



# ELIZABETH HOUSE HANDBOOK 2021



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## Welcome to Elizabeth house

Kia ora, welcome to Elizabeth House, home to 84 girls from Year 9 to 13. On behalf of the Elizabeth House staff I wish to welcome you and your daughter to Sacred Heart Girls' College and the Elizabeth House whanau.

At first boarding can be overwhelming and requires a period of adjustment for new boarders and also their families, this Handbook is one tool to help with this transition and to understand what life at Elizabeth House is like. Homesickness is not uncommon especially during the first couple of terms as a new boarder. Once friendships are made and each girl finds their sense of belonging within our community this tends to ease.



Elizabeth House provides a safe, secure and caring 'Home away from Home' where rangatahi feel happy and supported in all that they do. Our experienced staff develop strong relationships with the girls ensuring their wellbeing is looked after and they feel loved, accepted, listened to and one-to-one attention is given.

The founding principles of the Mission Sisters and our Special Catholic Character are fundamental elements in all we do within Elizabeth House.

If you would like any further information or have any questions, please don't hesitate to contact me.

Nga mihi

Susan Evans  
Hostel Manager

## Mission Statement

Elizabeth House shall be a community with an atmosphere of welcome and love where girls are given the opportunity to open their minds to the awareness of God in their lives and where the Catholic faith is fostered.

Elizabeth House is based on Christian principles, which respect the dignity of each person and recognised them as valued members of our community.

It shall be a place where mutual respect is given, self-esteem is developed, learning takes place, spiritual guidance is provided and where girls aim for personal excellence in all things.



Elizabeth House is a loving and caring community where young women are safe and nurtured.

## Special Character/history

Elizabeth House provides a Catholic community which is an extension of the home, a caring environment, fostering learning and personal growth by living the values of Jesus Christ.

Sacred Heart Girls' College New Plymouth was established by the Sisters of Our Lady of the Missions in 1884. Boarding has been part of the school since the very beginning. In 1972 the hostel and convent (now Adele Senior Living) moved from Powderham Street to our current site following the move of the College nine years earlier. In 2000 Sacred Heart Hostel was renamed Elizabeth House in honour of Sister Elizabeth Molloy the last Sister to be Principal of Sacred Heart Girls' College New Plymouth.

The Sisters of Our Lady of the Missions founded by Euphrasie Barbier have always had education and the empowerment of women as a priority of their work. Students receive a strong spiritual foundation and values formation. Mission school students strive for personal excellence, learn respect for others, have a heart for the world, respect for creation and the environment and a strong awareness of mission with a global consciousness.



## Chapel

Boarders, in their Whanau Groups, take turns at preparing and conducting a short chapel service every Thursday before school. This is a reflective time for us all as a community. Each topic is chosen by the girls under the guidance of Sister Margaret Monaghan, RNDM.





## Elizabeth House Feast

Elizabeth House celebrates the Feast of the Visitation in honour of our Patron Saint, Saint Elizabeth. The hostel is not named to Saint Elizabeth; however we celebrate her as our Patron Saint due to her hospitality and compassion shown towards Mary during the Visitation.

During the Visitation, Elizabeth welcomed Mary into her home with open arms which is what we aim to do here at Elizabeth House. Like her cousin Mary, Elizabeth showed courage and compassion in her life and trusted in what God had planned for her. As a hostel we aim to live our lives with courage as Elizabeth did and have faith in what God has planned for each of us.

We celebrate the Elizabeth House Feast of the Tuesday following Queens's birthday each year. This is one of two days in our calendar (the other being the end of year dinner) where the boarders are expected to be in the hostel for the whole evening. No casual, special or overnight leave will be approved and boarders are not to attend extracurricular activities unless under special circumstances.



## Manawa Mission

At Sacred Heart Girls' College New Plymouth and Elizabeth House we live the Mission through Ako, Manaakitanga and Wahine Toa. These three core expectations are the heart of who we are at Sacred Heart Girls' College and Elizabeth House

A K O

– We take every opportunity to learn.

M A N A A K I T A N G A

– We respect and love on another

W A H I N E T O A

– We respect and love ourselves



## Hostel Staff

Manager	Mrs Susan Evans
Assistant Manager	Mrs Leah Shoemark
Supervisors	Mrs Kay Death
	Mrs Leonie Smart
	Mrs Nikki Coates
	Mrs Deb Gilmour
	Mrs Chrissy Slaats
Night Supervisors	Mrs Jean Valintine
	Mrs Michelle Shoemark
Supervisor/Van Driver	Mrs Lynn Crossan



## Hostel Dean

Ms Wendy Payne, who is the Guidance Counselor at the College is also the Elizabeth House Dean. She visits the Hostel regularly and provides liaison between the College and Hostel. She is always available to speak to parents/girls and staff.

Email: [wpa@shgcnpschool.nz](mailto:wpa@shgcnpschool.nz)



## Catering and Cleaning Services

Provided through Compass Group NZ.

Site Manager	Ms Christine Bollond
Catering Assistants	Ms Stephanie Moss
Domestic Services	Mrs Lisa Macdonald

## Contact Details

The table below outlines who you should contact in the first instance.

<b>Duty Supervisor</b> 027 555 3697 06 757 5713 Ext 1 <a href="mailto:hostel@shgcnp.school.nz">hostel@shgcnp.school.nz</a>	<b>Susan Evans</b> 027 555 0955 06 757 5713 Ext 2 <a href="mailto:sev@shgcnp.school.nz">sev@shgcnp.school.nz</a>
<ul style="list-style-type: none"> <li>• Leave request/permission</li> <li>• Extra-curricular activities</li> <li>• Appointment bookings</li> <li>• Messages to boarder</li> <li>• Overnight on call</li> <li>• Absences from the hostel</li> <li>• General information regarding your daughter</li> </ul>	<ul style="list-style-type: none"> <li>• Confidential/sensitive information regarding your daughter</li> <li>• Pastoral concerns</li> <li>• Discipline</li> <li>• Complaints</li> <li>• Enrolment</li> <li>• Policy and Procedures</li> <li>• Human Resources</li> </ul>

## Parent Details

Please notify us if there is any change to your residential, postal and/or email addresses, telephone numbers or marital relationship status. Please confirm in writing any changes including emergency contact. If you have distressing news please let staff know before your daughter so we can be ready to assist and support her.



## Dates and Times

The Hostel is open from 4:30pm on Sundays, girls are to be in the hostel by 8pm (NB: no evening meal is provided) and closes at 4:30pm on Friday afternoons.

During the winter sport months the Hostel may be open Friday nights for students who have a match the following day, closing at noon on Saturday.

### Important Dates:

Term 1	3 February	'Move In Day' all girls move in. Hostel opens at 1pm. All girls to be in by 4pm.
	3 February	4:30pm - Elizabeth House Opening Mass (parents and whanau welcome)
	4 February	First day of Term 1 2021
	8 February	Waitangi Day Observed, Hostel opens at 4:30pm
	8 March	Taranaki Anniversary, Hostel opens at 4:30pm
	1 April	Hostel closes for Easter break at 4:30pm
	6 April	School closed. Hostel opens at 4:30pm
	16 April	Last day of Term 1, Hostel closes at 4:30pm (no Hawera bus service)
Term 2	3 May	Hostel opens 4:30pm for Term 2. All girls to be in Hostel by 7:30pm.
	4 May	First day of Term 2 (no Hawera bus service)
	7 June	Queen's Birthday, Hostel opens at 4:30pm
	8 June	Elizabeth House Feast Day
	9 July	Last day of Term 2, Hostel closes at 4:30pm (no Hawera bus service)
Term 3	26 July	Hostel opens 4:30pm for Term 3. All girls to be in Hostel by 7:30pm.
	27 July	First day of Term 3 (no Hawera bus service)
	24 September	Y13 Leaving Dinner
	1 October	Last day of Term 3, Hostel closes at 4:30pm (no Hawera bus service)
Term 4	17 October	Hostel opens 4:30pm for Term 4. All girls to be in Hostel by 7:30pm.
	18 October	First day of Term 4 (no Hawera bus service)
	25 October	Labour Day, Hostel opens at 4:30pm



## Daily Routines

	Year 9	Year 10	Year 11	Year 12	Year 13
7:00-8:00am	Breakfast				
8:00am	Collect electronics				
8:15am	Chapel (Thursday)				
8:30am	Depart for school				
1:15pm	Return to collect lunch (Friday Hot Lunch)				
3/3:20pm	Return from school. Afternoon tea				
3:20-5:00pm	Free time				
5:00-6:00pm	Free time but must be back in hostel				
6:00pm	Dinner time (Whanau Dinner Monday and Thursday)				
6:30pm	Device free social time.		Study Time		
7:00 – 8:00pm	Study Time				
8:00-8:30pm	Free time, downstairs		Additional study time.		
8:30pm	Hand in electronics. Prayer Time				
8:45pm	Get ready for bed	Get ready for bed			
8:55pm	In bed reading	Hand in electronics. Prayer Time			
9:15pm	Lights out	In bed reading	Hand in electronics		
9:30pm		Lights out	In bed reading		
9:45pm			Lights out	In bed reading	
10:00pm				Lights out	Upstairs and in own room

# Health, Safety and Wellbeing

## Illness

If your daughter becomes ill during school time the school office will contact the Hostel and we will then contact parents. If unwell she will return to the hostel to her room or sickbay. If she is unwell and requires more than a day off school we will ask that you come and collect her.

Any diarrhoea or vomiting requires quarantine from the Hostel as soon as practicable and returning 48hours after the diarrhoea or vomiting has finished.

If your daughter is unwell over the weekend please ensure that she is fit for school on Monday before sending her back to the Hostel. If your daughter is absent from school for any reason, you need to notify both the hostel and school.

Students with contagious illnesses must be kept at home until cleared by their doctor.

All staff members hold current First Aid Certificates and can deal with day to day health care.



## OnBoard

OnBoard is Boarding Management software. This is used by students, staff and parents. Students use onBoard for leave from the hostel, this allows staff to easily see the location of all boarders at any time. Parents have an onBoard login where they can approve leave requests by their daughter(s). See the Leave section of this handbook for more information on leave procedures.

For hostel staff OnBoard is a one stop, secure location where all information regarding the health, safety and wellbeing of each girl is kept. It allows us to record medicine given, reminders for regular prescriptions, track performance during study time and much more. It allows us to keep all information required under the Hostel regulations in one place and secure to conform to the Privacy Act.



## Visiting the Doctor and Organised Appointments

We usually take the girls to Phoenix Doctors or Medi Cross, unless your own family Doctor is in New Plymouth. Any costs will be charged back to the parents.

Should an emergency occur and your daughter is taken to Accident and Emergency, parents will be contacted and asked to meet the supervising staff member at A and E.

For organised medical, dentist and/or orthodontist appointments, where possible these should be made outside school hours. Please notify hostel staff with time, location and other relevant information as soon as the appointment is made. Where possible we will organise transport with a hostel vehicle, where this is not possible a taxi may have to be organised for which the cost will be charged back to parents.



## Provided Medication

The Hostel keeps a supply of Panadol, Ibuprofen, anti-histamines and cough medicine for minor ailments and treatment. These are administered by staff and recorded under each individual's medical history on OnBoard.

## Personal Medication

All medication including prescription, over the counter, Panadol and ibuprofen must be handed in and kept secure at all times. Boarders are able to access their personal supplies at any time upon request to a duty supervisor.

All medication administered is recorded through onBoard to provide an accurate medical history and to prevent over administration. onBoard also has a regular medication administer function which provides reminders that medication is required. All prescription medication needs to have the prescription label accompanying it.

## Personal Electrical Appliances and Safety Checks

All electrical equipment (including charging cables) brought into the Hostel needs to have a current safety check by a registered electrician with supporting tag. This can either be done prior to your daughter arriving or by the Hostel electrician after arrival, all costs associated with this is charged back to parents.

Electric blankets are not permitted in the Hostel.





## Security

The safety of our boarders and staff onsite is important. All exit and entry points have an access control system, double lock or alarmed. As well as security cameras operating in internal corridors and external entries and exits.

Boarders must adhere to the Leave Procedure at all times.

All visitors to site must sign in and out accordingly.

## Emergencies

The Elizabeth House Emergency Management Plan has been developed along best practice and industry standard guidelines. We will ensure to keep parents/guardians fully informed during any emergency situation. Regular evacuation and lock down drills ensure the girls and staff are familiar with emergency procedures.

Boarders who set off a false fire alarm may be liable for the costs associated with a false alarm and resetting of the control panel.

In the case of a civil defense emergency, all boarders will remain at the Hostel until their parents/guardians can be contacted to arrange to have them transported home safely. In the case of a medical emergency, such as a pandemic, Hostel Management will follow advice from the Ministry of Education, Ministry of Health and the New Zealand Boarding Schools Association to base their assessment of the danger to the physical wellbeing of the hostel and school community.



## Damage to Hostel and Property

Boarders who damage Hostel property will incur the cost to repair or replace. The Hostel's insurance does not cover incidental damage caused by boarders. Parents should look into their own policies to see if their own insurance can cover your child whilst at residence at the Hostel.

There is zero tolerance to boarders who willingly damage hostel property and fittings. Willingly damaging property belonging to the Hostel or another boarder will be dealt with through the hostel's behavior management system.





## Banned items

The following items are not welcome at Elizabeth House

- Cigarettes, e-cigarettes and vaporisers
- Any form of weapon
- Chewing gum
- Cigarette lighters, matches or fire lighting equipment
- Fireworks or any form of explosives
- Alcohol and/or drugs
- Offensive, inappropriate or pornographic material (Physical or digital)

Bikes, scooters or similar are not permitted at Elizabeth House unless authorized by the Hostel Manager.

Elizabeth House reserves the right to search and seize items which may cause harm to boarders under the Elizabeth House Search and Seizure Policy. Police may be called in for serious incidents related to drugs and assault.

Boarders are not to access inappropriate sites, bring inappropriate material on digital devices or send inappropriate emails, texts or messages. Inappropriate use of the internet and digital technology could result in restricted access and of confiscation of personal devices.

## Bullying/Harassment

Every boarder at Elizabeth House has the right to live in a positive and safe environment. Elizabeth House has zero tolerance on bullying as outlined in the Student Wellbeing Procedure.

All Year 9 and 10 students partake in the KiVa program. KiVa has been designed and proven to prevent bullying and to tackle cases of bullying effectively. It also promotes positive relationship building and working together as a group which aligns closely with the Manawa Mission and Restorative Practices.



## Personal Property/Theft

All rooms have a lockable cupboard, it is recommended that all girls bring a combination lock and keep valuables and money securely in these. Please make sure all personal items are clearly named. Failure to ask permission to use another boarder's belongings is regarded as theft.

Borrowing/swapping of personal belongings is discouraged. Any suspected theft should be reported to the Supervisor on duty as soon as practicable. The hostel has security cameras in common corridors for safety and security. Elizabeth House takes no responsibility for money or valuable property left in rooms. Boarder's personal belongings are not covered by the Hostels insurance policy. Theft is a serious matter and will be dealt with in accordance with the Hostel discipline procedures.

## Alcohol, Drugs, tobacco, vaping

No boarder will possess, consume or be under the influence of alcohol, tobacco, volatile substances or drugs prohibited under the Misuse of Drugs Act 1975 or otherwise, except for drugs prescribed for personal medical use only, whilst at the Boarding Hostel. Any violation of this rule is regarded as a very serious offence. The Health Procedure and Alcohol, Tobacco and Drugs Policy are available for whanau on the boarding tab of the College website.



## End of Term cleaning

Boarders are required to clean out their room at the end of each term using the cleaning checklist which is to be signed off by a supervisor prior to departure. Failure to leave the room in an appropriate state will result in a \$50 cleaning fee being charged.

## Academic Studies

### Evening Study

Study takes place every evening between 7:00-8:00pm for Year 9 and 10's and between 6:30-8:00pm for Year 11, 12 and 13. This is compulsory for all, if extra-curricular activities happen during study time then the individual is required to complete her study during free time slots.

### Tutoring and Academic Support

Some girls choose to seek additional tutoring and academic support, this is arranged independently by parents. If your daughter requires transport please contact us around organising this. We have spaces available in the hostel for external tutors to work from, before booking this please contact the hostel directly to check availability and so we can ensure any necessary safety checks have been completed.



# Pastoral Care

## Restorative Practice

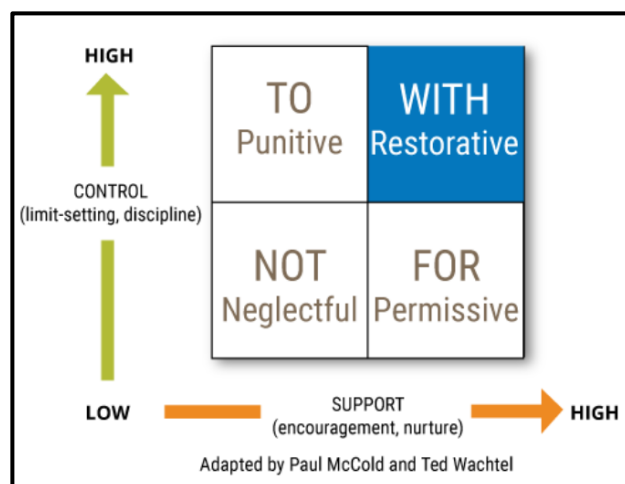
Elizabeth House along with Sacred Heart Girls' College New Plymouth is a PB4L environment (Positive Behaviour for Learning), we use Restorative Practice when conflict arises within the hostel and school.

Restorative Practice is based on the relational approach, which recognises that we exist in a world of relationships and that character is developed through relationships with others. The fundamental principle of the relational approach is that all people are equally entitled to enjoy respect, care and dignity.

The Social Discipline Window (left) is a useful model to better understand restorative practices. We aim to work in the doing “with” our boarders as this is the quadrant where we can build respectful communities, self-responsibility and connected relationships. Rather than doing things “to” or “for” them.

Restorative practices and a relational approach is at the centre of everything we do including managing discipline and when the girls ‘get it wrong’. It is important to us that when things do go wrong that the relationships between parties is repaired and that growth and understanding occurs for everyone involved.

In some cases our policy for ‘Stand-down’s, Suspension and Exclusions’ policy will need to be implemented. This policy and all others can be found on the school website under ‘Boarding’.

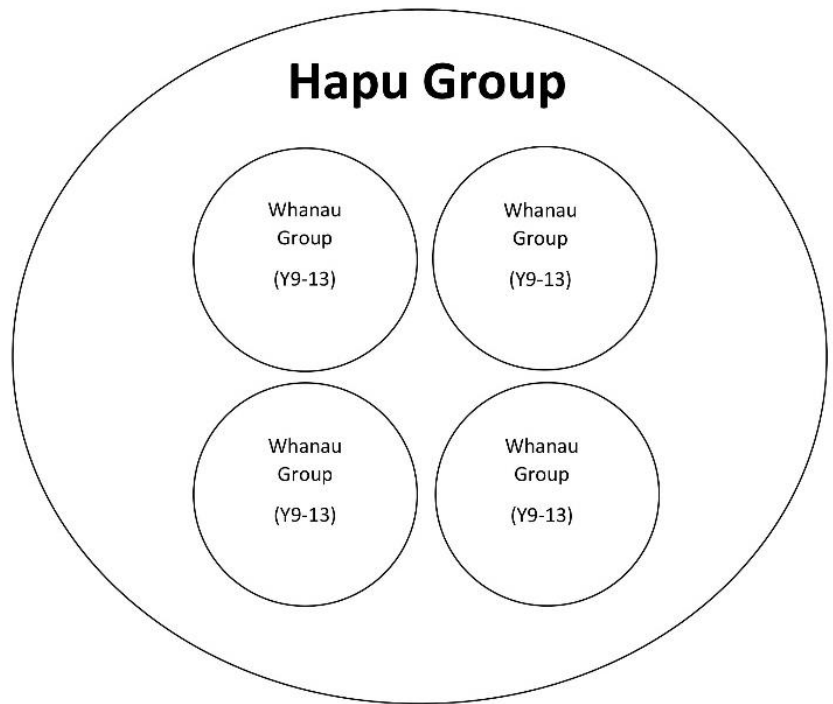




## Hapu Groups

Hapu Groups are the base of our pastoral care at Elizabeth House. Each Hapu Group has a staff member who oversees this group.

There are four Hapu groups Mokau, Opunake, Kaupokonui and Waiinu. Hapu Groups also act as hostel houses and there is a competition run by the Head Boarders. This runs separately to the College houses and house competition.



**Opunake**



**Kaupokonui**



**Waiinu**



**Mokau**





## Code of Conduct

We are/show	Each student has a responsibility to	Each student has the right to
<b>Manaakitanga</b>	Accept personal, individual and cultural differences Treat others with understanding Treat others with respect Respect the authority of the staff Respect Elizabeth House property Not take or damage property that isn't ours Use appropriate language Listen attentively and cooperate with staff	Be treated as an individual Be treated with understanding and kindness Be treated with respect and courtesy
<b>Wahine Toa</b>	Report assault or harassment of anyone in the Hostel Report theft and hand in lost property Listen attentively and cooperate with staff Observe safety rules	Be treated with understanding and kindness Be treated with respect and courtesy Be safe, secure and listened to Expect their property to be safe and not touched by others
<b>Ako</b>	Respect those who wish to study	Be able to study



<div><div>M, A, N, A, A, K, I, T, A, N, G, A</div><div>We respect and love one another</div></div> <div><div>W, A, H, I, N, E</div><div>T, O, A</div></div> <div><div>A, K, O</div><div>We take every opportunity to learn</div></div>			
In	We remember our Elizabeth House expectations and the gospel values	We are part of the Elizabeth House community. We are proud of this. We assist and offer help to others	
All settings...	We respect and love ourselves	We teach each other how to be good learners.	
In the dining room and during notices	<ul style="list-style-type: none"><li>Keep our hands and feet to ourselves</li><li>Listen to the person speaking</li><li>Clean up after yourself</li><li>Keep the dining room clean and tidy</li><li>Remember to use your manners</li><li>Take care of equipment</li><li>Listen attentively and cooperate with staff</li><li>Sit in whanau groups</li><li>Line up for food safely and respectfully</li><li>Greet and thank staff</li><li>Use appropriate language</li><li>Wait patiently for your turn</li><li>Put rubbish in bins – recycle appropriately</li></ul>	<ul style="list-style-type: none"><li>Walk not run</li><li>Keep hands and feet to yourself</li><li>Be a role model</li><li>Sit still and don't fiddle</li><li>Participate in prayer in a prayerful manner</li><li>Remember to use manners</li><li>Cell-phone is turned off and is away</li><li>Make sure you eat a balanced diet</li><li>Line up for food correctly, safely and respectfully.</li><li>Put rubbish in bins – recycle appropriately</li></ul>	<ul style="list-style-type: none"><li>Focus attention on person speaking</li><li>Receive recognition with grace</li><li>Give new foods a try</li><li>Listen to and follow instructions</li></ul>
	<ul style="list-style-type: none"><li>Be on time</li><li>Help others to learn</li><li>Respect others learning space</li><li>Remember to use your manners</li><li>Take care of equipment/resources</li><li>Listen attentively and cooperate with staff</li><li>Put rubbish in bins – recycle appropriately</li></ul>	<ul style="list-style-type: none"><li>Be ready for study</li><li>Be open to learning</li><li>Be a role model</li><li>Work independently</li><li>Deal with conflict in a restorative manner</li><li>Seek and act on advice</li><li>Hand in phone</li></ul>	<ul style="list-style-type: none"><li>Allow learning to happen</li><li>Use technology appropriately</li><li>Be prepared</li><li>Give everything a go</li><li>Be ready to learn</li><li>Complete homework to the best of your ability</li><li>Keep social talk for other times</li></ul>
In study time			

	<ul style="list-style-type: none"> <li>Put rubbish in bins – recycle appropriately</li> <li>Handle and take care of any hostel equipment or resources</li> </ul>	<ul style="list-style-type: none"> <li>Hand in phone</li> </ul>
<ul style="list-style-type: none"> <li>Smile</li> <li>Greet others</li> <li>Use appropriate language</li> <li>Respect others private space</li> <li>Clean up after yourself</li> <li>Respect Elizabeth House property</li> <li>Use your manners</li> <li>Keep our hands and feet to yourself</li> <li>Listen to the person speaking</li> <li>Respect others quiet time</li> <li>Be quiet after lights out and if awake early</li> </ul>	<ul style="list-style-type: none"> <li>Walk not run</li> <li>Hands to yourself</li> <li>Be a role model</li> <li>Look after your belongings</li> <li>Keep your room tidy</li> <li>Get enough sleep</li> <li>Stay off technology after lights out</li> </ul>	<ul style="list-style-type: none"> <li>Know what safe behaviour looks like and we remind others to keep safe</li> <li>Lead by example</li> <li>Learn and get to know the others on your wing</li> </ul>
<p><b>On the wings</b></p>		
<ul style="list-style-type: none"> <li>Allow privacy for others</li> <li>Leave the area clean and tidy</li> <li>Leave other people's property alone</li> <li>Use the sanitary disposal units to dispose of sanitary items</li> <li>Put rubbish in bins – recycle appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Wash our hands with soap and water</li> <li>Use soap, paper towels/driers and toilet paper appropriately</li> <li>Report any problems or mess to a Supervisor</li> <li>Put rubbish in bins – recycle appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Know what safe behaviour looks like and we remind others to keep safe</li> </ul>
<p><b>In the bathrooms</b></p>		
<ul style="list-style-type: none"> <li>Smile</li> <li>Greet other</li> <li>Thank staff</li> <li>Use appropriate language</li> <li>Wait patiently for our turn</li> <li>Leave areas clean and tidy</li> <li>Put rubbish in bins – recycle appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Leave areas clean and tidy</li> <li>Put rubbish in bins – recycle appropriately</li> <li>Handle and take care with any hostel equipment or resources</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission to use items in office</li> <li>Listen to and follow instructions</li> </ul>
<p><b>In common areas/rooms</b></p>		

## When moving around the hostel (eg halls, stairs)

- Use a quiet voice
- Keep our hands and feet to ourselves
- Only touch our own property
- Use polite and appropriate language
- Open doors for others
- Allow others to walk past
- Put rubbish in bins – recycle appropriately
- Keep doorways clear
- Stay on the left of the stairs
- Don't play on the stairs

- Walk not run
- Stay on left of stairs
- Use the stairs properly and safely
- Put rubbish in bins – recycle appropriately

- Know what safe behaviour looks like and we remind others to keep safe

## On the bus/van

- Greet and thank the bus/van driver with a smile
- Speak quietly and politely
- Use appropriate language
- Step up and support someone in need
- Keep the bus/van clean and tidy
- Put rubbish in bins – recycle appropriately

- Stay in your seat and face forward
- Let the driver know if your transport plans change
- Keep the aisle clear
- Take care of your belongings
- Use seat belt if provided
- Put rubbish in bins – recycle appropriately

- Be on time and wait in the appropriate place for the bus/van
- Get on and off safely at the correct stop
- Listen to and follow the bus/van drivers rules and instructions
- Cross the road safely and carefully

## In chapel

- Understand that we are in a sacred place
- Be respectful to allow others to reflect in their own space
- We remain quiet and reflective throughout the service.
- Listen to the person speaking
- Leave the chapel as we found it
- Invite your whanau to be part of Elizabeth House and school Mass's

- Understand that I am in a sacred place
- Use the opportunity for deep reflection
- Turn off and put away cell phones
- Site still don't fiddle

- Know what it means to be in a sacred place
- Learn as much as we can about the customs and traditions. We know when to stand, sit, greet, pray
- Learn and participate in prayer and singing
- Participate fully



<p><b>When using technology</b></p>	<ul style="list-style-type: none"> <li>• Always consider how others would feel</li> <li>• Use appropriate and respectful language</li> <li>• Face to face conversations are always preferred</li> <li>• Support others in this environment</li> <li>• Be a good friend</li> </ul>	<ul style="list-style-type: none"> <li>• Take a moment before posting to consider how others would feel</li> <li>• Remember to have face to face conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Learn about SHGC cyber safety agreement</li> <li>• Become responsible users of technology</li> <li>• Use internet in a positive way</li> <li>• Understand that anything that we post can be used by others</li> <li>• Seek help and advice from an adult when needed or unsure</li> </ul>
<p><b>On school site</b></p>	<ul style="list-style-type: none"> <li>• Keep our hands and feet to ourselves</li> <li>• Take turns and share equipment</li> <li>• Wait your turn</li> <li>• Look out for others</li> <li>• Include others</li> <li>• Show good sportswoman ship and follow the rules if playing organised games or sport</li> <li>• Use appropriate language</li> <li>• Step up and support those in need</li> <li>• Ask permission before leaving the hostel</li> <li>• Sign out and back in</li> <li>• Put rubbish in bins – recycle appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in the correct area</li> <li>• Use equipment sensibly and as instructed</li> <li>• Put rubbish in bins – recycle appropriately</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Lead by example</li> <li>• Return to the hostel on time</li> <li>• Learn how to play safely</li> </ul>
<p><b>When off site</b></p>	<ul style="list-style-type: none"> <li>• Respect the public</li> <li>• Keep doorways, footpaths etc clear</li> <li>• Wear full uniform with pride or fully mufti</li> <li>• Remember to use your manners</li> <li>• Use appropriate language</li> <li>• Include others</li> <li>• Look out for others needs</li> <li>• Ask permission before leaving the hostel</li> <li>• Sign out and back in</li> <li>• Put rubbish in bins – recycle appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in the correct area</li> <li>• Stay with other boarders</li> <li>• Be a role model</li> <li>• Present yourself with pride</li> <li>• Report to an adult if anything goes wrong</li> <li>• Leave area visiting clean and tidy</li> <li>• Look after your belongings</li> <li>• Put rubbish in bins – recycle appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Lead by example</li> <li>• Return to the hostel on time</li> <li>• Be on time for van pick ups</li> <li>• Cross the road safely and carefully</li> </ul>

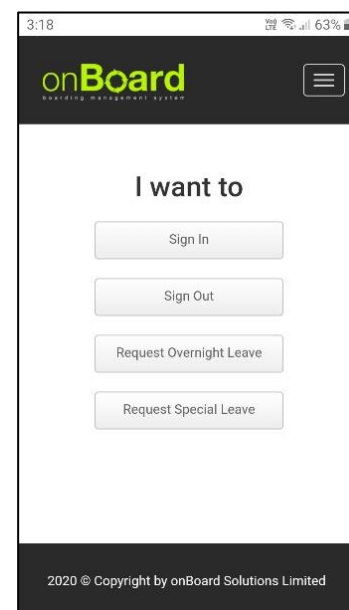
## Leave

OnBoard is used by all girls to sign in and out of the Hostel. This software assists staff, boarders and families to streamline leave, share pastoral notes and keep track of the students' whereabouts and wellbeing

We have a Duty of Care responsibility to know where all boarders are at any given time while in our care. Failure to do this will result in her losing leave privileges. Each outing must have permission from staff.

### Casual Leave

During free time 3:30-5:00pm the girls are permitted to leave school site and visit nearby areas. Parent permission for this is given on the form 'Approved Travel, Leave, Contact & Permissions'. Students are still required to ask permission from Hostel supervisors before leaving site and must sign out on OnBoard.



<b>Year 9 and 10</b>	Once a week Visit to the local Fitzroy shops or The Valley. Walks or runs in surrounding neighbourhood are also allowed. Gym visits only if within the Fitzroy/Valley area. There must be at least 2 Elizabeth House students together at all times.
<b>Year 11</b>	Twice a week Visit to the local Fitzroy shops, The Valley, town/Center City and gyms. Walks or runs in surrounding neighbourhood are also allowed. There must be at least 2 Elizabeth House students together at all times.
<b>Year 12</b>	Twice a week Visit to the local Fitzroy shops, The Valley, town/Center City and gyms. Walks or runs in surrounding neighbourhood are also allowed. They may go by themselves or with friend.
<b>Year 13</b>	On request.

All girls are only permitted to swim at the Beach when there are life-guards (external to the hostel) on duty. No-one is to swim at the river off Rimu St. Trips to the Aquatic Centre can be organised on request providing availability of the van.

## Overnight Leave

It is desirable, where possible, that all girls are in the Hostel Monday-Thursday nights. When it is required for you daughter to stay at home or another location during this time she will need to apply for 'Overnight Leave' through OnBoard. This then sends an email to the nominated parent email for you to approve this. Once approved by the parent, the application comes back for staff to approve before she can actually sign out. This process is not needed every weekend or holiday, just when the Hostel is "open" eg Monday – Thursday nights.

**New Overnight Leave Request**

**Boarder**

**Destination**

**Leaving on**

**Returning on**

**Picked up by**

**Contact name**

**Contact phone**

**Address**

**Reason for leaving**

Student submits request through their onBoard login

**Leave Notification - Approval Required**

Dear Susan,

A leave application by Penny test is waiting your confirmation.

**Requested destination:**  
Home

**Leave on:**  
17 Sep 2020 17:00

**Return on:**  
18 Sep 2020 17:00

**Picked up by:**  
mum

**Contact:**  
Susan test

**Phone:**  
0275550955

**Address:**  
c/ b NP New Zealand 0

**Reason for leaving:**  
Home for Dad's birthday

Please confirm this request by either logging into the website or using the "quick" confirmation link below.

[Authorise this request](#)

OR

[Edit this request](#)

Parents receive an Approval request email. Also able to approve via their onBoard login.

Request progress can be viewed by student, parents and staff through onBoard logins.

Overnight	test	Penny	17 Sep 2020 17:00	18 Sep 2020 17:00	Home	Susan Evans	Awaiting guardian confirmation	<input type="button" value="Delete"/> <input type="button" value="View"/>
Overnight	test	Penny	17 Sep 2020 17:00	18 Sep 2020 17:00	Home	Susan Evans	Awaiting staff confirmation	<input type="button" value="Approve"/> <input type="button" value="Decline"/> <input type="button" value="Delete"/> <input type="button" value="View"/>
Overnight	test	Penny	17 Sep 2020 17:00	18 Sep 2020 17:00	Home	Susan Evans	Ready to sign out	<input type="button" value="Sign Out"/> <input type="button" value="Delete"/> <input type="button" value="View"/>

## Special Leave

When your daughter wants to go somewhere outside of the parameters of the permission given in the 'Approved Travel, Leave, Contact & Permissions form' eg a birthday dinner at a local restaurant, visiting a day girls house then a Special Leave request needs to be submitted on OnBoard, the process for this and approval is the same as Overnight Leave.

## Sports and Extra-curricular Activities

We value the importance for your daughter to be involved in sport and other extra-curricular activities. When signing up for activities please bear in mind the need for her to also have time in the Hostel for building friendships, as well as time for homework. We ask that before committing to activities you speak with staff, especially if it will require transport via the hostel van.

At the start of each term parents/guardians are to submit an online form confirming their daughters' extra-curricular activities, this needs to be completed prior to them attending that activity.

All girls Year 11 and below must have a supervising adult, coach or tutor for all extra-curricular activities. This includes social sports.

## Visitors

In order to protect the girls' privacy and, as a matter of courtesy, we ask that all parents check in with staff when arriving at the Hostel. Mothers are able to go upstairs when necessary but ask that all guests and siblings remain downstairs in the foyer. Fathers or male relatives may only go upstairs at the beginning and end of term to help moving in and out.



## Student Leadership

### Head Boarder Team

Student leadership at Elizabeth House is led by our Head Boarder. She works with the Deputy Head Boarder – Special Character and the Deputy Head Boarder – Events to ensure that student voice is listened to and acted upon along with running the Hapu Competition, organizing events and activities within the hostel and with other boarding schools.



### Committees

There are opportunities for leadership at each year level. Elizabeth House has four student committees, Hostel Council, Special Character Council, Events Committee and Food Committee these each have a representative from every year level and are led by the Head Boarder team.

### Big Sister Little Sister Mentoring Program

Every new Y9 boarder is assigned a Big Sister either in Year 12 or 13. The Big Sister's roll is to mentor the Little Sister as she adapts to life at Elizabeth House and Sacred Heart Girls' College New Plymouth.



All new boarders are also given a buddy either in their year level or Year 10 for the Year 9 Boarders. The buddy helps new boarders to navigate the day to day logistics and routines at the hostel.

## Transport

### Hostel Van

The Hostel van is available after school for local journeys. All regular extra-curricular activities that require transport are placed on the master list following parent confirmation of activity. All additional casual trips and appointments must be booked 24 hours in advance. Seniors wishing to go to town may book a place in the van prior to school on the day they wish to go, this ride is subject to the availability of the van and driver. Please note if girls need to attend an activity which finishes after 8pm they may need to arrange alternative transport and pay for a taxi to bring them back to the Hostel.

### Taxis

Where possible we try to transport the girls via the hostel vehicles. Where this is not possible a taxi may be required for transport these can be put on the Hostel account which will then be charged back to parents/guardians in the end of term incidentals invoice.

### Hawera Bus Service

The Hostel runs a bus service between Elizabeth House and Hawera on a Monday morning and Friday afternoon. This costs \$12 per person per trip and is charged to the end of term invoice.

Monday Morning	
Stop	Time
Hawera – The Hub	7:10am
Normanby - Toilets	
Eltham – Opposite to Library	
Stratford – Northern Dairy	7:30am
Elizabeth House	8:00am

Friday Afternoon	
Stop	Time
Elizabeth House	3:40pm
Stratford – Northern Dairy	4:15pm
Eltham – Opposite to Library	
Normanby - Toilets	
Hawera – The Hub	4:35pm

### Coastal Bus Service

This service is proved by Pickering Transport and bookings are made directly through them.

Phone: 0800 221 120

Email: [pickeringmotors@xtra.co.nz](mailto:pickeringmotors@xtra.co.nz)

The cost is \$20 per trip as a casual or a 10 trip ticket can be purchased for \$150 (\$15 per trip).

The bus departs Elizabeth House on Friday at 3:40pm, making stops when needed along the main road through to Opunake. Returning either Sunday night or Monday morning depending on the company.

## Year 13 Cars

Y13's may bring up personal cars to the hostel. A contract is agreed between the Manager and the student and all keys must be held in to the office. **Only those with FULL licenses may carry passengers.** Girls are to park their car at the rear of the building. Elizabeth House accepts no responsibility for any damage incurred while on school property.

## General

### Outings and Charges

Parents will be requested to give permission for Hostel outings if these occur a charge. School socials for Year 9 and 10's will occur small charge for transport. This will be a few times a year. In the event that we would not be able to take your daughter to an activity or appointment, alternative transport will incur a cost.

### Laundry

The girls are expected to do their own washing. The laundry is open from 7am until 8pm. Please make sure all personal clothing items and linen is clearly named. Laundry bags are recommended for underwear and smaller items. Girls are expected to hang their washing outside or in the drying room and use the dryers sparingly. We are happy to wash the girl's sheets for them every two weeks, provided they are named clearly.

### Cleaning

Elizabeth House employs a commercial cleaner who covers the bulk of the cleaning including bathrooms. The girls are responsible for keeping their own rooms tidying and vacuuming once per week. At the end of the term girls deep clean their rooms. The girls are required to do some "employments" on a rotational roster basis to help with the running of the house.

### Bedding

All bedding is to be provided by the students, this also allows for the girls to have a personal touch to their rooms and comforts of home. Bedding is washed by Lisa our cleaner every fortnight. Please make sure all bedding is named.

### Wifi and Internet

Elizabeth House uses the same wifi as the College. Each SHGC student is issued with a school email address and is required to sign an internet usage agreement before being allowed access to the school Wi-Fi. This agreement also covers use within the Hostel.



## Personal Computers and Electronic Devices

Having any kind of electronic device including a mobile phone is a privilege. The rules around the definition of and the use of are clearly set out in the Electronic Device Contract. Years 9 and 10 are required to hand in their phones during study time and any internet capable device overnight. Year 11 their phones during study and at bedtime. The dining room is a mobile phone free zone at all times. Devices may be confiscated if any part of the contract is broken.

At all times students have access to a landline phone if they need to make contact with home. Parents can contact students via the Hostel landline or cell phone at any time.



## What You Need to Bring

- School uniform
- Warm coat/jacket /rain coat
- Sleepwear, dressing gown
- Underwear
- Bedding-pillow, sheets, duvet, towels
- Personal toiletries-soap, toothbrush, toothpaste, shampoo, sanitary requirements, nail polish remover
- Drink bottle – lunchbox/ leak proof plastic container
- Bedroom décor -photos, soft toys etc.
- Casual Clothing
- Umbrella
- Slippers
- Swimwear, sunhat & sunblock
- Clothes hangers
- Medical kit – plasters, Panadol, cough lozenges etc.-these will be kept in the office  
**No medication is to be kept in bedrooms**
- Padlock for your wardrobe, a combination lock is recommended.
- Laundry basket & laundry powder

Please note you are responsible for everything you bring to the Hostel. We recommend that anything particularly precious to you is left at home.

**Please make sure everything is clearly named.**





