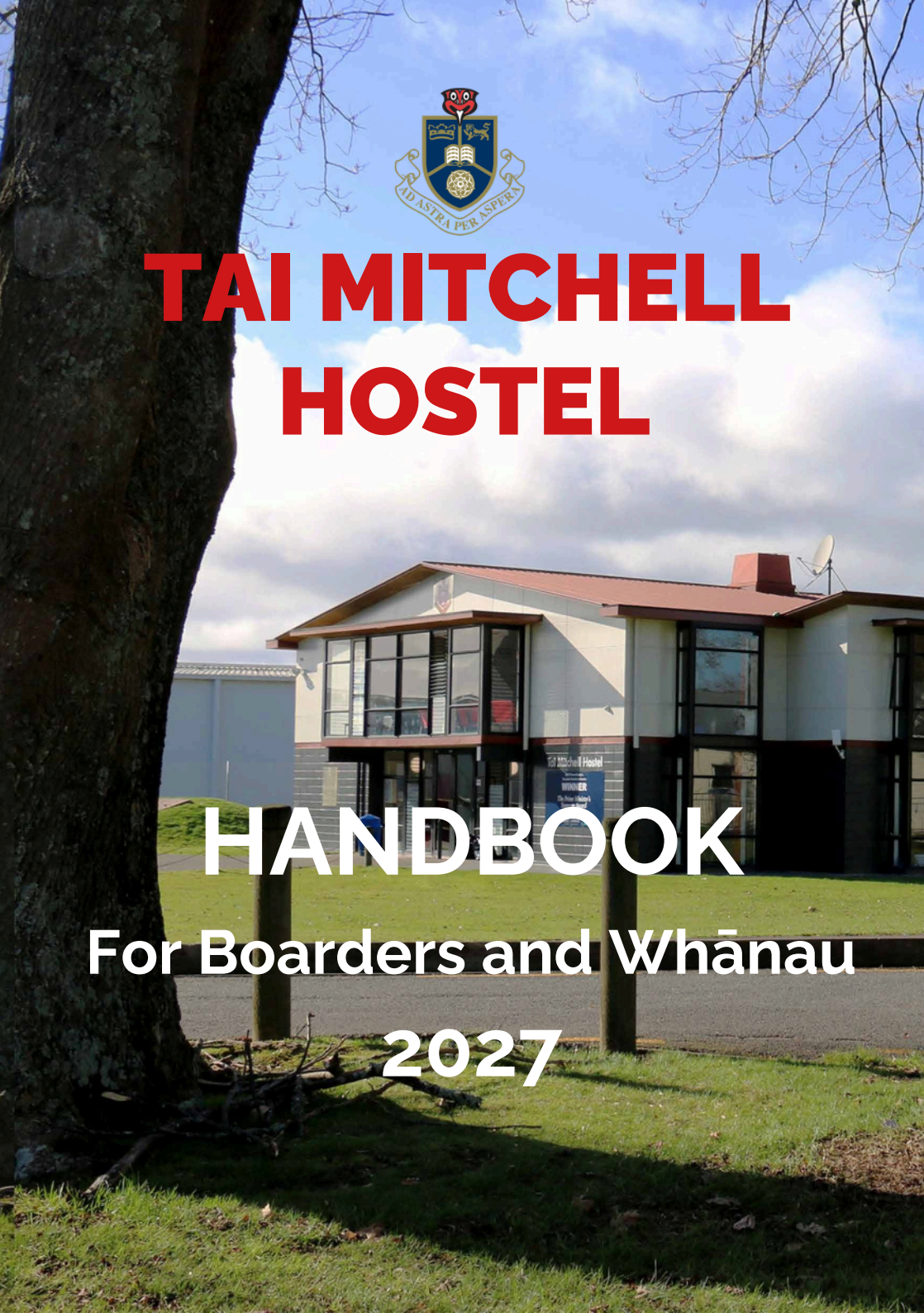


TAI MITCHELL HOSTEL

HANDBOOK

For Boarders and Whānau

2027

ROTORUA BOYS' HIGH SCHOOL
PO BOX 10148
ROTORUA
3010
PHONE: 07 348 6169
FAX: 07 346 1270

TAI MITCHELL HOSTEL
Rotorua Boys' High School
1612 Pukuatua street, Rotorua
Sam Cameron (Director of Boarding)
022 565 0893

The Hostel Committee is elected each year,
and this committee is made up of the following:
Principal
Board Member as chair
Director of Boarding and Housemaster (2)
Hostel Head Prefect

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The Tai Mitchell Hostel provides a safe, secure and positive environment that promotes excellence and achievement across all facets while maintaining a sense of pride in the best traditions and values of the school.
Boarders will leave Rotorua Boys' High School successful, confident, positive and enthusiastic in their readiness to make a valuable contribution to their community and to fully realise their own potential.

INTRODUCTION

Thank you for considering Rotorua Boys' High School and Tai Mitchell Hostel, for your son's education. This handbook will provide you with all the information you need about the operation of Tai Mitchell Hostel.
Tai Mitchell Hostel offers accommodation for 140 students. Supervision is provided by two residential housemasters. These housemasters are supported by assistant housemasters together with kitchen and housekeeping staff.

The benefits of boarding:

- Our boarders live together with a common purpose
- Our boarders work together with a common purpose
- Our boarders appreciate and value achievement by self and others
- Our boarders learn to support others to achieve goals
- Our boarders value both teamship and team spirit
- Our boarders develop respect for others
- Our boarders take major steps on the path to manhood
- Our boarders are provided with leadership opportunities
- Our boarders learn to break down the barriers between Year 9 and Year 13 boys which promotes healthy relationships, based on trust and respect
- Our boarders have every opportunity to further develop and nurture their individual character and personal qualities

Boarding over the high school years is a tremendously positive and powerful experience for our young men.

Special features of Tai Mitchell Hostel include:

- State-of-the-art facilities
- Excellent meals
- Excellent heating

Parents are welcome to view Tai Mitchell Hostel and input is welcomed.
If you would like to view Tai Mitchell Hostel, or have any questions, please feel free to contact the School for an appointment.

Tai Mitchell Hostel Vision

The Rotorua Boys' High School will provide a safe, secure and well controlled environment, while promoting achievement and personal excellence and a sense of pride in the best traditions and values of the school.

Boarders will leave Rotorua Boys' High School successful, confident, positive and enthusiastic in their readiness to make a valuable contribution to society and to fully realise their own potential



Tūtauru



Hahauterangi

HOSTEL CREED

As a member of the hostel I will respect the rights of others and act honestly and with integrity.
Each individual has talents which are unique and we must work hard to develop.
We will not accept mediocrity and will demand the best of ourselves in whatever activity we undertake whether it be academic, sporting or cultural.
We owe this to ourselves.
We must recognise, it is a privilege to be part of the hostel and we must serve our house, hostel and community.
We must at all times interact with each other in a respectful and dignified manner realising that living in close proximity to others gives us a special challenge.
As a member of the hostel we must relate to adults respectfully and realise we have an individual responsibility and a collective duty.
We must aspire to excellence, to do our best in whatever we are doing.

PREPARATION FOR BOARDING AT TAI MITCHELL HOSTEL

Leaving home for the first time is an exciting time. However, to try and ensure a smooth transition and minimise homesickness, we have set out a few suggestions. Please make sure that your son can undertake simple housekeeping duties like:

- Clear a table
- Keep their room and personal belongings stored away and tidy
- Make a bed properly
- Do laundry
- Sweep and mop the floor
- Fold socks and clothes
- Accept responsibility and learn to work happily in a team situation
- Have a shower once a day, and understand basic hygiene requirements
- Those who need to shave will have to do so regularly

Please take the time to go through each of these with your son.

ORIENTATION PROGRAMME

An Orientation programme commences for all boarders at the beginning of each year. The Orientation Programme continues on the evening when all boarders are in residence at Tai Mitchell Hostel. The programme runs over the course of two weeks and includes hostel rules and routines, establishing the boarding buddy system, explaining the hostel pastoral care plan, environment familiarisation and a number of enjoyable recreational activities.

HOSTEL FEES

Hostel fees should be paid by AP or directly to Rotorua Boys' High School

Pay to: Account Number:	**Rotorua Boys' High School Board 12-3155-0049929-00**
Bank:	**ASB Bank**
Branch:	**1166 Amohau Street ROTORUA**

To help identify payments, please include full name of hostel boarder on the AP/ direct credit or bank transfer.

TAI MITCHELL HOSTEL FEES

The 2027 Tai Mitchell Hostel Fee has been set by the Board of Trustees at $13,246.00. This fee incorporates a 4% cost of living increase on 2026. The payment of the 2027 Tai Mitchell Hostel Fee is to be arranged as follows:

For students new to the hostel

Payments of:
A. $250.00 application fee (non-refundable)
B. $200.00 Building Levy
C. $1,000.00 deposit (this deposit is non-refundable, this does not guarantee a hostel place for 2027)
D. $100.00 brand new mattress that belongs to you.
E. If the application is successful this deposit of $1,000.00 will be part of the term 1 fee. The balance payable is to be made by a compulsory automatic payment to ensure that the remainder is received in the relevant term - $2,707.00 for term 1, $3,707.00 for terms 2 and 3, and $2,125.00 for term 4.

For Returning Hostel Students

Payments of:
A. $200.00 Building Levy
B. The establishment of an automatic payment to ensure that $3,707.00 is received in terms 1,2 and 3 and $2,125.00 is received in term 4

It is compulsory for all families to be on an Automatic Payment Plan that ensures that the 2027 Tai Mitchell Hostel fee is paid in full by December 4th 2027. For current boarders, all fees for 2026 must be paid in full before December 4th 2026, otherwise the place for your son may be booked for another potential boarder.

A 5% discount is offered for full payment of the annual hostel fee on or before 31 January 2027.

The Procedure for collecting hostel fees:

i. Hostel fees account sent each term
ii. Telephone contact made for any late hostel fees
iii. First Letter sent home for any late hostel fees
iv. Second letter sent home for any late hostel fees
v. Third letter sent home for any late hostel fees and followed up by a phone call
vi. All accounts overdue by more than three months will be forwarded to a Debt Collection agency and any collection fees will be added to the account
vii. All overdue accounts will incur 10% interest

Note: All fees shown in this policy reflect the 2027 Tai Mitchell Hostel Annual Fee of $13,246.00. The building fee is additional to this fee. If you would like a personal fees breakdown for weekly/monthly payments please feel free to contact the main office.

INCIDENTAL EXPENSES

Expenses such as stationery, clothes, bus money, sports fees etc, are paid directly by the boys, and to facilitate this all boarders are encouraged to have EFTPOS cards so funds are available as and when needed. The school will also run an account for boarders to cover school-related expenses. This account will be invoiced each term.

HOSTEL REFUND PROCEDURE

Parents are required to give one term's notice in writing of the withdrawal of their son from the Hostel or a withdrawal fee of $1,000.00 will be applied as per the Refund Policy. This provision also applies to students formally excluded from the hostel for failure to meet hostel rules and regulations. At parents' written request an application for an exemption from the withdrawal fee will be considered by the school in special circumstances.
The Tai Mitchell Hostel $250.00 administration fee for new applications, the $1,000.00 Term 1 deposit required to secure your son's hostel placement and the $200.00 Building Levy are non-refundable.
Tai Mitchell Hostel is a separate financial entity from the main school, funded solely from fees. Therefore it is vital that all fees and incidentals are paid by the due date.
Accounts are generated from the School Office and any queries should be directed to the Director of Boarding.

TAI MITCHELL BOARDING SCHOLARSHIP APPLICATION PROCEDURE

Scholarships are offered for Tai Mitchell Hostel boarders attending Rotorua Boys' High School who display excellence in one or more of the following areas:

1. Academic Studies
2. Cultural Activities
3. Sport
4. Leadership

These scholarships are awarded to students who reside, in the main, beyond the school's zone and who would otherwise not in normal circumstances attend Rotorua Boys' High School.
The scholarships are specifically designed to encourage and enable talented young men from the broader region to take up residence in Tai Mitchell Hostel.
The scholarships will be offered for the duration of a student's time at Rotorua Boys' High School, but will be subject to an annual review of student performance, attitude and achievement. This review will take place in October of each year.
In February of each year, goals for that year for each scholarship holder will be set in consultation with parents, and the student. Students at any level may apply for a Tai Mitchell Boarding Scholarship. This Scholarship will enable the recipient to attend Rotorua Boys' High School and board at Tai Mitchell Hostel.

Applications will only be accepted by way of a CV that highlights particular strengths and achievements. Please include the following:

- Curriculum Vitae
- Latest School Report
- A hand written Personal Statement
- Two references (including a reference from current School Principal)

Applications for Tai Mitchell Scholarships close on 1 November each year. Applicants will be advised of the outcome by 30 November each year. A Rotorua Boys' High School Enrolment form, Tai Mitchell Scholarship application and Tai Mitchell Hostel Application should be sent when applying for this Scholarship to:
Tai Mitchell Hostel Application / Scholarship Application Director of Boarding Rotorua Boys' High School P O Box 10148 Rotorua 3010 Telephone: (07) 348 6169 Email: info@rbhs.school.nz

PROPERTY DAMAGE PROCEDURE

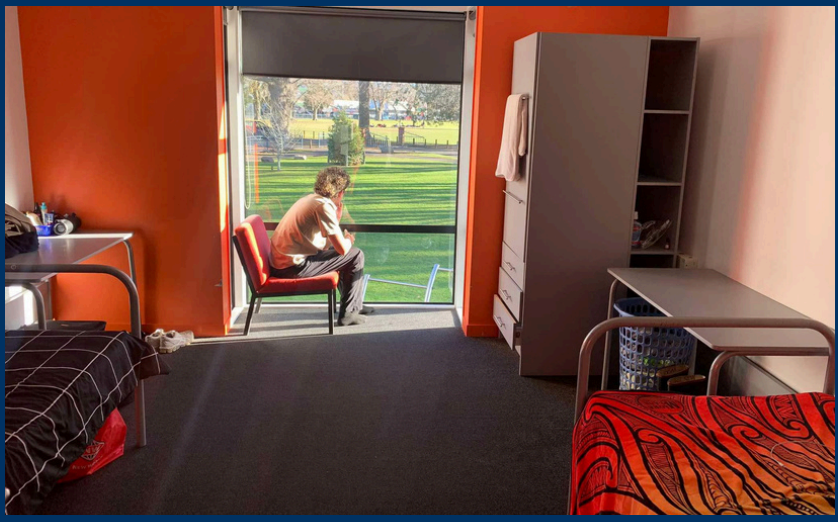
Any wilful damage to property at Tai Mitchell Hostel will be charged to those boarders responsible. Parents will also be contacted by the Director of Boarding or housemaster. Boarders who lose their room key will be charged for a complete replacement lock and key.

DAMAGE/LOSS OF PERSONAL EFFECTS PROCEDURE

While staff and management of Tai Mitchell Hostel will take all possible steps to ensure that no loss or damage occurs to personal items, ultimately the responsibility lies with boarders and their parents.

PERSONAL COMPUTERS/ELECTRONICS EQUIPMENT POLICY

Computers/electronics equipment are signed in to the housemaster on duty each evening at 8:30pm and locked in the hostel office device charger. Boarders collect and sign out their computer/electronics equipment the following day. ALL junior boarders (Years 9 and 10) are to register their devices each night at the above time. It is the responsibility of the boarder to register their device and the housemasters should not have to find the device/boarder. If a boarder does not register their device then the device will be given to the housemaster for a period of time. The boarder will still be given their iPad for school/prep each day but at no other times. All devices must be registered with the housemaster upon arriving in the hostel at the start of each term/year. All mobile numbers must be recorded and updated as necessary.



SCHOOL UNIFORM LIST

HOSTEL/ INTERNATIONAL NUMBER 1's

SENIOR STUDENTS NUMBER ONES



JUNIOR STUDENTS NUMBER ONES



Rotorua Boys' High School Uniform List

Year 9-13

Shirt	$60
Shorts	$60
PE/Rugby Shorts	$40
PE Shirt	$40
Long Sleeve Tee	$35
Business Shirt - Long Sleeve	$55
Trouser	$65
Socks – Ankle 3 Pack	$25
Knitted Vest	$90
Knitted Jersey	$100
Jacket	$115

Senior Hostel / International Students

School Tie	$32.50
Business Shirt - Long Sleeve	$55
Trouser	$65
Blazer	$190

Junior Hostel

School Tie	$32.50
Business Shirt - Long Sleeve	$55

and at least one of the below

Knitted Vest	$90
Knitted Jersey	$100
Blazer	$190

Accessories

Sport Socks	$18
Cap	$25
Bucket Hat	$25

Please note prices are subject to change at any time.

Senior students number ones consist of a school tie, long sleeve dress shirt, trousers and a blazer.

Junior students number ones consist of a school tie, long sleeve dress shirt, trousers and ONE of the following: blazer, knitted vest or knitted jersey.

CLOTHING AND UNIFORM LIST

General items

- **2** single sheets (Fitted)
- 4 towels
- 1 duvet inner & cover
- 1 laundry basket
- 1 toilet bag
- 8 pair of undergarments
- 10 coat hangers
- 1 school bag
- 1 umbrella
- 2 pillow slips & a pillow
- 1 toothbrush
- 1 shower body wash
- 1 pair of slip-ons
- 1 pair of pyjamas
- 1 raincoat
- 1pair nail scissors
- 1 shoe cleaning kit

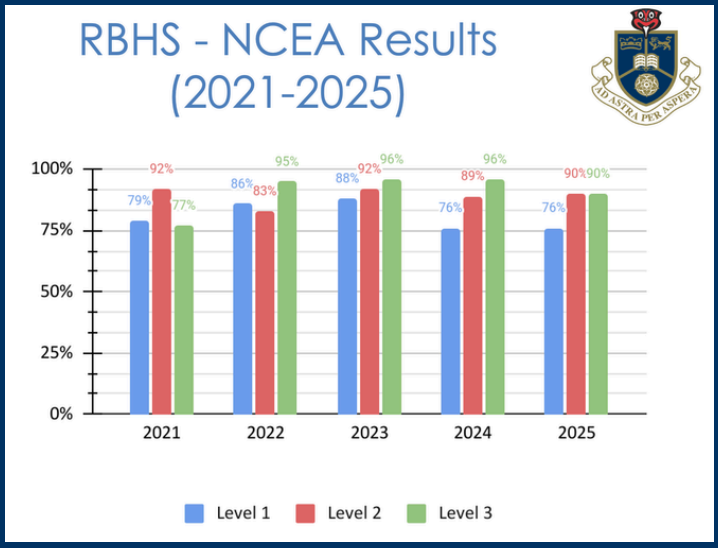
Casual Clothes, keep to a minimum, we recommend:

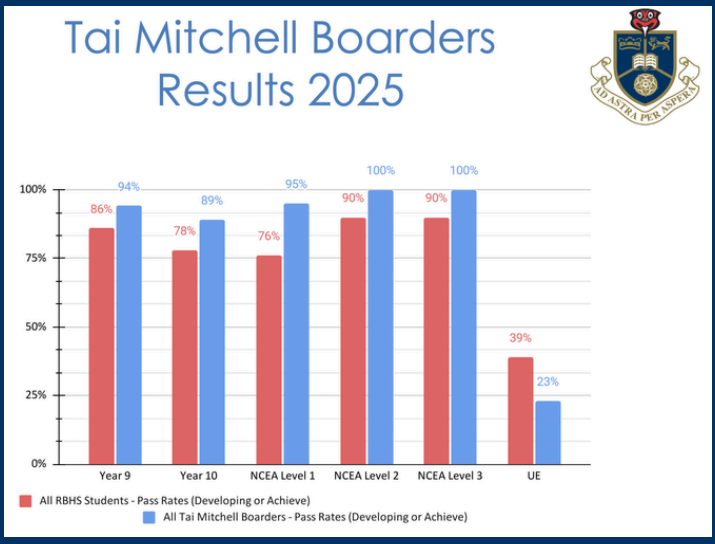
- 1 set of smart casual clothes
- 1set of weekend/recreational clothes
- Washing detergent will be supplied for washing clothes.

- The above items are considered essential and parents are asked to ensure that the quantities are maintained throughout the period their son is at Mitchell House.
- Casual clothing may be worn during leisure time.
- Aerosol cans are NOT permitted in the hostel for Juniors.

Please ensure all clothing is NAMED!!

RBHS ACADEMIC RESULTS





TAI MITCHELL HOSTEL RULES & CONVENTIONS

Our aim is to maintain high standards of dress, tidiness, punctuality and behaviour. The reputation of Tai Mitchell Hostel depends on all members living in a happy, efficient and well-organised environment. Personal discipline is essential. Ignorance of the rules is no excuse and boarders must ensure that they are familiar with the following:

Uniform

- School uniform is to be of high presentation and worn to and from school and until 3.00pm.
- Number 1 uniform must be worn when leaving and arriving from school holidays.
- Neat and tidy civilian (mufti) clothes may be worn outside these times.
- Boarders keep any jewellery to a minimum.
- Boarders must maintain a tidy haircut, no dyed or toned hair.
- All clothes and footwear must be labelled.
- Borrowing clothing or any other items, without the permission of the owner, will be treated as theft.

Extra curricular activities

It is compulsory that all boarders are involved in at least one summer code and/or one winter code. If boarders have not organised an activity, then an activity will be organised for them.

Duties

- All students are responsible for maintaining their rooms at a high level of tidiness and cleanliness.
- Daily inspections of bedrooms will be undertaken.
- In addition students will be required to do some minor duties such as grounds clean up, hostel clean up, kitchenette tidy, lounge tidy, etc.
- All group members must be present for SET-UP and CLEAN-UP.
- All group members must remain until the clean-up has been inspected by staff.
- You must be at Dinner set-up at 5.20pm.

Note: Staff should not have to find you!

Room Search

It is necessary on occasion to conduct a search of a boarders room from time to time when there is cause for suspicion or reports of theft or wrongdoing. This type of search is extra to the regular room inspections. A report of each such search will be filed by the staff involved with the Hostel Manager. This is carried out by no less than two staff members.

Out of bounds areas

- Hostel grounds 8.30am - 3.00pm
- Dining Room except during meals
- Staff Residences and Other boys' rooms unless invited
- Staff Offices, Chiller, Pantry and Store Rooms
- Staff Car Parks and Kitchen Facilities

Stereos and Television

No audible music is to be played after 8.30pm. Stereos are to be switched off when the room is unoccupied. Failure to observe these rules will result in equipment being confiscated.

A large television and projector (Sky available) and video unit are available in each TV lounge. TV and DVD players are allowed in boarders' rooms but are in line
with the personal electronics requirements. Volume must be kept to a sensible and reasonable level at all times. All use of the television is at the housemasters' discretion.

Visitors

- All visitors must be firstly signed in by the duty staff and must be entertained either in the recreation room or the TV Lounge.
- Boarders are not permitted to have visitors in their rooms (other than parents).
- Unsupervised visiting is not allowed. Any boarder who suspects that a visitor is unsupervised should report this to the duty housemaster immediately.

Posters

No posters are to be displayed without the housemaster's permission. Posters must be in good taste as defined by the Hostel staff.

Vaping/Smoking

Vaping and the possession of vaping equipment is not tolerated at Tai Mitchell Hostel and is seen as gross misconduct. If you are caught using, or willingly bring a vaping device/juice into the hostel, then hostel staff will confiscate and complete incident reports to be presented to the Principal.

Laundry

- Each boarder has an allocated washing day each week. This washing is undertaken by the hostel laundry manager.
- All laundry detergent is supplied.
- All boarders are able to do their washing at a convenient time in the evening and during the weekend.
- No dirty washing is to be left lying around. Laundry is to be taken home to be laundered during the weekends.
- No clean washing is to be left in the machine, i.e. once your clothes have been washed.
- When clothes are dry they are to be taken out of the drying room and put into your room.
- Please follow correct procedures when using the washing machines.
- The laundry will be opened for clearing of dry laundry only, before school next morning.

ALL CLOTHING ITEMS MUST BE NAMED!

COMMUNICATIONS

Mail
Any correspondence for boarders should be addressed to:
Boarder's Name) C/- Tai Mitchell Hostel
Rotorua Boys' High School
PO BOX 10148
ROTORUA
3010

Incoming mail will be handed out each evening by the duty housemaster.
Outgoing mail should be stamped and addressed and should be posted daily by the boarders themselves at the School Office.

Mobile phones

These are not to be turned on during the following times:

- Meals
- Duty
- Prep - personal music is allowed but it must be personal and not disturb the learning of others.
- Sustained silent reading after lights out.

Please note: Years 9,10 and 11 cell phones/ personal devices are to remain in the hostel during the school day.

Failure to comply will result in confiscation of the phone. The phone will be returned at the housemasters discretion. Juniors must register their mobile phones at 8:30pm each evening. Failure to do so may result in the phone being confiscated for a short time.







MANAGEMENT OF SICK/INJURED HOSTEL STUDENTS

During the course of the school day the school nurse will attend to all students who are sick/injured between the hours of 8.30am to 3.00pm. Outside of these days/ hours Hostel housemasters/assistant housemasters are responsible for sick/injured students.

Any illness or injury should be taken seriously. All sick/injured students who require off-site medical attention must be accompanied by a Hostel staff member who will stay with the student until their treatment is completed. If the student is going to be admitted to hospital the hostel staff member must stay with the student until this occurs. The staff member is required to get full details of the illness/injury from the doctor/nurse treating the student in order to relay these details to the Director of Boarding and parents/guardians of that student at the earliest reasonable opportunity.

During the course of the school day either the Director of Boarding or other designated staff member will liaise with the School Nurse and transport sick/ injured students who require offsite medical attention. The Director of Boarding or other designated staff member will stay with the student until their treatment is completed.

The housemaster and parents/guardians of hostel students must be kept fully informed of the processes their sons are going through with any illness/injury.

After hours healthcare can be sought through Lakes Primecare and associated facilities or Rotorua Hospital Accident & Emergency Department.

If a boarder presents as feeling unwell then the following procedure takes place:

Monday to Friday, 8.30am - 4.00pm:

1. The boarder is escorted to the school nurse for treatment
2. The school nurse communicates with home and Director of Boarding as to next step
3. If deemed necessary arrangements are made for the boarder to be picked up by parents/caregivers

Weekend, Mon-Fri outside of school hours:

1. The boarder presents himself to duty staff
2. Duty staff can issue Paracetamol
3. Communication is made with home and Director of Boarding
4. In extreme cases Lakes Primecare and Rotorua Hospital are available

Health

Students requiring specific attention will be referred to the Hostel/School Doctors, Lakes Primecare or Accident and Emergency, Rotorua Hospital if necessary, by Hostel Staff.

Boarders will also be able to access the doctors based at the School's Health and Wellness Centre. Distribution of medication for students with special requirements can be arranged through the School Nurse or Hostel Manager.

Dental

This can be arranged through the school nurse or parents should arrange, via their own dentist. Rotorua Boys' High School works with Absolute Dental for dental work.

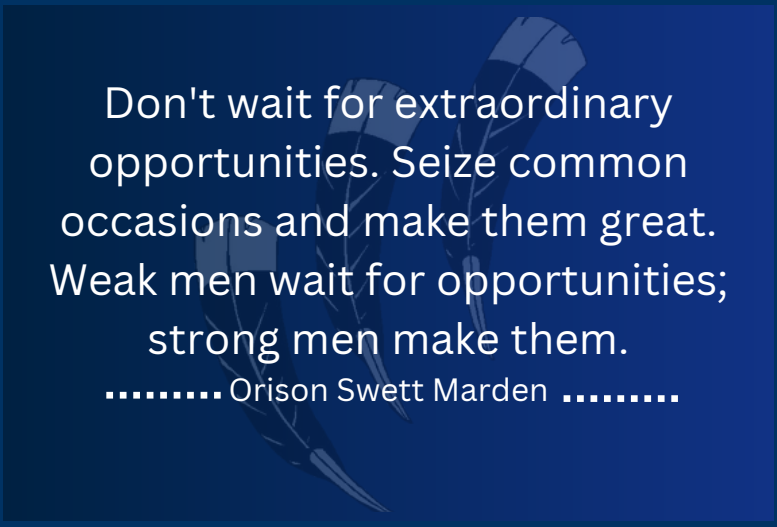
MANAGEMENT AND ADMINISTRATION OF MEDICATION

Background:
The school health clinic supports the safe administration of all non-prescription medication. All requests to obtain analgesic pain relief will be assessed fully and discussion concerning health condition, fluid intake, harmful effects of medication and previous use will be discussed.

Objective:
1. To ensure that all students presenting with symptoms are assessed fully.
2. To ensure that appropriate management is implemented.
3. To refer students for medical assessment if appropriate.
4. To seek to involve family/caregivers/whanau where appropriate within the confines of ethical and privacy standards.
5. To educate concerning the use of non-prescription medication.
6. To evaluate presenting health condition and assess any underlying cause for symptoms.

Implementation:

1. Paracetamol will not be administered to students under 16 years without the verbal or written consent of family/caregivers/whānau.
2. Students over 16 years of age will be provided with a dose of panadol as recommended on the packaging if this is assessed as appropriate.
3. Fluid intake will be encouraged when students present with headache symptoms. (Fluids will not be given where a possible need for surgical intervention is assessed).
4. Discussion concerning fluid and dietary intake, sleep patterns, and personal stress levels will be implemented.
5. The following will also be discussed; time of last dose, frequency and reason for use, possible effects of over use of non-prescription analgesic medication (e.g. Liver damage).
6. A record will be made in medical notes if Paracetamol is administered at school and details of the health consultation will be recorded.



Bikes

Each student with a bike should have both a D-lock or similar for bike security and an approved helmet, which must be worn whilst riding. Lights are essential for night time riding. Without any of the above three items your bike will be returned home at your expense. Bike serial numbers and descriptions should be recorded and kept at home. Bikes will be locked at the rear of Hahauterangi bike compound at the owner's risk.

Bus Pick Up/Drop Off

The majority of Tai Mitchell Hostel staff are also Rotorua Boys' High School teachers. This is fantastic as it creates such a positive environment for our boarders and confirms the wrap-around support that our boarders need. However, it does mean that during the hours of 8.45am till 3pm Monday to Friday we are in class teaching. As hostel staff we will do our absolute best to provide a safe pick up and drop off service for our boarders. Please think carefully when booking bus times as it may mean that your son is unable to be picked up at the exact time, in some cases not at all if all housemasters are in class teaching. Remember if you sign your son out of the hostel it is your responsibility to return him to the hostel safely. Your consideration when booking bus times would ensure your son returns to the hostel safely.

Motor vehicles

The use of a motor vehicle by a student to transit between the hostel and home is a shared decision with the parents or caregivers of the students concerned and this decision must reflect the law. The use of a motor vehicle while at Tai Mitchell Hostel is permitted where the following procedures are observed:

Procedures:

1. Individual Transport contract completed and returned to Director of Boarding (Below)
2. Students carry a restricted or full driver's licence. This licence must be presented to the Director of Boarding and a copy kept on file.
3. Students on a restricted driver's licence are not permitted to carry any passengers under any circumstances.
4. Use of student vehicles is prohibited during school hours unless a housemaster grants permission.
5. Students who bring vehicles to the hostel must park in the students' car park.

Rotorua Boys' High School
TAI MITCHELL HOSTEL
Individual Car Contracts

Boarders who bring a motor vehicle to Tai Mitchell Hostel must abide by the rules of the hostel. These rules are in place to keep all boarders safe and follow the New Zealand Road Rules. At all times Tai Mitchell Hostel will follow the New Zealand road rules and all boarders must abide by these at all times. The following individual contract will help ensure that all boarders are safe:

STUDENT DETAILS

CURRENT YEAR LEVEL: _____

FIRST NAMES: _____

SURNAME: _____

CURRENT LICENSE: _____

WHY DO YOU WANT TO BRING A MOTOR VEHICLE TO TAI MITCHELL HOSTEL?

_____

_____

_____

_____

WHEN WILL YOU NEED YOUR MOTOR VEHICLE?

_____

_____

_____

_____

Tai Mitchell Hostel: Individual Car Procedure
1. Contract to be signed and returned to Director of Boarding
2. Car keys to be placed in hostel office and only used as per contact
3. All New Zealand road rules must be followed at all times

Failure on any of these points could mean the boarder loses the privilege to have a car at Tai Mitchell Hostel and whanau will need to organise transport

SIGNED: _____ CAREGIVER: _____

BOARDER: _____ DIRECTOR OF BOARDING: _____

DAILY ROUTINE

6.30am Hostel office opens for the day, phone and diary checked
7:15am All boarders woken
7:45am Senior Room and Uniform Check
7:55am Junior Room and uniform check
8:05am Devices issued and hostel closed for the day
8:05am Breakfast in MC Kitchen
8:35am Breakfast finished ready for school
3.00pm Senior after school snack
3:15pm-4pm REC for junior Boarders
3:15 -5pm Free time for seniors and juniors (following REC). Years 12/13 permitted town leave until 4.30pm
4.00pm Junior after school snack
5:35pm Meet in Millennium Centre for pre dinner briefing
5:45pm Dinner
6:15PM Dinner duties begin
6:45PM Prep in the School Library
7:45PM Conclusion of Prep
8:30PM Roll call - Following roll call, place on alarms - Juniors hand in devices
9:30PM Junior bedtime and lights out
9:45PM Senior bedtime
10:15PM Senior lights out

Meals are compulsory. Dinners will only be saved when boarders are involved in school extracurricular activities. These will be recorded during the morning meeting and available at the end of Prep from the Duty Staff.

Takeaways are not to be ordered except after 6.30pm on Fridays & Saturdays.

Unless they have a signed note from the housemaster or Hostel Manager, boarders are reminded that no one is allowed back to Tai Mitchell Hostel for any reason before 3.00pm on any school day.

HOMEWORK AND PREP

Prep is the most important component of the hostel routine (up to 1½ hours for all boarders). Boarders are encouraged to clarify their evening work requirements prior to commencing prep i.e. once prep time has started there is to be no borrowing equipment (pens, pencils, etc), no phone calls or any other inappropriate interruptions. Remember to have consideration for other boarders even if you have completed your own study.

All students must recognise the importance of a genuine study ethic and commit themselves to a disciplined routine of evening preparation.

Supervision for each evening is the responsibility of the Duty House Master and Duty Prefects. Students will be required to remain in the School Library (there will be no exceptions). Duty staff are to be used at any time to assist boarders with any study problems that arise.

When set homework is completed boarders are encouraged to revise and work constructively. Duty staff are always available to find homework for students. Students that do not complete homework or assessment tasks are placed into an academic monitoring group and extra supervised homework is completed.

Kitchen Clean-Up

- Clear and wipe all tables. (A bucket is to be carried around with hot soapy water as opposed to wetting a cloth from the sink).
- Chairs are to be put on top of the tables.
- Sweep floors in the Dining and Kitchen areas.
- Wipe off all stainless steel areas and basins with hot soapy water.
- Put away all foods in appropriate places.
- Empty rubbish bins and replace plastic bag if required.
- Prefect team will ensure that all duties are done to a satisfactory level prior to duties being completed.
- The prefect team will allocate jobs and should not have to find the person responsible for that particular job.

Additional Duties for Clean-Up

These duties will be done either when the dining area is getting ready before a meal or when the final clean-up is taking place. It is important to note that none of the duty team rostered on will be released to do their personal duties e.g. their own room, until these general duties have been completed. All members must be involved in the tidy up or the whole group will end up with extra duties.

Recreation Room and TV Lounge

- All furniture is to be tidied and put back to where it should be.
- Rubbish to be picked up and placed in bins.

Ablution Blocks

- All rubbish placed into the appropriate bins.
- Soaps and shampoos picked up and put away tidily.



LEAVE

Week Day leave

- Senior Boarders can enter the hostel after school.
- Boarders must complete the "Orah sign out" book if they are wanting to leave.
- Boarders must return by 4.30pm at the latest unless special circumstances have been arranged with the Duty House Master.
- Boarders are to "sign" back in to notify that they have returned to the Hostel.
- Year 11 Boarders are permitted town leave on Wednesdays/Fridays and weekends only.
- Year 12 - 13 Boarders have town leave everyday.

Friday leave

- Boarders are to enter the hostel after school.
- Boarders are to "sign out" in the register and "sign in" once they have returned.
- All Boarders must return by 4.30pm.

Weekend afternoon Leave

- Boarders are able to sign out after lunch and their rooms must be cleaned and sighted by duty staff. Boarders are to return by 4.30pm unless special arrangements are made with the duty House Master.
- Tai Mitchell Hostel Prefects are given overnight leave. This is a special privilege and must not be abused. The overnight leave is for Saturday night only and runs from 4pm on the Saturday until 4pm on the following Sunday.
- Boarders/Caregivers if returning to Tai Mitchell Hostel via public transport (Intercity bus etc) must return at a reasonable time. This time must be conversed and agreed upon with duty housemaster prior to booking tickets.

Weekend Leave

- Boarders are to complete the weekend leave form before Thursday 8pm prior to the intended weekend leave.
- Parents must send confirmation of their son's leave request before 8pm on the Thursday before the intended weekend leave.
- Boarders must leave after school on the Friday and return to the hostel on Sunday evening before 8pm. Boarders may return on the Monday morning with prior arrangement and MUST be back no later than 7.30am
- Boarders must not return until after brunch 1pm on Sunday.
- Boarders are to arrange caregivers to communicate with House Masters and give permission for the weekend leave to occur.
- Once this is complete boarders are welcome to leave for the weekend.
- Boarders MUST NOT leave until it has been signed off by the duty House Master.
- The email address for leave confirmation is hostel@rbhs.school.nz

REMEMBER: Leave is a privilege and responsibility that must be respected. At any time leave can be restricted and /or cancelled.

Returning from weekend leave – meal procedure
It is hostel procedure that the Sunday meal will be provided to the boarders who have stayed in the hostel over the weekend. Boarders who return to the hostel prior to dinner are to attend the Sunday dinner. Boarders who return are under our supervision and will follow normal hostel meal protocol and house masters expectations.

END OF TERM LEAVING PROCEDURE

The following procedures are to be completed by the boarders prior to their departure from Tai Mitchell Hostel at the end of each term.

Room Inspection

- Rooms to be inspected for tidiness and damage.
- Beds are to be stripped, sheets put out, draws and wardrobe to be checked.
- Light fittings to be checked.
- Any damage recorded and signed for by the student.
- Rooms are to be left in the same state that the boarders found them when they initially moved in.

Keys

At the beginning of each term the boarders are issued with a key to their room. This key is registered with the duty housemaster and then becomes the property of the boarder. It is imperative that the boarders look after this key and use it at all times to lock their doors. This is an important self-management skill that our boarders must learn quickly. If a key is lost then the replacement key will be charged to the boarders account. In the instance that a boarder takes his key home for the holidays then the family/caregivers will be notified and given 3 business days to return the key. If the key is not returned then the key will need to be replaced and charged to the boarder. During the last week of each term the housemasters will register the keys and it is imperative that the boarders listen to, and follow the instructions given.

Return dates

Director of Boarding will notify all whānau of starting date. Boarders may also want to discuss with the housemaster, who they would like to room with. This may assist hostel staff when the rooming lists are being put together at the beginning of each term.

Boarders' personal items

All personal items are to be removed at the end of each term. There is limited storage space and boarders must realise that their rooms could possibly be used during the school holiday breaks.

EMERGENCY PROCEDURE

Fire Evacuation Procedure:
If You Discover a Fire

- Raise the alarm immediately by operating the nearest Fire Alarm Call Point.
- Ensure the Fire Service is called using 111 emergency line.
- If safe to do so, quickly check the floor is clear of all other people.
- If you are the duty housemaster then you are the Fire Warden for your block.
- If safe to do so, quickly locate the fire warden vest and arm band from the Hostel house masters' office.
- Ensure the block is clear and all boarders are assembled at the rugby field assembly point immediately opposite the hostel.
- Complete a roll call and have the sign out book and assistance register book.
- Report to Fire Service on their arrival with completed roll call sheet.
- Do not re-enter the building until the all clear has been given by the Fire Service.

If you hear the Fire Alarm

- Quickly check the Emergency panel in South Block.
- Once area is located, if safe to do so, check the area for smoke and/or fire.
- If fire or evidence of a fire discovered follow above procedure.
- If there is no clear evidence then clear the floor and follow instructions on the panel/emergency booklet located next to the panels in both blocks.

If you are warned of a Fire

- Ensure boarders are following evacuation procedure.
- If safe to do so, check fire panel in South Block.
- Once located, If safe to do so, check area for fire/signs of fire.
- If signs are positive follow procedure.

At all times safety of Tai Mitchell Boarders is paramount and every care should be taken to ensure they are safe and accounted for.

Earthquake Procedure

During a major or moderate earthquake, the greatest immediate hazard to people in or near buildings is the danger of being hit by falling objects. During ground shaking, take the following action:

Indoors or outdoors, when an earthquake occurs:
If Indoors

- **S**tay inside, move away from windows, shelves, heavy objects and furniture that may fall. Take cover under a table or desk and be prepared to move with the furniture as it moves. Drop, cover and hold.
- In halls, stairways or other areas where no cover is available, move to an interior wall. Turn away from the windows, kneel alongside the wall, bend close to the knees, cover both sides of the head with your elbows and clasp your hands firmly behind the neck.
- The decision to evacuate buildings will be made by the duty staff only if they consider them to be unsafe.

If Outdoors

- Stay outside. Move to an open space, away from buildings and trees.
- Lie down or crouch low to the ground in the brace position.
- Keep looking around to be aware of dangers that may demand you moving. Once given the “clear” signal from duty housemaster then move to the assembly point at the hostel evacuation point.

Intruder Procedure

- Boarders are to inform the duty staff immediately if an intruder or suspicious person(s) is in the hostel vicinity.
- Duty staff have the responsibility to calmly assess the situation and together they will move boarders towards the east wing of each block
- If appropriate then ring 1 1 1 emergency and inform other staff.
- At all times the intruder or suspicious person must be deemed unapproachable.

If the boarders continue to do any of these then they will be put on either extras, grounded or gating.

Extras:

General tardiness (roll call/room check/dinner etc)

- Inappropriate address to staff (minor)
- Inappropriate address to hostel prefects
- Untidy rooms
- Not doing or late for duties
- Ball games / skateboarding etc. inside
- Play fighting/shadow boxing out of rooms after lights out without reason e.g toilet, sickness
- Absent without leave (short leave)
- Wilful damage
- Being in out-of-bounds areas e.g. Kitchen, Staff areas, etc
- Disobedience or misconduct
- Dishonest behaviour in action or verbal In boarders rooms without permission
- If a boarder is placed on extra duties 3 times within a term he will then be automatically grounded and parents/caregivers contacted via email.

Grounded:

- **I**nappropriate address to staff (more severe)
- Absent without leave (weekend leave)
- Disobedience or misconduct (repeated)
- Consistent dishonest behaviour in action or verbal
- Missing class without an appropriate reason
- Parents/caregivers will be informed via email and follow up phone call to discuss.

Gating:

- **I**nappropriate address to staff (severe)
- Misappropriation of leave
- Fight with another boarder
- Gross misconduct (bullying, theft,)
- Upon returning from stand down or suspension period (if deemed necessary by Tai Mitchell Hostel Discipline Committee)
- Parents/caregivers and senior management will be informed via email and follow up phone call to discuss.

NB: Tai Mitchell Hostel reserves the right to treat each serious breach independently with consideration given to the specific circumstances and the best interest of all boarders. The list above is not definitive and each individual case will be treated as such. The opportunity for you as a boarder to provide incident details, both verbally and written, will be encouraged.

What is bullying?

Bullying is uninvited behaviour that causes harm to another. It is an abuse of power which causes hurt. It can be: Physical: such as fighting, making intimidating gestures and invading space; Social: such as Isolation, racial or religious taunts; Sexual: such as name calling, sexual jokes, commenting on their sexual orientation; Verbal: such as name calling, taunting, teasing; Written: such as offensive notes, texts, facebook, email; Indirect: such as touching others property, causing issues between boarders; Collective: such as a combination of the above

Who is the bully?
It is very difficult and dangerous to stereotype the bully. Some characteristics could be:

- Themselves victims of bullying
- Perceived low achievers
- Perceived high achievers
- Some use bullying to avoid shame or dishonour amongst their peers
- Some use bullying to demonstrate power, status or capacity to control. Usually by older boarders who feels it is their right as it happened to them

Symptoms of Bullying:

Boarding staff, school teachers and fellow boarders need to recognise the symptoms of bullying. These could include but are not limited to:

- School phobia, truancy, and decline in academic performance anger, tears,
- Depression, low self-esteem
- Headaches, stomach aches
- Bedwetting, sleeplessness
- Withdrawal, reluctance to join in
- Misbehaviour, aggressive behaviour

How do we prevent it?

Although it is very difficult to prevent entirely we have a number of initiatives that we can follow that can minimise and promote a healthy boarding environment.

- Active and passive supervision
- Discourage the creation of small groups
- Model care and values
- Confidential surveys
- Buddy system
- Effective induction policies
- Encourage transparency and openness
- Professional development

Tai Mitchell Hostel Procedure

Bullying, in any form, is not tolerated in Tai Mitchell Hostel. Incidents of bullying will be treated quickly and fairly with the safety of all boarders vital. Learning and applying new skills to deal with, and stop bullying will help our hostel, and the boarders move forward positively. Below is the Tai Mitchell Hostel Anti-Bullying Procedure:

Boarders Responsibility:

Often, the boarders are first to recognise, feel the symptoms of bullying. It is highly important that they have a place to place their concerns where they will feel safe and under no further threat. The boarders must be able to communicate verbally or otherwise that will enable them to bring their concerns forward and for those concerns to be dealt with quickly and positively.

Staff Responsibility:

The staff are to have the safety of the boarders as their utmost concern when dealing with bullying. In certain cases the boarder may need to be moved rooms or blocks, or taken away from a point of contact where they feel safe or are showing symptoms of bullying. The following guidelines will help:

Tai Mitchell Hostel Anti Bullying Procedure:

Step 1:

Concerns raised via the boarders are given the opportunity to communicate their concerns both verbally and written in a safe place with Director of Boarding. Boarders may request another staff member or senior boarder to be present. An outcome that reflects the level/consistency of the incidents will follow (e.g extra duties, grounding, letters of apology). A follow up meeting with the guidance team will be organised.

Step 2:

If a boarder's name is mentioned again within a short period of time then a meeting with the guidance team and parents will be organised. Boarders may request another staff member or senior boarder to be present. Director of Boarding will pass on the details to Rotorua Boys' High School Senior Management. An outcome that reflects the level and consistency will follow in consultation with Senior Management (e.g gating, grounding, letters of apology).

Step 3:

If a boarder's name is mentioned again then a meeting with Director of Boarding and Rotorua Boys' High School Senior Management will occur. Boarders will be given the opportunity to give details of the incidents and may request another staff member or senior boarder to be present. The boarder may find himself stood down as per Tai Mitchell Hostel Gross Misconduct Policy. Follow up meetings with school guidance team will be organised and parents to be contacted immediately. At all times, the safety of the boarders are of utmost importance and every step will be taken to ensure this. Communication between Parents/Hostel Staff/Senior Management/Guidance Team will be quick and reflect the serious nature that we take bullying within Tai Mitchell Hostel. Each incident will be treated individually.

Hostel Policies can be found at:
www.rbhs.school.nz
Go to Our School tab, then select Rotorua Boys' High School Board, in documents and downloads click on the Hostel policies tab.

HL 1	Hostel Boarding Policy	**HL 8**	Hostel Surrender & Retention of Property & Search Processes Policy
HL 2	Hostel Fees Policy	**HL 9**	Hostel Relationships & Protection from ill treatment Policy
HL 3	Hostel Refund Policy	**HL 10**	Hostel Child Abuse Allegations against Employees Policy
HL 4	Hostel & International Students Complaints Policy	**HL 11**	Hostel Reporting Child Abuse & Neglect of Students Policy
HL 5	Hostel Drug & Vape Policy	**HL 12**	Hostel Pandemic Planning Policy
HL 6	Hostel Alcohol Policy	**HL 13**	Hostel Emergency & Civil Defence Policy
HL 7	Hostel Serious Misbehaviour/Gross misconduct Policy		

TAI MITCHELL HOSTEL PASTORAL CARE PLAN

Pastoral Care for all Tai Mitchell Hostel Boarders occurs on a daily basis individually and collectively.

1. Morning briefing following breakfast.
2. Evening briefing prior to dinner.
3. Nightly meetings with House Masters on duty.
4. Thursday weekly meetings for all boarders following dinner.
5. Weekend meetings for those boarders who reside for the weekend at the end of each meal time.
6. Term meetings held at the beginning of each term for all parents and boarders.
7. Individual House Masters meet with their duty groups on their day of duty.
8. Fortnightly House Masters Meetings to discuss hostel matters, individual boarders and up and coming events in the hostel and school and the impact of these on our boarders. These meetings are minuted.
9. Comprehensive orientation programme for all boarders at the beginning of each year.
10. Introductions and meetings with key staff at the school, hostel and community, namely the Principal, School Guidance Counselor, School Nurse, Director of Boarding, House Masters, House Keeping Staff, Kitchen Staff. Senior Masters, Year Level Deans, Subject Teachers and the Police.
11. A suggestion box is provided for boarders in Hahauterangi Hostel Office
12. For Mapihi Pounamu boys, two individual meetings per year to set goals, expectations and assistance to those boys where required. Meetings to be recorded on a template and filed.
13. Specialised Individual counselling is also provided and arranged on a case by case basis through the school's Guidance Counselor following a referral.
14. Tai Mitchell Boarding Scholars have two individual meetings with their House Master per year to firstly set annual goals and secondly to review the year. A record of this meeting is kept and filed.
15. All other Boarders set goals and undertake an annual review with a housemaster.
16. The Director of Boarding's office is open to all boarders from 8.00am to 2.45pm on school days. Boarders are encouraged to meet with the Director of Boarding to voice any difficulties they may be experiencing within the school and hostel environment. The Director of Boarding is responsible for medical attention that is required off site and will arrange transport and supervision in consultation with parents/caregivers.

All boarders are encouraged to seek help and assistance in matters regarding both hostel and school related issues at any time they feel the need or an issue arises. All school based pastoral care systems are available to all Boarders in addition to the above.

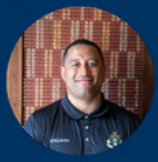
TAI MITCHELL HOSTEL TEAM



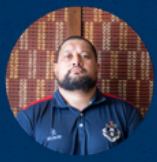
Mr Sam Cameron
DipMRH
Director of Boarding
Teacher of Physical Education



Mr Ariki Henry
BApplGrains, DipTchg
House Master
Teacher of Te Reo Māori



Mr Granger Church
BTchg
Assistant House Master
Teacher of Te Reo Māori



Mr Henry Kershaw
BTchg
Assistant House Master
Year 10 Dean



Mr Shayne Mariner
CertElectEng, DipTchg
Assistant House Master
Teacher of
Technology



Mr Arana Millar
Assistant House Master
Teacher of Te Reo Māori



Mr Connor Franklin
BADipTchg
Assistant House Master
Teacher of Social Sciences



Mr Robbie Thompson
Assistant House Master

HOSTEL SUPPORT TEAM



Mrs Iris Hohneck
BSC, DipTchg
Head of Guidance



Mrs Olivia Phillips
BSC, DipTchg
Guidance Counselor



Mrs N Collinson
DipHE
Nurse



Mrs S Adlam
BNurse, PGCHsc, Dip,SPST
Nurse



Mr Mark Enright
Social Worker

The opening of this wonderful new complex took place on Friday, 19 August 2005.
It was an outstanding opening with approximately 250 people present. This school was founded in 1927 and even in that year the Governors of the day planned for a boarding hostel.
In 1928 at the December Prizegiving the then Headmaster, Mr. Ryder, stated
"Great progress has been made during the past two years and further rapid development must ensue as soon as provision is made for a school boarding establishment".

In 1930 the school magazine advertised "Westvale" as a hostel for girls attending Rotorua High and Grammar School - £20/term, £3/term dinners for day girls. Westvale, however, did not eventuate for reasons unknown today.

In 1932 the new and second Headmaster, Mr. Harwood, wrote
"Remarkable as the development of the school has been up to present, it cannot reach full maturity without the provision of two new adjuncts. The first of these, concerning which I share entirely the views of me predecessor, is a school Hostel to provide accommodation for pupils from the surrounding districts of the Bay of Plenty".

In 1935 the Governors bought 5½ acres on the eastern boundary of the school – the hostel we open today coincidently is located on that parcel of land. In 1938 a decision to add the second story to A Block took priority over a hostel and the war years of course followed.



On 5 May 1944 Henry Taiporutu Mitchell died aged 67. He died on his birthday and just as Rotorua lost a hugely significant leader, so too the school lost a Governor who from the first years of the school to the day of his death provided wonderful leadership to the school we love today and was driver of plans already for our school to establish a boarding hostel.

On 12 September 1944, a rare weeping totara was planted in the triangle beside our little gymnasium and the main quadrangle by Mrs. Janet Fraser the wife of the then Prime Minister. That tree still flourishes today and nationally it is listed as one of the finest examples of a weeping totara.
Dr Don Stafford the noted local historian and an old boy of our school, wrote the following in his book 'The new century in Rotorua' about Henry Taiporutu Mitchell on his death – Öne of the most severe losses of the Maori was the death of Henry Taiporutu Mitchell, CMG, JP, on 5 May 1944. Born on the same date in 1877, at Ohinemutu, Tai Mitchell was the son of Henry W. Mitchell, one of Rotorua's earliest surveyors and European settlers.
In 1901 he became a licensed surveyor. Few blocks of land in the Rotorua district were not subjected to his scrutiny, but his major influence was his remarkable ability to engender total trust from the Maori and Pakeha communities.

Little, if anything, involving the Maori people took place in Rotorua without his participation, although this was not always apparent. Few government matters were prosecuted except through him, and of the hundreds of official (and innumerable unofficial) courtesies extended to visitors, it was general Tai Mitchell who arranged things.

His sudden death stunned the community and tributes poured in from every corner of New Zealand as well as from other parts of the world. The traditional tangi brought crowds with a genuine sense of loss. A service for the family members was held in St Faith's Church by the Bishop of Aotearoa, a second on the Papaiouru marae, for the huge crowd waiting there, and at Kauae cemetery, Ngongataha. A man of his stature is not easily forgotten and his name is commemorated in many ways.
A totara tree was planted in his memory in the grounds of Rotorua High School in September 1944. A year later, on 28 October 1945, a memorial bell in a carved shrine was unveiled by the prime minister at Ohinemutu. A large gathering of people from many parts of the country was present, including government representatives and members of parliament. In speaking of the bell shrine, Mr. Fraser said:
"it had been made possible by one who wished to remain anonymous, but who wished with everyone else, that when the sound of its chimes awoke the courtyard it would be symbolical of the voice of Tai Mitchell urging his people to great achievements".

Engraved on the bell are the words Ähakoa kua mate ia e korero ana ano" (Although dead he still speaks)".

After 10 years growth and development our hostel today honours in name this Rangatira for the service and leadership he provided both this city and his people and our school.

As on the engraved bell – through the young men that will, for an important period of time in their lives, live in this Tai Mitchell Hostel – Henry Taiporutu Mitchell will still speak, he will still be heard, he will still inspire, and his leadership will touch these young men.



Photographic Collection, R.B.H.S. Archives
Official opening of Mitchell House, 1 July, 1994.



1994 - ROTORUA BOYS HIGH - BOARDERS

Back Row: Scott Macdonald, Wayne Wright, Ben Dorset, James Brown, David Hodkinson, Scan Misiepo, Terry Joines
2nd Row: David Zander, Laurence Wright, Richard Macdonald, Jerrard Hekau, Anthony Moore, Adam New
Front Row: R. Noe (Senior Housemaster), C. Nielsen (Hostel Manager), David Skipwith, C. Grinter (Principal), Shane Cook, R. Hall (Assistant Housemaster), Tomoyuki Ito

Photographic Collection, R.B.H.S. Archives
Foundation Boarders and Staff, 1994.

Prime Minister's Education Excellence Awards 2019




AD ASTRA PER ASPERA
Rotorua Boys' High School