



NAPIER GIRLS' HIGH SCHOOL

Information and Guidelines for Living at Hewett House

Principal:

School Phone No:

School Fax No:

School Email:

School (Hostel) Website:

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Hostel Manager:

Manager's Phone No:

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Hostel Phone No: (girls)

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September 2009.

Hewett House provides accommodation for 160 girls, both five day and seven day stay. The girls sleep in double cubicles or dormitories and some have single rooms. Matthews House opened in 1988 and contains single cubicles for senior girls. The buildings on Napier's hill are ideally situated in one of the most attractive parts of the city. The girls live adjacent to the school and may use the school's sports facilities, library and computer suite.

Applications for Hostel accommodation should be sent to the **SCHOOL PRINCIPAL**.

BOARDING FEES: These are payable to:-
The Finance Manager
Napier Girls' High School
Clyde Road, NAPIER

2010 - amount per term (4 term year) is:

7 DAY BOARD: \$1970.00 GST inclusive per term

5 DAY BOARD: \$1770.00 GST inclusive per term

Extra Nights \$25 per night GST inclusive

The Board reserves the right to raise the boarding fees during the year. To change from 5 or 7 day boarding arrangements at least a week's notice, in writing, must be given to the Hostel Manager.

TWO MONTHS NOTICE IN WRITING MUST BE SENT TO THE BOARD OF TRUSTEES IF A STUDENT IS TO BE WITHDRAWN.

SCHOOL FEES

A charge is made to all girls in the school to cover extra activities which all share in, e.g. prize giving, school magazine, sports equipment, magazine subscriptions, first aid, etc. In addition some subjects have a fee, e.g. Textiles. These are charged to you through your account.

GOOD FAITH BOND

On accepting a place parents must pay \$200 as a guarantee of good faith. The deposit is refundable.

EXTRA-CURRICULAR ACTIVITIES

Piano lessons are arranged on behalf of parents if desired. Fees are in accordance with Scale of Registered Music Teachers' Association plus a \$10.00 non-refundable fee for use of pianos for practising. A term's notice of withdrawal is required.

Tennis coaching is provided in season for which a fee is paid. Optional activities are organised throughout each year, e.g. socials, which are charged to the boarder's account.

POCKET MONEY

It is recommended that girls have their own Eftpos bank account card for pocket money. No responsibility is taken for any money or valuables kept in dormitories or units.

INSURANCE

Parents are advised to organise insurance cover for their daughter's personal property. The Board cannot take responsibility for the girls' personal effects. As far as fire risk is concerned parents should enquire from their own insurance company whether their own fire insurance policy would extend to partially cover their risk and if so, whether it would do so sufficiently. Insurance should also cover theft or loss. Articles damaged or broken must be replaced or will be charged.

VACCINATIONS

Girls' vaccinations (e.g. tetanus) should be up-to-date. Parents are asked to keep their daughters at home if they have an infectious illness or disease. Please contact the Hostel Manager if in doubt.

BOARDERS' EQUIPMENT

The wardrobe has been designed with a view to simplicity and economy and parents are asked to use the following as a guide:

HOSTEL

- ◆ Sufficient acceptable summer wear, (tidy shorts and jeans are permitted) but all girls must have a dressy type of skirt/dress or trousers for formal dining and socials.
- ◆ shirts, sweatshirts and jerseys
- ◆ 1 pair sandals/jandals and a pair of casual shoes
- ◆ 1 pair slippers
- ◆ 3 pairs black or navy pantyhose or blue knee length socks (school uniform requirement)
- ◆ Underwear
- ◆ Nightwear
- ◆ 1 dressing gown, essential
- ◆ Jeans, trousers, tracksuit pants
- ◆ 1 raincoat or waterproof jacket

Tattoos, body piercing (apart from the ears), and extremes of hair colour and style are not allowed.

ALL CLOTHES MUST BE NAMED - name tapes preferred; marking pencil is not satisfactory. All footwear and sports gear must be named.

ALSO PLEASE SUPPLY:

- ◆ large sized towels
- ◆ 4 single sheets (named)
- ◆ 3 pillowcases (named)
- ◆ pillows
- ◆ duvet
- ◆ 12 coat hangers
- ◆ small sewing kit
- ◆ soap, toothpaste, soap powder and sanitary requirements
- ◆ face cloths
- ◆ 1 laundry bag
- ◆ pegs
- ◆ shoe polish kit
- ◆ hairbrush & comb
- ◆ nail polish remover

At the beginning of the term boarders' equipment is to be plainly marked. Any equipment brought back to the Hostel during the year must also be named. **No responsibility can be taken for un-named possessions.**

Equipment for the term should be obtained before school opens. Please ensure your daughter's belongings are in good repair at the beginning of each term.

To ensure your daughter's safety all electrical equipment bought into the Hostel must be certified by an electrician. At the beginning of each year the Hostel will offer to organize the certification of any electrical equipment for a minimal fee. No electric blankets are to be bought into the Hostel.

HOSTEL BEHAVIOUR EXPECTATIONS AND CONSEQUENCES

Living with such a large number of girls requires certain standards of behaviour. Tolerance and respect for others must always prevail.

High standards of cleanliness and tidiness are expected.

The school provides activities in musical, sporting and cultural areas. You are encouraged to take part in any of these. Experience shows that the busier you are, the happier you will be in both the school and the Hostel.

There is always someone around to help you. Commonsense is what we would like you to develop. The Manager, Supervisors, Year 13 buddies, Prefects and your friends will help to support you at any time. If you feel an injustice has been done, talk it over, in order to clarify the issues.

The years you spend in the Hostel will teach you to live within an intricate unit where each person (including the Manager, Supervisors, other staff and yourselves) has a function to perform to help make the Hostel a smooth running and pleasant place to live. We must learn to co-operate and work with each other.

Because we have such a responsibility for the safety and wellbeing of a large number of girls, rules are essential. If the rules are broken, you could be stood down from the Hostel, or your contract could be terminated permanently.

Please always follow all rules outlined in this booklet. If you have any questions or positive criticism, talk to the Manager and Hostel staff.

Serious or Continual Breaches of the Hostel Rules

Certain behaviour can result in a stand down or termination of contract.

Students are likely to be stood down or have their contract terminated for:

Gross misconduct
or
Continual disobedience

That is a harmful or dangerous example to others, or behaviour that is likely to cause a girl or others to be harmed.

To ensure a safe environment at all times the following are some examples of what is unacceptable:

Alcohol and drugs / association with / possession/ consumption of/ under the influence of

Smoking / association with / in possession of lighters, matches, cigarettes or other related accessories

Bullying / verbal / physical / or via texts, emails, notes or threatening behaviour.

Theft

Leaving the Hostel or school without permission

Failing to be where you have permission to be

Males / visitors in out of bounds areas

Behaviour that places a girl, or others, at risk

Several minor breaches

Disciplinary Procedures

- Parents will be contacted by the Hostel Manager or the Principal if their daughter has been grossly disobedient, continues to be disobedient or if the Hostel believes that the girl may harm herself or others. **Parents are required to collect their daughter as soon as possible until a meeting can be organised.**
- A meeting will take place with the Principal, the Hostel Manager, relevant Hostel staff, the girl, her parents and if they wish, a support person.
- The issues will be fully discussed, regarding the incident or number of incidences that have occurred.
- The girl in question and her parents have an opportunity to ask questions and to contribute any other information which may be relevant in assessing the situation.
- At the conclusion of the meeting disciplinary or corrective action will be outlined. This may be a stand down or suspension or a range of other consequences.

Stand down or Suspension.

If the girl is stood down from the Hostel, parents must remove their daughter from the Hostel on the day of a stand down. Many families live some distance from the Hostel, so it is likely that a student who is stood down from the Hostel and not from school, or who has her Hostel contract terminated, may not be able to attend Napier Girls' High School unless alternative accommodation can be arranged. **This is the responsibility of the family.**

Complaints Procedures.

Parents who do not agree with the decisions made or want the issues discussed further must apply in writing to the Hostel Manager outlining their concerns. They will be given an opportunity to meet with a committee made up of the Principal, the Hostel Manager, and one or more representatives from the Board of Trustees Hostel Committee and any relevant Hostel Supervisors.

Minor Breaches in Hostel Expectations.

For small breaches of expectations there is a range of procedures and consequences. Many of the minor concerns will be dealt with by the Head Supervisor or the Hostel Manager.

Examples of these breaches could be returning a little late from town, being particularly untidy or being rude or disrespectful to another girl.

Punishments may include extra dining room duties, exclusion from watching a television programme or “gating” which is not being allowed to leave the Hostel grounds for a period of time.

After two of these incidences parents are informed by Hostel staff by a phone call or in writing outlining these complaints.

Parents can discuss the issue with the Hostel staff and may want to continue a discipline or corrective programme at home.

A file note will be generated stating the facts surrounding the incident and the punishment given. The note will then be filed in the girl’s folder for the remainder of her stay.

Continual or on going breaches of rules over a period of time, even if they are minor can be serious. This may require parents to come in for a meeting with relevant staff to discuss the behaviour and can sometimes result in stand down or suspension.

GENERAL APPEARANCE

Clothing and Hairstyle

Your standard of clothing and the manner of wearing it shall at all times be to a standard acceptable to the Principal and Hewett House Manager.

During school hours all Year 9 to 12 students shall wear school uniform only. Hairstyle and hair colour have to be conservative.

After school hours we ask you to wear a tidy, clean and not too revealing style of clothing suitable to the weather. Extremes of hair colour, make-up and fashion are not acceptable while you are under school discipline.

Hair Straighteners

Please ensure that hair straightening equipment is switched off after use. Hair straighteners left on will be confiscated, as they pose a huge fire risk to the Hostel. Confiscated straighteners will be sent home to parents.

Piercing and Tattooing

The only visible body piercing permitted is plain studs or earrings in the ears. Nose, tongue, eyebrow and other visible body piercings are not acceptable at the Hostel. Tattooing of the skin where it may be seen at any time, is not acceptable.

INFORMATION UPDATE AND HOSTESS LIST

At the office we keep a file with a list of names, addresses and telephone numbers of people whom you may visit during the day or who are allowed to transport you. Please make sure that your list is updated at all times as the Hostel staff has to be able to contact them. When you are being picked up at the Hostel, a member of the Host family signs you out, and on your return signs you back in. If you require over night leave you need your parent's permission and the permission from the host family you are staying with.

PHONE CALLS

Outgoing calls

Outgoing calls are made from the card phone in the recreation room or reception area. We encourage you to buy phone cards as the calls made will be cheaper for you and Hewett House has only a limited number of house lines available.

You may use our phone for emergencies only. We charge 20c for local calls. For longer calls and calls to mobile phones we will charge the actual amount to your school account after we have received our phone bill.

Receiving calls

Incoming calls are discouraged during meal times, Prep. time and after bedtime.

Please let your family and friends know when it is the most convenient time to call you. Unless you have afternoon activities, between 3.30 pm and 5.00 pm is a good time. Otherwise we encourage the following times in the evening: after dinner 6.00 pm until 6.20 pm (Prep. time) and between the finish of Prep. and your bedtime.

We do not page for girls on our intercom after 9.30 pm.

Our pay phones are not set up to receive calls.

Cell phones

Cell phones may be used from 7.00 am until your bedtime. No usage of cell phones or text messaging is permitted later than the time you have to be in bed. Year 9 and 10's cell phones are collected over night, Year 11's at the discretion of the supervisor.

Cell phone usage is not permitted in the dining room, recreation room, library, piano cubes, and ablution blocks or during Prep. The latter also applies to those who do their Prep. at Matthews House.

Hewett House takes no responsibility for lost, stolen or damaged cell phones or battery chargers. Phones should not be lent or left unattended, the owner is totally responsible for her own phone and the texts sent from it.

Inappropriate texts or photos sent from phones will not be tolerated at Hewett House. Missing phones should be reported immediately to the office and the time of loss logged.

DINING ROOM

All meals are compulsory except breakfast on Saturday and Sunday. Breakfast on the weekend is until 8.30am.

If you are having difficulty with the meals offered, please approach the Hostel staff. Those girls requiring a special diet need to produce a medical certificate to support this change.

All food provided in the dining room is to be eaten in the dining room. If you spill food or drinks on the floor ask staff for a cloth to clean it up.

Arrangements can be made with the Supervisor for a cut lunch or a saved lunch if you have an activity at mealtimes. Saved lunches are only available until 1.30pm, if you plan to be later than this organise a packed lunch to take back to class.

School uniform is to be worn to breakfast and lunch Monday to Friday. Shoes must be worn in the dining room at all times. Tidy clothes for dinner and for weekend meals are requested.

TRANSPORT

Minibus

For students who are attending activities organised by school, or who are training competitively, we provide our after school minibus service free of charge. We will try to arrange as many runs as possible. The minibus operates on a Saturday morning during netball and hockey season. If the minibus is fully booked or for any other reason not able to run, we ask you to switch to a taxi or if it is safe, to walk instead.

Minibus bookings need to be made by morning interval on the same day.

The minibus is not used to transport students to and from the gym or to work after school, or any other private function.

Taxis

If you have to travel distances too long to walk, are going by yourself, or are not eligible for a minibus booking, we will arrange a taxi booking for you.

The Driving of Cars by Students Living at Hewett House

The lack of parking near the Hostel, the walking to and from cars at night, and road congestion is of concern.

Direct travel between home and school is a Year 13 privilege. Drivers must have a **full** licence and are required to fill in a vehicle application form which is signed by parents and the student wishing to drive.

On occasion where a student's commitments require special transport consideration during the week, i.e., the need to drive to extracurricular activities or on behalf of the school, application must also be made.

If a Year 13 student is required to drive passengers who are also Year 13 an application form must be filled in.

All applications are assessed individually and the rules contained within all forms are very clear.

No sisters or younger students living in Hewett House are to be driven by a Year 13 student during the week.

Bicycles

Year 13 students only are permitted to have a bicycle at the Hostel. All other students who train competitively need to apply to the Hostel Manager for permission. Helmets are to be worn at all times. No bicycle is to be used after dark.

GENERAL

- Chewing gum is not permitted in the Hostel.
- Lockers are available – you need to provide your own lock.
- Money and valuables are to be given to the Hostel staff for safe keeping. Lap tops and other large items should be locked in your wardrobe.
- Students are advised not to borrow or lend the possessions of another student. Definitely no cell phones are to be lent or borrowed.
- Graffiti and intentional damage is unacceptable. A charge will be made for restoration.

RECEPTION

Fax Machine, Photocopying and Charges

At reception you can have photocopying and faxing done by our office staff. Letterheads are available on request. Please hand them to a supervisor with your full name, the fax number (if applicable) and a note if you'd like the original back. We will charge the paper and fax costs to your account.

Please note:

Staff will not send, on behalf of students, faxes that contain unacceptable content. Parents will be advised of any inappropriate faxes.

Shop Items and Charges

10 Pack pre-paid envelopes are available to be charged on your account. Other items available, also charged to your account, are: toothpaste, toothbrushes, tampons, soap, tissues, hair shampoo and conditioner.

Money Matters

We no longer change notes into coins at reception. Please ensure you have enough change on you for the vending machine. Boarders are not able to get any money paid out on your account or on Eftpos and cheques.

Mail and Messages

Faxes, messages and parcels will be kept at reception. Your name will be on the white board, please wipe off once you have collected your items. Mail will be laid out at lunch time, only take your own.

Washing

Washing machines are available on the following days:

Year 9 & 11	Monday and Wednesday
Year 10 & 12	Tuesday and Thursday
Year 13	At any time convenient.

Staff will operate dryers when necessary. Irons are available in the laundry. Please use outside lines or the drying room behind the laundry. Do not dry washing in your room.

For towels and bedding we provide a washing service. Please drop your washing off Monday through to Thursday in the bin in the commercial washing machine room. It will be returned into your cubby hole in the laundry or on the table opposite the library. No commercial washing is done in the first week of each term.

Daily Schedule

- Wake up call 6.50am
- Dining room duty 7.00am
- Bell for breakfast 7.20am
- Breakfast 7.30am (early breakfasts can be pre-arranged)
- School starts 8.40am
- Morning tea 10.00-10.20am
- Lunch 12.20-1.25pm
- School restarts 1.30pm
- School finishes 3.20pm (3.00pm during February)

- Free time 3.20-5.00pm
- Dining room duty 5.00pm
- Tea notices 5.20pm (unless you have “tea leave” or a “saved tea”)
- Dinner 5.30pm
- Prep. 6.30-7.30pm Year 9
- 6.30-8pm Year 10, 11 and 12
- Supper After your prep.
- Free time After your prep. Until bedtime.
- Bedtimes
 - Year 9: upstairs at 8.45pm, in bed at 9.00pm, lights out at 9.15pm.
 - Year 10: upstairs at 8.45pm, in bed at 9.15pm, lights out at 9.30pm.
 - Year 11: upstairs at 9.30pm, in bed at 9.45pm, lights out at 10.00pm.
 - Year 12/13: in room by 10.45pm. Lights Out at own discretion.

PREP CLASS

All Year 9 through to 11 have prep. at school and must follow these rules:

- Stay in the class, work in silence, and do not return to the Hostel.
- Be prompt to prep. A bell will go at 6.20pm to remind you.
- Do not use the school toilets and hand basins.
- Leave the classroom clean and tidy after use.
- If you have no homework bring a book.
- No cell phones at Prep. Time.
- Girls with commitments before prep, must attend as soon as possible.

For Year 12 and 13 students we appreciate:

- **Quietness in units/common rooms between 6.30-8.30pm**
- **Minimal movement between homework areas.**
- **No cell phones, T.V. or loud music.**

SICKNESS

General Rules

If you feel sick at any time, please seek assistance from Hostel staff promptly.

If it looks as if you might be ill for more than one day it may be better for you to go home for a period of time. Please do not return to the Hostel at the end of a weekend if you already feel sick. Being at home prevents further infection at the Hostel.

If you fall sick during school time, you may go to bed and take a rest. You will have to sign out at school and cannot attend any extracurricular activities for that day. This applies also if you attend school in the afternoon hours.

Ongoing long term health issues or absences from school may be beyond the ability of the Hostel to manage. In such cases this will be discussed with families and alternative arrangements made until the girl has fully recovered to return to the Hostel.

Doctors' Visits

If you wish to visit a doctor, please seek your parents' permission first and then we will make an appointment for you. Unless you are seriously ill, we will try to arrange an appointment after school hours. A taxi will be booked or you may walk with another girl.

Notes for girls attending PE classes at school

Hostel supervisors do not write notes for girls who are not able to do PE. Girls explain their situation to the teacher at the commencement of the lesson.

Contact Addresses

Please provide us with addresses and phone numbers of two people other than your parents, whom we can contact in case of emergency. Please keep these updated.

Medical Conditions and Medications.

Parents must inform the Hostel of any physical or psychological illness that their daughter has, or may develop over their stay in the Hostel. The Hostel needs to know about any medication that a girl is taking and most importantly any side effects that the drug may induce. Any changes in a girl's well being must be reported to the Hostel in order for us to effectively care for your child.

Absences From School.

Attendance at school is a priority and any absences above a recommended level may require discussion with families to resolve any issues.

LEAVE DURING THE WEEK

Signing Out and In

When leaving the Hostel property you will need permission from a supervisor. Any time you leave Hewett House property you must sign out with your full

name and sign in on your return. Each girl signs only for herself. For safety reasons girls can only move off the property in twos or more. Year 13 students may go on their own.

The sheets for signing out and in are kept at the reception desk; one is for going over to school (i.e. pool, library) and one for town. If you are residing at Matthews House you must sign in on your return, not later! We need to know where you are for emergency situations and phone calls.

Girls leaving early at the end of term – parents must advise the school and Hostel well beforehand in writing.

Study Leave

Year 12 boarders have study leave at school, unless they have a service period when they are able to go to town, have a coffee or shop. Year 13 hostel students may study at the Hostel. It is expected girls will be showered and dressed before study commences.

Town Leave

Year 9, 10 and 11 students have one town leave per week, Year 12 two. Year 13 students go to town at their own discretion during the specified time.

You can sign out to go to town straight after school and must be back at 5.00 pm. If you have dining room duty, please make sure you are back earlier. On Fridays dinner is at 5.00 pm, so you need to be back from town at 4.45 pm.

Hair appointments, the attending of courses in town, visits to the doctors' and the library are not considered town leave. Town leave may be arranged for another day.

Dairy Leave

You may go to the dairy at Shakespeare Road in the afternoon or, for emergencies only, at school breaks. Permission is granted for about 15 minutes for you to go there and back. Please do not forget to sign out and in. For safety reasons you need to be accompanied by at least one other girl unless you are a Year 13 student.

Walks

You may go walking or running as often as you like either before or after school. The Hostel Committee has declared the Botanical Gardens, the Centennial Gardens and Video Parlours as not suitable and will review other areas from time to time. The following areas are permitted for walks by all girls:

- Loop walk around the school.
- Up the Hill to Napier Terrace and the old Napier Hospital.

Seniors girls only, are permitted:

- On the Port walk.

Take great care when crossing Shakespeare Road - this intersection can be dangerous!

For safety reasons two or more girls go on walks. Please make sure you sign out and in on your return. Each girl signs only for herself. If girls would like to run in other areas or alone, they need written permission from their parents to do so. Year 13 students may walk or run on their own during the specified hours. Signing out and in is still a requirement.

Tea Leave

If you would like to go for dinner with your parents or people from your host list, you may do so once per week; Year 13 students twice per week. You may leave only when suitable Prep. arrangements have been made. Please be back at the following times:

- Year 9 8.30 pm
- Year 10 9.00 pm
- Year 11 9.30 pm
- Year 12 10.00 pm
- Year 13 10.30 pm

Any extension of these times is at the discretion of the Hostel Manager or Head Supervisor.

Please arrange your tea leave with one of our supervisors and don't forget the host family sign you out and back in on your return.

Permanent Permissions

If you would like to attend any courses on a regular basis, which are not organised by the school, you will need permission from your parents to do so. Please also indicate your transport arrangement on this permission. Permanent permissions are kept at the reception for regular use during the same term.

Movies

Year 13 students only may go to the movies once a week, other students may go on the weekend.

IF YOU GO HOME ON THE WEEKEND

General

Students may leave the hostel every weekend. They depart after school on Friday and return on Sunday by 8.00pm or Monday morning by 8.00am, ready to go to school. Students travelling on buses arrive later on Sunday evening. The Hostel must be advised if there is any change to the requested arrangements.

Five-day Boarders

A five day boarder signs out on Friday and does not return until Sunday afternoon or early Monday morning, fit to go to school. Should a five day boarder have to return to the Hostel in an emergency situation she is to see the supervisor on duty on entry to the Hostel and sign in as a visitor. She is required to indicate to the supervisor the length of her visit, and immediately comes under all Hostel rules.

If a five day boarder wants to stay in on the weekend the Hostel needs to be advised by the Thursday prior to the weekend. Five day boarders will then come under the full supervision of the Hostel for the length of their stay that they have indicated. All weekend rules must be followed by the five day girl.

A five day girl may advise the Hostel that she is staying in only on Friday night and then she will sign out on Saturday, or she may advise she is staying in only on Saturday night and sign out Sunday. She may stay the whole weekend.

Please note: A five day girl signs herself into and out of the Hostel, so it is essential that five day parents communicate with their daughter and are fully aware of her weekend arrangements.

A five day girl who has signed out from the Hostel after her advised weekend stay is the responsibility of the parents. Please feel free to discuss the rulings with the Hostel Manager or Head Supervisor at any time.

Accounts will be charged accordingly for the extra nights, over and above the normal five nights.

Note: Boarders do not use Hewett House if they are out for the weekend as a place to go in between functions or events.

Seven-day Boarders

Seven-day boarders need to get permission from their parents if they want to leave the Hostel for the weekend. This also applies if they go home. Weekend leave forms are available at reception and have to be submitted by

Wednesday evening of the same week. All overnight leave has to be recorded on an official leave form.

Your parents may call, email, or fax permission after you have filled in a leave form. You must sign out on the weekend sign-out sheet for seven-day boarders and in on your return. You must ask for your supervisor's permission to leave the Hostel after you have returned from your weekend leave.

Bus Bookings

At the Hostel we will arrange your bus booking for you. Please submit your completed leave form (we call it the short leave form) by Wednesday evening. At lunchtime please check on the list if your bus booking has been made correctly. All bookings made by seven-day boarders have to be signed by their parents. Friday bus bookings are difficult to cancel and will not be refunded if you choose not to use the bus service.

Visiting Others

If you are visiting other girls on the weekend you will have to gain permission from your parents and the hostess before you travel. For this you will have to complete a leave form. Confirmation by the hostess for the girl to take overnight leave must be in writing or telephoned / faxed / emailed by the parents to the Hostel by the Thursday morning of the same week.

The nominated hostess is responsible for your safety and conduct while you are absent from the Hostel. Unless you are travelling by bus, the hostess should collect and return you to the Hostel. You must go to the home of the hostess and not stay overnight at any other address without gaining further permission from a Supervisor at the Hostel.

IF YOU STAY IN ON THE WEEKEND

Town Leave

You may leave for town on Saturday and Sunday, 10am to 12 noon, as well as in the afternoon at the following times:

- Year 9: 1.00pm - 3.00pm
- Year 10: 1.00pm - 3.30pm
- Year 11: 1.00pm - 4.00pm
- Year 12 & 13: 1.00pm - 4.45pm

Other Entertainment

Students staying in on the weekend may go to the movies, Ocean Spa pools and any other activities at the supervisors' discretion. Taxis are organised and the girls must only go where they have stated they will be going.

Girls can seek parent permission to go to a particular event, however the Hostel supervisors may overrule the decision if they consider it to be too dangerous or too difficult to supervise. Parents will be informed of the

reasons and are expected to support the decisions made by the Hostel supervisors in the interests of their daughter's safety and wellbeing.

Going Out for the Day

Students who wish to visit somebody from their hostess list or have written permission from their parents to leave for the day must be back at the following times:

- Year 9: 8.30pm
- Year 10: 9.00pm
- Year 11 & 12: 9.30pm
- Year 13: 10.30pm

Any extension to these times is at the discretion of the Hostel Manager or Head Supervisor. You will be required to sign in and out as usual.

VISITORS

Weekend Visitors

Visitors' times on the weekends for Year 9 to 12 students are from 3.00pm to 4.30pm or at the Head Supervisor's discretion.

Year 13 students are permitted visitors any time during the day in the common room or outside on the Recreation room balcony or the front courtyard. Visitors are permitted Friday and Saturday evenings until 10.30pm and Sunday evenings until 9.30pm. The maximum visiting time is 4 hours per day for Year 13 students.

Parents

Parents or family friends may visit at any time other than school hours, prep time, meal times or past bedtimes.

Year 13 students are permitted visitors in the Year 13 common room from Monday to Thursday between 3.30pm - 4.30pm and 6.30pm - 7.30pm. Also on Friday and Saturday nights until 10.30pm and Sunday nights until 9.30pm.

Friends

Friends of Year 9 - 12 students may visit from 3.30pm - 4.30pm during the week. No male visitors are permitted in dormitory or unit areas. Day students are not to visit the Hostel during school hours.

Visiting Rules

All visitors report to reception on arrival, friends sign in and a visitor's sticker is to be worn. Visitors are required to follow all Hostel rules while on the premises.

At the beginning of each term both parents are permitted in the dormitories. Later in the year only mothers, or other female relatives with the permission

of reception staff, are permitted in the dormitories. No male visitors are permitted in dormitory or unit areas.

Visitors may go to the Hostel Dining room, out on the Recreation room balcony or the front courtyard. Visitors are not allowed in the Recreation room or into bedrooms. There is a toilet available for visitors to the right of the main entrance, next to the garage.

Girls and their male visitors must conduct themselves in a manner that is not embarrassing to those around them. Public displays which cause staff, parents or other girls to feel uncomfortable will result in the restriction of male visitor privileges.

OTHER ACTIVITIES

Hostel Computer Rooms

Our computer rooms have computers and printers for your study use. Treat them carefully and do not eat or drink in these rooms. Please refer to our internet use policy.

Music Lessons

Hewett House provides pianos for the teaching of music. Piano lessons can be arranged - we have a piano teacher who gives lessons at the hostel during suitable times in the day. Girls can also learn piano and most other musical instruments at the school.

School Pool

After school in the summer all boarders may use the school swimming pool. Four juniors have to be accompanied by one senior student with a lifesaving award and a cell phone. Food and glass bottles are not permitted in the pool area. The pool area must be left clean and tidy after use.

School Library

After school from Monday through to Thursday between 3.30pm and 4.30pm boarders may use the school library. The library has adults to assist with study and access to lap tops. Boarders who miss Prep sessions are encouraged to use this facility to catch up on homework.

Hostel Games Cupboard

After school and on the weekends girls can get the key for the games cupboard from reception and access sports equipment. Indoor games and puzzles are also available. There is a table tennis table for all girls to use in the covered locker area.

Recreation Room, Sky Television and DVD

Please leave the Recreation room tidy and clean at all times. Keep food and drink to a minimum. Instructions for the use of sky television and the DVD are displayed next to the television.

