



ADAMS HOUSE

OPERATIONS MANUAL

Contents

3	Adams House general information
4	Buildings, Grounds and Facilities
4	Administration
5	Clothing Requirements
6	Telephones
6	Health
7	Hostel Rules and Procedures
17	Reports
18	Awards, Cups and Scholarships
19	Boarding School Assistance Programmes
20	Boarding Fees
21	A Year 9 day

ADAMS HOUSE OPERATIONS MANUAL

The intention of the Adams House Handbook is to provide documentation of adopted policies and procedures in order to:

1. Ensure continuity of good practice from year to year
2. Provide benchmarks for effective performance
3. Provide easy access for staff, Board of Trustees, parents, students and others seeking information about the policies and procedures of Adams House.
4. Ensure Adams House meets the NZQA requirements and ISO 9001 accreditation, as well as comply with the Education (Hostels) Regulations 2005.

The Manual is a living document, and will be revised to meet the changing needs of the community. Any comments or suggestions should be referred in the first instance to the Adams House Manager.

RELATIONSHIP OF THE HOSTEL WITH THE SCHOOL

The boarding facility, known as Adams House is a part of Christchurch Boys' High School - and is ultimately accountable to Christchurch Boys' High School, Headmaster and Board of Trustees.

The day to day management is the responsibility of the Hostel Manager who reports to the Headmaster. The Headmaster has been delegated the Board's authority to act as employer, and to assist and advise the Manager with important decisions regarding the Hostel, the staff, and the students living at Adams House. This includes the power to suspend and ultimately exclude students from the Hostel in appropriate circumstances. As such, all of the policies, where applicable, outlined in the Christchurch Boys' High School Policy Manual and all of the procedures, where applicable, outlined in the Adams House Handbook, apply to the students & parents/caregivers of Adams House.

This Handbook contains procedures & rules specific to Adams House. It contains policies, procedures, and rules that must be followed by all residents, and students residing at Adams House. The School will make the Handbook available to staff/ students/parents/caregivers, upon request, as required by the Education (Hostels) Regulations 2005.

Adams House is regarded as an integral part of the School. It provides accommodation and therefore the opportunity for boys from outside Christchurch to experience the specific advantages that Christchurch Boys' High School provides. The School's Hostel opened in its present position in August 1917 with 24 boys. The school magazine of the day reported:

"We are well housed in the fine new building, which is wonderfully warm, a great contrast to the tents of last term."

In April of 2000 a total redevelopment of the Hostel began. The building was completed a year later. This modern complex, more like a hotel facility than a boarding school, is now our pride and joy. For boarders, most of whom are from rural areas and small towns, the hostel is a home-away-from-home that seeks to assist them to achieve educationally and to provide them with the opportunity to develop socially in the company of other boys of similar ages. There are also opportunities to develop sporting and cultural skills and to achieve to a high level in these areas.

1. BUILDINGS, GROUNDS AND FACILITIES

The Hostel is situated at 70 Harakeke Street, just five minutes walk from the school. The grounds of more than three acres bordering the Avon River, include tennis and basketball courts, an artificial cricket pitch, a beach volleyball court and a heated swimming pool. The boys have the use of a Library with reference material, recreational reading resources and ten computers and wireless high speed Internet. The Hostel has six televisions with Sky T.V and DVDs. Other recreational resources include two table tennis tables, and an excellent weight training facility.

Accommodation is separated into three blocks. The two storey Straven Block houses Years 9 and 10. Year 9 is situated downstairs and Year 10 are upstairs. Worcester Block is also a two-storey building and accommodates Year 12 and 13 students. Each year group is at different ends of the block. Harakeke Block is a single storey accommodation block and houses Year 11 students. Year 9 and 10 are in rooms of four, Years 11 and 12 are in twin rooms and Year 13 students are in single rooms.

The basic principle of the accommodation is that the boys are given greater privacy and more “personal space” as they progress through the year levels.

All the boys have personal study spaces provided in their rooms. Each boy has a wardrobe, six drawers and a locker in which to store his possessions.

Avon Block is the main service block. This building has the kitchen, dining room, Year 9 &10 common room, Library, sick bay, laundry, staff room, Housemasters’ study, reception and the Manager’s office.

2. ADMINISTRATION

BOT
Hostel Subcommittee of B.O.T.
Headmaster
Hostel Manager
Housemasters
Matron
Catering Manager
Chefs
Maintenance Supervisor
Groundsman
Domestic Staff
Prefects

Adams House has a Manager and ten Housemasters who all live on site and provide daily organisation and care for the boarders. The Manager and Matron, along with the housemasters and domestic staff, help provide for the welfare and care of the boys.

The Hostel Subcommittee of the Board and the Headmaster support this administration. Parents of the hostel boys have a Parents Committee and the Chairperson of the Committee is a member of the Hostel Subcommittee of the Board.

Year 13 prefects play an integral role in the day to day running of Adams House. They are expected to set and maintain high standards and also to supervise a variety of disciplinary, social and educational activities.

The hostel is largely self-supporting and is almost entirely funded from fees. The hostel also hires out its facilities during the holiday periods.

3. CLOTHING REQUIREMENTS

ALL CLOTHING AND OTHER POSSESSIONS MUST BE CLEARLY MARKED WITH THE BOY'S NAME AND INITIALS

(in very obvious places, for example at the top in the middle of the back of clothing.)

Uniform

We suggest 3 shirts, 2 pairs of school shorts, 4 pairs of socks (minimum), 1 jersey, 1 blazer (seniors), 1 pair trousers (seniors).

YEARS 9 and 10

Boys wear the same uniform throughout the year. Grey school shirt with school monogram (long sleeves). Grey all-wool worsted shorts of approved material and style. Plain blue jersey with "V" neck (with school monogram). Black lace-up shoes. School jackets, which are available from the school stationery shop and the Uniform Shop run by the PTA.

YEARS 11, 12 and 13

Summer - Blue walk shorts (No 88123 Preston Polyester and cotton), white shirt, tie, blue jersey with school monogram, blazer, walk hose (Montreal Grey No 73000), black lace-up shoes.

Winter - Long trousers, grey (either all wool material or mid grey), white shirt, tie, black blazer. Black or grey socks. Black lace-up shoes.

Note: A tie and blazer must be worn.

Physical Education

Blue PE shirt, black shorts, white socks. PE shirts are available from the school stationery shop.

Underwear etc.

Vests, singlets, t-shirts – optional. These are not to show at neckline of shirt when top button is undone.

5 pairs underpants

2 pairs pyjamas

General

Parka or wind jacket

Sports shoes

Slippers (optional)

Shoe cleaning outfit

Clothes brush

Three Towels (minimum) one of these as swimming towel

Mending materials – include spare name tags

Toilet gear – face cloths, soap, tooth brush and toothpaste etc.

Warm bed cover of some kind – suggest duvet

1 dozen coat-hangers

Pack or satchel for school books

Strong padlocks (1 for dormitory drawer, 1 for locker cupboard).

Place spare keys in an envelope with your son's name on it and give to manager.

"D" Lock for bicycle – effective security is essential

Casual clothing of own choice

Laptop computer / Mobile phone

4. TELEPHONES

Manager (Richard Taylor)	(03) 348 3307 ext 1
Leave messages	(03) 348 3307 ext 2
Matron/office	(027) 417 3851 or (03) 348 0130 ext 1
Kitchen	(03) 348 0130 ext 2
Duty Housemasters	(03) 348 0130 ext 3
Maintenance	(03) 348 0130 ext 4
Fax	(03) 343 3134

Website: www.adamshouse.co.nz

Email: adamshouse2@orcon.net.nz

5. HEALTH

Dr Zarifeh of the Straven Medical Rooms is the hostel doctor. All Boarders are required to fill in an Adams House Medical Record Sheet. The more detail you supply on this sheet the better able we are to provide for your son. The Doctor and Chemist charge directly to you.

We look after the boys if they need to stay in bed. If they have something more seriously wrong with them we will contact parents. They may need to go home in some cases.

The Hostel does not have a specific dentist. We can help find one if that is necessary.

6. HOSTEL RULES AND PROCEDURES

The rules listed below govern the general behaviour of boys at Adams House. They are designed to ensure the smooth running and general order of the Hostel while boarders are in residence, returning to or absenting themselves from Adams House.

The high regard in which Adams House is held by the school and the public generally, will only be sustained if boarders continue to maintain the highest standards of behaviour and co-operation.

Code of Conduct

Adams House boarders should behave in a mature and acceptable manner. The following are seen as underlying all behaviours:

Consideration and respect for self, for others and for the environment
Contributes to his community
Motivated and productive
Strives for personal excellence
Resilience
Honesty
Integrity
Loyalty
Trust

The rules and procedures are reviewed annually by the Hostel Manager in discussion with the hostel prefects, staff and the Headmaster.

Prefects and Housemasters always try to enforce the rules fairly but should a boy feel he has been treated unjustly he is encouraged to discuss this with the Head Prefect and/or Hostel Manager.

PROCEDURE FOR PUNISHMENT OF VERY SERIOUS OFFENCES INCLUDING STAND DOWNS AND EXPULSIONS.

Note: Stand down is the removal of a student from Adams House of not more than 5 school days.

Expulsion is the permanent removal of a student from Adams House.

Stand downs and expulsions from the Hostel do not automatically apply to the school

The following are the procedures that will be followed in dealing with very serious offences. The investigation and punishment of these offences are handled by the Headmaster and Manager and not the Board of Trustees. The Headmaster in consultation with the Manager may, after investigation of a complaint, and after hearing from a student and their family or representative, decide to stand down or expel the student from Adams House. The period of the stand down will be determined by the Headmaster but not more than 5 school days. Parents should take all reasonable steps to collect their son in a timely manner. The Headmaster may also decide to reinstate the student to Adams House, or impose any other sanction as he considers appropriate, including expelling the student from Adams House. The Headmaster shall decide when an expulsion takes effect and an expulsion from Adams House shall not necessarily affect a student's enrolment at Christchurch Boys' High School, as that is governed by the provisions of the Education Act 1989 and the Education (Standown, Suspension, Exclusion and Expulsion) Rules 1999. The Headmaster shall also have the authority to suspend a student from residing at Adams House on the recommendation of the Manager, pending a hearing or investigation into allegation of gross misconduct or continual disobedience. The power to

suspend may be exercised by the Headmaster where he believes that the welfare or safety of staff or student(s) require that the student is suspended.

Where students are expelled or suspended from Adams House, the Headmaster shall determine what fees, if any, are refunded to the student and their family.

Authority

The Staff and Prefects have been selected by the Manager on behalf of Adams House. Failure to obey these representatives is therefore an offence against Adams House. Boys must be respectful to these leaders at all times and follow their reasonable instructions without question.

The conditions set out below will apply except where changes are notified by newsletter. It is expected that parents will support hostel rules and procedures. These are designed to provide an environment which is calm and disciplined. The Headmaster reserves the right to require any boarder to leave Adams House if it is felt that this is in the best interests of the hostel community.

Breaking leave regulations, anti-social offences, bullying, assault, theft, incorrigible disobedience, vandalism, use or storage of alcohol, drugs or tobacco, staff abuse or endangering self or others may be punished by removal from Adams House, either by way of suspension or expulsion. Suspension or expulsion may only be made by the Headmaster, usually at the recommendation of the Manager. Suspension or expulsion from the hostel for these serious offences may also be regarded as gross misconduct for the purposes of suspension from the school.

Stand-downs and Expulsions

Note: It is understood that the hostel comes under the jurisdiction of Christchurch Boys' High School Board of Trustees and the Acts governing the Board, including the Education (Hostels) Regulations 2005.

Purpose

It is acknowledged that management of boarders within the hostel is a unique circumstance within Christchurch Boys' High Schools pastoral care system. Therefore, disciplinary situations may require a different approach from that which applies at school. However, natural justice must apply.

Principles

As with school, the hostel must be seen to apply procedures that address:

Gross misconduct
Continual disobedience
Behavior risking serious harm
The failure to comply with a condition associated with the lifting or extending of an earlier Suspension

In the context of a large group of boarders living in close, continuous contact, it is important that:

1. All boarders are protected (under sections 54 and 55 of the Education (Hostels) Regulations 2005)
2. In relation to personal security, feeling valued, respect, dignity and guidance promoting appropriate behaviour.

3. If a situation arises that clearly requires disciplinary judgments in a prompt manner, this is readily achievable.
4. Behaviour risking serious harm and discouragement of harmful example to others are two particular circumstances in which hostel response may need to be particularly prompt and effective.
5. Given that family or an alternative contact may be unavailable in a timely fashion, if at all, care must be employed in order to maintain appropriate procedures.

Parents have the right to appeal to the Board of Trustees if they are unhappy with an expulsion or suspension decision or process.

(i) LEAVE RULES

No boarder will absent himself from the hostel until the electronic leave register is filled in giving details of the leave and is signed or approved by the Housemaster on duty. Year 13 boys who have parental permission are responsible for their own leave but they too must enter it on the electronic leave register giving details of their leave.

LEAVE IS NOT AUTOMATICALLY GRANTED BUT IS SEEN AS A PRIVILEGE

(a) *General Leave*

Leave will be approved and authorised by the Housemaster on Duty each day.

The Housemaster on Duty can grant leave for:

- Riccarton
- School Activities
- After school jobs
- Church
- Other leave as seen to be appropriate

All other leave or exceptions to the above is at the discretion of the Manager or in his absence, his substitute.

(b) *Dress while on leave*

Dress while on leave is expected to be tidy. School uniform need not be worn for after school leave and sports practice leave.

(c) *Transport*

Boys must not travel in motor vehicles without the permission of their parents, the hostel or the school (when on school activities.)

Boys are not allowed a motor vehicle under any circumstance while attending the Hostel. Those who ignore this rule and are caught will be stood down.

Boys going to movies and returning after dark must use a taxi. They must also provide proof of attendance by providing the Housemaster with their movie ticket.

(d) *Leave List / Travel List*

This is a list of names, addresses and phone numbers of those people that parents are happy to permit their sons to visit or travel with. A note signed by a parent is necessary to add to the leave list.

(e) *Other Rules*

Boys are not allowed to return to the Hostel from overnight leave until after breakfast the following morning. If they have a serious problem while out on overnight leave they may contact the House Master on duty or his substitute to change their leave or return to Hostel in an emergency.

Boys must leave the Hostel via the front gate only.

Boys are not permitted to return to the Hostel during school time without a note from hostel staff at school or the Bursar at school. They must report to either the Manager or some other staff member when they return.

(f) *Weekend Leave/Overnight Leave*

This requires the Manager's (or his substitute) approval. Leave is granted upon receipt of a note, answer-phone message, email or a fax from parents indicating their approval of a request for leave for their son. It is necessary for this request to be with the Manager no later than 5.00pm Thursday evening.

Boys will not be granted leave until they have fulfilled any obligations regarding punishments on a Friday.

Boys who are rostered for weekend duties will not be granted weekend or overnight leave unless there is a special request from parents.

Boys on weekend leave must return to the Hostel by 8.30p.m. on the last day of the weekend (normally Sunday).

Weekend leave will not be granted for new boarders during their first three weeks in residence. This is to ensure that the boy has the opportunity to adjust to living away from home.

(g) Returning From Leave

During the week all boys must return from leave by dinner time (5.40 p.m.) unless permission has been granted otherwise.

During the weekend Year 9 and 10 must return by 9.30p.m, Year 11 and 12 by 10.30p.m. and Year 13 by 11.00 p.m.

All boys must return from overnight or weekend leave by 8.30 p.m. on the day of their return.

If a boy is going to be late back from leave for some unavoidable reason phone the Housemaster on Duty (027 222 0318), or leave a message on the Manager's phone (03) 348 3307 if required, or Manager must be notified.

Once returned a boy needs new leave to go out again.

(h) Parental Responsibility

The Hostel's advice to parents is to make sure you know exactly what is going on, that you have checked out who your son is staying with and that they are responsible enough and happy to take responsibility for your son. We can only help protect your son when he is our responsibility. It is too easy for overnight leave/weekend leave to be a loophole between your supervision and our supervision.

(i) Details of Leave

These must be precise with contact name, address and phone number which the boys must enter on the computer. Precise times of leaving and returning are required. Please note that approval for leave is for that request only and not to do anything else or be somewhere else while on that leave approval. Changed leave circumstances need a new leave approval.

ANY INFRINGEMENT OF LEAVE RULES IS SEEN AS A SERIOUS OFFENCE.

(ii) BULLYING

A careful watch is kept on any form of harassment. No boarder is permitted by his actions to either inflict physical or mental abuse on any other boarders nor cause others to inflict such damage.

Note: mental harassment includes such things as racist or other hurtful name-calling.

Bullying is a very difficult and sensitive issue. At first we try and counsel offenders and victims. If that does not solve the problem then we may bring in outside professional help or we may take serious disciplinary action against offenders. The Hostel reserves the right to take serious disciplinary action on any bullying offence. Any Boarder that feels bullied or harassed, either sexually, physically, via the electronic means or emotionally must report this offence immediately to the Manager or the Headmaster.

(iii) THEFT

Borrowing/swapping of personal belongings is discouraged. All boarders should be warned that money and valuables are targets for dishonest persons, therefore they should keep these items in their locked drawer.

Failure to ask permission to use another boarders belongings is regarded as theft. Any suspected thefts should be reported to the housemaster on duty.

Adams House takes no responsibility for money or valuable property left in rooms. **Boarders personal belongings are not covered by the hostel's insurance policy.**

(iv) ALCOHOL, DRUGS AND TOBACCO

No boy will consume, possess or be under the influence of alcohol, tobacco, volatile substances or drugs prohibited under the Misuse of Drugs Act 1975 or otherwise, other than drugs prescribed for personal use only, while at the hostel or prior to returning to the hostel from any form of leave. Any violation of this rule is regarded as a very serious offence.

If a student is suspected of using drugs or alcohol he will be tested at the school's expense, if the Manager deems it necessary. It is a condition of boarding at the hostel that parents agree to drug testing, at the discretion of the Manager.

(v) BANNED MATERIAL

Banned Material – the following are banned at Adams House

Breaches of these rules will be treated very seriously.

Knives and any other items that could be used as weapons
Guns, unless stored in the gun cabinet and with the permission of the Hostel Manager
Bullets or any explosive devices
Offensive music, movies or written material
Pornographic material
Lighters and matches or fire lighting equipment
Fireworks

Inappropriate use, in the opinion of the Manager, of the Internet, Facebook, Twitter, email or other electronic medium, depending on severity will result in restricted access and or confiscation of personal computers.

Boarders are not to access inappropriate sites, bring inappropriate material on computers or memory card or send inappropriate emails, texts or messages.

(vi) HOUSEKEEPING / HYGIENE

Adam's House prides itself on having a tidy, well-kept and well organised environment. We expect all boys to co-operate in this by maintaining high standards of personal dress, personal cleanliness and tidy personal spaces in their dorms and prep areas. We expect all boys to assist in the general cleanliness and appearance of the Hostel. The following things are important to support this policy.

- Wardrobes and drawers are to be kept tidy at all times.
- Beds are to be kept made and tidy. Sheets, pillows, pillow cases and duvets are provided along with under blankets and an extra blanket in winter. Both sheets and pillow cases are to be

changed every Thursday morning.

- Workspaces in prep areas are to be kept tidy.
- Clothes must not be left lying around. They should be put away after use.
- School uniform should be clean and tidy including shoes cleaned.
- Food and drinks are banned from dorms and the T.V. Lounge.
- Year 9 and 10 students are allocated morning inspection jobs to keep the hostel tidy.
- All boys must complete tidying or inspection jobs before they go to school in the morning or before 8.50 a.m. on weekends (including weekend duties).
- Inspection is between 8.00a.m. and 8.20a.m. for Year 9 and 10. Prefects and staff will check inspection jobs and weekend duties.
- Boys must leave their area tidy when they go on overnight or weekend leave.
- Boys are expected to observe basic hygiene principles:
 - *wash hands before meals*
 - shower every day
 - change socks and underwear every day
 - ensure clothes are washed regularly
 - *wash hair regularly*

(vii) VANDALISM

Wilful damage or defacing of hostel property is regarded as a serious offence. All damages (whether accidental or deliberate) must be reported to the housemaster on duty who will record the details, persons involved, location and nature of the damage. Total repair costs will be the responsibility of the offender and or parents/guardians.

Note: the hostel is charged \$1500.00 for costs associated with false alarms so boys responsible for setting off fire alarms will be liable for any such costs.

(viii) SAFETY PROCEDURES

- Evacuation Drill: All boys are made familiar with the emergency procedure. Wardens are encouraged to regularly check the fire equipment in their areas. Tampering with fire doors, security bells, wiring of any description is potentially very dangerous and is regarded as a serious offence. All hostel boys and staff must vacate all buildings if fire alarms ring.
- Behaviour: Fighting is not permitted and offenders will be dealt with firmly. Offensive weapons e.g. Knives etc. must not be kept at Adams House. Balls etc. are not to be thrown, hit or kicked around inside or in the quad area.
- Motor Vehicles/Bicycle: No boarder is permitted to keep a motor vehicle at Adams House. No boarder is permitted to travel in a vehicle other than their parents vehicle without permission from the Hostel or their parents. No boarder is permitted to ride a bicycle in the hostel grounds. All bicycles are to be kept in the bike shed provided.

(ix) VISITORS

Parents are encouraged to visit the hostel when in town. Any non-family visitors must be signed into the visitor's book and must report to the supervisor on duty. When visitors leave they must be signed out.

No visitor is permitted in boys' rooms (except family).

All visitors should have left the hostel by 8.30pm on weekends and 5.30pm on school days.

(x) PREP

Prep is a very important aspect of hostel life. Boys must use this time profitably. Boys are encouraged to do prep at other times if they need to.

Sporting or cultural activities are not allowed to be planned during prep times.

Times: 1st Prep	6.45 - 7.45pm
2nd Prep	8.15 - 8.45pm (Year 9 and 10) 8.15 - 9.15pm (Year 11,12 &13)

Note: a warning bell will be rung 5 minutes before the start of each prep.

- Boys are expected to be in their prep areas seated at their desks by the second prep bell and to remain there for the whole duration of the prep.

During prep boys are not permitted to talk or wander about. Boys must stay in their assigned prep area unless permitted to work elsewhere by the Housemaster on duty.

- Two Housemasters and prefects supervise all prep areas.

LIGHTS OUT:

	Weekday (Sun-Thurs)	Friday	Saturday
Year 9	9.10pm - 6.45am	10.00pm - 7.30am	10.00pm - 7.30am
Year 10	9.15pm - 6.45am	10.00pm - 7.30am	10.00pm - 7.30am
Year 11	9.45pm - 7.00am	10.30pm - 7.45am	10.30pm - 7.45am
Year 12	10.00pm - 7.20am	10.30pm - 7.45am	11.00pm - 7.45am
Year 13	10.30pm - 7.20am	11.00pm - 7.45am	11.00pm - 7.45am

It is each boarders responsibility to keep their room tidy and be ready for bed by lights out time and also to get up each morning at the set time. Prefects and Housemasters will ensure lights out times are obeyed and will wake up the boys in the mornings. Year 9 and 10 are to be dressed by 7.00am.

Boys are not permitted to talk or move around their rooms during lights-out.

(xi) DINING ROOM

We operate a cafeteria style of dining room for most meals apart from our formal "high teas". We expect the highest possible standards of conduct and manners in the dining room.

Boys are expected to be clean and tidy at all meals. Boys are required to be correctly dressed in their school uniform for formal meals and for breakfast on school days.

The Housemaster on duty and Prefects on duty are responsible for behaviour operations in the Dining Room.

Boys are rostered to carry out some duties related to the Dining Room and Kitchen.

Mealtimes	Weekdays (Mon - Fri)	Weekends (Sat and Sun)
Breakfast	7.00am-8.00am	8.00am - 8.30am (9.00am to 9.30am on Sundays in Terms 2 and 3)
Lunch	delivered to school	12.00pm - 12.30pm
Dinner	5.40pm - 6.30pm	6.00pm - 6.30pm.

ALL YEAR 9 and 10 BOYS MUST REPORT FOR THEIR MEAL AT THE BEGINNING OF THE MEALTIME. ALL BOYS MUST ATTEND ALL MEALS WHEN IN THE HOSTEL. SHOULD ANY MEALS BE NECESSARY OUTSIDE OF THESE TIMES THEN THESE CAN BE ARRANGED WITH THE CHEF.

Boys collect cut lunches after inspection in the morning. This serves as morning tea and part of their lunch. The rest of their lunch is delivered to the school.

(xii) LAUNDRY

Running a laundry for over 130 boys is not easy and boys should do everything they can to assist the laundry staff in completing their jobs. Boys may put out and collect clothes at the times given below:

8.00am 5.30pm 7.45 pm

All articles of clothing must be named in obvious places, eg in the middle of the back of clothing (at the top of the middle).

Muddy clothing is not to be put in the laundry. The mud must be removed before it goes into the laundry.

Note: DO NOT put wet clothes in with your normal washing as it may cause colours to run.

Muddy shoes/boots should be washed in the tub by the bike shed and then dried in drying room in the laundry.

We are happy to mend clothes but they need to be given to the kitchen staff in the morning before school. Dry-cleaning is picked up and delivered from the Hostel and will be charged to your son's account.

(xiii) RECREATION

Sports and recreational equipment provided is very expensive so boys must ensure that it is used appropriately.

Sports facilities

Adams House provides a heated 16 m swimming pool, a double lane fully enclosed cricket net with bowling machine, a beach volleyball court, basketball court, two table tennis tables, two tennis courts, petanque court, a weight training room, a giant chess board, a large amount of sporting equipment, five kayaks for boating on the Avon and two expansive playing fields.

- **Sports Equipment:** Damaged, worn-out or lost sports equipment should be reported to the head boy/prefect on duty or housemaster on duty who will arrange their repair/replacement.
- **Computers:** The hostel has 10 computers and printers as well as excellent software. These are available to boys of all levels on a first in first served basis. Food and drink must not be around the computers. Schoolwork has absolute priority for use of the computers. High speed broadband is

wireless and available to all. A comprehensive filter system is in place.

(xiv) RECREATION PROGRAMME

Adams House runs a skiing recreation programme during the winter, mainly on Sundays. Hostel staff take one or two vans, depending on numbers, to Mt Hutt ski field.

(xv) PUNISHMENTS

The aim is to achieve a co-operative and tolerant environment at Adams House as close to family life as is possible. Where that co-operation or tolerance is not forthcoming then punishments are necessary.

1. Minor Offences and Infractions of Routines

- [a] Instant Punishment – boys will be given a job to do on the spot for offences that can be acted upon immediately.
- [b] ¼ hours – boys will be given a ½-hour length punishment for offences that cannot be acted upon immediately (NB: Year 13 do not get ¼ hours)
- [c] Senior misdemeanors (Year 13) – These are recorded in a book held in the Housemasters study. Weekend gating or community service (at the Manager's discretion) is given to seniors who continue to break Hostel regulations.

2. More Serious Offences

- [a] Fridays – Students who get between 4 and 7¼hrs in a week from Thurs to Thurs, get a Friday. This means they are gated for Friday night regardless of weekend commitments. They complete 4 A4 pages of work on Hostel regulations from 7pm to 9pm.
- [b] Isolation Prep – this is used to withdraw boys from normal prep situations where they have become a repetitive disruption to others or they are making little effort to do homework.
- [c] Weekend gating – Students who get 8 or more ¼hrs in a week are gated for that weekend regardless of other commitments.
- [d] Community Service - This punishment is time in 'hours' given to the student to work off at Adams House or the school. The number of hours will be dependent on the severity of the inappropriate behaviour and determined by the Manger or designated individual.

3. Serious Offences / Leave Offences

- [a] Gating – this is a withdrawal of leave (except for school activities) for a specified period of time. Usually 14 days.
- [b] Close Gating – this is the total withdrawal of leave and having to report to the Housemaster on Duty every ½ hour.

This is the last step before suspension.

Serious offences include repetitive offending, defiance, wilful lack of co-operation with the punishment system, abuse of prefects, absent without leave and serious violence.

4. Very Serious Offences

A suspension may result in the first instance. Boys will only be allowed one suspension. We are willing to give boys a chance to learn from their mistakes but we will not hesitate to consider expulsion on repeat offences or if there is a really serious infraction of the rules in the first instance.

Very serious offences include repetitive gatings, use or possession of alcohol, assault, fire, theft, absent without leave after lights out, abuse of staff, bullying, major vandalism. Offences involving serious criminal activity and/or drugs are seen as very serious problems and may be dealt with by expulsion in the first instance.

5. Working Off Punishments

[a] Punishments may be used in isolation of each other or in some combinations to meet the requirements of different situations.

[b] ¼ hours (30 mins) will be worked off on the day after being issued with the offence. Failure to work off all punishments on the day after being issued with them will see leave withdrawn (unless there are extenuating circumstances) until the punishment(s) are worked off. ¼ hour jobs will be issued and checked by the prefect on duty. The Head boy marks them off at 7.45pm each night. ¼hrs not marked off on the day will not be marked off at a later date. There may be other occasions when boys with ¼ hours to work off will be used for jobs around the Hostel. Working punishments off takes priority during leisure times while at the Hostel.

It is each boy's responsibility to ensure that he does not allow ¼ hours to accumulate and that he works them off promptly. *Please note* that weekend or overnight leave cannot commence until punishments are worked off.

7. REPORTS

The Hostel has a report form on each boy, which is sent home twice per year. This will keep parents informed about their son's attitude and effort in Prep; their attitude towards others; their punctuality, personal tidiness and hygiene; their involvement in School Activities; and their general attitude towards Hostel life.

Prep grades are awarded every night and are scored from 1 to 5, 5 being excellent, 1 very poor. At the end of every week the grades are collated. Those students in the top 10% of their Year group are rewarded. Those in the bottom 10% are placed in isolation prep for the following week.

8. ADAMS HOUSE AWARDS, CUPS & SCHOLARSHIPS

Ngaere Leggat Award

The hostel's premier award is open to any Year 13 boarder and was established in 1959 by the wife of the then headmaster. In founding the award Mrs Leggat said she felt the recipient of the award should be:

“the kind of senior boy who would bend down and help tie up the shoelace of a junior boy”

All boys and staff are asked to nominate a candidate. Short-listed candidates will be interviewed and the interview committee in awarding the scholarship shall have regard to the following qualities in the following order of importance:

- 1) Scholastic achievement
- 2) Qualities of manhood, devotion to duty, sympathy for and encouragement and protection of those weaker than himself, kindness, unselfishness and fellowship.
- 3) Exhibition of moral force of character and of instinct to lead and to take an interest in his fellows.
- 4) Fondness for or ability in sports.

Currently the award is worth \$400.00.

Malcolm Brannagh Allen Scholarship

This was established by Mr and Mrs A.L. Allen in memory of their son, a hostel boy who was at school 1959-63.

The annual scholarship is available to assist a Year 12 or 13 student (students) at Adams House. The scholarship is the school's most valuable scholarship and is currently worth \$1800.00. The award is made to a boy who:

- 1) Is of good all round ability and of good character.
- 2) Intends attending university to study telecommunications and/or engineering
- 3) Is in need of financial assistance.

Managers Award for Excellence as a Prefect

Prefects who, in the opinion of the Housemaster and Manager, have performed their role with distinction are presented with a gift and a certificate to acknowledge their outstanding contribution.

Adams House Cups

These cups are awarded each year to the boarder in the senior (Year 11 and 12) and junior (Year 9 and 10) that made Adams House the special place it was that year. In choosing the recipients of these awards consideration will be taken of the boarder's:

- 1) Involvement in hostel activities.
- 2) Positive interaction with other boarders
- 3) Positive interaction with staff
- 4) General Standard of behaviour

The end result of these deliberations should be the selection of a junior and a senior boarder who epitomise the "hostel" spirit.

Academic Cup – Numerous cups and awards are available at school to reward boys of good academic ability. At the Hostel each year we reward the senior boy who is the best all round scholar.

Cross Country Cups – These cups are presented to the fastest senior and fastest junior boy in the Hostel's annual cross country event.

Tennis Cups – These cups are presented to the winners of the senior and junior singles titles in the Hostel's annual tennis tournament.

TABLE TENNIS CUP – These cups are presented to the winners of the senior and junior singles titles in the Hostel's annual table tennis tournament.

Mark Jackman Elite Sportsman & Endeavour Award

This \$200 and golden boot award is presented to the Hostel student who, in the opinion of the Manager, has achieved at the highest level of his sport in both performance and endeavour.

9. BOARDING SCHOOL ASSISTANCE PROGRAMMES

Set out below are several assistance programmes which you may qualify for. Please contact the School Office if you require more specific detail.

(1) School Boarding Bursary

Value \$3,200.00 p/a

Payable to students who, in order to attend school, must live away from home when home is located 4.8 or more kilometres from the nearest point of embarkation provided by a transport service or whose home is 4.8 kilometres from the nearest state school when no transport is provided.

(2) Technical Bursary

Value \$2,725.00

Junior – for eligible Year 10 pupils. Junior bursaries are available to students who are unable to obtain instruction in subjects such as agriculture, commerce, engineering, woodwork and technical drawing, at their nearest state secondary school.

Intermediate bursaries, in addition to those courses mentioned above, cover art and home-craft courses.

Applications must be made by 31 March of the year to which the bursary relates. The bursary is tenable for one year.

(3) Secondary School Bursary

Value \$2,725.00 p/a

This is payable to Year 12 and 13 students under 18 who have attained Level 1 NCEA and are required to board in order to study a course not available at the school nearest to their home. One subject does not constitute a course.

Applications must be made by 31 March of the year to which the bursary relates.

10. BOARDING FEES

Boarding fees are reviewed annually by the Adams House Committee

1. All Boarding and Activity fees must be paid via Direct Debit authority. The annual boarding fee is to be paid in three equal installments on January 20th, April 20th and July 20th as invoiced.
2. The total annual boarding fee can be paid in advance by January 20 as invoiced and by direct debit. The annual fee will attract a 3% discount for this option. Discount to be reviewed annually.
3. Those who receive a Boarding Bursary will have this credited to their account.
4. Parents are reminded that before the withdrawal of a boarder from the hostel, ten school weeks notice should be given, or fees for that time must be paid, unless there are circumstances, which are considered extenuating by the Adams House Committee.

A Year 9 Day

<i>6.40am</i>	Wakes up, washes, makes bed
<i>6.55am</i>	First Inspection
<i>7.05am</i>	Breakfast
<i>7.30am</i>	Daily leave signed. Tidies room.
<i>7.55am</i>	Duties – tidying buildings and grounds
<i>8.15am</i>	Duties finish
<i>8.20am</i>	Collect lunch and morning tea
<i>8.30am</i>	Room inspection
<i>8.35am</i>	Departs to school.
<i>12.20pm</i>	Lunch provided at school
<i>3.15pm</i>	Return to hostel if not at sports practice
	Afternoon tea. Leisure time / appropriate leave granted
<i>5.40pm</i>	Dinner
<i>6.45pm</i>	First Prep
<i>7.45pm</i>	Prep Break / Supper
<i>8.15pm</i>	Second Prep
<i>8.45pm</i>	Finish Prep
<i>9.15pm</i>	Lights Out