



# Queen Margaret College **Boarding Handbook**





# Kia ora Welcome

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We are delighted to welcome you to our Queen Margaret House family, and look forward to being part of an experience that will remain with you forever.

Queen Margaret House (QMH) offers its students a nurturing and supportive home environment to learn important life skills such as independence, maturity and organisation.

We aim to provide a safe, caring and stimulating environment where students can grow into passionate learners, resilient women and future leaders. We view education as a partnership between the College, parents/ caregivers and students, with everyone working towards the same goal.

Our fantastic location in central Wellington will give your daughter the opportunity to enjoy community events such as shows, movies and exhibitions and to explore our vibrant capital city. She will also have many sporting and performing arts opportunities.

This handbook is designed to provide information for boarders and their families regarding rules and expectations. Please read all the information carefully and discuss it as a family so that you understand what is expected.

We are very excited about meeting our boarding families. The relationship between the girls, parents and boarding staff is very important and helps us provide a caring and safe home away from home for your daughter.

Bronwyn Petrie  
House Manager  
Queen Margaret House





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# Your decision to come boarding

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It's normal to have mixed feelings about leaving home to go away to school. It is not unusual to feel nervous about leaving your familiar surroundings and you may feel homesick for a while as you settle into boarding life.

To help settle in, you may want to bring some of your favourite things from home like posters or photos of friends which can be put up on your bedroom pin board. A favourite duvet cover, ornament or blanket are some suggestions to help you make your bedroom yours.

This can be a very exciting time where you can form new friendships, have new experiences,

become more independent and grow in confidence as you become more involved with school activities and boarding life.

The boarding staff are here to support you during this important transition and throughout your boarding life at Queen Margaret House.

Queen Margaret House boarding staff are committed to ensuring the wellbeing of each individual and the smooth running of the Boarding House as a whole. Students and parents/ caregivers can discuss any issues with the House Manager or Assistant House Manager.



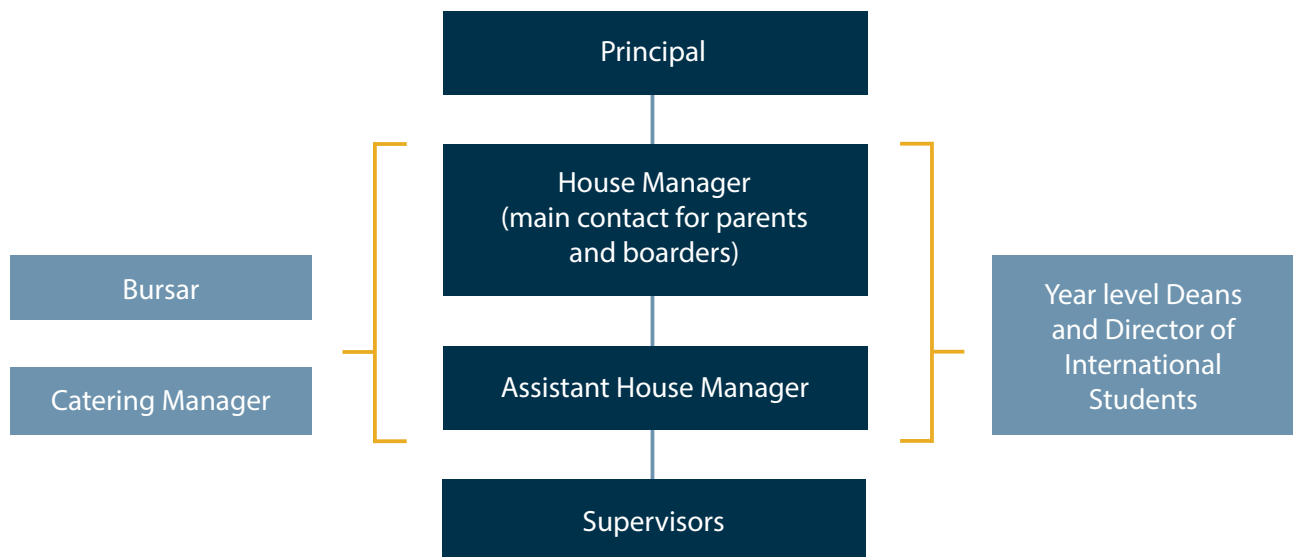
# Boarding staff

The House Manager has day-to-day responsibility for the running of Queen Margaret House and reports to the Principal of Queen Margaret College.

The Assistant House Manager and Weekend House Supervisor assist the House Manager to run the Boarding House and have additional responsibilities to support boarders. All Boarding

House staff are first aid trained and at least one staff member will be on duty at Queen Margaret House at any given time.

Additional supervisors will assist in order to ensure that student care and safety is of the highest quality. These supervisors will also assist with weekend activities and additional opportunities.



# Contact information

Queen Margaret House values the cooperation of parents and caregivers and welcomes the opportunity to discuss any aspect of your daughter's boarding life, to clarify arrangements or to discuss any issues relating to duty of care.

Parents are asked to contact the House Manager in the first instance if they have a concern.

## Queen Margaret House contact details

*Phone:* +64 4 495 9185

*Duty cell phone:* +64 27 210 5399

*Email:* [boarding@qmc.school.nz](mailto:boarding@qmc.school.nz)

## Queen Margaret College reception contact details

*Phone:* +64 4 473 7160

*Email:* [reception@qmc.school.nz](mailto:reception@qmc.school.nz)

## Contacting boarders

It is requested that parents do not phone or text their daughters during the following times:

Meal times	Monday - Thursday	6.00pm - 6.30pm
Prep times	Monday - Thursday	6.45pm - 8.30pm
After lights out	See daily and weekend routines	

Letters and emails can be sent any time.

Our postal address	For all couriers please use the street address below
Boarder's name Queen Margaret House PO Box 12-274 Thorndon Wellington 6144 New Zealand	Boarder's name Queen Margaret House 53 Hobson Street Thorndon Wellington 6011 New Zealand

If parents want to drop off items for boarders during the school day, they can be left at the school office.

## Boarding House hours

Queen Margaret House is closed weekdays from 8.30am - 3.30pm while the girls are at school and during the school holidays.

Emails, answer phone messages and texts will be checked regularly and replied to in a timely fashion. If there is an urgent matter that cannot wait you are welcome to leave a message with the College reception and they will contact the House Manager.

## Access to Queen Margaret House

Queen Margaret House is closed to students and visitors during school hours. If family members are collecting or returning students during school hours, please go to the College reception for assistance.

## Absence from Queen Margaret College and Queen Margaret House

All absence/leave email requests must go to:

Leave from boarding only	<a href="mailto:boarding@qmc.school.nz">boarding@qmc.school.nz</a>
Unexpected absences from boarding	<a href="mailto:absences@qmc.school.nz">absences@qmc.school.nz</a>
Leave from school and boarding	<a href="mailto:principals.assistant@qmc.school.nz">principals.assistant@qmc.school.nz</a>

Please contact the House Manager if a student is unable to return to the Boarding House at the required time following leave.

Permission for planned absences from the College must be requested via email to [principals.assistant@qmc.school.nz](mailto:principals.assistant@qmc.school.nz).

The Boarding House cannot give permission for any absences during the school day.



# Weekday boarding routine

House routines	
6.30am	Pre-arrange early breakfast if required.
	Early breakfast is available for boarders who attend early sports or music practices.  Quiet is required until 7.00am but students are able to shower and get ready for the day from 6.30am.
7.25am	Wake up.
	All boarders are woken by Boarding House staff. Students must shower and make their bed.
7.00am - 8.15am	Breakfast.
	All boarders are expected to attend breakfast. Boarders collect morning tea.
7.50am	Duties.
	House and laundry duties and tidy bedrooms. Dispensary open for medication as required. Collect phones and laptops from QMH dining room area.
8.25am	Start of College day.
	All boarders must have left the Boarding House for the start of the College day. AM attendance register completed by QMH staff.
3.30pm	End of College day.
	Boarders are encouraged to take advantage of all the co-curricular activities such as drama, music and sport offered each day.
3.30pm - 5.40pm	Free time.
	Afternoon tea will be available in the dining room. Town leave is available but boarders must return by 5pm or before dark (whichever comes first). Students must follow leave and sign out procedures.
5.40pm	House notices/registration with boarding staff.
6.00pm - 6.30pm	Dinner.
6.30pm - 6.45pm	Pre-order lunch for next day and prepare for Prep.
6.45pm - 8.30pm	Supervised Prep (Monday to Thursday).
8.30pm	Dispensary open for medication as required.
From 9.00pm	Bedtime begins.
	Year 7 & 8: Laptops and mobiles in by 8.30pm, lights out by 9:00pm Year 9 & 10: Laptops and mobiles in by 9.30 pm, lights out by 9:45pm Year 11: Mobiles in by 9.45pm, lights out by 10:15pm Year 12: Mobiles in by 10pm, Light out by 10:30pm Year 13: Common areas closed at 10.00pm, Year 13 in their own rooms by 10:30pm.

# Friday boarding routine

House routines	
3.30pm	Return to the Boarding House.
	<p>Afternoon tea.</p> <p>Free time until dinner.</p> <p>Boarders going out on approved leave can sign out.</p> <p>Boarders must follow leave and sign out procedures (See page 19).</p>
4.00pm - 5.40pm	Free time.
5.40pm	House notices/registration with boarding staff.
6.00pm	Dinner.
6.30pm	<p>Free time/evening activity.</p> <p>Sport and recreation activities are organised in Term 1 and Term 4.</p>
From 8.30pm	Bedtime begins.
	<p>Bedtime as per weekday.</p> <p>Students from Year 7-13 can choose to keep their phones on Friday and Saturday nights.</p>



# Weekend boarding routine

During the weekends some structured activities are organised for boarders. However, we aim to create a relaxed atmosphere where boarders can wind down from their busy week and catch up on school work. Our Weekend House Supervisors will be available at all times to help and assist boarders. Below is an outline of an average weekend schedule but this could change depending on the activities organised.

## Saturday

House routines	
7.30am - 9.30am	Staggered breakfast.
	All boarders must be in the dining room by 9.00am. Early breakfast available for boarders who attend early sports games as pre-arranged.
10.30am - 12.30pm	Town leave available.
	Students must follow the process. Students are welcome to study in their rooms.
12.30pm - 2.00pm	Lunch.
	Buffet lunch in the dining room.
2.00pm - 4.00pm	Boarding activities.
	Boarding activity for Year 7-10 (optional for Year 11-13). Year 11-13 may use the time for study or town leave.
6.00pm	Dinner.
8.30pm	Supper available.
9.45pm	Saturday bedtimes.
	Year 7 & 8: 9.30pm, lights out by 9:45pm Year 9: 9:45pm, lights out by 10:00pm Year 10: 10pm, lights out by 10:15pm Year 11: Lights out by 10:30pm Year 12 & 13: lights out at 11.00pm Common areas closed at 11.00pm, Year 13 in their own rooms by 10:30pm. Year 7-13 students can choose to keep their phones on Friday and Saturday nights.



# Sunday

House routines	
7.30 - 9.30am	Pre-arrange early breakfast if required.
9.30am	Girls may go out on pre-arranged leave when they have completed their duties and if the House Manager has pre-approved the weekend day leave. Boarders must follow leave and sign out procedures.
9.30am - 11.30am	Sunday brunch.
2.00pm - 3.00pm	Boarding activities.
	A QMH Staff member accompanies Year 7 and 8 boarders as a group for any shopping requirements.
3.00 - 4.30pm	Boarding activity for Year 7-10 (optional). Year 11-13 may use the time for study or town leave.
6.00pm	Dinner.
6.30pm - 8.30pm	Boarders prepare their uniform and gear for Monday.
	Pre-order lunch, tidy room and common areas. Students are welcome to study in their rooms.
From 8.30pm	Sunday bedtimes.
	<p>Year 7 &amp; 8: Laptops and mobiles in by 8.30pm, lights out by 9:00pm</p> <p>Year 9 &amp; 10: Laptops and mobiles in by 9.30 pm, lights out by 9:45pm</p> <p>Year 10: Laptops and mobiles in by 9.30pm, lights out by 9:45pm</p> <p>Year 11: Mobiles in by 9.45pm, lights out by 10:15pm</p> <p>Year 12: Mobile in by 10pm, Light out by 10:30pm</p> <p>Year 13: Common areas closed at 10.00pm, Year 13 in their own rooms by 10:45pm.</p>



# Meal times

## Monday to Friday

Meal	Time	Where	Dress code
Breakfast	7.00am to 8.15am	QMH dining room	Tidy/casual or uniform
Morning Tea	Collect at breakfast time		College uniform
Lunch	Girls pre-order day before	Collect from tuck shop at lunch time	College uniform
Dinner	6.00pm to 6.30pm	QMH dining room	Tidy/casual

Afternoon tea is available in the Queen Margaret House dining room from 3.30pm.

## Saturday

Meal	Time	Where	Dress code
Early breakfast available	Pre-arranged to accommodate early sports games	QMH dining room	Tidy sports kit
Breakfast	7.30am to 9.00am	QMH dining room	Tidy/casual
Lunch	12.30pm to 2.00pm Buffet selection available	QMH dining room	Tidy/casual
Dinner	6.00pm to 6.30pm	QMH dining room	Tidy/casual
Supper/treat	8.30pm	QMH dining room	Tidy/casual

Girls attending early sports games on Saturday will be able to make their own lunch prior to leaving QMH.

## Sunday

Meal	Time	Where	Dress code
Early breakfast available	Pre-arranged early breakfast if required	QMH dining room	Tidy/casual
Brunch	9.30am to 11.30am	QMH dining room	Tidy/casual
Dinner	6pm to 6.30pm	QMH dining room	Tidy/casual

# Dining room conduct and options

Attendance is compulsory at meal times. Where students are continually absent or late, town privileges may be withdrawn. Dinner is at 6pm and students should be in the dining room prior to this time. Students who have notified the House Manager or on duty staff that they will be late due to sports practices or other acceptable commitments will have a plated dinner saved for them.

## Dining room conduct

- It is compulsory to have all meals in the dining room with the boarding family
- stand and be quiet during grace
- acceptable table manners and general behaviour are expected
- tidy casual or school uniform must be worn to breakfast during weekdays
- ensure mobile phones are silent or switched off and placed on the side table as you enter the dining room.
- tidy casual can be worn at evening meals
- footwear is compulsory for safety reasons
- if you need to leave, please excuse yourself with staff.

## Food and nutrition

Boarding House staff place a high priority on providing healthy, nourishing and appetising meals which are appropriate for growing students. The Catering Manager works closely with the House Manager to ensure all meals are of a high standard and meet nutritional guidelines.

## Snacks

Tea, coffee, fruit, bread and spreads are provided. Students will have access to these items from the kitchen area near the dining room. Students will also have access to a small kitchenette in the common lounges on each level. These kitchenettes will have a microwave, hot water and utensils.



## Making healthy food choices

Boarding staff encourage students to make healthy choices and to control portion sizes. We encourage boarders to aim to eat at least five portions of fruit and vegetables every day and drink plenty of water to stay hydrated. Fruit is always available from the dining room and filtered drinking water from each kitchenette.

## Food allergies and special dietary requirements

Food allergies (gluten free, lactose/dairy free, vegetarian and vegan) will be catered for as

required. We ask parents to notify us in writing of any changes to the dietary requirements to those listed on enrolment.

## Boarders' feedback

Each year group within the Boarding House will be asked to nominate up to two food representatives. These representatives will meet regularly with the House Manager and Catering Manager to give feedback on menus enabling our catering team to continue to provide nutritious and appealing meals and snacks for our boarders.

There will also be opportunities to do themed meal nights.



# Health and wellbeing

## Medications and medical care

All new boarders must have all medical and hospital consent forms completed and returned before they arrive at the Boarding House to take up their position.

Although it is not compulsory we do recommend that your daughter is up to date with vaccinations as per the NZ vaccination schedule before arriving at Queen Margaret House.

All medical issues will be facilitated through our registered School Nurse during school hours from Monday to Friday. The House Manager and Boarding House staff have first aid certificates and training in emergency and non-emergency care. They are available for any after hours' emergencies and first aid outside of school hours. If students require more urgent or further attention, they are sent directly to the appropriate professional.

The cost of medical appointments, pharmacy items and transport to and from will be charged to your daughter's account. The College has an arrangement with The Terrace Medical Centre for GP services, however boarders and their families are able to choose alternative health care providers.

All medicines must be handed in to the School Nurse directly or through the House Manager. The School Nurse will decide what a student may keep in her personal possession, e.g. inhalers. All other medication will be dispensed from the sick bay or Boarding House office as per school protocols.

All medication must be written in English, clearly stating the type of medication, the dosage and times to be given. If the medication does not follow these protocols, we may need to arrange a medical appointment for your daughter to see the GP to get the medication clarified before dispensing.

## Infectious illness

While there are limited isolation facilities available, there may be times when your daughter needs to be excluded from the Boarding House due to infectious illness. This is a requirement by the Medical Officer of Health.

For this reason, we advise that every boarder must have a Wellington based family, friend or guardian that she is able to stay with at short notice.



## Personal hygiene

It is important that boarders know the importance of showering daily, good hand hygiene, changing shirts, underwear and socks/pantyhose regularly, having a clean uniform, using clean towels, changing sheets and the need for soap, shampoo and deodorant. Lack of personal hygiene in a boarding situation can lead to a girl being ostracised, creating a difficult situation for all concerned. The House Manager will give an informal talk to new boarders on this subject each year, stating what we believe to be a good standard. Any problems will be handled in a caring manner.

## Medical and dental appointments

Medical, dental and any other appointments should be made during school holidays. If ongoing work is required, please make appointments

after school so time out of class is minimised. The House Manager will require notification of appointment times and can arrange transportation if needed.

## Student wellbeing and support

The school has a strong pastoral care system and Counsellor who is responsible for student welfare. Should a private counsellor be preferred, the House Manager can assist with appointments and transport.

## Difficult news

It can be very difficult for a girl who is far from home to receive bad news by telephone. We urge you, in such a case, to contact the House Manager or Head of School so we can ensure the news is broken to your daughter as gently as possible, and she has staff and/or special friends around to support her.



# Behaviour expectations and responsibilities

At Queen Margaret House every boarder has the right to live and learn in a friendly and respectful environment. It is expected that students will:

- demonstrate respect for oneself and others
- model and place value on mutual trust
- demonstrate cheerful acceptance of difference
- be willing to live communally in harmony with others
- behave, speak and listen in a respectful way to boarding staff and other students
- be willing to participate and contribute positively to life in boarding
- adhere to boarding rules and expectations
- encourage and support each other
- follow instructions given and take personal responsibility for asking appropriate questions to clarify understanding
- use Prep time wisely to enhance their own personal learning and that of others.

Students who are unable to meet the expectations above can expect the House Manager or Boarding House staff to talk with them about areas of concern. If no improvement occurs the student's parents will be contacted and the Head of Senior School will be informed. The House Manager may

issue a consequence as a result of inappropriate behaviour.

## Respectful relationships

Positive and meaningful relationships are the key to a happy school environment. When people are happy they learn well and enjoy the things they are doing. Good relationships are based on respect, fairness, honesty and open communication. Sometimes, however, things don't go as we would like and problems occur between people. More often than not these problems start off as little problems and if they are not dealt with tend to become big problems. Problems at school and between people occur at different levels of seriousness and this means that one type of resolution does not fit all situations.

If a student feels uncomfortable or unhappy about how they have been treated by a friend, another student, a coach or a member of staff they need to tell someone about this.

Students can talk with a member of the Boarding House staff, their Form Teacher, a classroom teacher, a year level Dean, the Counsellor, the School Nurse, or a Head of School about their concerns. These people will help find the right person to help sort out the problem.



## Disciplinary responses

Queen Margaret College teaching and Boarding House staff base their interactions on mutual trust and respectful relationships. However, if a student breaches any of the rules or expectations set out

in this Boarding Handbook or Queen Margaret House code of conduct they can expect possible consequences for their actions as outlined below.

Please note the seriousness of the offence will determine which of the following consequence(s) will be administered.

Possible Offences	Time
Bullying	<ul style="list-style-type: none"> <li>• Restorative meeting</li> <li>• programme of education</li> <li>• community service in boarding or in the community</li> <li>• bring your own device (BYOD), mobile phone, laptop or other device privileges restricted or withdrawn for a specified period of time</li> <li>• withdrawal from school and/or boarding.</li> </ul>
Drugs, alcohol, smoking	<ul style="list-style-type: none"> <li>• Restorative meeting</li> <li>• programme of education</li> <li>• community service in boarding or in the community</li> <li>• withdrawal from school and/or boarding.</li> </ul>
Inappropriate behaviour (not following boarding procedures, BYOD, mobile phone misuse, leave offences)	<ul style="list-style-type: none"> <li>• Restorative meeting</li> <li>• BYOD, mobile phone, laptop or other device privileges restricted or withdrawn</li> <li>• confiscation of device (held in boarding office or returned to parents)</li> <li>• withdrawal during Prep</li> <li>• boarding detention</li> <li>• leave privileges restricted or withdrawn</li> <li>• extra duties</li> <li>• withdrawal from school and/or boarding.</li> </ul>

This is not an exhaustive list but merely a guide to the discipline pathways for boarding students.

Re-offending or serious incidents may lead to a disciplinary meeting.

# Leave procedure

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## Leave rationale

All leave is considered a privilege and we work on the basis that trust is viewed very seriously. Leave privileges may be removed if behaviour and conduct expectations are not met. All leave outside of normal school hours is at the discretion of the House Manager.

Signing out/in from Queen Margaret House is an important part of the leave procedure. We need to know where our boarders are at all times and in the event of an emergency that we are able to locate and account for everyone.

The sign out process is a record of absences of leave from QMH and reflects all leave approvals granted.

When you are leaving Queen Margaret House you are required to:

- sign out using the sign out tablet at QMH reception
- be honest about times, travel arrangements and destinations
- be out of school uniform
- sign in on your return and advise on duty staff that you are back in house.

## Leave requirements

When taking leave, boarders, parents, caregivers and hosts must meet the following leave requirements:

1. Requests for leave are made to the House Manager by sending an email to [boarding@qmc.school.nz](mailto:boarding@qmc.school.nz).
2. We require the following information when emailing your leave request:
  - type of leave requested
  - time of departure from the boarding house
  - name of person collecting/hosting the boarder
  - method of transport if not being collected by parent or host
  - time of arrival back into the boarding house.
3. Special leave requests must be notified no less than 48 hours prior to any leave being granted.
4. The exception to this is town leave. See over the page for more information.
5. All weekend leave requests must be in by Thursday 8.30pm.
6. Boarders must sign themselves out and be honest about travel arrangements and destinations.
7. Boarders must make sure they take their mobile phones with them, phones must be switched on at all times to ensure they are contactable while away on leave from the boarding house.
8. It is a boarder's responsibility to have sufficient charge on their phones.
9. Every boarder must have the Queen Margaret House number programmed into their phone and must contact Boarding House staff if they think they might be unavoidably late returning.
10. If a boarder is more than 15 minutes later than expected, steps will be taken to locate her. Emergency services, coaches, parents and caregivers may be contacted.

# Types of leave

## Town leave

Town Leave is after school from 3.30pm - 5.00pm or by dark (whichever comes first). Students must be back at Queen Margaret House by this time. No leave request forms need to be completed for town leave.

Town leave is restricted to the following areas:

- Murphy Street
- Molesworth Street
- Lambton Quay
- Featherston Street
- Willis Street to Chews Lane.

Boarders must check in first with Boarding House staff before signing out for town leave. All girls should travel in groups of no fewer than two students.

Year 7 and 8 can go into town one afternoon a week accompanied by a QMH Staff member. Sunday from 2pm to 3pm a QMH Staff member accompanies Year 7 and 8 boarders as a group for any shopping requirements.

Year 9 girls and students new to Queen Margaret House must be accompanied by a Year 12 or Year 13 boarder in their first term. Boarding staff will assist boarders to organise this. Students must be out of school uniform and the normal sign out/in procedures apply.

## Weekend leave

Boarders are able to take weekend leave from 3.30pm on Friday. Boarders must return to Queen Margaret House by 8.30pm on Sunday night, returning after 8.30pm is not acceptable as it disrupts the house routine and bed times. If boarders are not able to return by 8.30pm on Sunday night, they may return before 8.15am on Monday morning.

To apply for weekend leave boarders apply to the House Manager before 8.30pm on Thursday night and the following requirements must be met:

- parents or caregivers must approve the weekend leave with the House Manager before 8.30pm Thursday night otherwise the boarder may not be granted leave for that weekend
- if the leave is to be spent with anyone other than the boarder's parents, approval must also be received from the host family before 8.30pm Thursday
- arrangements and times will be confirmed with the host family
- normal sign out procedures apply.

If boarders plan to return in time for dinner on Sunday evening, they are required to advise the House Manager when requesting weekend leave and be back in the house by 5.45pm in time for dinner at 6.00pm. This is helpful for the boarding and catering staff so they know how many boarders to expect for dinner on Sunday evening.

## Weekend day leave (Saturday and Sunday)

Boarders who require leave for one day of the weekend, must arrange this with the House Manager or Assistant House Manager by Thursday night 8.30pm.

## Special leave requirements

Special leave during the week (Monday to Thursday) is viewed as an exception. Permissions must be sought and granted by the House Manager. The following requirements must be met:

- if the boarder will not be back for dinner at 6.00pm or if you require a saved dinner, please notify the Boarding House staff
- for special family events during the week (Monday to Thursday) such as a family birthday, visiting relatives or an end of season team event, late leave may be granted on a case by case basis by the House Manager. It is our expectation that this type of leave is

occasional and if you are granted the privilege of midweek late leave that you will be back in house by 9.30pm to ensure your school work does not suffer

- it is a school night and we expect parents and caregivers to work with us on this and respect that Prep and bedtimes routines for our boarders are important
- with all special leave requests, Queen Margaret House requires a minimum of 48 hours' notice in advance and parent or caregiver's approval, this type of leave can only be granted by the House Manager or Assistant House Manager
- students are not permitted to arrange group outings with other boarders during the school week as this can cause problems for

students not invited and disrupts the running of the house.

## Overnight midweek leave

Parents may seek occasional overnight leave for their daughters during the school week. This is for exceptional circumstances only and will be granted at the discretion of the House Manager.

## Holiday leave

Boarders are not permitted to leave for holidays earlier or to come back later than the stipulated times on the term calendar unless the School Principal has granted permission. All requests for early or late leave must be emailed to the [principals.assistant@qmc.school.nz](mailto:principals.assistant@qmc.school.nz).



# Parents, guardians and hosts

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## Leave administration

All leave requirements will be administered by email. Please send an email to [boarding@qmc.school.nz](mailto:boarding@qmc.school.nz) with:

- the type of leave requested
- time of departure from the boarding house
- name of person collecting/hosting the boarder
- method of transport if not being collected by parent or host
- time of arrival back to the boarding house.

## Leave authorisation procedure if parents are unable to approve leave

Where possible, parents or caregivers will always be consulted about their daughters leave but there may be times when you are unavailable to approve leave.

At the beginning of each year parents and caregivers of boarders will be asked to fill out and sign a leave authorisation form. This form lists family and/or friends that have been given your permission to approve leave for your daughter in your absence. It also allows you to list family and/or friends (approved hosts) that you are happy for your daughter to visit, stay with for a weekend or take out on special leave.

If we cannot get hold of you to approve leave and there are no approved hosts then we may have to decline your daughter's leave request. The leave authorisation form can be emailed to you to complete or made available for you to fill out at Queen Margaret House.

## Responsibility for boarders while on leave

It is the responsibility of parents and/or caregivers to decide the suitability of a host to supervise and care for your daughter and to communicate with the host what their responsibilities are while they have your daughter in their care.

It is important that people who assume the role of approved host for a boarder are aware of their responsibilities while the boarder is in their care. It will be expected that hosts will be over the age of 25 years old.

## Suitability of place or persons when requesting leave

The House Manager may need to confirm leave details with the parents, caregivers or approved host as to the suitability of a place or person's and must be advised immediately if details or circumstances change.

We may at times do checks to make sure our information is correct and up to date in regards to our boarders' leave details and their whereabouts.

Boarders must make sure they take their mobile phones with them, phones must be switched on at all times to ensure boarders are contactable while they are away on leave from the Boarding House.

The House Manager will always ensure that a boarder's parents/caregivers can have access to their daughter while present in the Boarding House unless good reason exists under the Education (Hostels) Regulations 2005, (66) to deny contact or access.

Good reason exists under subclause (1) if the parent or caregiver—

- (a) is subject to an order of a court that prohibits contact with, or access to, the boarder (either with respect to the boarder generally, or while the boarder is accommodated at the hostel); or
- (b) is subject to a warning under section 4 of the Trespass Act 1980 to stay off the premises; or
- (c) is suffering from an infectious disease, or from some other disease, that is

contagious and is likely to harm the boarders if passed on to them; or

- (d) is, in the opinion of a responsible person, under the influence of alcohol or any other substance to the extent that it is an actual or potential cause or source of harm to the parent or another person or both; or
- (e) is, in the opinion of a responsible person, exhibiting behaviour that is or is likely to be disruptive to the hostel's effective operation.



# Logistics and practicalities

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This section outlines some of the routines and procedures that are in place to ensure your daughter is safe, healthy, happy and able to get the most from her time at Queen Margaret House. Items are listed alphabetically for convenience. If you have any questions about these or any other matters, please contact the House Manager or the Head of Senior School in the first instance.

## Awards

Senior and Junior Boarder Cups are awarded to students who actively participate in boarding life and act as positive role models for others. They will be awarded annually at the school's end of year Prize Giving Ceremony. Boarding staff and students will also arrange informal awards and competitions throughout the year.

## Banned items

The following may not be brought into Queen Margaret House:

- matches/lighters
- candles
- glo-sticks
- incense
- electrical items with a plug (e.g. electric blankets, toasters, lamps, heaters, mini fridges). The exception to this is laptop/tablet/phone chargers, hair dryers and straighteners. These items must have been safety checked by a registered electrician and tagged with the date tested. The House Manager will organise subsequent annual checks for the appliances and a small charge will be made to the student's College account for each appliance tested.
- spray paint, methylated spirits
- cigarettes
- e-cigarettes
- alcohol
- any illegal substances.

Being in possession of any of the above items without consulting with staff is considered to be a serious offence and will result in immediate confiscation of that article and appropriate consequences for those concerned. Smoking, alcohol and other illegal drug taking and the possession of tobacco, alcohol or other drugs or solvents are forbidden. Incidents involving these are dealt with according to College procedures.

## Bedtime

Year 7: Laptops and mobiles in by 8.30pm, lights out by 9:00pm

Year 8: Laptops and mobiles in by 8.30pm, lights out by 9:00pm

Year 9: Laptops and mobiles in by 9.30 pm, lights out by 9:45pm

Year 10: Laptops and mobiles in by 9.30pm, lights out by 9:45pm

Year 11: Mobiles in by 9.45pm, lights out by 10:15pm

Year 12: Mobile in by 10pm, Light out by 10:30pm

Year 13: Common areas closed at 10.00pm, Year 13 in their own rooms by 10:30pm.

## Beginning of term

Boarders are able to return to the Queen Margaret House two days before the start of the new term and must be signed in by 8.30pm on the evening before school starts. Term dates will be advised through the school website and the school newsletter.

## Boarders' events

We aim to provide students with a variety of planned boarding events and fun based bonding activities during the year. Themed dinners are planned along with buddy and house nights, outings to festivals and concerts which make the most of our close location to the city. If you are concerned about any of these activities or require additional information, please contact the House Manager.

Provided the cost does not exceed \$25 it will automatically be charged to the College account. Please advise if you are not happy with this arrangement. Costs over \$25 will require pre-approval.

## **Budgeting**

It is important that your daughter knows how much money she will have as pocket money from you. All students need to manage their own money via a bank account. It is recommended that boarders have an Eftpos card. Learning how to make choices about what to spend money on and budgeting is a vital life skill.

Although students may need a small amount of cash for day-to-day spending, large amounts must be handed into the Boarding House office for safekeeping. The school does not take responsibility for any cash lost or taken that was not handed in.

## **Damage to property**

Any damage must be reported immediately to the House Manager or staff on duty. Any students involved in damage to the facilities or contents of the Boarding House that is wilful or beyond expected wear and tear will have the cost of the repair charged to their account. Graffiti of any form is also not acceptable.

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

## **Dress standards**

School uniform must be kept freshly laundered, be clean and in good order. In exceptional circumstances, an exemption may be obtained from a member of the Boarding House staff. Parents will be contacted by the House Manager if a student's uniform is not of an acceptable standard or an item needs replacing.

Boarders are expected to change out of their uniform into mufti after school and mufti is to be worn in the dining room for the evening meal. Revealing clothes, hats/beanie's and wet clothing are unacceptable in the dining room and footwear must be worn at all times. It is essential that all clothing is named.

Boarders on leave for the weekend are permitted to travel in mufti.

## **Duties**

Students are encouraged to take responsibility for themselves and therefore are responsible for maintaining the tidiness of their own living space and the Boarding House in which they live. Duties are done on a rostered system and checked daily.

## **Emergency evacuation**

Fire evacuation drills are practised at the beginning of each term so the students become familiar with the procedure. The common areas will have the evacuation procedures posted on the walls and each bedroom will have evacuation procedures posted on the back of their doors. All exit routes are marked and will be kept clear of any obstructions.

## **End of term**

All students are required to leave Queen Margaret House during the school holidays. Students must pack up their rooms and are required to leave the Boarding House no later than 12 noon on the day after the last day of school term. All arrangements require appropriate notification but students can travel home, stay with friends, attend residential programmes with outside providers or ask for a homestay.

## **Exeat weekends/school holidays**

There are no exeat weekends. We expect that students will stay at Queen Margaret House every weekend during term time. Leave must be obtained for weekends away from the Boarding House, including for those who choose to go home every weekend.

## **Expressing concerns**

It is important that boarders learn to express any concerns, difficulties or problems (as well as the joys and achievements) to staff so that correct information can be given, they can be referred on to the right person and their concerns can be fixed. Problems that can feel quite daunting for a boarder are often easily solved when staff offer support and clarify information. Students may talk about their concerns to a member of the boarding

staff, their Form Teacher, a classroom teacher, a year level Dean, the Counsellor, the School Nurse, or Head of School.

## Extracurricular activities

Both boarders and day students, receive information about extracurricular sporting and cultural activities available at Queen Margaret College. Sports and cultural registrations are completed on return to school each year. Students are briefed on this procedure, with special care and guidance given to new students around this process.

For further information, students can see the Director of Sport or the Head of Performing Arts. Queries relating to participation in activities not offered within the school should be referred to the House Manager.

It is important that parents/caregivers are aware of cost associated with students' extracurricular activities. At times, students will need to use taxis/shuttles for transport and this cost needs to be factored into decision making with your daughter before she makes a commitment to an activity.

## Jobs

Due to the large amount of school and extracurricular activities that students undertake we do not encourage them to have after-school jobs. While we appreciate that some will be seeking independence, ideally, any part-time jobs should be restricted to weekends so that they are able to meet boarding and school

requirements (this includes babysitting). Please feel free to discuss this matter as the need arises with the House Manager or Head of Senior School.

## Library

The College Library is open after school until 5pm each day so boarders are able to use the resources available to support their Prep time.

## Laptops and other devices

Student devices are brought to school primarily for learning and all internet use is subject to the policies and guidelines of the school. This includes use of devices after hours and on weekends. All internet use is scrutinised and monitored by the school IT Department.

It is important that students understand this and comply with the Student Use Agreement that they sign at the start of the year. Disciplinary steps will be taken if girls abuse their internet agreement. Although use of social media sites is restricted at school, students in Queen Margaret House will have access at appropriate times.

## Insurance

As with all property, student laptops are not covered by the school insurance. It is important therefore that you note the serial number and description of your daughter's device for your own record.



Students are discouraged from sharing or borrowing devices and are expected to take responsibility for the safe storage and regular charging of their devices. Updates and virus protection should be kept current. A school bag that can safely transport these devices is also an important consideration.

## Laundry

Bed linen, towels and uniform items must be sent to the laundry on a weekly basis. Students will receive two named laundry bags to which they can add their personal washing. These laundry bags will be collected three times a week by our laundry service. Students can also choose to do their own personal washing in the facilities provided. For any personal washing that students choose to do themselves they will need to supply their own washing powder, stain remover and fabric softener for personal use. Please make sure that your daughter is aware of any hand-washing requirements (e.g. woollen jerseys). We highly recommend that all clothing and personal items be named.

## Licence

Queen Margaret House is a fully licensed Boarding House and complies with the Education (Hostels) Regulation Act 2005. If you wish to see a copy of the Act or our licence, it will be available from the House Manager.

## Luggage and storage

Students will store their luggage in their rooms. There is space for two suitcases only. Storage in the Boarding House is limited so please be mindful of this when packing. Parents/caregivers are asked to check and limit the amount of clothing boarders bring to Queen Margaret House.

## Mobile phones

Mobile phones are subject to the same policies as other devices in the school in regards to security and digital citizenship. All phones must be clearly identifiable and/or named and girls are required to adhere to the mobile phone rules. Misuse of the phone or failure to follow staff instructions will result in disciplinary consequences such as confiscation or restricted use of the device.

All Year 7 – 10 students must hand in their phones and laptops at bedtime Sunday through Thursday.

All Year 11 – 12 must hand in their phones at bedtime Sunday through Thursday.

Please endeavour to make planned family call times that work within these time frames.

Consideration will be given to International students who may struggle to contact their families due to time zone differences.

Year 13 students can choose to hand their phone in at bedtime but they are permitted to keep these with them on any night, if they prefer. Year 13's phones will be handed in if use of the phone interferes with their study or if it is a disruption to staff or other students.

## International student mentor

It is a requirement for every International Student to have a mentor.

Having a mentor provides our international boarders who are living away from their home and family with another level of care and security. Our mentors are local to Wellington and can speak the language of the international boarder. The mentor stays in contact with the international boarder, takes her out to events and invites her to meals at their home.

The mentor attends all meetings that international boarders are involved in, as well as Parent/Teacher evenings on the parents' behalf. Parents of our international boarders can contact their mentor with any questions they would like to ask. If there is an earthquake or illness that involves the international boarder being removed from Queen Margaret House, the boarder would go to their mentor's home. The mentor can also accompany their international boarder to medical appointments and airport departures and arrivals.

## Parent involvement

We encourage you to be actively involved in the care of your daughter. You are welcome to visit your daughter should you be visiting Wellington. Please also feel welcome to attend school and boarding events listed on the term calendar or published throughout the year.

## Personal property

Students must take responsibility for their own property. In a boarding situation there are a lot of people sharing communal living areas which increases the potential for the misplacement of items. Boarders need to be aware of the importance of taking care of their own property.

Everything must be named and care must be taken not to leave personal belongings lying around.

Borrowing and lending is discouraged. Borrowing without permission is never acceptable and may result in further action being taken. The school takes no responsibility for any loss or damage to students' property or for any item that she may have loaned to someone else.

Student lost property is not covered by the school insurance policy.

## Personal insurance

All boarders need to have their own insurance to cover personal belongings that may be misplaced or damaged while boarding with us.

All boarders have a lockable area they can store their valuables in, however we do not encourage them to bring expensive items or large sums of money into the Boarding House.

## Prep

Prep is a vital part of the Boarding House routine. In order to minimise disruptions to Prep it is important that the girls find the right balance between their study, student activities and outings.

Girls who are unduly absent may have their activities reviewed by the House Manager. Prep is done under the supervision and guidance of Boarding House staff. Any request to miss Prep must be cleared with them in advance. We recommend you do not contact your daughter during Prep; this time is for school work and study.

Prep is held Monday to Thursday 6.45pm - 8.30pm. Students are welcome to continue with study and homework, in their own rooms, after this time if required.

## Records

House staff should be notified of any alterations in a boarder's personal circumstances, such as change of address or phone numbers or mobile phone numbers or that parents/caregivers are overseas/on holiday. We need to be able to contact you should an emergency arise.

## Records of leave, absences and confidentiality

All personal information whether electronic or hard copy will be maintained in a secure manner. Best practice will be followed in terms of security, backup and access in line with the Queen Margaret College privacy policies.

## Room change at beginning of each term

At the end of each term all boarders will be asked to pack up their rooms. All rooms will be thoroughly cleaned and made ready for the next term. Girls will likely have a change of room at the beginning of each term. This is done to assist integration of year groups in the Boarding House. Storage is limited at Queen Margaret House and any surplus gear must be taken home.

## Running and fitness

Students are encouraged to keep fit, however, there are some necessary guidelines which must be observed by the students in order to ensure their safety. For safety reasons students must run in groups of at least two on pre-approved routes. In no circumstance is running permitted before light or after dark. Students in Year 9 -12 are not permitted to run alone, however, Year 13 students may be granted permission to run alone if their parents/caregivers lodge a special request with the House Manager.

The school's fitness centre is also available for use by boarders. Hobson Complex is open to boarders during weekdays from 7.30am to 5pm. Earlier access can be pre-arranged through the House Manager if required. Weekend access to Hobson complex for boarders will be arranged via a key system.

## Security

External doors are locked every evening by 10.30pm. The Boarding House is locked for security reasons during the school day and cameras are in place to monitor external entrances.

Please note that parents and students are unable to access the Boarding House facilities during the school day. If parents want to drop off items for boarders during the school day, they can be left at the school office.

## Sporting and recreational activities

Our boarders will be involved in sporting and recreational activities outside of school hours and in the weekends. Best practice will be followed in terms of managing the boarder's health and safety requirements in conjunction with QMC policies and procedures for Education Outside the Classroom.

## Transport for sporting and recreational activities

Please take transport costs into consideration when your daughter is choosing to take part in sports and recreational activities outside of school hours. Your daughter may need to take a train, bus or taxi/shuttle to get to and from the venue.

Queen Margaret House staff are happy to assist with travel logistics. The train station and buses are only a 10-minute walk from the school and Queen Margaret House. Taxis make for efficient and safe transport to other destinations.

## Transport and vehicles

Due to a lack of parking available on or near the school grounds, boarders are not able to have a car or motor vehicle with them while at Queen Margaret House.

We have been advised that under the NZ Land Transport Act it is illegal for anyone under 18 to use a ride share app (Uber, Ola cabs, Lyft etc.) There can be no exceptions as it is NZ law. This is now enforced for all boarders that are under the age of 18 at QMH.

As an alternative we recommend our boarders use the train or local buses to get to and from venues, the school's preferred taxi company is Combined Taxis as the drivers have been police vetted.

## Turning 18

Many students will turn 18 during their time in boarding. While this allows them to participate in a range of activities legally, these activities are still unacceptable while they are in the care of boarding. These include such things as smoking, vaping, drinking alcohol, visiting clubs and bars. Any participations in such activities will result in disciplinary action. Other age related activities, such as the right to vote, will be supported and encouraged.

## Visitors

Parents and friends are welcome to visit during the week after school. All friends must be introduced to the House Manager or Boarding House staff on arrival and be signed in. Parents may veto any visitors at any time. Students may have visitors, at the discretion of the House staff, in the afternoon until 5.00pm.

Visitors must visit in the common rooms on the ground floor, not in the school grounds or student accommodation floors. Students who choose to ignore these requirements will have their visitors refused.

Any visitor not meeting our expectations around acceptable behaviour and common courtesy will be asked to leave the premises. In order to respect the privacy of all students, parents and visitors are not permitted access to any of the student bedrooms without express permission from the House Manager.

## Weekend activities

Most Saturdays supervised activities and outings are organised for all boarders. This usually takes place between 2.00pm and 4.30pm but depends on the activity involved. It is compulsory for all boarders in Year 7-10, except those who have been granted leave, to participate in the organised activities.

Activities could include rock climbing, indoor bowling, kayaking, movies, mini golf, baking, theatre visits and trips to shopping malls. Year 11-13 boarders are also encouraged to participate. However, their attendance is not compulsory at weekend activities.

Provided the cost does not exceed \$25 it will automatically be charged to the student's College account. Please advise if you are not happy with this arrangement. Costs over \$25 will require pre-approval.

# Queen Margaret House Code of Conduct

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Each new boarder will be expected to read, understand and sign the QMC Code of Conduct, as part of acceptance into boarding.

**At Queen Margaret House we take pride in our boarding house, respect and support each other by showing courtesy to other boarders, day students, staff and the wider community.**

**Therefore I will:**

- speak politely to everyone
- listen when others speak
- behave respectfully.

**At Queen Margaret House every boarder has the right to live and learn in a friendly and respectful environment.**

**Therefore I will:**

- adhere to the boarding rules and expectations
- follow instructions given and take personal responsibility for asking appropriate questions to clarify understanding
- prepare myself so I am ready and on time for school every school day
- use Prep time wisely to enhance my own personal learning and that of others
- demonstrate respect for myself and others
- model and place value on mutual trust
- demonstrate cheerful acceptance of difference
- be willing to live communally in harmony with others
- behave, speak and listen in a respectful way to boarding staff and other students

- be willing to participate and contribute positively to life in boarding
- encourage and support each other.

**At Queen Margaret House we take care of property.**

**Therefore I will:**

- keep my room tidy
- wear my uniform appropriately and with pride
- take responsibility for my personal presentation
- name my belongings, uniform and equipment
- take responsibility for my belongings and any school equipment I may borrow
- tidy up common areas in the boarding house after I have used them.

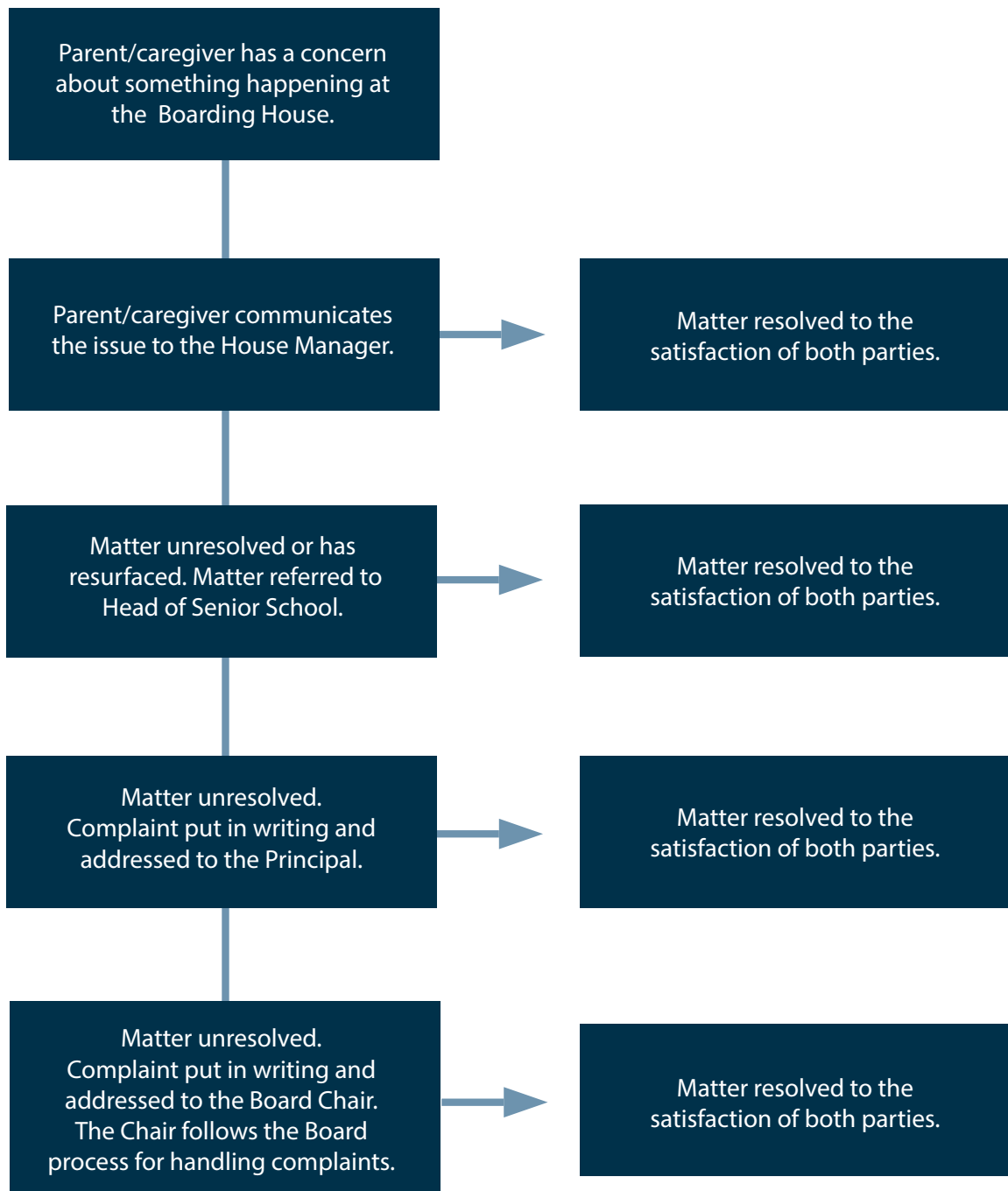
**At Queen Margaret House every boarder has the right to a safe environment. We have zero tolerance towards bullying.**

**Therefore I will:**

- ensure I am not involved in any bullying or threatening behaviour
- allow no verbal or physical abuse (including cyberbullying)
- not disturb the learning nor the recreation of others.

# Boarding complaints procedure

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All of the College policies are accessible through our Queen Margaret College website [www.qmc.school.nz](http://www.qmc.school.nz). Click on QMC portal and sign in with your account name and password. Once in the portal click on MyQMC which is under Quicklinks. Click on Helpful Information to view College Policies.

# Clothing requirements

Queen Margaret House supplies students with a duvet inner, one pillow, sheets and pillow case, coat hangers and laundry bag on arrival.

Students will store their luggage in their rooms. Space for two suitcases is provided. Please be mindful of this when packing. Parents/guardians are asked to check and limit the amount of clothing which boarders plan to bring to Queen Margaret House.

## Items to bring

- Two duvet covers, of your choice
- pillowcases to match your duvet cover (optional)
- two towels and facecloths
- drink bottle
- torch
- two combination locks for securing personal lockable spaces
- shoe cleaning kit
- toiletries, brush and comb, toothbrush
- clock, wristwatch (optional)
- sunblock and sun hat
- spare name tapes
- large box of tissues
- one pair slippers or indoor shoes (optional)
- casual shoes, as desired
- hot water bottle and cover, or wheat bag
- sewing kit
- umbrella
- lined raincoat ( $\frac{3}{4}$  length or longer) or regulation school jacket
- stain remover, fabric softener, laundry soap if planning to do some personal washing themselves
- a small overnight bag for any weekend leave (this should fit inside a larger suitcase for ease of storage)
- school backpack. A small bag for trips and events might also be brought
- plate, cup and air tight snack box optional.



### Underwear

- Three bras minimum
- three pairs of pyjamas or night-gowns (summer and winter)
- four singlets/thermals (optional)
- eight pairs of underwear.

### Winter

- Woollen gloves, scarf and hat
- woollen jersey and socks.

### Summer

- One beach towel (dye-fast) and swimsuit.

### Uniform

All requirements, including PE uniform. View at: [www.qmc.school.nz/my-qmc/uniform](http://www.qmc.school.nz/my-qmc/uniform).

### Mufti

Due to space limitations within the Boarding House, we ask that parents ensure boarders bring only a small mufti wardrobe to College, to wear outside College hours.

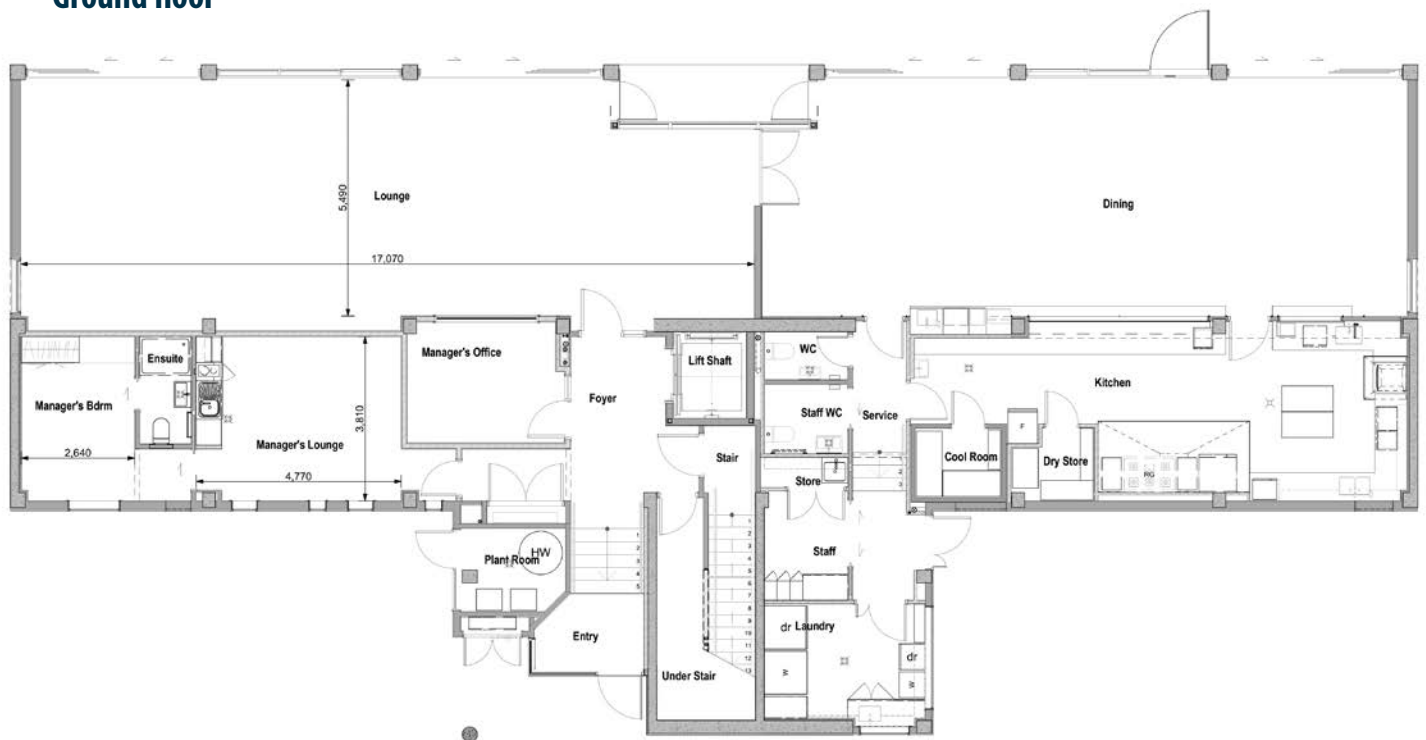
This should comprise of at least one change of clothing for social occasions and one for casual wear. Boarders are encouraged to change into their casual clothing at the end of the College day as mufti is not permitted to be worn with uniform. All belongings are to be clearly named with woven tapes marked with the Boarder's full first name and surname, not initials. If additional clothing is brought to College after the start of the College year, please ensure that it is also named.

### Other

Laptop, phone, iPod, other devices as desired, low value jewellery to be worn with mufti. Remember to include the chargers (which must be tagged by a registered electrician as safe for use). Personal effects are not covered by school insurance and it is recommended that parents insure their daughter's property.

# Boarding House floor plan

## Ground floor



## First and second floor



# Queen Margaret College

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[www.qmc.school.nz](http://www.qmc.school.nz)