

# Nelson College for Girls



## Clarice Johnstone House

### Boarding Information/Guidelines and Procedures

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## **CONTACT DETAILS**

### POSTAL ADDRESS:

Clarice Johnstone House, PO Box 842,  
Nelson 7040, New Zealand

### PHYSICAL ADDRESS:

Clarice Johnstone House  
18 Examiner Street  
Nelson 7010, New Zealand

### PHONE NUMBER:

+64 (03) 548 1332

### ALL HOURS CELL:

027 453 1122

### EMAIL:

[cj.house@ncg.school.nz](mailto:cj.house@ncg.school.nz)

## **CJ HOUSE STAFF**

Director of Boarding - Katrina Rowley  
Assistant House Manager - Olivia Shanks

### CJ House Supervisors:

Sally Forshaw  
Maisie O'Dea

### School Liaison Dean for Teachers:

Anna Keogan – (03) 548 3104

## **INTRODUCTION**

This handbook is intended to be a beginners guide for all parents/caregivers and boarders intending to board with us at Clarice Johnstone House. Our aim is to provide a warm, caring, homely environment for all students living away from home. When so many live together, it is important to have some structure throughout the boarding house. Therefore, you will learn about our policies, procedures, and boundaries throughout this booklet.

The boarding house at Nelson College for Girls was built in 1960 and named after Miss Clarice Johnstone. She was the Principal of the college from 1948 to 1959. Clarice Johnstone House obtained its hostel licence in December 2006 in compliance with the Education Regulations 2005. The licence is updated when required.

At the beginning of each year there is an orientation program, and each new boarder gets a senior big sister to support them. All students are represented in the boarding house by the two head boarders and boarding student council.

The boarding house has seven dormitories ranging in size from five to 26 beds. Students are placed in accordance with their age groups. At the end of most dorms there are single rooms for the senior students, who act as the dorm senior for that dorm. Staff members also live on site and there is always one available 24/7 for both students and families incase of an emergency.

There are several facilities in the boarding house to give it a safe and homely environment for all students. They vary from common rooms, studies, laundry, dining room, outdoor areas, and swimming pool. There is internet access throughout the entire hostel. More information will be given on these facilities later in this booklet.

## **HOSTEL MISSION STATEMENT**

We will provide a positive and happy living environment, which supports the education of the young women in our care.

## MESSAGE FROM THE DIRECTOR OF BOARDING



Katrina Rowley – Director of Boarding

Nelson College for Girls, Boarding Hostel CJ House is a home away from home. We pride ourselves in being one big caring family where every student belongs. It is a vibrant, homely, and stimulating environment where we welcome students from all over New Zealand and overseas. We welcome the student's family and caregivers too. We are in regular communication with families and make them feel included in our boarding life.

I am fortunate to have an experienced and dedicated team who develop close caring relationships with all our girls, embracing each one of their unique personalities and offering guidance and support

We have built on the solid foundations and traditions our hostel has already held and introduced some exciting new house activities.

We want the experience of boarding to have a positive impact in every girl's life where she has lasting friendships for years to come, understand who she is and what she values.

## ENROLMENT PROCESS AND APPLICATION

We advise our potential families to prepare well in advance when applying for boarding at Clarice Johnstone House. The application to boarding acts as an application to enroll as a student at Nelson College for Girls. Most students commence boarding and school at the start of the year. However, if circumstances change and you are needing to start halfway through the year or term this could be arranged.

1. Complete a boarding application form and return with the \$30 fee for family's resident in New Zealand or \$200 for overseas residents. Please included a copy of your daughter's latest school report and a character reference. Proof of New Zealand residency is also required with all applications ie copy of the birth certificate or passport.
2. You will be contacted to arrange an interview and tour of both the boarding house and school with the Director of Boarding and the School Boarding Liaison Dean.
3. You will be advised in the following weeks if a place is available for your daughter in boarding. If you accept the offer, a non-refundable administration/acceptance fee of \$500 is payable.
4. A boarder's pack is then emailed to you which includes all documents required to be completed prior to commencing boarding. This will include contact information, what your daughter needs to bring, uniform shop opening hours, payment policies and much more.
5. If starting in year 9 at the beginning of the following year it is recommended that your daughter attends the NCG Open Day in November. Details will be released closer to the time.
6. All new boarders have an orientation day before school opens at the start of the year.



## **FEES AND FINANCIAL ASSISTANCE**

Finance Phone number: NCG - 03 548 3104 Ext 832

Boarding fees are paid in advance commencing December and completed in August in 1, 2 or 4 instruments. A discount of 4% is available for paying a year's fee in full. Students commencing into boarding during the year will be charged pro rata the full year's fees which are payable and may be charged as follows:

- If a student commences in term 2, three quarters of the annual fee is charged. At least one payment must be paid prior to commencement and the rest by 20 June.
- If the student commences in term 3, half the annual fee is charged which must be paid prior to commencement.

Payment of all charges may be made by internet banking or Visa/MasterCard/Eftpos. When paying please include your daughter's name and invoice number followed by the word "boarding" when a reference is requested.

Any other payments such as medical costs are either sent directly to parents by the practitioner or invoiced by the hostel. If the hostel is invoicing you for medical costs, please ensure prompt payment.

The college sends invoices separately each month for day school related charges. These are to be paid to the school not the boarding house. An invoice will be sent at the end of the year for the following year's boarding fees.

Boarding Allowances information.

A boarding allowance can help students living in remote areas or facing significant barriers to their education, board away from home. A barrier is a circumstance that is preventing students from achieving in and attending school. Parents or caregivers apply for this allowance and funding is paid directly to the school. More information can be found at [www.education.govt.nz](http://www.education.govt.nz)

## **LEAVING BOARDING**

Notice for withdrawing a student from the boarding house must be given to the Director of Boarding at least FIVE weeks prior to the departure date. Failure to provide the required notice will result in five weeks boarding fees being charged. If your daughter is a casual boarder, there is no leaving fee.

If a student leaves during the term time through the direction of the college, parents will be required to pay five weeks boarding fees from the date the student leaves boarding.

## STUDENT CODE OF CONDUCT

### PURPOSE

We want to develop and maintain a positive, respectful, and supportive Boarding House environment, so that everyone feels safe and happy. This means that we all need to ensure that our behaviour is the very best it can be all the time. To make this happen we all have rights and responsibilities.

### RIGHTS

Each person has a right to:

- be treated as an individual
- be treated with understanding and kindness
- be treated with respect and courtesy and be listened to
- be safe and secure
- expect their property to be safe
- learn in academic, cultural, sporting pursuits and about themselves; boarders will not deprive others of this through their behaviour

### RESPONSIBILITIES

Each person has a responsibility to:

- accept and respect individual differences in others' ability, gender, or race
- treat others with understanding – not laugh at others, tease others, or hurt their feelings
- respect the authority of staff
- listen attentively when spoken to by staff and co-operate
- disagree without being disagreeable and listen respectfully to others
- be thoughtful of others and use polite language
- observe safety rules and report assault on, or harassment of others
- respect hostel property and the property of others
- hand in lost property and report theft
- make the Boarding House safe by not threatening, hitting, or hurting anyone in anyway
- be punctual to Prep (study time), be prepared and complete homework
- allow others to learn and sleep by being quiet

### It is expected that students:

1. Advise staff where they will be at all times. We take an especially serious view of:
  - a) Students leaving the buildings or grounds without staff knowledge or permission
  - b) Students reporting out for one purpose (e.g. seeing a movie) and doing something quite different (e.g., going for a drive with a friend) is not acceptable
2. Do not drink, smoke, vape, substance abuse, and/or use drugs on or off the premises
3. Provide staff with full details and control of any medical treatment





## **FACILITIES**

### **Dorms**

Clarice Johnstone House has 7 different sized dorms ranging from four to twelve rooms. Each room has two beds with draws underneath and lockable wardrobes. Typically, the girls will be in a dorm close to their year group. Making it easier to manage bedtimes and technology hand in times.

Students are highly encouraged to make their room feel like home, giving it their own touch of decor. This can be done with photos, indoor plants, cushions, rugs and much more. Bedrooms are checked every morning to ensure that the girls are keeping them clean and tidy. If not, they will not get their technology back that day.

### **Dining room and meals**

The dining room is open everyday from 6:30am to 8:30pm for the girls to use this space. There is a zip for girls to make hot drinks or fill up their hot water bottles. A microwave to reheat late meals. A filtered water fountain for them to fill their water bottles or get a glass of water. Plus, a fridge freezer to keep any perishable snacks the girls might want. We encourage the girls while in the dining room, they do not use their cell phones as mealtimes are a time to connect with other students in the boarding house. Hoodies are not to be worn in the dining room with the hood up.

Meals are served in a cafeteria style where the girls go up in their year groups and serve themselves each meal. At breakfast time the girls have a wide selection of foods to make a packed lunch to take to school with them.

All meals must be eaten in the dining room. No food served in the dining room is allowed in the dorms. However, the girls can keep non-perishable snacks (crackers, chocolate etc) in their rooms.

If your daughter has an evening activity like a sports game, then she can request a late meal through Orah when putting in her leave. The same can be done for a packed lunch if away on a school trip for example. There is also the capability of catering for all dietary requirements. The students need to let the staff know and they will organise the correct meals for your daughter. This should also be added to the enrolment form.

### **Common and study areas**

Throughout the boarding house there are several common areas for the girls to watch movies, play board games or hang out with their friends. We also have three designated study areas for the girls to use during prep or anytime they need to study or do homework. Each one is equipped with individual desks and chairs.

## Laundry

Washing machines, driers, irons, and ironing boards, outside clothes lines are provided by the hostel. The laundry is open everyday from 6:30am to 8:30pm. It is the responsibility of the girls to do their own washing. We recommend every girl washes their sheets once a week.

All items of laundry must be clearly named.

## Swimming pool

At Clarice Johnstone House the girls are allowed to use the school swimming pool during the summer months. This is under supervision of a staff member. During term 1 and 4 we try to take the girls to the pool most hot and sunny evenings, as the pool is not heated.

## Gym

The two school gyms are available to us outside of school hours for the boarders. However, this does need to be pre organised with the physical education department.

## GENERAL INFORMATION

### What to bring to boarding

All items that are brought to boarding we suggest are named with washable ink or sew on labels. Especially school uniforms as these can get mixed up in the laundry.

Mufti: A range of suitable casual clothes and occasional formal wear is required. However, storage is limited.

- Underclothing, bras and pj's
- Cell phone
- Washing powder/liquid
- Dressing gown or oodie (optional)
- Slippers
- A range of footwear
- Toiletries including sunscreen
- Clothes hangers
- Towels and face clothes
- Duvet, duvet cover, pillow, pillowcases and x2 sets of sheets
- Multi box for all charging requirements
- Drink bottle, lunch box and hot water bottle (optional)
- Combination lock for wardrobe



You are welcome to bring any decorative items to make your room feel as much like home as possible. However, no candles or electric blankets are allowed.

The International Department will help new international students with their bedding requirements.

## Uniform

Uniforms are available through the College uniform shop. Some items require the College crest which is available in the shop. It is usually open during the school term on Tuesday's and Thursdays at lunchtime between 1:30pm and 2:15pm. Special opening times are available for boarders at the new entrant's day in November and at the start of the school year when moving into boarding. All prices can be found on the Nelson College for Girls website under the information tab. There are secondhand summer skirt or winter kilts for purchase also.

## Prep

Supervised prep (homework/study) takes place Monday through Thursday for year 7 – 11, from 6:45pm to 8pm. Year 12 and 13 are expected to carry out their own prep in their bedrooms or designated study rooms. This is compulsory for all students in the boarding house and silence is expected. If a younger student is struggling with a particular subject, we like to pair them up with a senior who can tutor them during prep time. If students do not have homework to do during prep, it is a great time for them to have some quiet down time reading and relaxing.

Girls may be excused from prep for regular sports practices or other commitments, with prior arrangement with staff. In such cases girls are expected to complete their prep after school.



## Leave (weekend, day, and holiday)

During the term time there are designated times that each year group is allowed to leave the boarding house. Below is an example of the term 2 & 3 leave times. In the summer they are slightly different times. Of course, if they have sports, parent visit, birthday dinners or special other leave, they are allowed to apply for this. This must be negotiated and approved by the on-duty manager and the parent/caregiver. This will be done through the student's profile on Orah. If a student has had the day off school due to sickness, they are not allowed any after school or evening leave. Due to the fact that if they were too sick to attend school we believe they are too sick to go out after 3pm.

For weekend leave students or parents may request this through their Orah accounts. We ask that, when possible, weekend leave is in for approval on Thursdays. That way we can

finalise numbers with the kitchen for weekend catering. Students can go out for the weekend from 3:30pm on Friday until 9pm Sunday. Weekend leave needs to be approved by the parent/caregiver, the hosts parent/caregiver and the boarding house staff.

As CJ House is only open during term time all students must leave boarding on the last day of term and return to boarding from 2pm on the Sunday before school starts. We ask that all end of term leave is submitted on Orah one week prior to leaving and all travel arrangements are made. International students are given assistance by the international department for travel and accommodation or homestay during the school holidays.

Parents who live overseas but whose daughters are domestic students, are required to make their own arrangements for holiday travel and accommodation whether in New Zealand or overseas. Neither the College or boarding house have the facilities to arrange travel or homestay accommodation for domestic students during the holidays.

### **Leave times Term 1 and 4 (example)**

(These times change in term 2 and term 3)

#### **Weekdays**

Everyone must be back for dinner at 5:30pm

All year levels 3.20pm-5.30pm (must change out of school uniform)

Year 12 6pm – 7pm

Year 13 In before 9pm

#### **Friday and Saturday**

Day leave encouraged, years 7-10 must be back for lunch at 12.30pm & dinner at 5.30pm

Years 7-9 6:30pm – 7pm

Year 10 6.30pm – 8pm

Year 11 6.30pm – 9pm

Year 12 6.30pm – 10pm

Year 13 In by 11:00pm

#### **Sunday**

Day leave encouraged, years 7-10 must be back for lunch at 12.30pm & dinner at 5.30pm

Years 7-9 6:30pm – 7pm

Year 10 6.30pm – 7pm

Year 11 6.30pm – 7.30pm

Year 12 6.30pm – 8pm

Year 13 In by 9pm



## Bedtimes

Below is an outline of the bedtimes for all year groups in the boarding house. Plus, the times junior students must hand their technology in. If you are concerned about getting in touch with your daughter during the night you can contact the on-call staff cell phone 027 453 1122. There is a cell phone in the stairwell for the girls to contact staff during the night if they need to.

### Year 7-9

To dorm, quiet time at 8.45pm

Technology handed in at 9pm

All lights off at 9.15pm

### Year 10

To dorm, quiet time at 9pm

Technology handed in at 9:15pm

All lights off at 9.30pm

### Year 11

To dorm, quiet time at 9.15pm

Technology handed in at 9:30pm

All lights off at 9.45pm

### Year 12

To dorm, quiet time at 9.45pm

If needed, technology handed in at 9:45pm

All lights off at 10pm

### Year 13

All lights of by 10:30pm



## **Technology**

Nelson College for Girls is a bring your own device school and we encourage our boarders to come to boarding with a laptop ready for school. There may be a little bit of set up to get laptops onto the school system and Wi-Fi. It is the parents/caregivers and students' responsibility to arrange insurance for any technology. Clarice Johnstone House and Nelson College for Girls are not responsible for this technology and do not accept any responsibility for the loss of a boarder's laptop or phone.

We encourage girls to lock their technology in their wardrobes when not in use. However, years 7 to 11 hand all their technology in to the on-duty staff member to be securely locked away at night and given back in the morning once their room is clean and tidy.

All personal portable plug-in 240v equipment belonging to boarders is required to be tested and tagged for safety and insurance purposes. This includes anything that can plug into a wall socket. Parents can either choose to have this done themselves or the school will undertake the test and tagging shortly after boarders arrive at the start of the new boarding year. Charges for this will be passed onto parents

Please note that electronic blankets are not allowed at CJ House. This is where hot water bottles or wheat bags can come in handy.

## **Visitors**

Visitors are always welcome at CJ House. All visitors must sign in and sign out of the visitors book in reception. Day girls/visitors are not permitted in the dorms.

## **Valuables**

Valuables that are brought to the boarding house are at the student's own risk. Each bedroom has a wardrobe which may be locked with the boarder's own padlock. Alternatively, valuables can be given to staff for safekeeping, but they are the responsibility of the boarders.

Please make sure that all your daughter's belongings are covered by your household insurance policy. All valuables like wallets, cell phones and electronics should be locked away when not being used. If clothing or gear comes home that does not belong to your daughter, please inform staff.

## **Duties**

All year 7-12 girls are expected to do weekend duties, if they are 7 day boarders. All girls are expected to do other house duties which are rostered per term.

## **Health**

Most students who are residing at CJ House from outside of the Nelson Tasman region are registered with Titoki Medical Centre. Which is located at 44 Waimea Road, only a short 5-10 minute walk from the boarding house. The on-duty manager will make appointments to visit

the doctor when necessary. These appointments will be outside of school hours if availability allows.

Boarders have access to medical support 24 hours a day.

All staff hold a current First Aid certificate.

If your daughter is on prescription medication it will be kept in a locked cupboard and dispensed by staff at the required times. Other medications such as panadol, cough medicine etc is also kept in a locked cupboard. If your daughter becomes sick or injured, she needs to speak to the on-duty manager immediately. Strictly no medication is to be kept in any boarders room.

We have a health centre within CJ House. If your daughter is unwell, she may be asked to move to the health centre until she is well again. Boarders deemed seriously unwell will be expected to return home.

If your daughter is displaying any covid symptoms she will be required to complete a RAT test. If your daughter is covid positive and you live in the South Island you will be required to collect your daughter as soon as possible. If you are from the North Island or overseas, we have the facilities to isolate within the hostel for the required isolation period.

### **Drugs, alcohol, smoking and vaping**

Nelson College for Girls, Clarice Johnstone and all the grounds are drug, alcohol, vape and smoke free. Matches, lighters, candles, incense, oil burners, vaping equipment or alcohol containers are NOT permitted in CJ House.

If you are struggling with any of the above substances, you can seek advice through the doctors we are registered with or the school counsellors.

### **Language, behaviour, and discipline**

Offensive language/swearing will not be tolerated.

Girls are expected to treat others, including staff, the way they wish to be treated, with dignity, respect, and consideration. Bullying whether physical, verbal or through social media is treated seriously. Any damage purposely caused to buildings, equipment or grounds will be charged to the student.

In the event of a major misdemeanor, parents/caregivers are immediately informed, and the consequences of the student's actions are discussed. Should there be a need for a stand down period. The principal will become involved in this process. This can occur due to the use of drugs or alcohol, misconduct or jeopardizing the safety of others etc. If a second major misdemeanor occurs in the same year the student's place in CJ House may come to an end, at the discretion of the Principal and Director of Boarding.

## **Student vehicles at boarding**

Boarders may not travel in another boarder's motor vehicle.

A permission form for your daughter to have their car at boarding **MUST** be completed and signed by both the student and their parent/caregiver prior to bringing a car to CJ House.

Year 12 and 13's may bring their car to boarding with prior permission providing they have a restricted or full driving license.

Only year 13's are able to park their cars on site if parking is available. Year 12's are able to park their cars at school. There is a strict rule that no students are allowed to park on Examiner Street.

International students are not permitted to own or drive vehicles whilst at Nelson College for Girls or CJ House.

## **FIRE/EARTHQUAKE/LOCKDOWN**

### **Evacuation procedures**

In the event of an emergency evacuation:

- A prolonged ringing of the fire bell will occur
- Girls should leave the building immediately and quickly
- Use fire escapes to evacuate (this is the only time these may be used)
- Assembly point is the car park by the levels building
- Roll will be taken
- Do not enter the building until you are advised by staff/Fire Officers it is safe to do so

In the event of an earthquake tremor:

- Drop, cover and hold
- If able to, lay next to your bed and pull your mattress down over you.
- Remain calm and do not move
- An "all clear" bell is given when it is safe to move
- All girls will then meet at the assembly point for a roll call.

In the event of a lockdown:

- A continuous whistle sound will occur
- Girls are to go to their dorm room immediately
- Windows and curtains shut; all doors locked
- Cell phones on silent mode
- Lay on the floor away from windows
- Staff will contact the appropriate authority for assistance
- Girls will be briefed by the duty staff/roll will be taken
- Everyone is to remain in their dorm rooms until requested to move by staff

Emergency evacuations/earthquake tremor and lockdown procedures are instructed to all new boarders and practiced regularly. Practice fire drills are held each term.