



St Patrick's College

Silverstream

**PARENTS AND CAREGIVERS
BOARDING SCHOOL INFORMATION HANDBOOK**

2018

***Silverstream* – Tradition ■ Values ■ Excellence**

This booklet is to give parents and guardians an outline of procedures at St Patrick's College, Silverstream Boarding School. In doing so it will help both parents and students understand the day-to-day life in the House.

Further help and advice are available through the Boarding Office from 3.00pm Monday to Friday or from 8.00am Saturday and Sunday by ringing 04 939 4224 ext 780 or emailing treadwells@stream.school.nz

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SPECIAL CHARACTER, VISION

Special Character

St Patrick's College, Silverstream is an integrated Roman Catholic Secondary School for boys in which the whole College Community through the general College programmes and in its religious instructions and observances exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Archbishop of the Archdiocese of Wellington.

The College Vision

Silverstream – Tradition ■ Values ■ Excellence

St Patrick's College, Silverstream is a boys' school of excellence, founded on Catholic and Marist values and traditions where students develop knowledge, skills, attitudes and values which enable them to become compassionate, just and successful citizens. Our students are challenged and motivated to achieve personal excellence in an innovative learning environment enhanced by tradition, superb facilities, quality teaching and a supportive College community.

The College maintains the Marist **tradition** established by the Priests and brothers of the Society of Mary together with dedicated lay staff. A network of Old Boys remember and value their years at the College, and leave a legacy for the boys of today to continue and develop.

The **values** taught to the boys at the College are the Gospel values preached by Jesus, and lived in a particular way by his mother Mary, from whom the word Marist comes. We seek to follow Jesus and his disciples in the way of Mary. She was open to the Word of God, attentive to the needs of others, humble, faithful and courageous.

All the boys are encouraged to strive for **excellence** in every sphere – academic, spiritual, cultural and sporting. While some students achieve recognition of excellence by national honours in different fields, all are challenged to achieve to their potential. A strong house system in the College provides the motivation of competition that most boys enjoy.

GOVERNANCE

Governance at our School is defined as:

Board of Trustees

The board is entrusted to work on behalf of all stakeholders and is accountable for the school's performance. It emphasises strategic leadership, sets the vision for the school and ensures that it complies with legal and policy requirements. Policies are at a governance level and outline clear delegations to the Rector. The Board and Rector form the leadership team with the role of each documented and understood. The Rector reports to the Board as a whole with committees used sparingly and only when a need is identified in order to contribute to board work. The board is proactive rather than reactive in its operations and decision making and does not involve itself in the administrative details of the day to day running of the school. Enhancing student achievement is its focus.

The Rector attends all Board and Committee meetings and the Rector's Personal Assistant acts as Secretary to the Board of Trustees and Silverstream Board of Proprietors

Members of the Board of Trustees are:

Mrs Katrina Mannix, Board Chairperson
Mrs Heather Clegg, Deputy Chairperson
Mr Guy Smith
Senior Sargeant Patrick Thoimas
Brendan English, Student Representative
Mr Hugh Steel, Staff Representative

Mr Stephen Wilson
Dr Clare Couch, Board of Proprietors Representative
Mrs Emma O'Sullivan, Board of Proprietors Representative
Mrs Louise Poland, Board of Proprietors Representative
Mr Grahame Duffy, Rector
Mrs Dawn Clark, Secretary

Silverstream Board of Proprietors

The Silverstream Board of Proprietors responsibility is for the Boarding School, the grounds, most of the buildings on campus and for the Special Character of the College. Parents who have experience in accounting, legal and building areas are warmly invited to apply in writing to the Rector if they would like to sit on this Board. Because of the responsibility the Board has for the Special Character of the College all members of the Committee must be Catholic.

Members of Silverstream Board of Proprietors are:

Mr Mark Ligtenberg, Board Chairperson
Mr Brendan Boyle
Mr Paul Gini
Mr Tom Roseingrave
Mr Francis O'Riley
Mr Tony Ward

Mr Tony O'Connell
Dr Clare Couch
Mrs Emma O'Sullivan
Mrs Louise Poland
Mr Grahame Duffy, Rector
Mrs Dawn Clark, Secretary

Parents and Friends Committee

All parents or guardians are automatically members of the Committee and are warmly invited to attend the monthly meetings which are advertised in the College Calendar.

St Patrick's College Old Boys Association

The Association has been in one form or another since 1898. The past students support the College in a number of ways and there is an Old Boy Scholarship offered to a Year 9 student going into Year 10.

CHARGES / DONATIONS 2018

An account for all charges and donations will be mailed at the beginning of each of the four terms.

Parents are encouraged to pay by **Cash, or cheque, or by Automatic Bank Transfer** for the full amount to the College Account at ASB, Account Number **123142 0173808 00**. Visa and Mastercard facilities are also available.

Boarding charges are \$12,942.00 per annum and are payable by the School Term and must be paid at least one week prior to the start of each school term unless otherwise agreed with the College.

Please refer to the College website for full information of all other College contributions and donations.

ATTENDANCE DUES FOR 2018

Attendance dues are set by the Archdiocese of Wellington. St Patricks College has **NO** involvement with their setting and collection but does have a role to assist where there is financial hardship incurred by parents/guardians.

Attendance Dues for 2018 will be approximately \$955.00 per annum.

Dues must be paid to the Archdiocese of Wellington by all parents/guardians who send their child/ren to Catholic Schools. They are invoiced by the Archdiocese separately from the College.

Parents/guardians are given a number of options by the Archdiocese as to how and when to pay them.

If you have financial hardship:

The policy of the Archdiocese is that all Catholic children should have ready access to Catholic Education. No one should be denied this right because of financial reasons. Families who cannot afford the dues should contact their Parish Priest or College Principal for help.

What the Archdiocese does with the money:

The School Proprietors have the responsibility of maintaining and improving the special character of Catholic Schools. In addition there are costs of land for new schools, new classrooms for schools with growing rolls, trying to keep smaller classes, facilities for disabled and mainstream students, and ongoing development in Technology and Communications.

What costs are increasing for the Archdiocese?

There are rising costs in many areas, including higher interest rates for school loans, new costs in meeting various Government Acts and Local Body Bylaws, interest on loans for security systems put into schools over the past few years, and overall higher charges of administration.

Increases in the Future

The attendance dues will move with actual costs to ensure that the Archdiocese is able to provide for the continued development of Catholic education facilities in the 21st Century.

BOARDING CONTRACT

The Contract has a minimum of a three year period for Year 9 students and one year thereafter. Parents/Caregivers should familiarise themselves with the contract which can be downloaded from the College Website.

No student is permitted to take his place in the Boarding School unless the Contract is properly signed and independently witnessed. No student is permitted to take his place in the Boarding School unless the Boarding School term fees have been paid prior to the start of each term or an arrangement satisfactory to the Board has been made for the payment of Boarding School fees.

A signed copy of the Boarding Contract must be sent to the College Registrar or Director of Boarding before the start of the academic year.

BUSINESS REGULATIONS

The College require that payment of the Boarding School fees are due in full before the start of each term. Please contact the Manager Finance and Property, Mrs Leigh Cooke on telephone 04 939 4224 ext 757 if it is necessary to make other arrangements, such as setting up automatic payments.

COMMUNICATION

The College values the co-operation of parents and welcomes the opportunity to discuss any issues with them about their son's curriculum or development. The process for doing this is outlined below:

Contacting Staff

Parents are asked to contact the Director of Boarding in the first instance if they have a concern or to pass information concerning their son. Supervisor's names and email are below:

Name	Position	Location	Email
Mr Saul Treadwell	Director of Boarding and Year 13 Supervisor	School House	treadwells@stream.school.nz
Mrs Shirley Lanigan	Nurse	Infirmery Dowling House	lanigans@stream.school.nz
Mrs Glenda Pope	Year 9 Supervisor	Redwood House	popeg@stream.school.nz
Mr Gavin Shepherd	Year 10 Supervisor	Private	shepherdg@stream.school.nz
Mr Charlie Lloyd	Year 11 Supervisor	Redwood House	lloydcc@stream.school.nz
Mr Max Pearson	Year 11 Supervisor	Dowling House	pearsonm@stream.school.nz
Mr Matthew Lambert	Year 12 Supervisor	Dowling House	lambertm@stream.school.nz
Mr Matthew Landmark	Year 12 Supervisor	Private	landmarkm@stream.school.nz
Mr Sam Dean	Assistant Supervisor	Private	deans@stream.school.nz
Mr Terry Mita	Night Supervisor	Private	none

Contact Numbers

Main School Reception	04 939 4224
Boarding Office	04 939 4224 ext 780
Boarding Office Direct Line	04 527 1355
Director of Boarding	021 024 38665
Duty Supervisor mobile phone	027 299 3572
Fax	04 939 4232

Contacting Students

It is not possible for parents to telephone the College and expect to speak to their son. Parents may telephone the College and leave a message for their son to contact them. This message may be left with the College Receptionist during the school day or on the Boarding Office voice mailbox after hours. It is requested that parents DO NOT PHONE or TEXT their sons during meals, night prayer and study times and after lights out. See daily routine and study for times.

A message may be left with the College receptionist during the school day or on the Boarding Office telephone number. All phone lines have message services and these are cleared on a regular basis. Infringement could result in the mobile phone being confiscated for up to five days.

Emergencies

In the event of an emergency please phone the Director of Boarding on his mobile phone 021 024 38665.

Faxes

Faxes for students may be sent to 04 939 4232.

DAILY ROUTINES

Monday to Thursday (Friday)

7.00am	Reville
7.00am to 7.45am	Breakfast (Dining Hall)
7.00am to 8.00am	Student duties (need to be completed over this time period)
8.00am	Boarding House vacated
10.45am to 11.15am	Morning tea (Dining Hall)
12.45pm to 1.30pm	Lunch (Dining Hall)
3.00pm	Boarding School Re-opens
3.00pm to 3.20pm	Afternoon tea (Dining Hall)
3.30pm to 5.00pm	Leave (see leave days)
5.30pm to 6.00pm	Dinner (Dining Hall)
6.00pm to 6.15pm	Night Prayers (Chapel)
6.15pm to 6.30pm	Laundry (picked up from Laundry Room)
7.00pm to 8.30pm (7.45pm)	Prep *Prep break 7.45pm to 7.50pm
8.30pm to 8.50pm	Supper (Dining Hall) *No supper on Friday
9.30pm	All students back in House
9.30pm (9.45pm)	Year 9 Lights out – no showers for students after this time
9.45pm (10.00pm)	Year 10 Lights out
10.00pm (10.15pm)	Year 11 Lights out
10.15pm (10.30pm)	Year 12 Lights out
10.30pm (10.45pm)	Year 13 Lights out

Saturday

7.45am	Reville
8.00am to 8.30am	Breakfast (Dining Hall)
From 12 noon	Lunch *Packed lunch prepared at breakfast
10.00pm	Year 9 Lights out – no showers for students after this time
5.30pm	Dinner in the Dining Hall
10.00pm	Year 10 Lights out
10.30pm	Year 11 Lights out
10.45pm	Year 12 Lights out
11.00pm	Year 13 Lights out

Sunday

10.00am (9.00am)	Reville
9.15am to 9.45am	Breakfast (special circumstances)
10.30am to 11.00am	Brunch in Dining Hall
12pm to 12.30pm	Lunch (special circumstances)
5.00pm to 5.30pm	Dinner in Dining Hall
6.30pm	All Students back in House from Weekend Leave
6.45pm to 6.55pm	Ranks
7.00pm to 7.45pm	Community Mass (Chapel)
8.00pm to 8.20pm	Supper (Dinning Hall)
9.30pm to 10.30pm	Light out times as per Monday to Thursday above

Routines may vary to suit a particular need, especially bed times, revile and other reporting times. This will be at the discretion of the Director of Boarding.

DINING HALL

MEAL TIMES

Monday to Friday

Breakfast	7.00am to 7.45am
Morning Tea	10.45am to 11.15am
Lunch	12.45pm to 1.30pm
Afternoon Tea	3.00pm to 3.20pm
Dinner	5.30pm to 6.00pm
Supper	8.30pm to 8.50pm *No supper on Friday

Saturday

Breakfast	8.00am to 8.30am
Lunch	At the student's discretion (packed lunch prepared at breakfast)
Dinner	5.30pm to 6.00pm

Sunday

Breakfast	9.00am (special circumstances)
Brunch	10.30am to 11.00am
Dinner	5.00pm to 5.30pm
Supper	8.00pm to 8.20pm

DRESSING IN THE DINING HALL

Monday to Friday

Breakfast	Day school uniform for Years 9/10 : Tidy casual other year levels
Lunch	Day school uniform
Dinner	Tidy casual clothing

Saturday and Sunday

Breakfast	Tidy casual clothing
Lunch	Tidy casual clothing
Dinner	Tidy casual clothing

Singlets, bare feet, gumboots, hats and dirty sports clothing are not acceptable attire for meal times

DISCIPLINE

General

The smooth running of the boarding school relies on high standards and good behaviour by students.

For the safety and wellbeing of all students there are rules and regulations that must be adhered to.

Breaches of the rules will result in consequences aligned with the Boarding House system, except those considered serious. The Director of Boarding will deal with cases of serious breaches (see below).

General consequences could include early bed times, early wake up, detention, house gating and school gating. The consequence will match the expectation disregarded.

BOARD OF PROPRIETORS DISCIPLINE COMMITTEE

Terms of Reference

The Discipline Committee of the Silverstream Board of Proprietors has a parallel role in the Boarding School to the role of Discipline Committee of the Board of Trustees in the Day School.

The Discipline Committee may be called together by the Rector in exceptional circumstances to consider a penalty for an offence.

The Discipline Committee may also be called together by the Rector to consider changes of Discipline policy.

Composition of Discipline Committee

The Discipline Committee will consist of the following:

The Rector

Director of Boarding

Three members of the Silverstream Board of Proprietors

A quorum is any three of these five members

Discipline Committee Procedure

The Discipline Committee will meet within seven days of the beginning of the suspension.

The Director of Boarding will present a report of the incident being considered. The report must be in the hands of the student and his parents before the meeting.

The parents of the student will be advised that they may bring one other person to the meeting to act as their advocate or supporter.

The Discipline Committee will hear submissions on behalf of the student by the parents or their advocate.

The member of the Silverstream Board of Proprietors will chair the Committee.

BOARDING SCHOOL RULES

Serious Offences

- It is prohibited for students to possess, use or consume alcohol, tobacco, vaping products, drugs (other than those prescribed for the holder) or other harmful or illegal substances in Boarding School areas or College grounds.
- It is prohibited for students to invite or have female members of the public in the Boarding School, without first seeking permission from a boarding supervisor. (*This does not include members of the student's family, but permission must be sought*).
- Graffiti is forbidden in any area of the boarding school. Carving names or disfiguring in any way the walls or surfaces of the furniture is vandalism and will not be tolerated.
- Stealing is a serious offence because it breaks down the trust of the boarding community; it will not be tolerated in the boarding school.
- Dorm raiding or any other form of disruptive behaviour after lights out will not be tolerated. Students are only allowed in their dormitory area and shared year group and hostel facilities.
- Boarders who continually disobey, disregard the rules, and fail to follow instructions given to them by the boarding supervisor will not be tolerated.

Secondary Offences

- Respect for staff and fellow students is expected from all who reside at St Patrick's College. Rudeness, offensive behaviour or coarse language is not acceptable. Respect for each other's privacy is paramount.
- All boarding students are to return from weekend leave by 6.30pm and attend Mass on Sunday evening.
- During the school day the boarding house will be closed. Students are not permitted in the boarding house without permission from a supervisor.
- Rooms and dorm areas are to be kept clean and tidy each day and will be checked by the supervisor.
- Boarders are to keep their uniform in a clean and tidy condition at all times.
- Discarded items of clothing should be put away in drawers or the wardrobe and soiled items into laundry bags. Laundry bags are to go down to the main laundry each morning as detailed.
- Students should not borrow any possessions without seeking the owner's permission first. Students are not permitted to borrow off younger year groups.
- Students must inform staff of any meal not required, as well as any requirements for late meals. This enables the kitchen staff to better manage the catering.
- Cell phones are permitted in the boarding school, but strict policy rules are applied; i.e., they are not to be used during study time, meal time, night prayers, or after lights out.
- Personal computers and laptops are permitted in the boarding school, but strict policy rules are applied; i.e., they must be used for genuine school work during study time, they cannot be used after lights out. Computer use is also monitored to make sure students keep within the school computer agreement.
- Senior students with permission to have a car at the boarding school must hand in all keys (ignition and otherwise) to the Director of Boarding upon arrival at the College and after each journey.
- High caffeine based drinks are not permitted in the boarding school.
- Before leaving the boarding school for weekend/overnight leave students must have cleaned their dorm area, left it tidy and removed any rubbish. Leave slips must be completed and approved before going on leave. These are to be signed by the host and returned to the duty supervisor on the students return.
- Kitchen and TV lounges are to be left clean and tidy at the end of each evening and before departing to school in the mornings.

DORMITORIES

Dormitories are to be vacated no later than 8.00am during the school week.

Dormitories are out of bounds to all students during the school day.

Students are allowed only in their own year group dormitory; other than dormitories are out of bounds at all times.

DORMITORIES ARE TO BE KEPT CLEAN AND TIDY AT ALL TIMES.

EMERGENCY PROCEDURES

The College has an extensive crisis management plan, linked to *Readynet*, the local Government Crisis Resource. Parents are kept informed via email – please ensure the College Office has an up to date email address and mobile numbers.

If there is a family emergency, parents are asked to contact the College Office.

College Counsellors are available to support students and families in times of crisis. The College Chaplain is also available to support students.

Boarding House

Evacuation procedures are posted on the notice boards in the corridors of boarding school buildings and students will become familiar with the procedures with practice evacuations that are held at random times.

GENERAL INFORMATION

Boarding Office Hours

The office hours are 3.00pm to 11.00pm Monday to Friday, 8.00am to 11.00pm Saturday and Sunday. During the weekend the supervisor may at their discretion take the students off site for an activity

The main telephone number is 04 939 4224 ext 780

Term Dates for 2018

Term 1: Starts: Monday 29 January	Ends: Friday 13 April
Term 2: Starts: Monday 30 April	Ends: Friday 6 July
Term 3: Starts: Monday 23 July	Ends: Friday 28 September
Term 4: Starts: Monday 15 October	Ends: Wednesday 12 December

Please note: all Boarders return to the Boarding School the night before they are expected for classes. Please refer to Calendar for Year level start dates.

Absences

Boarders are required to be in residence before 6.30pm the day before classes commence in time for Mass at 7.00pm in the Chapel. Boarders who are unable to return to College on time must have noted a parental request made prior to being absent to the Director of Boarding. A request for permission for a boarder to be absent overnight is to be referred to the Director of Boarding in writing.

Appointments

If it is not possible to make appointments outside the College day then parents are asked to request time in writing. Proof of appointments during school time with the doctor, dentist or other must be shown to the Office before signing out.

Dress Standards

Casual Shopping

After school: Day school uniform except for year 12 and 13 students, who may wear tidy casual clothing.

At weekends: Students may wear tidy casual clothing.

Half uniform / half casual clothing is not permitted.

Boarding while Parents/Guardian are away

Any day student can board while parents or guardians are away on business or taking a break for a week/month or term. Please contact Mrs Dawn Clark, Registrar or to the Director of Boarding to make the necessary arrangements.

Change of Address, telephone and email details

Please notify info@stream.school.nz or the College Office. Information is sent out regularly via email and it is important to keep this up to date.

Duties

Students are expected to carry out duties to aid the smooth running of the hostel. They will be part of a duty team which will carry out duties for a week. Students may be requested to complete additional duties by supervisors on other occasions.

If students are unable to carry out their roster duty they must find another student to cover for them.

Email

Students have access to 11 computers located in the computer suites in Redwood House. They also have access to the computers located in the College Computer Rooms 4 and 5 until 5.00pm every school day and the College Library until 4.30pm. Redwood House also has wireless access available until 9.30pm each night.

Mail

Mail for boarders is distributed on a daily basis, except weekends, by the House Supervisor.

School Computers and Network

The school provides access to computers in the two computer suites and the library. These are provided for educational purposes such as research or document preparation: not for games. Students may connect their laptop/netbook to the school's wireless network by seeing a Boarding Supervisor – a separate laptop agreement must be signed. All students need to have their USB key to backup up their documents from the school network and a set of ear buds or headphones to use on the computer when doing research or watching educational movies or clips. Every student must sign our code of conduct called an Acceptable Use Agreement, also signed by parents/guardians. A copy of this is handed out to parents by the Dean and available on the College Website.

Lost Property

All property should be clearly named. All lost items can be reported or collected from the Boarding or College Office.

Study

Study is compulsory for all year levels. Monday to Thursday 7.00pm to 8.30pm. Friday and weekends optional.

Travel to College by Train

To check the number of zones your child travels through, please go to the Metlink fare zone map on the Metlink website or call the Metlink Service Centre on 0800 801 700.

Boarders Travel

The College is situated directly opposite the Silverstream Station on the Wellington-Upper Hutt suburban rail route.

Parents are asked to make bookings for travel well in advance so that students are not leaving early or arriving back late because of booked out transport.

Permission for an early departure or late return at holiday time should be asked for only if it is absolutely necessary to enable students to arrive home or leave home at a reasonable hour.

References

These may be provided to accompany specific applications. A request for a reference must be made to the Rector three weeks before the due date.

School Leavers

Students who are leaving the College must complete a Signing Out Form which must be signed by parent/guardian and can be collected from their Dean.

Students who are leaving College at the end of Year 13 are presented with a folder with a record of their time at Silverstream. It is a complete student profile and record of achievement and is presented at a graduation ceremony attended by the boys and their parents. The folder and documents are the basis for ongoing curriculum vitae. Testimonials are available to Year 13 students.

Telephone

Students have access to a pay phone in Redwood House. The telephone in the Boarding Office may be used for confidential calls but only with the permission of the duty supervisor. All toll calls on this phone are charged to the student.

HEALTH MANAGEMENT

Staff will ensure that the appropriate medical attention is applied and that parents/guardians or the emergency contact will be notified to collect your son. Please keep contact numbers up to date by phoning the College Office or email info@stream.school.nz

Any student with a known medical condition or illness such as diabetes, epilepsy or severe allergies should make sure the necessary information is on his personal record. If your son requires assistance with medication please contact the College Office where a Medication Agreement form must be filled in by the parent / caregiver before any medication will be issued to the student.

Nurse

The Boarding School employs a nurse, Mrs Shirley Lanigan. She is responsible for the medical wellbeing of all students within the Boarding School. Her hours of duty are 8.00am to 10.00am. At all other times the duty supervisors are responsible for first aid. The nurse is on call for emergency situations.

Doctor

Parents fill a form in for the Radius Medical Centre, Silverstream. Appointments can be made by the nurse or the Director of Boarding between the times of 8.00am to 8.00pm Monday to Friday.

After Hours / Emergency Medical Care

After hours or emergency care is available at Lower Hutt After Hours or at the Hutt Hospital Emergency Department.

General Medical Care

During the school day students who require medical treatment must report to the school office in the first instance. Students who are late for class due to attending the morning clinic must present the appropriate written form to their teacher on returning to class.

Students who are confined to bed must remain in the Infirmary during the school day and then return to the boarding school after normal school hours. Students are not to discharge themselves from the Infirmary. They need to report to the person on duty or to the school reception.

Students who are deemed too unwell to stay at school will have their parents contacted and arrangements made for them to return home or alternative plans arranged.

Dental Care

The Boarding School employs a local dentist in Silverstream to carry out the required free regular checks.

The nurse advises students when their regular check is due. If a student requires urgent dental treatment they must see the nurse.

Students who do not wish to avail themselves of the service provided by the local dentist must advise the nurse in writing.

Students are expected to keep all appointments made for them via the nurse with the dentist. Failure to keep appointments may result in the student's name being removed from the schedule.

Physiotherapy

Physiotherapy treatment is arranged through the nurse with a local physiotherapist.

Counselling

The school counsellor is a regular visitor to the Boarding School on Thursday night and students are welcome to use his services. The two school counsellors are also available for students during the school day.

HOMework POLICY

Rationale: To reinforce, consolidate and extend learning, and to practice and develop skills. Homework is seen as a valued learning practice and an opportunity to create seamless learning across home and school contexts.

Design: Staff seek to assign purposeful homework that challenges students while maximising chances that students will complete it. Students should be able to complete homework assignments independently with relatively high success rates.

The following homework practices improve effectiveness:

- Homework that is actively planned by the teacher
- Use of homework write-on books
- Tasks that spark students' creativity: thinking, collaborating, problem solving
- Timely feedback, including prompt return of marked work
- Parental communication
- Individual staff have a routine and set homework consistently and provide timely feedback
- Consistent application of College sanctions for non-completion

Balance: Homework should provide some flexibility to account for the busy lives of students and families. Workload issues of both staff and students should be taken into account when setting homework. Staff should be aware of equity issues with regards the access students have to parental support and computer and internet availability.

Accountability: Homework is to be written by students into their homework diary on at least a weekly basis. HOD's are to ensure that staff in their departments adhere to this requirement. Tutor teachers are to check and sign homework diaries weekly.

Exceptions: All departments and subjects are required to set weekly homework unless they have negotiated an exception with the Deputy Rector Pastoral.

Study

Study is compulsory for all year levels and conducted in the Boarding School, library, or study classrooms. Each student has a desk to work at within their dormitory area. The Boarding School has a computer room with six computers available for student use.

Study time runs from 7.00pm to 8.30pm from Monday to Thursday. Students are welcome to carry on studying after the designated times and during Friday evening and the weekend.

LAUNDRY

All laundry is processed on site.

Each student is issued with a laundry number before entering the Boarding School. All clothing must be clearly marked with the laundry number.

Students uplift clean laundry from the laundry at specific times. The House Supervisors will advise what these times are.

Laundry is done daily except weekends.

All sheets and pillowcases are laundered on Tuesdays.

Unmarked Laundry

All unmarked laundry is held in the laundry room, where it is displayed regularly. Any unclaimed laundry at the end of the year is given to a social services agency.

Dry Cleaning

Dry cleaning is the responsibility of the individual. Dry cleaning can be arranged through the College Uniform Shop. Dry cleaning accounts are added to the student's general College account unless the Director of Boarding has been advised otherwise.

Please ensure all clothing is well marked with the student's name and laundry number.

LEAVE

Applying for leave

Casual Shopping

Year 9 and 10 students are permitted to leave the College grounds on Monday and Wednesday, and then only at the discretion of the duty supervisor. They must use the Boardingware system to sign out and back in on their return.

Year 11 students are permitted to leave the College grounds on Monday, Wednesday and Friday, and then only with the permission of the duty supervisor. They must use the Boardingware system to sign out and back in on their return.

Senior students do not require permission to leave the grounds subject to the provisions outlined. However, they must use the Boardingware system to sign out and back in on their return.

The students can leave for casual shopping between the hours of 3.30pm and 5.00pm.

Evening Permissions

Students wishing to leave the college during the evening must gain permission from the duty supervisor.

Unless advised otherwise, students must return to the college by the designated time for their particular year level.

The duty supervisor will keep a schedule of students who are out on evening permission.

Upon returning to the college students must report to the duty supervisor. They must use the Boardingware system to apply for this leave well in advance of departing.

Weekend Leave

Students must apply for Weekend Leave using the Boardingware system on Tuesday evening before the weekend. This needs to be accepted by parents/caregivers and then approved by the leave administrator before the student departs. The student needs to sign in on their return.

Leave of Absence

Permission to take leave from the College for any period of more than 24 hours must be requested in writing to the Rector two weeks prior to the leave being taken. **All students must follow the correct procedures when they leave the College during the day.**

Only Year 13 students may leave the College grounds during lunchtime without presenting the written permission that is expected at other times.

Students may leave the College grounds in the following manner:

1. Casual Shopping
2. Day / Evening Pass
3. Weekend Leave

Explanations

Casual Shopping: Students are permitted to leave the grounds and shop in the Fergusson Drive shops directly opposite the College, or the main Silverstream Village shops. This leave is subject to conditions.

Students are to purchase what they require and return to school grounds when they have finished.

This is a privilege, not a right, and leave is subject to the duty supervisor's discretion.

This chart indicates the limits imposed on boarders when shopping casually. It is not permission to stay across the road for the entire period of time.

Who	Day of Week	Where	Time Out	Time in
Year 12 / 13	Monday to Friday	Shops across road and railway tracks	3.30pm	5.00pm
	Saturday and Sunday			
Year 11	Monday, Wednesday, Friday	Shops across road and railway tracks	3.30pm	5.00pm
	Saturday and Sunday			
Year 10 / 9	Monday and Wednesday	Shops across road and railway tracks	3.30pm	5.00pm
	Saturday and Sunday			

Day / Evening Pass

Students staying in on weekends may be allowed to leave the grounds during the day and the evening. This is subject to conditions.

The following chart applies to Evening Permissions only. This is a privilege, not a right, and leave is subject to the duty supervisor's discretion.

Who	When	Time in
Year 13	Friday evenings	10.30pm
Year 13	Saturday evenings	11.00pm
Year 12	Friday evenings	10.30pm
Year 12	Saturday evenings	11.00pm
Year 11	Friday evenings	9.30pm
Year 11	Saturday evenings	10.30pm
Year 9 and 10	Fridays and weekends at the discretion of the Duty Supervisor	Duty Supervisor's discretion

The following chart applies to Weekend Day Permissions only. This is a privilege, not a right, and leave is subject to the duty supervisor's discretion.

Who	When	Time in
Year 13	Saturday / Sunday	5.00pm
Year 12	Saturday / Sunday	5.00pm
Year 11	Saturday / Sunday	5.00pm
Year 9 and 10	Weekend afternoons at the discretion of the Duty Supervisor	Duty Supervisor's discretion

Weekend Leave

Students may be permitted to leave the college for the weekend provided they completed the leave process as outlined above.

Students going home (and elsewhere other than home) may be permitted to leave the college after school on Friday, provided that all sporting, cultural and other obligations are met on the weekend.

Students must return to the College before 6.30pm on Sunday. Students failing to return on time, without explanation, or failure to meet Saturday sporting, cultural or other commitments, may lose the privilege of the weekend leave.

Please remember that weekend leave finishes at 6.30pm on Sunday.

PRAYER AND SACRAMENT

Benediction

Benediction will run every Thursday from 10.40am to 11.00am

Grace

Grace will be said before each evening meal by a student.

Night Prayers

Prayers are conducted each evening by the entire Boarding School from Monday to Thursday in the school chapel after dinner concludes at 6.00pm. The boys will be responsible for the running of these prayers.

Mass Timetable

Monday to Friday
Sunday – 7.00pm

As per day school timetable

All boarding students must be back at the Boarding School by 6.30pm to attend Mass. If they are unable to attend arrangements must be made with the Director of Boarding prior to the student leaving on Friday. Formal uniform is worn at Mass on Sunday unless advised otherwise.

Reconciliation and Exposition

Arranged as the occasion requires

Rosary

Rosary is recited in The Lady Chapel at the discretion of duty supervisors after study.

RANKS

Boarding School residents have ranks in the Br Stephens prior to Community Mass on Sunday and in the Chapel after Community Mass on Sunday. This is to allow important messages to be passed on to the boys as a collective group.

HOUSE SYSTEM AND STUDENT LEADERSHIP IN THE DAY SCHOOL

Houses and Tutor Groups

Each student is placed in a tutor class with students from their own year level. These tutor classes are limited to a maximum of 16 students apart from in Year 9 where the whole travelling class of around 26 students forms the tutor group with two Year 13 mentors also being part of that group. The tutor system forms the basis of the College's pastoral system in that each tutor teacher has a key role in monitoring each of their students learning and general well-being throughout the year. If boys have any questions or problems his Tutor Teacher is the first person to see.

The Boys have a 1 hour tutor period once a week. Here Tutors will go over any important news, check reasons for absences and help boys sort out any issues. Individual achievement and learning conversations are a key aspect of this tutor system.

Each morning at 8.30am the boys line up in this tutor group at the Ranks meeting. This is an institution that is largely unique to this College and has been part of its tradition since the 1940s. During Ranks the College day starts with a prayer. The Tutor will check names for attendance and boys are given any information that will be relevant for that day such as where/when various meetings are being held. Students are placed in one of four houses. These are Chanel, Marist, Patrick and Trinity. Each House group is made up of students from Years 9 to 13 so they will be able to interact with and get support from the seniors in each House.

There are quite a few interhouse activities throughout the year such as athletics, swimming sports, cross country, rugby, haka, debating, public speaking, weekly notes etc so everyone participates for their house.

Houses: The four houses are named after the four symbols that appear on our College crest.

PATRICK

This house is named after St Patrick. As a young boy he was kidnapped by pirates and taken from France to Ireland. He eventually made his way back to France and became a Christian. He took the courageous step of returning to Ireland to preach Christianity in a pagan land. He did not know if he would succeed or die trying. He was hugely successful and Ireland looks to him as its patron saint. Our College bears his name. His feast day is March 17.

CHANEL

The boat reminds us of the first Marist missionaries who sailed from France to the Pacific in 1836. Peter Chanel was a young French Marist priest in that group. After a long sea voyage he was left on the island of Futuna where he tried his best to preach Christianity by word and example. When the son of the paramount chief began to show interest in becoming a Christian, the chief had Peter Chanel killed in 1841. His death had a deep effect on the people of Futuna who all converted to Christianity. He was later made a Saint recognising that he gave his life for the Gospel. St Peter Chanel was the first Saint of the Pacific. His feast day is April 28.

MARIST

The A and M stand for Ave Maria, "Hail Mary" in Latin. They are a symbol for the Marist order founded in the early 1800's in France. Priests, brothers, sisters and lay people were invited to follow Jesus as Mary did. Father Jean Claude Colin founded the priest's branch and sent missionaries to the Pacific. Bishop Pompallier was the first to arrive in New Zealand in 1838. They worked with both Maori and settlers and opened the first Catholic secondary school for boys, St Patrick's Wellington in 1885. St Patrick's Silverstream began in 1931. As Marists, we strive to be like Mary:

M for Merciful, A for Attentive, R for Responsible, I for Initiator, S for Sensitive to all, T for Tolerant

TRINITY

The Cross is the oldest Christian symbol. It reminds us of how Jesus died, and the love he showed in sacrificing his life for each of us. Without the figure of Jesus on it, it also reminds us that he overcame death and rose to life beyond death. We are all called to follow him by overcoming the crosses in our own life through our faith in God. As Catholics we use the Sign of the Cross, praying "In the name of the Father, and of the Son, and of the Holy Spirit". In this, we name the three persons of the Trinity, which is the name of this house.

STUDENT CODE OF BEHAVIOUR

GUIDING PRINCIPLES

Belonging

- I don't just attend Silverstream, I belong
- All members of the College community (and visitors) are welcome, included, respected, celebrated.

Values

- I can identify articulate (be able to talk about) and live the core Silverstream values.

Excellence

- I will be the best I can be, starting with my learning

Self-Management

- I will take responsibility for myself, my learning and my actions

“Act justly, love tenderly and walk humbly with your God”

Conduct

Students are expected to behave courteously and politely at all times. They are expected to uphold the Silverstream Marist Values at all times, especially while wearing their College uniform in public.

Students may not bring alcohol, cigarettes or any drugs (except prescribed medication) to the College at any time. This is completely forbidden. Boys violating this rule will be referred to the Rector which will result in a Board Hearing and ultimately suspension or expulsion from the College.

All College property must be treated with respect.

Conduct on Public Transport

- Enter and leave in a single file and in an orderly manner
- Sit if seats are available and remain seated throughout the journey
- Ensure that all available seats are able to be occupied
- Be courteous at all times to other people in and outside while travelling
- Ensure that junior students have first claim to seats if the bus/train is crowded
- Stand up on public transport for an adult
- Follow any instructions given by drivers and/or senior students delegated
- Understand that the Rector may advise the bus/train company to refuse carriage to a student for a specific period of time if his behaviour is considered unacceptable.

Respect

All students must respect the rights of others to learn in a supportive environment. There must be mutual respect between students and staff. The College has a no-bullying policy and conducts regular bully surveys. Parents may alert staff to any problems by using the email nobully@stream.school.nz

Appearance

All students must have hair in its natural colour, off the collar and neat and tidy. All students must be clean shaven.

Possessions

Students need to supply their own padlock for the cupboard in the Dormitories. Students are discouraged from bringing expensive mobile phones, iPods etc to the College. All items, especially clothing should be clearly named.

Transport

Senior Students wishing to bring their own vehicle to the College must have parents apply to the Director of Boarding in writing. Students are expected to bring credit to the College in the way they behave on public transport. A cycle rack is provided for those who cycle.

Break and Lunchtime

Breakfast, morning tea, lunch and dinner is provided in the Dining Room. The *Snack Shack* (tuck shop) is open during Morning interval and Lunch break.

COLLEGE UNIFORM

The College Uniform Shop hours are available on the College Website. Payment for clothing items must be made at the time of purchase. Eftpos/Visa/MasterCard (NO American Express) facilities are available.

Students must wear the correct complete uniform on all occasions. Shoes must be clean and polished. All clothing must be regularly cleaned. No T-shirts to be worn under the uniform. All clothing (including physical education) and footwear must be clearly marked with the initials and full name. It is wise to name each garment in two places. Boarders must include their Boarding Laundry number and name.

All Years

Summer Uniform (Term One and Term Four)

Blue polo shirt

College shorts

Long sleeve, College jersey with V-neck

Brown sandals with ankle strap without socks, or Black leather shoes with heel that will take a shine (no suede, no sports-type footwear) and College socks

PE shirt, white shorts and gym shoes

Winter Uniform (Term Two and Term Three)

White shirt and tie, worn tight at the neck

College blazer or College jacket or College jersey

College shorts or charcoal polyester trousers.

Black leather shoes with heel that will take a shine (no suede, no sports-type footwear) and College socks.

No boots or buckles on shoes.

PE shirt, white shorts and gym shoes

Formal Occasions and Sporting Events

Same as winter uniform except that **College blazer must** be worn. Years 11-13 must wear long trousers with their blazers.

Charcoal polyester trousers may be worn as an option with the formal uniform – for Years 9 and 10

Not an option for Years 11 to 13 who must wear long trousers for these occasions

Formal uniform is:

College Blazer

White shirt and tie

College shorts or charcoal trousers

Black leather shoes with heel, no suede

College socks

BOARDER UNIFORM REQUIREMENTS – All items must be named and boarder numbered

Years 9 and 10:

- 1 x Blazer (Name must be inside)
- 2 x Pairs of College shorts
- 4 x White shirts
- 3 x Blue polo shirts
- 1 x Pair of long charcoal trousers
- 4 x Pairs of College socks
- 2 x Pair white sports shorts
- 1 x College Physical Education shirt
- 1 x College jacket (doubles as the official College track suit jacket)
- 1 x College tie
- 1 x Pair of black leather shoes with heel
- 1 x Pair of brown sandals (optional) but must have back strap
- 1 x College jersey with V-neck
- 1 x Plain black belt – no large buckles

Years 11 to 13:

- 1 x Blazer
- 2 x Pairs of College shorts
- 4 x White shirts
- 3 x Blue polo shirts
- 2 x Pairs of long charcoal trousers
- 4 x Pairs of College socks
- 1 x College jacket (doubles as the official College track suit jacket)
- 1 x College tie / Year 13 Tie
- 1 x Pair of black leather shoes with heel
- 1 x Pair of brown sandals (optional) but must have ankle straps and back strap
- 1 x College jersey with V-neck / Year 13 Vest
- 1 x Plain black belt – no large buckles
- Physical Education gear (if doing Phys Ed at these levels)

All Boarders must have the following - ALL items must have Boarder Number:

- | | |
|-------------------------------------------------------------------------------|-----------------------------------------------------------|
| 3 x pairs socks (other than College socks) | 2 x sets pyjamas or night wear |
| 6 x sets of underwear | Tissues |
| 4 x towels, preferably coloured | 12 x coat hangers plastic NOT metal |
| Toilet requisites, including toilet bag | 1 x Single bed duvet and cover (any colour) |
| Swimming shorts | Black shoe polish, shoe brush and cloth |
| Mesh laundry bags (Small) | Cap or cricket hat preferably St Patrick's uniform type |
| 1 x waterproof jacket | Padlock for Dormitory cupboard |
| Suitable tidy casual clothing to be worn outside of class time. Warm clothing | Sewing kit – black and white thread and three safety pins |
| Insect repellent cream or spray | Fitted sheet set – with Boarder Number |
| Sun screen | Pillow & pillowcase |
| Training gear | One mattress protector |
| Black shorts x 2 | Laundry marker pen and laundry bag |

The wearing of all black is prohibited. Casual wear with offensive logos or lettering is also not permitted. Students should not bring to College expensive items of clothing, footwear or technology.