

COLDSTREAM HOSTEL

INFORMATION BOOKLET

Welcome to Coldstream Hostel

Nau mai, Haere mai and welcome to Southland Boys' High School.

On behalf of the Board of Trustees thank you for considering Coldstream Hostel as your son's 'home away from home'.

We are proud of the hostel, its traditions dating back before the opening in 1954 to the former residence called Oldfield House – a grand house and home of Southland's first Prime Minister, Sir Joseph Ward. The Hostel Manager, Mrs Sue Mills, and team provide a welcoming and well-resourced weekday home for your son where you can be assured that your sons wellbeing is their priority.

Tradition and values permeate the halls of the hostel, and these are the foundation building blocks that ensure that your son is supported, encouraged, and nourished during his time at Southland Boys' High School. The Board, Rector and staff have high expectations of the young men attending our school where our Strategic mission is to 'motivate and inspire all students to achieve their best, academically, culturally and physically, to become adults who contribute to their community'.

We hope you enjoy your visit to Coldstream Hostel and that our school can be of service to you and your family now and for the future.

Jan Ormsby

Chairperson
SBHS Board of Trustees

The Hostel Management Committee, comprising of the following members, meet once a month to discuss Hostel issues.

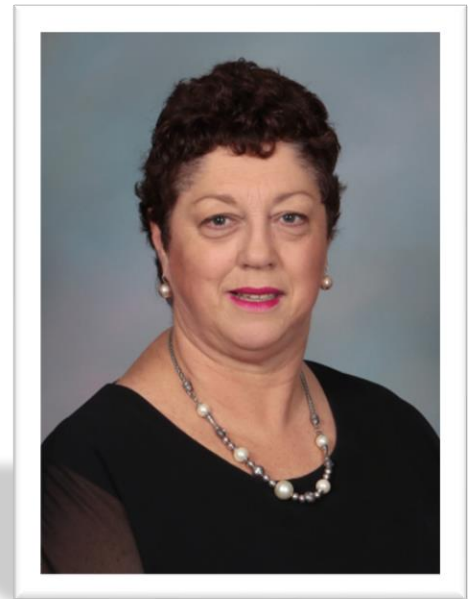
Management Committee

Mr Simon Coe	SBHS Rector
Mrs Jo Keary	SBHS Executive Officer
Mrs Sue Mills	Coldstream Hostel Manager
Mrs Ems Smaill	SBHS Board of Trustees
Mrs Charleen Withy	SBHS Board of Trustees

Staff

Mrs Sue Mills

Hostel Manager



Enquiries

All enquiries should, in the first instance, be addressed to:

The Manager
SBHS Coldstream Hostel
P O Box 1543
Invercargill

Phone: 03 218 6013

Manager's Residence: 027 482 6361

Philosophy

Each boy is expected and encouraged to become fully involved in the life of the Boarding Hostel and School.

The Manager is responsible for the general wellbeing of the students. Regular contact is maintained with the Rector of Southland Boys' High School regarding discipline.

Although formal rules are kept to a minimum, it is essential that standards are set and maintained. Consideration for fellow boarders is expected at all times.

Coldstream Hostel welcomes contact with parents over any matters of concern.

Mission Statement

Coldstream Hostel provides an environment that assists the boys' personal development. The boys are expected to maintain standards of behaviour that reflects the expectations of the school.

Staff are expected to be sensitive and supportive in relation to the needs of the boys. We will aim to:

- Foster independence, self-worth, tolerance and cooperation with the boarding hostel.
- Encourage each boarder to be responsible for their personal belongings and physical wellbeing.

- Encourage the productive use of leisure time by participating in sports and the arts.
- Employ suitable staff, who are committed to understanding the needs and requirements of young men.
- Maintain a fully utilised establishment, managed effectively and efficiently.

Objectives

Coldstream Hostel management and staff will continue to encourage suggestions from the boys and parents over future development strategies.

To set and maintain standards Coldstream Hostel will communicate on a regular basis with the school. This will also allow problems of non-performance and discipline to be kept to a minimum.

Communication

A newsletter will be emailed home each month to parents / caregivers.

Boarding Fees

The boarding fees for Coldstream Hostel are based on the cost to operate the hostel for the full year, and decided by the Board of Trustees on a yearly basis.

Current fees are (subject to change):

- Full-time - \$13,243.65 (including GST)
- Part-time - \$11,250.75 (including GST)

Coldstream Hostel is a five or seven day boarding establishment. Coldstream Hostel is closed at Easter, Queen's Birthday Weekend and at Labour Weekend. All residents must vacate the hostel during these periods.

Payment of Fees as follows:

- By making one payment of the full year's Fees no later than 3 February 2022;
or
- **for part time boarding** - by making two equal payments of \$5,625.36 on 3 February and the second payment on the first day of Term 3, 25 July 2022.w
- **for full time boarding** - by making two equal payments of \$6,621.83 on 3 February and the second payment on the first day of Term 3, 25 July 2022.
- The School will issue a GST tax invoice for the Fees.

Weekend Accommodation [part-timers]

The following charges will apply to part-timers requiring accommodation or meals on the weekend:

- | | |
|---|----------------|
| ▪ Accommodation Friday and Saturday night (Sunday free of charge) | \$30 per night |
| ▪ Breakfast / Lunch | \$8 per meal |
| ▪ Dinner | \$15 |

Acceptance Fee

After an application for admission is accepted, an *Acceptance Fee* of \$500.00 including GST when the application is approved. This is a non-refundable fee, but it will be credited against the Fees. A Coldstream Hostel *Terms and Conditions* contract also needs to be signed each year.

Voluntary Withdrawal of a Boarder

Should a parent choose to remove their child/children from the Hostel during the school year, ten weeks' written notice will be required or the equivalent of the next ten weeks' worth of fees will be charge. Any further monies that may have been paid in advance will be refunded after costs are deducted. Any request for dispensation from this provision must be made in writing to the Board of Trustees.

An annual review of boarding fees will be held in November each year.

Boarding Bursaries

Information about Boarding Bursaries paid by the Ministry of Education can be obtained through the Ministry of Education website - [www.education.govt.nz/school/student-support/boarding-allowances].

Rural Women NZ Forestry Committee Bursary

The Rural Women NZ Forestry Committee of Southland offers two Year 9 boarders each year, who reside at Coldstream Hostel, a bursary to the value of \$1,500.00 each. Year 9 boarders are asked to apply in Term 1 of each year and an application form will be issued to all new entrants.

General Daily Routine

Time	Activity	
7.30 am	Rise and shine [<i>boys woken</i>]	
7.30 am	Breakfast [<i>rolling</i>] compulsory for all boarders Available until 8.15 am [<i>other times by arrangement</i>] All boarders must be up and getting ready for school	
8.15 am	Duty Dorm to clean dining room	
8.30 am	Yr 7 / 8 / 9 / 10 leave for school	
8.40 am	Yr 11 / 12 / 13 leave for school	
1.35 – 2.15 pm	Lunchtime All boarders to be seated by 1.40 pm Any notices announced All boarders must leave the Hostel by 2.05 pm to return to school	<i>Friday: 1.15 – 1.55pm</i>
3.10 pm	Return from school Afternoon tea available in dining room Report to Office for approved leave	<i>Friday: Return from school at 2.50 pm</i>
6.00 pm	Dinner [<i>All to be seated by this time</i>]	
6.30 pm	All boarders to get ready for Prep	
6.45 pm	Prep commences [<i>compulsory for all boarders</i>] If work has not been set, boarders may revise previous work or read a book Homework sheets are available Prep rooms are to be left immaculate.	
8.00 pm	Prep finishes	
8.30 pm	Yr 7 / 8 / 9 / 10 students prepare for bed Dorms inspected, phones handed in, roll call taken	
9.00 pm	Lights out for Yr 7 / 8 / 9 / 10 boarders	
10.00 pm	Lights out for Yr 11 / 12 boarders Dorms inspected; roll call taken	
10.30 pm	Lights out for Yr 13 Roll call taken <i>Curfew for all boarders</i>	



General Information

List of Requirements

All boarders must supply their own pillow, duvet cover and inner and mattress protector.

Full Time Boarders

- 2 pairs sheets [fitted] – king single
- 2 pillowcases
- 2 pairs pyjamas
- 2-3 towels
- 2 facecloths

Part Time Boarders

- 1 pair sheets [fitted] – king single
- 1 pillowcase
- 1 pair pyjamas
- 2-3 towels
- facecloths

All Boarders

- Toilet gear and bag (***No aerosol deodorants under any circumstances***)
- Toothpaste and soap in a container [*essential*]
- Coat hangers
- Swimming togs
- Tidy clothing for after school and other functions
- Soft shoes / slippers
- Shoe cleaning gear
- 1 raincoat or jacket
- Small padlock for locker [*shank size 8mm*]

- Clothing and personal items are to be kept to a minimum
- Full-time boarders will require more casual clothes to wear at weekends
- All articles of clothing must be clearly marked with the owner's name [*Nametags preferred. Fabric sew on tags are recommended and available from McCallum's Dry-cleaning*]

Ablutions

All Year 7 / 8 / 9 / 10 boarders to shower between 8.45 am and 9.00 pm each evening. All year 10 / 11 / 12 / 13 boarders to shower in mornings [*exceptions for all boarders – e.g. rugby season*].

Laundry

The Laundry operates for full-time boarders only. Part-time boarders are required to take their laundry home at weekends. However, emergency laundering can be done by arrangement. Part-time boarders' laundry will be charged at \$8 per load at the end of each month.

Pocket Money

It is advisable that all pocket money for boarders is handed into the office. It is then distributed as required. It is suggested that parents limit spending, e.g. \$2 per day. You can advise the Manager / staff if you wish this to happen. **Emergency Fund** – *to cover extra costs, e.g. mufti-days, a small amount of around \$20-30 should be deposited in the office.*

Valuables

Management takes all reasonable precautions but cannot be held liable for any losses incurred. To protect yourself against loss or theft we recommend the appropriate insurance be taken out and items that have a serial number should be recorded.

Personal items, e.g. cell phones, games etc can be brought to the Hostel at the owner's risk.

Bikes

There is provision for bikes and scooters to be stored in a secure shed at the boarding hostel. Boys are responsible for their security. All cyclists are required by law to wear a safety helmet when cycling. All boarders who have a bike at the hostel must have their own helmets / lights on their bikes. Each year a road safety expert talks to the boarders about safety.

Sick Bay

Treatment / medicine, which has been prescribed by a Doctor / Dentist etc, must be given to the Manager to dispense and record as and when required. All medication is kept in a locked dispensary.

Coldstream Hostel has the services of Queen's Park Medical Centre. Should illness or injury occur, after consultation with parents / caregivers whenever possible, an appointment is made with them unless your son already has another GP in Invercargill.

Please note – if your son is already enrolled with a GP elsewhere, the Queen's Park Medical Centre is regarded as a secondary healthcare provider and because of this these visits are not subsidised, meaning the full cost of approximately \$80 for a standard casual appointment will apply. Prescription costs are additional.

We have a fully stocked first aid cabinet, but if boarders require specific items, e.g. liquid paracetamol, it is necessary for parents to supply this.

If you son is not returning to the Hostel at the beginning of the week because of illness, please notify the Hostel office.

Emergency Drill

A prolonged ringing of the bell is the signal for immediate and rapid evacuation of the building. This is the only time the fire exits are to be used.

The Muster Station is located outside the northwest end of the junior study room. All boarders are to line up in dorms on the lawn outside the junior study room for roll call. No one enters the building until the all clear has been given. Staff and Prefects are trained in emergency procedures. There are regular trial evacuations of the Hostel.

Earthquake evacuations are discussed with the boarders as per the *Hostel Operations Manual*.

Fire Alarm Callouts

The Fire Service Act 1975 allows the New Zealand Fire Service to charge for attendance at callouts classified as false alarms. A charge of \$500.00 per incident plus electrical charges will be charged to individuals who set the alarms off at Coldstream Hostel.

Unwanted fire alarm activations are treated very seriously as they are potentially dangerous, putting lives and property at risk and New Zealand Fire Services attendance at such callouts place excessive demands on their resources.

Weekends

Meal Times [Saturday / Sunday]

- Breakfast 9.00 am
- Lunch 12.30 pm
- Dinner 5.30 pm



Any overnight leave must be approved by the Manager / parents prior to the weekend if possible and the appropriate paperwork completed. Weekend staff must consult with the Manager before granting overnight leave.

No leave is given to junior boarders after 5.30 pm. Senior boarder curfew is 10.00 pm Friday and Saturday. Weekend visitors allowed between the hours of 10.00 am and 9.00 pm.

Late meals are at the Manager's / Duty staff discretion.

The Office must have received permission from parents of part-time boarders wishing to stay at the Hostel at weekends two days prior to the weekend.

Sunday night – boarders required to sign in on arrival.

Town Leave

Those who wish to shop, visit the Library, have haircuts etc must discuss with the Manager / Executive Assistant for leave. This will be recorded in the Sign In / Sign Out Register at the Office.

All boarders, except Yr 13, are allowed one town leave per week.

All boarders on town leave during the week must return no later than 5.00 pm, with the exception of Yr 12 / 13, whose town leave extends to 5.30 pm.

Yr 7 / 8 boarders may be granted supervised town leave at the Manager's discretion, i.e. with an older boarder.

Sunday Night

No leave given once boys have signed into the Hostel unless with parents or arranged prior with Hostel staff.

All boarders calling into the Hostel at the weekends must sign in with the weekend staff.

After School Activities

All after school activities e.g. music lessons / Kip McGrath, sports etc must be authorised by either a parent / caregiver, SBHS Sports' Department and the Hostel Manager before boarders leave the hostel grounds. Any medical appointments e.g. Doctor, Dentist, Physio during school hours can be authorised by the Hostel Office after consulting with parents / caregivers.

Other appointments e.g. driving lessons etc parents need to seek permission from school. All boarders must sign in with staff on their return to the Hostel.

A Hostel van is available between 3.30 pm and 8.30 pm to transport boys to and from sports activities and other appointments, Monday to Thursday only.

Rules & Guidelines

As per the Code of Conduct which is signed by each boarder at the beginning of each year.

1. Alcohol, Drugs, Tobacco and Harmful Substances Procedure

Rationale:

Alcohol, drugs, tobacco and harmful substances are present in all communities.

Purposes:

- a. To maintain a smoke and drug free environment.
- b. To develop in students a sense of responsibility towards themselves and others in relation to alcohol by assisting students to understand the effects of alcohol. Socially and physically.
- c. To develop in students a sense of responsibility towards themselves, others and society in relation to the use of tobacco and other drugs, both legal and illegal.
- d. To ensure students have an awareness of the Coldstream Hostel rules in connection with alcohol, tobacco, drugs, vaping / E-cigarettes and other harmful substances.

Guidelines:

- a. Students are forbidden to be in possession of, or under the influence of, alcohol, tobacco, illegal drugs or harmful substances [including vaping / E-cigarettes] or to use these while at Coldstream Hostel or at Coldstream Hostel related activities, including wearing or not wearing school uniform in the vicinity of Lewis Street, Queens Drive, Herbert Street or in / on Hostel grounds and buildings.

- b. Students are forbidden to directly aid, associate with or abet any student to possess or use alcohol, tobacco, legal or illegal drugs and harmful substances while at Coldstream Hostel or at any Coldstream Hostel related activity.
- c. Disciplinary action will be taken by the Manager against offenders. In incidents involving illegal drugs, the Manager will notify the parents, Police, Rector and BoT.
- d. Prescription drugs taken at Coldstream Hostel by students must have the written approval of a parent and they are to be recorded and dispensed from the office.

If any boarder is apprehended or found in possession, he will be referred to the Coldstream Hostel Disciplinary Committee for a recommendation hearing.

If any boarder is apprehended or found to be in possession or under the influence, the procedure will be as follows:

- Information is gathered from Supervisor / Staff member's report who discovers the issue
- The Rector is informed
- The boys involved are interviewed and instructed to contact their parents / caregivers and report back to Hostel Management when this has been completed
- Parents contacted by Hostel Management

Potential Consequences

- Three day stand down for boy/s involved in consumption / use
- Five day stand down for boy/s who purchase or bring the prohibited items into the Hostel

2. All Boarding Hostel and private property is to be respected

Any damage to any property must be reported to the Manager immediately.

Consequences

- Intentional damage will be invoiced to parents' account

3. Out of bounds areas [at all times]

- Manager's Office
- Manager's residence
- Kitchen
- Boiler room
- Sick Bay [unless being used because of ill health]

General Rules

1. Visitors

Any visitors must sign in at the office on arrival and sign out on leaving the Hostel. Permission to have visitors must be obtained from the Manager / Duty staff and will be allowed only in the TV lounge. **Only Coldstream Hostel boarders are allowed in the dormitory area.** All visitors are to leave the Hostel by 9.30 pm.

2. Leave from School

During school hours boarders are **not permitted** to leave the school grounds. Exceptions to this rule are during lunchtime, study leave, appointments by permission.

3. Dress

All boarders are expected to be tidy at all times, whether in school uniform or casual dress.

4. Vehicles

Only Year 12 / 13 boarders are permitted to bring a vehicle to the Coldstream Hostel, provided a *vehicle permission form* has been completed and returned to the Office and approved by the Manager.

All vehicles must be parked on the area provided at the Hostel. All vehicle owners must comply with all road user laws and act in an appropriate way at all times while in charge of the vehicle.

Yr 12 boarders bringing vehicles to the Hostel at the start of the week will not be able to use their vehicle again until they leave to go home at the end of the week [the only exception to this being Gateway commitments].

5. Dining Room

Breakfast [*compulsory for all boarders*] – served between 7.30 am – 8.15 am. After breakfast:

- All boarders [excluding Yr 13] are to go back to their dorms for morning inspection [*all dorms are expected to be clean and tidy and dorm leaders are to help supervise the tidying up*]
- Once dorms are checked by the Manager / Supervisor, boarders will be dismissed.
- Yr 13 accommodation will be checked throughout the day by the Manager.
- The Duty dorm is to clean the dining room at 8.15 am

Lunch – served at 1.35 pm [Fridays at 1.15 pm]

- The Head or Deputy Head Boarder calls for attention for announcements and notices read by the Manager.
- Hostel Prefects release boys, table at a time, at the end of lunch.
- Dress code for lunch will be:
 - ⇒ Juniors – shirts tucked in, socks up
 - ⇒ Seniors – shirts tucked in; ties worn appropriately
- Inspection of uniforms will be carried out by Manager / Supervisor

Dinner – served at 6.00 pm

- Dress code for dinner will be:
 - ⇒ Tidy and clean clothing
 - ⇒ No singlet tops
 - ⇒ No headwear
 - ⇒ Appropriate footwear [*e.g. no jandals, scuffs etc*]

6. Dormitories

Food and drink are prohibited.

Sporting footwear [*e.g. rugby boots*] should be cleaned and stored in a bag, either in the boot room or lockers.

Music must be used at a minimum volume and turned off when not in use, and after lights out at night.

General appearance of all dorms is to be clean and tidy at all times. Suitable posters are allowed on spaces provided. No stickers etc on any painted surfaces.

7. Cell phones

Cell phones are permitted for boarders to have appropriate access to home if needed. However, they will be confiscated for a period of time if used in the dining room, during prep, or after lights out. Junior cell phones will be handed in each night and returned in the morning before school.

8. Coldstream Hostel / Property

All Coldstream Hostel and private property is to be respected and any damage to property must be reported to the Manager immediately. Intentional damage will be invoiced to parents' accounts.

Boarders will respect staff, property and other boarders at all times

Rules set out in the Hostel Rules and Information Booklet are to be strictly followed at all times by all boarders. Failure to follow these rules will result in the following consequences:

1. Verbal warning
2. Detention
3. Inform Rector
4. Contact Parents
5. Potential stand down period

For extreme unacceptable behaviour, the consequences will be at the discretion of the Manager / Rector / Disciplinary Committee.



Coldstream Hostel Behaviour Policy

Definition

Any intimidating verbal or physical behaviour towards or against another individual which may be considered threatening or frightening or may affect that individual's performance, wellbeing or privacy, or could be deemed detrimental to the mental or physical wellbeing of any individual at Coldstream Hostel.

Purpose

Coldstream Hostel Management and staff shall endeavour to encourage all boarders to be tolerant towards one another at all times by effective education, training and support through peer mediation, management and parental support.

It is envisaged that these guidelines will provide a safe environment for all boarders to live in.

Guidelines

1. All boarders and staff to be treated with respect at all times.
2. All boarders are encouraged to read the Boarding House Guidelines relating to bullying [*displayed on noticeboards around the Hostel*]. This clause is explained and openly discussed among all new entrants at our induction programme for new entrants at the commencement of each school year. Education by ongoing training for all boarders and staff to ensure that all incidents are reported immediately.

3. An incident report sheet must be completed by staff and forwarded to the Manager as soon as possible. If the matter is deemed serious, the respective parents / guardians shall be notified by the Manager as soon as practicable.
4. The Coldstream Hostel Management Committee must be advised and if necessary, a meeting shall be arranged for all parties involved to attend the required hearing,
5. Following the meeting, a formal letter will be sent out from the Boarding Manager detailing any further action, if any, to be taken.

Consequences:

- Boarder will be spoken to by the Manager, and warned about behaviour.
- Parents/Guardians of the boarder will be contacted.
- If behaviour repeats, the boarder will have their phone confiscated.
- If behaviour continues boarder will be placed on a Behaviour Contract. Failure to meet Behaviour Contract requirements will result in a Disciplinary meeting.

Prevention

1. Informal chats between staff and boarders.
2. A confidential Bullying survey circulated at least once a year.
3. Ongoing education to all boarders regarding the importance of support and caring for each other at all times.
4. All reports treated as strictly confidential.
5. Everyone encouraged to report to the Manager any instances of bullying or mistreatment.
6. Observation between staff and boarders.
7. Keeping the School / Rector informed through weekly reports.
8. A complaints / suggestion box is available in the Hostel for boarders to confidentially pass on relevant information.

Hostel Supervisor's Role

To assist management by providing supervision and guidance necessary to the position in a structured and supportive way that creates a stimulating environment for all boarders.

To report to the Manager any problems, difficulties and irregularities relating to behaviour, property damage or loss associated with the boys.

Two Hostel Supervisors [*depending on the number of full-time boarders*] are rostered on duty each weekend.



Non scholae sed vitae discimus
Not for school but for life we are learning

COLDSTREAM HOSTEL
11 Lees Street
PO Box 1543
03 218 6013
coldstream@sbhs.school.nz

 [coldstreamhostel](https://www.facebook.com/coldstreamhostel)

www.sbhs.school.nz