

Day to Day Matters

ENROLMENT

Enrolment procedures are set out in the College Prospectus. The Principal and Dean of Boarding will normally meet with a new boarder before enrolment is confirmed. In the case of overseas students, there will be a similar meeting with the nominated guardians. No overseas application will be confirmed until the guardians have been formally confirmed.

BOARDING CONTRACT

A Contract for Admission to Sacred Heart College Boarding Hostel facility sets out the terms and conditions of boarding. Once completed and signed by both parties this document becomes a binding contract.

BOARDING FEES

The boarding fees are a separate charge from the day school fees, and should be paid **a week prior to the start of each school term**. International Students are required to pay two terms boarding fees in advance. Term Fees for Year 13 are paid on the number of weeks per term, rather being paid evenly across four terms as for the other year levels.

Payment can be made by cheque or cash, or direct credit to the Sacred Heart College Hostel Ltd bank account at Westpac Bank a/c no. 030104 0427359 00. For all new boarders, a deposit of \$500.00 is payable on acceptance to confirm the student's place in the Boarding Hostel. For further information on the financial terms and conditions for boarding students, please read carefully the last page of the Boarding Contract.

WEEKLY BOARDING

Once accepted as a weekly boarder, the decision remains for the term. Any change from weekly to full time or vice versa must be advised before the start of the term. Weekly boarding times are from 8.00pm Sunday until 3.30pm Friday. There is no evening meal for weekly students on Sunday or Friday. Except in exceptional circumstances, no weekly boarder will be eating or sleeping in the Hostel from 3.30pm Friday until Sunday 8.00pm. Such exceptional circumstances require an application in writing from parents to the Dean of Boarding, and his consent.

WEEKENDS

We wish to enhance a family spirit within the Hostel environment. Presence of the boarders at worship at weekends allows for this to happen. It provides opportunity for weekly worship, gives the student a sense of belonging to a community, settles him into the atmosphere of the place, enables him to satisfy his sports commitments, and provides opportunity for study and homework. Weekly Boarders and their families are therefore welcome to attend our Mass.

VISITATION FORM

Parents need to complete a form listing the names of families and friends with whom your son may visit or stay overnight. Permission will be given for students to visit and stay with nominated families **only**, and they will need to make contact with the Dean of Boarding prior to the Boarder's visit to clarify departure and return times.

Permission to be absent from the Hostel outside class time comes from the Dean of Boarding, but absence from the classroom comes from the Director of Curriculum and Learning.

CATERING

Menus are rotated on a five weekly cycle and adapted to suit summer and winter conditions. Breakfast usually includes cereal and a hot dish, lunch is a cooked meal with salads and fresh fruit, and dinner includes fresh vegetables and a dessert.

HOLIDAYS

Classes usually finish on the last working day of the week. In principle, a Boarder is free to leave to arrive home the same day. The Hostel submits a list of early departures for the approval of the Principal. Dates and times for holidays are advised well in advance. We ask that parents co-operate with the school in keeping to these times and dates and not make arrangements which clash with school commitments. The Hostel is closed to all boarders during the holidays. Over long weekends such as Queens Birthday, SHC Holiday and Labour Weekend the Hostel is closed and Boarders are required to find alternative accommodation for that time.

INSURANCE

Please check that your Insurance Company knows you have a son boarding.

LAUNDRY

The Hostel Laundry Staff regularly wash and iron your son's clothes. Students have a locker in the laundry where clean clothes are sorted and placed for collection. Unmarked clothing often ends up as unclaimed lost property, and will be donated to the College Fair clothing stall.

All care is taken, but no responsibility for items of clothing which are unsuitable for regular washing machine and drying cycles. Any clothing which needs special attention such as fine or hand knitted jerseys and some types of thermal underwear can come to grief.

LAUNDRY NAME TAGS

The Hostel cannot take responsibility for unmarked clothing. All Boarders must have labels **sewn** on to **every item of clothing** (including underwear and socks) clearly showing their name and laundry number. Iron-on tags eventually come off, and marker pens fade in the wash. Shirts should be labelled on the neck, and trousers on the waist band.

Labels may be purchased from Mark It Woven Labels, P O Box 13 721 Onehunga, Auckland 1643, Tel (09) 622-2043. Approximate cost is \$38 for 150 labels.

A mesh laundry bag for socks and underwear is also required. This will be provided by the Hostel and charged to the first term fees account (\$20.00). Care needs to be taken after each school holiday, that all clothes brought back to the Hostel during the year are also marked clearly. This includes school wear, casual clothing, underwear, socks, and towels. Other possessions such as radios, ipods, cell phones, watches, calculators, and sports equipment should be permanently marked with your son's name.

MEDICAL AND DENTAL

A medical form is enclosed to identify your son's health status. This is kept in the Health Centre. A member of the Health Centre staff is available at all times. All sickness and injury are referred to them. If necessary, parents will be notified of illness or injury. A doctor who has worked closely with the College for several years is readily available. Health Centre staff arrange appointments. If necessary, students will be taken to

Accident and Emergency. It is important that we are fully informed of any medical condition which requires continuing treatment, or any chronic disorders, or allergies.

Regarding dental or orthodontic treatment, your son should continue to be seen by his home dentist in the school holidays or join the College dental programme through Geddes Dental. This will ensure parents do not incur costs with transportation to and from dentists.

PRAYER LIFE

Mass is celebrated in the Chapel either late Saturday afternoon or Sunday morning. Each year group takes it in turn to arrange and lead the liturgies. Students in each dormitory lead evening prayers. Before they go to classes in the morning, students gather for a prayer.

POCKET MONEY

Each student requires his own savings account. It is a matter for parents to decide how much pocket money they wish their son to have. However, Year 9 students need about \$10.00 to \$15.00 a week while seniors may need more. Large sums of money must not be kept in drawers or lockers, but must be banked. Keep a copy of your son's account at home, and use it to send money to him. He can withdraw from the local branch or use EFTPOS.

SPORT

Boarders are expected to involve themselves in the sporting activities the College provides. Sacred Heart College has a strong sporting tradition and has numerous facilities for sport. Transport to and from sporting occasions is the responsibility of the individual sports, but when parents are available their assistance is appreciated.

STATIONERY

Stationery requirements will be advised in December for the following year. Boarders must pay for material required by the school in the first week of term. Payment is generally made by cheque.

STUDY

Formal supervised study times are scheduled. On school days, the minimum times are as follows:

Years 9 and 10	One and a half hours
Years 11 to 13	Two and a half hours

Emphasis is put on personal study responsibility in the senior classes. Action is taken against individual negligence.

TELEPHONES

Mr Michael O'Donnell Dean of Boarding	529 3660 ext 805 (daytime only)	Mobile 027 293 5514 (any time)
Mrs Val Worth Finance/Admin Manager	09 529 3660 ext 850 DDI 529 3677	Fax (09) 529 3676
Br John Koorey Yrs 12 & 13	09 529 3660 ext 854 DDI 529 3643	Mobile 027 283 3851
Mr Michael O'Donnell Yrs 9, 10 and 11	529-3660 ext 805 daytime only	Mobile 027 293 5514
Mrs Carmen Bader Catering Manager	09 529 3660 ext 875 DDI 529 3670	
<u>Health Centre</u> Matrons: Mrs Elizabeth Ellis Mrs Natalie Thomas Mrs Pauline Tree Mrs Patrice Mills	09 529 3660 ext 852 DDI 529 3667	

Students Incoming Calls

Years 9 and 10	09 529 3660 ext 866	DDI (09) 529 3662
Year 11	09 529 3660 ext 867	DDI (09) 529 3664
Years 12 and 13	09 529 3660 ext 868	DDI (09) 529 3668

For outgoing calls in the Hostel students use their own cell phones, and the Telecom phone with their own phone card. Also 0800 numbers are a good system.

CELL PHONES:

For Years 9 and 10 – cell phones are not a necessity, however, if the boys do have their own cell phones, they must be handed in to the Dean of Boarding, and the boys collect them from him when required. A failure to hand in a cell phone may lead to the privilege of having the cell phone discontinued.

For Years 11 to 13 - the boys are responsible for their own cell phones which do not come to school.

UNIFORMS

The School Uniform Shop is situated under the College Administration Building and is open the following hours during term time only. However, the Uniform Shop will be open the week before Term One commences each year. Please contact the Shop direct (529 3669) or the Administration Office for these hours.

Normal Term Opening Hours:

Mon 8am – 2pm, Tues 12pm – 4pm, Wed Closed, Thurs 12pm – 4pm, Fri 8am – 2pm.

Please ensure you purchase your uniform in plenty of time before you start school, so that you can name it.

OTHER CLOTHING

(With respect to clothing 'LESS IS BEST')

7 pairs underpants and singlets as required
Socks as required
2 pairs of night attire
An assortment of jeans, shorts, T shirts, sweatshirts
Practice jerseys, pullovers, jacket
Jandals, sports shoes, casual shoes
Packaged/boxed tissues
2 pair College P E (rugby) shorts
1 plain white T shirt

PERSONAL ITEMS

Duvet
Pillow and 2 pillow slips
2 fitted sheets (purchased from the Uniform Shop)
4 towels
1 school bag
1 laundry bag for taking clothes to laundry (a pillow slip with drawstring is OK)
1 mesh laundry bag for socks & underwear (provided by the Hostel)
1 set toiletries
1 set shoe cleaning gear
Spare name tags & small items of sewing gear
1 mug
Phone cards

NB. All clothing must be named, including allocated laundry number

OPTIONAL EXTRAS (Please ensure these are insured under your house contents policy)

Ipod with an ear plug or headphones
Sports gear
Musical Instruments
A bedside lamp and an alarm clock (Years 11, 12, and 13)