



LINDISFARNE COLLEGE **BOARDING HANDBOOK**

2019

OUR BOARDING MISSION

To establish and maintain a caring and comfortable environment where each boy is respected within the boarding family and encouraged to be the best he can be.

OUR LIVING VALUES

We are a community within a community who work together recognising our unique influence on Lindisfarne College.

We strive to:

Remain **truthful** to ourselves and each other
Be compassionate, be there for each other
Have mutual **respect** and show tolerance
Show **consideration** for others all the time
Be **responsible**, speak up for others all the time
Work hard, strive to be the best we can be
Be **committed** to the four cornerstones of learning

Possible starts here.

OUR CHARACTER VALUES

These character values
define who we are and
what we believe in as a
College.

Courage

Humility

Integrity

Kindness

Respect

Service



BOARDING AT LINDISFARNE COLLEGE

Welcome to our boarding community at Lindisfarne College. We look forward to our association with you, our boarding parents/caregivers and your son, over the next 5-7 years.

Boarding at Lindisfarne is far more than a place of residence; it is a vibrant, close-knit community, a brotherhood, rich in traditions. Our staff and students develop close working relationships of goodwill, trust and respect. Individual attention is paid to monitoring and supporting your son's academic, physical, mental and social needs.

It is our duty of care to ensure our boarders are provided with a warm, safe and comfortable environment in which to study and develop from a boy to a mature and responsible young man.

Our link with Women's Refuge aims to educate the boys about the value of building healthy and respectful relationships with women in our community.

Our staff recognise the importance of personal development and make every effort to ensure this a great place for boys to live and learn.

Life in boarding is different from your son's home environment. This handbook is intended to help prepare you and your son about aspects of boarding life. If you have any questions, please do not hesitate to contact me or Nurse Sandy Kennedy at the College.



Mr Matthew Ahern
DIRECTOR OF BOARDING



INTRODUCTION

As a boarder at Lindisfarne College there will be many opportunities but also challenges to overcome. The best advice is to be pleasant and polite and give the best in everything that you do. Make the most of every opportunity to develop the lifelong friendships that characterise boarding. Remember that many have gone before and have experienced the same feelings that are to be expected while boarding at Lindisfarne College.

This handbook aims to outline the expectations, practices and procedures for boarders. These practices have evolved over many years. They have been relaxed or tightened as experience has demanded and they have proved sensible, reasonable and practical.

Our full school roll is around 500 students. Half of these boys are boarders and, of the 250 boarders, the split between full and weekly boarding is around 50%. At weekends there are a number of boys who remain at the campus, taking a full part in boarding life. Weekends are a mix of sport on Saturday and organised activities on Sunday, along with an opportunity for the boys to relax, recharge their minds and revise learning for the following week at school.

YOUR RIGHTS

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
- a safe environment without the fear of being harassed physically, mentally or emotionally
- their property being safe

Boarding Managers, Nurses, 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 around the boarding premises

If parents and/or students are denied these rights please immediately inform Boarding Managers who, as their duty of care demands, will take appropriate action based on the information presented.



BOARDING STAFF

At all times there is a Boarding Manager, House Tutor and a Nurse on duty available to all the boys. Because the work can be very demanding for the staff and their families, it is important that all general inquiries be directed to the staff on duty or the appropriate year level Boarding Manager.

CONTACTS

JUNIOR BOARDING MANAGERS



Year 7 – 8
Mr Brett Payne
027 7727462
payne.brett
@lindisfarne.school.nz



Year 9
Mr Henry Harland
872 9906
027 463 2778
harland.henry
@lindisfarne.school.nz



Year 10
Mr Darren Brown
872 9906
027 463 2778
brown.darren
@lindisfarne.school.nz

SENIOR BOARDING MANAGERS



Year 11
Campbell House
Mr Pomare Sidney
878 9714
027 785 3041
sidney.pomare@lindisfarne.school.nz



Year 12
Kirkpatrick House
Mr Jared Fritchley
876 8566
027 683 2555
fritchley.jared@lindisfarne.school.nz



Year 13
Mitchell House
Mr Karl Jones
876 3501
021 225 5768
jones.karl@lindisfarne.school.nz



NURSES



Nurse (Mon 6.30am – Fri 6.30am)
Mrs Sandy Kennedy
027 801 4753
nurse@lindisfarne.school.nz



Nurse (Fri 6.30am – Mon 6.30am)
Mrs Denise Wheeler
027 300 0015
nurse@lindisfarne.school.nz

MANAGEMENT



Director of Boarding
Mr Matthew Ahern
872 9910
027 479 7524
ahern.matthew@lindisfarne.school.nz

SUPPORTING STAFF

Assistant Boarding Managers

Mr Laurent Simutoga
Mr Jock Millar
Mr Brett Payne

Prep/Support Staff

Ms Bec Joll
Dr Flemming Kristensen
Mr Milarn Smith
Mr Greg Fall



BEDDING

All boys are required to bring their own pillow, pillow case and duvet. All other linen is provided. An extra blanket may be required Terms 2 and 3.

BOUNDS OF THE COLLEGE

All students must follow the leave procedures as outlined in this Handbook. No student is to leave the grounds without parental permission communicated to staff or staff giving permission in loco parentis.

CALENDAR/TERM EVENTS

The webpage: COMMUNICATION/calendar and the mobile phone app use the same calendar where all College events, important dates and holidays are listed. At the beginning of each term a Term Calendar is posted out, but dates should be checked against the website/app calendar for the most up-to-date information.

CHAPEL

Chapel on Sunday is compulsory for full boarders who are in boarding at weekends with a minimum of two chapel attendances required for the term. Weekly boarders must also attend at least two Chapels per term.

CLOTHING

There is a uniform shop that operates within the College. For opening times and to download a full uniform list go to webpage: COMMUNICATIONS/notices. All clothing (including casual mufti) must be clearly marked with sewn-on woven name tapes – shirts at the collar, trousers at the back on the band, and socks at the top.

CONTACTING BOARDING

Cell phones are allowed for all students.

Parents must contact Boarding Managers or the Nurse if an urgent message needs to be passed on. They will ensure the message is received. Boarding staff are happy to receive calls, emails etc. for communication.

COMMUNICATION BETWEEN HOME/SCHOOL/STUDENT

The College has a suite of communication tools including:

- Our website www.lindisfarne.school.nz
- Lindisfarne app (download via Google+ or Apple store)
- Schoology (access via the website)
- Parent Portal, known as KAMAR (access via the website)
- E-newsletter (emailed)
- Rector's Newsletter (posted)

These tools are designed for a specific purpose and are accessible to all parents of the College.



HEALTH AND WELLNESS

Dental

It is the prerogative of parents to retain their family dentist if desired. Appointments can be made through the school using the local school dentist at the time if you require their services, as opposed to family dentists.

Medical

The College Doctor is Dr Graeme McCrory MB, ChB, MRCP, DRCOG, DFFP. Parents will be notified if referral to a specialist is required. Doctor's hours each morning are from 7.15 - 8am.

Sickness and Surgery

Boys who are unwell are to see the duty Nurse, who will notify parents if the situation is serious. Boys may not remain in bed in their dormitory if they are unwell. To ensure proper care and to avoid the spread of illness they must go to the Sick Bay. (If there is an emergency there is a 24-hour-a-day service and the duty Nurse can be contacted at any time).

TECHNOLOGY

There is WIFI access across the whole College campus including access in the boarding houses. Access is enabled at designated times during the day and evenings. At lights-out devices are required to be put away to allow for sleep. Any students found using his devices will lose the right to have technology in the dorms for a specified amount of time.

All students attending the College can bring in their own computers and mobile devices with access to Microsoft 365 and other applications as needed for their course work. All students must sign a ICT Agreement (can be downloaded the webpage: SUPPORT/e-Learning).

DAILY ROUTINES AND TIMES

Typical Weekday	Bedtimes
7.00am Juniors wake up/shower	9.00pm Year 7/8
7.15am Breakfast (Juniors)	9.15pm Year 9
7.15am Seniors wake up/shower	9.30pm Year 10
7.40am Breakfast (Seniors)	10.00pm Year 11
7.40am Junior trades	10.30pm Year 12
	10.30pm Year 13
8.20am Tutor Group meeting	
8.30am Lessons commence	
12.50pm Lunch boarding and day students	
Dinner	
5.00-6.00pm	
Prep Study Schedule (and Tutor support) starts at 6.15pm Summer hours include outdoor activity and Winter hours prep is extended by ½ hour	



* All year levels may continue prep past designated finish time. All school facilities are available during prep along with some specialist tutoring for those students who require extra tuition and/or support.

Saturday Mealtimes

7.30am Breakfast

12.30pm Lunch

5.30pm Dinner

Sunday Routine

9.30am – 11.00am Brunch

Alternate Sunday Outings

Seniors Own Arrangements

5.30pm Dinner

7.00pm Chapel

DAMAGE TO PROPERTY

Checks by boarding staff are carried out each day. Any damage that the boys are responsible for will be charged to individual accounts.

DISCIPLINE

Students must have the opportunity to be safe and feel valued and supported in the boarding houses. They must be aware of the standards expected of them while boarding here at Lindisfarne College. The Rules section clearly covers the expectations the boys must meet while residing at Lindisfarne. Any misconduct will be initially dealt with by the Boarding Manager and serious offences will be reported to the Director of Boarding, Deputy Rector or the Rector who will request the presence of parents/caregivers for dialogue once the initial interview has taken place.

We are a restorative school which means consequences for inappropriate behaviour will also apply but are determined after the restorative process has taken place. This is determined by the staff member who is dealing with the behaviour/concern.

DRESS CODE

Boys are advised of the expectations regarding uniform and mufti.

DUTIES

All boys at each year level have some duties to complete during boarding time to assist in the overall running of the boarding houses. These are no different than if the boy were at home where expectations would be placed on him to contribute to the family dynamic and the smooth running of each household.

EMAIL CONTACT

Boarding staff email addresses can be found on the webpage: ABOUT US/people by clicking on the staff name. For sports contacts go to COLLEGE LIFE/Summer or Winter Sports pages.



Every student has a designated email address in the following format –
smith.joe@lindisfarne.school.nz.

FIRE ALARMS

Regular evacuation drills are carried out related to fire, intruder and earthquake at least once a term. Any false alarm directly attributable to a boy will be charged to parents directly (our call-out fee with NZ Fire Services is currently \$1500).

HAIRCUTS AND SHAVING

Boarding students have the same expectations as day students. Tidy hair is expected and the boys must be clean shaven.

HOLIDAY BREAKS

End-of-term holiday and mid-term break leave and associated arrangements are the responsibility of the parents/caregivers of the student. At all times it is understood that the students will be picked up by their parents or caregivers on the last day of term or long weekend and returned by parents/caregivers for the new term or part term. During holiday breaks the student is under the jurisdiction of his family. Jurisdiction slips for holiday/end-of-term and mid-term leave are not required.

International students who are unable to travel home will be under the jurisdiction of the International Student Director who, with consultation with parents, arranges accommodation for their son. All belongings are required to be removed from dorms at the end of each term.

FACILITIES

All school facilities e.g. gymnasium, library, swimming pool, fields, tennis courts etc within reason are available to all boarders where practicable.

Access to boarding houses during the day: all year levels have access to their dorms during the day. This is negotiated and determined by the Boarding Manager.

HOMESICKNESS

Some boys experience some degree of homesickness. Be assured that in nearly all cases the symptoms soon disappear but it is not uncommon for a recurrence at the start of each new term. If there are concerns or anxieties, please communicate with the appropriate hostel manager to get an overview and some reassurance. Our staff are experienced in dealing with this and can put in place some strategies to help.

HYGIENE

All boys are expected to shower at least once a day. Personal hygiene is extremely important when living in a community such as boarding. The boys will be encouraged to maintain high personal hygiene standards. Please encourage this at home and also when they return to the College from leave.

INSURANCE

Parents are advised to ensure that personal effects insurance covers their son's property while at school.



LAUNDRY

All laundry is done at the school. Boys are free to take it home with them at the weekends for mufti etc. Seniors use washing machines in their dorms for their mufti. All clothing containing wool, except socks, goes to the dry cleaners, and the dry cleaning charges are placed on their account. All boys are required to have a combination lock for laundry lockers.

PLEASE NOTE:

Trousers, blazers and jerseys, if put into the laundry system, will be dry cleaned and subsequent charges will apply for this service. Boys are encouraged to take these items home for general washing and only put them into the laundry system at school if you wish them to be dry cleaned.

LEAVE AVAILABLE TO ALL BOARDERS

All boys need to be aware that there is a procedure in place they must follow when leaving the school grounds for any reason. As at home, if boys were to leave their own homes, they would keep parents informed. The same expectations are in place at Lindisfarne and this will be explained in detail to the boys on their arrival. They will quickly learn the systems in place to inform staff of their whereabouts and what is expected when going on any type of leave. We have a duty of care to ensure we know where the boys are at all times but this also requires trust on the part of the boys and their families providing correct information to the staff, Boarding Manager or Nurse.

LEAVE PROCEDURES

All leave is taken on the understanding of the following Terms and Conditions that the parent/caregiver accepts full responsibility for:

1. their child's wellbeing and safety while on leave
2. any transport arranged while on leave
3. communication with hosts other than when leave is away from home
4. departure and return times remaining unless we are advised of any change.

Please note that when sending in a request for leave you must clearly state who the leave is for, departure date and time, return date and time. Any last-minute requests for leave still require us to have the necessary paperwork. If phoning or texting in late you must send an accompanying email to the Boarding Manager as well. All late leave requests are to be done through the Nurses' email address: nurse@lindisfarne.school.nz

Contracted Weekly Boarder Leave

Leave is Friday 3.20pm to Monday 8.15am. Any changes to Monday – Friday, i.e. Friday – Sunday 8pm must be communicated to the Director of Boarding.

Exeat Leave/Mid-term Breaks

All boarders are to take leave on an exeat weekend or mid-term break. Parents are responsible for organising this leave and only need to inform the managers in boarding if their son is going somewhere other than home.

Town Leave



This leave is allowed for students and is arranged with their Boarding Manager for particular days after school depending on the year level. The boarding staff grant permission for your son to have town leave.

Weekend Leave

All weekend leave off the school grounds will be administered by the boarding staff as per the request of the parents. At all times it is the responsibility of the parents to know where their son is and the arrangements that are in place for his safety and wellbeing.

Any extra leave required is to be directed to the appropriate Boarding Manager as per the Leave Procedure.

MEALS

Three cooked meals are provided per day with fruit available at all times and a muesli bar also provided after school.

PERSONAL ITEMS

We do not wish to discourage personal items at school but common sense must prevail. Boys are provided with the ability to lock personal items away in their rooms but many boys choose not to. Boys at all times should feel their possessions are safe, but must also be aware of the world we live in and temptation for some is too strong. When bringing in items of value, it is understood that students are responsible for the security and management of their own belongings. Operating a cashless society (i.e. using eftpos) and limiting the number of devices allowed at school to cell phone and laptop is sufficient for the students.

PLEASE NOTE:

All electrical cords and devices must be tagged as certified by an electrician and dated for 12 months. Failure to have this done will result in the item being removed from your son's possession.

BOARDING LEADERSHIP

All boarders at each year level are given opportunities to lead. As boys progress to Year 13, greater opportunities are presented for them to be recognised in a more formal way by earning senior positions such as Boarding Leaders or Head of Boarding. Extra privileges are earned with these titles and duties.

Boarding Managers meet and discuss the potential of students as they progress through the year levels and opportunities are created and positions filled to meet the needs of the boarding community. Expectations are clearly outlined and prefects are given specific responsibilities to assist in the smooth operation of the dorms and support of the Boarding Managers.

REPORTS

All boys receive school reports providing feedback on their academic progress, sporting and cultural involvement, citizenship and achievements. Boarders also receive a page report on their involvement in boarding and contribution to boarding life.



RULES

There are several rules and as a boarder these school rules are also the expectations for boarding so that all boarders can live equally in a community-based environment. Rules evolve and change each year and they are clearly outlined to the students throughout the year via their interaction with the boarding staff.

Many boarding rules are common sense and are normal expectations of boys living together and respecting each other for their space and privacy together with the right to feel part of the boarding family. Boarding rules can be summed up in the Lindisfarne Boarding Mission Statement, Living Values and our Boarding Creed.

Above all else the following five simple rules deal with all situations in boarding:

1. Treat others with respect
2. Be trustworthy
3. Be a gracious winner and a resilient loser
4. Be a responsible member of the community
5. Know your responsibilities

SPORTS AND CULTURE

The playing of a team sport is compulsory and cultural activities are highly encouraged.

Extra- curricular activities

One of the advantages of boarding at Lindisfarne is that a wide range of sporting, musical and cultural activities is readily available to the boys.

Other activities such as Duke of Edinburgh, tramping, skiing, outdoor pursuits etc, are worth becoming fully involved in.

TRAVEL ON BUSES

Parents are responsible for making travel bookings through the Nimon's online booking system (link is on the NOTICES page on website). Boys must wear their dress uniform throughout the entire journey to and from home.

TUCK BOX

Boys are allowed an airtight container for food items in the dorms. Wooden boxes or 'toolboxes' must fit easily underneath the students' desks or on top of their lockers.

VEHICLES

Boys may drive a vehicle to school with permission from parents and the Director of Boarding. Students must hold a NZ Licence to drive. 'Permission to drive' forms can be uplifted from the Director of Boarding/Deputy Rector, or completed online on webpage: COMMUNICATION/forms.

No boarding student vehicles are to be parked within the College grounds. Any violation of this may lead to it being removed at the owner's expense. Parking is available at the shingle car park at the front of school, The Farne car park and on Lyndhurst Road.



VISITING

You may visit at any time convenient to the school. Before visiting the boarding areas please sign in at the Nurses' surgery

Visitors must not enter the boarding houses out of respect for the boarders' privacy.

UNIFORM LIST

A full uniform list can be downloaded from the webpage: [COMMUNICATION/notices](#).

PLEASE NOTE:

All items must have embroidered name-tapes sewn on.

Casual mufti for weekend outings and socials.

ALL BOARDERS

- 2 towels
- 2 face cloths
- 1 duvet inner
- 1 duvet cover
- 1 pillow

NB: Sheets are provided by the College

- 1 pair pyjamas (or boxers and T-shirts)
- 6 pairs underpants

INCIDENTALS

Personal toiletries e.g. toothbrush, toothpaste, hairbrush, comb, nail brush, nail clippers, soap, shampoo, sun block etc.

Deodorant stick or roll-on only (no sprays)

- 6 coat hangers
- 1 school bag

The College launders mufti clothing for Years 7-10. The Year 11-13 students have the facilities to do their own if they choose to. Careful consideration should be given to the ease of laundering when choosing mufti for your son to use at the College.





LINDISFARNE COLLEGE

Possible starts here.

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