



# Rathkeale College

## ORIENTATION HANDBOOK

### FOR NEW PARENTS & STUDENTS 2019

*hei tuarā anamata  
a foundation for the future*

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## INTRODUCTION

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It is hoped that this booklet is useful in answering some of the questions new students and their parents/caregivers may have.

The School List, (sometimes referred to as the Green Book) which is published in Term 1, will provide comprehensive details on many facets of school life, including staff and student information, and codes of behaviour and expectations. A letter will also be sent to all parents prior to the commencement of Term I 2018.

Should you have pressing needs or questions which are not answered in this booklet, please do not hesitate to contact the College or members of the College community listed overleaf.

We trust that the year ahead and your son's future at Rathkeale College is both successful and enjoyable.

**M J O'Grady**  
**Principal**  
**19 November 2018**

## KEY CONTACTS, 2019

		<u>Day Phone</u>	<u>After Hours</u>
<b>Principal</b>	Willy Kersten	(06) 370 0175	(06) 377 1504
<b>D. Principal</b>	Mason Summerfield	(06) 370 0175	027 405 2150
<b>D. Principal</b>	Adam Gordon	(06) 370 0175	
<b>Chaplain</b>	Dale Walterhouse	(06) 370 0175	027 374 1384
<b>Director of Boarding &amp; International Students' Manager</b>			
	Glenn McIntosh	(06) 370 0175	(06) 377 0510
<b>Housemasters</b>			
Repton House	TBC	(06) 370 0175	(06) 377 0981
Cranleigh House	Glenn McIntosh	(06) 370 0175	(06) 377 0510
Rugby House	Leif Hansen	(06) 370 0175	
<b>Counsellor</b>	Teresa Ahipene	027 532 2878	
<b><u>Year Group Co-ordinators (Deans)</u></b>			
Year 9	Ben Clausen	(06) 370 0175	(027) 313 9037
Year 10	Deon van Deventer	(06) 370 0175	(06) 377 0981
Year 11	Matt Gaffney	(06) 370 0175	(06) 378 0038
Year 12	Roger Boyce	(06) 370 0175	(022) 677 3978
Year 12	Suzie Leckie	(06) 370 0067	
Year 13	Kiewiet van Deventer	(06) 370 0175	(06) 377 0981
Year 13	Shay O'Gorman	(06) 370 0175	(06) 377 3945
<b><u>Administration</u></b>			
Principal's Secretary	Jenny McGovern	(06) 370 0175	(06) 377 2011
School Reception	Barrie Gordon	(06) 370 0175	(06) 372 2787
Accounts	Toni Freeman	(06) 370 0175	(06) 370 9387
<b><u>Student Services/Tuckshop/Clothing</u></b>			
	Diane McBride	(06) 377 9022	(06) 377 3744
<b><u>School Doctor</u></b>			
	John Gordon	(06) 370 0011	
<b><u>Board Chairman (Trinity Schools' Trust Board)</u></b>			
	Denise Beazley		(06) 261 7617
<b><u>Board Chairman (Rathkeale Board of Trustees)</u></b>			
	George Murdoch		(06) 378 7972
<b><u>Friends of Rathkeale (Parents' Association)</u></b>			
Chairman	Vic Jacobsen		021 229 4929
Secretary	Rachael Callaghan		(06) 377 7660

### **Address, E-Mail, Fax, Courier**

<b><i>Address:</i></b>	Rathkeale College Willow Park Drive R D 11 MASTERTON 5871	<b><i>Website:</i></b>	www.rathkeale.school.nz
		<b><i>Phone:</i></b>	(06) 370 0175
		<b><i>Fax:</i></b>	(06) 377 9020
<b><i>E-mail:</i></b>	office@rathkeale.school.nz principal@rathkeale.school.nz accounts@rathkeale.school.nz		

***Courier:*** Fastway Couriers are the only company that delivers to Rathkeale. If you want to ensure delivery is as fast as possible it is suggested that you use **Fastways** as other companies rely on the Rural Delivery Service to deliver.

## ADMINISTRATION

### CLASSROOM NEEDS

The “Tuckshop” stocks a full range of classroom requirements and boys will be notified of their subject requirements at the start of term one.

Calculators, dictionaries, Outdoor Pursuits equipment and other subject requirements may all be bulk ordered through the school but if a boy already has such items then he should bring them. On day one a biro and refill pad would be advantageous.

### DAILY ROUTINE

The school operates on a ten day timetable for which the following times apply:

8.20am	School day begins followed by daily arrangements
9.00-9.50am	Period 1
9.50-10.40am	Period 2
10.40-11.00am	Break
11.00-11.50am	Period 3
11.50-12.40pm	Period 4
12.40-1.30pm	Lunch
1.30-2.15pm	Period 5
2.15-3.00pm	Period 6

### LEAVE

All requests for special leave from school must be made to the Principal in the first instance. Parents should email Mr O’Grady [principal@rathkeale.school.nz](mailto:principal@rathkeale.school.nz) with details.

In case of boarding students, the housemaster must also be informed.

It may be that leave requests for personal/family reasons will be recorded as “unapproved” for our records as we are audited by the Ministry of Education and we are expected to inform our community that boys must attend school when it is open for instruction.

### TERM DATES 2019

Term I	Sunday 27 January	Friday 12 April	(Exeats Feb 16/17 and March 9/10 & 30/31 March) – Easter break in holiday break
Term II	29 April	5 July	(Exeats May 18/19, June 1-3 (QBW) and June 22/23)
Term III	22 July	27 September	(Exeats August 10/11 and August 31/ September 1)
Term IV	14 October	Saturday 30 November	(Prizegiving)

## CODE OF BEHAVIOUR

The College seeks to focus on promoting good behaviour and the beneficial consequences of such behaviour for both the individual and the wider community. It is our hope that individual students will recognise the worth of self-discipline rather than react only to imposed rules and regulations.

The College Behaviour Charter and Managing Behaviour System (MBS) encourage students to:

- take pride in themselves
- to respect and support others
- to respect property
- and, as a result, to enhance their own reputation, that of their families, and their school.

## BEHAVIOUR CHARTER

Students and teachers each have

Rights	Responsibilities
To learn or to teach without interruption.	To promote a positive learning environment.
To learn or to teach in a safe and healthy environment.	To create a supportive and friendly environment.
To be treated with courtesy and respect.	To treat others with courtesy and respect.
To have pride in ourselves and our community.	To promote a positive image of the college at all times.

The College Behaviour Charter is fully outlined in the School List issued to all students at the beginning of term one. It is the responsibility of each student to become fully conversant with the College's expectations.

## USE OF ELECTRONIC EQUIPMENT

School policy dictates that all use of electronic equipment aids teaching and learning. Therefore, it is to be used in an appropriate, sensible and non-offensive manner.

Over the past 3 years we have been trialing BYOD and upskilling our staff particularly with the Microsoft suite of programmes. We have found that there is very little difference in motivation or learning outcomes between the traditional pen and paper and BYOD students. Knowing that the use of computers is only going to be more important in the lives of these boys, we will be moving to what is known as **Blended Learning**. This is the best of both worlds and allows all teachers to use IT when it is most appropriate. Blended Learning will provide your son with the 21st Century skills (the '6 Cs') which will best equip him with the qualities needed for a happy and successful future.

To this end, a device which meets the specification for your son's learning will be required from 2018. A list of recommended devices can be found on the Parent Portal, via the HUB which can be accessed from the Rathkeale website.

Appropriate use of any electronic device (cell phones, i-pods, i-pads and tablets and laptops etc) prohibits:

- Using the devices when instructed not to;

- Taking personal photographs without the permission of the person being photographed;
- Presenting and communicating information about any person in a manner that constitutes cyberbullying or is in any other way demeaning or negative.
- Plagiarism (cheating - obtaining information from other sources and presenting it as one's own work)
- Seeking and downloading offensive material from the internet;
- Any use of the equipment deemed by the school to be inappropriate.

Any students using devices in an inappropriate manner will receive serious consequences which will include the device being confiscated and searched if necessary. Parents will be advised and any matter that constitutes illegal activity will be referred to the police.

## **DISCIPLINE PROCEDURES**

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The College maintains a hierarchy of consequences for those students who choose to breach the Behaviour Charter. At the heart of the discipline system is a series of steps, the recording of every infringement and increasing seriousness of consequences for repeat offenders.

## **PROCEDURES FOR DEALING WITH BULLYING**

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Rathkeale College normally operates a **3 Phase Strategy** for dealing with bullying when it has become clear that bullying is taking place, although it should be made very clear that the College reserves the right, in light of evidence and circumstances, to bypass normal procedure should the need arise.

**The Restorative Phase:** In the first instance we will respond with a restorative approach. Victim and perpetrator will be encouraged to discuss and reconcile under controlled and supervised conditions. The perpetrator's name will be formally logged and parents of both parties will be informed of the action taken and invited to contact the school to discuss matters should they wish to do.

**The Disciplinary Phase:** Should there be a further incident of bullying on the part of the perpetrator (whether it is directed at the same pupil as before or at another pupil) the pupil's name will again be formally logged and it will be noted that this is a second offence. Victim and perpetrator will normally be encouraged to discuss and reconcile under controlled and supervised conditions. In addition, disciplinary sanctions will be applied and the parents of the pupil in question will be required to attend a meeting with a member of the Senior Team at the College to discuss the situation. The Rathkeale teaching and boarding staff will be informed, collectively, of the situation in order that both victim and perpetrator can be assured of a vigilant, well supervised environment in which progress, or otherwise can be noted.

**The Stand Down or Suspension Phase:** The college reserves the right to protect the community from persistent bullies and will remove such individuals from the normal school setting on a temporary basis.

This will involve a period of Internal Suspension or an official Stand Down period. Parents will be expected to attend a meeting with the Principal and the seriousness of the situation as well as the likely consequences for further bullying will be clearly explained. In more extreme cases students will be suspended and referred to the Board of Trustees Disciplinary Committee. In the case of stand down or suspension the Rathkeale teaching staff will be informed, collectively, of the situation in order that both victim and perpetrator can be assured of a vigilant, well supervised environment in which progress, or otherwise can be noted.

It should be noted that a suspension may result in exclusion or expulsion from the college.

## **SUSPENSION AND STAND DOWNS**

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The College has the authority to have a student removed for major breaches of the Code of Behaviour. This would always occur in accordance with Ministry of Education guidelines.

It is worth noting that many students spend five years at the College without receiving a single punishment. However, it is understood that there may be transgressions and the College expects to work with boys and parents to achieve positive and permanent responses.

In enrolling students at the College, parents and guardians accept the rules and regulations of the College.

## **TEACHING AND LEARNING**

### **ACADEMIC**

#### **DEANS**

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Deans at each year level are responsible for student progress, well being and behaviour.

#### **PHILOSOPHY**

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We encourage all students to realise their true potential and feel proud of our academic tradition.

Small classes and a clearly defined network of Deans, Mentors, Student Counsellors and Housemasters ensure close monitoring of all students' academic progress.

#### **PREP (HOMEWORK)**

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A student can expect to have prep set for most classes he attends on a regular basis. Usually this can amount up to 1½ hours per night for juniors. It is expected that prep is completed and that an inability to do so is clearly indicated to teachers. Failure to do prep will result in an academic detention. A prep notebook /school diary is issued and should be regularly checked by either parents or House staff. Concerns about the amount of prep received should be directed to the Dean concerned.

Any concerns about a student's academic performance should be discussed with the teacher concerned or, if considered more appropriate, with the Dean.

#### **REPORTING**

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Full subject reports are issued twice each year. Parents with concerns may request an interim report or make appointments to meet with staff at lunchtime or after school. Effort Grades in which teachers give grades which reflect a student's effort are also issued on a regular basis and are noted in the calendar.

Parent-Teacher interviews are scheduled twice during the year, and are also noted in the calendar.

The College operates a daily academic detention and a daily report card for students who fail to meet our expectations.

### **OTHER SCHOOL DIMENSIONS**

#### **CULTURAL**

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Involvement in cultural activities is considered an essential component of education at Rathkeale. Monday & Wednesday afternoons are generally reserved for cultural activities. Singing practice is compulsory for all students at set times. Junior and Senior drama performances, Inter-House Music and the major Productions are all important activities. Every new boy is strongly encouraged to seriously consider learning a musical instrument or to become involved in choral activities.

## **SPIRITUAL**

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The spiritual life of the College is a central component of its special character. All students will attend chapel during the week. Two other services should be noted: the compulsory Carol Service and the Leavers' Communion for all leavers and their parents at the end of the year.

Whilst the College is of Anglican foundation, the chapel services are intended to embellish a moral code, but based on Christian values acceptable to people of all faiths and creeds.

## **SPORTING**

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Rathkeale considers physical fitness, team dynamics, and recreational skills as important aspects of a rounded education. Involvement in both summer and winter sporting codes is compulsory. In the junior school involvement in team sport is the norm. At senior level other sports such as golf, squash, and outdoor pursuits may be options.

Students are required to participate and support the Rathkeale Inter-house athletics sports, swimming sports and the cross-country races.

## **UNIFORM & TUCKSHOP INFORMATION**

The Rathkeale College Uniform shop is managed by Mrs Di McBride. Her contact details are on page 6 or email [tuckshop@rathkeale.school.nz](mailto:tuckshop@rathkeale.school.nz). The Shop has a full range of uniform, new or second hand.

The Shop is located in the College grounds at the rear of the gymnasium.

The shop provides all stationery requirements for students at the commencement of the year with ongoing supplies on hand. The shop also operates as the Tuckshop where students can purchase snacks etc. during interval and lunchtimes.

Bus tickets for transport between Masterton and Rathkeale are only available from the Shop

## **OPENING HOURS**

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During the school term the shop is open Monday to Friday, 9.00am to 1.30 pm.

**January Opening Times TBC**

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Full Uniform details are included in the Uniform handbook

## TRANSPORT

### BUS TIMETABLES

#### Exeat Bus Timetable – Hawke’s Bay

To Hawke’s Bay	Tuesday to Friday	Friday Sunday Only	From Hawke’s Bay	Friday & Sunday
Masterton	9.15am	4.20pm	Napier Marine Pde	3.15pm
Woodville	10.30am		Palmerston North	6.10pm
Palmerston North	11.00am	6.05pm	Departs Palmerston North	7.15pm
Napier Marine Pde	1.05pm	9.50pm	Masterton	8.50pm

#### Public Transport Services Operating Within, To and From the Wairarapa

Tranzit Coach Lines - Tranzit Coachlines do most of the College Transportation.

##### Featherston - Masterton

Mon – Fri

Featherston	7.00am
Greytown	7.15am
Carterton	7.30am
Depot - Ms	7.50am

##### Masterton - Featherston

Mon – Fri

Depot Masterton	3.40pm	4.35pm	5.10pm
Church St Masterton	3.50pm	4.45pm	5.15pm
Carterton	4.10pm	5.05pm	5.35pm
Greytown	4.20pm	5.15pm	5.45pm
Featherston	4.35pm	5.30pm	6.00pm

- Martinborough to Masterton, Monday to Friday, departing at 7.30am to Hadlow and St Matthews, via Ponatahi and Parkvale. Returns ex St Matthew’s 3.20 and Hadlow 3.35pm. Cost of \$45 for ten trips ex Martinborough, \$36 ex Ponatahi. Singles \$5.50 ex Martinborough & \$4.50 ex Ponatahi. Tickets procurable on the bus. Term Pass also available.
- North Hill, Hastwell Corner, Mauriceville Village (7.55am), Willow Park Drive, Masterton, no charge. Returns ex Willow Park Drive 3.20pm.
- Whangaehu Road Corner (7.45), Lakeview School (8.20), Opaki Road (8.30), no charge. Returns 3.20pm ex Lakeview.
- Longbush (7.30), Gladstone, Lakeview School (8.10), no charge. Returns 3.20pm ex Lakeview.

Students should note the following **IMPORTANT** points:

**Bookings are necessary for all Exeat/Mid-Term/End-of-Term travel.**

**Bookings cancelled within 24 hours of travel will be charged for in FULL.**

Luggage space is limited. Students are limited to:

1 suitcase or tramper’s pack, 1 tuckbox or parcel, 1 soft type holdall (or similar) to be carried in the bus

All other luggage should be consigned to/from the school.

NB: Dress on Public transport: see Wearing Uniform

## TRAIN SERVICE TIMETABLE

Buses transport students to the Railway Station to catch schedule services on Friday, 3.40pm to Wellington and Sundays, 8.30pm from Wellington.



### WAIRARAPA LINE – TO WELLINGTON MONDAY TO FRIDAY

### SATURDAY & SUNDAY\*



#### SPECIAL LINE INFORMATION

**F** Fridays only.

\* Including Public Holidays.

#### Holiday Timetable Information

During the Christmas to New Year holiday period a special holiday timetable will operate. This timetable will be available in early December.

	AM				PM			SATURDAY & SUNDAY*	
								AM	PM
Masterton	5.45	6.21	6.48	10.25	3.40	8.20		7.50	4.50
Renall Street	5.48	6.24	6.51	10.28	3.43	8.23		7.53	4.53
Solway	5.51	6.27	6.54	10.31	3.46	8.26		7.56	4.56
Carterton	6.03	6.39	7.06	10.40	3.56	8.35		8.05	5.05
Matarawa	6.10	6.46	7.13	10.46	4.03	8.41		8.11	5.11
Woodside	6.16	6.52	7.19	10.51	4.09	8.46		8.16	5.16
Featherston	6.27	7.03	7.30	11.01	4.20	8.56		8.26	5.26
Maymorn	6.42	7.18	7.45	11.16	4.35	9.11		8.41	5.41
Upper Hutt	6.56	7.32	7.57	11.27	4.46	9.22		8.52	5.52
Waterloo	7.12	7.50	8.13	11.40	4.59	9.35		9.05	6.05
Petone	7.18	7.58	8.19	11.47	5.05	9.41		9.11	6.11
Wellington	7.28	8.08	8.29	11.59	5.17	9.55		9.25	6.25

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**TO MASTERTON**  
**MONDAY TO FRIDAY**

**SATURDAY**  
**& SUNDAY\***

	AM	PM						AM	PM
Wellington	8.25	12.55	4.25	5.30	6.22	10.25		9.55	6.55
Petone	8.38	1.08	4.38	5.43	6.35	10.38		10.08	7.08
Waterloo	8.44	1.14	4.44	5.49	6.41	10.44		10.14	7.14
Upper Hutt	8.59	1.29	5.03	6.07	6.59	10.59		10.29	7.29
Maymorn	9.05	1.35	5.10	6.14	7.06	11.05		10.35	7.35
Featherston	9.22	1.52	5.28	6.32	7.24	11.22		10.52	7.52
Woodside	9.30	2.00	5.37	6.41	7.33	11.30		11.00	8.00
Matarawa	9.36	2.06	5.44	6.48	7.40	11.36		11.06	8.06
Carterton	9.44	2.14	5.53	6.57	7.49	11.44		11.14	8.14
Solway	9.54	2.24	6.03	7.07	7.59	11.54		11.24	8.24
Renall Street	9.57	2.27	6.06	7.10	8.02	11.57		11.27	8.27
Masterton	10.00	2.30	6.09	7.13	8.05	12.00		11.30	8.30

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