave (except for school activities) for a specified period.

#### 4. Very Serious Offences

NB: Only the Rector may make the decision to stand-down or suspend.

- A stand down will result in the first instance. A stand down is the formal removal of a student from school and/or hostel for a specified period. We are willing to give boys a chance to learn from their mistakes but we will not hesitate to consider suspension with repeat offences or if there is a serious infraction of the rules in the first instance.
- Suspension is for repeated offences or a serious infraction of the rules in the first instance with boarders subject to the full school disciplinary process. A suspension means the formal removal of a student from school and/or hostel until the Board of Trustees decides the outcome at a suspension meeting.

The Disciplinary Committee of the Board of Trustees will meet with the Director of Boarding, the boarder and his parents to discuss the matter and make their decision as to whether the boarder will be allowed to return with imposed conditions or excluded from the Hostel. Parents have the right of appeal to the Board of Trustees if they believe the suspension has been a miscarriage of justice. A student who has been suspended from the Hostel may continue to attend school (if able to do so) provided they have not also been stood down or suspended from the school. However, some behaviours may result in either a suspension from the Hostel and a stand down, or suspension from the school.

#### 5. Boarding Fees after Discipline Action

Should your son be stood down, suspended or excluded from Thomas House Hostel, retention of boarding fees and bond is at the discretion of the Board.



The Residential Manager is responsible to the Director of Boarding for the health, care and wellbeing of the boarders, and both welcome contact and discussion with parents concerning their son's welfare.

A hostel doctor is available for boys in an emergency and on an as needs basis. Appointments for boarders are regularly available in his surgery in town. The doctor welcomes contact with you or he will contact your son's home doctor, if required.

#### Medication

The school/hostel expects students to endeavour to be responsible for remembering to take their medication. The goal is to move students towards optimum responsibility for taking medication.

The hostel will ensure reasonable care with security where medication and drugs are held or administered on school and /or hostel premises. In the case of boarders who live in Thomas House, all tablets and medicines must be handed to the Residential Manager who will ensure medication is stored securely and will supervise their dispensing.

Thomas House has a sick bay which is used regularly as required.

#### Medical Fee

Parents/Caregivers are required to pay a \$200 Medical Fee at the beginning of their son's residence. This fee is used to cover doctor's visits, prescriptions, transport for medical, physiotherapy and dental appointments and other authorised transport to music, sports practices and the bus. The Administration Secretary will keep you informed as to your expenditure in this area and you will be asked to top up the fund as necessary. Any surplus money will be refunded to you at the end of your son's time in Thomas House. It is also suggested that you may like to enrol your son with a dentist in Timaru.

#### Serious Illness

The Director of Boarding or Residential Manager notifies the parent/caregiver immediately in the case of serious illness or injury to your son.

In the event of your son requiring urgent medical treatment and should the hostel be unable to contact either his parents or caregiver, we draw your attention to the authorisation on the Enrolment Form consenting to the school authorising any medical treatment or operation which may be necessary in the interests of your son's health.

#### School Guidance Counsellor

The school Guidance Counsellor, is available to the boys for personal counselling and support. Parents are most welcome to contact the Counsellor on 03 687 7560 extension 724.

#### Safety

Every precaution is taken to ensure the safety of boys living in the Boarding House. The buildings have a sprinkler system and are connected automatically to the Fire Department. We have a comprehensive plan for emergency evacuation and fire drills are held regularly by the Director of Boarding and by the NZ Fire Service. We hold a current Building Compliance certificate and the kitchen is registered with the Crown Health. Housemasters sleep on the premises.

# EXTRA CURRICULAR ACTIVITIES

Outside of school times there is a wealth of activity in which a boarder can participate.

## Sport

Sport can play an important part in the boarder's life. Every boy is encouraged to participate in some form of organised activity. From the range of activities available there is generally something to suit everyone, from the teamwork of some of the more competitive games to the enjoyment of participating in some of the residential based recreations.

School sports offered include cricket, softball, tennis, swimming, yachting, touch rugby, athletics, volleyball, basketball, soccer, hockey, rugby, cross country, badminton, tramping, skiing, trap shooting, small bore shooting, rowing, golf, cycling, table tennis, squash, bowls and croquet

Boarders are able to make use of the swimming pool, gymnasium, weight room, squash courts and playing fields. In addition, Thomas House maintains a variety of sporting and recreational equipment including a weight room, pool table, table tennis, indoor bowls, golf driving range, basketball and the computer room.

Outside activities such as snow skiing, fishing, biking and jogging may also be organised.



**Culture** There are also many music and cultural groups in the school - choir, stage band, rock band, pipe band, brass band, orchestra, drama productions, theatre sports, debating, Maori culture group - and each student is afforded the opportunity of a well-rounded education by participating in one of these groups.

There is an opportunity to learn musical instruments and the school's music suite is available to hostel boys.



## Recreation

Common rooms in Lewis, Lindsay Wings have their own TV and Sky TV, Common rooms and the senior wings have facilities for making drinks and light snacks.

A dairy is available across the road from the school for a selection of snack foods.

Hostel staff also arrange social activities such as barbecues, the Christmas Dinner, Family Days, Sports fixtures and joint activities with the neighbouring girls' hostels.





# ADMINISTRATION

## Enrolment Contract

When parents enrol their son in Thomas House (after acceptance by the management team), they are asked to pay a \$500 bond that will be refunded once their son leaves the hostel provided there are no outstanding expenses. The bond will not be refunded if the student has been withdrawn without adequate notification or if he has been asked to leave.

Parents are asked to sign an Enrolment Contract with the Board of Trustees upon their son's acceptance into Thomas House Hostel. The terms and conditions of the contract will continue to apply each year of their son's residence in Thomas House.

Please note the following points as included in the Enrolment Contract:

- If, due to extenuating circumstances a refund is requested, the Board of Trustees may consider an application in writing for remission of part of the annual boarding fee. No fee remission will be made for any students leaving the hostel after Week 10, Term 2.
- The Board may consider an application for remission of any penalty fees in very special circumstances e.g. illness, leaving the district, finding permanent employment, but the Board's decision in this regard shall be final.
- No allowance of fees will be made for the absence of your son from Thomas House at any time during the year, but that the Board of Trustees may consider special circumstances in its absolute discretion.
- Should your son be stood down, excluded or expelled from Thomas House Hostel, retention of boarding fees is at the discretion of the Board.

A copy of the Enrolment Contract can be found on the school website.

## Boarding Fees

Boarding fees will be direct debited by either: three instalments in February, April and July, or by twelve consecutive fortnightly instalments.

## Board of Trustees Hostel Committee

Timaru Boys' High School Board of Trustees has oversight of Thomas House, supported by a Hostel Committee that meets once a month and is comprised of three members of the Board, the Rector, the Director of Boarding, the Business Manager, a representative of the Thomas House Parents' Association and a representative from the boarders.

## Hostel Parents' Association

We value parental input into the boarding house. There is a Hostel Parents' Association that meets several times a year including:

- Second Term - social events such as a rugby trip
- Third Term - dinner at a restaurant or Thomas House

Hostel Parents' meetings are an ideal time, particularly for parents living some distance away, to meet the Rector, Director of Boarding and Residential Manager to discuss any issues that may be concerning you. We need the support of our parents. The school holds Parent Teacher interviews during the term in the evenings but if this time is not convenient for you, special arrangements can be made to meet your son's deans or teachers.



# BOARDING ALLOWANCE AND SCHOLARSHIP

## Ministry of Education Boarding Allowance

A Boarding Allowance is a contribution to your child's Boarding fees, so that they can board away from home, either at a boarding school or privately board with someone who is not your child's legal guardian.

There are two types of Boarding Allowance, either an Access Barrier Boarding Allowance or a Multiple Barriers Boarding Allowance.

Ākongā can only receive one of the allowances at a time. A barrier is a circumstance that is preventing ākongā from achieving in and attending school.

## Amount paid

The amount of boarding allowance funding a student receives depends on:

- what type of barrier they are facing (an access barrier or multiple barriers)
- where they board

You can find the current information by visiting:

<https://parents.education.govt.nz/secondary-school/your-child-at-school/boarding-allowances/#how-much>

The boarding allowance may not cover all the student's boarding fees. The difference will need to be paid by the student's family.

The boarding allowance will continue for as long as the student is at school, or until the barriers they are facing no longer exist.

## Closing dates for applications

All Boarding Allowance applications for the following school year are due by 31 October each year.

Decisions are issued early December.

Once eligible, ākonga will continue receiving their Boarding Allowance each year that they are boarding. They do not need to reapply for the Boarding Allowance unless their circumstances change.

You can contact the Ministry's Boarding Allowance team if you need support with the Boarding Allowance Application process, or if you have any questions about the Boarding Allowance scheme:

Email: [boarding.allowances@education.govt.nz](mailto:boarding.allowances@education.govt.nz)

Phone number: 04 463 8045

