



Columba
College

Boarding Handbook



MISSION STATEMENT

To minister to the physical, social, emotional and spiritual needs of young women while providing a rich environment for learning and living within a caring Christian atmosphere.

BOARDING AT COLUMBA COLLEGE

Welcome to the Columba College Boarding House - home to girls from Years 7 to 13 in 2016. We aim to provide a warm, caring and secure environment with a strong sense of community which will be a safe place in which girls can feel happy and supported in all that they do.

The Boarding staff at Columba College understand the enormity of the privilege of caring for your daughter. Staff members develop close relationships with the girls and are paramount in helping make boarding at Columba College a rewarding and enjoyable experience.

Our intention is that every girl should leave our Boarding community having:

- Confidence in herself and her abilities.
- A good self-image, knowing and desiring the habits of a health-promoting lifestyle.
- Developed a sense of wonder, a love of learning and a respect for ability.
- A respect for differences in others, irrespective of sex, age, ability, appearance, culture or socio-economic situation.
- Good work habits.
- The ability to work in a team and to set and achieve personal goals.
- A strong sense of community values.
- Developed leadership skills.
- Developed life-long friendships.

Girls are encouraged to participate in a wide variety of activities offered by the House and the School.

Camaraderie comes from shared experiences and girls develop a strong sense of common identity and school spirit.

Boarding-school life is what you make it. Close contact with others builds character. Be as tolerant as you expect others to be and you will gain a better understanding of your peers and yourself. You will also have opportunities to develop your leadership potential. Give of yourself and you will be the one to gain in friendship and personality.

Be the person you want others to be!

This handbook is designed to clarify our expectations and to assist boarders to settle happily in our community.

Our requirements and policies are generated to ensure the safe and harmonious operation of the boarding house and to provide a home where the girls are able to develop to their full potential. We value your support in meeting our objectives for the girls well-being.

We welcome your feedback and should you have any questions or concerns please contact me on (03) 470 371 or mobile 027 497 7973 or email pwright@columbacollege.school.nz

We welcome your feedback.

Mrs Philippa Wright
Director of Boarding - Columba College

GOVERNANCE AND ADMINISTRATION

The Board of Governors

The Boarding House is under the authority of the Board of Governors which takes responsibility for the governance and financial operations of the House. Members of the Board of Governors are listed on the Boarding House Office notice board.

The Boarding House Committee

The Boarding House Committee which meets at regular intervals supports and advises the boarding community and liaises between House management, parents and girls, and reports to the Board of Governors.

THE PEOPLE CARING FOR YOUR DAUGHTER IN 2016 ARE:

Principal
Mrs Juliette Hayes

Director of Boarding:
Mrs Philippa Wright
Ph. 03 470 3711 Work
Or 027 497 7973
Email pwright@columbacollege.school.nz

House Supervisors:

Years 8 and 9:	Mrs Margaret Cameron
Year 10 and 11:	Mrs Barbara Alderson
Years 12 and 13	Mrs Mary Clement
Day Manager:	Mrs Julie Hill - Anderson
Night Supervisors:	Mrs Glenys McDowall To be appointed
Weekend Supervisors:	Mrs Mandy Jackson Miss Charlotte Welsh Mrs Sally Robilliard
Live-in House Tutors:	Miss Kate McLintock Miss Kirsty Marr [from April]
Gap Tutor:	Miss Elen Adams [until July]
House Doctor:	Dr. Marjolein Copland Roslyn Health Centre, 271 Highgate, Dunedin Ph.: 03 477 6471 Work

There are two Boarding-Houses at the College:

Bishopscourt [also known as BC] Years 8 to 11 boarders

Katharine Buchan House [also known as KBH] Years 12 and 13 boarders

The Boarding-House administration office is located on the ground floor in Bishopscourt and this is the first point of call for all visitors for Years 8 to 11 boarders.

The Director of Boarding office is located on the ground floor to the left of the entrance of Katharine Buchan House.

All Visitors for Years 12 and 13 boarders must call at the office in the common room on the ground floor of Katharine Buchan House.

Please note that when the boarders are in residence parents are considered to be visitors and must also sign in at the office.

Direct Dial Numbers:

Bishopscourt 03 470 3711

Katharine Buchan House 03 470 3713

Boarding House Fax 03 470 3710

Boarding House Cell Phones

Bishopscourt 027 9392684

Katharine Buchan House 022 4012677

All girls are required to have the Boarding House cell phone numbers in their phone contacts.

Correspondence to girls

The Boarding House has the same address as the School, so please write to your daughter:

C/o Columba College Boarding House
Private Bag 1911
Dunedin

If you are sending parcels by courier, the physical address is required:

C/o Columba College Boarding House
399 Highgate
Dunedin

You may wish to fax (03) 470-3710, or e-mail direct to your daughter's school e-mail address.

The e-mail address for Boarding House administration is pwright@columbacollege.school.nz

BOARDING HOUSE CODE OF CONDUCT AGREEMENT

To ensure all students feel safe, valued and able to learn and develop personally, there are very clear expectations for student behaviour and clear consequences for any infringement of these expectations. All parents / caregivers and girls sign an annual 'Code of Conduct' agreement.

Every member of the boarding community has rights and responsibilities.

RIGHTS AND RESPONSIBILITIES

Each person has a RIGHT to:

- be treated as an individual
- be treated with understanding and kindness
- be treated with respect and courtesy, and be listened to
- be safe and secure
- expect their property to be safe
- learn

Each person has a RESPONSIBILITY to:

- accept individual differences
- treat others with understanding - not laugh at, tease or hurt others feelings
- be thoughtful of others
- use polite language
- treat others politely and with respect for their dignity
- respect the authority of staff
- disagree without being disagreeable
- respect personal differences in others' ability and race
- listen respectfully to others
- observe safety rules
- report bullying or harassment of other students
- refrain from teasing others or hurting their feelings
- respect school property
- respect others' property
- not steal, damage or destroy the property of others
- hand in lost property
- report theft
- be punctual to prep
- be prepared to complete homework
- allow others to learn by being quiet in prep rooms and dorms
- listen attentively when spoken to
- co-operate with staff

We require and value parental support for OUR rules. We ask that you recognise their importance through supporting staff to provide a safe and functional environment for your child and others in the boarding community.

The basis of our systems must always be TRUST. It is expected that each boarder will take responsibility for herself in conforming to expectations and abiding by the rules of the boarding house.

To enable the Boarding House to function well as a community, it is necessary to have rules for behaviour.

The following rules apply to all girls residing in the Boarding House.

Parents will be contacted in the event of any serious breach of discipline.

GENERAL RULES [THE TOP 10]

1. **BOARDER WHEREABOUTS** - We need to know where each student is or should be at all times.
We take an especially serious view of:
 - a. Students leaving the buildings or grounds without our knowledge or permission
 - b. Students reporting out for one purpose (for example, seeing a film) and doing something quite different (for example, going for a drive with a friend).
2. **LEAVE RESTRICTIONS** - No girl is permitted to take leave at any Hall of Residence, student flat, house or with students in private board. This includes with older siblings unless accompanied by a parent or guardian. For further details see the Leave Policy at the end of this document.
3. **PROHIBITED GOODS, SUBSTANCES AND ACTIONS** - We do not allow, at any time
The possession, supply or use of:
 - dangerous goods
 - possession and or use or supply of illegal substances, drugs , mind altering substances. [non-prescription drugs are not permitted] All medication must be signed in with the staff.
 - possession, use or supply of alcohol
 - possession, use or supply of cigarettes
 - chewing or bubble gum in any area inside or out of the boarding house
 - The misuse of:
 - chemicals or substances
 - technology including phones, computers, lap tops, ipods, tablets and other social media.
 - Actions
 - acts of violence or bullying
 - stealing or receiving stolen goods,
 - males in sleeping and private areas.
4. **VISITORS** - As the Boarding House is the girls' home, we ask parents and all visitors to report to the House Office of Bishopscourt or Katharine Buchan House before entering any dormitories/social areas. The girls' privacy is paramount. Where students fail to ensure their guests sign in at the House Office, the guest will be asked to leave and girls may temporarily lose the privilege of having visitors.
5. **RESPECT OF FACILITIES** - We are proud of our Boarding House facilities and request that girls respect their home away from home. Damage to any part of the building, furnishings or furniture by indulging in boisterous or thoughtless behaviour, will be directly charged to the person responsible.
6. **ATTENDANCE AT MEALS** -Attendance is compulsory at all meals unless a girl has been assessed as unwell, has sporting commitments, or is on authorised leave.
7. **TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED**
8. **SCHOOL FUNCTIONS** - All girls are expected to attend School or House activities and functions unless exempted by the Principal.
9. **RESPECT OF AND REMOVAL OF PERSONAL GEAR** - Boarders are expected to look after their own belongings and to take all of their clothes and belongings home at the end of each term. This is to assist the term cleans, room changes and holiday hire of the Boarding House.
10. **NAMING YOUR ITEMS** - Ensure all of your property and any new items gained during the term are carefully named and kept tidily in your own area.

THE ESSENTIAL 'A TO Z' OF BOARDING AT COLUMBA COLLEGE

This Essential 'A to Z' Information guide provides information and guidance on systems and to inform students and parents of our expectations for the smooth running of the House. There are always reasons for our processes and practice. While it may not always be clear why it needs to be considered that what might be acceptable for one or two girls can quickly become a logistical problem or breach of rules when others are involved.

Our systems are based on courtesy and common sense, and this guide is provided to inform students and parents of our expectations and for the smooth running of the House.

These are kept to a minimum so students develop a sense of responsibility, self-discipline and to help set good personal standards.

Absence

The Director of Boarding must be notified in advance by a parent or caregiver when a student will be absent from the Boarding House for any reason.

On returning to the Boarding House after an illness a girl must report to House Staff and parents must provide a letter to the School covering the period of absence and a Doctor's Certificate if applicable.

The Director of Boarding notifies the School daily of girls who are unwell in the House or those who have been sent home to recover from illness.

Aerosols

For safety reasons aerosol cans and sprays including spray deodorants are not permitted in the Boarding House.

Afternoon Tea

Is provided daily in Bishopscourt and Katharine Buchan House for boarders only.

Appointments

These are to be made for after school hours. If they must take place during school time, girls will be required to obtain an explanation note from House Staff to present to the School Office to obtain a 'Blue Slip' and for signing out.

Bad Language

Is not permitted under any circumstances.

Bad News

It can be very difficult for a girl far away from home to receive bad news by telephone. Should this occur we urge parents to contact the Director of Boarding or Principal, so they can ensure the news is broken to their daughter as gently as possible and that she has the necessary support available.

Bed Linen

All beds are to be made before girls go to school. Sheets, pillow-slips and towels are provided and laundered professionally by a city laundry.

Girls are required to supply their own mattress protector, Pillow, Duvet inner, personalised duvet cover, or blankets of their choice. Remember to label these items.

Due to the personal nature of pillows and hygiene standards, girls are required to supply their own pillow/s.

Pillows are supplied to International students on their arrival if necessary and charged to their accounts.

Bed linen is changed weekly on a Friday morning. Girls are required to place soiled linen into the blue linen bags provided, before leaving the House for school. A new issue of linen is to be collected after school on a Friday.

Beds are to be remade before leave is granted.

Birthdays

Parents are welcome to celebrate birthdays with their daughter/s and her/their friends, or dinner leave may be requested.

Boardingware

This is our computerised leave system which allows us to know where all girls are at all times. Any updates on this will be provided via our newsletters or email.

Cameras

If a boarder wishes to bring a camera to the Boarding House, we recommend it not be an expensive model and that it be named in a permanent way. The serial number should be noted in parents' home records and the Personal Information Form at registration.

Cameras with video potential are to be used only when the subjects of the video are informed and have consented to the filming. This includes the use of cameras on phones and other technological devices.

Girls need to be mindful of the rights of others when sending or 'posting' photographs. Inappropriate use of technology is a serious matter.

Candles

For safety reasons candles and incense are not permitted in the boarding house. This is a serious breach of our safety requirements and will be dealt with accordingly.

This also applies to cigarettes and lighters which are both prohibited items. We also ask that YOU MINIMISE THE USE OF OTHER AIR FRESHENERS OR PERFUMES as this can have health implications for others.

Cards

Cards i.e. EFTPOS, department store cards, taxi cards, etc., are for personal use only and girls must take responsibility for the use and care of these items.

Cars

Parents of Year 13 boarders may apply for their daughter to bring and use a car while at school.

The 'Application to Drive a Car' form must be completed in full by parents and daughter and be given to the Director of Boarding along with keys and their duplicates at registration, or later during the year if applicable. Refer to the 'Travel and Use of a Car' policy. NB: Breaches of the policies will be treated seriously and this privilege will be reviewed.

Please note students must not park on school grounds and the Boarding House bears no responsibility for the safe-keeping of cars. Cars must be legally parked as close to school as possible without disrupting traffic flows for local residents and others dropping off students at school.

NB: Breaches of the policies will be treated seriously and the privilege will be reviewed. Spot checks of these policies will be conducted.

Cell Phones

Students may bring only ONE mobile phone to the Boarding House. It must be used appropriately at the approved times. We ask that parents support us by not calling during prep and bed times and ensuring girls have one phone only.

Cell phones may not be used:

- Before 7.00 a.m. or after lights out.
- In the dining room.
- During prep.

Cell phones for Years 7 to 10 are kept overnight in the Bishops court office. Should it prove necessary this may also happen with individual students at other Year levels. Cell phone numbers will be recorded during registration at the beginning of each year and programmed into the contact list of the Boarding House cell phones. Parents and/or girls must notify the House Office of any change of number. School rules regarding the use of cell phones during the school day must be observed by all boarders.

If a boarder does not follow House guidelines for the use of cell phones the Boarding House has a policy to confiscate cell phones for defined periods of time.

Church

Church attendance supports the Special Character and tradition of the College. Attendance at Sunday morning services, when a boarder is in residence, is obligatory unless specific arrangements are made to the contrary with the Principal or Director of Boarding. Where no other denomination or parish preference has been requested in writing, and accepted, girls will attend, for half of each term, the Highgate Presbyterian Church for the 10.00 a.m. service.

For the remainder of each term, B@tCH (Breakfast at the Coronation Hall) offers a more informal style of worship at 8.30a.m for breakfast followed by the service. Clothing for church must be respectful non-sporting daywear.

Chemist

Roslyn Pharmacy is in the Roslyn Village where essential pharmaceutical items may be purchased. All medication prescribed by our doctors is dispensed from the Roslyn Pharmacy and charged to girls' accounts.

Clothing list - please see end of the booklet.

Community Services Card

To avoid increased charges for a visit to the doctor, we advise all girls turning 18 and remaining in the Boarding House to register for a community services card. There are forms available from the office.

Concerns or complaints

Life is easier and more manageable when we have open dialogue between the House and home. We encourage and expect girls to make contact and discuss concerns and issues with the House in the first instance.

Any concerns or complaints you may have regarding the care of your daughter in the Boarding House or the school community should be addressed to Mrs Philippa Wright - Director of Boarding, or Mrs Juliette Hayes - Principal. Thank you for your co-operation in this matter.

Custodial arrangements

If there are any changes to custodial arrangements the Boarding House must be notified as soon as possible.

Dental Appointments

Girls have the option of remaining with their family dentist and are encouraged to arrange appointments in the school holidays; however, appointments can be made locally, preferably after school hours.

Detentions

Detentions for House misdemeanours will consist of 6.30 a.m. duties and or loss of privileges or leave. For major transgressions or accumulated misdemeanours, weekend duties will be done under supervision.

It must be noted these duties take precedence over ALL other activities including weekend leave for boarders.

Dining Room

A balanced diet, which includes a variety of vegetarian dishes, fresh fruit, salads, vegetables, meats, wholemeal bread, etc. is provided.

Special Diets are catered for but must be registered by a parent with the Director of Boarding at registration.

- All girls attend all meals in the dining room unless on approved leave or unwell.
- All girls entering the dining room for meals or table-setting duties are to sanitise their hands using the wall-mounted, anti-bacterial dispensers.

Use of cell phones is not permitted in the dining room.

Dining Room Dress Code

For health and safety reasons slippers may not be worn in the dining room. Girls entering the servery, especially at breakfast time, must have covered footwear. Jandals are not acceptable.

It is preferable that girls change out of and hang up their uniform after school. If in uniform it must be full uniform. Heavily used sports gear is unpleasant for others when dining so tracksuits or similar clothing should cover it.

Appropriate clothing is to be worn and hoods or hats of any kind are to be removed before entering the dining room. For food hygiene reasons long hair must be tied back neatly and long fringes clipped back.

Meal times

Breakfast:

Monday – Friday

Years 8 to 11

7.15 a.m.

Sunday

All Year levels

8.30 a.m. - 9.00 a.m.

Brunch:

Saturday 9.30 a.m. - 11.30 a.m.

A continental breakfast is available from 7.30 a.m. for girls leaving for sport.

Dinner:

Monday - Sunday

Years 8 to 11

5.45p.m.

Monday – Sunday

Years 12 and 13

6.15 p.m.

Lunch:

Sunday

All Year levels

12.30 p.m. - 1.00 p.m.

Grace is said before every meal in the dining room. Good table manners and etiquette are to be observed at all times.

Requests for early or late meals are to be registered in the late tea register by 1.00p.m. on the day concerned. Late requests will only be accepted if unexpected circumstances arise.

When applying for leave via Boardingware [computer] your last meal and first meal required on your return must be registered. We request all girls eat their late meal or other food in the dining-room (unless prep is on) or the recreation room at KBH.

All plates must be returned to the servery.

Girls are in vertical groups at the dining tables Monday to Friday inclusive. This is done to encourage friendships across the year levels and to assist the older girls to get to know the younger girls.

Dormitories

Each term girls are placed within their own age group into different bedrooms/dormitories.

Occupancy of rooms is decided by the Director of Boarding in consultation with the House Supervisors. This is a complex task and ranges of factors are considered and negotiation on dormitory placement will not be entered into. All girls must remain in their allocated bed.

Girls must maintain a tidy, orderly dormitory area. All dormitories are checked every morning after girls have left the House. Girls will lose privileges when beds are left unmade, or rooms are left untidy. Girls will be released for sport leave only, when they have tidied to an acceptable standard.

Dress Code/Uniform

If girls are wearing uniform, it must be full and correct uniform (both school and sports uniform). Blazers must be buttoned up on town leave and girls should not be seen eating on the street.

Girls are expected to be responsible for personal hygiene and the cleanliness and good repair of their uniform and mufti clothing.

All girls except Years 12 and 13 must wear uniform for weekday town leave.

Driving Lessons

Driving lessons may be taken after school and are arranged by parents with details of the arrangements made to be given to the Director of Boarding in the form of a letter, email or fax.

Dry Cleaning

Boarders may have clothes sent for dry cleaning. The cost of any dry cleaning is charged to parents' accounts. All clothing must be clearly named. Consideration should be given to dry-cleaning kilts and blazers after each term's use. This can be arranged by the boarding house.

Duties

All girls are responsible for making their own beds and keeping their dormitories and living spaces tidy. On a rostered basis Years 7 to 11 girls help with duties in the servery and dining room, before and after the day's main meal, afternoon-tea or supper.

Rubbish and linen duties are allocated on a roster basis. Year 11 girls are responsible for supervising and guiding the younger girls in their duties.

Years 12 and 13 girls are expected to manage the removal of rubbish and laundry from the dormitory floors themselves. They are responsible for the tidiness of their kitchen areas and sitting rooms.

As role models they give special service to the Boarding Community by mentoring our younger girls.

E-mail and Internet Policy

E-mail addresses are provided through the School. Parents and each girl must read the Columba College ICT Acceptable Use Agreement, which is loaded on to laptops purchased through Cyclone Computers and accessible on the School Wiki.

Each student is allocated a Username, Password and Columba College e-mail address, which enables her to access the school computer network, Internet and e-mail.

Personal laptops will have access to the Columba College network from the Boarding House. A wireless network is operational in both houses, but due to the room configurations, some rooms require that girls gain access via cable. These are available from the Boarding House office. Misuse of laptops in dormitories will lead to confiscation of the laptop.

All student laptops must be taken to Mr S. Moore (School IT) to be configured to utilise the school network and its filtering software. Personal laptop maintenance is the responsibility of the student. Mr Moore is not to be contacted to fix personal laptops.

Facebook is available to boarders at specified times of the day. These times are discussed with the girls at the beginning of each school year.

Electrical Appliances

All electrical appliances must be checked and certified before use in the Boarding House. You may wish to have this completed prior to arrival by a certified electrician, or we can arrange for certification at a cost of \$6.00 per item. Portable heaters, electric jugs, electric blankets, rice cookers, televisions, blenders and milkshake machines are not permitted. Candles and incense are not permitted in the Boarding House at any time.

Employment

Paid employment after school or weekends is not permitted.

Extra-curricular activities – negotiated circumstances

Extra-curricular activities such as ballet, swimming coaching, athletics, golf, sailing, horse-riding will be encouraged if parents make a specific request. Requests should be made in writing by a parent, outlining details and arrangements, to the Director of Boarding who will discuss and document any agreement and conditions to ensure it is safe and beneficial to the boarder and others around her. Transport to such events is at the parent's expense.

House groups - Turangawaewae - Our Place

Every girl will be placed in a 'HOUSE' group. This group includes girls from every year level and serves as a support network. The girls enjoy theme dinners and outings as a 'House'. Girls will remain in the same 'House' for their time at the Boarding House.

Face to face conversations

Our technological world means we often forget how to communicate verbally. This is a useful social, life and career skill and boarding houses are the perfect place to become an expert!

Fire Drill

Fire drills are held each term. Every girl and staff member is instructed on how to behave in an emergency situation.

Fire Escapes

These are to be used only in the event of an emergency evacuation.

Girls must not use fire escapes as outdoor staircases and are to keep right off these except in an emergency.

These exits are alarmed and any breach of these conditions will be viewed seriously.

Misuse of fire alarms results in the Fire Brigade being called out which carries a charge of \$1,000. It is possible that this cost will be passed on to those found to be responsible.

Food

Healthy eating is encouraged but girls may bring their own snack food. This is best kept stored in a sealed named container and any rubbish be disposed of appropriately. It is unwise to have foods requiring refrigeration in dormitories.

Footwear

Girls may not walk around with bare feet. Footwear must be worn at all times. Any girl who thinks she may have a verruca, or athlete's foot even if being treated by her own family doctor, must report it to a member of the House staff.

To discourage transmission of disease girls are encouraged to wear jandals while showering.

Student Exchanges

From time to time boarding students go on offshore student exchanges. Parents of boarding students who go on these exchanges are expected to pay the boarding fee for the weeks the host sister of their daughter is in the Columba College Boarding House unless the exchange is reciprocal during time.

Gating

Significant transgressions of Boarding House rules will result in 'Gating'. Gating refers to the restriction of leave for a designated period of time. This is discussed and recorded by the staff member at the time it is imposed.

Gating conditions include:

- No meal leave
- No town leave
- In order to not affect others involved in group activities, participation in sports or cultural practices and games is as per normal in most cases, however a gated girl is expected to return to the boarding house once their team commitment is complete and this does not allow time for further social interaction. This may require girls to arrange alternative safe transport. XXXXXX

The Director of Boarding has the discretion to apply other appropriate gating conditions as required.

Graffiti

This is not tolerated. Offenders will be asked to remove graffiti in their own time and in the event that the property cannot be restored to its original condition, they will be asked to pay for its replacement/restoration.

Guardians

Parents travelling overseas are asked to give guardianship to a designated adult and to advise the Director of Boarding in writing of the designated adult's contact details. Contact details of parents while overseas must also be forwarded in writing to the House Office before travel.

Hair

Hair appointments can be made within the normal leave arrangements. Hair must be tied back at all times in the dining room.

Health

Duty House staff will be the first point of contact for boarders who are unwell in the morning and will decide whether a doctor's consultation would be desirable. The female House Doctor, Dr M. Copland who is based at the Roslyn Health Centre is available daily for consultations and will liaise closely with House staff. Appointments to see the House Doctor will be made and girls will be accompanied as necessary. Parents will be advised of the Doctor's recommended course of action.

Note: Girls who become unwell during the school day must report to the School Office for attention (this includes boarders).

Boarders are not permitted to leave class unwell and go straight to the Boarding House. They must go to the School Office first and a secretary will inform house staff. The boarder is required to sign out 'sick' before going back to the House.

If she should recover during the day, she must 'sign in' in the School Office before returning to class.

Homesickness

Feeling home sick or missing friends and family is normal even for returning boarders. Life changes quickly in the Boarding House and things that bother you today will probably be soon forgotten. Homesickness can be just a blah day or feelings that build up over time and leave you feeling overwhelmed by all the changes. Remember that there are lots of older boarders and buddies who understand the changes and will have good ideas to help you through this challenge.

Staff are around 24 hours a day and are happy to talk! With your permission they will pass you onto other people who can help if the feelings don't go away.

Below are helpful suggestions of things that have worked for others during down times.

- Try to stay around in the weekends and get involved with the activities.
- Remember that friendship groups change a lot at the start of the year so try to mix with a range of people.
- Late night phone calls are more likely to leave both you and your parents feeling upset and unsettled.
- Always have something to read – it can be a good friend and distraction when others are not around.
- Get plenty of sleep because you will be more able to cope if you are healthy.
- Get involved in school activities.
- Sometimes it is nice to have somewhere else to go but doing this too often might isolate you.
- Get stuck into your schoolwork!
- Many people find colouring in is a soothing and creative thing to do. Ask staff if you would some materials.
- A few good slow deep breaths will calm you down so will a prayer.
- Ask yourself these questions- Am I safe?, Is what I am feeling real?, Will it pass in time?
- A good cry, a hot shower and a cuddle from your favourite teddy can feel good if it gets too much.
- Talk to the staff even at night, and get help if you are feeling really down.

House Staff Roles

Girls will have interaction with a wide range of staff but each year group has a staff member allocated to look after their interests in particular. We also employ Night Supervisors to ensure someone is available to meet needs 24 hours a day.

Important Documents

If girls are holding important documents they should be handed in to House Staff for safekeeping.

i pods and i pads

These items must be registered on arrival at the boarding house. They must be used appropriately in line with the social media guidelines below and ICT use agreement.

Insurance (Personal)

Personal effects are not covered by school insurance and therefore it is recommended that parents insure their daughter's property.

Laundry

All girls will have their school blouses, sports uniforms and personal laundry attended to by House staff. Girls are requested to ensure all soiled clothing is put into the appropriate baskets on the ground floors of the Boarding Houses. Named net laundry bags are issued to all new girls and must be used for personal underwear.

They can be purchased from the House office at any time. All clothing including underwear and socks, tights etc. must be clearly labelled.

Library

The school library is open from Monday to Thursday from 8.30 a.m. - 4.00 p.m. and Fridays from 8.30 a.m. - 3.30 p.m.

Lights Out

All students are reminded that all use of technology MUST CEASE at bedtime.

It is vitally important that all boarders and others they may communicate with maximise their time for rest to allow them to be effective in academic and other pursuits.

Parents are asked not to contact their daughters around or after this time, as it is often unsettling and disruptive to others.

Any urgent messages should be directed to House staff.

Sunday to Thursday:

Year 8 9.00 p.m.

Year 9 9.15 p.m.

Year 10 9.30 p.m.

Year 11 10.00 p.m.

Year 12 10.15 p.m.

Year 13 are to be in their own rooms by 10.30 p.m.
and to be responsible for turning off their own lights

Friday: All Year levels: lights out 30 minutes later

Saturday: All Year levels: lights out 30 minutes later

Lockers and school bags

Lockers are provided for all students in the school buildings.

Boarders must carry their school requirements and sports gear to school each day in approved bags only and are to use the lockers provided.

To maximise living space in the boarding house, girls are expected to store their school bags carefully in their rooms.

Mail

Mail is collected by House staff from the School Office daily (Monday to Friday) and placed in girls' individual pigeonholes in the House office.

Medication

House staff must be informed of any need for or changes to medication regimes. This includes ongoing support therapies or consultants visits. This information should be recorded on the Confidential Health form and will be updated by House staff upon notification.

The administration and recording of medication will be discussed with individual boarders but as a general rule it should be handed in to House staff on arrival to the boarding house or after collection from the pharmacy.

Medical Certificates

Should a girl be unwell and miss a school assessment, a doctor's certificate is necessary and must be given to the teacher, immediately following the student's return to school.

During external examinations girls must notify the Director of Boarding before 8.00a.m. so an appointment can be guaranteed with the House doctor to obtain a medical certificate.

Money

Large amounts of cash are discouraged but any cash can be safely locked in the House office. The School does not have facilities for cashing cheques but an ATM machine is available at Roslyn Fresh Choice supermarket.

Each girl is requested to operate a bank account as this encourages careful budgeting for bus fares, entertainment, birthday presents, toilet requisites and numerous miscellaneous items.

Girls who have regular amounts deposited in their accounts once a month tend to manage their affairs more efficiently, but need to be accountable to their parents for their own monthly spending.

Musical instruments

There are a number of sitting rooms with Pianos around the houses and girls also have access to the school music suite. Practising should be done at suitable times and with respect for others.

Naming of clothing

All clothing and linen must be named in a prominent place with permanent marking or woven label nametags.

Night Staff

Night staff are rostered on active duty every night of the week. Girls can contact the Night Supervisor by dialling 892 from a Boarding House phone. The Night Supervisors are responsible for the care of girls who are unwell, the laundry and light cleaning duties. For parents needing to contact the Night Supervisor for an urgent matter please phone either of the Boarding House cell phones.

Bishopscourt Yrs. 8 - 11

027 939 2684

Katharine Buchan House Yrs. 12 and 13

022 401 2677

Office Hours

The Director of Boarding can be found in the office or thereabouts, on the ground floor of Katherine Buchan House. Office hours are 8a.m to 4.30pm on Monday to Friday. Outside of these hours most issues can be dealt with by the Boarding House staff.

For urgent issues Mrs Wright is available on her mobile 027 497 7973 or via email

pwright@columbacollege.school.nz

Please take the time to introduce yourself to staff you have not yet met.

Parking

Due to the nature of our site there is no parking available for visitors on site during school time. While unloading gear there are limited spaces available for short periods of time. We ask that once this is done you move your vehicle to allow others the space.

Personal Hygiene

The Director of Boarding gives an informal talk to new boarders on this subject each year including a discussion on what we believe to be a good standard and the responsible use of bathrooms.

Any problems are handled in a sensitive manner.

Photographs and other personal items

Students may bring treasured personal possessions into the Boarding House but they may not be attached to the walls. Girls should be aware of limited shared space and that these items could be accessible to others.

While due care is taken at all times discretion is advised as to what is appropriate for a shared environment.

Pin-boards/Posters

Posters and photographs must not be put on the walls but are to be put on the designated pin-boards.

All visual images must be in acceptable taste.

Physiotherapy

Appointments are to be made for out of school hours by the House Staff.

Prep - Homework

All girls have a supervised time of study. They have homework, revision or silent reading to do at this time.

To avoid distractions there is a minimum of movement through the Boarding Houses. Girls who have a school sporting commitment in the evening must ensure that prep is completed after school and before leaving for their sporting commitment.

Prep is supervised by Prep tutors most of whom are graduates and able to provide assistance to girls.

Prep Times

Monday to Thursday

Year 8 7.00 - 8.00 p.m.

Year 9 7.00 - 8.30 p.m.

Year 10 7.00 - 8.30 p.m.

Year 11 7.00 - 9.30 p.m.

Year 12 7.00 - 9.30 p.m.

Year 13 7.00 - 9.30 p.m.

Friday

Years 7 and 8 7.00 - 7.30 p.m.

Years 9 and 10 7.00 - 8.00 p.m.

Years 11 to 13 7.00 - 8.30 p.m.

Supper is available after prep is finished for Years 7 to 10 girls, and at 8.30 p.m. for Years 11 to 13 girls.

Prep is supervised by designated Prep Tutors. House Staff also carry out regular spot-checks of Years 12 and 13.

Privacy

As boarding is a shared environment it is vital girls are respectful of others privacy as much as possible. This means not touching others belongings and keeping yours and shared areas tidy.

There may be times that people needs some alone time and we ask that girls are sensitive to the needs of others. A quiet space is being created to assist with this.

Prize-Giving

Attendance at the end-of-year Prize-Giving is compulsory for all students.

The date is published early in the year to accommodate travel arrangements.

Quiet Room

A space for quiet personal reflection and reading has been provided on the first floor of Bishops court. This is intended for one girl at a time and may be booked for one-hour time slots by contacting House staff.

Registration

The beginning of term one requires essential paperwork to be updated and filed to ensure we can provide safe care for your daughter. This process can be time consuming and we appreciate your patience as we attempt to provide a personalised service for your daughter.

To speed this process we ask that you please complete the forms before your arrival. We also ask that if possible please abide by the time frames given for year groups to prevent the arrival of over 100 students all at once. Should you have daughters of varying year groups please contact us for any other arrangements.

School Functions

All school functions are listed in the school calendar and in the school newsletters. Parents are especially welcome at these functions. The presence of a parent or both parents means a lot not only to a daughter but also to her friends.

School Lunches

Lunch is provided daily in the boarding house. For those out of school and or involved in lunchtime school activities they must notify the kitchen the day before and make their own lunch.

Snap chat and Skype

These forms of electronic messaging are discouraged as most often they breach our Rights and Responsibilities Agreement. See also Social Media below.

Security

Our security system provides for the grounds to be monitored by a security company at varying times of the night. The Boarding House also has a monitored alarm system, which indicates a breach of security or a fire.

Security Cameras

Security cameras operate on the ground floor of Bishops court and Katharine Buchan House. They monitor exits and entrances inside and outside the buildings.

Showers

Girls are expected to shower at least once a day. To ensure all girls get a hot shower at least once a day and sporting girls a second one, we ask that showers be limited to five minutes.

Sitting-rooms

Sitting rooms are provided for every year level. To ensure a pleasant environment girls are not permitted to eat take-aways and consume milk drinks in the sitting-rooms. Any rubbish or other personal equipment must be returned to its proper place.

Sleep

Sleep is the most important aspect of the girls' health, growth and well-being. All girls suffer if the dormitory is slow to settle to sleep. We therefore have a strict rule that no girl may talk or leave her bed after lights-out. The curfew times and rules vary according to the ages of the girls as indicated earlier in The Handbook.

Special Diets

If for medical reasons your daughter requires a special diet this can be arranged in consultation with the Director of Boarding. In this instance we require a Medical Certificate and information prior to your daughter's arrival, or if there are any changes during the year.

Vegetarian and Gluten free food is available by arrangement with the Catering Manager.

Parents must register their daughter as a vegetarian or Gluten free. When registered your daughter will be expected to eat from the special menu only.

Social Media

Social media is part of our society but when misused it's problems outweigh the advantages. When living in a community it is essential that everyone takes more care to protect themselves and others in the community. This is done by considering:

How would I feel if this information was about me online and public?

How does this affect my reputation? Criticism of others usually reflects poorly on ourselves.

Ask yourself ... Will this action make life better or more harmful for me and other boarders?

Before I post - who will be affected the most?

Sports

A wide selection of sports is offered at the school and we encourage all girls to participate. This not only keeps them fit and active, but gives them an interest and a common bond with the other girls. If a student has been sick

in bed there must be one clear day when she is up, before being allowed to play sport. Sporting commitments on a Saturday must be kept before a girl has weekend leave. A girl MUST find a replacement for her team where she is unable to meet her commitments because of a weekend leave.

Where possible the school mini-bus is used to transport girls to sport. A transport schedule is prepared in advance. If your daughter has been scheduled for a mini-bus ride, to or from sport, and you intend to arrive to collect your daughter, please inform the Boarding House office or we ask that the girl contact the Boarding House cell phone to advise the driver.

Stereos

Girls may bring a small stereo into the Boarding House but must be considerate at all times regarding volume and choice of music.

Study Leave during School Examinations

Girls' in Years 11, 12 and 13 have study leave during the school examinations. From 8.30 a.m. to 3.30 p.m. on a school-day during the examinations they are not permitted to take leave with the following exception:

Year 11 to 13 girls' may leave early for weekend leave (if they are going on weekend leave to their own parents), provided no examination is missed.

If a Year 11, 12 or 13 girl's next examination, after a weekend leave with her own parents, is not until Tuesday, she may include Monday in her weekend leave.

Suitcases

All students should consider the amount of personal belongings they can reasonably accommodate in their area and that storage for suitcases is limited so it is preferable that larger cases be returned home during term time.

We advise International students to bring one large-sized suitcase that must weigh less than 23kg when travelling domestically in New Zealand. If they need to bring another suitcase it must be small enough to be stored within the larger one. A smaller, soft bag or backpack for hand luggage can be utilised for a weekend bag should a girl go on leave. Suitcases are stored away the day the girls arrive and are generally not then required until the end of term.

For all other girls not required to travel on public transport we advise that they pack their belongings into large, soft, tote style bags that can be stored within one another to save on space in the dormitories. All bags must be clearly named inside and out. Students are not permitted to travel with many small bags or with plastic carry bags.

Supporting other boarders

There will be times when you, your friends or others around you will feel upset or have to deal with friendship changes, sad news from home, work pressure, disappointments, disagreements or other stressful situations. This is a normal part of life and how we deal with these times can improve us as a person. It is good to seek help and talk to your peers, but there will be times that adults should be involved in the support.

When we support others and keep confidences it can add stress to our own lives, and it is important to ask the person you are supporting if the problem can be shared with a trusted adult. Also read the section on Homesickness.

Supper

Supper is provided for all girls in the kitchen of each Boarding House.

Taxis

Taxi accounts are compulsory for every girl. City United Taxis is our preferred provider. Girls are to use their school ID number for accounting purposes and sign at the end of the fare.

Accounts are sent directly to parents by the taxi company. You will be given the option at registration to provide City United Taxis with your billing address or allow us to forward the details.

If girls are out not supervised by an adult [host parent, teacher or coach, guardian [for example, returning to the Boarding House on their own after an evening commitment] after dark, they must use a taxi. No exceptions will be made to this rule.

Telephones

Cell phone plans often allow for 'free calling home'. This is an excellent option for boarding families. Please check your plan.

To simplify calling home, parents could arrange an 0800 number for daughters to call home. We ask that you avoid calling at meal, prep and bed times.

Bishopscourt Office Ph.: 03 470 3711 Fax: 03 470 3710

Katharine Buchan House Ph.: 03 470 3713

Family and friends calling either House office can be transferred to an individual girl on the floor she resides on.

Televisions/DVDs

From Monday to Friday boarders' television and DVD viewing is limited. Weekends are more flexible but boarders must obtain permission before viewing a DVD or video. Sky television is connected in the Boarding House. My Sky operates in the Recreation Room. No girl is permitted to have a television in her room.

Tidiness

Life is much more pleasant for everyone if personal and communal areas are kept tidy. Staff will speak with any person who continues to mismanage their area.

Toys

Girls may bring their favourite soft toys provided they are of reasonable size and fit into their luggage.

Travel Arrangements

Parents are responsible for the booking and payment of all fares. Where necessary, cancellation and any reimbursement must be arranged by parents.

School vans - Where possible, depending on availability of vans and drivers, school vans are used to transport school teams or individuals to sport or cultural events when they are representing the school. Girls are charged a minimal fee for this service and this will appear on the monthly school account. School vans may not be available for individual pursuits in which case a taxi will be required.

Uniform Repairs

If a student has a problem with her uniform, House Staff will arrange for repairs.

Valuables

Valuables are to be kept in a locked cupboard in the House Office.

There are no lockable drawers in dormitories and if a girl wants a safe place to keep treasures, a small lockable tin is available from a security firm and would be quite suitable. We discourage girls from holding any more than \$50.00 in cash. Possession of cash to pay music accounts etc. is to be locked in the security drawer in the Boarding House office.

The College does not provide Insurance cover for loss of personal property.

Visitors

All visitors must call at the House Office and introduce themselves to the staff member on duty and sign the Visitors' Register. They are to visit the Dining Room and Recreation Room only.

Years 12 and 13 girls only, may take girl friends to their dormitories once they have been signed in.

Boys: May visit the Boarding House during the following times:
Monday - Friday after school until 5.00 p.m.
Saturday and Sunday: 2.00 - 5.00 p.m.

Brothers, sisters, relatives and girl friends may visit at any reasonable time [not during meals, prep or at bedtime] but they must first call at the House Office and introduce themselves to a staff member on duty.

Vehicles

Vehicles pose a number of risks for boarders and having one while in residence is a restricted privilege. Any boarder having a vehicle while at the Boarding House requires permission from the Director of Boarding. This involves completing the necessary paperwork and abiding by all rules. There are serious consequences for anyone found with an unregistered vehicle. Registration includes notification of the Make, model and location of vehicle.

Regardless of how tempting and convenient it may be Girls are not permitted to travel in other girls cars [Including day girls] unless they have written consent and are noted on the forms held by the Boarding House.

It is unwise and considered serious if girls overload vehicles to avoid the cost of taxis.

All laws must be abided by and seat belts worn.

Weekend Activities

The weekend activities organised and offered will depend on the number of girls resident in the Boarding House. A movie is offered most weekends. Tickets are purchased and girls' accounts charged accordingly. An afternoon activity will be scheduled for a Saturday or a Sunday every other weekend.

Weekly Boarding

This is permissible with prior arrangement by the Principal. There is no concession on the boarding fee for weekly boarding.

Wellness

We are interested in the holistic development of all girls and will provide opportunities for them to develop socially, physically, socially and mentally and emotionally. At times we will offer specific events and educational opportunities on topics relevant to the girls.

COLUMBA COLLEGE BOARDING HOUSE

STUDENT LEAVE POLICY

Leave is a privilege, granted on condition of girls having met expectations of behaviour and conduct, and always at the discretion of the Director of Boarding.

1. For the safety and well being of all boarders, leave must be managed so that every girl's whereabouts is known. All leave must be approved and it is the girls' responsibility to get the required approval within the timeframe as indicated in the following procedures.
 - Boardingware is a cloud based, web and mobile application that connects boarding students, parents and staff all under one system to manage leave.
 - Staff can log in to Boardingware either from a web browser or i-pad to manage and approve student leave.
 - Parents can connect easily from home to request leave or approve/deny leave that their daughter has requested.
 - Parent Leave is unlimited but we appreciate notification via Boardingware prior to the leave. Parents are welcome to visit their daughters at any time.
 - Travel arrangements and meal options prior to and following leave can be entered into the Boardingware system so that meal numbers or late dinners can be managed.
 - In authorising Host Leave parents are transferring the responsibility for the supervision and care of their daughters to the person nominated as host. Hosts are certified annually by parents at registration, and hosts receive Host Responsibility information, including procedures for collecting and returning girls to the boarding house. Hosts will be contacted prior to the approval of Staff via Boardingware.
 - All boarders must sign out and sign in electronically via the Boardingware App. There is an i-pad kiosk in each office. Failure to do so is a significant breach of trust and expectations.
2. Leave is a privilege, granted on condition of girls having met expectations of behaviour and conduct, and always at the discretion of the Director of Boarding.
 - Girls should always leave the house dressed appropriately. Correct school uniform is required for Years 8 – 11, Monday to Friday in town. During the weekend dress including footwear should be appropriate for the destination.
 - Inappropriate behaviour or bringing the College into disrepute while on leave may result in the loss of the leave privilege.
 - All responsibilities and duties must be completed, and dormitory checks cleared, before being released on leave.
 - Leave is increased appropriately according to the girl's age, given her increased responsibilities in boarding.
 - No boarder may have leave if she is on House detention / duty for a House matter or is gated.
 - Leave requests for special occasions outside of these guidelines will be considered on an individual basis if appropriate time is given.

SAFETY CONDITIONS FOR WALKS AND RUNS

Boarders are required to speak with staff before they go on a run or walk. They must be clear about where they are going and who with.

After the discussion and gaining approval you may then sign out as long as it is not at the following times:

- During meals - you need to be back in time to freshen up before going to the dining room
- During Prep
- Before school - as you need to be at school and breakfast on time.
- When it is dark or likely to become dark during your run.

You must abide by the maximum times of leave allowed for your year group- the walk or run is not in addition to these times.

You must have at least two people.

You must be sensible regarding your route, this means no going to other hostels or friends places and stay in open well lit places away from bush.

Permission outside of these conditions is at the discretion of the Director of Boarding.

LEAVE PROCEDURES: YEARS 7 AND 8

Leave for these girls will only be granted if accompanied by a staff member or senior student. Accompanied leave may be granted to:

- Roslyn
- Town
- Movies (Friday night or Saturday)
- School gym

Parent leave is unlimited and girls may go home on any weekend unless it is compulsory to stay for special occasions.

Host leave (day and overnight) for these girls is strictly at the discretion of the Director of Boarding.

Parent Leave is unlimited but we appreciate notification via Boardingware prior to the leave. Parents are welcome to visit their daughters at any time.

LEAVE PROCEDURES: YEARS 9 AND 10

Permission is required from duty staff for all leave.

Parent Leave is unlimited but we appreciate notification via Boardingware prior to the leave. Parents are welcome to visit their daughters at any time.

Weekday	Description
After School	Sport Town, in uniform (1x per week) Must return by 5.00pm. Walk/run to approved locations (40 minutes per day). Permission from duty staff required.

Weekend	Description
Weekend leave Family	Applied for by 6.30 p.m. Wednesday. Weekend/overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone or email. If a student is going to a host family, parents and a staff member must contact the host by Thursday evening before approval is given. The Host must sign the student out and in on the Host Card. Girls must sign out and in via the kiosk.
Daily Leave	Duty staff must grant permission for all leave. Up to 1.5 hours [Walks and runs included] Must return by 5.00pm and be in line with safety rules. Up to 3 hours (2 x per term) Walk /run (45 mins daily) permission from duty staff required. Staff must be informed of your whereabouts.
Friday Night	Film or theatre accompanied by staff
Saturday Night	No leave granted.
Saturday or Sunday Host / Family Day Leave	11.30a.m. - 8.30p.m. Saturday 12.00a.m. - 8.00p.m. Sunday

NB: Please read the safety conditions for walks and runs

LEAVE PROCEDURES: YEAR 11

Permission is required from duty staff for all leave.

Parent Leave is unlimited but we appreciate notification via Boardingware prior to the leave. Parents are welcome to visit their daughters at any time.

Weekday	Description
After School	Sport Town in uniform (2x per week) Walk/run to approved locations (1 hour per day) permission from duty staff required.

Weekend	Description
Weekend Leave Family	Applied for by 6.30 p.m. Wednesday. Weekend/overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an

	authorised host family as noted on a student's file, or by parental approval via phone or email. If a student is going to a host family, parents and a staff member must contact the host by Thursday evening before approval is given. The Host must sign the student out and in on the Host Card. Girls must sign out and in via the kiosk.
Daily Leave	Up to 2 hours. Walk / Runs included. Walk/run (1 hr. maximum per day) in line with safety rules Daylight hours only Must sign out and in Permission from duty staff required. Saturday or Sunday day leave (3 per term) This may not occur during meals or prep time. Staff must be informed of your whereabouts.
Friday Night	Dinner leave 4.00pm -7.00pm (2 per term) Movies (3 per term)
Overnight Friday or Saturday	Host leave (1 per term by special arrangement)

NB: Please read the safety conditions for walks and runs

LEAVE PROCEDURES: YEAR 12

Permission is required from duty staff for all leave.

Parent Leave is unlimited but we appreciate notification via Boardingware prior to the leave. Parents are welcome to visit their daughters at any time.

Weekday	Description
After School	Sport Town in mufti any day Walk/run any time to approved locations (no meals to be missed) permission from duty staff required.

Weekend	Description
Weekend Leave Family	Applied for by 6.30 p.m. Wednesday. Weekend/overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone or email. If a student is going to a host family, parents and a staff member must contact the host by Thursday evening before approval is given. The Host must sign the student out and in on the Host Card. Girls must sign out and in via the kiosk.
Daily Leave	Up to 2 hours - walks/ runs included.

	Walk/run (1 hrs. per day) in line with safety rules. Daylight hours only Must sign out and in Permission from duty staff required. Saturday or Sunday day leave (5 per term) This may not occur during meals or prep time. Staff must be informed of your whereabouts.
EITHER Friday Night	4.00pm - 10.00pm (3 per term) Movies - within leave allowances
OR Saturday Night	4.00 - 10.00pm (3 per term)
Overnight Friday or Saturday	Host leave (2 per term)
School Formals	Weekend or overnight leave is permitted with <u>own</u> parents for the Columba College formal or other schools' formals.

NB: Please read the safety conditions for walks and runs

LEAVE PROCEDURES: YEAR 13

Permission is required from duty staff for all leave.

Parent Leave is unlimited but we appreciate notification via Boardingware prior to the leave. Parents are welcome to visit their daughters at any time.

Weekday	Description
After School	Sport Town in mufti any day Walk/run any time (no meals or prep to be missed) in line with safety rules Daylight hours only Must sign out and in Other gyms (within leave allowance and no meals or prep to be missed)

Weekend	Description
Weekend Leave Family	Applied for by 6.30 p.m. Wednesday. Weekend/overnight leave is only granted with parental permission and confirmation of details from the host family. Leave can be to an authorised host family as noted on a student's file, or by parental approval via phone or email. If a student is going to a host family, parents and a staff member must contact the host by Thursday evening before approval is given.

	The Host must sign the student out and in on the Host Card. Girls must sign out and in via the kiosk.
Daily Leave	Walk/run any time Daylight hours only Must sign out and in No meals or prep to be missed. Day leave at the discretion of Director of Boarding
EITHER Friday Night	4.00pm - 11.00pm (4 per term) Movies - within leave allowances
OR Saturday Night	4.00 - 11.00pm (4 per term)
Overnight Friday or Saturday	Host leave is at the discretion of parents and the Director of Boarding.
School formals	Weekend or overnight leave is permitted with own parents or another Columba parent for the Columba College Formal or other schools' formals.

NB: Please read the safety conditions for walks and runs

CLOTHING AND PERSONAL PROPERTY

For good personal presentation and to reduce the need for repairs mufti clothing must be of a quality standard. Storage space is very limited so please do not bring too many clothes. In order to keep the uniform in good condition girls change into mufti after school.

Suggested basic mufti:

- 1 skirt for everyday wear
- 1 skirt or dress suitable to wear to formal dinners and socials
- 2 tops (1 dress, 1 casual)
- 2 warm jerseys/cardigans
- 1 warm jacket/coat
- 1 pair smart dress trousers
- 1 pair dress jeans
- 1 sweat shirt
- 1 pair shorts
- 1 top to wear with shorts
- 1 pair smart dress shoes
- 1 pair casual sandals
- 1 dressing gown
- 1 pair of slippers
- 2 pairs of pyjamas/night dresses
- Personal underwear
- 1 bathing costume, 1 beach towel, 1 sun hat
- Tissues
- At least three pairs of school socks
- Casual Socks/pantyhose
- Woollen scarf/gloves
- 1 plain black folding umbrella for use with school uniform

All clothing, uniform, mufti and bedding must be clearly named

Bedding Named Mattress Protector and Pillow (compulsory)
Duvet Inner with cover
Blanket (mink or polar fleece). Hot water bottle/wheat bag
(International Students may purchase these items from stores on arrival)

Extras (all to be clearly named)
Toilet requisites (include sunblock)
Medication (include bonjela if prone to mouth ulcers, or wears braces)
Hair dryer
2 face cloths
Torch (compulsory)
Cushion, toys, framed photographs
Shoe polishing kit and clothes brush
Mug and teaspoon
8 coat hangers/ /3 skirt hangers (clip variety)
1 overnight bag
Camera

As we take care of all laundry and to avoid the growing pile of un-named clothing, it is compulsory for each student to purchase our large net laundry bag with nametag. These bags will be available on your arrival and will be charged to your account.