



HAMILTON GIRLS' HIGH SCHOOL

SONNINGHILL HOSTEL



THE SONNINGHILL WAY

OUR BOARDERS GUIDE

"A wise woman shapes her own destiny"

INTRODUCTION

Sonninghill Hostel is more than just a place to stay while you attend school. It's your home away from home. This guide is for you and your parents/caregivers, to clearly articulate our Sonninghill culture. It's about the way we do things at Sonninghill. We encourage respect and trust between Hostel girls, families and staff. Please read, understand and actively support these protocols to maintain high standards.

Sonninghill Hostel is governed by the HGHS Board of Trustees. Policies and Procedures are established to guide the professional operation of the Hostel. The Management Team works under the guidance of and in collaboration with the Principal, Mrs Marie Gordon.

MANAGEMENT TEAM

Mrs Liz Witehira	Director of Boarding
Miss Leigh Hamilton	Boarding Manager
Ms Tyler Wilkinson	Boarding Manager
Ms Richelle Whittaker	Boarding Manager
Mrs Claire Jones	Boarding Manager

CONTACT DETAILS

Physical Address	Postal Address
Sonninghill Hostel	Sonninghill Hostel
19A Marama Street	PO Box 512
Hamilton	Hamilton 3240

Phone

Office & Students	07-839 0074
HGHS Phone	07-839 1304
HGHS Fax	07-834 1394

Email Addresses

DoB	director@sonninghill.school.nz
Administration	admin@sonninghill.school.nz administration@hghs.school.nz
School Absences	absences@hghs.school.nz

Abbreviations in this Guide

DoB	– Director of Boarding
DBM	– Duty Boarding Manager

HOSTEL REGULATIONS, LICENCE AND POLICIES

The Boarder's Guide is reviewed regularly and updated on the HGHS website. Where there is no access to the Internet, parents/caregivers may request a copy of the Hostel Licence, Regulations or the Boarders' Guide by contacting the Director of Boarding.

OUR MISSION

"To provide the best possible environment for girls who need to board away from home in order to attend Hamilton Girls' High School".

CULTURE

We are a group of people who have chosen to live and work together at Sonninghill Hostel. We treat each other with mutual respect; understand and adhere to expectations and individual responsibilities, aspire to achieve personal excellence and make amazing memories to create a happy, supportive environment of high achievers.

HERITAGE

In 1911 Hamilton High School opened on the corner of Ward & Tristram Streets with 70 pupils – both boys and girls attending. With the end of World War I in 1919 the Board recognised the need for boarding facilities to accommodate rural students and opened Abbotsford House for girls on Anglesea Street. There were 19 girls in residence at Abbotsford. Wilford House for boys on London Street was opened in 1918 but closed in 1920. The Board also started the process to plan for two separate schools.

A private school known as Sonning, which was located on River Road, offered its premises to Hamilton High School in 1928 to provide larger boarding facilities. That school (Sonning) relocated to the north end of River Road and was re-named Waikato Diocesan. In 1930 Hamilton High School took over the River Road site, retaining the name 'Sonning'.

Sonning had been named after Sonning-on-Thames, a town in Berkshire, England, where the school's founder, Mrs Whitehorn, originated from. By 1951 Sonning on River Road was home to 63 Boarders attending Hamilton High School. There was no further boarding for boys until 1965 when Argyle House at Hamilton Boys' High School opened.

In 1955 Hamilton Girls' High School and Hamilton Boys' High School were opened on separate sites with Hamilton Girls' High School retaining the original HHS site.

The Board had purchased land on Marama Street with a view to building a purpose-built boarding facility. This vision was finally realised in 1971 when at the end of Term 1 students boarding at Sonning on River Road moved to the new 'Sonninghill'. The Old Girls were happy to hold their annual party in new warm surroundings.

A few years later, in 1977, the Board approved the building of a swimming pool at Sonninghill. Upgrades and expansions have occurred over the years with the senior block opened in March 1983.

2011 was the Centenary of Hamilton High School with many past students visiting Sonninghill to reminisce over their years as 'Sonninghill girls'. You are part of a long history of Sonninghill girls.

HGHS LEAVER ATTRIBUTES

HGHS LEAVER PROFILE

HGHS Learners will be passionate, life-long learners who are:

- Curious
- Agile thinkers
- Collaborative
- Innovative and creative
- Resilient
- Effective and purposeful communicators
- Empathetic and community minded

VISION

“Empower young women to dare to excel as innovative individuals who are globally connected”

EXCEL

verb

be exceptionally good at or proficient in an activity or subject.

Students excel when they...

- Strive to reach their full potential
- Aim high and work hard
- Persevere through difficulties
- Are allowed to fail successfully

DARE

verb

have the courage to do something.

Students are daring when they...

- Speak up for themselves and others
- Have the courage to try
- Work towards their personal best
- Push their goals to the limits

INNOVATIVE

adjective

introducing new ideas; original and creative in thinking.

Students are innovative when they...

- Have the freedom to be creative
- Try new approaches
- Are pushed out of their comfort zone
- Are encouraged to be imaginative and collaborative

EMPOWER

verb

make someone stronger and more confident, especially in controlling their life and claiming their rights.

Students are empowered when they...

- Take responsibility for their own learning
- Are able to take risks
- Participate in the school community
- Learn about and take part in civic duties

GLOBALLY CONNECTED

adjective

be connected to the international community.

Students are globally connected when they...

- Are socially aware of their place in the world
- Have empathy for others
- Use technologies to make connections with the wider world
- Are conscious of the world beyond themselves and New Zealand

HGHS VALUES

EXCELLENCE

noun

the quality of being outstanding or extremely good.

Sounds like...

"I have..."

- succeeded
- accomplished

Looks like...

- Attending classes
- Showing up for commitments
- A tidy uniform

Feels like...

- Pride
- Success
- Winning

COURAGE

noun

the ability to do something that frightens one; bravery.

Sounds like...

"I will..."

- try my best
- persevere

Looks like...

- Contributing to classroom discussions
- Working with others beyond your peer group
- Standing up for yourself and others

Feels like...

- Bravery
- Inner strength
- Uncertainty

CURIOSITY

noun

a strong desire to know or learn something.

Sounds like...

"What if I..."

- investigate
- experiment

Looks like...

- Asking questions
- Searching for answers
- Wide-eyes

Feels like...

- Investigation
- Growth
- Independence

IDENTITY

noun

the fact of being who or what a person is.

Sounds like...

"I am..."

- part of the community
- a citizen of the world

Looks like...

- Personal style
- Cultural taonga
- Myself

Feels like...

- Home
- Acceptance
- Me

RESILIENCE

noun

the capacity to recover quickly from difficulties; toughness.

Sounds like...

"I can..."

- overcome
- get back up

Looks like...

- Learning from mistakes
- Editing and resubmitting work
- Perseverance in the face of difficulty

Feels like...

- Coping with disappointment
- Not giving up
- Strength

CREATIVITY

noun

the use of imagination or original ideas to create something; inventiveness.

Sounds like...

"Imagine if I..."

- tried it in an alternative way
- looked at this differently

Looks like...

- Innovative designs
- Originality
- Inventiveness

Feels like...

- Self-expression
- Authenticity
- Imagination

CONTENTS

Sonninghill Hostel House Rules and Boarder Responsibilities	1
Leave	2
Daily Routines and Responsibilities	5
A-Z Guide	
Absences	7
Absence from School	7
Absence from Sonninghill	7
Absent Without Official Leave (AWOL)	7
Activities	7
Appointments	7
Awards and Scholarships	7
Margaret Beattie Award	7
Year 9 Scholarship	7
Bank Accounts	8
Beginning of Term and End of Year	8
Bicycles	8
Boarding Bursaries	8
Cars / Car Parking	8
Complaints	8
Computers	9
Notebooks / Laptop Computers	9
Internet	9
Counselling and Guidance	9
Cubing	9
Damage to Hostel Property	9
Dining Room	9
Doctor / Dentist / First Aid / Medication / Ambulance	10
Dormitories	10
Dress and Presentation Standard	11
Emergency Contact	11
Electrical Appliances	11
Evacuation	12
Fees	12
Payment of Sonninghill Fees	12
Building Levy	12
Non-Payment of First Instalment by 20 September <i>(for students new to Sonninghill)</i>	12
Non-Payment of Fees	12
Fees Payable on Student Withdrawal from Hostel	12

Fundraising	12
Games Room	13
Hazards	13
Hostel Committee	13
Hostel Hire	13
Insurance	13
Jargon Magazine	13
Jurisdiction of the Hostel	13
Laundry	13
Music Rooms	13
Operation	13
Out of Bounds Areas	14
Phones / Mobile Phones / Multimedia Devices	14
Photographs	15
Prep	15
Prohibited Items	15
Public Displays of Affection – PDAs	15
Running Outside of the Hostel	16
Safety	16
Sickness	16
Sign In/ Out	16
Skateboards	16
Sport and Recreation	16
Stationery	16
Swimming Pool	16
Takeaway Foods	17
Transport	17
School related activities	17
Private activities	17
Tutoring	17
TV Room	17
Personal Property / Valuables and Keys	17
Visitors	18
Visiting	18
Visitor Restrictions	18
<i>(for visitors other than parents/caregivers)</i>	

HAMILTON GIRLS' HIGH SCHOOL SONNINGHILL HOSTEL HOUSE RULES AND BOARDER RESPONSIBILITIES

While living at Sonninghill Hostel all students agree to emulate our values of Excellence, Identity, Courage, Resilience, Curiosity and Creativity

ACTIVELY PRACTICE MANAAKITANGA;

- Respect others, display appropriate manners and communicate positively; be uplifting and supportive. Make all feel welcome and included.
- Be honest and have no involvement in theft.
- Be hygienic and present yourself in accordance with the Sonninghill dress and grooming standards.
- Properly carry out allocated duties without being chased up by staff.

UNDERSTAND TAHA TINANA AND PROMOTE PHYSICAL WELLBEING AND HAUORA;

- Do not carry, store or use flammable goods, vapes, cigarettes, alcohol, drugs (including prescription drugs), drug apparatus or items that simulate or promote drug, cigarette or alcohol use.
- Keep safe; walk with others unless approved otherwise.
- Submit leave requests on time, with correct details. Comply with approved leave only.
- Do not be involved in dorm raids or activities that may put yourself or others at risk.
- Have prior staff permission before riding in a vehicle. The drivers' full licence must be sighted by Hostel staff. No sitting in cars with visitors.

INCORPORATE TAHA WHAANAU INTO PRACTICES AT HOSTEL;

- Contribute to the smooth running of Hostel by actively following Hostel procedures.
- Wear the HGHS uniform respectfully, with only one set of small sleepers or studs in the ear lobes, no facial piercings, hair a natural colour and no nail polish.
- Put litter in bins and be careful with Sonninghill property. Do not bring chewing/bubble gum into Sonninghill. Expect to pay compensation for damage. Keep your area clean and tidy.
- Actively participate in Hostel activities, contribute and aim to achieve personal best in academic, arts, cultural, sports, leadership and/or service opportunities.
- Bring people into the Hostel at approved times only. Ensure that visitors sign in & out and follow Hostel procedures.

LEAVE

Leave is a privilege not a right. Before applying for a new activity speak to a Boarding Manager. Safety is paramount. Even if leave is approved by a parent/caregiver, the Duty Boarding Manager or Director of Boarding make the final decision. All leave requests are to be submitted no later than 9.00pm the night prior. Weekend leave requests are submitted no later than 9.00pm Wednesday night and approved by a parent/caregiver by 9.00am Thursday.

All parent/caregiver leave approvals must be via Boardingware. When approval is given for leave at any level an agreement based on trust is entered into between the Boarder and Sonninghill. The Boarder is trusted to go ONLY to the place approved. Breaches of trust are viewed very seriously and consequences apply. Boarders must sign in and out with the DBM and tag in and out. If a Boarder does not sign out with the DBM she will be considered Absent Without Leave. When a Boarder returns to Hostel from any leave that leave is at an end. Boarders do not 'pop in and out' of Hostel when on leave.

Leave	Boarder Responsibilities
Year 9 & 10	
Gym	No gym attendance permitted. Speak to a DBM about running & fitness options
Movie	Saturday or Sunday 1.00pm to 5.00pm (dependent on movie/transport times), in a group of 3 or more at Centreplace. Full details of movie title and times to DBM (no meal saved)
Prep	No more than 1 evening per week out of full Prep e.g. sports/cultural practice
Town <i>Within town leave area</i>	Wear Hostel uniform (Year 10 mufti town leave on Thursday of Set Leave) Tuesday 3.30pm to 5.00pm and Thursday 2.30pm to 4.00pm (dependent on incidents) Saturday 10.00am to 12noon in tidy mufti (Yr 10 only Sunday 1.00pm to 2.00pm)
Overnight	No overnight leave to a friend's house Sunday to Thursday nights Weekend overnight leave submitted by 9.00pm Wednesdays Must be picked up from Hostel by an approved adult at time of departure Full Hostel uniform on departure and return
Family	With family from 3.30pm to 6.40pm (Mon-Thurs) (no meal saved)
Special	Year 10 - one special leave per term (with an adult) between 5.00pm to 9.00pm (no meal saved)
Sport	Email required from parent/caregiver approving involvement in the sport for each Term
Year 11	
Gym	At female only gym Two sessions Mon-Weds 3.30pm to 5.00pm, Thurs 2.30pm to 4.30pm
Movie	Saturday or Sunday (1.00pm to 5.00pm) Friday or Saturday 6.00pm to 9.00pm (full details of movie/transport times to DBM). May go to Centreplace, Chartwell or The Base (no meal saved)
Overnight	No overnight leave to a friend's house Sunday to Thursday nights Weekend overnight leave submitted by 9.00pm Wednesdays Full Hostel uniform on departure and return

Leave	Boarder Responsibilities
Prep	No more than 1 evening per week out of full Prep e.g. sports/cultural practice
Town <i>Tidy Mufti</i>	Mon & Tues 3.30pm – 5.00pm and Thursday 2.30pm – 4.00pm Saturday from 10.00am to 12noon and Sunday 1.00pm to 3.00pm
Family	With family from 3.30pm to 6.40pm (Mon-Thurs) (no meal saved)
Special	Two special leaves per term until 9.30pm (must be submitted 3 days in advance for groups of 3 or more) (no meal saved)
Sport	Email required from parent/caregiver approving involvement in the sport for the Term
Year 12	
Gym	Three sessions per week at any gym Monday to Wednesday 3.30pm to 5.00pm, Thursday 2.30pm to 4.30pm & one session on weekends
Movie	Sat or Sun between 1.00pm to 5.00pm or Fri or Sat 6.00pm to 9.00pm (full details of movie/transport times to DBM). May go to Centreplace, Chartwell or The Base (no meal saved)
Overnight	No overnight leave to a friend's house Sunday to Thursday nights Weekend overnight leave submitted by 9.00pm Wednesdays Full Hostel uniform on departure and return
Prep	No more than 2 evenings per week out of full Prep
Town (<i>Tidy mufti</i>)	Monday, Tuesday & Wednesday until 5.00pm and Thursday until 4.00pm Saturday 10.00am to 12noon and Sunday 1.00pm to 4.00pm
Family	With family from 3.30pm to 6.40pm (no meal saved)
Special	Three nights of special leave per term until 10.00pm (no meals saved)
Sport	Email required from parent/caregiver approving involvement in the sport for the Term
Year 13 (<i>Note: If driving on a restricted license the Boarder must return to Hostel by 9.45pm</i>)	
Gym	Any gym, any day of the week (may attend morning sessions from 6.00am to 7.00am only)
Town	Any day of the week at the discretion of the DBM
Movie	Friday, Saturday or Sunday at the discretion of the DBM
Overnight	Weekend overnight leave submitted by 9.00pm Wednesdays. Full Hostel uniform on departure and return Overnight to a friend's house once per week (Sunday to Thursday)
Family	With family from 3.30pm to 6.40pm (no meal saved)
Special	One special leave per week on school nights until 10.00 pm (no meal saved)
Work	Prior written application and supporting email from parent/caregiver to the Director of Boarding. Work to be rostered no more than once per week on school nights only after DoB approval is obtained.

PARENTS/CAREGIVERS:

When approving a leave request please note the following:

1. Leave is a privilege and is at the discretion of the Duty Boarding Manager and/or Director of Boarding. Leave may be revoked as part of disciplinary procedures. A Boarder must not leave the Hostel until the Boarding Manager says she can leave. If a parent/caregiver approves leave outside the parameters of permitted leave, the leave may be declined. Dress is to be appropriate to the occasion and shoes must be worn at all times. A high standard of presentation and behaviour is expected when representing Sonninghill.
2. Boarders are to be collected from and returned to Sonninghill. The person collecting the student must come in to Reception and identify themselves to the DBM. Transport is to be by an approved adult with a full licence, a teacher, coach, Hostel mini bus, inter-city bus, shuttle or taxi.
3. If a Boarder wishes to visit a place other than their own home it is the parents/caregivers' responsibility to contact the people concerned and advise the Hostel of name, phone and address details.
4. If staying after school for any reason, including after school consequence, a Boarder must submit leave by 9.00pm the night prior and may sign out before school if approved by a DBM. Boarders do not stay at school unless they have signed out with a DBM.
5. Social/Special leave is not permitted on Hostel activity nights.
6. Boarders return before 8.00pm after overnight leave and travel in full Hostel uniform. If delayed beyond 8.00pm, or not returning that night, a parent/caregiver must notify a DBM before 8.00pm. Changes to leave cannot be made by a Boarder. There is no social / special leave on the last two nights of each Term.
7. Boarders may return on Monday morning before 8.00am except at the beginning of term when all Boarders return on Sunday evening.
8. When going to a movie Boarders must advise the DBM of the movie title and start/finish time. Boarders may walk to the movies at Centreplace 30 minutes prior to the start time and return within 20 minutes of the movie ending. Year 11-13 Boarders may bus to a movie at Chartwell or The Base but if returning after dark they must be transported by a parent/caregiver or taxi. There is no town leave if going to a movie the same day.
9. When going on special leave in a group a leave plan is submitted to a Boarding Manager at least three days in advance of the proposed activity. If going to a licensed restaurant an adult is to accompany the group.
10. On Set Leave weekends the Hostel closes at 5.30pm sharp on Friday and opens at 5.00pm Sunday. Please ensure these times are adhered to. Dinner is to be arranged before returning as no dinner is provided at Hostel on Set Leave and Boarders cannot go out for dinner once signed in.
11. Rules for exam leave must be observed and will be on the notice board. Structured study is compulsory over this period. No visitors are allowed during exam leave periods. If a senior boarder chooses to remain at hostel after her last exam then she will be required to attend compulsory prep sessions with the remainder of the girls not finished exams.

DAILY ROUTINES AND RESPONSIBILITIES

Mornings / Early Afternoons			
Time	Monday - Friday	Boarder Responsibilities	Saturday / Sunday
7.00am	Personal hygiene	You may use showers. Be thoughtful of others still sleeping. Noise to a minimum at all times. Make bed, get dressed into uniform.	Sunday
7.15am	Junior Laundry	Name all items. Wash and hang in drying room. Take your items only.	9.50am Wake up calls
7.30am	Breakfast	Use good manners. Eat breakfast, make lunch, clean away your mess. Noise to a minimum. Take out only lunch foods.	8.15am
	After Breakfast	Carry out Dorm/Room duties if assigned.	9.15am
8.00am	Dorm Checks	Leave your area clean and tidy. Make bed properly, nothing on floor, towels hung straight on rails. Maintain high standards of cleanliness and hygiene.	
8.15am to 8.25am	Junior phone/devices cupboard open Seniors in units	Year 13 on duty by 8.15am sharp. Year 9s & 10s make an orderly line. Sign sheets. Year 10s take devices and cellphones. Year 9s take devices only. Be honest and take your items only. Clearly name all devices and chargers. Ensure WJ Lounge/Units are clean and duties completed.	
8.30am	Leave for school	Be punctual. If you are unwell or have a study period speak directly to the DBM. Do not ask a friend to pass on a message. No notes will be written/signed. Tag out. If staying after school for any reason, sign out with DBM before leaving. Sports/group/detention – sign out with DBM	10.00am to 12.00 – Town Leave
During the school day		Hostel transport is available for emergency medical needs only. If leaving the school site for any reason arrange your own transport (DBM may order a taxi for you at your cost). Your parent/caregiver seeks permission from school and advises Hostel. School attendance is monitored. Be trustworthy. Make each day count.	10.30 Duties, dorm checks, all areas tidied before town leave

Afternoons / Evenings

Time	Mon - Fri	Boarder Responsibilities	Fri	Sat	Sun
3.25pm	Afternoon tea	Take school bag to your room. Use good manners. Eat in dining room only. If unable to do Duty, complete Duty Swap form. Noise to a minimum.		3-5.30pm Activities	3 – 5.30pm Personal time
3.30pm -5.30pm Town Leave	Personal time / Town Leave	Visitors allowed. Thursday Town leave 2.30pm - 4.00pm	No visitors or Town Leave		
5.00pm	Security Checks	All Security doors are checked and secured. Do not open external fire exit doors/windows after 5.00pm.			
5.30pm	Prep bookings end	Enter requests for computers and other booking areas on sheet by 5.30pm			
6.00pm	Dinner	Except Wednesday 5.45pm – Hostel Meeting. Be seated at assigned table. (Optional seating Fri-Sun). Quiet for staff directions. Use good manners and follow dining room protocols. Special diets served first. Each table served under staff direction. Stay at table until dismissed. Push in chair. All help clean table area. No dinner at beginning of Term and Set			
6.45pm	Prep – All in Study	Be seated and ready for Prep to start at 6.45pm Sharp. Hand in cellphone. All in Prep rooms. Silent individual study. Stay in Prep room during Prep. Dorm Leaders in Dorms.			
8.00pm	Junior Prep Ends	Attend supper (optional). Food in dining room only. Junior laundry calls.	Pak n Save runs, personal time, laundry etc.		
8.15pm	Senior Prep Ends	Senior supper (optional) in dining room only.			
8.30pm	Junior devices, phones	All phones, ipods & devices into cupboard.			
8.45pm	Year 9 & 10	Into dorms, quiet reading, music off, items off floor. In bed with big lights out by 9.00pm. All lights out & quiet by 9.15pm. Do not get out of bed unless unwell or in an emergency. If unwell, go to DBM quietly.			
9.00pm	All year levels	All leave & transport requests in. Weekend Leave in by 9pm Wednesdays.			
9.15pm	Year 11	Into dorm/room, all music off, noise to a minimum, be considerate of others.	Junior Cellphones in		
9.30pm		In bed, quiet, small lights only. Items off floor. Lights out 9.45pm.	Bed / Lights Out: Year 9 & 10 by 9.45pm Year 11 by 10.00pm Year 12 & 13 DBM dis- cretion		Same as Mon- Thurs
9.45pm	Year 12 & 13	Out of communal areas. Snr Lounge/Study areas cleaned & checked by DBM.			
10.00pm		In own room/unit. Lights out 10.30pm (Dorm Leaders 10.00pm lights out)			
Overnight	A Night Supervisor is awake. If moving around be conscious of others. If returning after lights out pre-arrange sleeping area, bedding with DBM.				

A-Z GUIDE

ABSENCES

Absence from School

School hours are 8.45am to 3.15pm Monday, Tuesday, Wednesday and Friday. Thursday is 8.45am to 2.15pm (unless notified otherwise). A parent/caregiver must send an absence request to school via email to absences@hghs.school.nz for any absence during school hours. Hostel staff do not issue notes for absence from school. If a Boarder is sick at Hostel, staff advise school via email.

Absence from Sonninghill

If a Boarder is approved to be absent from school a parent/caregiver must advise Hostel prior to departure with details of the Boarder's time of return and meals required.

Absent Without Official Leave (AWOL)

A Boarder is considered AWOL if she:

- does not sign out of Hostel with the approval of a DBM
- does not return to Hostel on time from an outing
- is not present and accounted for within ten minutes of the due time.

NOTE: If late returning to Sonninghill, to avoid being considered AWOL, phone the Hostel and speak to a DBM or the DoB. The 0800 Sonninghill security number is available for Boarders only.

ACTIVITIES

Activities are held at Sonninghill and with our brother boarding facility, Argyle House. Activities build Hostel spirit. Social leave is not permitted on activity nights.

APPOINTMENTS

For Year 9 – Year 11s, appointments are made through a DBM. Year 12 and Year 13 Boarders make their own appointments and advise the DBM.

AWARDS AND SCHOLARSHIPS

Margaret Beattie Award

This is an annual scholarship awarded at HGHS prize giving for creative writing. It is open to all Hostel students except previous years' winners. The winner will receive a medal and a cheque to the total value of \$250. See a DBM for details. Three pieces of creative writing must be submitted to a DBM by the end of Week 5, Term 3.

Year 9 Scholarship

In Week 4, Term 3 Year 9 Boarders submit an essay about their first year at Sonninghill. A prize of \$300 towards the student's Hostel fees for the following year is awarded at prize giving.

BANK ACCOUNTS

Accounts for payments to **Hostel** are:

Hostel Fees Account

Please include the student name on the deposit ASB
12-3122-0365466-00

BEGINNING OF TERM AND END OF YEAR

After a holiday period (except Term 1) Boarders report back to Sonninghill between 5.00pm and 8.00pm on the first evening prior to school commencing. There is no Monday morning return at the beginning of a term. Male relatives may carry luggage up to the dormitories/units for Boarders on the first night only. At all other times female relatives only may enter the sleeping areas.

BICYCLES

Any bicycle brought to Sonninghill must be registered with a DBM. Cycling after dark or alone is not permitted. Road rules must be followed.

BOARDING BURSARIES

A schedule of available bursaries is published in the Sonninghill Prospectus. Parents/caregivers apply before accepting a place at Sonninghill.

CARS / CAR PARKING

It is a Year 13 privilege to have a car at Sonninghill. Any Boarder wishing to use a car while boarding at the Hostel must apply for prior written permission from the Director of Boarding. A vehicle request form may be obtained from a DBM.

COMPLAINTS

It is important for the smooth running of Sonninghill Hostel and the development of purposeful relationships, that any Boarder, parent, caregiver or any other person is able to have an opportunity to communicate any concern they have regarding any aspect of the Hostel's operation. The Hostel will respond to all concerns expressed and complaints made about any aspects of its operation in accordance with the 'Complaints Policy'.

The Sonninghill Hostel Complaints Procedure is located on the notice board in the foyer and on the website.

COMPUTERS

Notebooks / Laptop Computers

All Boarders' devices must be covered by parent/caregiver private content insurance. Every electronic device must be registered with a DBM. Sonninghill Hostel takes no responsibility for damage to, or loss of, any personal device.

Buying the right Device

Recommended devices

1. Notebooks (that meet the considerations below)
2. Chromebook
3. HP Pavillion X360
4. Ipad

Considerations

- Battery life of at least 6 hours
- Attachable Keyboard
- Minimum Screen size of 10"
- Weight: needs to be manageable for your daughter to carry all day
- RAM: minimum 2GB (Prefer 4GB)
- Phones are not acceptable devices

INTERNET

The conditions set down in the HGHS Cybersafety policy must be signed prior to entry. Log in details must not be shared. Potential cyber space vulnerabilities will always exist, however HGHS and Sonninghill Hostel will hold individuals to account for inappropriate conduct. HGHS Cybersafety Policy applies.

COUNSELLING AND GUIDANCE

Appointments with a Counsellor may be made during the school day. Boarding Managers and the Director of Boarding are available to assist Boarders with any personal matters.

CUBING

Year 9 students are placed for the first term. Boarders may submit a cubing note to choose a roommate each term.

DAMAGE TO HOSTEL PROPERTY

The cost of repairs for damage to Hostel property will be charged to parents/caregivers.

DINING ROOM

- Respect is paramount - Noise is to be kept to a reasonable level during meals;
- Cellphones / computers / multimedia devices / pyjamas / outdoor jackets (except school jackets) / bags & scarves are not to be in the dining room;
- All meals are compulsory, punctuality is expected;
- All food and drink is to be consumed in the dining room with the exception of lunches made at breakfast;
- Food, crockery and cutlery are not to be removed from the dining room;

- Footwear, hair tied up and tidy attire are required in the dining room at all times;
- Boarders sit at their allocated table at dinner; there is no walking around, visiting at other tables or leaving the dining room for phone calls or visitors;
- Dinner is not provided on set leave weekends or the beginning of a new term.

DOCTOR / DENTIST / FIRST AID / MEDICATION / AMBULANCE

Redicare Medical Centre and Anglesea Clinic are used for general medical care, radiology and physiotherapy. Please contact a DBM if the Boarder is to be seen by another doctor. All medications for Year 9-11 MUST be handed in to a DBM to be dispensed as directed. Yr 12 & 13s are to register medications with a DBM and be used solely by the Boarder. We recommend you use your local dentist where possible and arrange appointments during school holidays. Parents/caregivers must advise a DBM of all medical appointments and medications. First Aid is applied by a DBM as required. Staff will phone an ambulance if deemed necessary and advise parents/caregivers. Costs will be referred directly to parents/caregivers.

DORMITORIES

You Shall

- Keep your cubicle and wardrobe clean and tidy;
- Shower or bath daily and wash hair regularly;
- Keep noise down;
- Pick up everything in dormitory corridors before lights out;
- Close windows and draw curtains at 3:30pm [winter];
- Use 'white-tac' on varnished surfaces and concrete block walls only;
- Put wet clothing and shoes or sport shoes in the drying room or the utility room;
- Sleep in your allocated bed;
- Be in bed at the allocated time and turn lights out at the correct time;
- No night wear or blankets are to be worn downstairs;
- Be supplied with a wardrobe key to secure your possessions. Replacement keys cost \$12.00.

You Shall Not

- Walk around inside or outside the dorm after lights out;
- Use, carry or store any flammable items, cooking equipment, cigarettes, cigarette lighters, alcohol, drugs, or apparatus that simulates use or illegal substances;
- Walk around the Hostel in pyjamas or wrapped in a blanket;
- Throw litter out of the windows or anywhere;
- Use blu-tak on painted walls;
- Hang clothing or towels on heaters or out windows;
- Use shoe cleaner, paint or hair dye in the dormitories, rooms, units or bathrooms;
- Use torches or have lights on after lights out, candles (including decorative), incense and other flammable items or decorations;
- Play music at a volume disturbing to Hostel neighbours;
- Store bags on top of wardrobes;
- Carry out dorm raids at any time.

DRESS AND PRESENTATION STANDARD

Personal appearance and hygiene count.

- The school uniform is to be worn when signing in and out of Hostel on overnight leave. The only exceptions are if you are going home sick with your parents/caregivers you may wear mufti but must return in school uniform.
- The school uniform is to be worn correctly and in its entirety, even if travelling with a parent/caregiver. Parents/caregivers' co-operation is sought to maintain the school uniform to a high standard. Boarders are not to change in or out of uniform in the hostel car park or when travelling by public transport.

Term 1 & 4 Uniform	The HGHS school blazer, shirt, tie, skirt and Roman sandals (or McK-inlay's sandals sold through the uniform shop as outlined in the HGHS handbook and website)
Term 2 & 3 Uniform	Blazer with the school jersey, tie, shirt, skirt, black socks with coloured HGHS trim or black stockings with black sturdy low cut polishable winter shoes. Sturdy black polishable leather, low-heeled, below the ankle, enclosed shoes. (compulsory Term 2 and 3, permissible all year). Black skate or sport shoes of any type are <u>NOT</u> permitted.
Hair	Natural hair colour – if dyed, no re-growth showing.
Nails	Clean, trimmed, no nail polish for school.
Jewellery	The only jewellery permitted is a wristwatch, simple ear studs/sleepers (one in each ear) and a discreet chain, pendant or taonga around the neck (and not visible at School). Facial piercings are <u>NOT</u> permitted and will need to be removed.
Day Wear	Tidy casual clothes. No extra short shorts, low cut tops or see-through apparel. (Underwear not showing).
Cultural events	Full School Dress uniform is worn to school production/talent quests etc.
Dining Room	Hair brushed and tied back. Wear tidy clothes, and footwear. No pyjamas, outdoor jackets, sports boots or scarves are to be worn in the dining room
Activities	No 'boobs, bellies or butts' to be exposed. Tidy apparel. No body paint in the Hostel.
Pool	Swimming togs, rash shirts, swim shorts only. No streetwear.

EMERGENCY CONTACT

If parents/caregivers are away or not going to be contactable, please notify the Hostel of an alternative contact person.

ELECTRICAL APPLIANCES

Electric blankets, cooking equipment, bedside lamps, television sets, double plugs, jugs, fans and extension cords/power boards are not permitted.

EVACUATION

In the event of a fire, the assembly point for any evacuation is at the rear corner of the site behind Boswell Dorm. All Boarders line up in room/dorm order and follow directions of staff.

FEES

The HGHS Finance Office monitors all Sonninghill Hostel Fees. The Finance Office can be contacted on 07-839 1304 ext 753.

Payment of Sonninghill Fees

Fees are paid by an automatic payment system in eight monthly payments. Before the 20th of September of the previous year all parents/caregivers pay the first instalment with subsequent instalments paid from 20 February to 20 August. Parents/caregivers will be posted the appropriate forms to be lodged with their bank. A discount for payment of the full year's fees is offered.

Non-Payment of First Instalment by 20 September (for students new to Sonninghill)

Unless prior arrangement has been made with the Principal, if payment is not received by 20 September in the year prior to entry it will be assumed that a place at the Hostel is no longer required and will be allocated to the next student on the list.

Non-Payment of Fees

To retain a place at Hostel all fees are to be paid in accordance with the fee schedule issued by the Finance Office and must be up to date before the beginning of each Term. Non-payment may result in a Boarder being asked to withdraw from Hostel. Continual non payment of fees may result in an 18% penalty per annum being applied and the debt being referred to a collection agency. Any collection agency fees incurred will be passed onto the debtor.

Fees Payable on Student Withdrawal from Hostel

Fees for Year 9 students are payable for the entire year. In the event of withdrawal from Hostel, after Year 9, a parent/caregiver must give 12 weeks written notice. Payment of one seventh of the year's boarding fees are to be paid in lieu of notice. Any decision as to the waiving of this requirement is at the sole discretion of the Principal and Board of Trustees.

FUNDRAISING

There is to be no fundraising at Hostel.

GAMES ROOM

Games room/fitness equipment must be booked prior to use and is to be used safely. Closing time for the games room is 9.00pm.

HAZARDS

Staff monitor the site to ensure that any hazards are mitigated. A hazard register is maintained. If a hazard is identified it is to be reported to staff immediately.

HOSTEL COMMITTEE

The Sonninghill Hostel Committee consists of elected parent representatives who meet with the Principal, DoB and Head Girl. The Chairperson of the committee MAY be co-opted to the school Board of Trustees. Any recommendations made by the Hostel committee are included in the Hostel Chairperson's report to the Board of Trustees.

HOSTEL HIRE

Sonninghill is available for hire during holiday periods. Anyone wishing to make a booking should contact the DoB.

INSURANCE

Parents/caregivers must have adequate insurance cover on personal effects brought to Sonninghill as these are not covered by Hostel insurance.

JARGON MAGAZINE

The Hostel publishes an end of year magazine called the "Jargon". Boarders contribute articles and photos to the Jargon throughout the year.

JURISDICTION OF THE HOSTEL

The jurisdiction of the Hostel applies to all Hostel outings and to wearing Hostel uniform in town. Boarders represent Sonninghill both in and out of Hostel uniform. A high standard of behaviour is expected.

LAUNDRY

Washing machines and a drying room are provided for Boarders' personal use. Every article must be named and clothing removed as soon as it is dry. Un-named clothing will be put in the lost property. Unclaimed clothing at end of each term will be donated to charity.

MUSIC ROOMS

Two music rooms are available for Boarders' use, both of which have a piano.

OPERATION

The Hostel pastoral care team includes the Director of Boarding, Boarding Managers, Supervisors and Assistants. The DoB is available by appointment, the DBMs are available as rostered and part-time Assistants support the DBMs and Supervisors. Enquiries should be directed in the first instance to a Duty Boarding Manager.

OUT OF BOUNDS AREAS

In the interests of safety, Boarders are not permitted at the Transport Centre in Bryce Street unless required there for transport purposes. Boarders are not permitted to go to staff houses. To reduce theft and increase privacy Boarders go only to permitted areas. The grassed areas behind and between dorms is usable only when supervised.

Yr	Permitted Areas	Out of Bounds Areas
9	Year 9 Dorms and rooms, main building communal areas. Pool, trampoline and tennis court may be used when approved.	Any other Year level area. All Senior areas - WJ Lounge, Study and Laundry, Grassed area between dorms.
10	Year 10 Dorms and rooms, main building communal areas. Pool trampoline and tennis court may be used when approved.	Any other Year level area. All Senior areas - WJ Lounge, Study and Laundry, Grassed area between dorms.
11	Year 11 Dorm and rooms. Main building communal areas.	Any other Year level area. All Senior areas - WJ Lounge, Study and Laundry, Grassed area between dorms.
12	Senior Units, Year 12 rooms (if invited in), All communal areas.	You may go into Junior Dorms only if pre-approved by staff.
13	Senior Units, Year 13 rooms (if invited in), All communal areas.	You may go into Junior Dorms only if pre-approved by staff.

PHONES / MOBILE PHONES / MULTIMEDIA DEVICES

A toll-free number is available to be used as an emergency number only by Sonninghill students. Under no circumstances are parents/caregivers or friends to use this number. All fixed lines at Sonninghill are business lines and therefore incur charges for local calls. Sonninghill does not pass these charges on to students but asks that local calls be kept to a maximum of 20 minutes. Sonninghill phones are toll barred.

Cellphones are not used:

- in the dining room
- in Prep
- after lights out
- during a meeting
- when speaking to staff
- at a performance (ie Production)

Year 9s & 10s follow the phone procedure set out at the phone cupboard. Cell phones, ipods and all multimedia devices must be handed in by 8.30pm. All equipment must be clearly named. Breach of the conditions will result in loss of the privilege.

PHOTOGRAPHS

A professional photograph of all Hostel students is taken each year and is available for purchase. When participating in hostel/school activities photos may be taken which may be used in newsletters, powerpoint displays, or may be used on the website or in promotional materials. If a Boarder does not approve of their photo being used in any of these mediums a parent/caregiver must submit a written request to the DoB. Boarders must not take, upload to the internet, share or show inappropriate images of themselves or others. Boarders must take all reasonable care to ensure their personal privacy is protected by not allowing inappropriate photos of themselves to be taken, shared or uploaded to the internet.

PREP

Prep is compulsory for all year levels. Once homework is completed Boarders revise or read a book. Cellphones, ipods, pyjamas, blankets, duvets, pillows, food and drink are prohibited in Prep rooms. A full outline of Prep expectations is located on the student notice board.

PROHIBITED ITEMS

The following items are prohibited at Sonninghill and will be removed for return to parents/caregivers, separate to disciplinary action.

- Flammable goods, lighters, matches, candles, incense
- Drugs & drug apparatus (or apparatus that simulates drug/cigarette use), clothing portraying drug images, party pills, cigarettes, alcoholic beverages
- Electrical multi plugs and extension leads
- Sharp knives or blades
- Facial piercings (including tongue piercings), extenders, bone earrings
- Sexually explicit materials
- Chewing gum, bubble gum & microwave popcorn

PUBLIC DISPLAYS OF AFFECTION – PDAS

A brief hug when a friend is arriving or departing is appropriate. Kissing and public displays of affection/language are not appropriate – particularly outside the Sonninghill gate or on the front steps. Any PDAs/inappropriate language will result in a visitor being asked to leave.

RECEPTION DESK

Wait quietly for assistance at Reception and keep noise levels to a minimum. Boarders are not allowed behind the counter, in the back office or to use the intercom.

RUNNING OUTSIDE OF THE HOSTEL

Prior to going for a run discuss your run route with the DBM.

SAFETY

Boarders' safety is paramount. Procedures are approved by the Board of Trustees and adhered to by Staff and Boarders to ensure the safety of all persons living or working at the Sonninghill site. It is the responsibility of each Boarder and Staff member to ensure that activities and behaviour are consistent with safety procedures.

SICKNESS

The Hostel has a sick bay for first aid attention. Illness of a contagious nature (including head lice) may require immediate departure for home. Parents/caregivers will be contacted if the DBM considers it necessary.

SIGN IN / OUT

Before leaving the site each Boarder must receive 'sign out' permission directly from a Boarding Manager and then tag out. When returning the tag is to be moved to the 'in' board and the Boarder signs in with a DBM.

SKATEBOARDS/SCOOTERS

Skateboards, roller blades, Hover boards, roller skates or scooters are sometimes required for school PE activities. They may not be used in the Hostel grounds. All equipment is to be stored in the Resource Room. No Lime Scooters may be brought on site.

SPORT AND RECREATION

Boarders are encouraged, with written consent from parents/caregivers, to join in any school activities, outside clubs, and cultural groups.

STATIONERY

Stationery can be purchased at school or in town. An EFTPOS machine is available at the uniform shop at HGHS for stationery and uniform. No cash will be issued at Hostel.

SWIMMING POOL

The pool is for the use and enjoyment of Boarders. The pool is located near the front entrance and is therefore very public. Boarders wrap in a towel or put on clothes to walk from the pool to rooms. Seek permission of the DBM before swimming and vacate the pool if requested by a Staff Member.

1. Be safe - walk at all times;
2. Wear correct swimwear. Bikini tops must remain fastened and hairclips removed;
3. Apply sunscreen at least 15 minutes before swimming and reapply regularly;
4. Use appropriate behaviour and language (ie no swearing / yelling / pushing);
5. The pool is not open in the mornings or after Prep;
6. Visitors must seek permission from a DBM prior to using the pool. Do not be offended if the request is declined. (Males change in the men's toilet);
7. Dry off before coming into the building. Use the main front door as wet vinyl floors are hazardous;
8. Audio devices (kept to a reasonable level) may be used. Under no circumstances are mains electricity extension leads allowed outdoors;
9. Sunbathing is inside pool enclosure or on the lawn behind the deck.

TAKEAWAY FOODS

Takeaway foods such as pizza, KFC, McDonalds etc., are not to be ordered in or delivered (even by family/friends). Food must be eaten in the dining room only and packaging disposed of correctly.

TRANSPORT

If returning via bus Boarders are required to enter their name on the Transport Sheet and phone Hostel 5-10 minutes before arrival to confirm pick up. The Hostel van does not pick up or deliver students who have overnight or weekend leave within the city, or who leave or return for the bus depot during the school day.

The van driver may refuse transport at any time due to use of inappropriate language or behaviour while travelling with him/her. Footwear must be worn. Togs, wet or dry, are not permitted. There is to be no eating or drinking and no wet clothes/muddy shoes while travelling in the van. The minivan radio and cellphone are for staff use only. Seatbelts must be worn at all times.

Taxis may be used at the Hostel, cost at Boarding Managers discretion.

School related activities

The van operates within a defined zone (see map on student noticeboard) for Boarders to attend before/after school sports or cultural practices/events, NOT work experience, Gateway, Field trips or STAR courses as these fall under course related costs. To request transport enter details on the Transport sheet by 9.00pm the previous evening.

Private activities

Taxis will only be ordered for Boarders with a means to pay. Parents/caregivers may also wish to organise transport to regular private activities with 'Driving Miss Daisy'.

TUTORING

Private tutoring may be arranged and paid for by parents/caregivers.

TV ROOM

Under no circumstances may food or drink be consumed in the TV room. Blankets, duvets or pillows are not allowed in the TV room.

PERSONAL PROPERTY / VALUABLES AND KEYS

Do not bring cash or valuable items to Hostel. Any items that are not named and/or not recorded on equipment register forms will not be searched for by staff. If property is lost fill out a lost property form. Store any cash with a DBM who will lock it away, receipt it and give it back when needed. All devices must be clearly named and details entered on the equipment register form. Every Boarder in a dormitory has a key-locked wardrobe. A locked drawer is available in rooms/units. Items must be locked at all times and the key kept secure. Replacements for lost keys are charged at \$12.00 per key.

VISITORS

All visitors (including parents/caregivers) must:

- **enter the Hostel via the main entrance and speak to a DBM;**
- sign the visitor's register on arrival if staying on site (not just picking up a student).

Parents/caregivers are asked not to visit or phone at meal times or prep time. At the beginning of term male relatives have special permission to carry luggage to the dormitories/units. This is the only time that male visitors are permitted in the dormitories/units. Hostel code of conduct relating to behaviour, language, alcohol, smoking and drugs apply to all visitors. Visitors must comply with any requests of the DBM or DoB.

Visiting

Monday to Thursday	All students may have visitors after school until 5.00pm	
Friday	No Visitors after school	
	Year 11 to 13	6.30pm - 9.00pm
Saturday	All students	1.00pm – 5.00pm
	Year 11 to 13	6.30pm – 9.00pm
Sunday	All students	1.00pm – 5.00pm

Visitor Restrictions (for visitors other than parents/caregivers)

- Visitors are not permitted during school hours, on school half days or during exam periods.
- Visitors do not enter sleeping areas or upstairs. Visitors may enter lounge areas only and deck.
- No visitors on the departure day (ie Thursday or Friday) and return day (ie Sunday or Monday) of set leave weekends.
- Visitors are not invited to meals unless arranged with a DBM 24 hours prior to visit.
- Visitors will not be transported in the Hostel van. If a friend is travelling home with a Boarder on a Friday speak to a DBM at least 24 hours prior.
- The DoB or DBM may ask visitors to leave at any time.
- See 'Public Displays of Affection' for appropriate behaviour.

“You are of us and we are of you”

HOSTEL OPENING TIMES

After set leave weekends and holidays the Hostel opens at 5.00pm, not prior.

HOSTEL CLOSING TIMES

On set leave weekends and holidays the Hostel closes at 5.30pm sharp
– please refer to the Hostel Calendar. Arrangements must be made for Boarders to be collected before this time.



Sonninghill Hostel
19A Marama Street, Hamilton 3240
Phone: 07-839 0074
Email: admin@sonninghill.school.nz

DISCLAIMER: While every effort is made to convey accurate and definitive information, expectations, rules and procedures in this publication, Sonninghill Hostel, Hamilton Girls' High School and the Hamilton Girls' High School Board of Trustees do not accept liability for any unintended errors or miscommunications contained within these pages. The contained information, rules, standards and procedures are subject to change at any time without notification. Please refer to www.hghs.school.nz for updates