



# COLDSTREAM HOSTEL

INFORMATION BOOKLET

# Welcome to Coldstream Hostel

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**Hi mihi mahana ki te hapori ki Te Kura Tuarua O Ngá Taitama Tane Ki Murihiku**

A warm welcome to the Southland Boys' High School community.

At Coldstream Hostel, our goal is for the young men who are welcomed into our environment to be nurtured, cared for, and challenged to succeed in all aspects of school life.

Through a blend of structured learning, extra-curricular activities and leadership opportunities, Coldstream Hostel creates a well-rounded experience for young men, where they can discover their strengths, learn from challenges and develop the skills to thrive and excel, both at school and beyond.

We invite you to contact Coldstream Hostel if you would like to meet or have a tour. You need to be reassured that Coldstream is right for you and your son, and we need to be sure we can provide the care and support your son needs.

**Cameron Davis**

**Director of Boarding**

**EMAIL:** [cdavis@sbhs.school.nz](mailto:cdavis@sbhs.school.nz)

**PHONE:** 021 359 933

## School Board

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

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

Formerly known as Oldfield House – a grand house and home of Southland's first Prime Minister, Sir Joseph Ward, Coldstream Hostel opened its doors in 1954. Now the hostel is led by The Director of Boarding, Mr Cameron Davis, and his team, who provide a welcoming and well-resourced weekday home for your son where you can be assured that your son's wellbeing is their priority.

Tradition and values permeate the halls of the hostel, and these are the foundational 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, and to become adults who contribute to their community'.

We look forward to engaging with you further, and hope you enjoy your visit to Coldstream Hostel.

Ems Smaill  
*Co-Chair*  
**SBHS School Board**

Chami Abeysinghe  
*Co-Chair*  
**SBHS School Board**

## Management Committee

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

Mr Simon Coe	SBHS Rector
Mr Cameron Davis	Director of Boarding
Mrs Sue Mills	Matron
Mrs Ems Smaill	SBHS School Board
Mrs Janine Hopcroft	SBHS School Board

## Enquiries

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

### **The Director of Boarding**

SBHS Coldstream Hostel

P O Box 1543

Invercargill

Phone: 03 218 6013

Email: coldstream@sbhs.school.nz

## Philosophy

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

The Director 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

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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

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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.

## Boarding Fees

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

Current fees are \$14,664.00 including GST (subject to change).

Coldstream Hostel is a five-day boarding establishment. Coldstream Hostel is closed at Easter, Queen's Birthday Weekend, Anzac Day and 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 1 February 2024\*;  
**or**
- By making two equal payments of \$7,332.00 on 1 February and the second payment on the first day of Term 3, 22 July 2024.

The school will issue a GST tax invoice for the Fees.

### Acceptance Fee

After an application for admission is accepted, an *Acceptance Fee* of \$500.00 including GST is to be paid. 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.

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

## Boarding Bursaries

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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](http://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
7.00am	Rise and shine [ <i>boys woken</i> ]
7.00am	Breakfast [ <i>rolling</i> ] compulsory for all boarders Available until 8.15am [ <i>other times by arrangement</i> ] All boarders must be up and getting ready for school
7 – 7.45am	Make your own lunch ( <b>Tuesday – Thursday</b> ). Collect morning tea. Year 8, 9, 10
7.45 – 8.15am	Make your own lunch ( <b>Tuesday – Thursday</b> ). Collect morning tea. Year 11, 12, 13
8.15am	Duty Dorm to clean dining room
8.30am	Dorm inspection All boarders to leave for school
1.35 – 2.15pm	<b>Seated lunch at the hostel – Monday</b> All boarders to be seated by 1.40pm Any notices announced All boarders must leave the Hostel by 2.10pm to return to school <b>Takeaway lunch – Friday at 1.15pm</b>
3.10pm	Return from school (2.50pm on Friday's) Afternoon tea available in dining room Report to Office for approved leave
6.00pm	Dinner [ <i>All to be seated by this time</i> ]
6.30pm	All boarders to get ready for Prep
6.45pm	Prep commences [ <b>compulsory for all boarders</b> ] If work has not been set, boarders may revise previous work or read a book Prep rooms are to be left immaculate
8.00pm	Prep finishes
8.30pm	Year 7 / 8 / 9 / 10 students prepare for bed Dorms inspected, phones handed in, roll call taken
9.00pm	Lights out for Year 7 / 8 / 9 / 10 boarders
10.00pm	Lights out for Year 11 / 12 boarders Dorms inspected, phones handed in, roll call taken
10.30pm	Lights out for Year 13 Roll call taken <b>Curfew for all boarders</b>



## General Information

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### List of Requirements

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

#### All Boarders

- 1 pair sheets [fitted] – king single
- 1 pillowcase
- 1 pair pyjamas
- 2 - 3 towels
- facecloths
- Toilet gear and bag (**No aerosol deodorants under any circumstances**)
- Toothpaste and soap in a container [*essential*]
- Uniform
- 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 – optional [*shank size 8mm*]

Clothing and personal items are to be kept to a minimum.

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*]

### Hours of Operation

Coldstream Hostel closes on Friday at 5pm, and reopens Sunday at 3pm. Dinner is not provided on Sunday evenings.

### Communications

Relevant information will be emailed to parents/caregivers throughout the year. Any concerns or complaints regarding the Hostel are to be reported to the Director of Boarding in the first instance; or to the Hostel Management committee by email [Janine.loader@sbhs.school.nz](mailto:Janine.loader@sbhs.school.nz)

### Ablutions

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

### Laundry

Boarders are required to take their laundry home at weekends. However, emergency laundering can be done by arrangement.



## **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. \$5 per day. You can advise the Director/Staff if you wish this to happen. **Emergency Fund** – to cover extra costs, e.g. multi-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 Matron 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 place of safety 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**

A cost of \$350 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. New Zealand Fire Service attendance at such callouts place excessive demands on their resources.

### **Town Leave**

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

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

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

### **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 Director 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 3.30pm and 9.30pm to transport boys to and from sports activities and other appointments, Monday to Thursday only.

### **Rules & Guidelines**

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As per Coldstream Hostel's Behaviour Policy, including the Commitment Contract which is signed by each boarder at the beginning of each year.

## General Rules

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### 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 Director/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 9.30pm. Please also refer to SBHS' SchoolDocs website for further information on this and other policies.

### 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 Director.

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.

Year 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 7.00am – 8.15am. Boarders must also make their own packed lunch. Year 8, 9, 10 make lunch from 7 – 7.45am, and Year 11, 12, 13 from 7.45 – 8.15am.

After breakfast:

- All boarders [excluding Year 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 Director/Supervisor, boarders will be dismissed.
- Year 13 accommodation will be checked throughout the day by the Director.
- The Duty dorm is to clean the dining room at 8.15am

**Lunch** – served at 1.35pm Monday, 1.15pm Friday. Pack your own lunch from Tuesday – Thursday.

- The Head or Deputy Head Boarder calls for attention for announcements and notices read by the Director.
- 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 Director/Supervisor

**Dinner** – served at 6.00pm

- Dress code for dinner will be:
  - ⇒ Tidy and clean clothing
  - ⇒ No singlet tops
  - ⇒ No headwear
  - ⇒ Footwear (no bare feet)

## **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. All cell phones, except Year 12 and 13's, 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 Director 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. Contact Parents
4. Potential stand-down period from the Hostel

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



# Coldstream Hostel Behaviour Policy

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## 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 Director as soon as possible. If the matter is deemed serious, the respective parents/guardians shall be notified by the Director 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 Director detailing any further action, if any, to be taken.

## Consequences:

- Boarder will be spoken to by the Director, and warned about behaviour.
- Parents/caretakers 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.

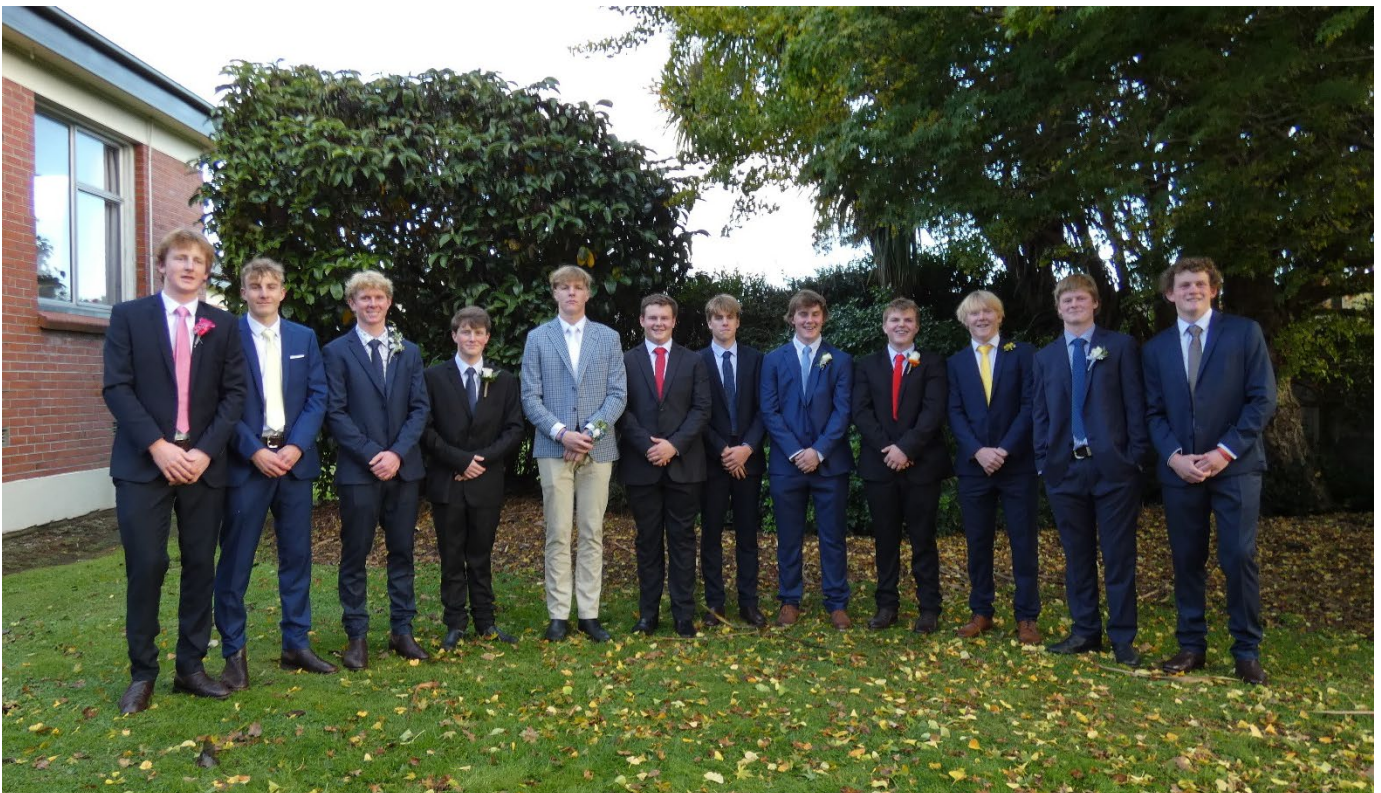
## Prevention

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





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

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