

# ST MATTHEW'S COLLEGIATE BOARDING HANDBOOK 2025



**Kia Ora Koutou.**

**Welcome to boarding at St Matthew’s Collegiate School where up to 130 boarders live on site in two boarding houses. Main House provides homely accommodation for our Year 7–11 boarders who are placed in year level dorms, whereas Hampton House provides modern and more independent living for our Year 12 and 13 boarders.**

**As the health and well-being of all boarding students is our top priority, a very experienced House Manager stays overnight in each boarding house to ensure students are always supervised appropriately. In addition to the overnight House Managers, we have a team of extremely capable part-time House Managers. Our school principal lives close to school.**

**At St Matthew’s students can board either during the school week, for the entire week, or on a short-term casual basis (for current day students) if there are beds available.**

**The intent of this handbook is to provide those considering boarding and those currently in boarding, with a go-to resource that covers everything to know about boarding at St Matthew’s.**

**Although most answers to your questions should be in the handbook, please feel free to make contact if you need further clarification.**

**We look forward to a fabulous year of boarding at St Matthew’s.**

**Mrs Jo Booth**

### **Staffing**

**Director of Boarding:** Mrs Jo Booth

**House Managers:** Mrs Lorraine Keats, Miss Chrissie McCoy, Mrs Caryl Jones, and Mrs Lynn Priestley

**Assistant House Managers:** Mrs Jo Fair, Mrs Emma MacIvor, Mrs Nicki Wilkinson

**Relieving House Manager:** Mrs Kerry Begg, Ms Louise Hight, Ms Kylie Whellan

**School Counsellors:** Ms Georgie Reid (St Matthew’s)

**Minibus drivers:** Mr Reece Trubshoe, Mr Pete Herrick, Mr Mike Clinton-Baker

**Boarding/ Sports Tutors:** Awande Mkhwanazi (South Africa) and Nell Hart (Wales)

**Boarding Prefect for 2025:** Meg Speedy

### **Boarding contacts**

| Contact                     | Phone      | Email  |
|-----------------------------|------------|--|
| Director of Boarding        | 0277661360 | <a href="mailto:jo.booth@trinityschools.nz">jo.booth@trinityschools.nz</a>   |
| Main House (Years 7-11)     | 0275984404 | <a href="mailto:mainhouse@trinityschools.nz">mainhouse@trinityschools.nz</a> |
| Hampton House (Years 12-13) | 0274267866 | <a href="mailto:hampton@trinityschools.nz">hampton@trinityschools.nz</a>     |

## GENERAL BOARDING INFORMATION

### Anglican Special Character

St Matthew's Collegiate is an Anglican School, and as this our Special Character, we uphold and embed the Five Marks of Mission of the Anglican Church- Tell (proclaim the Good News of the Kingdom of God); Teach (teach, baptise and nurture new believers); Tend (respond to human need by loving service); Transform (transform unjust structures of society; to challenge violence of every kind and pursue peace and reconciliation); Treasure (strive to safeguard the integrity of creation and sustain and renew life on earth.)

Students at St Matthew's Collegiate come from many religious faiths, and none. As a community of learning we value diversity and are inclusive of difference.

Students who are boarding can attend night prayers, chapel services and youth groups. Our Reverend, Wendy Smyth, regularly spends time with students offering them pastoral care and support.

### Appointments

If your daughter requires transport to/from a medical or dental appointment in Masterton, please communicate this with the House Manager at least 24 hours prior to the appointment. If your daughter requires an adult to be present at the appointment, please contact the Director of Boarding at least one week in advance so this can be arranged. Any boarder taken to an emergency appointment will have a staff member present until a family member arrives. Please note we do not provide transport to hair and beauty appointments.

### Attendance

Boarders are expected to attend all boarding and school activities/events such as year group meetings, assemblies, chapel services etc. When students are unable to attend due to illness or emergency, the House Manager must be notified. This is vitally important to continue with and to grow a strong sense of boarding community.

If there is a planned absence from school parents must contact the principal and students must complete a special leave form. These are available from the boarding houses or school office. Please note that boarding staff cannot grant leave from school.

### Behaviour expectations

A St Matthew's Collegiate boarder is-

a **compassionate** person who is kind, caring and thoughtful of others,

a person of **good integrity** who does the right thing regardless of the company they are in,

a **respectful** person who treats and speaks to others well (staff and boarders) and is respectful of boarding property and the property, space, privacy of others,

an **inclusive** person who celebrates the diversity of their fellow boarders and strives to find ways to connect with others,

a **committed** person who contributes to boarding life by participating in house activities and makes the most of all opportunities boarding offers.

While we would like all boarders to have fun with their peers and enjoy the boarding experience offered at St Matthew's, we do have high expectations of behaviour. The St Matthew's school values of Compassion, Integrity, Respect, Inclusiveness and Commitment (CIRIC), relate well to all aspects of school life and these values outline our expectations of our boarders.

Each boarding house follows a daily routine during weekdays which can be found at the back of this handbook. Please ensure your daughter is familiar with the routine for her house. Boarders who do not follow our routines and expectations will be given consequences for their poor behaviour such as extra boarding house duties, confiscation of phones, and/or loss of privileges such as town leave, social events etc depending on the nature of the incident.

Continual disobedience or any serious discipline issue will be dealt with by the Director of Boarding and parents/caregivers will be contacted. Note that all discipline issues will be recorded on Orah student records.

### Boarding allowances

An application can be made to the Ministry of Education for boarding allowances. These allowances can help students living in remote areas or facing other barriers, board away from home and focus on their studies. Parents or caregivers must apply for this allowance, and funding is paid directly to the school. The amount of boarding allowance funding a student receives depends on what type of barrier a boarder is facing (an access barrier or multiple barriers) and where they board. More information on boarding allowances can be found at <https://parents.education.govt.nz/secondary-school/your-child-at-school/boarding-allowances>

### Boarding awards

Boarders who are observed by others demonstrating the St Matthew's values will be given a "good sorts" nomination. All nominations are placed in a draw for a \$30 chemist voucher which will be drawn at the end of the term. Boarders who have accumulated the most nominations will be recognised for their outstanding attitude with a Boarding Values Award at the end of term.

A special "End of Term Boarders' Dinner" is held on the last Thursday of each term, and this is where we acknowledge boarders for demonstrating our values; contributing to boarding initiatives such as the Boarders Council or Clubs; winners of any boarding competitions; and any special contribution to boarding throughout the term.

At the end of year school prizegiving, the following trophies are presented to boarders who have made an outstanding contribution to boarding throughout the year-

***The Baker Family Cup to the girl who shows the spirit of boarding.***

***Williams Cup to the Main House girl whose unselfish commitment benefits the greater good of the boarding community.***

***The Lynn Lamb Cup for the Hampton House Girl who strongly upholds our value of compassion.***

***Hampton House Cup for the Year 13 girl who has shown a friendly and positive attitude while embracing all aspects of boarding life.***

***Head of Hampton House Melissa Manley Tray for service to boarding house staff and girls' welfare.***

***Sybil Thompson Tray presented to the girl who has contributed most to boarding life.***

### Building a boarding community

It is important that all boarders, families, and caregivers feel they are part of the St Matthew's boarding community. At the start of every term, all boarders (both full and part time) return on the Sunday prior to the first day of school. This is so they can settle into their rooms, reconnect with their fellow boarders, and be informed about any new initiatives for the term.

While boarders are unpacking and settling in, afternoon tea is available for all boarding parents/caregivers at 4.30pm in the school dining room. Please take this opportunity to make new connections and hear from the Director of Boarding about new initiatives going forward.

### Clothing

All clothing and footwear must be named. Sewn on labels are recommended. Please note that crop tops, excessively ripped clothing, extremely short skirts/dresses/shorts, low cut tops/dresses and hat/hoods are not allowed in the dining room.

Appropriate footwear is to be worn at mealtimes.

### Communication

1. Mail: Any mail to a boarder should be addressed to: "Boarders name" C/O, St Matthew's Collegiate, Main House or Hampton House, Box 462, 33 Pownall Street Masterton, 5810. Mail for boarders is available after school.
2. Phones: All boarders are encouraged to have a mobile phone so that they can contact the boarding house if they are ever offsite for an appointment etc and need collecting. Please refer to the Main House routine to see when it is an appropriate time to call your daughter. Please do not call your daughter during mealtimes, prep, or after lights out. If you need to make contact but cannot reach your daughter on her mobile phone, please contact the House Manager. The House Manager's phone is always available for boarders to use if they cannot access their mobile phone for some reason.
3. Television: Freeview and Netflix are available on the common room televisions. These can be used to play appropriate movies during free time. Films will be at the discretion of the House Manager. Boarders are not permitted to bring televisions or gaming consoles into the boarding houses.
4. Newspapers: The Post and the Wairarapa Times Age are available daily in the school library.
5. Newsletters: The "boarding note" highlighting what has been happening in boarding is included each week in the school newsletter. Any notices for parents go out via Orah, our boarding app.
6. Facebook: St Matthew's now has one Facebook page for all areas of school.
7. Internet: Both Main and Hampton Houses have Wi-fi that can be accessed by all boarders. This system uses the same website filters as school. The Acceptable Use Policy that all students and parents sign on enrolment at St Matthew's are also applicable in boarding. Please see the St Matthew's Mobile Device Policy for more information on acceptable internet use.
8. Email: All students have access to email facilities and will be given a school email address.

### Complaints

All complaints will be taken seriously and should follow the appropriate procedure. The complaints process is on display in both Main and Hampton House.

### Damage to boarding property

Deliberate or careless damage to boarding facilities or equipment is unacceptable and those involved will be charged if there is a cost to repair any damage done.

Please note that hair dye and tanning lotions are not to be used in boarding due to the potential damage to carpets, furniture, school linen etc.

### Devices (Phones/laptops)

All boarders are permitted to have a mobile phone so we can contact them when offsite, and a laptop for school.

Main House boarders are required to hand in their phones/laptops at the times stipulated on the daily routine.

As St Matthew's is phone-free during the school day, boarders in Years 7-11 must leave their phones in the locked phone cupboard before collecting their laptops on their way to school each morning. Note phones and laptops should be charged either afterschool or overnight when they are returned to the device cupboard.

Hampton House boarders are not required to hand in their phones and laptops but there is an expectation that they will be used appropriately which is monitored by boarding staff.

Boarders may not use their mobile phones during meals or during prep.

**Failure of any boarder to meet the expectation of phone use will result -**

**1st indiscretion - Confiscation of the phone for one day plus a duty.**

**2nd indiscretion - Confiscation of the phone for two days with loss of town leave.**

**3rd indiscretion - Loss of mobile phone privileges for a week.**

### Duties

Duties are an integral part of boarding and are necessary to ensure the smooth running of both boarding houses. Duties are to be completed in a timely manner and to an acceptable standard.

### Emergency procedures

Both boarding houses are connected directly to the New Zealand Fire Service. Once alarms are activated, they cannot be cancelled. Any boarder who sets off a false alarm may be charged for the call out.

Regular emergency procedures/evacuation drills are carried out each term and boarders are expected to respond appropriately. Information outlining evacuation procedures are displayed in each boarding house.

Note: emergency exits are only to be used in emergencies.

### Employment

Permission to have a part time job while in boarding will be on a case-by-case basis, and only with the approval of the principal.

### Exeat weekends

St Matthew's boarding houses usually have two exeat weekends per term and often these will coincide with long weekends such as Easter, King's Birthday, and Labour Weekend.

On exeat weekends both boarding houses will close on the Friday at 5pm (or after Saturday morning sport) and reopen at 7pm either Sunday night, or Monday/Tuesday night if it is a public holiday.

International students will either go to a homestay for exeat weekends or to a friend's house.

Please note there is no catering on the evening girls return after an exeat weekend, so boarders will need dinner before they return to the boarding houses.

### Gear list

The following provides a general guide of what to bring boarding-

- Bedding: Mattress protectors are provided on all beds, but boarders need to bring a pillow, duvet inner and duvet cover. Sheets and mattress toppers are optional.  
(Note: all bedding is supplied for our international students.)
- Clothing: comfortable, clean, and tidy non uniform clothing along with one tidy outfit for special occasions; nightwear/underwear; swimwear; suitable footwear. Slippers are optional.
- Other: Toiletries/sanitary items; medication (if required); photos/room decorations and drawing pins; towels (swimming and showering); laundry powder for any personal washing; coat hangers; a sealable container for tuck food; drink bottle; mug; and device chargers which are clearly named.

Please note that boarders are not to bring drugs, alcohol, cigarettes or vapes, craft knives/blades, lighters/matches into the boarding houses. Body/deodorant sprays are also banned as they can set off fire alarms.

The following electrical devices are also not permitted in boarding- toasted sandwich machines, blenders, air fryers, toasters, televisions, desktop computers, heaters, or electric blankets in the boarding houses. This also includes stereos and large speakers.

### Homestays

We have a small number of international students boarding at St Matthew's who every exeat weekend and some school holidays, require homestay accommodation. If you and your family would like to offer your home as a homestay, please contact the Director of Boarding.

### Hygiene

It is extremely important students have good hygiene habits when boarding at St Matthew's. These include showering at least once a day; brushing teeth morning and night; having a good supply of toiletries and understanding how to use them correctly; washing clothes regularly either themselves or through the school laundry; and washing bed sheets when required. Parents/caregivers please make sure your daughter is aware of these expectations and that she has what she needs at the start of every term.

A basic list of requirements- deodorant (non-spray), shampoo and conditioner, soap/body wash, sanitary products, sunblock, toothbrush, and toothpaste.

### Illness

If a boarder becomes unwell when boarding, they must first notify the House Manager on duty.

If a Year 7-11 boarder becomes unwell while at school, they must report to the school office before going to sickbay at Main House.

If a Year 12 or 13 boarder becomes unwell while at Senior College, they must report to the school office and transport will be arranged to return them to St Matthew's.

The staff member on duty will decide if boarders need to rest, go home or whether medical assistance is required.

Note that Paracetamol and Ibuprofen is available from the House manager on duty. Any medication administered is recorded.

### Lateness to school

Boarders are expected to leave for school by 8.05am at the latest each morning. When all girls have left the house, the roll is sent to the school office from both Main House and Hampton House.

If a boarder is returning to boarding before school, they should arrive no later than 8am and must sign in on their arrival.

If a boarder is going to be late to school, parents need to inform the House Manager so this can be noted on the roll.

Continual lateness to school will be dealt with by the Director of Boarding.

### Laundry

Main House: A laundry service is available Monday-Friday for all boarders. Students need to drop their laundry into the appropriate laundry bags by 7.30am and this can be collected afterschool on the same day from their named cubbyhole in the laundry downstairs. Boarders are to see the House Manager on duty if they need assistance with any personal laundry.

Hampton House: With senior boarders preferring to do their own washing, the Hampton laundry facilities are always utilised well. Year 12 and 13 boarders need to bring their own washing powder and should note that washing machines and dryers should be off by 9.50pm.

Please ensure that all clothing items are in good condition before each term begins. All items (including non-uniform clothing) must be clearly and permanently named.

School bed sheets are to be changed every Thursday. Girls who use home sheets must either wash them themselves or take them home to wash regularly.



## Leave

Leave from boarding is taken with the permission of the Director of Boarding or House Manager and is done via Orah our boarding software system.

All leave is granted to a specific destination. Leave is taken on trust with the expectation that boarders will:

- a) sign out of the boarding house using the Orah leave system via the House Manager,
- b) go to the destination indicated on their leave pass,
- c) return at the required time.

Note: Boarding staff cannot grant leave from school. If there is a planned absence from school, parents must contact the principal and students will need to complete a special leave form. These are available from the boarding houses or school office.

The four main types of leave are- day leave, overnight leave, weekend leave and study/ exam leave.

### 1. DAY LEAVE (*Sporting/cultural commitments, town leave etc*)

Boarders may attend sports training and/or organised school co-curricular activities, on any weekday. Orah must be used to record this leave but an approved pass from parents is not required.

Likewise, town leave is also recorded on Orah and does not require parental permission. However, the following guidelines apply to town leave-

- a) school uniform is to be worn (except for Year 13's)
- b) boarders must be with at least one other boarder while on town leave
- c) Main House boarders must return by 5pm in Terms 1&4, and 4.45pm in Terms 2&3
- d) Hampton House boarders must return by 5.15pm in Terms 1&4, and 5pm in Terms 2&3
- e) boarders must meet their school and boarding commitments before they take any form of day leave. This means school and any boarding commitments will take precedence.

Note that town leave privileges are different for each year group-

Year 13 boarders can go on town leave any day of the week.

Year 12 boarders can go into town Tuesdays and/or Thursdays.

Year 11 boarders can go once a week either Tuesdays or Thursdays.

Year 9 and 10 can go once a fortnight either Tuesdays or Thursdays on alternate weeks.

Year 7/8 boarders do not have town leave but will be taken into town by a staff member or senior student occasionally.

Students may take day leave with parents/caregivers /family members after school, but this needs to be prearranged and there is an expectation boarders will return by 6.20pm in time for prep at 6.30 pm.

During the weekends, pre-approved day leave can be taken via the House Manager on duty through the Orah leave system.

Students are expected to wear tidy casual clothing when on day leave apart from town leave when school uniform is to be worn.

## 2. OVERNIGHT LEAVE

There is an expectation that full boarders stay in boarding for the entire school week, and part time boarders stay their confirmed nights throughout the school term. When boarders are simply “not in for the night” staffing, catering, emergency procedures and duty rosters can be affected, and it can be very unsettling to have boarders coming and going as they please.

Please note that-

- i) overnight leave can be taken for special occasions but should be communicated by parents/ caregivers at least a week in advance to the Director of Boarding or House Manager unless the leave is due to illness or emergency when prior notice cannot be given.
- ii) midweek sleepovers to friends are not allowed during the school week.

## 3. WEEKEND LEAVE

Weekend leave allows boarders the opportunity to have a break away from the boarding houses either after school on Friday or after sport on Saturday.

Weekend leave is applied for either by boarders or their parents using Orah. When boarders apply for leave, the request is then sent to their parents for their approval before going to the House Manager for the final approval. Alternatively, a reoccurring pass can be set up.

Weekend Leave must be applied for before 9am on the Thursday preceding the weekend the leave is to be taken.

If a parent wishes their daughter to take leave to another person’s home, this must also be applied for using Orah. It is the responsibility of a boarder’s parents to ensure that they have communicated these arrangements with the host family. We strongly encourage parents to contact hosts directly rather than assume hosts are happy to have others stay with them.

All boarders taking weekend leave must depart and return to boarding in school uniform.

Boarders must return to their boarding house either before 8.30pm on Sunday night or before 8am on Monday morning. (These times may vary for those travelling on bus/train.)

Any last-minute changes to leave arrangements must be communicated to the Director of Boarding or House Manager as soon as possible.

## 4. STUDY LEAVE

Senior students can apply for study leave during DGE and NCEA examinations. Please note that both boarding houses remain open during examinations periods.

Note: Other forms of leave-

a) PPTB Leave: used when permanent part time boarders are coming and going from boarding

b) End of Term/ End of Year Leave: used when boarders leave the boarding house for the last time at the end of term/ year.

#### Leisure time/ After school activities

All boarders are strongly encouraged to play a summer and winter sport at St Matthew's. Likewise, boarders are encouraged to participate in cultural and special character opportunities as they have direct access to school facilities, trainings, rehearsals etc. Should boarders have an interest outside of those offered at school transport can be provided to and from local providers in and around Masterton.

At times after school activities will be organised for boarders who do not have a prior school commitment. While some activities may be compulsory, others may be optional.

#### Meals/ tuck food

At St Matthew's we aim to provide our students with nutritious, tasty, well-balanced meals.

Please note the following regarding boarder's meals-

- i) Mealtimes are compulsory and a roll will be taken at breakfast and dinner.
- ii) Students must be punctual and neatly dressed at mealtimes. As stated previously crop tops, excessively ripped clothing, extremely short skirts/dresses/shorts, low cut tops/ dresses and hats/hoods are not allowed in the dining room. Appropriate footwear is to be worn.
- iii) Food must be eaten in the dining room.
- iv) Boarders with dietary needs can be accommodated. Please contact the Director of Boarding to discuss your daughter's dietary needs.
- v) Early or late dinners can be arranged when boarders have a prior commitment. These need to be booked with the House Manager.

Tuck food can be brought into boarding, but it must be stored in a sealed container and ideally eaten in common rooms or outside as we do not want mice in the dorms.

Please monitor the amount of tuck food your daughter brings into boarding as we would like boarders to eat and enjoy the meals provided rather than filling up on snack foods. Note that morning and afternoon teas are provided.

Please note that- fizzy drinks, energy drinks, and take away foods are not allowed to be brought back to school and will be confiscated. Chewing gum is also not allowed in boarding.

#### Medication/ medical issues

It is a legal requirement that all medication except for natural remedies, the contraceptive pill, and asthma inhalers must be handed in to the House Manager on arrival. Note all pain relief such as paracetamol etc must be handed in also.

All girls requiring administration of medication need to complete a medicine authority form which is available from the House Manager.

It is extremely important House Managers are notified of any medical issues and any change needed to medical records. The health and well-being of our boarders is our top priority.

### Orah

Parents/caregivers will be sent a link to Orah once the school year commences. Unfortunately, the current system does not enable sign ups before this time.

More information about Orah will be sent out with the link.

### Part-time boarding

Currently part-time boarders stay two nights each week. These nights must be fixed by the end of week 2 at the latest once all sporting and cultural practices and commitments have been finalised. Part-time boarders can stay for the occasional additional night (which is charged at the casual boarding rate), and these can be booked through Orah using the “additional night” option.

### Personal presentation

During school hours and when on or at school events, St Matthew’s rules apply regarding hair, jewellery, nails and make up. Earrings must be single pearls, or silver/gold studs.

Outside of this time, there is an expectation that boarders are clean and tidy in appearance.

### Prep

Prep is scheduled 6.30-7.30pm every weeknight and is an important component of the daily routine.

Prep for Year 7-10 boarders is in the dining room and is supervised by the Assistant House Manager along with a Year 12 student. If a boarder needs assistance with their prep tasks, they can ask for help. A seating plan is in place to ensure boarders can work quietly without disruption.

At the present time we are trialling a small group of Year 7-10 boarders who need extra assistance in the Junior Common Room during prep. These girls will be supervised and assisted by a Year 13 student from the Leaders Apartment.

Year 11 boarders have the privilege of working in their bedrooms for prep. So that Year 11 boarders are not interrupted, there is an expectation girls stay in their own rooms for the duration of prep. If girls are found out of their rooms, they will be sent downstairs to join the junior prep group in the dining room. If group work is necessary, a note from teaching staff is required and a suitable place will be found.

Students are encouraged to clarify their prep requirements before commencing prep. A reading book is required for when prep is completed early.

### Reporting to parents/caregivers

Parents/ caregivers are kept informed of their daughter’s progress by:

- i) An optional interview with the Director of Boarding in conjunction with school ‘Parent/Teacher’ interviews for Main House boarders.
- ii) An optional interview with the Director of Boarding at a convenient time for Hampton House boarders.
- iii) Informal meetings with boarding staff when bringing students back after leave.
- iv) Telephone calls or emails with the Director of Boarding or House Manager.

### Room allocation

A great deal of thought goes into room allocation in both boarding houses each term. Some of the factors that are taken into consideration when allocating rooms are- whether boarders are full time or part time; if boarders have shared a room previously; if boarders have shown they are able to follow the daily routines etc.

Although boarders can submit a room request for Terms 2, 3 and 4, these may or may not be approved as it is impossible to please everyone. Once rooms are allocated, there is no changing of rooms unless the Director of Boarding feels it is necessary for the well-being of the boarders involved.

### Security

Both boarding houses are fully alarmed. Door alarms are set in the evenings.

In Hampton House cameras are in place at the northern and southern exits, and down the main hallway. There is keypad entry on the internal doors into Hampton.

Security cameras are positioned at various locations around the school grounds for additional safety. Footage is not viewed unless a request is made in writing by the Director of Boarding.

Each room in both boarding houses has a lockable cupboard. Boarders are encouraged to use this cupboard but are reminded not to bring precious items into the boarding houses. We have an expectation in boarding that boarders do not enter someone else's room unless that boarder is present.

### Stand downs, Suspensions, Removal from Boarding

If behaviour warrants this, a student can be stood down from boarding and as such, will need to find alternative accommodation to continue to attend day school.

Should a student lose the right to be a boarder, although able to attend day school this will only be possible if a day place is available. This would be at the principal's discretion.

### Student leadership

There are many leadership opportunities in boarding which enable our boarders to develop their interpersonal and leadership skills.

At Year 13, we have a Boarding Prefect who oversees all things boarding and works closely with boarding staff. In Main House we also have a Year 13 Leaders Apartment, which is occupied by 5-6 students throughout the term. These girls are responsible for connecting with the younger boarders and undertaking various duties to assist with the running of Main House.

At Year 12, boarders will be required to run/participate in various activities and events; supervise prep in Main House on a roster system; and volunteer to help boarding staff when needed.

At Year 11, we have a Head of House and who assists the boarding staff and is expected to get fully involved in boarding life. The Year 11 leader changes each term.

Year 11 boarders are rostered on as Dorm Leaders who are responsible for their allocated dorms in Main House. These also change each term.

### Student well-being

The health and well-being of our boarders is our top priority. If you are concerned about your daughter for any reason, please get in touch immediately.

Boarders are reminded to ask for help if they are not feeling OK or are concerned about the well-being of another boarder.

### Transport

We have a fleet of school minivans to transport both boarders and daygirls locally. If boarders require transport while in boarding, they need to see the House Manager so this run can be booked in advance.

Please note last minute requests and transport outside of the Masterton boundary may not be possible. Good communication is vital.

If families are unsure about local bus/ train services, please ask and we will assist you.

### Uniform

Please check all uniform items are neat, tidy and are clearly named before the start of each term.

Students must wear formal uniform (white shirts) when arriving at the boarding houses at the beginning of each term.

On weekends, boarders must leave and return in normal school uniform.

NZ Uniforms (located at 72 Ngaumutawa Road, Masterton) are the retailer for all new uniform items. Any online orders through NZ Uniforms can be delivered the next day to home, or school.

Second hand uniform is available at the school uniform shop, along with sample sizes of new uniform. Any items purchased at the St Matthew's uniform shop need to be paid for upon purchase with EFTPOS or credit card as it is no longer possible to disburse uniform to school accounts, pay via internet banking or with cash. The St Matthew's uniform shop hours, during term time are Tuesdays & Thursdays 3pm-4pm. To contact Juliet Smith at the school uniform shop please email:

[smcsuniforms@trinityschools.nz](mailto:smcsuniforms@trinityschools.nz)

### Vehicles

All St Matthew's drivers must hold either a restricted or full licence and have obtained a school license which is available through the school office.

Year 12 and Year 13 boarders who have a school licence may drive their cars to St Matthews and park in the boarder's car park at the northern end of Hampton House when they are boarding.

Keys are to be handed in to the House Manager on duty on arrival to the boarding house. These keys are kept in a locked cupboard in the House Manager's office.

Year 13 boarders may use their cars during the week if they have permission from their parents in writing which is kept in their file.

Year 12 boarders are not able to use their cars during the week. Therefore, Year 12 cars are only used to come and go from the boarding house.

No student is permitted to carry passengers unless on their full licence and permission has been obtained by the parents/caregivers of both parties involved.

### Visitors

Visitors are always welcome, but it is important we know who is in the boarding house at any given time. If you have come to visit your daughter, please come directly to the House Manager's office rather than entering the dorms.

Students may meet with friends directly outside the boarding houses, or in the common rooms provided visitors are introduced to the House Manager first. Friends of boarders are not permitted upstairs in Main House or in boarders' bedrooms in Hampton.

When visiting boarders from the other boarding house, students must sign out of their house and check in with the House Manager on duty, so staff know they are in the building.

If you have come to drop off items during the school day, please leave them with the House Manager or tutor on duty in Main House.

### Weekends

Boarding staff realise that weekends are an important time for boarders to unwind from a busy week at school. Therefore, the weekend routine is flexible.

Phones and devices are handed in later than normal on Friday nights and can be kept overnight on Saturday nights. This allows international students to contact home at a more convenient time. However, any misuse of phones or devices over weekends will see this privilege removed.

Boarders may go into town in the weekend (in pairs) with the permission of the House Manager.

On some weekends, outings will be organised which all those staying in must attend.

# ST MATTHEW'S COLLEGIATE

## MAIN HOUSE WEEKDAY ROUTINE 2025

- 7.00am Wake up, dress, and put laundry out in the laundry bags if needed.
- 7.15am All students to breakfast in the dining room in school uniform. Roll taken.
- 7.30 am Make beds, tidy rooms, do duties and get ready for school.  
Medication to be administered if required.
- 7.40am Years 10-11 phones can be collected for a brief call or to check messages.
- 7.45am Years 7-9 phones can only be collected once they have finished upstairs and have all they need for the day. Phones must be used downstairs only.
- 8.00am Phones handed in before laptops collected. Depart for school.
- 10.40am Morning tea on steps of Main House.
- 1.00pm Lunch in school dining room.
- 3.10pm Return to Main House and change out of school uniform.
- 3.15pm Afternoon tea followed by sporting/ cultural/ boarding activities.
- 4.30pm Year 7-10 phones can be collected from this time.
- 5.45pm Dinner- tidy clothing to be worn and roll taken. No phones.
- 6.00pm Year level meetings when needed.
- 6.30-7.30pm Year 11 prep in own rooms. Years 7-10 prep in dining room. No phones.
- 7.30pm Evening routine below applies.

|                       | <b>Phones/ laptops in</b> | <b>In own rooms</b> | <b>Lights out</b> |
|-----------------------|---------------------------|---------------------|-------------------|
| <b>Year 7 &amp; 8</b> | 8:00pm                    | 8:30pm              | 8:45pm            |
| <b>Year 9</b>         | 8:15pm                    | 8.45pm              | 9:00pm            |
| <b>Year 10</b>        | 8:45pm                    | 9:15pm              | 9:30pm            |
| <b>Year 11</b>        | 9:00pm                    | 9:30pm              | 9:45pm            |

**Note:**

- 1. Girls going offsite can take phones with them when needed.**
- 2. Schedule is altered for those staying in for the weekend.**

**Updated 14/4/25**



# **ST MATTHEW'S COLLEGIATE**

## **HAMPTON HOUSE DAILY ROUTINE 2025**

- 7.00am Wake up and dress.
- 7.15am All students to breakfast in the dining room in school uniform. Roll taken.
- 7.30 am Make beds, tidy rooms, do duties and get ready for school.  
Medication to be administered if required.
- 8.05am Leave for St Matthew's or Senior College depending on schedule.  
School day begins.
- 3.20pm First bus returns from Senior College.
- 3.30pm Second bus returns from Senior College.  
Afternoon tea is available at Main House for those who would like it.

### **Sporting, cultural, or any other commitments followed by free time.**

- 5.45pm All students to dinner in the dining room. Tidy clothing to be worn please.  
No phones please. Roll taken.  
Year level meetings may be held after dinner if needed in Common Rooms.
- 6.30-7.30pm Prep in own rooms. Students can work collaboratively after this time.
- 9.00pm Do kitchen duties.
- 10pm In own rooms.

***Note that times are altered for those staying in for the weekend.***

Updated 14/4/25