



Hato Pāora College

HANDBOOK



Ngā Ihirangi

CONTENTS

4	Principal's Letter	23	Blazer Badge and Cap Placement Guide Out of Bounds Areas Map
5	Director of Living Environment's Letter	24	Frequently Asked Questions
6	Expectations of Students and Boarding Goals	26	Complaint Policy Emergency Procedures
7	Contact Details Fees and Contributions	27	Communication The Senior Leadership Team
8	Hostel Organisation A Weekday & Weekend in the Life of a Boarder	28	Code of Conduct Introduction
9	Co-curricular Activities Sports	29	Managing Breaches of Conduct
10	New to Boarding Pastoral Care	30	Parent Info Pack What is The Code of Conduct? Stand-Down Details
11	Clothing List	31	Suspension Details
12	Laundry	32	Excluded and Expelled
13	Meals	33	Who Can Support Whānau/Family?
14	Medical Academia	34	Contacts
16	Sign-outs and Exeats Tidiness and Duties		
18	Rules and Regulations		



Nau mai, haere mai ki Hato Pāora College

Tākina atu ko te kawanui, Ko te kawa roa, Ko te kawa tiketike, Ko te kawa tuatahi, Ko te kawa tuangāhuru, Ko te kawa tapu. Ki a lo matua kore. Kia mau ki te tika, Kia mau ki te pono, Kia mau ki te aroha. Tihei mauri ora.

Hato Paora College is a kura built on tikanga Māori and the ideals and beliefs of the Catholic faith. It is the only College like this in the world. This special character means that Māori knowledge is validated and legitimated throughout the kura environment. Furthermore, Catholic religious ideals, beliefs, and practice are an integral part of everyday kura life. Together this creates an environment that is uniquely Māori Catholic in its nature and fosters the special character of Hato Pāora College.

This special character dictates the behaviours that are acceptable, and not acceptable, in our kura, and the expectations we have for all students and staff. This handbook explains the rules and regulations that govern

the expected behaviours and provides detailed information that will help you navigate life in the hostel at Hato Pāora College.

I hope you enjoy your time at our kura and take advantage of the opportunities that we are able to provide for you.

Noho pai atu i roto i te manaakitanga nui o te Atua kaha rawa.

Nāku iti noa, nā

Dr Nathan Matthews

Tumuaki



From the Director of Living Environment

Since 1947, Hato Pāora College has offered a unique blend of excellence and proud tradition for the students who come to this college.

As the school's foremost ambassadors, students at Hato Pāora College participate widely in every aspect of school life and grow into well-educated and well-rounded young men. The friendships gained at Hato Pāora College are life-long and the shared experiences are deeply rewarding. Students also gain a new level of independence and are well prepared for the rigours of life beyond Hato Pāora College.

Like most before him, we trust that your son's time here at Hato Pāora College will be rich in variety, full of camaraderie, academically fulfilling and, above all, spiritually fulfilling. Combined with your support and participation, the staff at Hato Pāora College will ensure that our enthusiasm and passion for developing young men offers the best possible environment for your son to succeed.

This handbook is intended to inform students and their parents/caregivers about the important aspects of life as a

student at Hato Pāora College. Please take the time to read through it – especially new whānau – as the information in here can make the transition to school and boarding that much easier.

To the students, whether you are new or experienced, we extend a warm welcome to you all and wish you the best.

Nāku nā,

Daniel Harper

Director of the Living Environment

Expectations of Students at Hato Pāora College

All Hato Pāora College students are expected to:

- Get up and go to bed on time
- Be at meals and meetings on time
- Have all required uniforms for boarding and school life
- Be polite, courteous and helpful to each other, staff, and visitors
- Keep themselves clean and tidy
- Keep their dorm and bay clean and tidy at all times
- Follow instructions
- Be hospitable and kind to new students
- Have respect and care for property at Hato Pāora College
- Have pride in the Hostel and School
- Participate widely in the greater life of the College

Boarding Goals

The Living Environment is an integral part of the school life for the students at Hato Pāora College. It is through our provision of a safe and positive environment that our students have the opportunity to develop to their full potential.

The Living Environment supports all aspects of the spiritual, cultural, academic, and sporting life of the school and in so doing, hopes to promote all round excellence in our students.

The aims of the Living Environment are to:

- Encourage the growth and development of all students in an open and safe environment that respects all individuals
- Develop the formation of students through a balance of spiritual, cultural, academic rigour, co-curricular endeavours, and community awareness
- Foster and maintain the highest standard of academic achievement for all students
- Engender an innate sense of self-discipline amongst the students to ensure all students take responsibility for their learning and behaviour
- Ensure all students act with compassion, cooperation and consideration for their peers, staff, and whānau
- Provide a framework for leadership skills to thrive
- Promote the well-being of all students by providing a hazard-free environment with robust health and safety standards
- Provide excellent staffing, allowing for open and supportive interaction between students, parents, and staff

Contact Details

If you have changed your address, phone number or email please advise the school office, so our records can be updated immediately. Please forward updated contact details to:

WHAEA GEMMA MEIRING

Principal's Executive Assistant

Ngāti Ruanui

P (06) 328 9731

E gmeiring@hatopaora.school.nz

Fees and Contributions

The Hostel is not funded by the school, nor is it funded by the Government, so the fees the students pay to board at Hato Pāora College go towards the actual cost of running the hostel.

Hato Pāora College is a school and a home. Students have comfortable dorms assigned for each year level, and our recreational facilities are in good condition with regular upgrades.

Hostel Fees details:

- \$3,065.00 (GST inclusive) per term
- Fees are invoiced at the start of each term
- Term one fees are required to be paid in advance of day one, term one
- Thereafter, a full term's fees must be paid by the last day of terms two and three
- Term four fees must be paid in full

Personal expenses to be met by students & their whānau:

- Personal pocket money
- Transport costs to and from Feilding or Palmerston North if (a) for travel outside of the first day of students returning to school or outside of the last travel day of term (b) for travel to and from appointments like doctors (c) for travel to sports or activities that are not school sanctioned activities (d) for travel departures or arrivals prior to 8:30am or after 7:00pm (to be at the discretion of the Director of Living)
- Sports fees
- Kapa haka fees
- Camp fees
- Recreational trips into Palmerston North - these may be at a charge to the student

Hostel Organisation

THE HOSTEL HAS FIVE DORMITORIES

- Ropata (Year 9 students)
- Kinsella (Year 10 students)
- Raniera (Year 11 students)
- Perenara (Year 12 students)
- Riatana (Year 13 students)

Each dorm is directed by a Kaitiaki/Dorm Parent, with the Director of the Living Environment having responsibility for the Hostel, under the direction of the Principal - who has overall responsibility.

A WEEKDAY IN THE LIFE OF A BOARDER

6:30am	Lights go on
6:35am	Wake up and activities of daily living
7:30am	Breakfast is served in the wharekai
8:00am	Duties or time to get ready
8:25am	Ranks
8:30am	Chapel
8:45am	Form class
9:00am	The school day begins
3:20pm	Ranks in the quad
4:00pm	Physical education and activities
5:00pm	Shower/get ready for dinner and study
5:30pm	Dinner followed by clean-up
6:20pm	Evening karakia in the chapel
6:30pm	Study and supper (Monday-Thursday) Leisure and/or recreational activities (Fridays)
8:50pm	Dorm Hui
9:00pm	Lights out for Years 9-11
10:00pm	Lights out for Years 12-13

A WEEKEND IN THE LIFE OF A BOARDER

Note:	No weekend is the same, as timings and activities change week to week
8:00am	Lights go on
Note:	On Saturdays sports teams with early games will be woken earlier
9:00am	Breakfast is served in the wharekai
10:00am	Duties, chores, sporting or school commitments
Note:	On Sundays all students change their sheets and pillowcases
12:30pm	Lunch
Note:	Those at a school event will have their lunch provided or saved
1:00pm	Students at leisure in the afternoon
Note:	On Sundays students can choose to remain on site or go into Palmerston North for shopping, movies, and so forth
5:30pm	Dinner
6:00pm	Students at leisure in the evening, or Get ready for Mass (Sundays)
6:30pm	Mass (Sundays)
7:30pm	Back to the dorm to get changed and ready for the week ahead; and dorm inspections
8:30pm	Supper
8:50pm	Dorm Hui
9:00pm	Lights out for Years 9-11
10:00pm	Lights out for Years 12-13

Co-Curricular Activities

All students at Hato Pāora College are expected and encouraged to take part in the co-curricular activities available to them.

Amongst those offered are a range of spiritual, cultural, and sporting activities. Hato Pāora College students have a long tradition of being actively involved in co-curricular activities and this fine tradition will be continued. It is our expectation that all students take part in at least two co-curricular activities during the year.

Once a student has committed himself to a school team, or an activity, he is expected to arrive on time and take part to the best of his ability. Considerable time and effort goes into the organisation and coaching of teams, so it is unrealistic to have your son excused from his co-curricular activity unless exceptional circumstances arise. This is particularly important to remember when you wish to plan weekends for your son to take leave. As a result, leave is restricted to after all sporting and other co-curricular commitments have been fulfilled.

Notes:

- Leave requests for exceptional circumstances must be submitted directly to the Principal.
- If your son is in the Senior A Kapa Haka team or in the 1st XV, attendance at all practices/wananga and camps is mandatory.

Hostel Committee:

This committee is made up of one representative from each year group, including Head Boy and Deputy Head. This committee will meet up regularly to offer feedback and student voice about any initiatives they may have for the Living Environment.

Sports

At Hato Pāora College each student is encouraged to take part in activities with the utmost determination and skill.

The school upholds a "code of fair play" which all sports teams are made aware of at the start of each season. We encourage parents and whānau to support and enjoy the activities your son takes part in. We ask that you follow this code of fair play and act as gracious hosts to visiting teams.

The following is a list of our school-sanctioned sports:

- Summer: Softball, Cricket, Touch, Rugby 7's, Athletics, and Swimming
- Winter: Rugby and Basketball

Students should play at least one sport in summer and one in winter. If unable to play, the student can still participate in a team by assisting the coach, managing a team, looking after the gear and uniforms, refereeing, and other roles of support. Non-participation is incompatible with our philosophy of working together and supporting Hato Pāora College.

New to Boarding

Boarding school is often the first time that many young people spend a significant amount of time away from home, whānau and friends.

New students need to be proficient in a number of key areas if they are to successfully transition to boarding life.

Parents/caregivers can ensure that their son is prepared for boarding by ensuring he has developed the following skills before he arrives:

- He knows how to make his own bed
- He can fold and put away his clothes
- He has an ability to keep his belongings tidy and secure
- He has experience in completing household chores
- He knows how to politely address adults and make requests of them
- He understands the importance of regular basic hygiene
- He can maintain a healthy balance between his school-work and free time

Parents/caregivers can also help their sons prepare for boarding by discussing the following common issues that are often faced by new students:

- Adapting to a community living situation

- Looking after his own property whilst respecting others' property
- Respecting and tolerating others and their personal space
- Lack of personal hygiene
- Physical and psychological changes
- Coping with day to day routine and the roles and responsibilities within that routine
- Increased academic pressure and/or unrealistic goals

KEY COMPETENCIES

Both the Learning and Living Environments at Hato Pāora College integrate the five key competencies into all learning and living programmes and activities. The longer a student is with us, the more proficient we expect them to be in:

- Thinking
- Relating to others
- Using language, symbols, and texts
- Managing self
- Participating and contributing

Pastoral Care

HOMESICKNESS

A major issue that most new students face is homesickness. It is important to remember that it is perfectly normal to miss home and that it is often a temporary feeling. As homesickness can be linked to poor academic results and difficulty with settling, it is important to address the issue quickly. Communication is key – encourage your son to discuss the problem with the appropriate Director, staff, or the Matron. All the staff are experienced in handling homesickness and can even call upon senior students/tuakana to assist. There is also a Junior School Mentor, who is available to offer peer support and encouragement.

HOMESICKNESS ADVICE FOR BOARDERS

Make sure you are involved in hostel/school-based activities to help you make more friends and to keep your mind off being homesick.

HOMESICKNESS ADVICE FOR PARENTS

Try to focus on the positive aspects of what the hostel and school life provide your son. Do not hesitate to get in touch with the relevant Director, Matron, or Principal at anytime.

Students need to realise that having problems and fears is completely normal and it is certainly not a form of weakness to want to talk about these things.

Whatever the problem, it is far better to talk to someone sooner rather than later. Regardless of the issue, students should feel confident enough to approach any staff for help or even just a chat.

The Living Environment also has designated members of the Senior Leadership Team who are not only available at school, but are also on-call should the need arise.

REPORTING CONCERNS

If you have any concerns around behaviour of other students, staff or anything related to your safety, please ensure that you let someone within the hostel or kura know. There are a variety of people available to help you and you should approach the one that you feel most comfortable talking to. Anything you say will be kept private and we will work through your concerns.

Your first point of contact should be the hostel staff that look after your dorm or the Assistant Director. If you aren't comfortable talking to them you can always speak to Pā Dan Harper (Director of Living) or Pā Nathan Matthews (Tumuaki).

If you would like someone else to raise your concerns for you, or support you when you do, there are the two Junior

School Kaiarahi or you can talk to your dorm representative on the hostel committee.

It is important that you are able to raise any concerns with us so that we can address them and find solutions.

COMMON ROOMS

We will have these up and running by the end of term one. Students are to keep these spaces clean at all times. No student is to enter other year groups' common rooms without the permission of staff. Any breakages are to be immediately reported to staff. Failure to adhere to these rules may result in the closure of common rooms who are not complying.

Clothing List

The formal and school uniform can be purchased from:

- Gracies store in Feilding
- The school laundry for good quality second hand clothing
- The school office for a school jacket, school hoodie, and school house singlet - which are issued to all new students in the first few weeks of term one. Other optional school merchandise is available for sale from the school office.

Formal school uniform:

These items will be checked on arrival and should be clearly named.

- The most important uniform a Hato Pāora College student will ever have is his Number One Uniform which consists of the following:
- School blazer
- Long-sleeved white shirt (only a plain white singlet is to be worn underneath) (x2)
- School tie (Years 9-11 have the red and blue tie; Years 12-13 have the traditional yellow, red, and blue tie)
- Charcoal grey dress trousers (x2)
- Black leather belt with a small, plain black or silver buckle
- Black dress socks (x4)
- All black leather dress shoes

No caps, beanies, or hats are to be worn with the number one uniform. Students are to wear the uniform correctly because that is our expectation, and it is our way of honouring the memory of Old Boys' who have passed on.

Term one and term four school uniform:

- School polo shirt (x3)
- School grey shorts (x3)
- School jacket or school hoodie (x1 of each)
- School cap (x1 - optional and can be purchased from the office)
- Black roman sandals (x1)

Term two and term three school uniform:

- School polo shirt (as above)
- School grey shorts (as above) or school trousers (x1 for school uniform, these are not the Number One Uniform trousers)
- School jacket and hoodie (as above)
- School cap or school beanie
- All black covered shoes. Markings and soles are to be black
- School socks (x3)

Please note:

- Students should be wearing one of the above clothing items, have one in the laundry and/or in his locker.

- In addition to the above, your son may wear a singlet under his school polo shirt as long as it does not show above the shirt line or below the hem.

SPORTS UNIFORM

- Hato Pāora College house singlet (x1)
- Hato Pāora College sports shorts (x1)
- T-shirt and shorts available at the school office
- Togs (briefs or trunks, not board shorts)- (x1)
- Pair of running shoes (x1)

In addition to the above sports uniform, students will require additional items according to which sporting code they have signed up for. Coaches and/or the Director-in-Charge of the sport will inform students of this at the start of the season (e.g. softballers will need to supply their own glove or mitt; rugby players supply their own head gear - which must be all black or the school's blue and red colours). All students are responsible for making sure that they have their own mouthguard, and ideally a spare.

PERSONAL ITEMS

Do not bring valuable or expensive items to school/hostel. If in doubt of what to bring, call the Director of Living, who will make a decision on whether an item is acceptable or not. The school and hostel do not accept responsibility for any items lost or damaged.

PERSONAL CLOTHES AND GEAR

Students should have warm and comfortable casual clothing to wear outside of normal school hours. These items should be of a reasonable standard, tidy in nature,

and easily laundered. Designer or expensive clothing is a personal choice and not recommended.

Some recommendations include, but are not limited to:

- Underpants (x7)
- Singlets (x2)
- Pyjamas (x2)
- Casual clothing as needed e.g. jerseys, shirts, jeans, shorts, etc
- Trainers, shoes, sandals
- Shoe polish, brush and a bag for all footwear
- Personal toiletries
- Hangers for lockers

A small mesh laundry bag is recommended for washing socks and underpants. These can be purchased from the laundry for \$5 cash (see Pā Dan). This bag should be clearly labeled.

Linen and alike

- Towels for showering (x3)
- Towel for swimming - in summer only (x1)
- Flannels (x2)
- Pillow (x1)
- Pillowcases (x3)
- Laundry basket with a hard and waterproof bottom, and handles on sides (x1)

Laundry

We have a commercial laundry on site which is where we will wash your son's clothing.

The turnaround period is one to three days. There is also an iron and ironing board available in each dorm. Our Laundry Supervisor, Whaea Dixie Hawkins, handles hundreds of garments daily and she does not have the time to search for labels, or to decipher frayed and faded labels. As such, it is the responsibility of the parent/caregiver to ensure that all items of clothing are clearly labeled and in a position easily visible.

As a guide, please place labels as indicated below:

- Singlets, shirts, jerseys, jackets – inside back, on the collar, below the label

- Underpants, shorts, trousers – inside back, on waist band, below the label
- Socks at top (not on feet)
- Sports gear same - as for shirts and shorts above
- Towels and pillow cases –at one end

Sewn in name labels are the most serviceable, as they have a longer life. We recommend Name-It (www.nameit.co.nz) but there are many other suppliers. You should also give spare labels to your son, should there be a need to replace them.

Laundry marking pens or ball-point pens are not suitable as they wash out in the laundry. Iron-on tape is also not recommended as these come off in the wash and some commercially printed tapes can disintegrate after a few washes.

Students are to use small mesh bags when washing socks and underpants. These mesh bags must also be named. Note: mesh bags are available for sale from Pā Dan for \$5 cash.

All unnamed articles of clothing, or items of clothing left lying around will be kept for one term only. They will be

held as lost property in the side room of the laundry. All unnamed clothing will be placed in a basket for the day this item is found. A student will need to inform staff that they have lost or not had an item of clothing returned on the same day.

The Matron or the Director of Living will be pleased to provide you with any further information if required.

No responsibility can be accepted for articles which, for any reason, are not named or are unclaimed.

Meals

Hato Pāora College provides an excellent seven day meal service.

We cater for and know the likes and dislikes of teenage males - providing a balance between what they like and what is good for them (which most parents will understand is usually not the same).

At the same time, it is impossible to please all people all of the time and if your son does not like a particular meal we do not offer an alternative menu. If your son has a particular food allergy this should be discussed at the tōno hui and again with the Matron on his arrival.

It is our belief that Hato Pāora College is a whānau, therefore all students eat together. Day students eat with the boarders, and are supplied morning tea and lunch, which is charged to their whānau account.

HEALTHY KAI

In an effort to encourage healthy living and better choices that support this goal, we have carefully considered the food we have at Hato Pāora College. Since the start of 2016 the following food items have been off the menu and will not be available to the students:

- White sugar (this is substituted with brown sugar)
- White bread (this is substituted with wheatmeal bread)
- Coloured fizzy drink, such as Fanta, Coke, Raspberry, Sparkling Duet (yellow)
- Two-minute noodles, which are also not to be consumed on site.

Likewise, students are not allowed to return to school with take-away food as we provide a healthy and nutritious meal that you have already paid for. Only on very special occasions is such food allowed at school, as a 'treat'.

TUCK SHOP

We will be reintroducing the Tuck Shop this year. We will be selling a small range of food and drink which are within our healthy kai status. This Tuck Shop will only be open for one hour blocks on certain days, and students will be informed on these opening hours. Students are not to abuse this privilege. All sales will be eftpos and cash only, and there will be no "tick ups" allowed.

Medical

In a boarding institution it is vital that any medical problems are dealt with immediately.

At Hato Pāora College, there is always a staff member on-call for the students 24 hours a day.

In all cases the Matron and/or relevant staff will assess any problem and, if necessary, refer a student to the school nurse or to a doctor. Any charges over and above ACC that are incurred on a student's behalf during his time at Hato Pāora College are payable by the student's whānau. If your whānau has a Community Services Card for healthcare please provide a copy of the card and its number for your son's medical file.

Please note: We will take your son to the doctor. The service used will be based on our staff availability, travel time and the nature of the injury or illness. If you prefer an alternative to this, please make those requests known to the Matron in writing at the start of the year. We will do our best to accommodate your request.

When in the care of the hostel, if your son becomes ill or is injured it is important that he report this immediately. This should be to the Matron, or in her absence, the student should report directly to their Kaitiaki/Dorm Parent. Likewise, if your son becomes ill at school it is important for him to report directly to his teacher and go to the school office. Staff will assess the illness or injury, and make arrangements for appropriate follow up.

Though the hostel has a eight-bed infirmary for students who are ill or injured, this is a short-stay option.

If a student's condition appears likely to persist, a request will be made for that student to go home.

If your son is too ill to return to the hostel at the end of the weekend/holidays, or if you have any doubts about your son being able to return to the hostel, please keep him at home until he is well enough to return. Contact the Matron and when your son returns to Hato Pāora College he must report to the Matron (if before or after school hours) or to the school office (if he returns during the school day). It is also the parents' responsibility to contact the school office to explain his absence for those days away from school.

It is essential that we are told of all medication that your son may be taking. Please phone the Matron if there is any new, even short-term, medication that your son is required to take.

Notes: Every student is required to bring his own personal first aid kit, please go to page 25 for a comprehensive list of what should be in the kit. This includes supplies for winter cold prevention and management.

Your cooperation in all these medical matters is appreciated and essential to the welfare of your son.

It is the parents' responsibility to ensure that their son's inoculations and medical records are accurate and up to date when he starts at Hato Pāora College.

Academia

STUDY

Hato Pāora College strives for high academic standards and has a support structure that allows students of all levels to realise their potential. A cornerstone of the Living Environment is the requirement of all students to do study. We do study to enable the students to internalise new learning, to prepare for their lessons the next day and for their exams at the end of each term.

Study for senior students (Year 11-13) runs from 6:30pm to 8:30pm with a 10 minute break and supper in the middle every Monday to Thursday night. There is also an expectation that senior students will do study in the weekends for a minimum of two hours - however, it is their responsibility to attend to this. In the weekends leading up to school exams or NCEA, we will extend study during the evenings and on weekends for Year 11-13 students.

Study is carried out for the juniors, in either their classroom, wharekai or the wharenuī from 6.30pm to 7.30pm.

For Year 11's, study occurs in their classroom or a computer room. For all other seniors, study occurs in one of the computer rooms. The Year 12-13's are the only cohort who normally have no supervisor, as they are expected to work independently at their age. Strict rules exist around talking and moving during study to ensure that there are no distractions and that all students have the best possible learning environment.

The study rules are as follows:

1. The students are to be seated quietly at their desks by 6:30pm or the stated time for commencement of study.

2. No student is to talk to another student without the permission of the Kaitiaki/Dorm Parent. If students wish to find out information from other students they must do so before study or during the study break, if there is one.
3. The study break will be determined by staff supervising. On return, all students must be re-seated at their desks.
4. There is no borrowing of books, equipment etc during study.
5. Study is not a time for reading books unless they are a set text for English or another subject. Students with "no work" to do should revisit old work and/or revise for the exams.
6. There will be no "testing each other" in pairs or groups in the first half of study.
7. Seniors who break the study rules may lose the privilege of working unsupervised.
8. Study during exam time - juniors sit in their classroom and seniors do their study in the computer room. Year 12-13's are given the opportunity to study in their bays, at the discretion of the Assistant Director of Living. Failure to study during these times may result in students having to study at school.
9. All students must ensure they are dressed appropriately for the studious environment of study. This includes having footwear on and not bringing bedding into a study room.
10. Any staff member can ask to see the browser history of any student who they believe is 'off-task'. If the student has misused his time, the device will be confiscated or withheld for a period of time.
11. A staff member can also ask any student to shift nearer to them during study as a means to monitor the student and re-direct his focus back to meaningful study.

PARENT-STUDENT-TEACHER CONFERENCES

Three-way conferencing enables us to report to and share information with you. Students are encouraged to be actively involved in the learning and reporting process. The conferencing takes the form of a conversation between the student, the parents/caregivers and the teacher. This approach is designed to be positive, constructive, and inclusive of the learner.

All students are to wear their formal school uniform to the conferences.

*If you attend the Parent-Student-Teacher Conferences, you may take your son home immediately after the conferencing. All students are to be gone by 5:00pm on conference days. This includes students whose parents are not attending conferences.

ELECTRONIC DEVICES

The only electronic device students are allowed at school is a mobile phone - no personal computers or tablets. The only exception is for students who have made prior special arrangements.

All students must register all and any phones, and other electronic devices, that they bring at the hostel office (for students) or at the school office (for day students).

On signing in and returning from any leave or absence, it is the student's responsibility to:

1. Register their mobile phone (they can only have ONE phone);
2. Advise their Kaitiaki/Dorm Parent when they have a new mobile phone in their possession;
3. Provide their Kaitiaki/Dorm Parent with the make and description of their mobile phone.

New students WILL NOT be able to use their mobile phone until the weekend of the Gala Day.

It is highly recommended that new students leave their mobile phone at home for that time and parents bring the mobile phone to Gala Day.

No phones are permitted to be used at anytime during the school day and hours outside of when the hostel permit. Phones will be confiscated from students for a minimum of three weeks if taken to school and/or used. Should a student be caught with a second or subsequent phone, this phone will be confiscated and returned at the end of the year or couriered home at the parents/caregivers' expense.

The hostel management determine when students can use their mobile phones. Current students are all aware of the procedures and rules regarding electronic devices.

Note: Students are not permitted to use their phones to record staff or other students without their permission. They are also not permitted to use their phones to bully, degrade or disrespect anyone. Any student who does so, will be in breach of the Hato Pāora College Code of Conduct, and such action will have a global impact on Hato Pāora College, our community, and Hato Pāora College's reputation.

Sign-outs and Exeats

Weekend leave, commitments, expectations and obligations.

On any given occasion, parents have until 5:00pm the Wednesday prior to the weekend to apply for student leave. Students can depart after 3:30pm on Friday, and must sign back in by 6:00pm on Sunday.

Students will only be able to go on weekend leave for three weekends per term. These do not include exeat weekends.

Our policy is that students must fulfill their school commitments before they go on leave - this would be for commitments such as rugby, kapa haka, gating, and so forth.

What the students do in their own leave time is monitored by their parents/caregivers- who have duty of care for them then. However, if a student's conduct should have a negative global impact on Hato Pāora College, the College Code of Conduct could be applied to the student.

If students return injured from their leave and they require ongoing care (e.g. doctor's visits, physio, and alike) one of two things will be determined by the school:

1. The student must remain home until fully recovered;
2. The student can return to school, on a doctor's recommendation, provided parents/caregivers arrange all follow up doctors/physio visits, including organising and covering the costs of transport to and from such appointments.

We will know if a student gets hurt at school or playing for a school team, as the coach and manager will advise us immediately following the game. Staff who remain on site, especially in the weekends, will ensure the student's medical needs are met in a timely fashion, and staff will record and monitor any illness or injury.

Should a student take any weekend leave during school practices, performances or games e.g. Senior A Wānanga, he could put his position on that team in jeopardy.

The above applies to every student.

Tidiness and Duties

The Living Environment prides itself on having a tidy, well-kept and well-organised environment.

All students are expected to co-operate in this by maintaining high standards of personal dress, personal cleanliness, and tidy personal spaces. Each day, every student is to make his bed, remove all clothing from the floor, open all curtains, and ensure that his bay area is in an immaculate condition.

The following things are important to the adherence of this policy:

- Lockers are to be kept tidy and closed at all times
- Lockers should be locked at all times
- Items are not to be left on the floor. When unavoidable, such items should be neatly placed out of the main thoroughfare
- Beds are to be made every morning and inspections of a student's bed is made in the morning

Inspection occurs every morning at 7:20am (8:30am on Saturday and Sunday) and all students must have completed tidying their area before this time. During inspection, students are to stand by their bed and wait for the Kaitiaki/Dorm Parent, Assistant Director or Director on duty.

Students going on weekend leave must strip their bed and put the sheets and pillowcases in to be washed. They must neatly fold blankets to leave at the head of their bed. On return from leave, the student must make his bed to the required standard.

Common areas and other shared facilities are the responsibility of every user to protect and keep clean, neat, and tidy. There will be people who are rostered to clean these areas, however, all users should still tidy up after themselves. It is also important that the behaviour of students in these areas is appropriate and mature to avoid any unnecessary damage. This extends to appropriate use of language in these areas as well.

At the end of each term, the 'Big Clean' occurs. This is an important part of the leaving process before students depart for the term break. Students must vacate and remove all of their belongings from their dorms at the end of each term. There will be a space provided for overseas students, and those traveling long distances on public transport, to store limited personal items during the holiday period.

During the Big Clean, the following jobs must be carried out by each boarder:

- Remove all items from dorms and all other storage areas
- Floors vacuumed
- All surfaces wiped down
- Locker/s emptied
- Litter removed

All students must have the above signed-off by the Kaitiaki/Dorm Parent before they can leave. The Director of Living and/or Assistant will ensure that all jobs listed above are completed and that all areas are left in an appropriately clean state.

PERSONAL HYGIENE

Personal cleanliness and hygiene are essential for comfortable, communal living. All students are expected to shower at least once a day. Showers normally take place in the morning, but students are also expected to shower following afternoon physical education, practices and activities. Showers are to take no longer than three minutes.

All Kaitiaki/Dorm Parents monitor boarder's personal hygiene and, where necessary, inform the Director of Living if a student needs a reminder about personal hygiene. The Kaitiaki/Dorm Parent will then discretely bring this matter to the attention of the student and report any issues to the Matron and Director of Living.

Frequent reminders are given to students to:

- Wash hands regularly, particularly before every meal
- Shower every day
- Wash hair with shampoo
- Change clothing daily (particularly socks and underwear)
- Change bedding regularly

- Use roll-on deodorant regularly (spray on deodorants are not permitted)

SHAVING

Shaving is a rite of passage for students. It is one of the many milestones on the road to adolescence. When a student looks like he needs to start shaving, and if he hasn't done so before, the Director of Living will contact the parents/caregivers and ask that a male role-model within the whānau teach him to shave. If assistance from the hostel staff is required, please speak with the Director of Living.

Once students commence shaving, they must maintain this regime and remain clean-shaved each day when at school or on school outings. Students are to supply their own razors and shaving cream/balm.

VALUABLES

We ask that each student is vigilant with regards to the security of his personal belongings. To help in this matter, all students are provided with a locker on the hostel site, and on request will be allocated a locker on the school site. Students must supply their own padlock. If they lose their padlock key, they can request their Kaitiaki/Dorm Parent supervise their use of bolt-cutters to remove the defunct padlock. Students should ensure they have spare padlocks to use thereafter.

VANDALISM AND DAMAGE

Any damage to the school or hostel will be charged to the student/s concerned. In the Living Environment, each boarder is responsible for their own area and must ensure that it is clean and free of graffiti. Any damage needs to be reported to the relevant Director or Matron immediately.

Rules and Regulations

1 GENERAL CONDUCT

- 1.1 Any student enrolled at Hato Pāora College as a boarder or day student, at all times during the school term, will be subject to these rules and to the Hato Pāora College Code of Conduct. This includes the rules and regulations of the Learning and Living Environments of Hato Pāora College.
- 1.2 Any student not enrolled as a boarder at Hato Pāora College but who at any time enters upon the Living Environment premises shall be subject to all of these rules and regulations.
- 1.3 All visitors to Hato Pāora College are to report forthwith upon arrival to the school office or the hostel office and shall strictly observe all directions given to them by staff.
- 1.4 No visitors are permitted to enter or remain in any dormitory.
- 1.5 No visitors before 8:30am or after 6.00pm each day of the week, unless approved by the Principal, Director of Living or his Assistant.
- 1.6 No student may invite any person into the hostel premises without the prior permission of the Principal, Director of Living or his Assistant.

2 CLOTHING AND UNIFORM

- 2.1 Students must at all times be in possession of all of the articles of clothing and uniform specified in the Hato Pāora College clothing list.
- 2.2 All clothing, uniform and personal possessions must be clearly named at all times. New clothing or personal items purchased or brought into the hostel during the term must be named immediately.
- 2.3 Damaged clothing items are the responsibility of the student and parent/caregiver to mend or replace. Any school uniform items that require repair must be repaired or replaced without delay and will not be worn until repaired.
- 2.4 Unnamed clothing and personal items left about the school and/or hostel will be kept for one term and will be then donated to charity.
- 2.5 Students are required to wear uniform on those occasions specified by the Principal, Director of Living or his Assistant. All items of formal uniform must be ready to be worn at any time. At all other times students may dress casually.
- 2.6 Long trousers will not be worn to school in terms

one and four, unless approved by the Principal or a Director in his absence.

- 2.7 A plain black leather belt is the only type which may be worn with any uniform.
- 2.8 Formal uniform shoes will have a black leather upper and an all black sole. They are to be worn only with calf length black dress socks.
- 2.9 School day shoes are to be black all over- no markings or non-black soles. They are to be worn only with our school regulation grey socks.
- 2.10 Black roman sandals are the only shoes to be worn during the school day in terms one and four only. Permission must be sought from the Principal or a Director in her absence for any exceptions.
- 2.11 All shoes are to be kept clean at all times. Cleaning and polishing shoes is to be done outside (liquid shoe polishes are not permitted).

3 BAYS AND DORMITORIES

- 3.1 Students must sleep in their assigned bed and bay, on all occasions.
- 3.2 Bays and dormitories are to be kept clean, neat, and tidy at all times and all beds are to be made every morning.
- 3.3 Bays and dormitories are to be vacuumed every day.
- 3.4 On the 7:20 am bell students are to stand by their beds ready for inspection. They are to remain there until dismissed by the assigned staff member.
- 3.5 There is to be no talking, noise or unnecessary movements after lights out.
- 3.6 Students are responsible for their own valuables.
- 3.7 It is the responsibility of the student to have a padlock on all their lockers, at all times.

4 EARRINGS AND JEWELRY

- 4.1 No earrings are to be worn at anytime.
- 4.2 Taonga may be worn, but only if approved by the Principal.

5 GROOMING

- 5.1 Students are required to be well groomed at all times. There is to be no facial hair. As mentioned on page 17, when a student is coming to the age to shave, the Director will make contact with the parents/caregivers. All Seniors (Year 11-13) who need to shave must supply their own razors and shaving

gear. Students non-compliant will return to the hostel to correct this.

6 HAIR

6.1 Students should attend to all grooming needs while



on leave. It should be noted that haircuts are not the responsibility of the hostel. If there are any concerns about a student's hairstyle, they will be sent home to correct this at the expense of the parents/caregivers.

6.2 Hair cuts are to be to the Hato Pāora College standard- which is an even cut all over. No shaved-in lines, no mop tops, and no hair dye. An number two is the minimum length.

Please ensure your son has his hair cut appropriately before returning to school. During term time, parents and students are to arrange for any haircuts.

7 HYGIENE

- 7.1 All students must shower at least once per day.
- 7.2 Students are not to share underwear, head wear or other clothing items.
- 7.3 Students are not to sleep in another student's bed.
- 7.4 Students are not to share mouth guards or toothbrushes.
- 7.5 Students are to sleep between sheets.

8 SICKNESS/INJURY

- 8.1 Any student suffering from any illness or injury must report immediately to their Kaitiaki/Dorm Parent and shall thereafter observe all directions given by the staff as to attendance and/or treatment.
- 8.2 If a student is placed in the Infirmary by the Matron he must remain there until he is released by a staff member. Staff will contact a student's whānau if placed in the infirmary, and the same applies if a student needs to go to the doctors.

- 8.3 The Matron may, in consultation with the Director of Living, require students suffering from illness or injury to go home.
- 8.4 When a student is absent from school through sickness or injury the Matron will provide him with a note explaining such absence, which is to be provided to the school office.
- 8.5 Students who, through sickness or injury, go home must provide a note on their return that outlines the dates of absence, full reasons for absence and any medication or follow-up treatments. Notes are to be given to the Matron, and in her absence the Director of Living.
- 8.6 In any case where a student's return from holiday or exeat is delayed through illness or injury, the parent/caregiver must telephone the Matron/school office to advise the circumstances and the student's whereabouts. Notification must be made prior to the expected return time.
- 8.7 No student is to be sent back to Hato Pāora College with an illness or injury unattended to by their parents/ caregivers. It should be noted that the hostel is not a default agency providing medical services for whānau.
- 8.8 When a student is sick or injured during school time, they must go to the school office. There they will be assessed and if required collected by their parent/caregiver. In the case of boarders they will be admitted to the infirmary, under the care of the Matron.

9 EXEATS AND LEAVE

- 9.1 From term one in 2019, students will only be permitted on weekend leave for three weekends per term. Exeat weekends do not count as one of these weekends.
- 9.2 No student is permitted to leave the school without permission from the Principal, or in their absence a Director.
- 9.3 Students must be signed out by a staff member before they depart.
- 9.4 On weekdays, or during the weekends, students may only be granted day leave as specified by a Director, Assistant Director or the Principal.
- 9.5 Day leave on weekdays is limited to a few hours following 3:30pm, provided a student does not have any co-curricular commitments. All students must be signed back in before 8:30pm. If a student requires overnight leave during weekdays, this needs to be granted by the Principal prior.
- 9.6 Day leave on weekends will be approved by the Director, or the Assistant Director. No student

is allowed out beyond 8:30pm on Saturdays, or 6:00pm on Sundays.

- 9.7** Applications for weekend leave must be received prior to 5:00pm on the Wednesday prior to the proposed weekend leave.
- 9.8** All departure and return details must be received by the hostel office, prior to noon on Friday. Any changes after this time negate the hostel's ability to do a pick-up or drop off. Hence, travel to and from the drop off/pick up venue will be the responsibility of the parents/caregivers and not the hostel.
- 9.9** Students granted weekend leave are not permitted to leave the college prior to 3:30pm on Friday and are to be signed back in before 6:00pm on Sunday.
- 9.10** Meals will be saved only for students returning by public transport between 5:00pm and 6:00pm on Sunday.
- 9.11** Parents/caregivers of those students returning from leave after 6:00pm on Sundays, must seek permission from the Director of Living for their son's late return back to the hostel.
- 9.12** All bus departures are to be made from Feilding or Palmerston North please. All returns by bus need to be into Feilding.
- 9.12** Compulsory exeat leave requires parents/caregivers to arrange for their son to be absent from the Living Environment and school.
- 9.13** Departure and return travel details for all compulsory exeat leave is to be forwarded to the Director of Living, no later than one full working week prior to the leave.
- 9.14** Late returns will be treated similar to those returning late from weekend leave (refer to 9.7, 9.9, 9.10).

Notes

- 9.15** Outside of weekend, day or exeat leave only the Principal can approve special leave and all requests for this must be made to the Principal at the earliest opportunity.

10 POCKET MONEY

- 10.1** All students are required to have an eftpos card.
- 10.2** The lending of money, and sharing of pin numbers is prohibited.
- 10.3** Students must not leave sums of money in their lockers. Neither the hostel nor the school will accept any responsibility for any money lost or mislaid.
- 10.4** Students can place money in the hostel safe, this is signed in and out. If a students wishes to make a withdrawal using this system, they must so in a

timely fashion, at a time that suits staff (e.g. not two minutes before going on a town run).

11 SCHOOL SWIMMING POOL

- 11.1** All students are required to exercise extreme caution at all times in the vicinity of the pool.
- 11.2** The pool is out of bounds to all students except when supervised swimming is taking place.
- 11.3** Running on the concrete pool surrounds or horseplay of any sort is forbidden.
- 11.4** The pool may only be used outside school hours at such times and subject to such restrictions as specified by the Director of Living or his Assistant.
- 11.5** No student may swim in the pool outside school hours unless a staff member is present and supervising.
- 11.6** No bombing or manus are permitted in the pool. If you are caught doing these, you will be asked to leave the pool indefinitely.
- 11.7** School pool rules are clearly on display for all to read.

12 FIRE ESCAPES

- 12.1** Fire escapes and fire escape doors are to be used only during an emergency or a fire drill, and are not to be used at any other time.
- 12.2** If a student sets off the fire alarm he shall be charged the cost of the fire brigade's call-out fee.

13 CCTV SYSTEMS

Hato Pāora College has a working CCTV system on site.

The purpose of this is to:

- discourage would-be vandals
- make staff and students safer
- record evidence when our school has an intruder
- Investigate staff/student conduct

Hato Pāora College complies with the legal obligations under the Privacy Act; and will follow best privacy practice. We have unintrusive camera locations, which means that cameras are not located in places that intrude on the privacy of individuals.

The person responsible for the operation of the system is:

Pā Dan Harper from the Living Environment.

14 INFORMATION TECHNOLOGY

- 14.1** Students are not permitted to record staff and/or students without their permission or display/send images or messages that may offend or harass another person.

- 14.2** Students are not permitted to create, send, save or share material that may bring the school or a member of its community into disrepute.
- 14.3** Students are not permitted to be involved with any form of electronic vandalism, such as the transfer of malicious software.

15 BEHAVIOUR MANAGEMENT

- 15.1** We use the Ask, Tell, Note (ATN) Approach. The day-to-day management and supervision of students requires staff to make routine requests of students. Such requests would include that students attend to activities of daily living, behave appropriately, participate positively, contribute co-operatively, maintain routines, and uphold the expectations of Hato Pāora College. Staff will use the Ask, Tell, Note (ATN) Approach to encourage and guide students in achieving this.

Ask

- Staff asks a student to comply with the above expectations.
- The staff member will then leave, giving the student a reasonable period of time to comply.
- On those rare occasions when a student fails to comply, staff will initiate the next step.

Tell

- If a student does not comply with a request, then staff will ask if there is any good reason why they are not being compliant.
- If no good reason is given, the staff will repeat the initial request(s) and tell the student the likely consequence, should they fail to comply.
- Staff will give the student a time frame to comply.
- After the second request, if the student is still non-compliant, then staff will initiate the next step.

Note

- Details of the student's explanation is to be included in the staff member's note of the incident.
- Should the staff member consider that the student's behaviour warrants removal from the Environment they are in, they will instruct the student to report directly to the relevant Director.
- The report is to be forwarded to the relevant Director as soon as practical, but before the end of the school day or hostel shift.
- Hereafter, the Director will place a student on the Steps Programme, determining the entry step.

15.2 The Steps Programme

Step 1

1. Student is placed on property improvement duties (school).
2. Student placed on volunteers board (hostel).

Step 2

1. Student is placed on detention (school).
2. Student placed on restricted outings (hostel).

Step 3

1. Parents/caregivers contacted.
2. Student is on daily reporting for five consecutive school days (school).
3. Student is gated for the next full Saturday and Sunday (hostel).

Step 4 (Establish Goals)

1. Parents/caregivers contacted.
2. Student placed on daily conference for seven days with the relevant Director.
3. Parents/caregivers arrange to meet with their son on the next available weekend and establish a set of goals.

Step 5 (Stand Down, Establish Conditions, and Good Behaviour Contract)

1. Parents will be contacted about the stand down and requested to arrange for the immediate collection of their son.
2. Student and his parents/caregivers will return and meet with the relevant Director.
3. Together the student, parents/caregivers, and Director will establish the conditions of return and sign a Good Behaviour Contract.
4. Student abides by those conditions.

Step 6 (Suspension and Hui with the Discipline Ohu)

1. Parents will be contacted about the suspension and requested to arrange for the immediate collection of their son.
2. A letter outlining the details will be given to parents on their arrival.
3. The relevant Director will arrange the Discipline Ohu Hui.
4. Parents/caregivers will be contacted and advised of time and date.
5. Parents/caregivers and the student will return for the Discipline Ohu Hui.

Notes

- The Discipline Ohu Hui will proceed with or without the whānau present.
 - If there are no further reports or concerns from the time a student starts on the Steps Programme then they should only be on the Steps Programme for a maximum of seven days.
 - If there are further reports or concerns received within a seven day period then the Director can move a student on to the next step.
- 15.3** No student shall consume, sell, purchase, supply, have in his possession or be under the influence of alcohol, tobacco (or look alike tobacco products such as, but not limited to, e-cigarettes), illegal drugs, synthetic drugs, R18 legal drugs, or party pills - whether or not lawful under the law of New Zealand - while on Hato Pāora College property or under the authority of the College.
- 15.4** No student is permitted to have in their possession any drug or alcohol paraphernalia while under the authority of the Hato Pāora College Learning and Living Environments.
- 15.5** No student is permitted to have in their possession or distribute any indecent or pornographic material (whether in a hard-copy or electronic form).
- 15.4** Students must not enter or travel in any car driven by any other student at the school.
- 15.5** No student may bring/have a motor vehicle or motorcycle in the vicinity of the school or hostel, unless prior arrangement with the Tumuaki.
- 15.6** Any damage to or breakage of school or hostel property must be reported immediately to the Director of Living and the student responsible for the breakage will be liable to pay the repair costs.
- 15.7** Students must wear some form of covered footwear (other than jandals) to meals or when in the wharekai or chapel.

15.8 Students are not permitted to bring fireworks, matches, lighters, firearms, knives or weapons of any sort into Hato Pāora College.

15.9 The kitchen and laundry are out of bounds to students except those with specific duties.

15.10 The school and hostel offices are out of bounds to students except for the purposes of speaking with the Director, Matron, or administration staff; purchasing equipment or stationery; or collecting mail.

15.11 No student is permitted in the wharekai during school time unless he has permission from a Director or the Principal.

16 REGULATIONS

Subject in all respects to the approval of the Principal, the Director of Living may at any time make regulations that are not inconsistent with these rules for the day-to-day operation, administration, and management of Hato Pāora College Living Environment and the control and conduct of the students enrolled therein. Such regulations, once promulgated and published, shall have full force and effect as if they were part of the Rules and shall be observed by all students at all times.

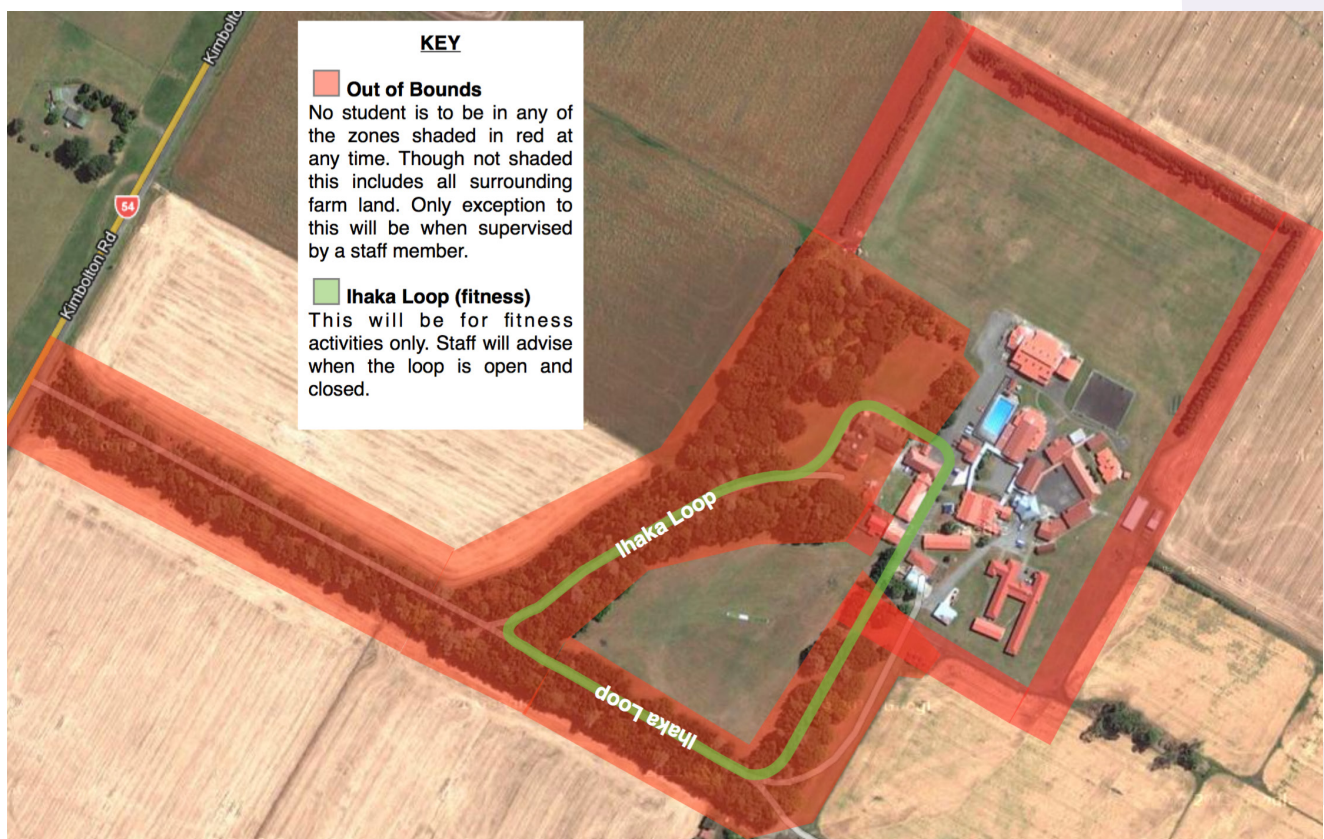
Notes

Parents/caregivers and students are to keep track of any amendments and updates, as promulgated through Pānui.

Blazer Badge and Cap Placement Guide



Out of Bounds Areas



Frequently Asked Questions

Can I request a certain bed or bedroom for my son?

No. The hostel staff put considerable thought and planning into bed/bay allocations and decisions are always made with all the students' best interests at heart. Every term, especially in the Junior dorms, students are re-allocated to ensure that we allow them the opportunity to live with different students and foster wider friendship groups within the hostel.

Who should I contact if I have an issue with my son's welfare in the hostel?

In the first instance contact the Director of Living, if he is unavailable, then you should contact one of the Assistant Directors of Living or the Principal. These contact details are in this handbook, or are available through the Hato Paora College app in School Apps.

Why am I required to sign in and sign out my son?

It is best practice to ensure the hand-over from parents/caregivers to staff is transparent and completed. If students return by public transport, there is no sign in or sign out opportunity, but the supervising Kaitiaki/Dorm Parent will attend to this for our school records.

Who should I ring if my son is not going to be back at the hostel after a weekend exit or holiday period?

Ring the Assistant Director of Living (weekend) or the Director of Living prior to the 6.00pm return time on the expected day of return. A list of phone numbers is included on the back page of the handbook. Failure to notify a non-return could jeopardise a student's placement in the hostel or incur additional administrative costs involved in a no-show.

Can my son be signed out of the hostel if he has commitments or is gated?

Yes, but only under special circumstances (birthdays, family gatherings, and alike) and only if it is arranged well in advance. Do not expect automatic approval for this type of request.

Can students from other dorms enter my son's dorm?

No, only school prefects are permitted to enter your son's dorm.

What is the procedure for applying for an early departure date from school during the school term?

This is special leave. You need to send an email well in advance of your request to the Principal (principal@hatopaora.school.nz). It's helpful to also copy-in the Director of Learning and Director of Living. Leave from the school can only be granted by the Principal.

How do you handle negative behaviour?

Please refer to the ATR Approach and the Steps Programme on pages 21 and 22.

If my son is struggling academically, who do I speak to?

Please contact your son's Dean in the first instance:

- Junior Pastoral Dean: Whaea Clair Twomey (ctwomey@hatopaora.school.nz)
- Junior Academic Dean: Whaea Kelly Nicklin (knicklin@hatopaora.school.nz)
- Senior Pastoral Dean: Whaea Robyn Matthews (rmatthews@hatopaora.school.nz)
- Senior Academic: Pā Reece Baker (rbaker@hatopaora.school.nz)

If you are wanting more assistance, please contact the Director of Learning: Pā Sean Bristow (sbristow@hatopaora.school.nz or M: 027 437 2313)

How will my son get to his sports game in the weekend?

- Provided your son is playing for a school team or a representative team of a school-sanctioned sport, the Living Environment will organise transport to and from game venues.
- No students are permitted to drive to or from school, unless accompanied by their parent/caregiver.

When visiting our son who should we see on arrival?

As a matter of courtesy, please see the Director or Assistant Director of Living, or the Matron when you are on site. One of them are likely to be in the hostel office or otherwise walking around the school complex.

Is my son allowed a mobile phone in the hostel?

Yes, but there are certain times when the phone must be handed in and/or turned off, eg: in the chapel, in the wharekai, and during study. Failure to adhere to these rules will see the mobile phone confiscated for a period of time and repeat offences will see the mobile phone sent home for the remainder of the term or year.

Phone Consequences :

1. If the student has two phones, he will lose this for the remainder of term (minimum of six weeks).
2. If the student has not handed his phone in onto the phone board at the end of the day, then if they are found with this phone it will be confiscated for three weeks. If a student is found again with two phones, confiscation will be for remainder of year.
3. If the student is found with phone again outside of permitted times, then confiscation will be for remainder of term (minimum six weeks).

If I cannot get hold of my son on his mobile phone who should I ring?

Call the Director of Living or the relevant Assistant Director of Living, they will then get hold of your son and he will return your call. We highly recommend that parents/caregivers set up an 0800 number for their son so they can phone you, should they not have a mobile phone or use of one.

How much weekly pocket money should I give my son?

This is at the discretion of the parents. Students should have their own eftpos cards. A realistic weekly amount would be \$10 - \$30.

Can we send food parcels to our son?

Yes. Your son has a locker where he can store any parcels from home, although we do ask that food parcels are kept in an air-tight container. He is also to supply a padlock to lock his locker with and we encourage our students to lock their lockers at all times. Address all parcels to your son c/-Hato Pāora College, 1314 Kimbolton Road, RD 7, Feilding 4777.

My son has special dietary needs. Can Hato Pāora College cater for this?

Yes, the kitchen staff can cater for different diets, as long as this requirement was declared on your son's original application form and the kitchen is informed of this in advance.

Can my son bring his X-Box/PS4/bike/scooter/skateboard to school?

X-Box and PS4 type games are only allowed in the Year 12 and 13 common rooms, these games must not enter any dorms or classrooms. No bikes, scooters or skateboards are permitted.

Do I need to insure my son's belongings?

Please remember that there is no insurance cover of personal property and it is the parents' responsibility to provide insurance for their son's personal effects whilst at Hato Pāora College. We recommend that each family obtain their own All Risks policy.

Can my son still train with a club team?

School teams take priority over all other external teams or clubs. If permission is granted by the Director of Living or Principal, parents/caregivers must then take responsibility for transporting the student to participate in that training/activity.

Can my son go for runs in the morning?

All students can go for early morning runs but they must always run with at least one other person. All students must remain on the school property and seek permission from the Director of Living to run down the main entrance drive.

What should my son's personal first aid kit have in it?

Note: Staff administer first aid, and will always see to your son's health needs. The list below is purely additional. You know your son the best, so if he suffers from any of the below issues regularly, then these are recommended items that the student can store in his dorm locker.

- For coughs and colds: Vicks vapour rub, paracetamol, Lemsip drinks.
- For sore throats: cough syrup, mouthwash (salt water gargle) and lozenges (kurols).
- For insect bites: antihistamine cream and tablets, insect repellent.
- For sun-care/sunburn relief: sunscreen, aloe vera gel.
- To prevent sore ears during the swimming season: ear plugs.
- Basics: plasters, Betadine first aid antiseptic liquid or tea tree cream/oil, nail clippers, lip balm (Pawpaw/ Blistex).
- For sore muscles/sports injuries: deep heat or anti-inflammatory cream, brace support (ankle, knee, elbow, shoulders), ibuprofen cream/tablets.
- For mouth/teeth protection: All students must have a mouth guard and a spare.
- For acne: Face wash and cream.
- For eczema: no-soap body wash and cream/s.
- Personal medication for ongoing health conditions.

The hostel office must always have spare medication in the student's personal medication boxes for asthma, hayfever, and allergies.

When students need top up medication you will be sent a reminder for you to organise a script to be sent to our local pharmacy:

Feilding Health Pharmacy

Phone: 06-560-1025 or fax 06-560-1026

What should he have in his toilet bag?

- Body wash
- Shampoo and conditioner
- Toothpaste
- Toothbrush/es
- Comb or hairbrush
- Shaving razors, shaving cream and/or balm
- Roll on deodorant
- Face and body moisturiser

Complaint Policy

Complaints about non-compliance with Education (Hostels) Regulations or conditions of the License obtained under the Regulations should be put in writing to the Principal or the Chairperson of the Hato Pāora College Trust Board.

PROCEDURE FOR RESOLVING COMPLAINTS

1. Within five working days:

The Trust Board Chair or delegate representing the Trust Board will:

- Send an acknowledgment letter of receipt to the complainant
- Inform the complainant of any relevant internal complaint procedures
- Send a copy of all information held by Hato Pāora College that is or may be relevant to the complaint
- Decide whether the complaint is justified in accordance with regulation 69 of the Education (Hostels) Regulations 2005.

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

The Trust Board or the person representing the Trust Board 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 Trust Board Chair

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 Trust Board must inform the complainant as soon as practicable of the fact and reasons for the determination, and that the Trust Board is required to decide as soon as practicable whether the complaint is justified.

3. After making a decision:

The Trust Board must inform the complainant of:

- The reason for the decision, that the complaint is justified or not;
- Any actions the Trust Board proposes to take;
- Any procedure the Trust Board has in place to enable consideration of an appeal by the complainant against the Trust Board's decision on the complaint;
- 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.

In The Event Of An Emergency

If the event of the fire alarm going off, all students must immediately make their way to the Evacuation Point, which is located at the tennis courts next to the big gym.

If you see smoke or flames, immediately notify hostel staff or a teacher and alert other students. If the alarm is raised, students must immediately move to the evacuation point with some urgency.

Do not take bedding or any other belongings. Students are to line up in their year groups and a roll check will be undertaken at the tennis courts.

No students will be allowed back into the dorm or school until the all clear has been given by Acting Director or the Director of Living Environment.

Communication

For parents, being removed from your son and his education can be a frustrating experience as you are often left out of the loop when it comes to receiving information.

At Hato Pāora College, we strive for effective communication to enable us to work together for the betterment of our students.

We are contactable by email or phone at any time, so please do not hesitate to contact us.

If you have a question or concern please feel free to discuss this with a Director or the Principal. The contact details herein are designed to guide you to the right person if you are unsure of who to contact. If your email is not actioned, or the outcome is not satisfactory, contact the Director of Living or the Principal directly.

Matron Contact Details

WH. DIANA HAYDEN

P (06) 328 9731 extension 703

E dhayden@hatopaora.school.nz

To be contacted if your son will not be returning because of illness or injury after leave, holidays, or an exeat, or if you wish to discuss some matter of a medical or personal nature.

The Senior Leadership Team of Hato Pāora College

KEY ADMINISTRATION CONTACTS

WHAEA GEMMA MEIRING

Principal's Executive Assistant

Ngāti Ruanui

P (06) 328 9731

E gmeiring@hatopaora.school.nz

Responsible for administration and finances for both the Living and Learning Environments.

PĀ DANIEL HARPER

Director of Living

Ngāti Raukawa

P (06) 328 9731 extension 702 | 021 962281

E dharper@hatopaora.school.nz

Director with responsibility for the Living Environment.

DR NATHAN MATTHEWS

Tumuaki

Ngāpuhi

P (06) 328 9731 | 0274053314

E principal@hatopaora.school.nz

Overall responsibility for both the Learning and Living Environments.

PĀ SEAN BRISTOW

Deputy Principal

Ngāpuhi

P (06) 328 9731 | 027 437 2313

E sbristow@hatopaora.school.nz

Director with responsibility for the Learning Environment.

Code of Conduct

*Ko koe ia, e tā te Atua tangata, oma atu i ēnei; **whāia te tika, te karakia pai, te whakapono, te aroha, te manawanui, te ngākau mahaki.** (1 Timoti 6:11, 12)*

*But you, man of God, flee these things, and **follow after righteousness, godliness, faith, love, patience, and gentleness.** (1 Timothy 6:11, 12)*

Introduction

When whānau send their son to Hato Pāora College, there is an expectation that he will be part of a safe college environment.

This expectation applies to all situations at all times over the college year, where parents rightly assume that the College is acting en loco parentis.

There is also a mutual expectation that when a boy starts at the College, he will treat people, facilities and the environment in a respectful manner, contributing towards the overall positive development of the College and upholding the College motto, Whāia te Tika.

This policy provides a pathway for the College in the event that an individual does not meet the mutual expectations that have been set. This policy replaces any previous systems of discipline with a single system to assess, action and review any instances of a breach of conduct.

Code of Conduct

This Code of Conduct represents a desire by the whole College community to set high expectations of behaviour that all boys are to achieve. Clear expectations are important for the boys to know, parents to support and encourage, and staff to manage.

In simple terms, the components of the Code of Conduct are:

- That students will treat each other, their whānau, staff, associated members of the College and themselves with respect and dignity, at all times and in all situations.
- That physical, emotional and spiritual well-being is upheld at all times, and that any negative impacts upon these areas will be taken seriously and dealt with appropriately.

The components of this include:

- That a student's physical environment is a place where growth and development occur. They can experience challenge and learn to push themselves daily within the parameters of safety for themselves and those around them.
- That a student's mana is upheld and maintained, with a responsibility to extend these actions to all others. This includes all actions associated with 'Mana i te tangata' and 'Mana ki te tangata', where the ultimate aim is to eliminate the negative impacts upon a person's mana.
- That any impacts on the physical or emotional environment of a student, impacts on their wairua and their whānau. We celebrate any opportunity to enhance the wairua of those within our community, and we are wary of any actions that may result in devaluing of wairua.
- That the College is an environment where the learning process is dynamic, positive and, at all times, safe. That any potential barriers to this are constantly identified, assessed, managed and mitigated. -That communication is the most basic and effective form of support, and is required between students, staff and whānau, as a minimum, as often as possible.

Managing Breaches of Conduct

To ensure students and whānau can take full advantage of the College, we must address any conduct that is at odds with the Code.

To carry this out, the College has identified three levels of assessment for a breach of conduct, each with a matching series of actions.

Low Definition

Refers to those issues that have greatest personal impact, where the focus is on issues related to general conduct. Examples of a breach of conduct of this nature include poor individual behaviour, swearing, not looking after personal property, incorrect uniform during times of travel or around the College and poorly kept personal hygiene.

Actions

These are issues that can be addressed immediately by teachers, fellow students or parents. The actions to be taken for a breach of this nature would include detention or a possible written apology. The instant notification of breach of conduct should be the main form of punishment. The ability to record and track these issues can assist in determining a trend in behaviour. At student interview time, these issues would be discussed with the parents.

Medium Definition

These are issues of significant personal and interpersonal impact. While single events of this level will be managed appropriately, blatant or repetitive breaches may result in a breach being elevated to High. Examples of a breach of this nature include stealing (where the cost of goods is relatively small), repetitive smoking or vaping and physical violence where no major injury occurs. Another area which would fall into this category would be the issue of direct disobedience by a student towards teachers, parents or other adults of responsibility.

Action

A breach of this level would need to be addressed by the Principal or someone with their delegated authority. Parents will need to be notified of this breach directly. Correspondence informing parents of this issue and what steps were taken will be sent out within 24 hours of a decision being made. A person may be stood down for a finite period of time, as deemed appropriate.

High Definition

Issues of this nature are extremely serious. Impact on 'Mana i te tangata' and 'Mana ki te tangata' are high, but there are also global impacts on the College as a whole. Examples of high level breaches include situations of physical intimidation towards fellow students, parents or staff, drug taking (on campus or as part of a Hato Pāora group), any alcohol consumption on site, or physical confrontation (where significant injury results).

Actions

In this instance, the student will be stood down immediately, following a conversation with the students and parents/care-giver to confirm details. The discipline committee will be briefed. The Principal will confirm in writing the details of the incident resulting in the stand down action being taken, and that exclusion is the normal end result of an issue of this nature.

Whānau are required to make contact with the College to confirm whether they are withdrawing their son from the College, or requesting the College review its decision to stand down and exclude the student. If a review is requested, a meeting of the Discipline sub-committee will be held with the student and his whānau to review the core issue. This meeting will also consider details of the full record of the student.

The Board will be notified and informed of any outcomes and decisions made directly. Any potential risk to the College will be managed by both the Chair of the discipline committee and the Principal. All discussions, agreements and actions will be documented and agreed. The College reserves the right to be able to call the Police if in the view of the Board and Principal, this is a matter of judicial significance (e.g. personal injury, drug use or sale of).

Parent Info Pack

Code of Conduct and Student Behaviour Management at Hato Pāora College.

Purpose

The purpose of this information pack is to help you understand the grounds and procedures for stand-downs, suspensions and expulsions/exclusions at Hato Pāora College. For more information, please feel free to go to the Ministry of Education website: www.education.govt.nz

What is The Code of Conduct?

Every school is entitled to have a set of rules. The Code of Conduct is the set of rules for the Hato Pāora College school and hostel.

The Code sets out the expectations that the College community have of students who attend Hato Pāora. The Code identifies three levels of misconduct, as well as possible consequences for students who may be in breach of the Code. These levels and possible consequences are summarised in the table below.

CODE LEVEL 1 - LOW	CODE LEVEL 2 - MEDIUM	CODE LEVEL 3 - HIGH
Issues related to general personal conduct.	Issues related to significant personal and interpersonal impact.	Issues of this nature are extremely serious. Impact on 'Mana i te tangata' and 'Mana ki te tangata' is high. There are global impacts on the college as a whole.
Examples include: Poor behaviour, disobedience, swearing, not looking after personal property, incorrect uniform, or poor hygiene	Examples include: Stealing (where the cost of goods is relatively small), repetitive smoking or vaping, physical violence (where no major injury occurs), direct disobedience to teachers, parents or those with responsibility	Examples include: Physical intimidation of fellow students, parents or staff, drug taking (on campus or as part of a Hato Pāora group) alcohol consumption on site or physical confrontation (where significant injury results)

Stand-Down Details

What is a stand-down?

At Hato Pāora College, students are expected to behave in a manner that is consistent with the Code of Conduct. If a student acts in a particular manner that is inconsistent with the Code, then in accordance with section 14 of the Education Act 1989, the Principal may formally remove a student from Hato Pāora College for a very short and specified period.

A student may not be stood down for more than five school days in a term or 10 school days in a year.

The Deputy Principal or, in the case of a hostel stand down, the Director of the Living Environment, will contact you by phone to tell you of the decision. You will then receive a letter from the Principal formally telling you that your child has been stood down.

Please note that the number of days for a stand-down always starts from the next day.

If my child *has* been stood down, what happens next?

1. Your child will be able to return to school on the date given in the Principal's letter [Section 14(3) of the Education Act].
2. You and/or your child may ask to meet with the Dean, Director, Deputy Principal or Principal to discuss the stand-down. You can also take another support person with you.
3. Your child may be required to go to the school for guidance and counselling during the stand-down period [Section 14(3)].
4. Your child may be able to go to school during the stand-down period for specific activities or classes, provided you ask the Principal and the Principal considers your request is reasonable [Section 14(3)].
5. There is no need for your child to change schools because of the stand-down.
6. You may ask the school or the Ministry of Education for a copy of the Education (stand-down, suspension, exclusion and expulsion) Rules 1999. These rules contain detailed information about stand-downs and suspensions.

Suspension Details

What is a suspension?

If a student acts in a particular manner that is inconsistent with the Code of Conduct, then in accordance with section 14 of the Education Act 1989, the Principal may formally remove a student from Hato Pāora College until the Discipline Review Committee decides the outcome at a suspension meeting. This is a suspension.

At this meeting the Review committee may decide to;

1. lift the suspension without conditions;
2. lift the suspension with reasonable conditions imposed;
3. extend the suspension with reasonable conditions imposed; or -exclude or expel the student.

For what reason can a student be suspended?

The Principal has to be satisfied that:

1. the student's bad behaviour is a harmful or dangerous example to other students at the school, or the student's continual disobedience is a harmful or dangerous example to other students at the school [Section 14(1)(a)]; or
2. because of the student's behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not suspended [Section 14(1)(b)].

How will I know if my child has been suspended?

The Deputy Principal or Director will contact you by phone to tell you of the decision. You will then receive a letter from the Principal, formally telling you that your child has been suspended.

If my child *has* been suspended, what happens next?

1. The Discipline Review Committee must meet to decide the outcome of the suspension.
2. Your child cannot attend school again until the committee has made its decision.
3. Your child may be required to go to the school for guidance and counselling during the suspension period [Section 14(3)].
4. Your child may be able to go to school during the suspension period if you ask the Principal and the Principal considers your request is reasonable [Section 14(3)].
5. You may ask about making arrangements for your child to meet a particular requirement for a course of study, or to sit an examination.

What do I need to know about the meeting of the Review Committee?

1. The suspension meeting should be held within 7 school days of the date of the suspension (or within 10 calendar days if the suspension took place within 7 school days of the end of the term) [Section 15(4)].
2. The Principal will let you know in writing about the time and place of the meeting.
3. The Principal will send you information relevant to the decision and procedure before the meeting;
4. You, your child, and your representatives may attend the meeting and any of you may speak at the meeting. You should try to plan what you are going to say beforehand. [Section 17B].

AIMS OF DISCIPLINE REVIEW COMMITTEE	RULES OF DISCIPLINE REVIEW COMMITTEE
<ul style="list-style-type: none"> • Give parents a chance to respond. • Allow everyone to discuss what next for the student. • Board considers all evidence. • Decides on what happens next with the student. 	<ul style="list-style-type: none"> • Chair is in charge. • Everyone will have their turn. • If new evidence is produced there must be an adjournment - time out - so both sides can review it. • The DRC alone makes the final decision.

After the meeting, can my child return to the school?

1. If the suspension is lifted without conditions, yes.
2. If the suspension is lifted with reasonable conditions, yes.
3. If the suspension is extended with reasonable conditions for a reasonable period, then not until the end of that period.
4. If your child is excluded or expelled, no.

What happens if the suspension is extended?

1. Your child cannot attend the school except at your request and at the Principal's discretion for particular purposes [Section 14(3)].

2. Your child will need to meet the conditions imposed by the review committee (which are to help your child return to the school). Your child will be provided with an appropriate educational programme by the school [Section 17A(2)].
3. If the Board asks your child to meet reasonable conditions, and your child doesn't meet these conditions, the Principal can ask the committee to meet again [Section 15(3)].
4. This reconsideration meeting will follow the same procedures as the first meeting.
5. If the suspension is extended for more than 4 weeks, your child's progress will be monitored by the school.

Excluded and Expelled

What happens if my child is excluded (students under 16)?

1. Your child cannot attend the school from which he or she was excluded.
2. The Principal has 10 school days to try to arrange for your child to attend another school [Section 15(6)].
3. The Principal must inform the Ministry of Education if your child is not enrolled at another school after the 10 days.
4. If the Principal cannot arrange for your child to be enrolled at another school, the Ministry will help to find another school for your child to attend [Section 16 (1-4) of the Education Act]. *You should be aware, however, that this process can take some time.*
5. Alternatively, you may try to enrol your child in another school.
6. Schools do not have to accept a student excluded from another school.

What happens if my child is expelled (students 16 and over)?

1. Your child cannot attend the school from which he or she was expelled.
2. The Principal does not have to try to find another school for your child to attend, but will tell the Ministry of Education if your child wants to continue schooling.
3. If your child does not want to continue schooling, the Ministry may help to find another school for your child to attend, if you have not been able to do this. [Section 17D(3-4) of the Education Act].
4. Alternatively, you may try to enrol your child in another school. Schools do not have to accept a student expelled from another school.

NEXT STEPS: What do I need to know about enrolling my child at another school following a stand-down, suspension, exclusion or expulsion?

Stand-down:

After a stand-down, your child will be able to return to school on the date given in the Principal's letter. There is no need to enrol your child at another school. If you do decide to enrol your child elsewhere, another state school cannot refuse to enrol your child because of the stand-down, unless there is an enrolment scheme in place and you live outside the school zone.

Suspension:

There is no need to enrol your child at another school while they are suspended. If you do decide to enrol your child elsewhere, another state school cannot refuse to enrol your child because of the suspension. (However, in the interests of good relationships, it is advisable to inform the new school of the situation so that the appropriate support may be put in place for your child.

Excluded:

If your child is excluded from school, they are then required to attend another school. The Principal and, if necessary, the Ministry, will be involved in finding another school. While your child is currently excluded, the Boards of other state schools may refuse to enrol him [Section 17D(2)]. The Ministry can also direct another state school to enrol a student who is currently expelled.

Expelled:

If your child is expelled from school, the Boards of other state schools may refuse to enrol your child [Section 17D(2)]. However, the Ministry may help you in finding another school for your child. The Ministry can also direct another state school to enrol a student who is currently expelled.

Who Can Support Whānau/Family?

Commissioner for Children

The Office of the Commissioner for Children has national and regional advocates who can assist children, young people and their families with disciplinary meetings.

P 0800 22 44 53
A PO Box 5610 Wellington
E advice@occ.org.nz
W www.occ.org.nz

Parent Legal Information Line for School Issues (PLINFO)

Community law Centres: Look in the local directory for the phone number of your local office.

Citizens Advice Bureau:

P Free call 0800 367 222
W www.cab.org.nz

If you think the school has not followed the correct process, or for other reasons you decide it is necessary to challenge some part of the process, you should contact the Ministry of Education.

Ministry of Education

Taranaki, Whanganui, Manawatu Office

P 06 349 6300
E enquiries.wanganui@education.govt.nz

Also consider people who know your child well and can speak for them, such as a coach, teacher aide, guidance counsellor. Please note: it may be better not to ask a school staff member or member of the board, as they may not be able to speak on your child's behalf.

You May Also Contact:

HUMAN RIGHTS COMMISSION:

P Free call 0800 496 877

E info@hrc.co.nz

W www.hrc.co.nz

Auckland

P 09 309 0874

A PO Box 6751 Auckland

Wellington

P 04 473 9981

A PO Box 12 411 Wellington

COMPLAINTS:

E complaint@ombudsmen.govt.nz

W www.ombudsmen.govt.nz

General Information/Enquiries

E office@ombudsmen.govt.nz

OFFICE OF THE OMBUDSMAN:

P Free call 0800 802 602

Auckland

P 09 379 6102

A 17 Albert St, Auckland

Wellington

P 04 473 9533

A PO Box 10152, Wellington



A decorative Maori pattern, likely a koru, is visible in the background, rendered in a lighter shade of blue than the background itself. It features flowing, curved lines that form a spiral-like shape, characteristic of traditional Maori art.

Whāia Te Tika

TO PURSUE WHAT IS RIGHT