



2025 BOARDING HANDBOOK

CRAIGHEAD DIOCESAN SCHOOL



Our Boarding Mission Statement

*"To provide an affirming safe environment for our young women
within a caring Christian atmosphere"*

House Guidelines for Boarders and Families

To enable the Boarding House to function well as a community, it is necessary to have guidelines for boarders based on courtesy and common sense. These are kept to a minimum so the boarders may develop self-discipline and set good standard for themselves.

House guidelines contained in this handbook are explained carefully at the beginning of each year and regular reminders are given to the girls.

It is expected that all boarders will live by our House Guidelines. These guidelines are key to safe and considerate living in a large community, which is very different from a family environment.

Parents and Caregivers: *We value parental support for these, and all our Guidelines. We ask you to make sure that your essential standards are not too different from ours. Guidelines and regulations are never the final answer however, and the basis of our system must always be trust. As these Guidelines contained in this Handbook form part of the Boarding Contract Agreement between the Board of Proprietors and the Boarding family it is expected that each boarder takes responsibility for herself in conforming to the guidelines and standards of the Boarding House as outlined herewith. Parents will be contacted in the event of a breach in behaviour.*

The background image shows a large, multi-story boarding school building with a grey corrugated metal roof and several dormer windows. In the foreground, there is a green patio umbrella on the left and a paved area where three female students in green school uniforms are walking away from the camera. The scene is set outdoors on a sunny day with clear blue skies and green foliage in the background.

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Contacts

POSTAL AND STREET ADDRESS:

Craighead Boarding House
C/- Craighead Diocesan School
1 Wrights Ave
TIMARU 7910

(please use this address for all MAIL and COURIER deliveries)

BOARDING HOUSE OFFICE RECEPTION:

Please phone: +64 36842251 (has voicemail - messages will be checked and actioned by staff covering reception).

A 24 hour turn around is our target and occasional checks will be made to ensure authenticity).

BOARDING HOUSE CELL PHONE:

Please phone: +64 2102845463

BOARDING HOUSE PHONE NUMBERS:

Senior Wing :+64 6842251
Extention 277 - Bottom Floor
Extention 279 - Middle Floor
Extention 287 - Top Floor

EMAIL ADDRESSES:

Boarding House Reception:

boarding.manager@craighead.school.nz

Director of Boarding:

dockrilltr@craighead.school.nz

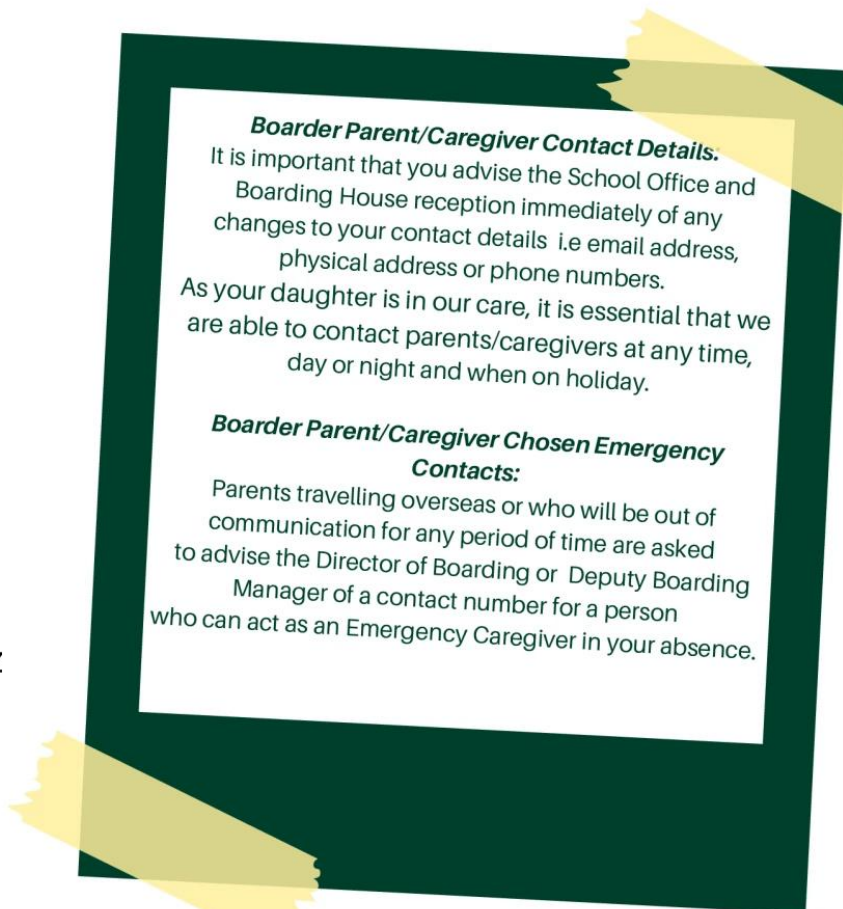
Chief Operations Manager:

meggittre@craighead.school.nz

Chaplain:

chaplain@craighead.school.nz

If you are on Facebook please add yourself to our Private 'Boarding at Craighead' Page. Here you will find regular updates as well as monthly activity calendars and menu's,



Our Staff



*Director of Boarding
Mrs Tracy Dockrill*



*Chief Operations Manager
Ms Renae Meggitt*



*Meisha Booth
Assistant Director of
Boarding*

Boarding House Supervisors

Yr 7 & 8 - Ms Teresa Roxburgh

Yr 9 - Miss Penni Naylor

Yr 10 - Mrs Linda Blakiston

Yr 11 - Mrs Robyn Pickard

Yr 12 - Mrs Sonya Gray

*Yr 13 - Mrs Tracy Dockrill & Miss
Meisha Booth*

Mrs Sue Wills

Miss Abbey Wood

Mrs Jocelyn Webley

Mrs Michaela Brosnahan

Mrs Andrea Skudder

Mrs Chrissie Wilson

Mrs Karen McCrostie

Mrs Vicki Macdonald

Welcome to the Craighead Boarding Community

We are delighted that you have chosen to send your daughter to Craighead and look forward to a close association with your family during her time here as a boarder. We hope you will find the following information useful as she prepares for the amazing boarding experience ahead.

Our goal is for every student to develop skills which will stand her in good stead throughout her life. Our aim is to encourage each boarder to develop an understanding of other cultures, respect for others, sound moral values and leadership skills. We seek to work alongside each family so that our students develop into self-sufficient and confident young women. Fun and laughter are also essential factors for growth. We encourage students to join in a wide variety of social, recreational and sporting activities. Our Boarding House staff will nurture your daughter, encouraging her to make friends and are very experienced to deal with any homesickness that she may experience. We welcome any feedback and you are welcome to phone or email anytime with any queries or concerns.

As a Craighead Boarder you will leave with wonderful warm memories and friends for life



Boarding House Organisation

Craighead has two boarding options:

Full Boarding:

Boarders can remain in house over the weekends if they choose or they may wish to go home to return on Sunday night or Monday morning.

All boarders leave the house at the end of each term with all of their belongings.

Temporary Boarding:

An option for Daygirls who can stay as a temporary boarder for one night or more. This is to assist with sporting commitments or family lifestyle requirements from time to time, at the discretion of the Boarding House Management.

Procedures for withdrawing from Boarding:

Parents are required to give at least one full term's notice in writing (email is acceptable) to the Chief Operations Manager and Director of Boarding when advising of a daughter ceasing to be a boarder. Otherwise they will be liable for a terms boarding fee's.



Boarders' Housekeeping Checklist:

- *Drawers and wardrobes tidy*
 - *Bathrooms tidy*
 - *All rubbish bins emptied*
 - *Social rooms clean and tidy*
 - *All personal areas clean and tidy*
 - *Sports equipment in designated areas*
 - *Surface areas dusted and wiped down*
-

What a Boarder's morning will look like in the Boarding House



First wake-up call:

*Monday - Friday 7.00am,
Saturday 8.30am, Sunday no wake-up call.*

Second wake-up call:

*Monday - Friday 7.15am,
Saturday 8.45am, Sunday no wake up call.*

Before Breakfast:

Washing to go to the laundry

Breakfast:

*Monday - Friday 7.25am - 8.00am
Saturday 8.30am - 9.00am
Sunday (Brunch) 11.00am*

Before School:

*Bed made properly, curtains pulled open,
floors cleared, lights off*

House Duties:

*Monday - Friday 8.00am
Saturday & Sunday 9.30am*

Dormitory check after breakfast:

*Monday - Friday 8.30am
Saturday 10.30am*

Boarding House Timetable:

Boarders School Day

Boarders must sign out of the Boarding House via the reach system on their way to school and sign in again at 3.20pm

Interval: *Morning Tea is available in the dining room for all boarders at interval*

Lunch: *Lunch is provided in the dining room each day. Boarders may eat their lunch in the dining room or on the dining room lawn outside. Lunch may not be eaten in the Boarding House or in classrooms. All Crockery and cutlery must not leave the dining room.*

After School Notes: *After the school day is finished afternoon tea is provided in the dining room. Boarders have organised free time until dinner where they may attend sport practices, lessons or appointments. All are advised to change out of uniform at the end of the school day.*

Dinner: *Monday to Sunday 6.00pm for all Year groups.*

Boarders Evening Programme

Our evenings have regular structure yet allow for some personal time

Year 7 & 8: *Prep 6.40pm-7.30pm (Supper & free time 7.30pm-8.30pm. Electronic devices handed in at 8.15pm. Reading time 8.30pm-8.45pm. Lights out 8.45pm).*

Year 9: *Prep 6.40pm-7.45pm (Supper and free time 7.45pm-8.45pm, Electronic devices handed in at 8.30pm. Reading time 8.45pm-9.00pm. Lights out 9.00pm).*

Year 10: *Prep 6.40pm-8.00pm (Supper and free time 8.00pm-9.00pm. Electronic devices handed in at 8.45pm. Reading time 9.00pm-9.15pm. Lights out at 9.15pm).*

Year 11: *Prep 6.40pm-8.15pm (Supper and free time 8.15pm-9.30pm. Electronic devices in at 9.15pm. Reading time 9.30pm-9.45pm. Lights out at 9.45pm).*

Year 12: *Prep 6.40pm-8.30pm (Supper and free time: 8.30pm-10pm. Lights out at 10.00pm).*

Boarding House Events

Beginning & End of Term

- *At the beginning of each term the Boarding house opens at 2.00pm. Boarders are to be in the house by 4.00pm for dinner at 6.00pm.*
- *Boarders are asked to depart from the Boarding House on the last day of term by 5.00pm.*



Prizegiving

- *This is an important annual event held in the last week of term 4 each year.*
- *It is compulsory for the whole school to attend. This single event involves Years 7 through to 13.*
- *The end of year prizegiving date is published early each year to accommodate travel arrangements of families and their own busy end of year calendars.*



School Calendar/Events

- *A full school year calendar can be accessed from our school website footer or from a link in our weekly Kōrero Newsletter which is emailed home.*
- *Please check the calendar when making family arrangements to avoid clashes with compulsory school events.*
- *Subject Teachers will supply student subject assessment dates for their calendars*
- *Parents are very welcome at school events or functions unless there are space restrictions.*

Year 13 Leadership Retreat

This Year 13 programme is held every year before the rest of our students arrive at the start of Term 1. It is compulsory attendance for all Year 13's. The retreat is designed to not only build leadership skills but to build and develop relationships of Year 13 as a cohort together. This helps strengthen and build confidence in each student in their roles as leaders in the school. Day one focus includes leadership qualities and attributes, academic and personal goal setting, with an evening retreat on Special Character. Day two focus includes achievement goals as a group, peer support in preparation for leadership roles and being Big Sisters.

Leave And Visitors

All Leave

All Boarders leave is a privilege, not a right, and is given at the discretion of the Director of Boarding. The Director of Boarding reserves the right to cancel leave at any time if leave procedures are not correctly adhered to or as part of a disciplinary response.

Outside of school hours, Boarders are in the care of the Director of Boarding or House Supervisors on duty when in the Boarding House.

It is the boarders responsibility to sign out correctly each time she leaves the Boarding House and sign in again immediately upon her return.

For safety reasons we must know where all boarders are 24 hours a day. Boarders must never leave the school grounds without the permission of Boarding house staff.

We take a very serious view of boarders reporting out for one purpose (i.e movies) and then doing something completely different (i.e going for a drive with a friend). It is important that parents do not process leave requests without the knowledge of its content. For the safety of each boarder on leave, it is essential that this is adhered too.

Transferring the Responsibility for a Boarder Leaving the Boarding House

- *By authorising people as approved hosts whom your daughter may visit, parents are taking complete responsibility for the supervision and care of their daughter while away from the Boarding House and transferring this responsibility to the persons nominated to host your daughter*
- *Parents/Caregivers are requested to make direct contact with the proposed hosts to ensure your daughter will be suitably cared for and that hosts are aware of their obligations and responsibilities while your daughter is in their care.*
- *The Parent/Caregiver or host, releases Craighead Diocesan School of its responsibility for the boarder from the time the boarder signs out of the Boarding House.*
- *In the event that circumstances prevent the boarder from returning at the scheduled time, the Boarding house must be contacted by the host or parent.*
- *It is expected that all hosts will be over the age of 25.*

Leave Procedures to be aware of:

1. A Parent may request a copy of their daughters leave, if they wish.
2. No boarder may sign in or out for another boarder. Reach Boarding Software requires a fingerprint.
3. No signing out until 3.30pm. All responsibilities and duties are to be completed before leave is taken, including Friday detentions (held from 3.30pm-4.30pm)
4. Leave cannot be arranged or taken if a boarder is gated (see discipline section)
5. Special leave requests: please discuss with the Director of Boarding or Assistant Director of Boarding.
6. Inappropriate behaviour or bringing the school into disrepute may result in the loss of leave privileges, or a meeting with Boarding House management.
7. Consequences for Boarding House misdemeanors could consist in allocation of 7.00am duties and loss of leave entitlement.
8. For major transgressions or accumulated misdemeanors weekend duties will be carried out under supervision

Sport Leave during the week

Leave for Sport practice takes priority over other types of leave i.e. mall or town.

On every occasion for all Year 7-12 boarders

Permission must be given by the House Supervisor on duty.

All adults collecting a boarder for leave must come into the Boarding Reception before the boarder is able to be signed out.

If boarders are on leave in their school uniform, the usual uniform rules always apply and their uniform must be complete.

When mufti is worn by a boarder on leave, a high standard of behaviour and dress is required, in town in particular - no ripped clothing.

Any school hour week day leave required must be supported by a note from the teacher concerned and the school office notified by the parent/caregiver.



Visiting a friend after school during the week

A boarder may have leave to visit a daygirl's home after school or during the weekend but first need the approval of the boarders parents /caregivers as noted on the boarders visiting list.

The daygirl's parents /caregivers are required to phone the Boarding House reception with details of all proposed arrangements before permission for leave is granted by the by the House Supervisor. Please read 'responsibility for boarders while on leave' in conjunction with this.

On a weekday boarders must return to the Boarding House by 5.30pm, unless an invitation to stay for dinner has been received. Boarders must then be back in the Boarding House by 6.30pm for prep.

Leave with parents during the week

Boarding staff recognise the right of access by parents or caregivers to their daughters at any time. However, at least 24 hours prior notification of a boarder taking evening leave with parents / caregivers would be appreciated. This gives the Boarding house staff ample time to check the schools commitments or activities for the student for the period of leave requested.

Boarders are to ensure that study and prep commitments are met when taking leave during the week.

Boarders are required to return to the Boarding house no later than 8.30pm.

Other leave considerations during the week

Will you need to have transport arranged for your leave? Will you need to reschedule dinners?

Taxis can be arranged during the school day. Dinner leave/late dinners must be organised before 9.00am.

Dinner Leave: (Monday-Thursday). This is available from 4.30pm-6.30pm for boarders with a parent or other adult. Boarding House reception must be notified as above.

Lunch Leave: (Monday-Friday). A lunch pass is required and must be organised through the school office. Parental advice is required by the office and boarders will sign in and out of the school main office. Boarders are to advise Boarding House staff for the Dining room meal list.

Reach Student Management System
Reach is a new student management tool that Craighead Diocesan School Boarding House has adopted in order to improve communication between parents/ caregivers, boarders, host families and Boarding House staff.

It is web based, also offering a user friendly app and allows us to keep track of the status of each boarder whether in house, around campus or offsite.

The system is designed so that up-to-date details of a boarders whereabouts are always available to staff on duty ensuring student safety and continuity of care.

To sign in and out, each boarder is required to scan their fingerprint which is safely stored within Reach. This eliminates other students from being able to sign their friends in and out.

Parents/caregivers will be set up with a Reach account where they can request leave for their daughter. Once submitted, this will inform staff who will need to approve the request.

Your daughter is able to submit a leave request herself via the app, however this will require parental approval before being escalated for final approval by Boarding House staff (you will receive notification via the app/email for this).

If you have any questions regarding the Reach system please don't hesitate to contact us.



Weekend Leave Times

Available from 3.20pm Friday until 8.00pm Sunday evening, unless the boarder is returning on Monday morning, in which case they must be in the Boarding House by 8.15am.

For the end of term and beginning of a new term, boarder collection and re-opening times are advertised in the school newsletter and our Boarding Facebook page.

Any variation on departure or arrival must be discussed with Boarding House staff.

Weekend Sport

Weekend sporting commitments must be kept before a boarder can go on leave.

A boarder **MUST** find a replacement for her team where she is unable to meet her commitments.

Weekend Daytime Leave-when staying in the Boarding House

All boarders may leave the school grounds provided they have received permission from staff on duty. There is a restriction of no more than 3 hours leave at one time.





A Boarders Visitors List

Boarders may only receive visits from people who are names on the approved 'Boarders Visitor List'. This list is completed at the beginning of each year and signed off by parents/caregivers.

Additional names may be emailed from parents/caregivers to the Director of Boarding at any time.

Details of visitors on this list include Name, Address, Phone number and the relationship to the boarder.

Boarder Visitor Procedures

Prior notice of a visit, if possible, to the Director of Boarding is appreciated.

ALL visitors are to report to the Boarding House reception to sign in as per the requirements of the Health & Safety act.

ALL visitors need to be introduced to staff on duty.

It is the boarders responsibility for the behaviour and conduct of their guests.

The Boarding House is your second home along with your fellow boarders. The privacy of all our boarders within their home is paramount to us. While you may feel comfortable with your guests, other boarders will see them as strangers and may not wish them to be in their private living areas. All boarders should respect each other in a communal living environment.

Only Year 10 and up may sign in boys who are visiting. NO male visitors are allowed inside the Boarding House. There is an allocated area where a boarder can host their male visitor. Boarding House staff will advise this.



Security Card System

Our Boarding Houses are secured by a modern electronic system, provided by a security company who monitors the grounds during the night at varying times.

At the beginning of the year, all boarders are issued with a security swipe tag for entry into and exit from the Boarding House. If a tag is lost a supervisor is to be advised so the tag can be deactivated. There is a replacement cost of \$25.00.

This security system limits access for unauthorised visitors and ensures boarders are secure.

The security alarm is presently activated in the Boarding House at 10.30pm.

Emergency Evacuations

In the event of an emergency, boarders are required to follow evacuation procedures as displayed in the Boarding Houses on all floors.

Each term an evacuation drill is practiced and fire drills are held regularly. All drills are to be attended by all boarders and staff.

By performing these drills, boarders and staff are made familiar with fire rules, earthquake drills, exit and assembly points, together with becoming familiar on how to behave in an emergency situation.

Fire escapes: These are to be used ONLY for an emergency evacuation and should not be used at any other time.



LEARNING TO DRIVE

Driving lessons may be taken before (7am-8am) or after school (until 5.30pm) and are arranged by parents.

When a boarder becomes a restricted driver and wishes to drive her car to school, she has to request the "Parent Giving Consent for Student Driving to School" form be sent home for her parents to complete before she can commence driving to school.

By completing this form, parents are showing us they give their permission for their daughter to drive to school and also agree that she will abide by the conditions and restrictions in that form and that she will be adhering to the licensing restrictions placed on her, by law, under the NZ Road Code.

The 'Parent Giving Consent for Students to Drive to School' form details the student's driving information i.e their licence type, make and model of her car, registration number etc. It is part of the conditions of the permission given that if any of these details change i.e. licence type or change of car, then the school is notified promptly.

Aside from the Road Code that the boarder will be abiding by, she must also obey our school rules in regard to driving a car to school, in particular not transporting any other passengers or students in her car.

All boarders cars are to be parked in the large Gym carparking area. If this is not complied with there will be consequences and the privilege of driving to school will be removed.

TRAVEL ARRANGEMENTS

Parents are responsible for booking, payment and if necessary cancellations or reimbursements of all fares.

Boarder behaviour must always bring credit to the school when travelling to and from school, even though they may not be in school uniform.

TAXIS

At any time, should difficulties be experienced by a boarder whilst outside of school, she can find a 'Timaru Taxi' (Taxi stand located on the corner of Church and Stafford St traffic lights) and return to school where payment will be made.

The Boarding House has an arrangement with Timaru Taxi's and boarders are requested to use these taxis only.

The school is a safe place, there is always someone on duty who will help. PLEASE stress this to your daughter.

Taxi's can be booked for appointments with charges debited to parents accounts.

Frequent use of taxi's for other purposes is not encouraged.



Food & Nutrition

Boarding house staff place a high priority on providing healthy, nourishing, appetizing meals which are appropriate for developing young women. Our caterers work closely with the Chief Operations Manager and Director of Boarding to ensure all meals are of a high standard and meet nutritional guidelines. Boarders are asked to advise Boarding House staff of any allergies and/or dietary issues.

Weekly menus are posted on our boarding facebook page, in the dining room foyer and on the TV and in Boarding common room spaces.

The evening meal is the main meal of the day and students sit at designated tables.

Grace is said after each meal.

Attendance at all meals is compulsory and monitored.

Students may bring their own snack food. This is best kept in a small sealed container

Energy drinks and chewing gum are prohibited in the Boarding House.

SPECIAL DIETS

If you daughter requires a special diet for medical reasons, this can be arranged. We would require written parental confirmation in this instance. Where food is required outside our normal range of foods then an additional charge may be made. Vegetarian food is available by arrangement with the Catering Manager.

Meals



WEEK DAY MEALS.

Breakfast: is provided in the Dining Room. Please be on time. Breakfast is served between 7.25am -7.50am. Boarders should be leaving the dining room by 8.00am.

Morning Tea: is provided for boarders in the Dining Room at interval. Packed lunches can be collected at this time for boarders with lunchtime meetings or arrangements.

Lunch: is provided in the Dining Room. Boarders may sit in the dining room or outside on the lawn seating. Lunch is not to be eaten in the classrooms. Crockery and cutlery is not to leave the dining room eating areas.

Afternoon Tea: is provided every afternoon for boarders in the Dining Room.

Evening Meals: will be eaten in the Dining Room. Late dinners can be kept if required and must be organised before 9.00am with boarding staff.

Dinner times: 6pm for all years.

Supper: is provided on each boarding wing floor.

WEEKEND MEALS

Breakfast - Saturday 8.30-9am, Sunday Brunch at 11am

All other meals - same time.



Pastoral, Medical and Wellbeing

Counselling

Boarders have access to all support networks in the school.

The school has a Chaplain and a Guidance Counsellor who are responsible for student welfare generally.

Should a private counsellor be preferred, a recommendation can be made by the school.

Our Counsellor is trained and experienced in dealing with all matters relating to adolescents. She is available to meet boarders and/or parents at any time during the week. All meetings are confidential.

Pastoral Support in 2025

Principal:

Mrs Lara Hearn-Rollo

Senior Leadership:

Mr Andrew Jones

Ms Sonya Hull

Guidance Counsellor:

Ms Kim Fairbrother

School Chaplain:

Rev Stephanie Mander

Year Level Deans

Whānau Teachers

International Student Director:

Ms Kerri Doy

Chief Operations Manager:

Ms Renae Meggitt

Director of Boarding:

Mrs Tracy Dockrill

Assistant Director of Boarding:

Ms Meisha Booth

Careers Advisor:

Mrs Claire Spiers

SENCO/ Foundation Studies:

Mrs Susan Dominikovich

Māori Liaison:

Mrs Sonya Ottley/Mrs Lara Hearn-Rollo

Gifted and talented:

Heads of Department



Pastoral, Medical and Wellbeing

Public Health Nurse

A Public Health Nurse holds a clinic regularly, usually once a week in the lunch hour on a Tuesday.

Sleep

This is a most important aspect of all students health, growth and wellbeing.

Curfew times and lights out guidelines vary according to the ages and Year groups in the dormitories.

Minimalising all night disruptions and noise needs to be a consideration for all boarders be aware of.

Difficult news

It can be very difficult for a boarder who is far away from home to receive bad news. We urge parents/caregivers in such cases, to contact the Director of Boarding, Assistant Director of Boarding, Chief Operations Manager or Principal, so that she can ensure the news is broken to your daughter as gently as possible. We will ensure she has staff and/or special friends around to support her.

Personal Hygiene

Living in a communal environment raises the issue of maintaining a high level of personal hygiene standard.

Boarders are expected to shower at least once a day.

Doctor

The school has its own Doctor. Boarding House staff, with parents permission will make appointments for boarders who wish to consult with the Doctor and arrange an escort where necessary.

If a boarder is ill and the Doctor is called, parents are advised of the visit, diagnosis and treatment. If parents wish their daughter to visit a specialist or Doctor of their own choice, we are happy to make the appointment so it can work within the school schedule. If a boarder has visited a Doctor on the weekend, notification of this is preferable. Should a boarder be absent because of a serious illness, then a Doctors Certificate clearing her of ill health must be provided on her return.



Pastoral, Medical and Wellbeing

Sick Bay & Quarantine

Sick bay supervision is provided by Boarding House staff. If a boarder wakes up feeling unwell they must advise staff before 8.30am. If a boarder becomes unwell during the school day she must go to the Main School Office and they will advise Boarding House staff. The Sick Bay is a self-contained area, for isolation if necessary. A student admitted to Sick-Bay for a full school day may not leave to play sport. It is normal policy that if a student contracts any lengthy illness requiring specialised care she may be asked to return home where personal care can be given. Students may not receive any visits from their peers in Sick Bay except with the permission of the Director of Boarding or House Supervisor on duty. If a student is vomiting or has diarrhoea, they will be sent home and must be clear for 24 hours before returning to the Boarding House.

Medications

All medications are to be handed in and stored in the Boarding House Office. The Director of Boarding, Chief Operations Manager and Assistant Director of Boarding have full details of all student medical treatments and control of any medications given. Parents/Caregivers should please advise The Director of Boarding/Assistant Director of Boarding as soon as possible. If a student requires medication during the school day, she must let staff know in the morning by 8.30am. All medication must be handed in to the Boarding house reception.

Appointments: Dentist, Physio, Orthodontist etc.

Where possible, please ensure appointments are made out of school hours and/or during school holidays.

Chemist

At the Highfield Mall there is a chemist which boarders can walk to after school. Essential pharmaceutical items may be purchased there or there is a limited supply at New World supermarket.

What to bring along to the Boarding House

Non-uniform Clothing items:

1 suitable swimming togs (*not a bikini*)
2 bathing towels (*in summer*)
1 black short leg brief (*Spandies*)
(*for under sports skirt*)
1 warm dressing gown or thick woollen jersey
Underwear

1 pair sports shoes
handkerchiefs
1 polar fleece (*optional*)
3 pairs pyjamas or night dresses
1 pair of slippers or scuffs

Mufti Clothing:

2 summer outfits
1 pair mufti footwear (*suitable for school trips*)
2 warm winter outfits

Linen:

1 or 2 pillows
4 bath towels
3 pillow cases
3 face cloths
1 duvet (*Y7-10 = single size, Y11-12 = king single*)
a rug/ eiderdown / continental quilt (*optional*)
2 pair bed sheets (*Y7-10 single size, Y11-12 king single*) (*may include fitted base*)

Other Needs:

1 shoe cleaning outfit
coat hangers
1 clothes brush
1 wallet
1 small pair scissors
drink bottle
1 sewing kit - extra safety pins
extra sew-on name tapes
2 combination locks (*1 = school locker and 1 = drawer on divan or chest of drawers*)
2 plastic baskets for shower soap, shampoo, toiletries etc and one for dorm
1 net laundry bag (*available from the Boarding House Office*)
1 sponge bag and toilet articles (*including a plastic toothbrush mug*)
1 'container' for the top of the dressing table to hold bits and pieces
own cutlery and plate, mug etc for use in social areas.

What NOT to bring :

All Aerosol cans,
sprays, chewing
gum, slime,
tanning lotion or
hair dye....

- These items **listed to the right** are not permitted in the Boarding House.
- Also prohibited are energy drinks, and the items noted in the Boarding Contract section i.e. cigarettes/e-cigarettes/vaping devices, alcohol and drugs.
- No pets are allowed in the Boarding House, this includes fish.

What to bring along to the Boarding House.....

Craighead Uniform:

Boarders should bring with them:

> **Day School Uniform:** this incorporates the All Year wear plus specific Summer and Winter uniform items. Suggestion: As storage is limited in the boarding house, a boarder starting at the beginning of a new school year would just bring along her: All Year wear + Summer uniform. Leaving her Winter uniform at home until needed later in the year.

> **PE Uniform and Sports Uniforms:** the compulsory PE uniform items should be brought along to the Boarding House. There are a couple of sporting code items available from the Uniform Shop i.e. Netball and Hockey, if your daughter plays these specific sports. If your daughter signs up for other sports teams, a uniform for that code may be supplied or hired for the term of a season, or there are some codes where team members have to purchase a kit i.e. in the case of cycling.

All detailed information about our uniform can be found on our School Website. Uniform has its own dedicated webpage where you can view the items and see the prices. This is the address:

<https://craighead.school.nz/uniform/>



Uniform Purchasing...

There are three ways of purchasing Uniform items for your daughter - Our Uniform Shop, The Old Girl's Association Second Hand Uniform Shop and ordering items via our website:



Uniform items can be ordered from the shop webpage at this address from our School website: <http://craighead.school.nz/uniform/>

Forms can be completed online and submitted. Submitted orders go to the Uniform Committee to process. A Committee member will contact you when your order is ready for collection and payment.

Currently there is no payment facility attached to this webpage so all payments will be made upon collection.

The Old Girls' Association Second Hand Uniform Shop is also located on site. Shop times and dates are generally advertised in our weekly Kōrero Newsletter, together with an Old Girl email contact should you wish to make an enquiry.

Any outgrown items, in good condition, can be sold through this shop. Labels are available through the Old Girl email contact, these will enable you to place your contact information on the items you are selling.

They should firstly be dry cleaned, then taken to the School Office for collection by the Old Girl' Assoc. When your items are sold a percentage of the sale is forwarded to you.

The percentage of sales retained goes towards funding Scholarships offered by the Old Girls' Association to current Craighead students.



On-site uniform shop

Located on site, our Uniform Shop is open every Friday between 3.30pm and 4.30pm. The Uniform Shop sells all components of our uniform except for shoes. Members of our Uniform Committee operate our shop. They can be contacted via email at: uniform@craighead.school.nz

Uniform items can be purchased at our shop with Eftpos, cash, or credit card (Please note there is an additional 4% charge for credit card transactions)

Our Uniform

"We love our uniform! It's the Craighead look."

The Craighead Uniform Committee have worked very hard aligning all aspects of the uniform you see worn by our girls today. Our uniform is one that stands out in the community and is worn with pride by our girls.

The uniform is expected to be clean, neat and tidy. Complete school uniform must be worn when at school, when travelling to and from school on a week day, or for a school function. Mixing of winter uniform items with summer uniform items or vice-versa is not allowed. Exceptions may only be made by the Principal.

The Uniform Committee source quality fabric for all items of uniform from suppliers who offer a professional service with a proven ability of continuity.



Uniform Guidelines - PLEASE NOTE:

- The Blazer is to be worn to all formal occasions and Evening Chapel Services
- When out of school grounds, jerseys or vests are not allowed to be worn on their own without a Blazer
- All items of clothing must be clearly named
- Only school related badges may be worn on the Blazer
- Small, silver or gold, inconspicuous, plain stud earrings (no bigger than 4mm diameter), may be worn, one in each ear lobe. A Pounamu pendant or cross on a necklace may be worn, subtly. Other jewellery or ornamentation is not to be worn with the school uniform.
- Whilst walking along streets students in school uniform you may not be eating food.
- Make-up or nail polish is not to be worn with school uniform.
- Hair should be neatly tied back with Craighead blue, green, or blue and green tartan hair ribbon, or slides. Hair is expected to look natural in colour.
- PE uniform is not to be worn to or from school, except on Sports days or by permission
- Sports uniform may be worn home from an after school practice.
- The tattooing of young people of school age is strongly discouraged, however ta moko and/or moko may be accepted on cultural grounds on students aged over 16 years subject to a parental/caregiver request in the form of a letter. The student is then to attend an interview with a member of the senior leadership team to discuss the personal significance of the item in question. All other tattoos are to be covered and not visible at all times.



Clothing and Personal Items



Electrical Appliances

Boarders are free to bring in their own appliances, such as hair dryers and hair straighteners to the Boarding House provided they have been safety checked by a registered electrician and tagged with the date tested. Hair straighteners must have a proper heat pad to sit on. This is a Health & Safety requirement.

Jewellery, Cameras and other valuable items

We ask that no jewellery of any great value be brought to school or worn. Jewellery, money and items of value should not be left lying around in rooms, these can be placed in the Boarding House office for safe keeping. Each boarder has a lockable drawer for this purpose. If bringing a camera to the Boarding House it should be named in a permanent way. Please record the serial number, make and model at home for your insurance purposes.

Theft

Unfortunately this occurs occasionally. We ask that parents and guardians be observant and supportive in such matters. Where a boarder is found responsible for theft, the matter is dealt with bearing in mind all circumstances. Where counselling has been given and the offence repeats, the student's future at Craighead comes under review. Boarders are reminded that it is their responsibility to put all valuables in their lockable drawer.

Hair

Hair must be kept neat, tidy and off the collar. If it is long, it must be tied back with a hair tie matching hair colour. Extreme fashion hair styles or colours are not permitted. Hair appointments can be made within the normal leave arrangements. No hair dye is allowed in the Boarding House.

Insurance (Personal Effects)

These are not covered by the school insurance and it is recommended that parents insure their daughters property.



Money

We recommend a small sum of weekly pocket money for purchases e.g at the supermarket. If a larger amount of money is required for a particular reason, we recommend this should be handed in to the Boarding House office for safe keeping. An ATM machine is available at the local Highfield Mall. Other expenses such as taxis, doctors visits, movie tickets etc are disbursed to your account.

Clothing and Personal Items

Suitcases

A boarder should need only one medium sized suitcase. one small suitcase (which will fit inside the larger one when stored), and a medium sized soft cover weekend bag. Suitcases are to go home until they are required towards the end of each term. The weekend bag is necessary for the weekends etc. All bags must be clearly names inside and outside. It is not a good method, or easy for students to have many small plastic carry-bags. Please avoid this.

Laundry

All laundry, including sheets are attended to by laundry staff who provide a Monday to Friday service. Socks, underwear and other small items are to be laundered in a net laundry bag which can be purchased from the Boarding House office. It is important all items are clearly and permanently named.



COMMUNICATION WITH PARENTS

We strive for effective communication which helps us to create strong working relationships with our boarding families. If you have any suggestions, questions or concerns, please contact us to discuss. It is important that any issues or concerns are dealt with as soon as possible. The Boarding House staff will contact parents should they feel communication is necessary. Most matters are handled by the Director of Boarding and Chief Operations Manager. Correspondence can also be directed to the Principal. Any school matters will be discussed with your daughter's Dean.



CONCERNS OR COMPLAINTS

All concerns or complaints will be dealt with in a transparent, equitable and fair manner. They will be treated seriously and will be responded to as soon as is practicable. Please report complaints or concerns to the Director of Boarding or Chief Operations Manager. In the first instance, concerns should be made verbally and followed up in writing if you wish to record a complaint. Any complaint which concerns the conduct or performance of a staff member will be dealt with in accordance with natural justice and compliance with employment legislation. The staff member shall be fully advised of the complaint and given the opportunity to make an initial response. Complaints will be listened to but cannot be actioned if the identity of the complainant cannot be revealed. Please refer to our complaints policy via School Docs.



Communications and Technology



INFORMATION COMMUNICATION TECHNOLOGIES AT CRAIGHEAD

The Digital Citizenship Agreement, which all students and parents sign at the beginning of each year forms part of the 'Permissions Document'. This applied to both the Boarding House and Day school. All students are expected to use any technology in a safe and responsible manner. Students are expected to be thoughtful in their use of mobile phones and are advised to consider possible consequences before pressing "send". Misuse of technology is a serious matter. The Boarding House has wi-fi internet connection for boarder use. It is available between certain hours only. If a boarder changes her cellphone or brings an additional personal electronic device (i.e Tablets, etc) she must update the personal device form completed at the beginning of the year. Personal devices are the owners responsibility i.e the whereabouts of it, the use and protection of it. There is to be no live streaming/recording in the Boarding House. No devices are permitted in the bathrooms.

PHONES / SMARTWATCHES

Years 7-11 hand their devices in at bedtime until 7.00am . Years 12-13 are not required to hand their devices in at night. Phones, Smartwatches or devices that allow call connections should be restricted to outside the following times: Before 7.00am, after lights out, in the Dining Room and during Prep time.

TELEVISION

From Monday to Friday boarders television viewing is limited. Weekends are more flexible.



EMAIL

An email address is set for every student in the school on the day they start. Each student is allocated a username, password and craighead email address which enables her to log-on to the school network, the internet and email systems.

PHONES - LANDLINE

When possible we ask that parents observe the times noted above and avoid calling senior boarders after 10.00pm, obviously unless your call is urgent.

POSTAL - MAIL & STAMPS

Stamps, envelopes etc may be purchased at The Post Shop located at Highfield Mall. Outgoing mail is posted daily.

Our Boarding Community

CHAPEL

Worshipping together as a community enhances the connection we foster at Craighead. Attendance at morning school Chapel Services, Assemblies and our special Chapel and/or Church Services is compulsory. Unless specifically excused from Chapel by the Principal, all students are expected to attend all Special Character services. This includes any reinstated evening services and those taking place at St Mary's. It is expected that boarders will return to the Boarding House in time to attend any Sunday evening Chapel Services. A list of Chapel and Church Services will be available on our website calendar. Any known absences from these services, permission must be requested from the Principal at least two weeks in advance.



 **Follow**

BOARDING AT CRAIGHEAD - FACEBOOK PAGE

We have a facebook page for our Boarding families. This is a closed private group. If you wish to be a member of this group please search the name 'Boarding at Craighead' on facebook and send a friend request. The boarding admin team will then approve your request. the admin team use this page as one of the methods of communication to parents, as well as posting photos of boarder activities and events.

BOARDING PARENT GET-TOGETHERS

Get-togethers will be held during the year with an afternoon tea and Boarding Parents Dinner. These functions can coincide with a school event or on either side of the weekend to suit parents collecting or dropping off their daughters. These are an opportunity for parents to make suggestions regarding Boarding at Craighead, or can merely be an opportunity to meet and get to know others within our boarding community.

KŌRERO NEWSLETTER

Our school newsletter is a weekly publication sent to all school families each Friday. Our newsletter is also available on our school website and Skool Loop (App available from Google Play & Apple Store).

CRAIGHEAD CONNECT

All parents and caregivers automatically become members of Craighead Connect (Parents and Friends Association). All parents and caregivers are very welcome at meetings. Meeting dates and times are always advertised in the school newsletter and on the school website calendar.





There is a wealth of information on the school website for students and parents. A student/parent page called 'CraigNet' is a dedicated area for news, notices, updates and forms, accessed from our school website homepage. This Boarding Handbook is also available on CraigNet if needed. Parents will also be supplied with a username and password to enter the KAMAR portal which will supply them with school reports. KAMAR is our Student Management System. There is a link to the KAMAR portal on the homepage of our school website under useful links.



Academic Support and School Facilities

COMMON ROOMS

Each year group has a social area for television viewing and relaxation. Each social area has a kitchenette equipped for snack making and drinks. A noticeboard displays information for boarders i.e duty rosters, and upcoming events.

DORMITORIES

Boarders are placed in a different bedroom/dormitory each term within their own age group. Occupancy of rooms is decided by the Director of Boarding and Boarding House staff and a range of factors are taken into account. Boarders should maintain a tidy, orderly bedroom/dormitory area. Posters and decorations must be acceptable and only placed on pin boards. Boarders can invite other Year level boarders on to their floor but they must remain in their social areas.

LIBRARY

The school library is open from Monday - Friday until 5.00pm for Boarders use.

ACADEMIC SUPPORT - PREP TIME

There is a minimum of movement through the Boarding House at this time. Boarders who play sport in the evening must ensure that Prep is completed after school before leaving for their sporting commitment. For time and length of Prep for each Year level please refer to the Boarders Evening Programme section. Boarders should have homework, revision or silent reading to do at this time and should be using their school diaries.

ACADEMIC SUPPORT - ABSENCES

If known in advance that a boarder will be absent from the Boarding House during term time the Principal or Director of Boarding must be notified in writing. On return to the Boarding House she must report to the Director of Boarding or her Assistant. The supervisor on duty each morning notifies the School Office of boarder absences.

ACADEMIC SUPPORT - REPORTING TO PARENTS

For Years 7-10 a boarders report comes out twice a year, with the main School Reports. For Years 11-13 a report from the Boarding House is included with reports once per year. Comments include attitude to study, personal behaviour and social skills.



Activities - Sporting, Cultural and Social



BICYCLES

Boarders may bring bicycles to school. These are kept in a designated area which is locked each night. Craighead will make every endeavour to ensure the security of bicycles however they do not take responsibility in the case of theft. Bikes must be fitted with a combination lock and chain, and be clearly named in a permanent manner. Parents should have a record of the serial number, make and model of their daughter's bike for their Contents insurance. It is compulsory for all boarders to wear a bike helmet, reflective vest or reflective top when cycling, and lights must be fitted to the bike. Cycle and road skills training are provided by the police for Year 9's at the beginning of each year. All LTSA regulations must be observed.

PIANO PRACTICE

We have 4 pianos available for our boarders to practice on.



SOCIALS

Boarders receive invitations to social functions held by other schools which are attended in a group with staff members supervising. Personal invitations to attend a school formal may be accepted only with parents permission and must fall within normal leave regulations. A code of conduct and dress is a prerequisite. Boarders must inform the Director of Boarding or her Assistant if they wish to request leave for these occasions.

WEEKEND ACTIVITIES

Activities are offered during the weekend for those who stay in. The activities depend on the number of boarders, staff available, school or sport functions and weather. Activities coming up will be advised in the Boarding House and the weekly Kōrero school newsletters.



Activities - Sporting, Cultural and Social cont'd

SPORTS

A wide selection of sports are offered at the school and we encourage all students to participate. This not only keeps them fit and active, but it gives them an interest and common bond with other students. If a boarder has been ill in bed there must be one clear day when she is up before being allowed to play sport. Information about sports, practices, trials and games is available from our sports portal:

www.sporty.co.nz/craighead - there is also a link on the school website footer.

The school organises sports events, through our Sports Director, but the Boarding House can arrange transport to and from sports venues if required.

SWIMMING

During the first and fourth terms our swimming pool is available to use for boarders. Boarders must use the changing sheds in the pool area. Wet swimsuits and towels are not to be brought inside the Boarding House. Lines are available within the pool area for drying. The swimming pool may be used by families who visit during the term, but full responsibility must be taken by a parent, who must supervise at all times. Boarders may not swim alone. Adult supervision is required AT ALL TIMES.

CONCERTS/SHOWS

Occasionally concerts, shows or other events are available at the weekend. Once a boarder has made a commitment to attend an approved event, she should not withdraw except in extenuating circumstances.

ROWING

In the rowing season the Craighead Rowing Squad is able to leave the Boarding House at 6.15am for training purposes. Boarders may participate in early morning training sessions as a team with an adult coach.



Craighead Scholarships and more

Craighead offers a selection of scholarships that are available to students who will be enrolled and attending Craighead in the coming new school year.

For further information please visit our school website for the dedicated Scholarship webpage.

The current address is:

<https://cds.craighead.school.nz/2025-scholarships>

Here you will find detailed descriptions of each scholarship, a 'Quick-glance' scholarship schedule, and how to apply. Remember to read the criteria fully for any of the scholarships you are interested in applying for to ensure you can meet this.

There is also information on scholarships available from providers outside of Craighead under the heading of 'Useful Links' on this webpage.

*In recognising that
our parent community
work very hard to be
able to send their
daughters to
Craighead,
we constantly look
for ways to support
our families,
through offering a
selection of scholarships.*



Governance and Administration

THE BOARD OF PROPRIETORS - GOVERNANCE

The Boarding House is under the authority of the Board of Proprietors at Craighead. Board members are representatives of the Synod of Christchurch, the Archdeaconry of Timaru, Craighead Connect, The Old Girl's Association and the school. The Board of Proprietors is responsible for the welfare of the Boarding House, its management and financial viability. The Boarding House is a separate entity from the school. The Board of Proprietors have the discretion to decide what is acceptable behaviour in the Boarding House.

MANAGEMENT & ADMINISTRATION

The Boarding House is managed by our Chief Operations Manager and Director of Boarding and her assistant. They oversee all boarding staffing and the operational aspects of the Boarding House. The Chief Operations Manager and Boarding Management meet regularly and work with the Principal. The Chief Operations Manager and Director of Boarding are part of the pastoral network of the school and closely liaise with the Pastoral team regularly.

2025 BOP Members

Mrs Lucy Millar - Chairperson, Synod Representative

Mr Mark Parry - Deputy Chair, Co-opted

Mrs Rene Crawford - BOT Chairperson

Mrs Juliet Marsden - Archdeaconry Representative

Mrs Susan Pahl - Synod Representative

Mrs Tracy McLeod - Synod Representative

Rev Ben Randall - Archdeaconry Representative

Mr Javas Wright - Co-opted

Mr James Forrest - Craighead Connect Representative

Mrs Nicky Coleman - Craighead Connect Representative

Mr John Stuart - Craighead Connect Representative

Mr Hamish Zuppichich - Craighead Connect Representative

In attendance

Mrs Christine Sparrow - Board Secretary

Ms Renae Meggitt - Chief Operations Manager

Mrs Lara Hearn-Rollo - Principal

Craighead's Contractual Agreement & the Expectations of All Boarders

The Craighead Diocesan School Boarding House staff aim to ensure the highest quality of care and safety for all boarders. All communities who live in close quarters with each other create sound systems, procedures and regulations to ensure a safe and harmonious living environment. It is a requirement of admission to boarding that the boarder and her parents/caregivers read and sign the Craighead Diocesan School Boarding Contract and Code of Conduct and agrees to adhere to all boarding procedures and regulations.

This Boarding Handbook is incorporated into and forms part of the contract between the boarder, her parents and the Board of Proprietors. Each boarder is issued with a Handbook at the beginning of the year and a digital copy is available on our school website for parents/caregivers to access at any time.

HOUSE CODE OF CONDUCT - How we live together

To ensure that all students feel safe and valued and are able to learn and develop personally, there are very clear expectations as to a students behaviour and clear consequences for infringements of these expectations.

Every member of the boarding community has clear rights and responsibilities.

Each person has a RIGHT to:

- ♦ be treated as an individual
- ♦ be treated with understanding and kindness
- ♦ be treated with respect and courtesy and be listened to
- ♦ be safe and secure
- ♦ expect their property to be safe
- ♦ learn

Each person has a RESPONSIBILITY to:

- ♦ accept individual differences, learn tolerance
- ♦ treat others with understanding and kindness
- ♦ be thoughtful of others
- ♦ use polite language
- ♦ treat others politely and with respect for their dignity
- ♦ respect the authority of staff by co-operating
- ♦ disagree without being disagreeable
- ♦ respect personal differences in others ability and ethnicity
- ♦ listen respectfully to others
- ♦ observe safety rules
- ♦ report bullying or harassment by other students
- ♦ respect school property
- ♦ respect others' property
- ♦ hand in lost property
- ♦ report theft
- ♦ be punctual to prep
- ♦ be prepared to complete homework and study
- ♦ allow others to learn by being quiet in prep rooms and dormitories

Expectations of All Boarders - Personal Behaviour

For any community to function smoothly its members are expected to conform to standards of behaviour. These include consideration of others, their property and the school environment at all times. A student's responsibility as a community member is to respond to the needs of others in a reasonable way. Abusive or offensive behaviour towards another student or staff member will not be tolerated and will result in disciplinary action. Students are reminded that safety for themselves, individually and collectively, is important. Students are held responsible for any damage to facilities or equipment caused by their own actions or that of their guests. All students share joint responsibility for loss of property or damage should the person responsible for the damage not be found.

ALCOHOL OR DRUGS

Craighead Diocesan School and Boarding House has a zero tolerance drug and alcohol policy. Boarders must not drink, possess or provide alcohol or possess, buy, provide, sell, exchange or use illegal substances, drugs or solvents (or related items) in the school or boarding community. This includes when boarders are representing the school, or attending any event as a student of the school in the wider community or on any boarders outings. The possession of and consumption of alcohol by student's guests whilst visiting Craighead on its grounds/environment is not permitted. Craighead School Rules expressly forbid the consumption of alcohol by its students who are in the care of the school. This means that any boarder who is not on overnight or weekend leave may not consume alcohol when socialising. This is an issue particularly at weekends. The school cannot permit a relaxation of this rule. Signing this contract acknowledges an acceptance of this rule and of any possible consequences as a result of a breach of this rule. Boarders must not use prescription or over the counter medicines inappropriately at school.

SMOKING/VAPING

Craighead Diocesan School and Boarding House are a smoke free area. Boarders must not smoke on the campus, outside the campus, or in school uniform when they are representing the school, or attending any event as a student in the wider community, or on any boarders outings. Any students found with cigarettes, vaping devices (or similar), lighters or matches will be deemed to be a smoker and must accept the consequences.

NOISE

Noise that unreasonably disrupts others in the House at any time is not acceptable. Music or voices should never be so loud that they disturb other boarders. 7.00pm-9.00pm Monday to Thursday is silent study time.

Boarder Contract Facts

Reference: “the school” in the Education Act is a reference to the education facility and does not include the school boarding establishment.

The right of any student to a place in a boarding establishment at a state integrated school is neither granted nor recognised by the Education Act or by any other statute. Similarly, the right of the management of the boarding establishment to terminate the boarding contract is not provided by statute but arises solely pursuant to the boarding contract. The boarding contract is a commercial one providing ‘payment of money in exchange for accommodation services’.

The termination of a boarding contract does not equate to the suspension or expulsion of a student from “the school” in terms of Sections 13-18 of the Education Act, but simply amounts to the termination of a private commercial agreement.

The Ministry of Education does not require notice of suspension under section 14 (1) from a boarding hostel as opposed to the school. Neither does the Secretary of Education become involved in the suspension process relating to the boarding hostel.

The Board of Proprietors shall be entitled from time to time, and at any time, to amend the contract if they feel the changing environment may impact on the Board’s ability to maintain its responsibilities for duty of care.

Wherever reference is made to the Board of Proprietors in this handbook it shall be deemed to include the Disciplinary Committee of the Board of Proprietors under delegated power to stand in place of the Board with all the necessary powers required to hear and determine each case.

The Principal, in her sole and absolute discretion may intervene in any situation relating to offending, whether minor misdemeanors, serious or very serious offences. The Principal may also decide appropriate consequences which may involve a stand down from the Boarding House for one or more nights. It will also include referring the matter directly to the Board of Proprietors for such action as the Board shall see fit.

Boarder Contract Facts ...

After thorough investigation involving serious misconduct by the Principal, Chief Operations Manager and Director of Boarding, a Boarding Contract may be cancelled by the Board of Proprietors, requiring the student to vacate the Boarding House forthwith in the event the student:

Either:

(a) Brings alcohol or prohibited drugs, cigarettes, vaping devices or substances into the Boarding House or grounds of Craighead School.

(b) Consumes, stores, uses or gives other students alcohol or prohibited drugs, cigarettes, vaping devices or substances in the Boarding House or grounds of Craighead School.

(c) Leaves the Boarding House after lights out without the consent of House staff on duty.

(d) Leaves the Craighead grounds at any time without the consent of the Boarding House staff or otherwise as permitted by rules published by the Board of Proprietors.

(e) Engages in conduct unbecoming of a student or boarder at Craighead which may or does lower the reputation of the Boarding House at Craighead, or the school, or endangers the security or safety of the Boarding House or other students boarding or attending at school.

(f) Persistently refuses to comply with the directions of the Boarding House staff, or the Principal, or refuses to comply with a direction, breach of which would expose the student or other student to the risk of injury or damage to their health and safety.

(g) Fails to observe the Special Character requirements of Craighead.

(h) Wilfully damages any of the school buildings, Boarding House or grounds.

(i) Assaults or uses abusive language or behaviour to any member of staff of Craighead or the Boarding Houses or theft, misappropriation or unreasonable retention of any other student property.

(j) Allows any person other than a parent access to any Boarding House or the students room or living space in any Boarding House at any time without the consent of House staff first being obtained.

Boarder Contract Facts...

Or in the event that:

1. the student is suspended or excluded by the Board of Trustees of Craighead for any misconduct as a student of the school.
2. The student is asked to leave Craighead due to the failure to pay Attendance Dues at the school.
3. The parents fail without reasonable explanation to pay the relevant Boarding Fees and any extras incurred on due date or the cost of repair of any damage to the premises occasioned by the student.

DISCIPLINE

The Director of Boarding recognises different levels of offending and there are differing consequences depending upon their severity.

1. Minor misdemeanors:

These result in House Duties of varying length depending on the degree and/or frequency of the misdemeanor. Significant transgression of Boarding House rules may result in 'Gating'. In which case the Director of Boarding will contact parents and/or send a letter home. Gating can be required to take place during the week or over a weekend in the Boarding House.

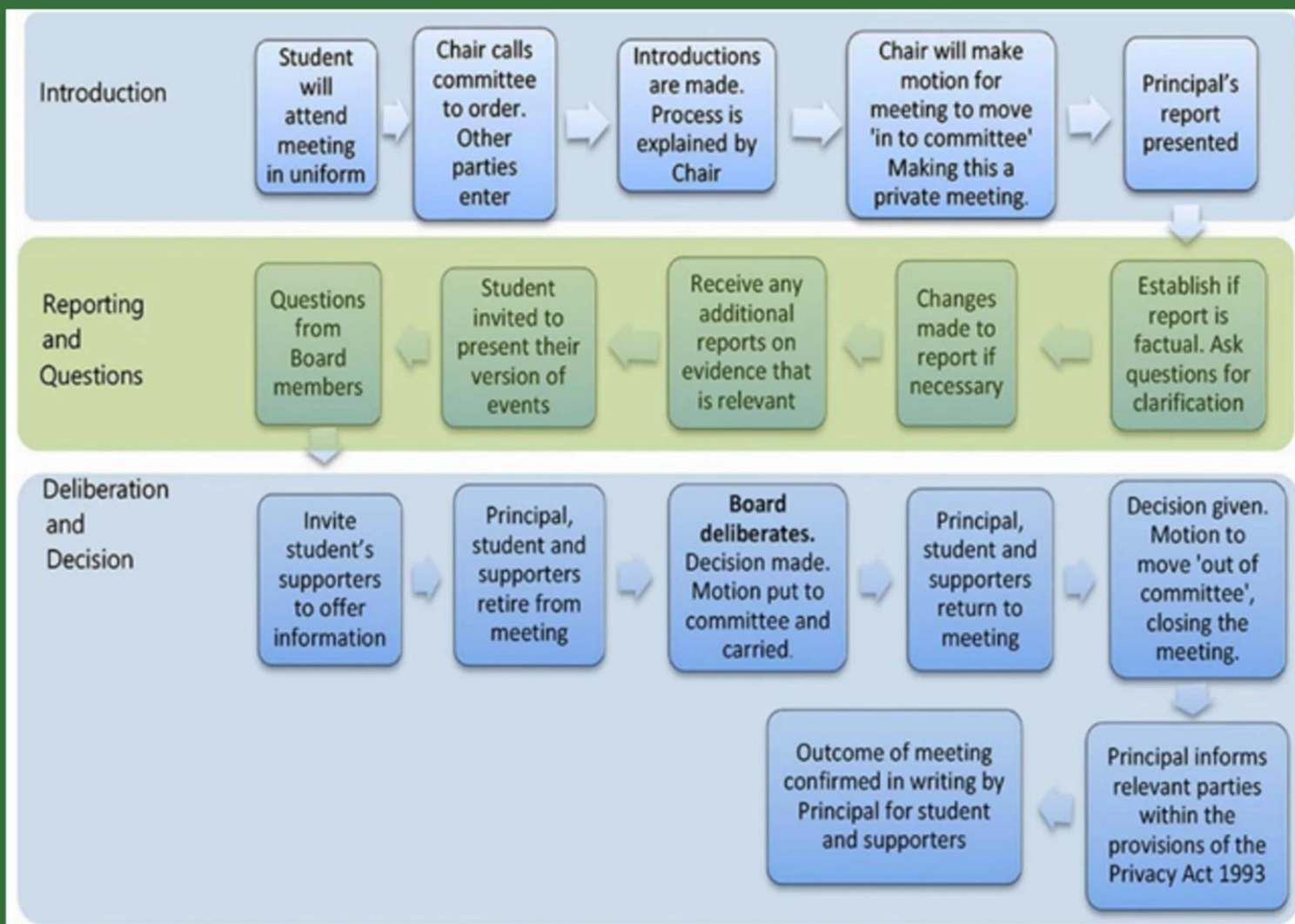
Conditions include:

- No Meal Leave
- No Town Leave
- Report every 1/2 hour to reception
- No visitors allowed
- Participation in sports practices and games are allowed as per normal

2. Serious misdemeanors:

These will be referred immediately to the Director of Boarding, Chief Operations Manager and Principal for investigation and action. A Board Disciplinary Committee meeting may be called for. The following flow chart of the next page describes the process of such a meeting:

Discipline Continued





A snapshot of Craighead's History

> The Shand sisters Eleanor, Fanny, Elizabeth and Anna, opened Craighead School in May 1911 with the expressed aim: "to give such a liberal education on modern lines as will be best fitted to train the intellectual, artistic and moral faculties, to develop the character and ultimately to produce refined, cultured and capable young women".

> Craighead began with a roll of six boarders and 11 day girls. From small beginnings the school has flourished, becoming an Anglican Church school at the end of 1926 when the Shand sisters retired from teaching.

> A note from The Church News of September, 1926, stated: "The school will be taken over by the Diocese from the commencement of 1927 and will provide sufficient education up to and beyond matriculation with Church teaching on sound and modern lines".

> An Integration Agreement was signed in 1980 with the Minister of Education. As from 2 February, 1981 the School became an Integrated School under the provisions of the Private Schools' Conditional Integration Act. The Boarding House remained under the Authority of the Board of Proprietors and was not part of the Integration Agreement.

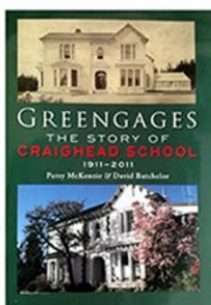
Under the Act, the Special Character of the School is enforced and maintained. This Special Character has a feature of the School since its inception.

> The Len Home Wing was completed and dedicated by Rt Rev David Coles, Bishop of Christchurch, in December 1991. This wing still houses our Years 7 to 10 boarders.

> Rhodes Wing, no longer in use, was completed at the end of 2003 and provided accommodation for Year 13 students. In 2005, Sealy Wing, in Shand House, was opened to accommodate the growing Year 13 roll.

> In 2013 the Board of Proprietors initiated a major building campaign to develop our boarding facilities. By August 2014 a new Senior Boarding Wing was completed and opened. All Year 13 Boarders are now housed in this new complex along with Years 11 and 12. A total of 66 beds are spread over three floor levels, to mirror the Len Home Wing, and has boosted Craighead's boarding capacity, giving our boarders a modern, warm comfortable environment.

"Greengages"
For further
reading on the
history of
Craighead - our
centennial
publication.



Available in our
School Library or
to purchase from
the School Office



The Shand sisters