



**SELWYN HOUSE SCHOOL**

# Boarding Handbook



*An International Baccalaureate School*

[WWW.SELWYNHOUSE.SCHOOL.NZ](http://WWW.SELWYNHOUSE.SCHOOL.NZ)



# Boarding house team

## **DIANE MCCLURE – BOARDING HOUSE MANAGER**

d.mcclure@selhouse.school.nz

The Boarding House Manager has overall responsibility for Selwyn House School Boarding House, and its residents. She has oversight of house operations from Sunday 5pm until Friday 5pm. Diane oversees all student welfare and is your first point of contact regarding pastoral and behavioural concerns for the girls.

Diane attends scheduled meetings with Principal Julie Calder, which ensures lines of communication are always open.

## **LISA TWEEDIE – WEEKEND MANAGER**

l.tweedie@selhouse.school.nz

Lisa has oversight of the house operations from Friday 4:30pm to Sunday 5:30pm. She oversees all weekend activities and outings throughout the weekend.

## **KARINA O'BRIEN – CHEF**

## **JODI MUNT – DAY ASSISTANT**

## **TUTORS**

The Boarding House has four tutors who assist after school and on the weekend with activities, meals, prep, and bedtime routines. Tutors are often university students, also fulfilling a big sister role to the boarders.

**Additional information is available on the school website: [www.selwynhouse.school.nz](http://www.selwynhouse.school.nz)**

## **BOARDING HOUSE PHONE NUMBER**

PHONE +64 (03) 355 4104

## **SCHOOL OFFICE PHONE NUMBER**

PHONE +64 (03) 355 7299

# Welcome to boarding at Selwyn House School

**FROM DIANE MCCLURE,  
BOARDING HOUSE MANAGER**



Selwyn House School is proud to offer a safe, nurturing, family-oriented boarding house for 25 students (ages 7 to 14). The Somers Cox Boarding House is located conveniently on campus behind the school administration building.

Girls who board with us live in a positive and caring environment. Our warm and professional team take great pride in helping each girl reach her full potential.

Boarding provides extra opportunities to build upon developing social and life skills. When living with others, many chances arise to practice co-operation, patience, respect and responsibility.

The sense of community is strong within our boarding house. Girls from New Zealand and various international locations share their lives, learning from one another, and forging lasting friendships. We embrace each girl's own special character, and the wonderful attributes she brings to our community. We actively promote tolerance, trust, friendship, and respect. As well as our boarding house being a second home for some students, casual boarding arrangements can also be made.

To learn more about our dynamic boarding community, I encourage you to contact our Enrolment Office and visit Selwyn House School.

# Life as a boarder

Boarders have the chance to develop a deeper understanding of others and the ways in which different people live. At a time when girls are cementing their values and characteristics, being exposed to a variety of people broadens their world view.

Children find comfort and stability in knowing their own schedules. This sense of security helps with a smooth transition to boarding life. Every day, including the weekends, is structured and scheduled. Meal times and bedtimes are consistent, and there are scheduled periods of free time. Evening activities are designed around areas of interest to the girls. The programme's focus is on reinforcing positive relationships.

## BOARDING HOUSE CULTURE

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Boarding with a diverse group of people allows our students the opportunity to embrace and celebrate the unique difference brought about by being part of a global community. Boarders, staff, parents, and caregivers all contribute to developing a strong community, which is a key function of our Boarding House.

The following expectations define our community:

- All families and boarders welcome students from all backgrounds.
- All boarders support the Boarding House by fully participating in its activities and the wider opportunities the school offers.
- We work together to promote integration and foster goodwill.
- We respect individual differences, and take opportunities to understand each other.  
This forms the basis of good relationships.

## INDUCTION

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New boarding students are warmly welcomed by key members of staff, including our Boarding House Manager, Diane McClure. Staff-led induction includes orientation, and discussing boarding house procedures, rules, and routines.

All new boarding students are allocated a buddy from their own year group in the school, who helps make the transition to boarding smoother.

## WEEKDAY SCHEDULE

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**7:00am–8:00am** Wake up, eat breakfast, brush teeth, and get ready for school. Make beds, tidy rooms and complete any duties as noted on the noticeboards.

**8:00am–8:30am** The girls leave for school.

**8:30am–3:00pm** The Boarding House is closed during school hours.

**3:30pm–4:30pm** The Boarding House is open, girls return from school, unpack, and change out of the school uniform. Collect laundry. Afternoon tea in the dining room. Recreation time.

**4:30pm–5:30pm** Prep (homework) in the dining room.

**5:35pm** Dinner in the dining room.

**6:15pm** Activity programme. Each night we have a different activity. This is optional.

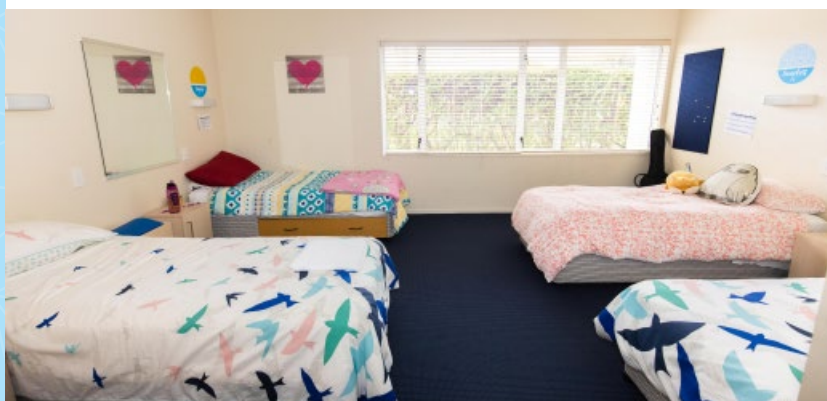
**7:30pm** Showers and getting ready for bed.

**8:00pm** Supper in the dining room.

**8:15–8:30pm** Brush teeth, fill drink bottle. Prepare for bed.

**8:30pm** Quiet time. Reading and getting into bed

**8:45pm** Lights out



## BOARDING HOUSE EVENTS

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The Boarding House at Selwyn House School hosts numerous events during the year to celebrate friendships, birthdays, accomplishments and holidays. Dates and further information will be provided.

### ACTIVITIES

During the week (Monday to Thursday) there are organised activities each evening. This may include quiz nights, sports, movie nights, board and card games, and seasonal activities. These activities are designed with the girls' interests in mind. Activities during the week are included in the boarding fees.

On weekends, a daytime activity is planned for Saturday and Sunday. At least one outing is also planned for the weekend, which may include canoeing on the Avon, visiting markets, going to the park or attending a special event. Activities and outings during this time will be charged to the school account.

All boarders will have an opportunity to swim in the school pool at least once a week during Terms 1 and 4.

## ROOM ALLOCATION

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All boarders are relocated either to a new room or with new roommates each term. This is to encourage them to get to know all the girls in the Boarding House.

### MEALS

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The Boarding House has a full-time chef to ensure the girls receive a healthy, balanced diet. Girls are provided with breakfast, morning tea, lunch, afternoon tea, dinner, dessert and supper each day. Provisions are made to allow for those with special dietary needs.

All girls are required to come to the dining room for all meals. When girls have school or sporting commitments they can arrange to have an early meal or for a meal to be saved for their return. During school days, girls can collect their lunch from the dining hall and join their fellow classmates for lunch.

### PREP

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Girls in the Boarding House have supervised prep Monday to Thursday from 4:30–5:30pm.

During prep, girls are required to work quietly using their own material. The Boarding House Manager and tutors are available to assist and support the girls during this time.



## WEEKENDS

Each weekend at least one activity is planned for boarders. A variety of activities will occur, based on student interest, special events, and the seasons. Examples include canoeing on the Avon, visiting markets, going to the park or attending a local event.

*"Boarding at Selwyn House is wonderful! I have been able to easily make new friends and it feels like I have lots of sisters. I have had lots of opportunities to be involved in sports and performing arts."*



# Preparing for boarding

Attending boarding school is often the first time a student spends a significant amount of time away from their home, family, and friends. We recommend that you prepare your girl for boarding by ensuring that she:

- Is able to make her bed.
- Is able to organise and care for her personal belongings.
- Is able to keep her room tidy.
- Knows the importance of showering each day, changing underwear, using deodorant, and managing menstruation.
- Knows the importance of ensuring that sheets and towels are washed regularly.
- Understands that all medication is stored and managed by the Boarding Staff.
- Understands physical and psychological changes that she may experience.
- Understands that homesickness is natural.
- Knows and understands the reasons for changing schools and for entering boarding.
- Understands the need to socialise with others and participate in community activities.
- Knows the importance and necessity of respecting peers and boarding staff.
- Understands the importance of the security of both personal and school property.
- Understands the expectations to strive for high academic results at school.

Addressing your girl's concerns and answering her questions may help her settle into boarding quickly and positively.

Parents/caregivers of children living in the Boarding House play an important role in helping to ensure a smooth transition into her new home. Parents/caregivers are encouraged to:

- Make a regular time for her to phone home, or suggest she writes, emails or texts regularly. It is encouraged that parents/caregivers do the same.
- Write a letter. Even with regular phone contact, the girls love to receive real mail.
- Keep her up to date with what is happening at home and send her photos.
- Encourage other family members and friends to write and send parcels.
- Visit her whenever you can (even if it is just taking her out for afternoon tea).

# Boarding House guidelines

## LEAVE

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All leave from the Boarding House must be authorised by the Boarding House Manager. We rely on trusting that boarders go to their nominated destinations, and that their hosts, as arranged with the boarding supervisor on duty, will be in attendance.

Leave arrangements as outlined here balance the security and safety of the girls with allowing for age-appropriate freedom. Selwyn House School is a part of a larger community. Leave arrangements have been designed to ensure that there is ample opportunity for the sense of community to be developed.

If girls do leave the Boarding House they must be back by:

- Return by 8:00pm Sunday to Thursday.
- Return by 9:00pm Friday and Saturday.

Any extensions need to be organised with the Boarding House Manager in advance.

## WEEKEND LEAVE ARRANGEMENTS

Weekend leave requests are to be made by 8:00pm Wednesday. Confirmation by parents should be by 8:00pm Thursday.

A boarder's weekend leave arrangements are approved only after taking into account the following:

- Parents or caregivers must approve the leave if their child is going to stay with someone other than their parents/caregivers.
- Time of return to the Boarding House: All boarders are to return by Sunday 8:00pm, or on Monday morning by 8:15am.

## RECREATIONAL LEAVE PASSES

These are short and long day passes. All boarders need to sign out with the Boarding Staff when going on a recreational pass. When signing out boarders need to identify where they are going.

For long day passes boarders need to specify how they will travel to and from their destinations, identify the bus routes to be used, and departure/arrival times.

If at any time a boarder is unexpectedly delayed she is required to phone the Boarding Staff on 03 355 4104.

## PUBLIC HOLIDAYS

For all New Zealand public holidays occurring during term time, the Boarding House will close unless we advise otherwise. Additional charges may apply. More information is communicated in detail with boarding families.

## **MEDICAL, DENTAL AND OTHER APPOINTMENTS**

When making appointments please consider the distance from school and the ease with which students can travel there and back.

We ask that in all cases when girls are seeing doctors or medical professionals, that the Boarding House Manager be notified of any matters which may impact on the girl's involvement with daily school life including her mental or physical wellbeing.

## **TRAVEL AND TRANSPORTATION**

Students are able to travel on public transport, and are required to wear full school uniform when doing so. Please liaise with the Boarding House Manager about your girl's arrangements.

International students are required to provide details of their flights home and return flights at the beginning of each year. International students may not book flights that result in missing school days.

Taxi and shuttles services may be used outside of school hours for transportation to additional activities such as sporting events or practices. It is the responsibility of the parents or caregivers to make these arrangements. A detailed schedule of off-campus activities, including contact information, should be provided to the Boarding House Manager.

## **SIGNING OUT**

It is very important that all girls understand the importance of signing in and out. It is important that, in case of an emergency, we know their whereabouts.

## **RESPONSIBILITY FOR BOARDERS ON LEAVE**

Boarder's parents/caregivers and host families have a legal obligation to provide responsible supervision. We urge parents/caregivers to get to know the families their daughter will be visiting. In authorising persons as approved hosts, parents/caregivers are transferring the responsibility for supervision and care of their girl (while away from the Boarding House) to the persons nominated. It is important for all hosts to be made aware of their responsibilities. This confirmation by parents/caregivers helps confirm confidence in the suitability of the host and their responsibilities.

## **SCHOOL ATTENDANCE**

It is important that girls miss as little school as possible. Parents and caregivers are asked to make an effort to schedule holiday flights, dental appointments, and additional appointments so they do not coincide with school time.

## FINANCE AND OPERATIONS

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### FEES

All fees are due as per the Selwyn House School Business Practices and Fees document. If you require a copy of this document, please contact us.

### DISBURSEMENT ACCOUNTS

This allows your child to have money on hand to cover unexpected and incidental costs such as SUNNdays ('School Uniform Not Needed' days) and toiletries. All requests for disbursements must be made through the Boarding House Manager. Any amount requested over \$20 will need to be authorised by parent/caregiver.

Disbursements are added to your school account at the end of each month. If you wish to place any restriction on disbursements to your girl, please contact the Boarding House Manager.

### POCKET MONEY

It is useful to set up a bank account at a bank that has a branch at Merivale or Papanui, and to organise an EFTPOS/debit card for your girl. We recommend that students carry no more than \$20 cash at any time while in school. Permission from a parent or caregiver will be obtained for special outings or purchases involving large amounts of money.

### WITHDRAWAL

At least one term's written notice to the Principal is required prior to the withdrawal of a student from boarding. In the absence of a term's notice a term's tuition/boarding fee (as applicable) is payable.

## HOUSEKEEPING

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### LAUNDRY

A full laundry service is offered to all Selwyn House boarders. Dry cleaning is available by arrangement with the Boarding House Manager. The cost for this will be charged to your school account. All girls need a small laundry bag, approximately 30cm x 40cm, for their small clothing items, so they don't get lost in the wash. These can be purchased from the Boarding House Manager for \$5.

### CLEANING

Our housekeeping staff provides a daily cleaning service for the Boarding House. As part of Boarding House duties, girls are required to contribute to the cleanliness of the house. Girls take responsibility for making their bed and keeping rooms tidy.



## PHONE AND DEVICE POLICY

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We ask that, when possible, there are no calls to any student in the Boarding House before 8am, during prep or at dinner time. Please do not call after 8:30pm.

Most girls have a mobile phone for personal use. Phones are allowed after breakfast, from 8–8:30am then again after school from 3:30–4:30pm. These are not permitted during school, prep or dinner time. (Prep 4:30–5:30pm, Dinner 5:30–6:15pm)

Urgent messages may be left with the Boarding House staff at any time. During school hours (8:30am–3:00pm) emergency contact with your child can be made through the school office. Outside of school hours please contact the Boarding House Manager on 03 355 4104.

Parents and caregivers of international students are asked to consider the international time zones differences. International calls are limited to one per week.

Girls are required to hand their mobile phone and other technology (laptops, iPads, etc) in each night before bed. They are available again after breakfast the next morning.

## EMERGENCIES AND SECURITY

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### EMERGENCY EVACUATION

We have a detailed plan in case an emergency evacuation is required. Notices informing girls of the nearest exits and emergency procedures are posted within the Boarding House. Emergency evacuation and fire drills are carried out each term.

### CIVIL DEFENCE EMERGENCY

In the case of a civil defence emergency, all girls will remain within the Boarding House until their parents or caregivers can be contacted and can arrange to have them transported home.

### MEDICAL EMERGENCIES OR CONTAGIOUS DISEASES

In the case of a medical emergency, the Boarding House will take advice from the Ministry of Health and the Ministry of Education. The Principal may determine to close the entire school or the Boarding House if there is a danger to the physical well-being of the school community. Parents and caregivers will be communicated with if this occurs.

### SECURITY

The Boarding House has been designed to be a safe environment. The House has a contract with a security firm to provide nightly checks and to respond immediately to any calls.

# International boarders

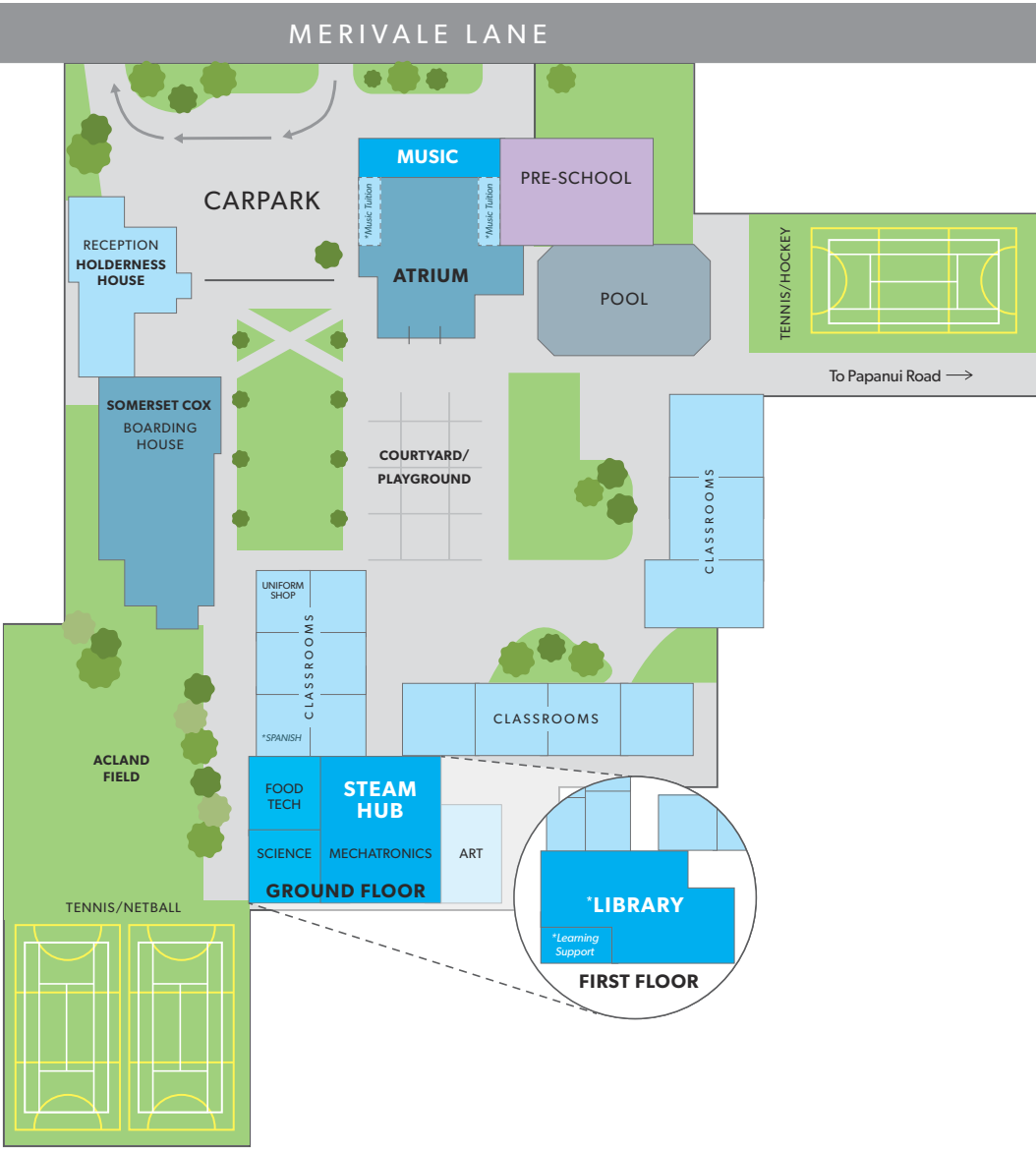
We require all boarders whose parents do not live in New Zealand to have a designated caregiver. Selwyn House School requires that caregivers must be at least 25 years old, reside in Canterbury, New Zealand, and be police vetted. Caregivers play a key role, on behalf of international families, in assisting with the care and supervision of boarders who live away from their country and family.

It is important that families and appointed caregivers understand the Boarding House philosophy and care of boarders prior to enrolment. Selwyn House School encourages the full support and involvement of caregivers, and expects that they will facilitate communication between the boarder's family and the school.

Caregivers undertake the following important/vital roles:

- Maintain regular contact with the student and liaise with the Boarding House Manager, home stay host and families.
- Ensure that the student's holiday accommodation is organised well in advance, and that the Boarding House Manager is informed.
- Provide emergency contact details where they can be reached at all times, to the Boarding House Manager.
- Inform the Boarding House Manager when they are away from Canterbury, and provide departure and return dates.
- Provide an alternative caregiver in Canterbury if the caregiver is away from Canterbury.
- Inform the Boarding House Manager if the caregiver relationship ceases. The name, address and phone numbers of the replacement caregiver are required to be provided in writing.
- All replacement caregivers need to attend an interview with the Boarding House Manager and pass a police vet.
- Inform the Boarding House Manager promptly in the event of any problem.
- Make arrangements to contact the boarder regularly (perhaps every fortnight).
- Liaise with Government Departments as required e.g. Department of Immigration.
- Ensure passports are current.
- Ensure the boarder's health insurance is current.
- Provide assistance with medical and other appointments.
- Monitor the boarder's personal finances and social activities.
- Promote the boarder's social and emotional wellbeing.
- Foster awareness of culturally-appropriate behaviour.
- Attend parent/teacher interviews, and other school meetings deemed necessary by the Principal, on behalf of the family.
- Make arrangements for the boarder's holiday/overseas travel, at the start of each year, ensuring the School Term times are strictly adhered to. Travel during school term is not permitted without the prior approval of the Principal.

# School map



*\*Asterisks and italic text indicates first floor location.*

# Packing guide

## SCHOOL UNIFORM

Please refer to the full 'Guide for Families' for the school uniform requirements. All items must be named prior to arrival at school. Don't forget school shoes, correct socks and hair accessories.

## REQUIRED ITEMS

- School items such as laptop, chargers, stationery, etc.
- Underclothes, sufficient underwear suitable for school and casual wear (machine washable)
- Two pairs of pyjamas, a dressing gown and a pair of slippers
- Thermals for winter
- Sports clothing and mouth guard as required
- Cap or sunhat and sunglasses
- Waterproof jacket
- Swimming togs and one beach towel
- Shoes – one pair of smart shoes, one pair of casual shoes, suitable for walking, and one pair of jandals (flip-flops) or sandals
- Toiletries
- Airtight food container for snacks

## LAUNDRY BAG

All girls need a small laundry bag, approximately 30cmx40cm, for their small clothing items, so they don't get lost in the wash. These can be purchased from the Boarding House Manager for \$5.

## CASUAL CLOTHES

Boarders need to have casual clothes for after school and weekend wear, as well as a more formal outfit. Casual clothes should be kept to a minimum due to limited storage space. All items must be named prior to arrival at school. Recommended casual clothes include:

- Shorts and trousers
- Skirts and dresses
- Tops, shirts and jumpers
- A cap or hat

## OPTIONAL

All bedding is provided. Boarders can choose to bring their own pillow and own duvet cover if they wish.

Bath towels are provided but one beach towel is required for swimming activities.





## IMPORTANT CONTACT INFORMATION

School Address 122 Merivale Lane,  
Christchurch 8014, New Zealand

School Phone +64 3 355 7299

Pre-school Phone +64 3 355 7248

Boarding House Phone +64 3 355 4104

Principal Julie Calder  
principal@selhouse.school.nz

Deputy Principal & International Student Coordinator  
Sarah Whiting  
s.whiting@selhouse.school.nz

Enrolments Coordinator Leanne Glasson  
l.glasson@selhouse.school.nz

Boarding House Manager Diane McClure  
d.mcclure@selhouse.school.nz

Front Office office@selhouse.school.nz

Uniform Shop selwynhouse@alintaapparel.co.nz

To email the classroom teacher use the following format:  
**first name initial, full stop, surname @selhouse.school.nz**  
e.g d.smith@selhouse.school.nz

Access the Parent Portal from the school website  
**www.selwynhouse.school.nz**  
or directly at  
**portal.selwynhouse.school.nz**

To access Selwyn House School updates  
please ensure you have downloaded the **Hero** app.

Updated Term 2, 2023

