St Margaret's College

Balanced foundations, bright futures.

Boarding

2027



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Boarding House contacts

Kilburn and Cranmer House
(Year 11 – 13)
T: 03 353 2561
Duty cell phone: 027 828 8716
kilburn@stmargarets.school.nz

Julius House
(Year 7 – 10)
T: 03 353 2562
Duty cell phone: 027 828 8712
julius@stmargarets.school.nz

Julius House is closed each school day 8:30am – 3:00pm. Kilburn House remains open during the school day for supervision of sick boarders, parents to drop in and deliveries.

The staff member on duty can be contacted urgently on the duty cell phone. We recommend that all parents, guardians and girls have the house numbers programmed into their own phones.

Key contacts



Mrs Diana Patchett
Executive Principal
diana.patchett@stmargarets.school.nz



Mrs Rachel Clemenger
Director of Boarding
rachel.clemenger@stmargarets.school.nz
Phone 022 325 2358



Mary Balsom
Senior School Boarding Manager (Kilburn and Cranmer Houses)
2:00pm – 10:30pm
mary.balsom@stmargarets.school.nz
Duty phone for Kilburn House 027 828 8716



Stacey James
Middle School Boarding Manager (Julius)
2:00pm – 10:30pm
stacey.james@stmargarets.school.nz
Duty phone for Julius House 027 828 8712



Julia Hipkins
Day Supervisor
7:00am – 2:00pm
julia.hipkins@stmargarets.school.nz
Duty phone for Julius House 027 828 8712 and Kilburn House 027 828 8716



Caroline Davis
Nurse
caroline.davis@stmargarets.school.nz
Phone 022 087 4105

Catering paula.moore@stmargarets.school.nz
Absences absences@stmargarets.school.nz
Counsellors counsellor@stmargarets.school.nz





Welcome to Boarding

We are delighted to welcome you and your daughter to the St Margaret's College Boarding community. At SMC, we are dedicated to providing a nurturing and supportive environment which helps students thrive academically, socially and personally. We do this by building strong relationships with your daughter and her family support.

Our boarding staff are committed to creating an atmosphere where every student feels valued and encouraged. We look forward to working together to ensure your daughter has a positive and enriching experience during her time with us.

This handbook is designed to support you and your daughter, providing you both with an overview of what your daughter can expect as a boarder, and our expectations of her as part of living in a boarding community. Learning to live alongside others is an important life skill and one from which our boarders will reap the rewards for years to come, building lasting friendships and memories and developing self-management skills.

Thank you for entrusting us with your daughter's education and wellbeing. If you have any questions or need assistance, please do not hesitate to reach out to me or your daughter's House Manager.

Rachel Clemenger,
Director of Boarding



Missing home

Rachel's top tips for when you are missing home.

1. Get involved – Join groups that interest you, play a sport and get to know the day girls in your classes. Say "yes" to things that will keep you busy.

2. Stay off social media – Be present with people around you. Pay attention to how you feel when scrolling your phone – if seeing friends at home makes you feel like you are missing out then put down your phone and try tip 1!

3. Practise gratitude – It can be easy to focus on things at home. Each night at lights out try to think of three things you are grateful for at SMC to shift your thinking.

4. Make Boarding your home away from home – Decorate your space, build friendships, get to know the staff, do some baking, play a game, get outside for some exercise.

5. Be kind to yourself – Being away from home is hard. It is perfectly normal to feel unsettled, overwhelmed and have many mixed feelings.

6. Make a plan – Organise with your parents a time you will call each day (maybe 8pm). This gives you something to look forward to each day.

7. Give it time – Most importantly, allow yourself time to get used to the big change you are experiencing. 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.

If these tips are not working for you, please come and talk to boarding staff – we are here to help!

Absences

If a student 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 Middle or Senior School. Boarding staff cannot give permission to miss these day school events or authorise time away from school. Parents or a guardian must inform the relevant House Manager and the School Office if a boarder does not return from leave due to ill health.

Activities, sport and school outings

We encourage all boarders to pursue a full life and make the most of activities available to them in Christchurch. However, transport for non-school co-curricular activities is the responsibility of the parent or guardian to facilitate.

School sport

It is an expectation of the College that all girls will participate in at least one summer and one winter sport.

Transport for school sport is organised via the Sport Office. Coaches will help connect with day girl parents or book a taxi if needed. We are always appreciative if parents who are in Christchurch for the weekend volunteer to drive some boarders to sport on a Saturday.

If a boarder is struggling to find transport after speaking to their coach and the sport department, please have them speak to the House Manager for assistance.

Boarders' activities

Each term a range of activities are offered to the boarders as part of the boarders' programme which build on the opportunities available to them on the SMC campus and around Christchurch. These activities range from Theme Dinners to Year Group options and the weekend activity programme. We are mindful of the girls' need for downtime and rest at the weekend, as well as extra costs, when we plan the programme and we provide a range of activities that are of no charge or covered by the boarding programme. However, some outings may require an extra cost that will be charged through the Finance Office. For these events parental permission will be required before participation. Weekend activities are compulsory for girls in Year 7 – 9, strongly encouraged for Year 10 and optional for Seniors.

School camps and trips

Boarders frequently have the opportunity to go on school outings with tutor groups, to curriculum events and other activities. School activities are organised via the teacher in charge. Permission to join school events may be given by the House Manager on behalf of parents or guardians.



Boarders' Orientation Week

In the first week of a new school year boarders participate in our Boarders' Orientation Week. We participate in a variety of activities together, run by the Year 13 boarders. This is an excellent opportunity to celebrate a new school year and welcome our new boarders. Activities involve the full boarding community and specific year group activities.

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 Managers contact parents as needed, in particular to clarify any issues related to duty of care. Parents are welcomed and encouraged to contact the House Manager at any time to clarify arrangements, ask about progress, and any matter concerning their daughter's welfare.

The Director of Boarding is available 24/7 during term times for emergencies and is available throughout the day for meetings or queries.

A Boarding newsletter is circulated each Monday to all Boarding families.

The Term Calendar, College and Boarding newsletters, SchoolBridge App and SMC website are also valuable sources of information about what is happening in and around the College and help boarding families stay informed and connected.

Girls are required to check their emails and House whiteboards daily for any messages or information. House meetings are held when needed to share relevant information about upcoming events.

Conduct

Positive behaviour is expected in the boarding community at all times. This is explained to all new boarders and reiterated throughout their time at SMC. High expectations are clearly communicated by staff as to the standard of behaviour expected and the consequences tailored to the situation. These may include loss of leave (gating), loss of technology privileges for a specified period or extra house duties, and are aimed at ensuring lessons are learnt arising from our girls' choices.

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.

Alcohol, cigarettes, vaping and illegal drug possession or use, theft, violence, vandalism or harassment will be considered serious misconduct.

Boarding follows a four-step Inappropriate Behaviour process alongside consultation with parents and Director of Boarding.

Inappropriate behaviour steps

1. Reflect – The student is to articulate appropriate and expected behaviour. Staff will clearly outline what is acceptable and the consequences for not meeting these expectations. Depending on the nature of the behaviour this step may be combined with Step Two or carried out independently.

2. Reprimand – Staff will provide a clear and constructive reprimand if the behaviour continues. This involves a more formal or serious discussion about the consequences of the student's actions with either the House Manager or Director of Boarding. Parents will be contacted, and consequences will be administered.

3. Redirect – Staff will use a behaviour contract or restorative justice plan to guide the student back to appropriate behaviour. This step involves giving the student a structured way to



understand and correct their behaviour. Further consequences may be needed at this time. The Director of Boarding and parents are informed and if necessary, the Executive Principal.

4. Reinforce/ Review – Staff offer positive reinforcement when the student shows an improvement or follows the expected behaviour. This will encourage them to continue making positive choices. The effectiveness of the interventions is evaluated. Staff discuss with the student what worked well and what might require further adjustment, and set a plan for maintaining positive behaviour going forward. Further consequences may be needed at this review stage.

Curfews

Having your daughter back by curfew helps her prepare for the next day by settling back into evening house routines. Leave after this time will not be approved unless it is a school event. If you are running late returning to boarding please communicate with the duty phone.

Curfew times

	Weekday	Weekend (Fri/Sat)	Sunday
Year 13	9:00pm	10:30pm	9:00pm
Year 12	8:45pm	10:15pm	9:00pm
Year 11	8:30pm	10:00pm	9:00pm
Year 10	8:00pm	9:00pm	8:00pm
Year 9	8:00pm	9:00pm	8:00pm
Year 7 & 8	7:30pm	9:00pm	7:30pm

Dates/Term times

All dates are published on the school website including Parent Teacher Interviews and Teacher Only Days.

Boarding will close for selected long weekends when one of those days coincides with a Teacher Only Day. These will be communicated to you via Term dates on the website and the Boarding Newsletter in advance.

On the first day of each term we open at 2:00pm before the first school day. Unfortunately due to staff training and setting up the Houses we are unable to accommodate any early returners. Please have your daughter back before the compulsory dinner at 5:30pm. This happens at the beginning of every term.

On the last day of each term we close promptly at 5:00pm. The night before the last day of term is reserved for boarders to pack their belongings for a well-organised and efficient departure the next day.

All belongings must be taken home (or to your local guardians) at the end of each term to avoid an accumulation of excess belongings in the house.

Damage

Any damage must be reported immediately to the staff member on duty. Damage to the facilities that is wilful or beyond expected wear and tear will be charged to the student's account.

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

Duties

All boarders are expected to help with the ongoing running of the house through light duties, such as emptying the dishwasher, removing rubbish, doing dishes and vacuuming the common room. Each house will have rostered duties but also expect any boarder to help out when asked. This is on top of keeping their personal space and belongings tidy and cleaning up anything they are responsible for (e.g. after baking).

Boarders are expected to return their room to a high standard each morning. This includes a made bed, tidy desk and floor, with an open window and blind. This enables our cleaners to come through unhindered by personal belongings.

Early withdrawal from boarding

A full year's boarding fees are payable (as charged in 10 instalments throughout the year) without deduction, for early withdrawal after 1 September unless for reasons of family home relocation to within the greater Christchurch area or withdrawal from the school.

No fees or other costs will be refundable where the student does not start or does not complete a full term. For further information, please refer to the College Terms and Conditions.

Emergency procedures

In the event of a fire alarm or any other emergency, boarders are required to follow the instructions of the boarding house staff for their safety and security.

The assembly point in the event of an evacuation is the Julius House lawn.

In a lockdown, students are to move away from windows and lie on the floor of their bedrooms.

Re-entry to the house is permitted only when the House Manager on duty has given the all clear. Trial evacuations are scheduled regularly so girls are familiar with the process.

'Emotional dumping'

This is a boarding phenomenon where a student will pick up the phone and call home with a laundry list of perceived complaints and grievances. They may cry, tell you they are miserable and that everything is awful. However, after this phone call, the boarder quickly moves on to interact with their friends and moments later we see smiles and laughter.

If you ever receive a phone call that concerns you, please do not hesitate to contact staff on duty. We will either reassure you on how your daughter is currently, or will check in with her and support her as needed.

Events

On occasion boarding will run compulsory events such as Theme Dinners, National Boarding Week events, combined school chapels and Friday night activities. It is expected that all boarders will participate fully and enthusiastically.

Food deliveries

Food in boarding is plentiful and nourishing. Due to this, Uber Eats and other food delivery is not permitted to be delivered to the Boarding House, except in exceptional circumstances and with the approval of the House Manager. Boarders in Year 7 – 11 will also require parent approval. Deliveries organised by parents in consultation with the House Manager may be made from supermarkets or a chemist.

Guardians

All boarders are required to have a local guardian. This can be a family member or a friend who is willing to help in an emergency.
This could be due to sickness or injury, the unexpected closure of the Boarding House or assistance with end of term belongings storage or transport. Please make sure your daughter's guardian's contact details are up to date with staff. During a medical event or trip to an after-hours clinic, your guardian will need to come in if you are unavailable.

Health

All health and medical issues will be facilitated through a Registered Nurse in the Health Centre. Physiotherapy treatment is available onsite at a cost.

The House Manager and staff are available for any after hours emergencies and first aid needs.

Our nurse attends each Boarding House every weekday morning to check on any unwell boarders. Throughout the school day she is available in the Health Centre to all students who must collect a pass from reception. We encourage external medical appointments to be booked after school where possible. Boarding staff will escort Year 7 and 8 boarders to any appointments. Contact must be made with boarding staff prior to booking the appointment to ensure we have adequate staff cover. For boarders in Year 9 and above, staff will assist the boarder in booking a taxi to take them. If necessary, treatment will be sought at the 24 Hour Surgery or the Emergency Department. In these instances the local guardian will be called on to relieve staff.

All medical expenses remain the responsibility of parents.

As per Ministry of Health Guidelines 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.

If your daughter develops a condition that requires extended treatment, the Boarding House does not have the resources to manage her needs effectively. In such cases, boarding staff will notify parents to collect their daughter. This is when a Christchurch based guardian is very important.

If a girl has a history of, or develops a physical or mental illness, it is essential that boarding staff are fully informed.

This is to ensure appropriate support is in place for your daughter to receive the appropriate care.

Mental health

When a student experiences a mental health crisis, returning to the Boarding House can be a complex and sensitive process. It is crucial for the student's wellbeing that their return is carefully managed with support from mental health professionals, the school, and the boarding house staff. A tailored re-entry plan will be developed, incorporating ongoing therapy, regular check-ins, and a supportive environment to aid in her recovery. Open communication between parents, school, and Boarding House staff is essential to ensure the student's transition back is as smooth and supportive as possible, providing the necessary resources and adjustments to help them reintegrate and thrive in their living environment.

Hosts

A host is an adult, over 21 years of age who you have given your daughter permission to request leave with. Requests can be entered when you log into your Reach account by clicking on “add new host” in a new leave request. You will need their full name, phone number, address and email address to do this. You will still need to give the final approval each time your daughter requests leave with a host for a period of more than two hours. If you would like to remove someone from your daughter’s host list or add another boarding parent please contact your House Manager.

A host’s responsibilities when taking a student out on leave are extensive. The College requires the unconditional commitment of the host to take on full responsibility for the care of the student they are looking after. This includes (but is not limited to) the expectation that students will not use drugs or alcohol whilst in their host’s care, they will know where the student in their care is at all times and that they will not transfer care to another adult without prior permission of a parent and boarding staff.

If any issues arise with the student in the care of the host, or there will be a delay in the return, the host agrees to immediately notify the duty phone. If extra leave is requested, boarding staff will require contact from the host and the parent.

Occasionally, your daughter will request leave with a host you have not met before, such as for driving to sport, or a birthday party. In these cases it is the parent’s responsibility to make contact with the hosts to enquire about their plans before approving the leave on Reach.



Insurance

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 a boarding environment.

Laundry

The laundry operates from Monday to Friday. There is a laundry cart in Kilburn and Julius House for girls to take their laundry*. After school they will collect their clean items directly from the laundry. Each house also has a small laundry. It is expected that all belongings are named and other people’s items will be treated with respect. *Small items must be placed in a named laundry bag before going to the school washing. Sheets are supplied by the school and are changed every week on Tuesday for Julius and Wednesday for Kilburn/Cranmer.

Leadership

There are many opportunities for all boarders to display leadership in the boarding houses, regardless of whether they have a formal leadership title.

Big Sister Little Sister
All new girls in Julius House are assigned a "Big Sister"; this is a boarder two years older than her. This creates the opportunity to journey together over a few years. Big Sisters sit with their little sisters once a week for dinner to check in.

Boarding Executive
The Boarding Executive is made up of three Year 13 students chosen by the Director of Boarding to support the Boarding Prefect.

Boarders' Council
The Boarders' Council is made up of our Director of Boarding, Year 13 Boarding Prefect and one nominee from each year group from Year 9 – 13. The Boarders' Council meets weekly and is responsible for running boarding events, helping plan weekend activities, dinner swaps with our brother school Christ's College and sharing ideas from their year group. It plays an important role in building a strong sense of community among our boarders, supported by staff.

Julius Mentor
This is a position available to Year 12 students to run the Julius Council and support Julius Boarders.

Julius Council
The Julius Council is made up of a small group of Year 10 students and led by the Julius Mentors. They plan activities for Julius House and help support Boarding Staff and the Year 7 & 8 Boarders.

Leave

All leave is considered a privilege and may be removed if behaviour and conduct expectations are not met. This is at the discretion of the House Manager and Director of Boarding. Please also see the section on Reach regarding leave on page 19.

It is a boarder's responsibility to sign out properly each time she leaves the house and sign in again immediately upon her return. School uniform for leave is not required but if worn it must be full and correct.

Weekend and overnight leave

Weekend Leave (including shopping leave) must be applied for on Reach by Wednesday night to provide adequate numbers for staffing and catering. All leave should be approved by the host and by parents by Thursday night and staff will follow up accordingly on unapproved leave. All leave must be applied for and recorded appropriately and information must be specific to location and activity. Transport arrangements must be specified and girls are to go directly to and from the destination without detours. On Weekend and Overnight Leaves St Margaret's College is released from its responsibility for the boarder.

Weekday leave

Year 7 and 8 have staff-led trips to Merivale Mall at least once per week.

Year 9 may go to Merivale or Carlton Corner in groups of at least four. From Term 3 they may apply for weekend shopping leave on Reach to Northlands or City Centre. This must be done by Wednesday night at 8:00pm and cannot exceed three hours.

Year 10 and 11 may go to Merivale or Carlton Corner in groups of at least two.

Weekend visits to Northlands, City Centre, or Riccarton Mall must be applied for on Reach by Wednesday night at 8:00pm. Permission from the House Manager must be obtained if students wish to go to the movies on the weekend and will only be approved for day screenings.

Year 12 and 13 have greater freedom but are expected to communicate effectively and in advance of any plans. No leave will be granted during Prep time on weeknights and last minute leave requests may be declined.

Year 13 boarders may apply for Dinner Leave one night per week where they may miss dinner in the Dining Hall; they will however be expected to have returned for Prep. If planning to return to the Boarding House after leave, no alcohol is to be consumed regardless of whether the student is 18.

Hagley Park

Boarders from Year 9 – 12 may go to Hagley Park for walks or runs provided written permission has been given by a parent. This can be in pairs but for the younger years, groups of four are preferred.

Year 13 may go by themselves once written permission has been given by a parent.

When must I be back?

After School Shopping Leave

Year 7 – 10:	Boarders must return from leave by 5:00pm.
Year 11 – 13:	Boarders must return by 5:15pm.

Friday/Saturday nights

Year 7 – 10:	9:00pm
Year 11:	10:00pm
Year 12:	10:15pm
Year 13:	10:30pm

Sunday and Weeknights

Year 7 – 10:	8:00pm
Year 11 – 13:	9:00pm

These times may be extended slightly in special circumstances with the agreement of the House Manager. However, due to the disruption to evening routines it may be necessary for your daughter to apply for overnight leave for these times.

Birthday dinners

In Julius House the girls may request birthday dinner leave for themselves and a small group of their friends. This must be on a Friday or Saturday evening only. However, we strongly recommend that birthdays are celebrated at a lunch on a Saturday or Sunday as girls can walk to the many local restaurants and invite

more friends. Junior boarders will not be permitted to walk anywhere after dark. Transport and Leave Requests must be organised by Wednesday night.

Maggie's Shop

Maggie's is open from 10:00am – 4:00pm on weekdays.

The Uniform Shop stocks all of the necessary day and PE/sports uniform.

Girls may also buy a large variety of stationery items and personal care items e.g. shampoo, conditioner, body wash, deodorant, hair brushes, hair elastics, toothpaste, tissues etc.

They are able to pay with cash, eftpos or by using their Café Card. The Café Card is scanned at the time of purchase and the item/s will be charged to your school account.

Maggie's Shop also stores lost property items and publishes a list once each week, detailing uniform items found and the date they were handed in.

Mail and deliveries

For deliveries

Boarder's mail should be addressed to:

Boarders Name
Cranmer/ Kilburn/ Julius House
St Margaret's College Boarding
12 Winchester Street, Merivale
Christchurch 8014

For letters

Boarder's mail should be addressed to:

Boarders Name
PO Box 25094
Christchurch 8140

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.

Meals

Once a semester, our catering manager meets with each year level to discuss the menu, hear suggestions and host a discussion about healthy eating and fuelling their bodies.

Breakfast

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

Lunch

On weekdays, boarders have a daily allowance at the School Cafeteria. Boarders can choose from a vast array of healthy options on the subsidised items menu at morning break and during their lunch break. Boarders can pre-order their lunch every day via email to the catering department for collection at lunch time.

Any boarder found to be purchasing food items from the subsidised items menu for day girls will be issued a packed lunch for the week and will not be allowed to enjoy the options of the café.

Non-subsidised items are charged to school accounts. We recommend that parents discuss the consumption of non-subsidised items with their daughter and clearly stipulate guidelines.

On weekends a hot lunch and salad is provided in the Dining Room.

Afternoon tea

Afternoon tea is provided in the houses after school. Fruit, milk, Milo, bread, cheese and a variety of spreads are always available for snacks and supper.

Dinner

Dinner is from 5:30pm every night. Late dinners can be arranged before 4:00pm by notifying staff on duty or emailing catering.

Dining Room etiquette

- It is expected that all boarders attend all meals in the dining hall, including during the weekend unless they are on leave. All food must be eaten in the Dining Room.
- In the Dining Room all boarders are required to maintain a level of appropriate dress and decorum. Shoes are required at all times.
- No phones are to be used in the dining room and excellent manners, noise level and cleanliness are required.
- Pyjamas are allowed to be worn on a Wednesday night only.

Dietary requirements

Our catering team can cover a wide range of allergies and dietary requirements. This must be communicated in writing to your daughter's House Manager and catering. If needed, meetings can be arranged with our catering manager.

Medications

All medicines (prescription, vitamins and pain relief) must be handed into boarding staff in their original packaging. We ask that all parents inform the relevant House Manager, in writing, of any medications your daughter is taking and update them on any changes. Boarding staff will notify you when stocks become low. If your daughter goes home every weekend please leave a supply at home. Year 13 students may self-dispense their own vitamins.

Money

It is important that students have available access to some pocket money via debit card and small amounts of cash. It is strongly recommended that should your daughter have cash, she signs it in with staff for safekeeping.

Personal belongings

As there is limited space, it is important to pack thoughtfully.

This will help your daughter manage her belongings and make it easier to pack at the end of each term. All personal items must be named. 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.

There is limited storage space available for boarders. Please ensure only one suitcase (named) is brought and that all other bags are small enough to fit inside the suitcase. This can then be stored during term time ready for end of term pack up. Boarders will need a suitcase and bags on campus so they are ready when you arrive for end of term pick up.

We recommend that each boarder has a duffle bag, a few large stripey bags (for bedding and clothes) and an optional collapsible crate for knick knacks and decorations.

See page 25 for our recommended packing list.

Prep

Prep runs from Monday to Thursday and is structured appropriately for each age group in regards to length and location. It is a time for homework and assignments to be completed and there is an expectation that each girl takes responsibility to use her time wisely and not distract others. Staff are on hand to manage noise levels and offer assistance where necessary.

Phones are not to be used during Prep and girls will be asked to hand them in.

Boarders are welcome and encouraged to use their free time to work on homework to supplement their Prep time as needed.

From 7:00pm, Year 7 and 8 complete Prep in a school classroom for 45 minutes.

From 6:00 – 7:00pm, Year 9 and 10 are supervised in classrooms.

From 6:45pm – 8:00pm:

Year 11 are in the Dining Room with a staff member

Year 12 can study at their desks, in their rooms

Year 13 are responsible for self managed study during this time and will not be approved for leave for shopping, gym classes or other errands.

Reach

Reach Student Management is an incredible communication tool that enables parents to communicate with boarding staff for your daughter's events and leave requests.

Events

The first thing you will see once logged in is the events widget. This will show what your daughter has signed up for and what upcoming events are available for sign up.

You can click on the link to find out more information. This is a new feature we are adopting so please be patient as we populate the events.

Current leave

Scrolling down you will find all current leave requests. These can be edited by clicking on them if you need to change times or add other information. You can also approve or decline leave here.

Create new leave request

Above this is a "Create New Leave Request" green button. While our preference is that the student takes responsibility for this, clicking on this gives you the ability to enter your daughter's leave on her behalf.

Historic leave

Next you can see where your daughter has signed out to, this includes school sport, Merivale and all her approved leave requests.

Your account

Finally in the top right corner you can click on your name, then "my account" on the drop down menu. From there you can edit your contact information.

Rooming

Boarders in all year groups will change rooms every term. Rooms are allocated by the House Manager and Director of Boarding.

Prior to the end of term boarders are encouraged to speak with their House Managers about their rooming. Their preferences will be taken into consideration, but no outcome will be promised. Consideration is also given to each girl's unique needs and requirements. Part of the consultation process for room allocation includes the Boarding Prefect, Counsellors and Deans. Once rooms have been allocated, this is final and not a topic for discussion until the next term. Boarding staff are always sympathetic and skilled in strategies for communal living with a range of personalities.

Room inspections

Each girl is responsible for the care and condition of her room. Room inspections are done each weekday. Beds should be made and rooms left tidy before departing for school. Posters and photos are allowed on the pin-up boards only and whiteboard pens are not be used on laminate surfaces, including cubicle walls, doors and desks.

Room searches

If staff have reasonable suspicion that boarders are in possession of contraband items or are concerned about their health and wellbeing they may deem it necessary to perform a room search. This will only be done after consultation with the Director of Boarding or Executive Principal and will be carried out by senior boarding staff in pairs.













Routines

Routines are very important in a safe and thriving boarding community. This is an example of the routine. Current routines are advertised in each Boarding House.

Daily routines weekdays

7:00am	Wake up and prepare for school (Julius)
7:20am	Wake up and prepare for school (Kilburn)
7–8:00am	Breakfast
8:15am	Depart Boarding House for school
8:25am	School starts
3:30pm	School finishes, free time, school sport and activities – Leave available
5:00pm	Julius return from leave
5:15pm	Kilburn return from leave
5:30pm	Julius dinner
6:00pm	Kilburn dinner
6:30pm	Prep (see Prep for more information)

Free time and bedtime routines are as per year group guidelines.

In Julius House, once technology is handed in, boarders are allocated time to prepare for bed in their own dorm, followed by reading or quiet time before lights out.



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 with staff. If a boarder has any concerns regarding security day or night, she is to report to the House Manager on duty immediately.

The safety and security of our boarders is a priority. School gates and Boarding Houses are secured each night, with an awake supervisor present in Julius from Monday to Thursday nights. External security cameras monitor the boarding houses and school campus, and security guards conduct regular visits throughout the night. Staff can also contact security at any time if needed. If you arrive at Papanui Road after the gates are locked, please call the duty phone for access.

Staff

Each Boarding House has a House Manager in residence who oversees the day to day running of the house. This is overseen by the Director of Boarding. The Assistant House Managers and Weekday and Weekend Supervisors work alongside the House Manager to help create a warm, supportive and structured environment to help the girls make the most of their experience living at school.

The Executive Principal, Mrs Diana Patchett, has overall responsibility for the boarding community, resides on campus, and reports to the St Margaret's College Trust Board.

Study periods

Daytime study periods

Year 13 girls are able to nominate one sleep in day from Term 2 onwards.

This is a privilege that requires parent permission and may not be granted and can be removed. They are also allowed to return to the flats at lunchtime. Day girls are not permitted in Cranmer House during the school day.

Exam study leave

When girls are on study leave from the day school, boarders are supervised in the Boarding House. There will be three in-house study sessions during the day and usual prep in the evening. These sessions will be clearly communicated to the girls at the beginning of each study leave.

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 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.

Sunday Success

Every Sunday night after dinner our Julius Boarders have one hour of personal time. The expectation is that they are in their room and they are silent for the duration. This time is set aside to set them up for success for the week ahead. They still have access to their technology so are able to complete homework, check emails, fold washing, tidy their room, write a to do list. This helps to build a really strong organisational platform for the girls for the week ahead. Boarders do not have to return from leave before this time but it can be helpful for them to be back to participate.

Technology

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 leave from the Boarding House.

All houses have access to wireless internet that enables the girls to access the school network. While the network has filters in place, it is parents' responsibility to ensure appropriate parental supervision and controls are in place on their device and to decide how much data is appropriate for them to access.

Julius House boarders will have limited access to their phones and laptops at appropriate times for relaxation and to contact home. For Year 7 – 11, phones, iPads and laptops are handed in and locked away each night to help promote good sleep habits.

Year 12 will hand in their phones each night and can keep their laptops. They are monitored for appropriate use to prepare them for Year 13 when they have the independence to self monitor their technology use.

Transport

Airports and Bus Exchange

If your daughter is travelling to Christchurch by plane or public bus it is their parent's responsibility to organise transport to or from the Boarding House. It is important to talk this through with your daughter and make sure she is confident in these travel arrangements such as checking in and finding her gate. Boarding staff will escort and collect boarders in Year 7 and 8, if needed, to the airport or bus exchange. Please contact the House Manager before booking tickets so that we can ensure adequate staff are available for transport and supervision.

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.

Buses

The school is well positioned on various bus routes. This is an inexpensive mode of transport and is often used on the weekend activity programme.

All boarders should have their own personal registered metro cards which can be applied for online. All new boarders in Year 7 – 10 will be shown how to use the Christchurch bus system.

On occasion, boarding will hire charter buses to transport us to weekend activities, chapels or other events.

Cars (staff)

On occasion boarders may be transported by staff in their personal car. This will only be with a staff member on a full licence.

Cars (student)

Year 12 and 13 students are permitted to have a car at school. A school car permit is required and must be arranged through the Senior House Manager before the car is brought to school. Keys must always be handed in to the House Manager upon return to school. It is the parent's 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.

Only Year 13 students may park onsite. 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.

Flights

Please be mindful when booking flights of return times to the Boarding House at night. If in doubt please contact the House Manager.

Lime scooters

The use of Lime scooters comes with a large injury risk. These are not to be used by any boarder at any time. Use of these may put their future leave in jeopardy. By law you must be 18 years old to have an account and ride one.

Taxis

Taxis are a very efficient and safe way to travel around Christchurch. All boarders should have a taxicharge card that can be applied for by parents online. Boarding staff will also have one in case of emergency which will be charged to the boarder's school account.

Ubers

'Uber for teens' has launched in New Zealand, meaning that 14–17 year olds can use Uber with their parent's permission. However, it is our recommendation that registered taxis are used by boarders rather than Ubers. Should a parent decide that Ubers are an appropriate means of transport for their daughter, it is their responsibility to book Ubers.

Vans

Boarders are transported for weekend activities or sports in our school vans. These will be driven by boarding staff or teachers with a full licence over 25 years of age.

Visitors

Visitors must sign the visitor's 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 the boarding staff. With the exception of mothers or female caregivers, no visitors may go to the girls' bedrooms/dormitories.*

Dads and other relatives are more than welcome to visit the houses but will not be allowed in students' rooms unless it is the beginning or end of term to help with moving.

Parents of Cranmer House boarders should report to Kilburn Office before entering Cranmer.

Please avoid visiting during meal times. Lunch 12:30pm. Dinner 5:30pm or after curfew or during prep.

*Parents may visit at any time but should respect the privacy of the girls within the house.

Who to contact

Your first point of contact is always your House Manager or another member of the boarding team. They're here to help, but sometimes you may need more specific support. The guide below explains who to go to for some of the most common questions or situations.

I am going to be late back from leave –
Please call or text the duty phone before you are late and let us know the reason with your new arrival time. If you want to extend your leave please ask your parents to be in contact with us.

I need an adult in the middle of the night –
On your first night, staff will show you where the night phones are. Anytime you need staff just pick up the phone.

I feel sad or overwhelmed –
SMC has many staff who care and want to see you succeed, you can go to any adult you feel safe confiding in. Someone in the boarding team, your tutor, sport coach, a teacher, your dean etc. At any time you can request an appointment with our school counsellors through SchoolBridge or ask someone from boarding to request one for you.

I want to leave boarding –
Come by and have a chat with Rachel Clemenger, she knows all the hard parts (and good parts) of boarding and she wants to support you. She would love to hear about your experience and has all sorts of strategies and tricks to make your time in boarding feel different and work well for what you need.

I am worried about a friend –
It is important that you do not keep this to yourself. The kindest thing that you can do is to share your concern with a trusted adult. It is not helpful to discuss this amongst your friends but when you share it with the adults they can give your friend some more support.

I have a problem with another student –
If you need to talk about another boarder then please speak to your House Manager. If you would like to speak about a day student then your tutor or dean are available to listen and support you.

I am struggling with my school work –
Talk to your tutor teacher or the specific subject teacher. If you feel you need more help you can go to your dean.

I need help arranging sport transport –
If this is Wednesday sport please go and speak to the sport office. If you have a game on Saturday please chat to your team to see if anyone can give you a ride, if you get stuck talk to boarding staff and we will help.

If we haven't answered your question here, please see your House Manager or the Director of Boarding. We are here to help!

Essential items

- ☐ Duvet (inner and cover)
- ☐ Pillow and pillowcase (sheets and mattress protectors are provided)
- ☐ Nightwear x 2, slippers
- ☐ Named laundry bag
- ☐ Towel
- ☐ Swimmers, towel, goggles
- ☐ Alarm clock (phones are handed in and cannot be used as an alarm)
- ☐ Portable charger
- ☐ Shower caddy and personal toiletries, sanitary items
- ☐ Combination lock for drawers
- ☐ Coat hangers
- ☐ Sewing kit – needles, safety pins, cottons (white, navy and green), spare name tags/laundry pen.
- ☐ All school uniform items and regulation shoes (see school handbook)
- ☐ Non-uniform clothing, underwear and shoes including wet weather gear.

Optional items

- ☐ Dressing gown/ Oodie
- ☐ Face cloths
- ☐ Bicycle with lock and helmet
- ☐ Items to personalise your room
- ☐ Wheatbag
- ☐ Hairdryer.

Items not permitted

The following are not permitted in the Boarding House:

- ☒ Candles, matches and lighters
- ☒ Alcohol, cigarettes, vapes and illegal drugs
- ☒ Fake phones or undisclosed technology
- ☒ Electric blankets and personal heaters
- ☒ Fridges or other kitchen appliances.

St Margaret's College

Balanced foundations, bright futures.

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