

PHONE NUMBERS

Principal:	(06) 378 2219
Matron's Office:	(06) 378 2219 ext 702
Head Matron	027 5385428 (text message)
Bursar:	(06) 378 2219 ext 703
Solway College Office:	(06) 378 2219
Solway College Office Facsimile:	(06) 378 2218
email:	office@solwaycollege.school.nz
Website:	www.solwaycollege.school.nz

SCHOOL OFFICE HOURS:

8.00 am – 5.00 pm Monday – Friday.

MATRONS:

Matrons can be contacted seven (7) days a week between the hours of 6.30 am – 9.30 am and 3.00 pm – 10.00 pm Monday – Friday.

8.00 am – 10.00 pm Saturday - Sunday.

VISITORS:

Parents and family are welcome to visit. If visiting the hostel please contact the matrons. During the school day, visitors must report to the College Office. All visitors outside school hours must report to the Duty Matron, all visitors must sign the Visitors Book. It is important that we know who is on site.

NO ONE IS TO ENTER DORMITORIES WITHOUT PERMISSION FROM THE MATRONS.

TIMETABLE:

School starts at 8.20 am each day and concludes at 3.10 pm. Weekly Boarders return to the hostel on Sunday evening and 4 Day Boarders by 8.20 am Monday morning. Students are still required to meet their weekend sporting commitments.

HOSTEL STAFF

Principal	Mrs Elizabeth Rogerson
Bursar Bursar's Assistant	Mr James Sprowson Mrs Lynette Richardson
Head Matron	Raylene Nicholls
Matrons	Debbie Martel Emma White Gemma Matthews Louise Skipper Rochelle Williams Laurel Booth Terry Hodder Hayley Henwood Denise Stagg
GAP Tutors	Miss Yolanda Boerdgen Miss Fiona Scannell
Cleaning Staff	Mrs Marjorie Phillips Mrs Maria Lynch
Laundry	Mrs Bridget Whatarau
Uniform Manager	Mrs Judy Jeffrey

COMMUNICATION

Telephone

The school number 06 378 2219 is used for all contact. We ask that calls not be made to girls during meal or prep times or after “quiet time”.

Cell-phones

Cell-phones are permitted in the hostel at Matrons’ discretion – Their use requires consideration for others. There are times when use of cell phones is not permitted. These include during prep and dinner, during any organised school or hostel activity and after lights out. Cell phones may be collected and placed in the Matrons’ office at lights out time. If students break the rules regarding cell phones or use them unreasonably the cell phone will be taken and kept in the Matrons’ office or main office. Solway College accepts no liability for loss or damage of cell phones or any costs arising from their use. Cell phones and all associated costs and liabilities are the sole responsibility of the owner. Hostel girls’ cell phone numbers, model and colour must be recorded in the Matrons’ office.

Only one (1) cell phone per student is permitted in the hostel.

Cameras, Camera Phones etc

Privacy laws mean cameras, including camera phones and other surveillance and recording type equipment are not be used in the hostel.

Mail

Incoming mail and parcels are listed on the noticeboard outside the Matrons’ Office and given out daily. Outgoing mail must have the sender’s name on the back and should be posted in red mail box near the card phone by 8.30 am each day.

Email, Website and Facebook

All students have their own email address – this is arranged through the school.

School email address office@solwaycollege.school.nz

School Website: www.solwaycollege.school.nz this is regularly updated.

Newsletters, notices, trip information and permission slips are emailed to parents. Hard copy is posted where requested. Sports draws etc are posted on the website.

Facsimile

Faxes will be passed on to the girls. The fax number is: (06) 378 2218.

Newspapers

Are available in the Library, class rooms and hostel.

School Calendar

Is published every term and emailed to parents and posted on the website. Parents and caregivers are welcome and encouraged to attend school events throughout the year. There are also regular school newsletters.

COMMUNICATION CONTINUED

Change of Address

If you have a change of contact details please notify the school office with the new listing as soon as possible.

Concerns or Complaints

If you have any concerns or complaints please tell us about them. Concerns or complaints dealt with at the early stages are usually easily resolved. Hostel concerns or complaints should, in the first instance, be addressed to the Head Matron. For more serious matters, the Principal, Mrs Rogerson should be contacted. Should your concern not be resolved, the Board of Proprietors can be contacted through the school office. The complaints policy is displayed outside the Matrons' office.

School concerns or complaints should be addressed to the Principal or Chairperson of The Board of Trustees

ALLOCATION OF DORMS/ROOMS

This is generally done according to year level and boarding status. Head Matron has the final say as to dorm allocations.

LEAVE

Absence from School/Hostel

Please inform the hostel if your daughter will not be returning at her usual time. Daygirls please inform the school office by 9.00 am.

Exeat Full Boarders (requests for weekend leave from the Hostel)

Exeats extend from 3.15 pm Friday – 8.00 pm Sunday. Students are required to meet sports and other school commitments before exeats will be granted. Requests for exeats are required in writing or by email to the Matrons a minimum of 48 hours in advance, giving details of destination and travel. If the destination is other than home, then written approval from parent/guardian must accompany exeat requests. Written permission is also required from the host family. Parents/guardians may wish to supply an approved visiting list.

Tea Leave

Tea Leave is for girls to spend time with their families. Girls are required to meet sports and other school commitments before requesting leave. Girls seeking leave must have by email or in writing approval from parents and approval from the host family accepting the responsibility. These are to be in to the Matrons' office 48 hours prior to the event.

4-Day Boarders – parents are required to fill in and return the parents' reply form requesting Tea Leave each Wednesday for their daughter.

LEAVE CONTINUED

Town Leave

This is one day per week. Either Tuesday or Wednesday 3:45 pm – 5:00 pm at the Head Matron's discretion and provided girls:

- Have met all their school commitments
- Have their name in the town leave book at morning break
- Wear correct dress uniform
- Use the sign in/out book and 'tag' system when departing and immediately on return.

Compulsory Exeats

There are compulsory weekend exeats each year (usually one per term) to cover for compulsory Saturday attendances such as 'Open Day', Swimming, Athletics and Prize-giving.

PLEASE NOTE: TEA AND TOWN LEAVE AND EXEATS ARE PRIVILEGES AND WILL NOT BE GRANTED TO GIRLS WHO DO NOT MEET THEIR RESPONSIBILITIES OR WHOSE BEHAVIOUR IS NOT SATISFACTORY. SOLWAY COLLEGE RESERVES THE RIGHT TO DECLINE LEAVE.

Signing In and Out

All boarders are required to use the 'tag' system and sign in or out at the Matrons' office as they leave or return to the hostel.

Alterations to Regular Arrangements

Should you wish your daughter to stay in the hostel for additional nights or wish to change her nights this should be requested 48 hours in advance. Please complete the "request for variation in boarding arrangements" form which is available on the website. In order to cover administration costs for each alteration made there is a \$20.00 fee charged unless the change is requested to accommodate a compulsory school event.

It is also important to notify the matrons in advance of any alterations in travel arrangements.

HOSTEL DISCIPLINE

The Hostel is governed by the School College Board of Proprietors and they have ultimate responsibility for discipline in the Hostel.

The Hostel rules are published in the brochure "Getting Along and Making Things Go Smoothly".

The Head Matron leads the team of matrons responsible for the day to day welfare and discipline of girls in the Hostel and will use a variety of sanctions where girls have not been cooperative or respectful or have broken the rules. The sanctions may include such things as withdrawal of privileges, or being given extra duties or tasks.

Where a girl's behaviour is causing concern in the Hostel, parents will be contacted by the Head Matron. We need the support of parents in maintaining standards of respect, behaviour and discipline in the Hostel.

Serious or repeated breaches of Hostel discipline will be referred to the Principal and where necessary to the Board of Proprietors' Disciplinary Committee. Such serious or repeated breaches may result in stand-down, suspension or exclusion from the Hostel.

EMERGENCY PROCEDURES

Fire drills, evacuations and emergency procedures for events such as earthquakes are practised regularly. Procedures are displayed in all dorms and girls should familiarise themselves with these and follow all safety instructions and procedures.

PREP

Prep is compulsory and girls must be punctual. Year 12 and 13 do Prep in their dorm. Year 7 to 11 Prep is done in the dining room. Prep is supervised by staff who may also provide some assistance. Students are required to work quietly.

DORMITORIES

Dorms are inspected every day for tidiness and kept locked during the school day for security. Boarders may return to their dorm only at the end of the school day.

VISITORS IN DORMS

Visitors are not permitted in the dormitories without the permission of the Matron. This includes family members.

Males, including fathers or any other male family members, are not permitted in dormitories without a matron being present.

Girls are not permitted in dorms other than their own without permission from the Matrons.

DUTIES

Every boarder is required to take a share of responsibility for the Hostel. Various duties are allocated and each girl is expected to complete her task satisfactorily.

Hostel Duties Include:

- Wash own dishes after supper
- Make bed
- Keep table tops and mirrors cleaned
- Sweep cubicle/room and empty rubbish

Kitchen Duties Include:

- Toast duties
- Setting dining room tables
- Clearing head table
- Wiping trays
- Sweeping
- Other duties as directed by matrons

DAMAGE TO PROPERTY

Damage can largely be avoided with students taking care of their surroundings. If damage does occur above normal wear and tear, the student responsible will be required to pay for the repairs. This includes any costs attached to false fire alarms.

STUDENT PROPERTY

Girls are responsible for their own property. All clothing, bedding and linen etc must be clearly named with the student's laundry number or for daygirls the student's name. Girls should not borrow property from others or lend their things to others. This includes cell-phones.

Solway College accepts no liability for loss or damage to student property.

MINI VANS

Students are required to:

- Behave safely at all times when riding in minivans. This means they must not behave in ways which may distract the driver
- Wear seatbelts
- Behave in ways which reflect positively on the college

Minivan transport is provided for boarders to their regular sports fixtures and school events.

Parents of Day Girls are responsible for transporting their daughter/s to such events. Day Girls may travel in the minivan if there are spare seats available and this **IS ARRANGED IN ADVANCE** but additional trips can not be made by hostel staff to transport Day Girls.

CLEANLINESS, TIDINESS AND HYGIENE

All girls are required to maintain high standards of tidiness, cleanliness and hygiene in the hostel areas and personally. Girls are required to clean and tidy their rooms each day and ensure that dirty clothes are laundered.

FOOD IN DORMS

It is not helpful for parents to bring extra food especially 'junk' and high sugar content food in for students. Any food in dorms must be kept in the fridge or in a sealed container.

A reminder that we have a number of students with severe allergies and peanuts and cashew nuts are not permitted.

DAILY ROUTINES

- 6:15 am Wake up Bell – wake up and shower. Make bed, sweep area/room, empty rubbish bins and open curtains. Pack for school. Turn light off.
- 6:50 am Breakfast bell – breakfast in dining room. Take dirty washing to the laundry on the way to breakfast. Collect clean laundry straight after breakfast, return to dorm and put away.
- 7:45 am Matrons’ office open for incidentals.
- 8:10 am Leave hostel taking all the necessary items for the day.
- 8:20 am School begins – students are not to return to their dorms until school finishes.
- 12:20 pm Lunch in dining room – compulsory for all students (including day girls).
- 3:10 pm School finishes.
- 3:15 pm Collect mail from matrons’ office – all parcels must be opened in front of a matron on duty.
- Sports/practices or free-time within the confines of the school and hostel.
- 5:20 pm Dinner bell - dinner in the dining room. Students to say Grace. Students are expected to use good manners.
- 6:30 pm PREP in dining room.
- 7:30 pm Junior PREP finishes.
- 8:00 pm Senior PREP finishes.

These times may vary in times leading up to examinations

BED TIMES

Years 7 and 8

8:15 pm Years 7 and 8 are to be in dorms

8:30 pm Lights out

Years 9 and 10

8:30 pm Years 9 and 10 are to be in dorms

8:45 pm Lights out

Year 11

8:45 pm Year 11 are to be in dorms

9:30 pm Lights out

Year 12

9:30 pm Year 12 Lights out

Year 13

9:45 pm Year 13 Lights out

Sunday Nights: All girls in bed and lights out at 9.00 pm.

“Lights out” means go to sleep. No talking, walking around etc.

Students are required to be respectful of other girls’ need for sleep.

STUDENT NOTES

DRESS STANDARDS

Students are required to maintain their uniforms to high standard and show pride in wearing the Solway uniform.

DINING ROOM DRESS STANDARDS

Matrons are responsible for ensuring standards are maintained in the dining room. The following dress code applies:

- All clothes are to be clean, tidy and appropriate for dining (no untidy, worn out, torn or dirty clothing)
- Skirts, dresses and trousers are to be of an appropriate length and of a good standard
- Clothes are to cover the shoulders to the knees (no plunging necklines, bare backs, midriffs or tummies, short shorts etc)
- Shirts and blouses are to have sleeves
- No offensive logos on clothing
- Appropriate footwear must be worn (this does not include ugg boots, slippers or jandals)

A good standard of dress must be maintained in the dining room.

DINING ROOM

There are rosters, rules and standards set for behaviour in the dining room. Girls are expected to abide by these.

MEALS

- Hostel students **must** attend all meals (breakfast, lunch and dinner) in the dining room.
- Day girls must attend lunch.

Special Dietary Requirements:

Where students have special dietary requirements for **MEDICAL** reasons or other specific circumstances (such as cultural or religious reasons) these must be notified in writing to the school office. Students who have special meals prepared for them are required to take those meals. If they do not it means other students may not have a meal. Where a student with special diet requirements chooses to eat other than the meal prepared by the kitchen staff – the kitchen staff and the school take no responsibility for any health issues which may arise.

Please Note: We have a number of students who have adverse reactions to peanuts and cashews – these are not permitted.

SHOPS

There are three (3) shops:

- Stationery Main Office after lunch until 1:0 pm and after school till 4:00 pm
- Uniform Sale of new and second hand. Open on:
Thursday 3:30 – 5:30 pm or by appointment by phoning:
Mrs Judith Jeffrey (06) 3770448
- Surgery Matrons' Office – the girls may purchase items such as toothpaste, shampoo etc.

DOCTOR / DENTISTS

Medical and dental care is available through a local practitioner - if possible parents will be contacted prior to doctor's appointments being made. Parents should be aware that in the case of emergencies it may be necessary for Hostel staff to make decisions for parents. Costs for medical and dental care are the responsibility of parents.

MEDICATION

NO MEDICATION IS TO BE KEPT IN THE DORMS (this includes over the counter medication such as Panadol) without the permission of the Head Matron. Prescribed medication is kept in the Matron's office and issued by the Matrons. If this is a sensitive issue for you or your daughter please discuss it with us.

FINDING HELP AND SUPPORT

If things are not going well or students need to talk to someone in confidence help is always available. People who can help are – Matrons, school sisters or dorm prefects, form teachers or other members of staff. If counselling services are needed, a Guidance Counsellor is available. She can be contacted through the box in the office or at school. Access to other support services can be readily arranged. Mrs Rees, the school Chaplain is also available for spiritual matters.

ILLNESS

If your daughter is unwell at home and is due back at school please contact Matrons to discuss whether she should be returning to the hostel. **If she becomes unwell at school she must go to the school office** and they will contact you. If she is a boarder she must contact the matrons, who will then contact you.

If your daughter is leaving school during the school day she must sign out at the main office. If you are collecting your daughter from school during the school day you must also call into the office to confirm you have collected her. Your daughter must sign in at the office when she returns.

TRAVEL

If your daughter is travelling home for weekends on public transport, please notify Matrons. Travel arrangements can be made through our Head Matron if required – but please ensure sufficient notice is given. Parents will need to organise payment for travel directly to the travel agency, as no travel costs will be charged to the parents' accounts. Travel arrangements must be made by parents or caregivers.

Costs associated with the transporting of students by Solway staff to airports, terminals, etc will be charged to parents.

Students are required to wear dress uniform when travelling and a high standard of dress and behaviour is expected from them at all times. Failure to do so could result in a student not being permitted to travel unsupervised on public transport.

COMMON ROOMS

Boarders have common rooms in dorms for their use. Students are expected to respect these areas and keep them tidy.

DVD/CD PLAYERS/ IPODS ETC

May be played at **REASONABLE VOLUME** during free time. DVD, videos etc must be of an appropriate nature.

ACTIVITIES AND SPORT

Participation in athletics, swimming, cross country and winter sports is compulsory unless a medical or health condition precludes this. The winter sport begins with Term 2 and concludes at the end of Term 3.

PLEASE NOTE: In the summer months sunblock and a hat are essential for students participating in outside activities.

UNIFORM – PLEASE ALSO REFER TO UNIFORM BROCHURE

Dress Uniform

Girls are expected to wear full dress uniform in the following circumstances:

- On town leave
- On tea leave
- Travelling to and from school, including private vehicles (Boarders)
- Attending Church with the school
- On other school or hostel occasions as instructed
- All students are required to wear blazers with uniform when out of school. This includes Day Girls
- Friday is 'Blazer' assembly day. All students must bring their blazer for this.

Earrings

For School uniform, students may wear a matching pair of silver, gold or green studs, one in the lobe of each ear. NO other type of body piercing jewellery is permitted.

Hair

For school uniform, long hair must be firmly tied back at the nape of the neck with regulation hair clips and ties. Outlandish hair styles are not permitted. Hair must be the student's natural hair colour – dye/hair-colouring are not permitted. No girls are permitted to dye hair in the hostel.

Daily Uniform Inspection

Hostel students' uniform will be inspected daily prior to leaving for breakfast to ensure the correct uniform is being worn. Girls must come to breakfast in correct uniform.

MUFTI

Girls are permitted to wear mufti in the Hostel. All mufti is to be clean and tidy and appropriate for the occasion to which it is being worn. Facial and body piercing apart from that permitted in the uniform regulations is not acceptable in the Hostel.

There is minimal space in each room/cubicle so please ensure your daughter brings to the hostel only mufti required.

LAUNDRY AND DRYCLEANING

Laundry is done by the hostel laundry staff. Girls may do personal laundry in the small laundry and hang it on the lines outside. No washing is to be done in bathrooms or draped around the rooms. Each student is assigned a laundry number that is allocated to her when she enrolls. A dry cleaning service is available through the Matrons' Office. All items (including casual wear, bedding, linen etc) must be clearly and permanently marked with the owner's name and laundry number. Please note that students are responsible for their own clothing and property. Solway College does not take responsibility for student clothing and property.

LUGGAGE

Empty suitcases are stored in the appropriate storage area, not in dorms. Overseas students and in some cases full boarders may store their belongings at the school, during the holiday time. (Property is stored at the owners risk and Solway College accepts no responsibility for stored property). All belongings are to be removed from dorms at the end of each term.

CARS / VEHICLES

Girls, who wish to drive to school either regularly or on a casual basis, must obtain written permission from the Principal. Boarders must hand their car keys to the Matrons and may not use their cars during the week without permission. Girls driving vehicles may not take other girls as passengers without the permission of both sets of parents and the Principal. Cars parked at Solway College are parked at the owner's risk and the responsibility of the owner. Solway College accepts no liability for any damage occurring to them.

POCKET MONEY

A weekly allowance is recommended for your daughter, especially if she is a full boarder. The amount is to be determined by the parent / Caregiver. This is for any incidentals that may be required. Pocket money is held in the school office or in a bank account arranged by the parents. Pocket money may be collected from the office after school. Students are required to sign the pocket money record when they collect it.

MONEY AND VALUABLES MUST NOT BE KEPT IN THE DORMS

Matrons store wallets etc in a locked draw in the Matrons' office for safety. Solway College accepts no responsibility for the loss of items.

PREFECTS

There are many leadership opportunities for girls. Prefects are appointed each year. These include Head Girl, Head of House, school prefects and dorm prefects. These girls have leadership roles and responsibilities and all girls are expected to cooperate with them and show them the respect their role demands.

DORM REPS COMMITTEE

Each dorm/year group will choose reps to be on the Dorm Reps Committee. Their role is to bring ideas forward to enhance hostel living.

USE OF SCHOOL FACILITIES

These include:

Pool, computer suite, library, gymnasium and fitness room and other specialist rooms. These facilities may be available for use by the girls. There are set times and rules which must be followed in their use to ensure safety. Girls must check these rules and gain permission before using the facilities.

INFORMATION SPECIFIC TO DAY GIRLS

Day Girls are required to:

- Attend ALL College events.
- Wear full uniform **INCLUDING BLAZER** when travelling to and from the College.
- Be at school by 8.10 am and not leave before the end of the school day. Mini bus transport to and from school is available by arrangement. Parents are notified of the timetable at the beginning of each year. This is a home to school service only within Masterton.
- Have lunch with the boarders in the dining room. Morning tea is also provided at morning break.
- Notify absence to College Office by 9.00 am.

Day Girls may at the Principal's or Head Matron's discretion:

- Stay for evening or weekend meals. Two (2) days in advance notification is required.
- Board for one night per annum **(at Principal's and Head Matrons discretion)** free of charge. Longer stays would be charged in proportion to the boarding fee per term.
- Rest in sickbay should they become unwell during the school day.
- Use the Day Common Room and other school facilities.

Day Girls may not:

- Visit boarders' dorms or common rooms without first obtaining permission from the Duty Matron.

SPECIAL CHARACTER INFORMATION FOR ALL STUDENTS AND FAMILIES

Solway College is an integrated school. This means it has a special character which is set in our Integration Agreement with the Crown. Our special character is outlined in our prospectus.

Solway provides a holistic education based on the Christian and family values of respect and care and support for others.

ALL STUDENTS who enrol at Solway are required to participate fully and positively in the life of the school and meet the additional commitments of our special character. You and your family have signed an agreement to do so on the back of the application form.

This includes compulsory attendance and participation in school events some of which are held outside “normal” school hours.

The Saturday compulsory attendance events include:

- Founders Day and Swimming sports (Term 1)
- Athletic Sports (Term 1)
- Open Day (Term 2)
- Prize-giving (Term 4)

After school and evening events include:

- Special Services (such as Christmas)
- House Drama and School Production (which may include after school rehearsals)
- House Singing

Year Level Camps

Camps may be held for Years 7 to 10 and all students are required to participate.

Sports

All students are required to take part in the swimming sports, the athletic sports, the school cross country and play one of the specified winter sports for Solway.

Christian Education and Chapel

Participation is compulsory.

Other

Other compulsory events (such as Academic, Service, Cultural and Sports Awards Ceremonies) are held during school time and students are required to attend. Students who do not attend awards ceremonies will not receive awards.

It is also compulsory for **ALL** students to attend lunch in the Dining Room and for boarders who are in the hostel in the weekend to attend Church when arranged by the matrons.