



**St Margaret's
College**

Balanced
foundations,
bright futures.

Boarding

2024





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Starting Boarding School

Leaving home

It is normal to have mixed feelings about leaving home to go away to school. It can be exciting to make new friends, have new experiences, be more independent and become more confident within yourself. It is also not unusual to feel nervous about leaving your familiar surroundings and to miss home.

Starting at a new school

Starting at a new school is a big change and it's quite normal to have the following feelings:

- › Being in an unfamiliar environment.
- › Feeling sad that you are not able to

hang out with your old friends.

- › Feeling worried that you won't have a group of friends to hang out with.
- › Feeling nervous or worried about your workload.
- › Being tired from all the energy involved with starting a new school.

Making life easier at school

It can help to remember that you are not alone. It is likely that other people have similar feelings to you and there are always people to support you.

There are some things that may help you to feel better about boarding school:

- › **Give it time.** Big changes often take time to adjust to. Moving away from home and starting at a new school is big. Allowing yourself to get used

to the change is important. Try to take it one day at a time. It is likely that life will start to get easier as you become more familiar with the school routine and start to make new friends.

- › **Stay in contact with old friends.** While you are making new friends, it may help to stay in touch with your old friends. You may like to talk to some of your old friends about how you are feeling about starting at a new school. They may be having similar concerns. Although you are not able to see them face-to-face, it may still be possible to keep in touch via email, Skype or phone. Keep in mind that friends at home may be a bit slack in getting back to you. Try not to take this personally. It may be because they are still doing similar things and are in their comfort zone so are not as aware of how important their contact with you is. It may help to let them know how much you enjoy hearing from them.
- › **Have something to look forward to.** Sometimes it is helpful to plan ahead. You may want to plan to catch up with friends during the holidays or plan to do something special if your parents are coming to visit you at school.
- › **Get involved.** A good way to make new friends is to become involved in activities that interest you. This way you are meeting people with whom you have things in common. You may want to get involved in:

- › Sport
- › Music
- › Debating
- › Community service.

- › **Organise something at school.** Often other people are feeling nervous about making new friends. It can sometimes take someone to suggest doing something to break the ice. You may want to suggest shooting some hoops or heading down to Merivale. If you have a visitor, inviting a few people out with you can be a good way to get to know them better.
- › **Create your own space.** Making your space your own can help you to bring a bit of home to school. Posters, your favourite duvet cover, books, pictures of friends and family and ornaments may help to make your space more like home.
- › **Try to get sleep,** because things always seem better in the morning!
- › **Talk to someone.** It may be helpful to talk to someone about how you are feeling. This may be a friend or family member. Sometimes talking to someone who is not so close to the situation may be helpful. This could be someone like a school counsellor, school nurse, boarding manager or supervisor, or a teacher.

Homesickness

Homesickness is inevitable for boarders. It is a consequence of the love between the student, her parents and their home environment. It also reflects the insecurity of moving into



a new set of circumstances where virtually everything is unknown. The extent of homesickness varies greatly between boarders and can be significantly reduced by preparing for boarding life in a number of ways.

Parents should discuss with their child her concerns about moving into boarding (these concerns can be shared with the Boarding team).

The concept of homesickness should be raised and your child should be reassured that homesickness is a normal part of life experienced by most boarders, both old and new.

Reassure your child that boarding staff and other students are there to assist her through her homesickness. Her feelings will come and go but she should always remember the fact that St Margaret's College is full of happy girls who have overcome homesickness.

Sometimes your child may ring and 'dump on you' and then run off happily with her new friends, in the pool, in their room or just chatting in the common room. Meanwhile, the parent is experiencing guilt and anxiety for their child – who is no longer upset, having unloaded on her parents. Parents can phone the Boarding team to reassure themselves that all is indeed well. Do not rush to the school to pick up your child, every time she phones. If you speak reassuringly to her on the phone, then her homesickness will reduce in time. Write a letter to your child, send an email, post a parcel – keep the family link alive but not dependent upon the phone.

Source: *Dr. Michael Carr-Gregg, Honorary Psychologist to Australian Boarding Schools Association*

Boarding community structure and philosophy

Our Boarding community is accommodated in three Houses on the College campus.

Julius House	Years 7-10
Kilburn House	Years 11-12
Cranmer House	Year 13

Having the girls in year groups allows us to tailor the structure of each House to the specific needs of each developmental stage.

In Julius House we provide a structured and nurturing environment for the girls to make the transition into boarding. Kilburn House encourages the girls to begin personally integrating these skills.

Cranmer House allows for a transition year to the self-responsibility that the tertiary environment requires, but in a monitored setting. Boarding helps girls to develop good personal organisation, self-responsibility and tolerance and support of others.

The Boarding community values and respects the needs of individuals while encouraging students to be sensitive to the needs of the whole community. Positive boarding relationships between the year groups are fostered through tutor groups, House competitions and the evening meal that is shared together.

Each Boarding House has a House Manager (and her family) in residence who oversees the day to day running of the House. The Assistant House Manager and Weekday and Weekend Supervisors work alongside the House Manager, supervisors and tutors to



help create a warm, supportive and structured environment to help the girls make the most of their experience of living at school.

The Executive Principal, Mrs Diana Patchett, has overall responsibility for the Boarding community and reports to the St Margaret's College Trust Board on behalf of the Boarding Committee. The Boarding Committee is responsible for the coordination of the three Boarding Houses and developing the policy and procedures for the Boarding community.

The Head Girls of Boarding chair the Boarders' Council. This is a group of representatives from each year group who provide valuable student feedback to the Boarding Committee as well as organising many of the Boarding community events. In other cases there may be a House (e.g. Kilburn) council which is made up of 4-6 girls who make plans for the year groups within the house and make these happen. This way there is not

just one girl on the Boarders Council having to do all of the work.

The College Nurse coordinates Boarders' health needs and is available on-site to support the House Managers with any health matter that arises.

Boarding staff in residence

Executive Principal
Mrs Diana Patchett

Senior School Boarding Manager
Mrs Mary Quinn

Middle School Boarding Manager
TBC

Weekend Supervisors

Contact details

boarding@stmargarets.school.nz

Julius House

Phone: 03 353 2562 ext: 8562

Duty cell phone: 027 828 8712

Email: julius@stmargarets.school.nz

Kilburn and Cranmer House

Phone: 03 353 2561 ext: 8561

Duty cell phone: 027 828 8716

Email: kilburn@stmargarets.school.nz

Catering Manager

Paula Moore

03 353 2568

Boarding House hours

Julius House is closed on weekdays from 8:30am until 3:30pm (2:30pm on Wednesdays) while the girls are at school. Kilburn House remains open during the day. All houses close for notified long weekends and during the holidays. Answerphone messages and emails are checked frequently and duty staff will endeavour to reply in a timely fashion. If you have an urgent matter when the Boarding Houses are closed, the School Office will be able to assist and will contact the appropriate House Manager.

Boarders' mail

Letters should be addressed to:

St Margaret's College
12 Winchester Street, Merivale
Christchurch 8014

or:

P.O Box 25 094
Christchurch 8140

Parcels, letters and couriers deliveries should be addressed to:

St Margaret's College
c/- (enter house name) House
12 Winchester Street
Christchurch 8014

NB – Please clearly write boarder's name and house on mail/deliveries.

Other deliveries

If parents wish to drop off items for Boarders during the school day, they can be left at the School Office or Kilburn House.



Communication

The relationship between girls, parents and boarding staff is vital to the success of the boarding community. The House Manager is the first point of contact for all boarding matters.

The House Manager will be in contact with parents regularly, in particular to clarify any issues related to Duty of Care. Parents are welcome and encouraged to contact the House Manager at any time to clarify arrangements, ask about progress or any matter concerning their daughter's welfare. Formal reports are sent home twice each year and a preliminary report for all new Boarders mid-way through Term 1.

The Term Calendar, College Newsletter and SMC website are all valuable

sources of information about what is happening in and around the College and help Boarding families stay informed and connected. The SMC Boarders page on Facebook has information on events.

Girls are required to check the Boarders' email and whiteboards regularly for any messages or information. Weekly house meetings are held to give out information for the week ahead.

A cell phone (charged and with credit) is strongly recommended to ensure girls can stay in contact and are contactable by the Boarding staff while away on any leave from the Boarding House.

All Houses have access to wireless internet that enables the girls to access the school network. Communication with home is

encouraged. Girls have access to Wifi and can make and receive phone calls outside of prep times. Letters and emails can be sent home at any time.

The staff member on duty can be contacted urgently on the duty cell phone. It is advised that all parents, guardians and girls have the House cell phone numbers programmed into their own phone.

Time away from school

If a girl needs any time off school, is absent from school due to travel arrangements or will unavoidably miss a compulsory school event, permission must be sought from the Head of School. Boarding staff cannot give permission to miss these day school events or give time off school. The parents or guardian must inform the Boarding House and the School Office if a Boarder does not return from leave due to ill health.

Health

All health and medical issues will be facilitated through the Registered Nurse in the Health Centre. Physiotherapy treatment is available. The House Manager and staff are available for any after hours emergencies and first aid outside of Health Centre hours. The 24 Hour Surgery is utilised if necessary with the local guardian being able to be called to support and relieve staff.

All medical expenses are the responsibility of parents.

If a girl has a history of, or develops, any physical or mental illness, it is essential that House staff are fully informed. This is to ensure appropriate support is in place and her time in the Boarding community is a success. Matters that are of a sensitive nature will be treated with the appropriate discretion and confidentiality, where possible. There may be times when the House Manager needs to share information with the School Nurse, Tutor or Dean.

While there are isolation facilities available in Kilburn House, there may be times when a girl needs to be excluded from the Boarding House due to an infectious illness, as required by the Medical Officer of Health. This is one reason we advise that all girls must have a Christchurch-based family friend or guardian to be able to stay with at short notice emergency contact.

If any girl is unwell and is absent from the day school she must discuss this with the House Manager who will refer her to the School Nurse in the Health Centre. The School Nurse will assess her health, ensure she is appropriately monitored and treated and that the day school is informed of her absence.

If a student has medication, she must inform the House Manager or School Nurse who will arrange appropriate storage. All medication should be handed in except vitamins.

Boarding House activities

Each term we run a range of Boarders' activities. Some of the cost for the outings may be charged through the school account system and others cannot. These activities can be anything from a movie outing to surfing at Sumner Beach. Therefore, it is important that students have available access to small amounts of pocket money.

Each Boarding House also participates in separate activities with our brother school, Christ's College. Each year group organises activities to engage communication and skills. These may include cooking, touch rugby, dinner swaps and Valentine's Day breakfast.

Boarding House routines

Daily routines – Weekdays

7:00am	Wake up call, shower and dress (Julius)
7:20am	Wake up call, shower and dress (Kilburn)
7:00–8:00am	Breakfast
8:20am	Leave Boarding House for the school day
8:25am	Tutor Time
3:30pm	Return to Boarding House – afternoon tea available on arrival
3:30–5:15pm	Leave after school
5:30pm	Dinner – Julius

6:00pm	Dinner – Kilburn
6:00pm	Combined dinner on Wednesdays
6:00pm	Free time – Julius
6:30pm	Prep
7:30pm	Y7&9 back to Julius
8:00pm	Free time
8:35pm	Bedtime routines begin as per year group guidelines

Lights out

Year 7 & 8	8:45pm
Year 9	9:15pm
Year 10	9:30pm
Year 11	9:45pm
Year 12	10:00pm
Year 13	10:30pm

Weekly routines

Weekend leave to be applied for on REACH by Wednesday, approvals by Thursday.

Start and end of Term

The Boarding Houses open at 1:00pm the day before school starts for the term and close at 5:00pm on the last day of term.

The night before the last day of term is reserved for Boarders to pack their belongings for a well-organised and swift departure the next day.

Meals and Dining Room

Meal times

Monday – Thursday

Breakfast	7:00 – 8:00am
Lunch	Varied
Dinner	5:30pm and 6:00pm

Friday – Sunday

Breakfast	8:00–9:00am
Lunch	12:30pm
Dinner	5:30pm

Breakfast is provided in the Dining Room. A hot breakfast option is available every morning.

On weekdays Boarders have a daily allowance at the Dining Room/School Cafeteria. Boarders can choose from a vast array of healthy options on the subsidised items menu at morning break and during their lunch period. Boarders can pre order their lunch everyday via email to the catering department. If you wish to take your lunch to school you can get this from the cafe after 8am weekday mornings. Hot options for lunch need to be collected at lunch time. There are two lines at lunch and morning tea, one for Boarders and one for day students. Non-subsidised items are charged to accounts. We recommend that parents discuss the consumption of non-subsidised items with their daughter and clearly stipulate guidelines.

Boarders staying in at the weekend must attend lunch and dinner times.

Afternoon tea is provided in the Houses after school.

Dinner is at 5.30pm or 6:00pm every night. It is expected that all Boarders will attend the evening meal in the Dining Room unless advising staff beforehand if they won't be there and the reason.

Fruit, milk, bread, cheese, and spreads are always available for snacks and supper. Every Wednesday evening a sweet item is provided for supper.

Dining Room Code of Conduct

Please care for the Dining Room:

- › Tables wiped, dishes put away, spills addressed promptly.
- › Cutlery and crockery is to stay in the Dining Room.
- › The Dining Room and Boarding Houses have a system to recycle waste. Use the recycling system correctly.
- › All food must be eaten in the Dining Room.

As meals are a formal occasion please:

- › Stand and be quiet during grace.
- › Ensure cell phones are out of sight and silent at every meal. This includes weekends.
- › Limit each table to eight girls.
- › Excuse yourself with staff if you have to leave.
- › Wear tidy casual clothes or correct school uniform – no pyjamas or caps.
- › Pyjamas on Wednesday except when visitors are present.

You are remembered for your manners – please show respect for each other and all staff.

For your Safety:

- › Shoes are to be worn at all times.
- › Walk and take care.

In-house duties

Year 9:

- › Empty dishwasher each morning.

Year 10:

- › In-house Kitchen (Julius)
- › Doing dishes and cleaning the Julius House kitchen. Putting rubbish and recycling out.

Year 11:

- › Common room – morning duty
- › Room rubbish – morning duty

Year 12:

- › Common room – evening duty
- › Room rubbish – morning duty

All year groups may also be required to assist with other House duties when requested.

Behaviour and conduct expectations

Unacceptable behaviour is managed with clear communication from staff as to what the expectations are and consequences are tailored to ensure lessons are learnt quickly. These may include loss of leave (gating), loss of technology privileges (cell phones, laptops) for a specified period and/or

extra house duties. If a girl is finding it difficult to follow the expectations of her year group, she may be placed on the restrictions of a younger year group.

In the event of serious misconduct or ongoing minor offences, parents will be contacted. A nominated family friend or Christchurch-based guardian is necessary if immediate removal (suspension or expulsion) from the Boarding House is required. Alcohol, vaping and illegal drug possession or use, theft, violence or harassment of others are all considered serious misconduct.

Positive behaviour is encouraged in the Boarding community. Staff and girls are expected to embrace our core values of:

Integrity

Excellence

Resilience

Equality

Higher purpose

This is demonstrated through:

- › All members of the community are encouraged to develop an awareness of how their actions and behaviours affect those around them.
- › Attending community events, such as the shared evening meal, House meetings and Boarders' chapel.
- › Investing in relationships across the age ranges.
- › Kindness, compassion and friendliness towards each other helps create a feeling of belonging and connect us together.



- › Being inclusive in your friendships.
- › Helping out when needed.
- › Listening to instructions and responding positively to requests.
- › Being open to trying new experiences and meeting new people.
- › Treating others as you would like to be treated yourself.
- › Knocking and waiting to be invited in to others bedrooms.
- › Asking before borrowing items.
- › Being quiet after lights out and letting others go to sleep.
- › Keeping personal belongings tidy and organised.
- › Cleaning up after yourself and reporting accidental damage.
- › High standards of grooming when in uniform and own clothing.
- › Formal occasions such as grace acknowledged with silence.
- › Adhering to house guidelines.
- › Completing allocated duties.
- › Completing own prep and allowing others to do the same.
- › Having room ready for morning room inspection.
- › Protecting valuable items by locking them away.
- › Making healthy choices with regular healthy meals and personal hygiene.
- › Speaking politely to each other.
- › Walking when indoors.
- › Using correct table manners, such as sitting up and talking with those at your table, using cutlery, waiting

until mouthful is finished before speaking.

- › Greeting each other, opening doors for each other.

Positive behaviour will be acknowledged with in house awards such as ‘room of the day’.

Inappropriate behaviour

The wellbeing of those in our community is paramount, therefore, should inappropriate student behaviour occur, such as being disruptive, uncooperative or disrespectful, the following steps will be taken:

Step 1: Student will be asked to articulate the appropriate and expected behaviour and undertake to behave in this way.

Step 2: If inappropriate behaviour re-occurs, the student will be required to develop a plan to rectify this with her House Manager, such as a Behaviour Spotlight plan or Restorative Justice plan.

Step 3: If the behaviour is further repeated then an appropriate consequence will be applied at the discretion of the House Manager, such as extra duties, earlier bed time or gating.

Step 4: If the behaviour is further repeated, the House Manager will involve the Director of Boarding and if necessary the Executive Principal. More serious consequences will be applied, such as extended gating (beyond one week). Suspension or exclusion may occur.

Note: Parents may be contacted at any time to discuss behaviour concerns.

In cases of serious behaviour misconduct, Step 4 will immediately apply.

Examples of what would be considered serious misconduct are:

- › Leaving Boarding House without following correct leave procedure.
- › Being dishonest or misleading with leave information or falsifying leave documentation.
- › Being later back than the agreed time without applying for an extension.
- › Using, supplying or being in possession of inappropriate substances or items (tobacco, vapes, alcohol, other drugs, weapons).
- › Being repeatedly disruptive, uncooperative or disrespectful.
- › Bullying or harassment.
- › Stealing or shoplifting.

Personal belongings, safety and security

Checklist

Essential items

- › Duvet (inner and cover) and pillow (sheets, pillow cases and mattress protectors are provided)
- › Pair of slippers or Ugg boots
- › Nightwear x 1-2
- › Swimming costume
- › Towels x 2

- › Alarm clock (required if getting up early)
- › Face cloths (if needed)
- › Toilet bag containing personal items
- › Combination lock for drawers
- › One dozen coat hangers
- › Sewing kit – needles, safety pins, cottons (white, navy, green), spare name tags or laundry pen
- › All school uniform items and regulation shoes
- › Non-uniform clothing, including underwear and wet weather gear

Optional items

- › Bicycle with lock and helmet
 - › Items to personalise your room
- As there is limited space, please pack thoughtfully.

All personal items need to be taken home at the end of term.

Laundry

The St Margaret’s College Laundry is functional from Monday to Friday. Girls take their clothing items in a named clothing bag to the Laundry before school and collect it after school. Each House has a small laundry for girls to use in emergency. It is expected that other peoples’ items will be treated with respect. It is advised to name all items.

Cell phones, ipads and laptops

Cell phones, iPads and laptops are handed in and locked away each night to help promote good sleep habits for Years 7-11 and appropriate use monitored for Year 12.

Security

Each girl is expected to take responsibility for the security of her personal belongings. It is advised to lock larger amounts of money and passports in the House's locked cabinet for safekeeping. If a girl has any concerns regarding security day or night, she is to report this to the House Manager immediately. If she sees someone acting in a suspicious manner she is to return to the House and contact the House Manager on duty by phone or dial 111 if the situation is obviously urgent.

We advise girls to have a charged cell phone with credit available while on leave from the Boarding House.

The consumption or storage of cigarettes, alcohol, vapes and illegal drugs is strictly prohibited.

Fire safety and emergency procedures

In the event of a fire alarm or any other emergency, everyone is required to follow the instructions of staff, evacuate the Boarding Houses and assemble at the Evacuation Assembly Point. Re-entry to the House is only permitted when the House Manager on duty has given the all clear.

Trial evacuations will be scheduled regularly and it is expected that residents and visitors will co-operate in full.

All appliances and heaters in the Boarding House must be used with care. Please ensure any personal

appliances are in a good state of repair and fit for the purpose they are to be used for if being brought into the Boarding House.

Electric blankets are not allowed in the Boarding House.

Damage and insurance

Any damage must be reported immediately to the House Manager on duty. Any damage to the facilities or contents that is willful or beyond expected wear and tear will be charged to the student's account.

It is suggested in this event that parents encourage their daughters to pay for this out of their own finances.

Insurance for personal belongings is the responsibility of parents. Parents are advised to insure their daughter against all forms of accident and property loss and ensure their policy covers them in the Boarding environment.

Time management, prep, activities, outings and leave

Prep/study

Prep runs from 6:45pm until 8:00pm Monday to Thursday.

Years 7-10 in the library supervised
Year 11 in the café supervised
Year 12 in their own room supervised

During this time the House is quiet and Supervisors are available for guidance and to encourage the girls to remain on task.

Daytime study periods

Year 13 girls are able to return to their unit during study periods in Term 2/3 and must sign in. Daygirls are not permitted in Cranmer House during the school day.

Exam study leave

When girls are on Study Leave from the day school the girls are supervised in the Boarding House.

There will be three in-house study sessions per day and usual prep in the evening:

Session 1: 9:00am – 12:00pm

Session 2: 1:00 – 3:30pm

Session 3: 6:30 – 8:30pm

During these times the girls are expected to be in their rooms working quietly, unless they are at school attending a tutorial or in an exam. Year 13 students will be permitted to take approved day leave for a session.

If your daughter is planning to come home during this time, outside of normal Weekend leave, please confirm this with her House Manager.

Co-curricular activities

We encourage the girls to make the most of the sporting and cultural opportunities available. It is important that the girls find the right balance with these activities and their studies. In partnership with parents, their Tutor and House Manager can assist with this. It is an expectation of the College that girls will participate in a summer and winter sport.

School outings

Boarders frequently have the opportunity to go on school outings with tutor groups, to curriculum events and other various activities. Permission to join these may be given by the House Manager on the behalf of the parents or guardian.

Leave system

All leave is considered a privilege and may be removed if behaviour and conduct expectations are not met. All leave is at the discretion of the House Manager. If wearing school uniform while on leave it must be full and correct.

Parents are asked to provide a list, which is updated each year, of family or friends that they are happy for their daughter to visit if parents are unavailable to approve leave. Where possible parents are consulted about leave.

It is the responsibility of the parents or guardians to decide the suitability of a host and to communicate with the host what their responsibilities are while they have a Boarder in their care. At times the House Manager may want to confirm details with the host.

Host Guidelines

A host's responsibilities when taking a student out on leave are extensive. Whether it is for off campus sport or an activity, Leave, Day Leave or Overnight Leave, the College requires the unconditional commitment of the host to take on full responsibility for the care of the student they are looking after.

They support the College's expectations with respect to students using neither drugs nor alcohol while in the host's care, and they will know where the student in their care is at all times. If any issues arise with the student while in their care, the host is required to immediately notify the College.

Where the host is not a known family member, we recommend that prior to undertaking this commitment, the host makes contact with the SMC students' parents/guardian to introduce themselves, outline plans for the time they will have your daughter on leave and exchange phone numbers and residential and email addresses. The student and parents will then make a leave request. The parent/guardian will add the host contact details (name, residential and email address, mobile phone number) to their daughter's REACH account. Once approved by the parent and host, the student may go on leave. We require that a host must be a mature and responsible adult over 21 years of age; or the older sibling of the boarding student who has their parents' permission. A boarder cannot be in the approved care of a host and subsequently transferred into the care of someone else. On return from leave, hosts are required to accompany the student to the duty staff and have the student sign-in with the boarding staff on duty. Students MUST return by the specified time arranged for their leave.

REACH – signing in and out

It is the Boarder's responsibility to sign out properly each time she leaves the House and sign in again immediately upon her return.

All leave must be recorded appropriately. Leave information on whereabouts must be specific. e.g. 'Coffee Culture, Merivale'. It is not sufficient to sign out to 'coffee'.

Transport arrangements must be specified. House Manager approval is required for a Boarder to travel in a private car. Girls must go directly to and from the destination. Detours are not acceptable.

Day leave

Private homes – If the host is not listed on the Leave Information List parental/guardian approval is required. If leave is with a family of a daygirl, it will be discussed with the parent of the daygirl so that they are aware of our expectations of them as hosts (i.e. the need to communicate with us if the arrangement changes etc.).

Duration – Most activities at a mall can be realistically completed in 2½ to 3 hours. Anything over 2 hours local leave needs to be submitted with details. There will be occasions when the House Manager will also want to discuss the arrangements with the parents or guardian. Anything over 3 hours needs local guardian permission for international students.

After school leave is from 3:45pm until 5:15pm. If uniform is worn on leave it must be worn correctly.

Casual clothes are allowed for leave. Evening leave on Friday and Saturday finishes at:

Year 7-10	8:30pm (unless accompanied by a parent)
Year 11	10:00pm
Year 12	10:30pm
Year 13	11:00pm

Destinations

Year 7 & 8

Must attend weekend activity outing if in house. Supervised outings at least once per week. Carlton Corner with supervision of a Year 9 or above.

Year 9

Must attend weekend activity outing term 1. Carlton Corner and Merivale Mall, Northlands or Riccarton Mall on weekends, with parental/guardian permission, and must go in a group of 3 or more.

Year 10

Carlton Corner, Merivale Mall, Northlands or Riccarton Mall.

Year 11

Carlton Corner, Merivale, Northlands or Riccarton Mall.

Year 12

Carlton Corner, Merivale, Northlands or Riccarton Mall. City Centre to a specified destination for a specified activity (City Library for study, restaurant for a meal).

Year 13

Year 13 girls may sign themselves out to these allowed destinations:

- › Within the school grounds

- › Carlton Corner, Merivale, Northlands or Riccarton Mall
- › Regular school, sporting or cultural activities previously discussed with the House Manager during these times:
 - › 3:45 – 5:45pm: Monday–Friday
 - › 9:00am – 5:45pm: Saturday and Sunday for up to two hours

All other leave must be arranged through the House Manager on duty.

Overnight or weekend leave

Weekend leave is applied for by the student before 8:00pm Wednesday night and approved by the parents or guardian before 9:00pm Thursday night. Parents and guardians must tick the leave guidelines when approving leave.

The parent or guardian must approve leave. Arrangements and times are to be confirmed with the host. When transferring responsibility for the supervision and care of their daughter it is important that the parents/guardians ensure the host is aware of their responsibilities.

It is the parent's/guardian's responsibility to decide the suitability of the host.

It is expected that hosts will be over 25 years of age. Return to the House is by 8:30pm Sunday night. If details or circumstances change, these must be communicated to the House Manager.

Dinner leave

A girl may go out for dinner with her parents or relatives on special occasions by arrangement with the House Manager on duty. She needs to be back before her year group bedtime routines begin or 9:30pm. Year 11-13 girls get one dinner leave each week.

Year 13 evening leave

Leave must be approved by the House Manager on duty, and be taken no more than once per school week.

She must be back in House by:

9:30pm Monday – Thursday
11:00pm Friday and Saturday
8:30pm Sunday

If activities are expected to be later than this, overnight leave will be required.

If planning to return from leave to the Boarding House, no alcohol is to be consumed.

Year 9 and 10 dances

Year 9 and 10 students are invited to dances hosted by other schools. These approved events are supervised by senior students who escort the girls to and from the venue. Boarders are able to attend these dances with parental approval.

Boarders' programme

Each term a range of activities are offered to the Boarders as part of the Boarders' programme. These activities range from the Big Weekend In and themed dinners to year group options like the Year 12 and 13 Community Care Projects, Year 11 cooking classes. Weekend activities and outings help keep the girls suitably occupied.

Some of our events are combined with Christ's College to provide appropriate, well-supervised opportunities for co-ed socialisation.

We are mindful of extra costs when we plan the programme and have tried to provide a range of activities that are of no charge. Others are charged to accounts on a user pays basis.

Examples of year group activities available are:

- Year 7 & 8** Activities with Selwyn House and Medbury School.
- Year 9** Dinner and quiz night with Christ's College.
- Year 10** Dinner and quiz night with Christ's College.
- Year 11** Cooking with Christ's College and own organised activities.
- Year 12** Barista course and own organised activities.
- Year 13** Christ's College Valentine's Day breakfast and SMC end of year breakfast. Own organised activities.

Visitors

Visitors must sign the visitors' book on their arrival and departure. It is the responsibility of the Boarder to introduce their visitor to Duty staff. Girls and their visitors must stay within the area surrounding the Boarding Houses unless they obtain permission from duty staff to do otherwise. With the exception of parents, no visitors may go to the girl's bedrooms/dormitories or sit with them in cars.

Visiting times:

Weekdays 3:45pm – 5:45pm
Weekends 10:30am – 5:45pm

Transport

Bicycles

Boarders may bring bicycles to school for transport around the local community. Helmets must be worn whenever the bicycle is used. A locked shed is provided for storage. An additional lock for the individual bike is recommended as the school cannot take responsibility for the loss or damage to any bike stored in this facility.

Taxis

Taxi cards are available from duty staff to provide a safe mode of transport as required. They are then charged to the student's account. We recommend that parents discuss the use of taxis with their daughter and clearly stipulate guidelines for their use.

Buses

The school is well positioned on various bus routes. This is an inexpensive mode of transport that can be made cheaper again with a Metro Card. Buses from SMC can go to Northlands Mall, Riccarton Mall, Sumner and New Brighton etc.

Student cars

Only Year 13 students are able to have a car at school and a school car permit (Car Pass) is required. This is to be organised through the Boarding team and must be arranged prior to the car being brought to school. Keys must always be handed in to the House Manager upon return to school. It is the parents' responsibility to inform the House Manager of any restrictions on the use of the car (e.g. no passengers, to be used for transport home only) and for the girl to abide by these restrictions at all times.

While some car parking is available in the school grounds, it is not guaranteed. Failure to follow guidelines will result in the student losing the privilege of having their car at school.



St Margaret's College

Balanced
foundations,
bright futures.

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