



# Rathkeale College

## BOARDING HANDBOOK

### FOR PARENTS & STUDENTS 2019

*hei tuarā anamata  
a foundation for the future*

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Updated 24/01/2019

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## Welcome to Boarding at Rathkeale College

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For many of you, boarding at Rathkeale College will be a new experience while for others it will be ongoing, albeit in a new environment.

A change in any situation will bring a new set of challenges. However, there is no doubt that accepting changes as opportunities will bring about rewards that far exceed the expectations you have at this time.

Boarding at Rathkeale College is a unique experience; one that we trust you enjoy immensely. Living in a close-knit community requires co-operation, self-discipline and maturity; skills that are encouraged and which will equip young men for better learning and place them in a strong position to contribute to all aspects of school life.

The relative freedom within the wide bounds of the Rathkeale grounds and river provides further opportunities for personal and social development.

This handbook is intended to inform students and their parents about some aspects of life as a boarder at Rathkeale College.

Glenn McIntosh  
Director of Boarding  
January 2019

## RIGHTS

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*Students* have a right to:

- live and learn in a manner that allows them to reach their academic potential and enables them to develop as individuals.

*Boarding Masters, Matrons, Tutors and other Staff* have a right to:

- work in a safe, friendly and satisfying environment.

*Parents and Caregivers* have a right to:

- know that their sons are living and learning in a safe, friendly and helpful environment.
- feel welcome on the college campus and in the boarding houses.

## RESPONSIBILITIES

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We all have the responsibility to:

- show respect for ourselves by taking a pride in our appearance and by always following the dress code.
- show respect to others by speaking positively, by being co-operative and helpful and by respecting others' property.
- show respect for our School and Boarding House by looking after property and equipment.
- Always perform to the best of our ability in academic, sporting and cultural activities.

**Rathkeale College boarding staff, with the support of the Principal, undertake to ensure this Charter is upheld.**

Rathkeale College prides itself on providing a boarding community where boys can learn and develop as individuals. We provide guidance with the expectation every young man achieves to the best of his ability. We work hard to establish an environment that is safe, caring and comfortable. We are insistent that good relationships between students and between staff and students are of the highest standard.

To enable the Boarding Houses to work as communities within we work hard to ensure everyone in the Houses - boys, staff and parents - feels secure and that there is open communication. Rathkeale places a great emphasis on making sure that we have effective and encouraging senior student leadership who are supported by positive knowledgeable staff, thus ensuring that all boys feel comfortable and safe in their "home away from home".

It is our expectation that boys will follow the simple courtesies of co-operation and respect for others, and they will thrive in the secure environment that such positive attributes create.

In every community, people have rights and responsibilities. These rights and responsibilities are encapsulated in the Boarding Charter. Other rules are outlined in this handbook.

## BOARDING ALLOWANCE

From 2014, Boarding Allowances replaced Boarding Bursaries and the Māpihi Pounamu Financial Support Scheme. Allowances are available in special circumstances.

**It is important that you should be familiar with the guidelines and if in doubt apply for one.**

Students are eligible to apply for a Boarding Allowance if they can demonstrate:

- they are facing a barrier(s) to achieving educational success, and
- that boarding away from home will remove those barriers.

Students may face one or more of the following barriers to achieving educational success

Access barrier – geographical isolation - *Students are eligible for a Boarding Allowance if they live too far away from an appropriate school, and the Ministry of Education's School Transport Assistance programme does not provide a solution.*

Significant barriers - Participation barrier: *a student has difficulty engaging in everyday classroom learning, completing schoolwork, keeping up adequate attendance and engaging in extra-curricular activities.*

Relationship barrier: *- a student is socially isolated or lacks respect for others.*

Behaviour barrier: *- a student is disruptive, harms others or them self, participates in criminal activities, or has a history of stand-downs, suspensions or expulsions.*

Achievement barrier: *- a student shows significantly low attainments (lower than their same age peers) in literacy, numeracy, oral language and other subjects.*

Environment barrier: *- a student has multi-agency involvement, lacks family/whānau and community support, has poor or negative role models, or is exposed to physical and/or psychological harm.*

*NB: The College takes a measured approach to accepting students facing these barriers. The Health & Safety of all students is paramount.*

Government boarding bursary information and criteria is available at

<http://www.education.govt.nz/school/student-support/boarding-allowances/> Applications can be made online and are due by **31 October 2017**. *If your son intends to board it is important to apply even if you do not meet the criteria entirely.*

These 'in house' guidelines exist in conjunction with the school rules as they appear in the School List. They are intended to facilitate the effective operation of the Boarding Houses.

### GENERAL CONDUCT - THE GOLDEN RULE

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- Behave towards others as you would have them behave towards you.

### APPEARANCE

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- All school rules pertaining to appearance including jewellery, hair and tattoos apply equally to students in boarding outside of school hours.

### AWARDS

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- Each House has its own system of rewarding individuals or dorms who meet the challenges of boarding in a consistently positive, efficient & supportive manner.

### BICYCLES

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- Boys may have and use bicycles on site.
- Helmets are to be worn and all bikes are to be locked and put in the appropriate place when not in use.
- Bikes are not used on the central school lawn or other grounds during wet weather or among the school buildings.

### BUILDINGS & FACILITIES

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- Please respect the House facilities. We are proud of what we have but it is your house and school and your responsibility.
- Pins, staples and stickers are not to be used on woodwork, paintwork or papered surfaces nor are items to be suspended from ceilings or windows.
- **No ball games or similar activities are permitted in the House.**
- **No food whatsoever is to be eaten in the dorms!**
- Shoes are to be removed before entering the House.
- All damage and maintenance matters must be reported to the Master on Duty (MOD) immediately.

### CLOTHING & LAUNDRY

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- All clothing and footwear must be clearly named.
- Laundry is done week days except for the last Friday of Term.
- Clothes should be back in the boarding house in 24 hours.

### COMMENCEMENT OF TERMS 2, 3 & 4

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- Students are required to be back between 6.00pm and 9.00pm on the Sunday night prior to commencement of term. No meal is provided on these nights. Students must return to the Boarding House in formal uniform.

### COMPUTERS

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- Personal computers are not to be used to play games or watch movies in the dorms or cubes.
- Students who fail to follow the previous statement or use their computer after lights out or for activities deemed inappropriate will lose the right to have a computer in the house.

### DUTIES

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- All boys will be expected to carry out cleaning duties and some year groups will also work in the main dining room.
- Year 13 students are rostered to help staff during the morning and evenings as well as being required to stay in the house for a number of weekends each term.

### ELECTRONIC GAMES

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- Play Stations/Xboxes etc are not to be brought to the boarding house in Term 1 or Term 4 and their use in the middle terms are at the housemaster's discretion.
- Recreational use of both personal and house computers will be limited.

## **EXEATS**

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- Saturday/Sunday overnight exeats take place approximately every three weeks and dates will be notified in the Term Calendar or in the Principal's and Boarding Newsletters.
- The dress code to and from school over exeat is formal uniform for students traveling on public transport. All other students are required to leave and return to the Boarding House in Town Leave Uniform, this includes those travelling in private cars.
- Boarders must fulfil Saturday sporting commitments before they can leave.
- Exeats which will not be spent with a parent or caregiver must be communicated to the Housemaster or Matron by the parent/caregiver in writing by the preceding Wednesday.
- Exeat travel plans must be made by the Wednesday preceding the exeat weekend.

## **LEAVE - GENERAL**

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- No one is allowed off site without the house master or duty staff permission and they must sign out.
- School commitments and punishments take precedence over any request for leave.
- All leave is at the discretion of the Housemaster.
- Permission for special leave is more lenient for Year 13 students but is dependent on good behaviour. Yr 13 students have town leave on Wednesday after school but must be back on site in time for the evening meal.
- All boarders have town leave every Friday afternoon unless they have been given a School or House detention.
- Boys are permitted to go out with their parents, but should report back at a time which has been pre-determined with duty staff.
- All requests for leave must be submitted to the Housemaster at least 24 hours in advance.
- Students must use the electronic leave system for all leaves and failure to do so could result in the loss of future leave.
- Parents collecting boys must make contact with duty staff.
- Students will incur a charge for transport in minivan or with Matrons that is not for a school or boarding excursion.

## **LEAVE - WEEKENDS AND WEEKEND LEAVE**

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- Duty staff will ask boarders for their weekend plans with regards to staying in the house or returning home on the preceding Wednesday evening.
- Boarders must return by 9.00pm on Sunday night if returning by train, or 8.00am on Monday if returning by private vehicle or bus. This privilege may be removed if abused.
- All boarders playing sport on Saturday morning can stay in the House on Friday night.
- Activities and outings are run on Sundays. The cost for these activities will usually be put on the individual student's disbursements. Parents will be asked for consent and notified of the cost of more expensive activities.
- Any boarder may stay in the boarding house for weekends so long as that arrangement is made on or before the preceding Wednesday.

## **MEALS**

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- Meals in the Dining Room are compulsory.
- Uniform must be worn to breakfast and lunch during weekdays.
- Tidy mufti or school tracksuits to be worn at tea and weekend meals.
- Boys should bring their own snack ("tuck") food, & container, for afternoons and evenings.

## **MEDICAL**

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- Any boy who feels ill or needs first aid must report to the Matron during the evening or morning. If during school hours, the student is to first report to the school office.
- If a boy is on medication, he is to place the medication in the Matron's office (for safety reasons).
- All Doctor/Dentist appointments are to be made by the Matron.
- The school doctor is available to come to school at certain times and boys may also arrange through the Matron to see him at the Medical Centre in town (or they may go to their own Doctor).
- Other problems of a non-physical nature will be referred through, or to, the Guidance Counsellor who is responsible for monitoring student welfare.

## **PASTORAL CARE**

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- There is a comprehensive range of options available to students for support and assistance within the school community. Academic matters are usually directed through the appropriate Dean, spiritual matters through the Chaplain and personal matters through the Housemaster, Matron, Mentor or Guidance Counsellor. The Guidance Counsellor provides a confidential service to students and parents. Any matter may be referred at any time.
- If a student has a concern about any staff member this should be referred to a Senior Management member or Dean.
- Concerns about matters in the boarding house should be referred to boarding staff in the first instance, or, if necessary, to school management.

## **PERSONAL REQUIREMENTS**

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Six pairs underpants (NAMED)	One duvet inner and cover (NAMED)
Own toiletries including shampoo, soap AND soapbox	Own pillow and 2 pillow slips (NAMED)
Three bath towels (NAMED)	2 padlocks
Six coat hangers	1 cup and bowl (microwavable)
One set shoe cleaning gear	1 knife, fork and spoon
Mufti clothing (NAMED)	2 laundry bags – extra strong. Available at the Uniform Shop.
Suitable sleepwear (NAMED)	

NB - All personal belongings must be removed from the Boarding Houses at the end of each term as the Houses are often using for holiday course accommodation.

## **PREP (HOMEWORK)**

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- Provision will be made for up to 90 minutes study time between 7.00pm and 8.30pm Monday to Thursday.
- Diaries must be filled in daily and signed by the MOD/Duty Prefect.

## **PUBLIC TRANSPORT**

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- Tickets can be obtained from the Tuckshop and will be disbursed.
- Formal uniform must be worn on public transport.
- Buses are provided on Sunday and Friday to and from the train station.

## **SHOWERS & ENERGY USAGE**

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- Showers are available before and after school.
- Radios, lights and heaters must be turned off when leaving rooms/cubicles.
- Stereos in the House are at the discretion of the Housemaster.
- No cooking equipment or heaters are permitted in the cubes/dorms.

## **STUDENTS & TRAVEL**

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- Car use is a privilege and at the discretion of the Housemasters.
- Students must have a school license and follow the rules if they wish to have a car at school.
- Keys must be handed to the Housemaster on return to the House.

## **TELEPHONES**

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- Cellphones are the responsibility of the owner and misuse will result in the loss of that person's right to have one in the Boarding House.
- Cellphones must be turned off during prep time.
- Cellphones must not be loaned to other students.
- Year 9 and 10 phones will be collected at bed time and returned after school. Year 11 phones will be collected at bed time and handed back before school. Not handing in the phone or handing in a substitute will result in a two-week confiscation.
- There is a phone available for the boys to use in the house.

## **VALUABLES AND MONEY**

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- These are the responsibility of the individual.
- \$3 pocket money is given to students each week by the Matron and charged to disbursements.

- Larger amounts must be deposited in the House bank, run by the Matron.
- It is highly recommended that students do not bring very valuable items to the Boarding House.
- Loss or theft must be reported immediately to the MOD, Matron or Housemaster.
- All boys should have padlocks on lockers and lockable cupboards.
- Passports and other valuable papers must be kept in the school safe.

## VISITORS

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- Visitors must announce their presence to the Matron (MOD) or Prefect on Duty (POD).

## HOUSE DISCIPLINE

Students must have the opportunity to be safe and feel valued and supported in the boarding community. In order for staff to facilitate this without interference, there are clear expectations as to student behaviour and consequences for infringements of these expectations.

Students are expected to be respectful towards staff and each other at all times as well as to follow the rules and procedures associated with boarding. Minor incidents will result in fatigue punishments which can be given out by any member of staff or House Prefects. These will generally be 30 minutes, but continued disobedience will result in longer punishments or referral to the Housemaster. Consequences will generally be any task that aids the appearance and tidiness of the boarding or school environment or it could include written work. If a boy has accrued, and still has more than three half hours to work off, keeping him in on a Friday night (missing town leave) to work them off is acceptable. Parents will be notified in advance.

More serious offences will be referred immediately to the Housemaster for investigation, punishment and communication to parents. Following are serious offences and will not be tolerated: violence, bullying of any nature, smoking or being associated with smokers, stealing, disobeying the instructions of or gross disrespect towards Duty staff, Matrons or Prefects, being off the school site without permission, possession of objectionable material, possession of dangerous goods, malicious damage, inappropriate use of technology and continual disobedience. Consequences may include between 90 and 180 minutes of supervised punishment, hand written essays, confiscation and a letter home. There is also the possibility of gating or a stand down from boarding.

A student who has been stood down from boarding will go through a formal readmission process on return. This will include the parent/caregiver and student meeting with the Director of Boarding, Principal or House Master.

Very serious offences will be referred immediately to the Director of Boarding and/or the Headmaster. These include possession and use of dangerous goods, possession, use or supply of illegal substances (any non-prescription drugs are not permitted), illegal use or supply of prescription drugs, possession, use or supply of alcohol, serious or continued acts of violence or bullying, stealing or receiving stolen goods.

Courses of action include referral to the Police, standing down or suspension from the Boarding House and will result in the student being asked to appear before the Principal and Director of Boarding where they will decide the future of the student in the Boarding House or they may prescribe other consequences.

## GATING

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When a student is 'gated' the following procedures can apply:

- Friday No Town Leave  
Formal uniform to evening meal  
Labour/Chores
- Saturday No Town Leave  
Full formal uniform for all meals  
Labour - productive chores on school site
- Sunday No Town Leave  
Full formal uniform for all meals  
Labour - productive chores on school site

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.

#### STAND DOWN PROCEDURE

- When a boy's behaviour or actions are deemed unacceptable he could face being stood down from boarding.
- In these situations, the parents or care givers will be contacted and the matter will be discussed with them prior to the final decision being confirmed.
- Parents or care givers will be requested to collect their son that day. If possible, parents will be expected to meet with the Headmaster and / or Director of Boarding when they collect their son.
- If parents are unable to pick up their son, public transport or other arrangements will be organised.
- Unless otherwise stated, boys who are removed from boarding are expected to attend school lessons, sport and cultural practices and games.
- Either the Headmaster or Director of Boarding will write to parents to officially notify them as to the reason for the stand down, its length and the conditions for return.
- When the boy is returned to boarding they will meet with the Headmaster and/or Director of Boarding to discuss possible further consequences and a way forward which could include counselling.
- In some instances, a boy's tenure in boarding may be terminated.

## DAILY ROUTINE (EXCLUDING WEEKENDS)

Morning routine		Boys are woken up from 6.45am. Breakfast and inspection is staggered between the Houses so as to ease the pressure on the kitchen facilities.
Leave House		8.15am for school
Afterschool		Boys who have no sport or cultural commitments have free time but do not have access to computers or TV unless wet outside. Boys will be encouraged to be outside.
Tea		5.45pm onwards: Yr 9, 10 and 13 5.50pm Yr 11, 12.
Roll Call		6.45pm
Prep		7.00pm - 8.30pm
After prep		Boys are free to make use of school facilities including weights room, astro courts, squash courts and gym.
Lights Out	Year 9	9.00pm get ready 9.15pm lights out
	Year 10	9.15pm get ready, 9.30pm lights out
	Year 11	9.30pm get ready 9.45pm lights out
	Year 12	9.45pm get ready 10.00pm lights out
	Year 13	10.15pm get ready 10.30pm lights out.

## COMPLAINTS PROCEDURE

### According to the Education (Hostels) Regulation

#### COMPLAINTS ABOUT:

Non-compliance with these regulations or conditions of the licence

#### COMPLAINTS MAY BE FROM:

Students, Parents, Staff members and Board members

#### COMPLAINT NEEDS TO BE:

in writing or put in writing by the hostel owner or a person representing the hostel owner as soon as practicable if the complainant is unable to put it in writing

#### PROCEDURE FOR RESOLVING COMPLAINTS

##### 1. Within 5 working days:

The Hostel owner or the person representing the hostel owner will

- Send an acknowledgement letter of receipt to the complainant
- Inform the complainant of any relevant internal complaint procedures
- Send a copy of all information held by the owner that is or may be relevant to the complaint
- Decide whether the complaint is justified in accordance with regulation 69

##### 2. Within 10 working days after acknowledging receipt of the complaint:

The hostel owner or the person representing the hostel owner will

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the owner must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the owner is required to decide as soon as practicable whether the complaint is justified.

### 3. After making a decision:

The hostel owner must inform the complainant of

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the owner proposes to take; and
- Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owner's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction

## PERMANENT PART-TIME BOARDING POLICY

Rathkeale College and St Matthew's Collegiate are required to operate within the requirements of their Integration Agreements, together with any subsequent amendments

(Supplementary Agreements). Each respective Integration Agreement identifies a maximum school roll and a day pupil cap. Further, the Integration Agreements define a day pupil in Clause 20 as "day pupils are those who do not reside in the proprietor's boarding establishment on more than a casual overnight basis".

The schools currently offer permanent boarding (weekly or full-time, both at the same price) and casual boarding (which is only available to day students and is charged on a per night basis).

A permanent part-time boarder is, for Ministry of Education roll purposes, classified as a boarder, consistent with the requirements of Clause 20 of our Integration Agreements.

Permanent part-time boarding is based on availability of places in boarding houses and at the discretion of the school. Priority is given to full-time and weekly boarders.

The Principal and the Dean / Head of Boarding must approve all permanent part-time boarding requests / arrangements in advance so that the appropriate arrangements can be made in the boarding house and with the accounts team.

### **WHAT IS A PERMANENT PART-TIME BOARDER?**

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A permanent part-time boarder has an arrangement with the school to reside in the boarding house for an average of 2 nights per week (76 nights per year). Nights in the boarding house must be confirmed with the Dean / Head of Boarding before the commencement of each term.

Permanent part-time boarding which exceeds 114 nights per year (3 nights per week on average) will need to be discussed with the Principal and may result in the pupil being transitioned from permanent part-time boarding to permanent boarding.

Applications to transition from permanent part-time boarding to a day student can only be considered if day student places are available and solely at the discretion of the Principal. There is no automatic right to transfer from permanent part-time boarding to a day student.

### **WHAT IS PROVIDED?**

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Permanent part-time boarding includes dinner, bed (including linen), breakfast and laundry service. Supervision and pastoral care will be provided by boarding house staff in the same way in which permanent boarding pupils are supervised. Secure storage may be provided when permanent part-time boarders are not residing in the boarding house, but will be subject to availability.

Travel for permanent part-time boarders for school, sport and cultural activities within the Wairarapa is also provided. Individually requested transport (ie taxis) and transport outside the Wairarapa will be disbursed, consistent with the school's Travel Disbursement Policy.

### **WHAT DOES IT COST?**

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Permanent part-time boarding will be charged at the equivalent of the normal boarding rate (less the cost of lunches), for an average of 2 nights per week for each week of the school term. Normal day student charges and daily charges for school lunches will continue while students are permanent part-time boarders.

For 2019, the permanent part-time boarding rate equates to \$75 per night, therefore a minimum weekly boarding charge of \$150 per week during the school term. Nights in excess of 2 nights per week will be charged at the casual boarding rate (\$80 per night).

Permanent part-time boarding will be reviewed annually.

## BOARDING HOUSE CONTACT DETAILS

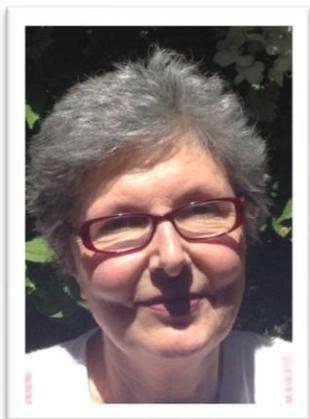
### CRANLEIGH HOUSE

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**Housemaster & Director of Boarding**

Glenn McIntosh  
(06) 377 0510 (Residence)  
(027) 274 6686  
gam@rathkeale.school.nz



**Matron**

Prue Dashfield  
Phone (06) 377 0500 or ext 7766  
cranleigh.matron@rathkeale.school.nz



**Day Matron**

Maureen Vaughan  
cranleigh.matron@rathkeale.school.nz

To contact boys in the dorms ring (06) 377 9033 (7785)

## RUGBY HOUSE

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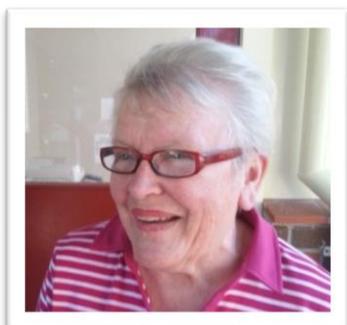
### **Housemaster**

Leif Hansen  
(06) 377 2985 (Residence)  
(027) 405 2129  
Rugby House Office (06) 377 9021 (7727)  
lth@rathkeale.school.nz



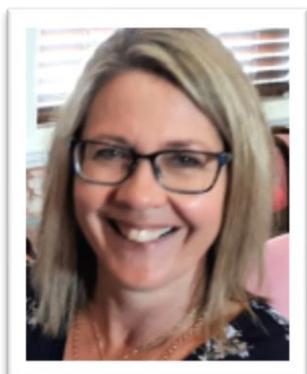
### **Evening Matron (Term 1)**

Kay Easton  
(06) 377 9021 ext. 7727  
rugby.matron@rathkeale.school.nz



### **Evening Matron (Term 2, 3, 4)**

Lenora White  
(06) 377 9021 or ext. 7727  
rugby.matron@rathkeale.school.nz



### **Day Matron**

Corinna Wilson  
(06) 377 9021 ext. 7727  
rugby.matron@rathkeale.school.nz

## REPTON HOUSE

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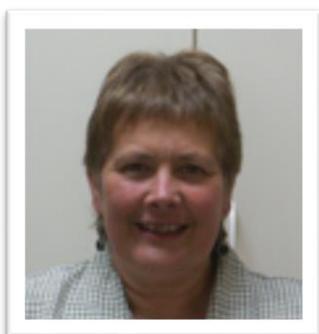
### **Housemaster**

Rodney de Klerk  
(06) 377 0981 (Residence)  
(021) 0258 8779  
Fax: (06) 370 1183  
rdk@rathkeale.school.nz



### **Evening Matron**

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### **Day Matron**

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