



Tolcarne

BOARDING RESIDENCE

ST HILDA'S COLLEGIATE SCHOOL



2024 Boarding Handbook - Te Kawa o Tolcarne

Nau mai haere mai te ke kākā Tolcarne

Handbook Contents

Enjoy reading through our Handbook! This will be your guide to boarding at Tolcarne.

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Social Media - Pae Pāpori

For more insight into what happens in daily life, check out our Facebook and Instagram pages!

Director of Boarding Message - Karere

There is a wonderful Maori whakataukī that is 'alive' at Tolcarne.

"He aha te mea nui o te ao

What is the most important thing in the world?

He tangata, he tangata, he tangata

It is the people, it is the people, it is the people."

At Tolcarne that is – the students, the parents and the staff.

Trust in Tolcarne to care deeply for your daughter while she is at Tolcarne. We believe Tolcarne is a 'home away from home' for all of our boarders; providing support, guidance, fun, safe guidelines and wonderful opportunities within a very caring environment.

Boarding at Tolcarne is based on the family values of belonging, empathy, inclusion, integrity and fun. Creating a 'sense of belonging' comes from deeply caring for and nurturing our boarders. Students who are deeply cared for, feel they belong.

Our boarding staff work towards developing a relationship based on trust with each ākonga, this enables all of us to live together respectfully and considerately. We are committed to ensuring the well-being of each student and the smooth running of the boarding hostel. We aim to partner with families and students to ensure a successful boarding experience for all. Parents are an important part of life at Tolcarne so it's always positive to receive your calls and have you visit; we value your support and constructive feedback.

This handbook contains information for you and your daughter, as it is the basis for the Tolcarne operations.

Ngā mihi nui,
Ange Rathbone



"I really appreciate the work that goes into making it feel like a family"

- Parent comment

Tolcarne's Vision - Te Moemoea o Tolcarne

Tolcarne is an inclusive and safe living environment where the akonga is at the centre.

Tolcarne is to provide students with the opportunity to grow to become confident, resilient, happy, young tamariki who are able to authentically connect with others and reach their full potential in a changing world.

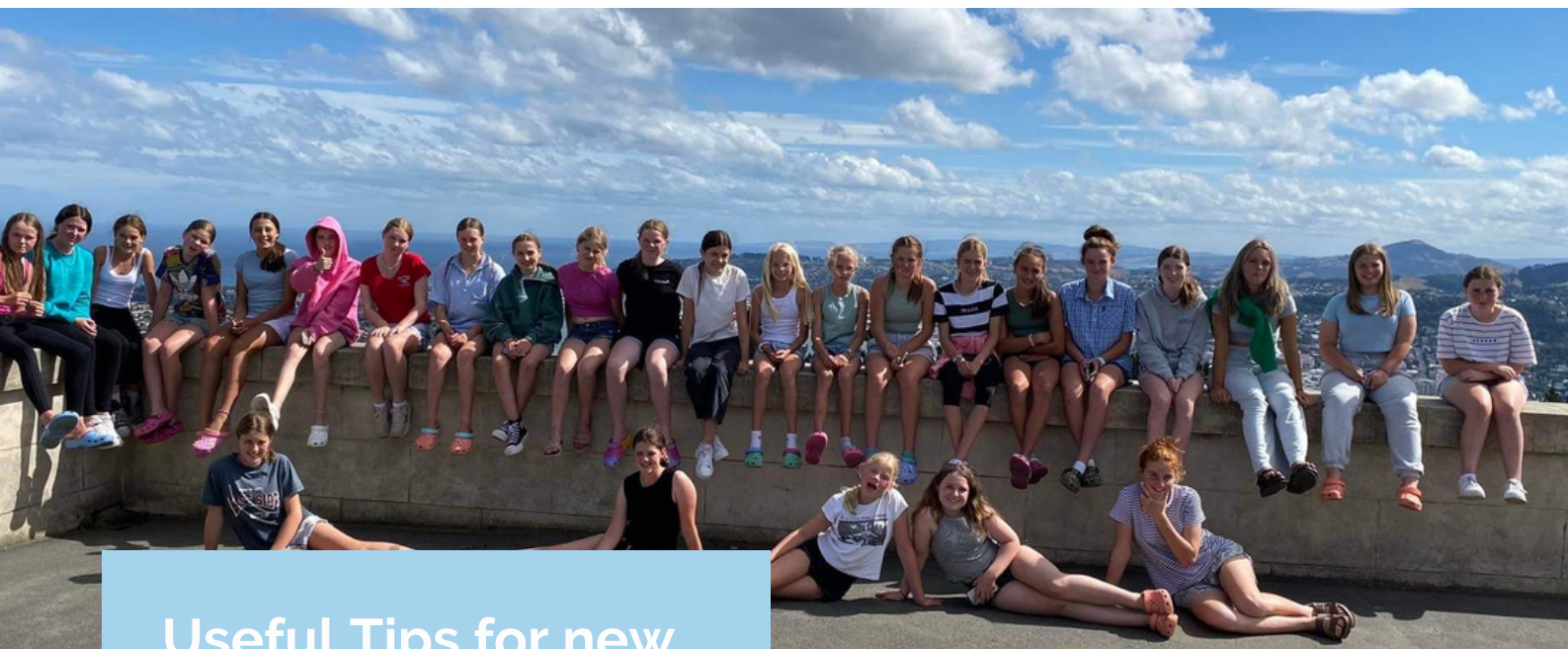
Tolcarne will deeply care and support the students to instil tapatahi and ngakau aroha into their lives by collectively role modelling whakatau and whanaugatanga.

For Tolcarne facilities to meet both parents and students expectations and be economically independent and viable.

Tolcarne Core Values - Te Tikanga o Tolcarne

- Integrity - ngakau tapatahi
- Respect - whakaute
- Empathy - ngakau aroha
- Belonging - whanaugatanga

Whakawhirinakitia te whānau Tolcarne – Trust in Tolcarne



Useful Tips for new students

- A basket with holes (Shower basket) for the water to drain, to put all your toiletries in is useful to keep all your things you will be taking to and from the bathroom together.
- Remember to bring crazy clothes in your Tribe colour for the Tribe competitions.
- Practice making your own bed and learn how to sew on a button, fix a hem and clean your shoes before you come.

- Name all of your belongings in more than one place to keep track of them, including sheets, towels and shoes. Use a sew on name tag and another form of identification e.g nail polish mark or cross stitch.
- A few personal or special things from home like photos, a teddy or blanket, will help when you are missing home.
- Don't be scared to ask questions, even if you think it is silly, someone else might be wondering the same thing.
- Your Year 13 Buddies and Year 12 Boarding Leaders are there to help and support you.

Tolcarne Staff Profiles - Tolcarne Kaimahi - Ko wai rātou

Our team of staff are warm, approachable, and care deeply for all of the students at Tolcarne.



Ange Rathbone – Director of Boarding

Tēnā koutou, tēnā koutou, tēnā koutou katoa
Nga mihi nui ki a koutou katoa

As a mother of 3 young women, I am travelling the parenting journey with you all. I am married to Willy and together we have 3 daughters: Georgia is currently overseas experiencing Europe and the UK, Ana continues to study her honours in fine arts at the Polytechnic and Stella is in her second year at Otago University pursuing law. I value continuing my own education as it enables me to add value to my role here at Tolcarne, and in 2024 I will continue with my Masters in Counselling with Massey University.

To Tolcarne I bring my experience in education, teaching, courage culture leadership, wellbeing and pastoral care, and the operational management of boarding. Together, with the support of the Tolcarne staff, students and parents, I intend to strategically lead boarding at Tolcarne;

- To build a brave culture where people have the courage to live wholeheartedly.
- Maintain an inclusive and nurturing environment for the students at Tolcarne.
- To positively influence the boarding school community in Aotearoa, New Zealand.



Zigani Hill – Dean of Seniors

Hello, my name is Zigani but everyone calls me Ziggy. I arrived in New Zealand 18 years ago from the UK. I grew up in central London so I really enjoy the pace of Dunedin living. I have three grown up children; Griffin, Aurora and Felix. My background is in Midwifery, and I completed a Bachelors in Counselling prior to joining the team here. I really love being part of the Tolcarne team, and walking alongside all the wonderful young people here - always 'such fun!'.

When I do find myself with time to spare, my interests are primarily taken up with walking the dog, DIY in another new home, planning a garden and catching up with my friends and children.



Robyn McGarry – Dean of Juniors

Hi, my name is Robyn McGarry. I am married to Michael, we have three grown up sons, and we have recently become Grandparents to Storm. I enjoy coming into work at Tolcarne, being part of a great team and working alongside 160 vibrant young women – life at Tolcarne is never dull! When I am not at work I love spending time with my family, doing craft projects (which usually turn out as expected) and enjoy growing things in my two poly tunnels!



Reany Rust – Part Time Office Manager

I am married to Ken with four adult children and four grandchildren. I have been involved in Boarding for a number of years now and really enjoy working at Tolcarne. Over the years I have been very fortunate to have been involved with so many great people, both girls, their extended families, and staff. My interests include spending time with my grandchildren, music, golf, skiing, photography, reading, gardening and sewing. I enjoy being part of the Tolcarne Community and seeing the girls make the most of the opportunities available to them.



Bex Finch - Weekend Activities Co-ordinator, Van Driver, Hostel Rental Co-ordinator and Overnight Supervisor

Kia ora everyone, my name is Bex Finch. I have been at Tolcarne for 6 years now. I am passionate about living a healthy and active lifestyle so I just love my job as the Weekend Activities Coordinator and what I can contribute, being able to take the girls out on weekends to try something new and exciting.

I enjoy seeing the girls enthusiastic and enjoying their peers' company, building strong relationships. My background is as a Sports Coordinator and Tourist Guide.

I wear a few different hats here at the Hostel which I love, as I also do the Hostel Rental role, drive the van, do overnight house manager, internal communications. I love the positive, homely atmosphere here at Tolcarne and really love the values that are in place - empathy, belonging, kindness, respect, and integrity.

Natalie Wardell – House Supervisor



Greetings, everyone! I'm Natalie, thrilled to be embarking on my ninth year at Tolcarne. It's been an incredible journey witnessing countless students walk through our doors and eventually graduate as Year 13s. The joy of bumping into former students pursuing their dreams, be it in work, sports, academia, or travel, is a cherished aspect of my role.

Beyond my work, I'm immersed in my MFA (Masters of Fine Art) program right here in Dunedin.

In addition to my academic pursuits, a significant part of my life revolves around Dusky Rain, my spirited four-year-old black German Shepherd. She's a boundless source of energy, ensuring I stay active and take much-needed breaks from my thesis work.

Looking ahead to 2024, I eagerly anticipate continuing my role, sharing laughter, and engaging in enriching conversations with the wonderful Tolcarne community.



Beth Anderson – Communications Coordinator

Kia Ora everyone, I'm Beth and I am so happy that I have the opportunity to be back in my old stomping ground after leaving in 2020. I was fortunate to be head boarder and lead Tolcarne through the COVID-19 lockdown which was equally challenging and rewarding. At Tolcarne, I have made lifelong friends whom I am still in touch with today. I am currently in my 3rd year of university studying a Bachelor of Primary Education.

I am known to be quite a busybody so I have found myself jumping between roles at Tolcarne such as being the Communication Coordinator, doing the occasional prep and a weekend house supervisor. If you can't find me at Tolcarne, I will most likely be nannying, coaching rowing, working at Minaret Station or in the Robertson Library. When I do have spare time, I like to go to the gym and bake.



Tamy Jahanghir – Overnight Supervisor

Hi I am Tamy! We relocated to New Zealand five years back, which was a major change in our lives but we are very grateful for choosing New Zealand as our home. I have a doctorate in Toxicology and more than ten years of academic experience. I was previously working as an Assistant professor at the Pharmacy College in Saudi Arabia.

We are a family of four ... no, actually now five - myself, my husband, our two boys and our bundle of joy Oreo (cat)! I am thoroughly enjoying my Overnight Supervisor position at Tolcarne, every day is a new day here. I love the positive energy at the hostel, with chirpy bubbly girls all around!



Ross Leishman – Food Services Manager

Hi I'm Ross. I come from a background in the baking industry, but was lured into the dark arts of cookery at Tolcarne about 5 years ago and haven't looked back. I enjoy dropping dad jokes into the dinner conversation when the girls come up for their evening meal.

In my spare time I am a poet, now published in a number of international poetry anthology's, I also have a wife (Shelley), 3 children (Darceah, Bryn and Bonnie), 2 dogs (Bentley and Willow), Lester the turtle and Cardi our cat!



Stephen Henderson – Maintenance Manager

Hi, I'm Steve Henderson and I am the Property and Maintenance Manager at Tolcarne and St Hilda's.

I'm married to Megan and have four adult children and three beautiful grandsons. My Tolcarne/St Hilda's journey began in 2014. Overseeing the property and maintenance of both sites is very challenging, but very rewarding and I am fortunate to be able to work alongside so many amazing people and in such a beautiful environment.

My vision is to continue to develop Tolcarne into a world class boarding facility and I remain fully committed to continually improving what is already an amazing place.



Danielle Stephenson - Morning and Weekend House Supervisor

Hey! My name is Danielle and I'm a third-year university student currently studying biomedicine, looking at completing my Masters in Teaching and Learning (Secondary). I went to school up in Hawke's Bay and came down to Dunedin to finish off my studies.

I currently work at Tolcarne as a morning house supervisor and am extremely excited to become more involved in the Tolcarne community in 2024. Outside of uni and work, I enjoy playing canoe polo and hockey, as well as volunteering my time to umpire. I also enjoy spending time with my mates whether it be going out for coffee, to the beach, or study dates in the library.



Nicky O'Brien - Casual House Supervisor/Office manager

Hi my name is Nicky. I'm a mum to two teenagers who attend St Hilda's and John McGlashan. Our family is heavily involved in Ice Hockey and my husband Mike plays and coaches. In my spare time I love planting natives, gardening on our 5 acres and caring for our pet sheep and alpacas, at our Ocean View property. I also love to walk our stunning beach with our dog Aspen. It's fun supporting the girls at Tolcarne and working with the talented team of staff.



Karoline Rose - House Supervisor

I'm the Australian one in the crew! Many of the girls here at the hostel know me from some teaching work I do at St Hilda's.

A mother of five children, now living here to further study and develop a pathway to the next chapter in my storybook of life. I'm enjoying the company of the young people who are currently being nurtured at Tolcarne and hope to share my powerful energy with them, as they do with me.

When I'm not working, I hike, run, garden, cook and read to learn.



Keely McLeod - Part Time House Supervisor

I'm Keely and I'm one of the hostel supervisors at Tolcarne, as well as the student coordinator for Hazlett Tutoring Centre. I can usually be found around Tolcarne on a Saturday but will pop in every so often as well.

I'm originally from Dunback but moved to Dunedin in 2017 to do my Bachelor of Arts and Master of Teaching and Learning at the University of Otago. Currently, I balance my time between being at John McGlashan and Tolcarne, so I'm pretty busy most of the time. When I'm not working, I enjoy going back home to see my family, catching up with friends, or enjoying a stroll out at home in St Clair with my partner, Braden.



Kaitlyn Clarey - Live in, morning house supervisor

Hey, my name is Kaitlyn and I am a third-year university student studying neuroscience! I'm originally from Auckland but moved to Feilding for high school before calling Dunedin home to finish my studies at university. When I'm not studying to working, you'll probably find me at the hockey turf umpiring. I also enjoy going to the gym and spending time with friends, whether that be going to the beach or going out for coffee!

I am super excited to join the team at Tolcarne in a live-in position for 2024, and I'm looking forward to seeing what Tolcarne life is all about!



Lauren Dewhirst - Weekend House Supervisor

Hi everyone, I'm Lauren. I'm Dunedin born and bred, and also went to St Hilda's, along with my three younger sisters. I studied a Bachelor of Arts in Education at the University of Otago and graduated at the end of 2021. My degree took a particular focus on health and wellbeing education and disability studies, both due to my own lived experiences and my passion for student welfare.

I work as a Saturday house supervisor and I am enjoying getting to know more about the students.

Tolcarne Tribes

Respect, Integrity, Empathy and Belonging

Baxter, Grendon, Highgate, Falkland

We began Tribes at Tolcarne to help develop a sense of belonging, connections and support among our students. Each student is assigned to a Tribe when they first arrive at Tolcarne or join the Tribe of a sibling. They belong to this tribe for the time they are with us.

We share weekly dinners, healthy competitions against the other tribes and challenges a couple of times each term. The scores are regularly updated on the dining room wall. Tolcarne Tribe members can also earn Tribe points throughout the terms by demonstrating the Tolcarne Tribe values of Respect, Integrity, Empathy and Belonging. When the values are observed by a staff member they issue points on a tribe values card, these are collated and added to the overall tribe points for the end-of-the-year main prize.



Contact Details

Duty House Managers & Students

Phone 03 464 0074 **Ext 1**
Cell phone 027 361 6409
Fax 03 467 6157
Email housemanagers@shcs.school.nz

Director of Boarding

Phone 03 464 0074 **Ext 2**
Fax 03 467 6157
Cell phone 027 451 7234
Email arathbone@shcs.school.nz

Other Useful Numbers

"Parents Only" Line 03 467 2945

Postal Address 12 Tolcarne Avenue, Maori Hill, Dunedin 9010



Whom to Contact

General Wellbeing

For issues concerning the general wellbeing of your daughter please contact either the **Tolcarne Junior/ Senior Dean** - 03 464 0074 Ext 1 or the **Director of Boarding** - 03 464 0074 Ext 2

Day-to-day operations

Contact the Tolcarne duty manager at housemanagers@shcs.school.nz or the **Office Manager** (Health Centre Administrators) at tolcarneoffice@shcs.school.nz. In some situations, the issue may be referred to the School Counsellor or other Health Professionals

School Fees Accounts

For enquiries on accounts please contact the **Accounts Administrator** 03 477 0989 or Email schoolfees@shcs.school.nz

Academic Issues

Contact the school Dean responsible for your daughter's year group at School - **03 477 0989**

Year 9 dean - Cass Pickering - year9dean@shcs.school.nz
Year 10 dean - Daniel Potter - year10dean@shcs.school.nz
Year 11 dean - Rachel McMillian - year11dean@shcs.school.nz
Year 12 dean - Lindsay McLanachan - year12dean@shcs.school.nz
Year 13 dean - Sandra Muller - year13dean@shcs.school.nz

Leave from School

To arrange leave from School please contact both the **School Office 03 477 0989 Ext 1** or email absences@shcs.school.nz and inform Tolcarne when submitting a leave request.

Concerns about any aspect of Tolcarne

For any concerns please either contact the **Director of Boarding (03 464 0074 Ext 2)** or your **Tolcarne Committee Local Representative**

Board of Proprietors

Mrs Andrea Chisholm

Chair - BOP

jarodandandrea@xtra.co.nz

Tolcarne Committee

Mr Pete Sinclair - Chair

Mrs Julie Ross

Mrs Robyn Pannett

Mr Craig Erasmus

Mrs Sarah Homer

Mrs Sarah-Kate Dineen

Mr Murray Cockburn

Area

Central

North Otago

West Otago

Central Otago

Clutha District

Central Otago

Southland

petesinc@xtra.co.nz

The Tolcarne Committee is our whanau voice on the Board of Proprietors. They meet at least 4 times per year prior to the full Board of Proprietors meetings.

Dunedin Diocesan Trust Board

Representatives

Mrs Emma Burke

Mr Paul Wagner

Mrs Julie Ross

Diocesan Council Representatives

Mrs Louise Taylor

Rev'd Liz Cheyne

Old Girls Association

Representatives

Mrs Vanessa Robb

Mrs Jocelyn Kinny

Tolcarne Finance Committee

Mrs Sharon Fulton

Mr Julie Ross

Mrs Andrea Chisholm

Mr Murray Cockburn

Parents' & Friends' Association

Representatives

Mrs Andrea Chisholm

Mrs Sharon Fulton

In attendance at Board Meetings and Tolcarne Meetings

Mrs Jackie Barron (Principal)

Ms Ange Rathbone (Director of Boarding)

Mrs Jan Clark (Business Manager)

Mrs Emma Jury (Executive Assistant, Tolcarne Committee only)

Mrs Deb Sutton (Board Secretary)

Head Boarder Prefects (Tolcarne Committee only)

Special character Committee

Bishop Steven Benford - Chair

Ms Ange Rathbone

Mrs Julie Ross

Mrs Robyn Pannett

Mrs Vanessa Robb

SHCS Sacristans - 2

SHCS incorporated Society

Bishop Steven Benford - Chair

*All appointments subject to change





Tolcarne In-House Web Page

This web page is available for ākonga and whanau.

<http://tiny.cc/info-tolcarne>

You can access:

- Our policies and procedures
- General Tolcarne permission forms
- Tolcarne Operations (Year level Guidelines, Tolcarne Tutorials, Board of Proprietors list, Parent Food Focus Group)

Code of Conduct - Tikanga Ākonga

Purpose: To develop and maintain a positive, respectful, and supportive Boarding Environment.

Rationale: All students must be able to live in a caring, positive, respectful, and supportive environment.

Each person has a RIGHT to:	Students are encouraged to:
<ul style="list-style-type: none"> • Be treated as an individual 	<ul style="list-style-type: none"> • Accept individual differences
<ul style="list-style-type: none"> • Be treated with understanding and kindness 	<ul style="list-style-type: none"> • Treat others with understanding • Be thoughtful of others • Approach situations restoratively
<ul style="list-style-type: none"> • Be treated with respect, courtesy and be listened to 	<ul style="list-style-type: none"> • Use polite language • Treat others politely and with respect for their dignity • Respect the authority of staff • Accept different points of view and ways of doing things • Demonstrate empathy • Respect personal differences in others' ability and race • Listen respectfully to others • Have regard and thought for others living within a communal environment
<ul style="list-style-type: none"> • Be safe and secure 	<ul style="list-style-type: none"> • Observe safety rules • Report bullying or harassment of other students • Refrain from teasing others or hurting their feelings
<ul style="list-style-type: none"> • Expect their property to be safe 	<ul style="list-style-type: none"> • Respect school property • Respect others' property • Not steal, damage or destroy the property of others • Hand in lost property • Report theft
<ul style="list-style-type: none"> • Learn 	<ul style="list-style-type: none"> • Be punctual to prep and prepared to complete work • Allow others to learn by being quiet in prep rooms and dorms • Listen attentively when spoken to • Co-operate with staff
<ul style="list-style-type: none"> • Respect 	<ul style="list-style-type: none"> • Tolcarne Student Policies and Procedures • Tolcarne Staff • Tolcarne rules and behaviour expectations • Our responsibilities under the Tiriti o Waitangi • The use and normalisation of Te reo & Tikanga Māori

Behaviour Management and Restorative Practice - Mahi Whakautu

Staff will be acting 'In loco parentis' of your daughter. We expect your child to accept and obey all the lawful and reasonable instructions given by our staff. Our understanding is that in signing the Tolcarne admission forms you agree to the behaviour management policies and procedures.

Students are expected to abide by the following:

- Tolcarne Code of Conduct
- Rules as specified in Tolcarne Residence Handbook.
- Specific year group guidelines.
- Any lawful instructions given by hostel staff.
- Student Policies and procedures (<http://tiny.cc/info-tolcarne>)
- Acceptance of random property searches and the use of professional surveillance agencies for contraband substance.
- Acceptance that the Director of Boarding can facilitate a drug and/or alcohol test for your daughter if she is under the care of the hostel and suspected to be under the influence. The Director of Boarding will contact the parent/guardian within 6 hours of the occurrence.

If a boarder breaches Tolcarne expectations the following consequences may be imposed. This list is not exhaustive and other consequences may be given at staff discretion:

- Verbal censure/counselling
- Restorative Meetings to repair the harm caused
- Duties
- Withdrawal of privileges
- Withdrawal of leave
- In-house and/or suspension and stand-down
- Exclusion from the Boarding Hostel in consultation with the Board of Proprietors



What is Restorative Practice?

The essence of restorative practice

The essence of restorative practices is disarmingly simple: that human beings are happier, more productive and more likely to make positive changes in their behaviour when those in positions of authority do things with them, rather than to them or for them.

Increasingly parents, caregivers and community groups are seeking out support and direction around managing the young people in their care. Building, enhancing and restoring relationships across any workplace, community group, school or culture, is absolutely essential for a strongly connected, empathetic, functioning society.

Restorative approach at the Hostel

Restorative approaches in the hostel is being used as an alternative to more punitive disciplinary systems and procedures where often there have been little or no links between those who have caused the harm and those they have harmed, nor any real connections between the punishment and the actual offence.

The restorative approach in the hostel is more effective in establishing long term lasting changes in relationships, more connecting of the members of the hostel community, more involving and hearing of victims, and more enhancing of climates of care within the hostel as a whole.

Restorative practice is:

- **Harm-Focused** - How have individuals been harmed? What do they need? It identifies, repairs and prevents future harm.
- **Engagement** - Person/s that have harmed and been harmed, community and hostel are involved through a voluntary, facilitated dialogue process.
- **Responsibility/Obligations** - Individuals accept responsibility for their actions
- **Repair** - Individuals agree to repair harm done
- **Prevention** - Individuals learn from their mistakes

Why is it different to a Punitive Approach?

Punitive Approach	Restorative Approach
1 - What is the rule that was broken? 2 - Who broke that rule? 3 - How should they be punished?	1 - What is the harm that was done? 2 - How can that harm be repaired? 3 - Who is responsible for this repair?

What happens during a restorative conference?

- Participants listen to the stories of what happened so they have a clear understanding of the impact of their behaviour on everyone present.
- The damage may be physical or emotional. They then decide what needs to be done to repair the damage and minimize further harm.
- An agreement is reached which is recorded and signed by the key people present. These people are given a copy of the agreement.
- Follow-up occurs at the agreed time.



Tolcarne Year Level Guidelines - Te Tikanga o Tolcarne

Learn more about what your guidelines will look like and how privileges grow as you reach the senior school!

To the Parents - Ki ngā Mātua:

We value parental support for all our guidelines. We ask you to make sure that your family guidelines are not too different from ours. At Tolcarne we operate a high trust model based on communication that is underpinned by behavioural expectations and guidelines. It is expected of each boarder that she takes responsibility for herself in conforming to the guidelines and expectations at Tolcarne.

To the Students - Ki ngā Akonga:

For your safety and staff assurance please ensure you communicate with the staff so they know where you are when you leave the hostel. There are particular rules that apply specifically to your year level. These are fully explained below to ensure there is no room for misunderstanding. Times for special occasions and functions can be negotiated with the Duty House Manager. The behavioural expectations, which apply to everyone at Tolcarne, still apply to you as well as the Year Level Guidelines.

IMPORTANT - signing in and out

Student safety is paramount and we need to know where each student is or should be at ALL times. This is NON NEGOTIABLE.

All students **must** sign out at the House Managers' office whenever they leave Tolcarne. All students **must** sign in at the House Managers' office when they return to Tolcarne.

When students return later than the time indicated on their leave the expectation is that the House Manager is contacted by text or phone call.

We take an especially serious view of:

- (a) Students leaving Tolcarne without our knowledge or permission.
- (b) Students signing out for one purpose (e.g. seeing a film) and doing something quite different.

For your safety and staff assurance, please ensure the staff are notified where you are when you leave the hostel. There are particular rules that apply specifically to your year level. These are fully explained below to ensure there is no room for misunderstanding. Times for special occasions and functions can be negotiated with the Duty House Manager. The behavioural expectations, which apply to everyone at Tolcarne, still apply to you as well as those below.

2024 Tolcarne Guidelines and Expectations Yr 9-13 (subject to change)

	Year 9	Year 10	Year 11	Year 12	Year 13
AFTER SCHOOL (Mon-Fri)					
Town Leave	x1 fortnightly midweek	x1 weekly midweek	Free to go when you choose	Free to go when you choose	To be back at the Hostel by 9.30pm. 3hrs + needs a conversation with staff Mon night - Tribe dinners not to be missed
Quick Leave	1 hour up til 5.30pm Walks, runs locally (Maori Hill, Roslyn)	1 hour up til 5.30pm Walks, runs locally (Maori Hill, Roslyn)	1.5 hours up til 6pm	Walks, runs locally (Maori Hill, Roslyn)	
Quick Leave - Daylight saving	After dinner and before 6.40pm up to 30 mins	After dinner and before 6.40pm up to 40 mins	After dinner and before 6.40pm up to 40 mins & After prep til 8.30pm	After dinner and before 6.40pm up to 40 mins & After prep til 8.30pm	
WEEKEND					
Town Leave Up to 3 hours	x1 each weekend. Lunch at Tolcarne can be missed. Good communication with staff is essential	x1 each weekend. Lunch at Tolcarne can be missed. Good communication with staff is essential	x1 town leave over the weekend. Good communication with staff is essential	You are free to go when you choose with good communication	To be back at the hostel by 9.30pm with a conversation with staff for more than a 3-hour leave
Quick Leave	Up to 2 hours each weekend day. Good communication with staff is essential	Up to 2.5 hours each weekend day. Good communication with staff is essential	Up to 3 hours each weekend day. Good communication with staff is essential	Up to 4 hours each weekend day. Good communication with staff is essential	
Quick Leave - Daylight saving	30 mins after dinner until 7.30pm	40 mins after dinner until 8pm	50 mins after dinner until 8.30pm	60 mins after dinner until 8.30pm	
LATE LEAVE					
Yr 10-12: request to be in by 6pm and parents must approve before you can leave the hostel. Yr 13: Parent permission is not required. You must also have a robust conversation with staff before departure. You must sign in yourself and be seen by a staff member.					
Late leave	Not permissible	Saturday night til 8.30pm Cannot walk home from Late leave	Friday 8.30pm Sat 9.30pm Cannot walk home from Late leave	Friday 10pm Sat 10.30pm With a clear conversation with staff, you may be able to walk home from if local.	Fri 10.30pm Sat 11pm
Prep	6.45-7.30pm supervised Prep	6.45-8pm supervised Prep	6.45-8pm supervised Prep	6.45pm-8pm Self-Managed	Self-managed
Bedtimes	Sun-Thu Quiet time = 9.05pm Lights Out = 9.15pm Fri-Sat Bedtime 10pm	Sun-Thu Quiet time = 9.15pm Lights Out = 9.30pm Fri-Sat Bedtime 10.15pm	Sun-Thu Quiet time = 9.30pm Lights out = 9.45pm Fri-Sat Bedtime 10.30pm	Sun-Thu Quiet time = 9.30pm Lights out = 9.45pm Fri-Sat Bedtime 10.30pm	7 days a week In your rooms by 10.30pm Lights out – self managed
Devices	Sun-Thu = Phones 6.45pm, laptops 8pm Fri-Sat = Phones & Laptops out at 8am and in at 9pm	Sun-Thu = Phones & Laptops 8.45pm Fri-Sat = Phones & Laptops out at 7am and in at 9.45pm	Sun-Thu = Phones & Laptops 9.30pm Fri-Sat = Phones are not handed in Laptops 10.15pm	Sun-Thu = Phones & Laptops 9.30pm Fri-Sat = Phones are not handed in Laptops 10.15pm	7 days a week Students manage their own devices
Gym Member Ships	Not permissible	Not permissible	Possible with Deans permission Dinner & prep cannot be missed. Morning class – Dean permission	Tribe dinners must not be missed. 2x week Mon-Thu in evenings	Tribe dinners must not be missed.
Visitors	Up to 2 hours. Mon-Thu til 5pm. Fri til 8.30pm. Sat - after 1pm, until 9pm. Sun after 1pm, until 5pm.	Up to 2 hours. Mon-Thu til 5pm. Fri til 8.30pm. Sat - after 1pm, until 9pm. Sun after 1pm, until 7pm.	Up to 2 hours – staff permission for longer visits. Mon-Thu til 5pm. Fri til 9.30pm. Sat after 1pm, until 10pm. Sun after 1pm up until 8pm	Up to 2 hours – staff permission for longer visits. Mon-Thu til 5pm. Fri til 9.30pm. Sat after 1pm, until 10pm. Sun after 1pm up until 8pm.	Visiting times negotiable with staff.

ORAH Information - Pārongo

- Any leave that requires parent approval must be requested via Orah.
- Note: any overnight leave during the weekend MUST be submitted by the prior Thursday night for Year 9-11.
- Any overnight leave during the weekend MUST be submitted the day before for Year 12 students.
- This is non-negotiable.

Leave Types that DO require Parental Permission:

- Overnight Leave – this is leave for 1 night away from the hostel during the weekend or week. It is also used for more than 1 night away from the hostel mid-week.
- Weekend Leave – students may go on weekend leave any weekend. Spending the weekend at home or the home of friends and extended family. Any Weekend Leave that is with a host (not your parents) requires the host to ring Tolcarne for all students Year 9-12.
- Weekend Leave (missing school at any stage) – If your daughter is needing to depart early during school time or arrive after Monday school has started – Please use this Weekend Leave type. We encourage students and families where ever possible to not miss valuable school time due to leaving early for the weekend. When this leave type is used and the leave is approved, the school office will be notified via Orah.
- Any Overnight or Weekend Leave to a host (someone other than parents) requires the host to contact Tolcarne for all students Year 9-12. Tolcarne management will ring the host if more than 3 boarders are going to the same place for Overnight and/or Weekend Leave for Year 13 students.
- Host Leave (not overnight) – This is leave with an adult or family that is NOT on your daughter's Visitors List. This leave is when your daughter is out with the host for any occasion, eg: Afternoon Leave, Day Leave, Evening Leave and/or Dinner Leave. Only Year 13 students can initiate their own Host Leave. Hosts must contact the hostel for Year 9-12 students to confirm the leave details.
- Late Leave – Is leave taken on a Friday and/or Saturday night. Students who are Year 10-12 are required to have their late leave approved by a parent. The students must submit their Late Leave request into Orah by 6pm on the night of the leave. Parents must approve this leave before departure from Tolcarne. At times, the duty manager will approve leave if parents/guardians are unable to be contacted. 13 late leave doesn't require the parent's approval but does require the duty manager's approval.
- Home Leave – This is leave for when a student goes home.
- Beach leave – Junior Beach leave requires Adult Supervision (refer to Beach Rules at Tolcarne). Seniors can go to St Clair or St Kilda Beach to swim or surf between the flags when the Beach Patrol is operating with parent permission via Orah.
- Sick Leave – This is leave when your daughter goes home because she is unwell.
- Holiday Leave – This is when the students leave Tolcarne on the last day of each term or a closed weekend and return on the day prior to new term starting or closed weekend opening.
- Except at the beginning and end of the School year, boarders must return at the beginning of each term or a closed weekend by 8.30pm on the evening before School commences or by prior arrangement with the House Manager on duty and must depart from Tolcarne by 5pm on the last School day of the term or closed weekend (exception: is the last day of Term 4 – the hostel closes at 3pm prior to Prize Giving)
- Please note: that the hostel reopens after a holiday break at 3pm on the day of opening.

Orah Password Reset for parents:

<https://success.orah.com/en/articles/5360120-resetting-your-password>

Student Initiated Leave that DOES NOT require Parent permission but does require Hostel staff approval:

- Visitors List Outing
- Quick Leave from school
- Quick Leave (from the hostel – walks, runs, town, diary)
- School Event Leave
- Appointment during the school day. Students must request leave via Orah when they have an appointment during school hours. They must state who the appointment is with and where they are going. Students must attempt to book all appointments outside of school hours where possible. The hostel will approve the leave and the school office will be notified via Orah.

Tolcarne Management may approve leave provided there are no commitments to be honoured by the boarder either at School or within Tolcarne. This includes a loss of any leave, particularly late leave.

Management may withdraw leave privileges under the following circumstances:

- A student who has loss of privileges as part of the behavioral management plan.
- Concern in regards to the suitability or safety of her intentions – where possible this would be discussed with parents.
- Dishonesty regarding the information on the leave form.

Visitors List Leave:

- Parents are asked to supply a Visitors List (including address and contact details) of the people their daughters may visit. These people on your daughter's Visitors List act 'as parents' and have the right to take your daughter out during the day and evening time (never overnight), without parents approving each individual leave.
- PLEASE consider very carefully who you place on this Visitors List. Make sure they are people your trust explicitly. Parents may add new names to their daughter's list if they wish and need to do so via email to the Director of Boarding.
- The Person on the Visitors List must ring the Duty House Manager and organise the visit (this includes older siblings).
- The boarder must be collected from Tolcarne and returned by 8.30pm.
- Tolcarne Management will give permission for outings with people on the Visiting List provided previous commitments are first honoured (e.g. prep, sport).
- This is not to be regularly encouraged during the week.



"The support and encouragement from staff and students alike is endless"
- Year 11 Student comment

Host Leave: (this is not to be used for Overnight Leave)

Outings with people/families who are not on your daughter's Visitors List – only Year 12 and 13 can submit host leave themselves. Year 9-11 host leave must be submitted by a parent/guardian.

- For your daughter to be hosted by a person/family who is not on your daughters visiting list a parent/guardian must endorse the HOST LEAVE. It may be for an afternoon, day leave during the weekend, dinner or an evening leave.
- Tolcarne Management may approve the leave provided there are no commitments to be honoured by the boarder either at School or within Tolcarne.
- This leave can be used when other boarding parents want to take your daughter out or a phone call can be made to give permission.

PLEASE NOTE:

On all leave from Tolcarne the hostel is released of its responsibility for your daughter. Thus, both the parents of boarders and the host parents have a legal obligation to ensure and provide responsible supervision. When parents submit any leave request, you understand and agree that Tolcarne relinquishes the responsibility of students during their granted leave. You are also confirming that you have contacted the host and are satisfied with all of the leave and supervision arrangements.

As extra security, Tolcarne expects hosts to contact the duty manager to confirm leave arrangements – for Year 9-12. If more than 3 Year 13 students are going to the same host – the duty manager expects the host will ring Tolcarne. Tolcarne reserves the right to make recommendations on the suitability of any host with student wellbeing and safety as the focus.

Transport at Tolcarne - Mā hea koe haere ai

Tolcarne Van - Te Waka Tolcarne: Our students can book the Tolcarne van each week for rides to and from Tolcarne. Preference is often given to team and co-curricular commitments. The van bookings open on a Sunday night at 6pm and students can book van rides during the week. A senior staff member manages the van bookings. We will also organise rides for students using the Tolcarne vehicle (when the Van bookings are well oversubscribed), and staffing allows for a car ride.

Blue Bubble Taxis (Dunedin Taxis) - Tekehī: All students **MUST** have a taxi charge card to use the Dunedin Taxi service. This taxi company is our preferred supplier. When students use order a taxi they can all swipe their taxi cards and the charge is split accordingly. This makes sure taxi charges are fairly distributed.

All families need to complete the TaxiCharge application form. Once this application has been approved families have an agreement with the taxi company and Tolcarne is not responsible for any Taxi use concerns. However if you have a concern about any taxi charges or taxi use – please do not hesitate to contact Tolcarne if we can help, as we have a good working relationship with Dunedin Taxis as they value our business.

Please go to this link to complete the taxicharge card application form and click next and choose "Personal account" under account type

<https://taxicharge.aplyid.com/forms/apply>

Ritchie's Transport Dunedin: We will often use Ritchie bus service to transport the students around Dunedin to events involving many or all of the boarders. Eg: local school socials, open evening, movies, theatre performances, weekend activities, school functions at night.

'Day in the life of a Tolcarne student' - ētahi rā o te Ākonga o Tolcarne

Learn more about what daily life will look like for you as a boarding student at St Hilda's!

6.45am – 7am – The wake up bell is rung, followed by Year 9 – 11 being woken by morning staff.

7am – Breakfast is available in the Dining Room until 7.55am.

Take morning tea, along with making a packed lunch (sandwich/bun/wrap, sushi, poke bowl options and soup in the winter).

8am – Breakfast duties are completed by Year 9 and 10 students.

8.20am – Students head off to school, walking via our private bush track.

8.40am – School timetable begins.

3.25pm (3.00pm on a Friday) - End of school and walk home.

3.30pm – Afternoon tea in the Dining Room.

3.30pm – 5.45pm – After school activities, co-curricular activities, walks to the dairy – free time until dinner!

5.45pm – Junior dinner **6pm** - Senior dinner (full hostel Tribe dinners on Monday evenings). Rolling dinner (attend at anytime) from 5.15 pm on Friday, Saturday and Sunday.

6.45pm – 7.45pm - Year 9 prep

6.45pm - 8.00pm – Year 10 & 11 prep for homework/study. Koru (Wellbeing Program) is also held during this time, once a week for the Year 9's and fortnightly for Year 10 students.

7.45pm - Year 9 supper in the Dining Room

8.00pm – Year 10 supper in the Dining Room and seniors in their Common Room spaces.

9.00pm - Quiet time for Year 9

9.15pm - Lights out for Year 9

9.15pm - Quiet time for Year 10

9.30pm - Lights out for Year 10

9.30pm - Quiet time for Year 11

9.45pm - Lights out for Year 11

10.00pm - Check in on the Year 12 & 13 students





How Tolcarne communicates with our ākonga

Tolcarne staff communicate using several means:

- Dining Room TV notices
- Notices at Tribe dinners and junior dinners
- Staff use the 'Chat' app as a way to message students about daily hostel goings-on
- All boarders or year-level groups can be emailed
- Our Deans hold regular level meetings throughout the terms

Koru Wellbeing Program - Hotaka Hauora

Tolcarne has created and facilitates a wellbeing program – Koru, for our Year 9 and 10 students. Each term, Koru has a different theme and is a collaborative program which is designed to facilitate the growth and development of our Junior students own wellbeing. Student wellbeing and the development of self-management strategies are strongly linked to better student learning. The program has been developed from Linda Graham's six C's: Connection, Clarity, Calm, Compassion, Competence and Courage.

Year 9 Themes

Term 1: Getting to know myself

Term 2: Emotional vocabulary

Term 3: Courage and fear

Term 4: Reflection

Year 10 Themes:

Term 1: Compassion for others and self

Term 2: Failure/perfectionism, feminism/sexism, social media

Term 3 and 4: Connecting to something bigger than yourself

Prep and Flexi-prep

Prep runs for Year 9-12 students from Monday-Thursday every week.

Year 9: 6.45 - 7.30, quiet time: 7.30 - 8pm

Year 10: 6.45 - 7.30, quiet time: 7.30 - 8pm

Year 11 and 12: 6.45 - 8pm

On approximately 4-6 Thursdays during the Term 2-4, Tolcarne offers all students (mostly juniors participate) the opportunity to learn a new activity if they do not have any prep. Students can pick an activity to do for a 3 week block. Activities in the past have included, lavender bags, beeswax hand cream and lip gloss making, beanie making, music, acroyoga, drawing, cooking, baking and crafts. This is an initiative which Tolcarne started in 2019 and has been met with much enthusiasm.

Worship

Chaplain, Dr Gillian Townsley

Dr Townsley holds sessions in the form of Night Prayers and Night Chats. Night Prayers are held 3 times a term on different nights, with junior students expected to attend 1 per term and a total of 3 a year. Night Prayers are optional for senior students but they are welcome to attend whenever they wish. Night Chats are once a term in the evenings, during the week, and are optional. Students can also attend church on a Sunday if they choose.

As part of the Special Character of Tolcarne:

- Night prayers are held at Tolcarne.
- Junior students are expected to attend 1 per term.
- Students may attend Church on any Sunday if they wish to.



Tuesday Activities

Each Tuesday after school activities are available for the Year 9 students. We plan a variety of activities, from in house, to outings a couple of times a term.

Some of our highlights have included... attending the movies, bowling, Time Zone, visiting the Tūhura Science Centre, the Butterfly Tropical Forest and more! While onsite, there have been activities such as; baking, Master Chef Mystery Box competitions, a pool party, picnic, clay jewellery making, bead bracelets and many others.

This is a great chance for the students to keep busy, hang out with friends and try out something new!

Hazlett Tutoring Centre

Private 1:1 tutoring is once more being offered at Tolcarne through Hazlett Tutoring Centre for all years, levels and subjects. We work with HTC but are not exclusive. Students are welcome to organise their own tutors and tutorials.

Hazlett Tutoring Centre is owned and directed by Alice Hazlett. A mother of two teenage girls, Alice knows well the challenges of fitting impactful study and homework time into a busy schedule. They committed to building resilience, creative problem-solving skills and confidence in young people. Alice's staff offer a personal approach to all families at Hazlett Tutoring Centre, communicating consistently with parents on their child's progress and goals.

All their tutors are university students who have a very recent experience of NCEA and will assist our students beyond academics, helping them to organise their timetable, create study notes and provide mentoring through exams and assignments.

To arrange tutoring for your daughter please email contact@hazlettutoringcentre.co.nz and speak with their National Manager Victoria.

www.hazlettutoringcentre.co.nz



Student Leadership Opportunities at Tolcarne



Head boarders:

Two year 13 students are selected for the Head Boarder role. Students apply for this role at the beginning of Term 4 for the following year. The purpose of the Head Boarder role is to help create and support an inclusive, safe, positive environment that assists all boarders to enjoy their boarding experience, and grow as young women.

Year 12 Boarding Leader Programme:

Year 11 students are asked to apply for a Boarding Leader role (of which there are 12) during Term 4 for the following year. Year 12 Boarding Leaders work as part of a team supporting the Hostel in the smooth running of the Hostel. Each Hostel Leader helps to foster an atmosphere of warmth and understanding in the Hostel and are expected to be a strong role model with whom the girls can relate in a positive way.

Tribe Leaders:

Each Tribe has 2 Tribe Leaders who help motivate and lead the Tribe, working towards creating a Tribe culture that is inclusive. They organise the Tribe competitions which are held on Tribe dinner nights and the end of year Tribes Game day. Tribe dinners are where all year level sit together as a Tribe - it is a time when the full hostel comes together. Tribe leaders help make everyone feel valued in the Tribe.

Year 13 Buddies:

Our year 13 rangataki have the choice to guide a new year 9 (or two!) through their first term as they settle into the rhythms and routines of hostel life. This offers the new year 9 the experience and support of a senior student as they navigate the mixed emotions of starting high school as a boarder.

Tolcarne Student Council:

The Tolcarne Council is made up of 2 representatives at each year level. These students bring their cohorts feedback, ideas and suggestions to the Tolcarne Council meetings, which are held twice a term. Being a representative means you learn about leadership, feedback, process and change. This is where student voice is very much valued.



Health Care at Tolcarne - Hauora ki a Tolcarne

Health Centre

The Office Manager manages the Health Centre every morning from 7.30am until 3.30pm. House staff and the overnight supervisors manage the Health Centre from 3.30pm-7.30am. The Office Manager will contact parents when their daughter is unwell. The Tolcarne staff provide 'motherly' care when our students present with general ailments. Any medical issues that cannot be dealt with by the Duty staff will be referred to the student's chosen GP. All health records are kept in locked files in the Health Centre. You can email the day time health centre manager on tolcarneoffice@shcs.school.nz.

Doctor

All new students will register with a local Dunedin Doctor. Students are encouraged to make their own appointments – in lunchtimes or after school unless urgent. When necessary the House Manager will arrange doctors' appointments and a staff member will attend with juniors on their first visit (and whenever else it is workable - dependent on the daily number of sick students).

Medication disclosure and Medication Storage Expectation (this is part of the admission signed contract) **House Managers will respect the confidentiality of your daughter.**

If a student is under 16 years of age, she consents for her Doctor to share any prescribed medications with the hostel manager and for any prescribed and over the counter medication to be stored securely in the Health Centre. For safe living within a communal hostel environment, medication cannot be kept in the dorms. Students also consent to advising the Hostel Manager whenever she is using medication (prescribed and/or over the counter) and gives it to the House Manager to store securely in the Health Centre.

If the student is 16 years of age or over she consents to the disclosure of her prescribed painkiller and/or psychoactive medication and the storage of this medication in her lock box or securely in the health centre. Living in a shared environment means that these prescribed medications must be kept securely as they are potentially unsafe to other students. For hostel safety reasons medication must be kept securely in student lock boxes if kept in dorms or the Health Centre.

The expectation is that Tolcarne will be updated about a student's medical position, and when and how it changes. Eg: changes to regular medication, allergies and medical conditions. If a student needs 24/7 access to vital medication, eg: asthma inhaler, EpiPen, insulin – please discuss with the Tolcarne year Level Dean to arrange logistics.



*"The staff are on the same level as the girls,
they appreciate that every girl is unique"
- Parent comment*

Tolcarne Catering - Te kai a Tolcarne

Breakfast - Parakuihi or Kai o te Ata

Weekday breakfast is available from 7am – 8am. There are a range of options, cereals, toast, smoothies, always a hot option and full cooked breakfast on Friday mornings. Takeaway breakfast is open from 6.40am for those who have early morning activities, with extra options such as Up and Go drinks. Girls must be dressed in casual clothes or their school uniform. Weekend breakfast is open from 8am – 10am and girls can dress more casually, even with the option of still being in their pajamas!



Lunch - Kai o te Pouputanga o te Rā

Weekday lunch is packed in the morning during breakfast time. Every day students can make sandwiches, filled rolls and wraps. We also have a lunch time focus item – Mondays it is Pasta salad or a hot meal option, Tuesdays and Fridays there is a wide selection on offer to make Poke Bowls, on Wednesday we have sushi and rice balls ingredients available and on Thursday students can build their own bagel or wrap. They can also take baking, fruit, scroggin, chia seed puddings, crackers & dip, raisins and a takeaway hot item is offered daily (student can choose to eat for breakfast or perhaps take it for lunch). Make sure to bring plenty of named containers to pack your lunch options into!

Packed lunches for early morning sporting commitments (eg: rowing and swimming) can be made the night before. Shared lunches at school can also be ordered through the kitchen, using the 'shared lunch' form – 2 days prior to the event. Weekend lunch is from 12noon, with brunch on Sunday, starting at 11am (Brunch changes weekly, either savoury or the sweet option).

Once a week each year level has a hot lunch item provided for them down at school, along with fruit, yoghurt and muesli bars. This is not to be considered as a complete lunch, students are still expected to take other lunch items with them on this day.



Afternoon Tea - Kai o te Ahiahi

At 3.30pm when the girls are back from school, afternoon tea is provided in the Dining Room. There are always plenty of snacks to fuel the girls after the walk home, even left-over canteen treats! During the winter, the kitchen team ensure the girls have plenty of hot options, including soup, cheerios, toasties, cheese rolls and more.

Dinner - Kai o te Ahipō

Dinner is available from 5.45pm – 6.30pm. Juniors are expected to arrive at 5.45pm, for notices and prayer led by Year 12 Boarding Leaders. Seniors have a rolling dinner from 6pm – 6.30pm and Year 13 can dine anytime from 5.45pm. Weekend dinners are rolling from all students from 5.15pm – 6.30pm (Friday – Sunday).

On a Monday evening we have our weekly 'Tribe' dinner from 5.45pm, where all students sit in their 'Tribe' groups. During the rest of the week/weekend, students are able to sit amongst their year group, or mix with other friends. 24



Supper - Kai o te Pō/Te Kai Mutunga

Supper is available at 7.45pm for our Year 9 students and 8pm for our Year 10's in the Dining Room. Seniors may pick up their supper box at 8pm from the office, taking it to their Common Rooms. The supper boxes offer a range of snacks, which alternate daily. There are options of vegetable sticks and hummus, crackers and cheese, chocolate biscuits, crumpets, along with fruit and toast.

Early/Late Dinner

Early and Late Dinner options are for offered to students who may have sporting or co-curricular commitments and cannot attend dinner. Early dinners are eaten in the dining room from 5.30pm – 5.45pm. Late meals are ordered as students sign out (orders are taken up until 6pm). Late dinners are eaten in the Junior Common Room or the Dining Room (if it is after Prep time). Take away meals can be ordered through your Dean (not the kitchen) and must be made the day prior.



Weekend Snacks

During the weekend we always have snacks available in the dining room: toasted sandwich options, smoothies, the toast bay with extra muffins, crumpets etc and often some delicious baking. The House Managers also have a treat box, which is available for juniors during the weekend evenings.

Tolcarne Food Committee

We have a Tolcarne Parent Food Committee. There are a variety of parents on the committee, with a contact person for each year level. Each of these parents eats at the hostel throughout the term, adding value to our feedback processes. This team of parents meet quarterly on Zoom. Please feel free to contact them with any catering feedback.

Year 13 Flats

The Year 13 students have the opportunity to live in self catered flats during their final year. This is a great opportunity for the students to prepare for 'flating life' and to have more independence. Each flat is given a form weekly, to fill out and request different foods and condiments. They are able to make their lunch and breakfast in the mornings, before heading off to school.

During the weekends, each student is given the option to eat at Tolcarne or cook for themselves. If they cook, they're given New World vouchers, based on the meals they are catering for. This is a great chance for students to cook as a flat and practice making different meals together!



What to bring to Tolcarne - Haria ēnei mea ki a Tolcarne

School Items:

- Named School uniform
- Sports uniform
- Jacket
- Umbrella (folding – navy or black)
- School shoes
- Togs
- Beach Towel
- Shoe cleaning materials
- Coat hangers including skirt hangers
- Sunscreen & sunhat
- Shoe cleaning materials
- Wheat bag (no hot water bottles)
- Toilet bag and toiletries
- Towels x 2 Face Cloths x2
- Overnight bag for weekends
- Drink bottle
- Purchase a Bee card for the Dunedin Buses

Other Items:

- Lockbox with a combination lock – for special items e.g. jewellery, money, senior medication and yummy snacks.
- Sporting or hobby equipment
- Photographs from home
- Cellphone, laptop and chargers
- Hairdryer, straighteners (optional)
- Portable charger for your phone (optional)
- Shower basket (with holes)
- Wonder soap in a plastic named container
- Sewing / Repair kit – white, black & blue cotton to match Blazer, vivid pen, white pen (spotlight)
- Linen bag (Tolcarne supplies - \$20.00)
- Duvet and cover (KS or D to be able to tuck around single bed).

Casual Clothing:

- Jeans
- Track pants
- Dress for formal occasions
- 2 Sweatshirts
- 1 Jacket
- 2 Shirts
- 2 T Shirts
- 2 pair of shorts / similar
- Underwear (min x7)
- PJs x 2 sets
- Dressing gown

Footwear

- School shoes
- Summer scuffs or sandals
- Sports footwear
- Dress shoes

Extras:

- Lunchbox, jar with a screw lid for chia seed pudding/salads, smaller plastic containers for various lunch options and wax lunch wraps
- Blankets and sheets are supplied. You are welcome however to bring your own named sheets. You will need 2 sets if you always want to use your own sheets.
- Name must be engraved onto all chargers – not just vivid pen. All electrical items must have current electrical tags
- MUST bring a few - Spare fabric name labels for labelling clothing

Junior Student medical kit:

Suggestions: ibuprofen (staff can only give with parent permission), blister pads, cold and flu medicines, throat gargle, lozengers, arnica, antflame.

Remember you MUST name all items and try not to over pack. If you need more items you can collect them while on weekend leave.

- Please do not bring expensive or one off items as Tolcarne is not responsible if these go missing.
- As there is limited space, please pack thoughtfully.

"We are a tight knit group and there is good bonding between different year levels"

- Year 13 Student comment



School Uniforms - Kākahu Kura

Our St Hilda's Collegiate School uniform can be sourced from NZ Uniforms (342 Moray Place, Dunedin) <https://shcs.nzuniforms.com/>. Information about official uniform items can be found on our website (under 'Student Life' and 'Student Homepage' links).

<https://www.shcs.school.nz/current-students/uniform-requirements>

The new uniform was introduced in 2022. Year 12/13 students who wish to wear the old uniform can still do so in 2023, however, all other students are expected to wear the new uniform. Year 13 students negotiate whether to wear uniform or non-uniform with Mrs Barron. If non-uniform is decided upon, it will include dressing neatly for a work environment (with feet covered). School photos and formal occasions still require Year 13 to wear school uniforms. All students in Years 7-12 (and 13 if required), must wear the correct school uniform. All items must be clearly named.

General:

St Hilda's badges or representative badges may be worn on the blazer. Hair if collar length or longer must be tied back with plain hair-coloured elastic or blue hair ties. Hair should not be an unnatural colour or conspicuously tinted or bleached and must be neat at all times. Ribbons, if worn, are to be light blue or school tartan. Black/brown tortoiseshell hair clips or hair bands may be worn. Jewellery is limited to a maximum of two gold or silver stud earrings per ear (these must be small enough to fit through a hole punch). No other jewellery of any type is to be worn, other than a watch. Conspicuous makeup is not permitted. No nail polish is to be worn. No chewing gum at school please. Mrs Barron can be approached to approve culturally significant jewellery.

School-Issued Sports Team Uniforms:

Each season school issues summer and winter team uniforms. These need to be named so they don't get lost and can be laundered. The hostel purchases 20 iron on name tags for your daughter (these should last 5 years at Tolcarne). A one-off cost of \$10 will be charged to your account. Your daughter is responsible for removing the label at the end of the season and returning the sports uniform to the Sports Department.

Second-hand Uniform Shop:

The uniform pool (based at Tolcarne Boarding Residence, 12 Tolcarne Avenue, Dunedin) currently has very little second-hand clothing for sale due to the introduction of our new school uniform. However, we do have a small supply of blazers and some other school and sports items. The uniform shop opens by appointment. Please contact tolcarneoffice@shcs.school.nz for an appointment.



Homesickness

It is important to acknowledge that Homesickness is real and your feelings are real if you feel homesick. Acknowledging that you are homesick is the first step and an adult will always be around to validate your

feelings. **When you are feeling homesick you can try some of the following strategies...**

- Firstly, don't be too hard on yourself. Allow yourself time to settle in and get used to living somewhere different. This involves everything, such as hearing different noises at night, sharing a room, and finding your way round a new school.
- Think about other times that you have been away from home and what helped you get through those times. Try one of these now.
- Making new friends can help take homesickness feelings and thoughts away. Take a deep breath and go and start a conversation with someone in your class or boarding house. Resist the temptation to hide out in your room but instead involve yourself in different activities going on in boarding life.
- Do something that you enjoy, like hanging out with other students you get on with, reading or listening to music to distract yourself from homesick thoughts.
- Do something to feel closer to home (eg. FaceTime or look at photos of family and friends).
- Go and see someone who can talk with you to help you feel better (like your big sister, House Manager, or the Counsellor).
- Think about what is going well to feel better (be optimistic).
- Look ahead in small chunks, break down the days and weeks - so you see when you are going home next. Having a wall planner helps with this.
- Don't try and push away the Homesickness feelings, its important they are noticed. Allow yourself some time to feel homesick and then choose to get on with something else.
- Keep busy by getting involved in different activities even if that means visiting other boarders in their rooms.
- Getting outside for some fresh air, go on a walk with another boarder or even go and sit on the grass at the hostel. You can always ask to take one of Mrs Rathbone's dogs for a walk!



A to Z Guide to Life at Tolcarne

Learn more about what daily life will look like for you as a boarding student at St Hilda's!

When you arrive you'll be given loads of information about how Tolcarne is run; most of which will go straight over your head. To help you we've compiled an A to Z of the most important things you should remember, so that you can always look back at this when you get confused...

ACCOUNT NUMBER/STUDENT ID NUMBER - You will be given a student ID number and account number (to use for printing/copying) from School.

ACTIVITY ROOM - This is a room for you to book and use to bake or do craft activities. The activity room is supervised by staff or Senior students.

ALARM - The hostel doors are all alarmed at night for your protection.

BANNED ITEMS - In the interests of everyone's health and safety the following are not permitted at Tolcarne: Alcohol, drugs, cigarettes, vapes, chewing gum, electric blankets, candles and incense (there are occasions when these may be used for official events), lava lamps, lighters and matches, pets (eg: goldfish), extension cords, multi plugs, overseas plug adaptors and heaters.

BELLS - These ring at 6.55am on weekdays, then again at 8.15am to tell everyone to go to school, or that you should come to the dining room for a meal.

BOARDER BUDDIES - All new Year 9 students at Tolcarne will have buddies in Year 13. Your buddy looks after you for Term 1 and helps you settle into Tolcarne.

BOARDER PARENT SEMINAR - This is an opportunity for all parents to come together at the end of term and discuss any issues relating to their daughter being a boarder. Different issues are dealt with each time, often with guest speakers presenting, so attending these is of real benefit to you. The seminars are usually held on the last morning of Term 1, 2 and 3 at Tolcarne (11am - 12.30pm approx).

BUSH TRACK - This track leads from Tolcarne to School and takes about 10 minutes to walk. The bush track is only to be used when girls are in pairs or groups. The track is open in daylight hours only and is locked once dark, along with being closed over the weekends unless requested.

CARS AT TOLCARNE - Year 13 boarders only may have cars at Tolcarne - special conditions apply (see year group rules). Under exceptional circumstances Year 12 students via individual application may apply to have a car at Tolcarne Term 1- 4. This is approved or declined by the Tolcarne Committee. Generally Year 12s can have cars during Term 4, strictly for the purpose of traveling between Tolcarne and home. All vehicles at Tolcarne require prior permission from the Director of Boarding. Please note that cars at Tolcarne must carry at least third party insurance.



CELLPHONES - Cellphones (please name) - are permitted at Tolcarne but not to be used during prep, meals or after lights out. Cellphones are not permitted in the dining room. Any cellphone used inappropriately will be confiscated. Students need to register their number with the House Managers. Year 9's hand phones in before prep. 10 and 11 cellphones will be handed in prior to bedtime. Boarders should take their cellphone with them when they leave the hostel so they can be contacted. It is absolutely crucial for students to respond to calls from Tolcarne when out.

CHANGE OF CONTACT DETAILS - It is important to let us know if your family changes address or phone/fax numbers. Please email confirmation of detail changes to school and Tolcarne.

CONSIDERATION - Living in close contact with so many people, you must be considerate about other people's feelings and belongings. Do not take things without asking. Sharing clothing and bringing one offs or expensive items is discouraged. Also, please do not sit on other people's beds when they are not there.

DAMAGE - All damage must be reported. Vandalism, or breakages due to boisterous or silly behaviour will be charged to individuals.

DEVICES - Students are able to have one phone and one laptop. Extra devices are not permitted and will be confiscated. This behaviour will incur consequences and/or loss of privileges.

DIET - You will be provided with a range of food, it is up to you to make wise choices. If you have any dietary requirements your parents will need to communicate with the Tolcarne Dean and the Food Service Manager.

DOCTOR - You will have your own GP, but while at Tolcarne you will register with a Dunedin Doctor on our specified list. Senior students are encouraged to make their own appointments - in lunchtimes or after School unless urgent. When necessary the House Manager will arrange these. If it is an emergency, or late at night, then you may be taken to the After Hours Doctor or A&E.

DRY-CLEANING - If you need something dry-cleaned, you can leave it in the cane basket in the House Managers' office. Ask the House Manager to assist you in writing out a docket. It is collected and returned Tuesdays and Thursdays. Uniforms can be left at Tolcarne at the end of Term 1,2 and 3 to be dry cleaned.

DUTIES - All students who are at Tolcarne are expected to do some duties during the week (breakfast, dinner and supper duties) and at the weekends (this also includes rubbish duties). This is to make sure Tolcarne runs smoothly and is a great place for everyone to live.

EARLY MORNING TRAINING - For early morning (6.45am-7.30am) co-curricular activities at school, students can walk down the bush track. Everyone must WALK in GROUPS with phones/torches down to school.

EARTHQUAKES - Remember not to run outside of the building, check the notice boards in your area for instructions in an emergency. Drop, cover and hold.

ELECTRICAL ITEMS - All items that come back to the hostel must be electrically tagged. This includes all phone and laptop chargers, hair dryers, straighteners etc. Your local electrical shop will be able to tag for you or tell you a local business who can tag electrical items.

All electrical items must be PAT tested prior to coming to Tolcarne and must come with a current electrical testing tag.

EMAIL - All students have their own SHCS email address. Using their first name and second name followed by @shcs.school.nz. All Staff have their own SHCS email address. First initial and surname followed by @shcs.school.nz.

EMERGENCY PROCEDURES- If a fire is discovered then the fire alarm will sound continuously and we all have to evacuate the building and assemble in year level groups on the tennis courts. This has to be done quickly and quietly, so no stopping for your favourite teddy! Each term we will practice the emergency procedure. This is to make sure that everyone is safe.

EXERCISE ROOM - This is a fitness room with training equipment and a yoga/weights mirror room in the basement. To be used after 7am and before 9pm (Only seniors after 8pm).

FAMILIES OUT OF NZ FOR HOLIDAY - Parents need to please email the Director of Boarding when they are going to be out of the country or not able to be contacted, supplying details of a NZ guardian.

FAMILIES WITH A PROPERTY IN DUNEDIN - must notify the DOB with the address of the property. The expectation is that students are not there without supervision. An exception can be arranged for y13 students with honest communication and parent approval.

HAIR STRAIGHTENERS/HAIR DRIERS - Students are allowed to bring these, but if we see them lying around and/or plugged in when they are not in use they will be confiscated. These can be very dangerous if left switched on.

HEALTH CENTRE – You go to the Health Centre for basic medical needs, just ask the House Manager on duty. If you are feeling unwell in the morning you must report to the Health Centre, which opens at 7.30am. All Junior medicines must be stored in the Health Centre.

INJURIES/ACCIDENTS – It is important to report any injuries, accidents, incidents or near misses. You will be required to complete a report form, which can be found in the office.

INSURANCE - Please note that Tolcarne does not carry insurance for boarders' personal property.

INTERCOM - This reaches around Tolcarne so that staff can communicate with and locate boarders.

LAPTOPS - All our computers are linked to the School system. This means the students can complete their assignments and print at Tolcarne. Years 9, 10 & 11 are to bring only one learning device each. The laptops are locked away at night-time in the charging bay. See year level guidelines for further information. When students are sick, no laptops or phones are to be used until after lunch. Any Laptop (irrespective of ownership) used inappropriately will be confiscated while at the hostel. Please refer to our Cyber Safety Agreement.

LATE LEAVE – This is a privilege for Years 10 – 13. Year 10 – 12 must apply for Late Leave before 6pm on the night. Final approval is at the discretion of your parents and the House Manager on duty.

LATE TEAS - These are ordered when you sign out. Your late tea will be kept in the fridge in the dining room. You can use the microwaves to heat up your tea. Late diners can be eaten in the year 9/10 common room during Junior prep.

LAUNDRY - This is located in the basement. On weekday mornings you take your laundry down and put it in the appropriate bin, usually getting your clothes back the same or following day (unless they are unnamed).

LAUNDRY BAGS – When you arrive at Tolcarne you will be given a laundry bag for your small items/underwear to ensure that they are not lost in the wash. Please close the laundry bags the right way so they can be opened easily.

LAUNDRY PIGEONHOLES - Everyone in the hostel has one of these and this is where your laundry is put when it is clean.

LINEN - Tolcarne charges a one off \$130 linen fee upon entry to Tolcarne. This covers the washing of bed linen, and supply of sheets, pillow, pillowcases, and blankets. Your own sheets are permissible but must be well-labelled and only put down to wash on sheet change days.

LOCKBOXES - Every student MUST have a Lockbox with a combination lock at Tolcarne.. This is where you put your valuables: money/phone cards/bank cards as as a senior you must keep your medication in your lockbox. Tolcarne takes no responsibility for valuables that are not stored in a lockbox.

LOCK DOWN – This is a process where you are kept in the building in an emergency situation. There will be a message over the intercom and a continuous short bell. We will have one Lock Down Drill per year to show you what to do.

LOST PROPERTY – If you misplace any clothing or property please fill out the lost property form in the office. You will need to check your draws, dorm, ask your friends and year group. The lost property notices are read out at dinner, along with a reminder to check the lost property bin at the end of each term.

LUNCHES – You make your lunch four out of five School days per week. One day a week Tolcarne provides year levels with a boarder lunch which is mostly hot. This lunch is not your whole lunch, remember to pack other lunch food from Tolcarne in the morning at breakfast time. Students must respect the queue system for the boarder lunch.

MAIL - This comes in the late morning and the House Managers puts it in the pigeonholes where you can collect it when you get back from School. There is a post-box outside Olveston on the way to School, if students are posting letters.

MAINTENANCE BOOK - If you find anything broken in your room, then you write a little note to Steve, the Maintenance Manager. If you ask nicely, he'll come and fix it for you. The book is kept in the House Managers' office.

MUSIC SUITE - This is found in the basement where music lessons and practices can take place.

OVER NIGHT GUEST - Students are allowed to invite an overnight guest to stay for 1 night only during the weekend (Friday or Saturday – not both). The Overnight guest form must be completed and discussed with the Hostel Manager by the Thursday prior. Only 1 guest per night in the hostel.

OVERNIGHT SUPERVISOR - There is a House Manager on duty overnight who you must go to if you or someone is unwell or has a problem. This staff member is in the Office area all night.

PARCELS - These are kept in the House Managers' office or displayed in the foyer and if you've got one, your name will be on the whiteboard just inside the main doors.

PHOTOCOPYING - There is a photocopier in the House Managers' office where you can photocopy. You insert your ID number and you will be charged per page on your School account.

POCKET MONEY - **No money, phone or Bank cards are to be kept loose in dormitories, they must be kept in the student's personal lock box.** A cash/eftpos card is also very useful. Tolcarne is not responsible for any losses especially if cash and cards are not kept in lock boxes.

ROOM INSPECTION - The House Managers will do inspections of the rooms on weekday mornings. The expectation is that you keep all your personal belongings neat and tidy.

SECURITY CAMERAS - We have security cameras dotted around the Tolcarne grounds and inside the hostel in the Year 9, 10, 11 and 12 corridors. These are for your safety.

SHEET AND PILLOWCASE CHANGE - On alternate Tuesdays the juniors/seniors have sheet change. You will take your sheets and pillowcase to the basement and get clean sheets. If you have your own sheets they must be named before washing.

SHOP - There is a shop in the House Managers' Office, which sells basic supplies, tissues, toiletries, earplugs, sanitary products, badges, toothpaste etc. All you need to do is ask one of the House Managers for the item; record it in the Tolcarne Shop book, and the cost will be put onto your account.

SIGNING IN AND OUT - Whenever you go out, even if it is just to the shops in Maori Hill, or for a walk, you must input your time of departure and time of return, and where you are going so that we know who is in the building at any time and where you are. This is done using Orah via the iPad in the House Managers Office.

STAFF FLATS - There is a staff flat at the end of C Corridor and a staff flat at the end of the Year 13 apartment extension.

STAYING AT TOLCARNE ON A SCHOOL DAY - If you are feeling unwell in the morning you must report to Health Centre after 7.30am. The Duty House Manager will assess whether you should stay at Tolcarne for the day. If this happens your parents will be sent an email or a phone call. Only Year 13's can text the Tolcarne phone if they are feeling unwell.

SWIMMING POOL - This can be used during your spare time and is very popular on hot days after School and before tea. The pool rules are on the gate. A staff member or a Year 12 or 13 student with lifesaving qualifications must be available to supervise Year 9-11. No supervisor = no swim.

TABLE MANNERS - These, and the dining room dress code (always wearing shoes and no PJs in the dining room during the week), must be followed at all times.

TAXI - You can take a taxi at any time but you need to remember to take your taxi card. Try to share taxis where possible.

TECHNOLOGY AT TOLCARNE - Filters are used to block sites during the school day and prep time at Tolcarne (6.45pm-8pm). Our filters will close sites such as: Facebook, TikTok, Snapchat, Instagram, Netflix, Sky and TV on Demand.

Internet Access - 11.30pm - turns off. 6.30am - turns on.

TOWN DAYS - These can be taken straight after School on weekdays and weekends when you may go into town for some shopping etc, but you must be back for dinner. The number of town days you take is depending on your year group.

UN-NAMED CLOTHING - All unnamed clothing is confiscated and displayed once or twice a term for identification, naming and collecting.

WELLNESS SPACE AND LIBRARY - By the lounge we have a sanctuary space for some alone time and a small wellness library where students can sign books in and out at their leisure. It is also a nice quiet space when you need time out.

WASHING - All items of clothing must be NAMED – this is crucial. Use a Name tag (sew on are best) and also another form of identity somewhere on the garment (eg: a nail polish spot on a seam). Laundry staff wash clothes and linen. Students' blouses are folded neatly, but not ironed. All care will be taken in washing your daughter's clothes but Tolcarne is unable to accept responsibility for any damage e.g. dye leakage etc.

Year 13 students have access to their own machine and dryer, which they are encouraged to use. Year 12 students can use the Year 13 washing machine and dryer in the weekends only.

All small items (underwear, socks and bras) must be in a Tolcarne approved washing bag, which each student purchases when she arrives at Tolcarne (this will be named). School cardigan, blazers and pinafore are unable to be washed, however we offer a pick up dry cleaning service at the end of term one, two and three which is charged to your account.



Tolcarne Policy and Procedures - Te Kawa o Tolcarne

Tolcarne has a website available for you to inform yourself about any policies and procedures that you may wish to know about. The site is available to anyone to view now. This can be accessed through the main 'Boarding' page on the St Hilda's website, or using the following links.

The url is:

<https://sites.google.com/shcs.school.nz/tolcarne-docs/home>

Here is a short url if you prefer:

<http://tiny.cc/info-tolcarne>

Health and Safety - Te Hauora me te Haumarū

- Motor Vehicle Policy for Students and Consent Forms
- Tolcarne Emergency Procedures
- Cyber Safety Student Agreement
- Missing Person Procedure
- Tolcarne Health & Safety Policy and Procedures
- Tolcarne Vehicle Policy & Procedure
- Smoke and Vape Free Policy
- Tolcarne Adverse Weather Policy & Procedure
- Tolcarne Scooter Policy and Procedure
- Tolcarne Safety Plan Policy
- Tolcarne Risk Register (Hazards)
- Beach Leave Rules
- Pandemic Policy
- Tolcarne Policy
- Tolcarne CCTV policy

Tolcarne Policy and Procedures - Te Kawa o Tolcarne



Student Wellbeing - Hauora Ākonga

- Catering Policy
- Cyber Safety Student Agreement
- International Student Enrolment Procedure at Tolcarne
- Leave Policy & Procedures at Tolcarne
- Parents Access to Boarders Policy
- Relationship and Protection of Boarders from Ill-Treatment Policy
- Self-harm & Suicide Risk Policy and Procedure
- Separated Parents Policy
- Student Safety Policy
- Supervision and Security Policy and Procedures
- Student Wellbeing and Pastoral Care Policy
- Child Protection Policy



Student Health - Hauora Ākonga

- Eating Disorder Policy and Procedure
- Serious Infectious Disease Policy and Serious Disease Procedure
- Guidelines for the Management of Communicable Diseases
- Special Diet Procedure
- Management of Student Health and Medical Records Policy and Procedure



Student Behaviour - Mahi Ākonga

- Anti-Bullying Policy
- Drugs, Alcohol, illegal substances Policy
- Smoke and Vape Free Policy
- Student Behaviour Policy and Procedures (including the process for information-gathering for high-level incidences)



General

- Complaints Policies, Procedures and Chart
- Safety Check procedure for Staff
- Code of Conduct for Staff
- Tolcarne Policy on Staff Wellbeing
- Dogs at Tolcarne Policy



Other Information - Ētahi atu Pārongo

Boarding Fees for 2024.

The Tolcarne Committee of the Board of Proprietors sets the fees periodically. (School fees are additional to the following).

Boarding Fee (\$17,360 incl gst per year)

This is charged evenly per term

and is invoiced a term in advance \$4340.00 (incl GST)

Bedding and Laundry Fee \$ 135.00 (incl GST)

This is a one off charge

Disbursement Deposit \$ 150.00

This is a one off charge which is held until your daughter finishes at Tolcarne. It is refundable on a fully paid account.

Van Levy \$ 145.00 (incl GST)

Per term Year 9-12

Withdrawals Policy.

Procedures for financial arrangements around students leaving Tolcarne Boarding Residence

Rationale

There are occasions where students allocated Boarding Places at St Hilda's Collegiate may leave Tolcarne for a variety of reasons. Typical situations include student health and changes in family circumstances. The loss of each boarder has considerable impact on the finances of Tolcarne and as such the issue of financial settlement needs to be addressed in a fair and reasonable manner. There is an expectation that families make a 5 year commitment to boarding at Tolcarne unless there are exceptional circumstances.

If the decision is made to leave Tolcarne, a full terms notice must be given in writing. Failure to do so will incur the cost of boarding fees for one term. If circumstances arise where this is not possible then the person responsible for settling the account (usually the parents/caregiver) must make their case in writing to the Chairperson of the Board of Proprietors.

The application will be considered by a representative of the Board of Proprietors, School Principal and Director of Boarding using the following as factors for consideration.

- The reason for leaving
- Compassionate grounds including health reasons
- The duration and nature of the involvement with Tolcarne
- The timing of the departure

The decision will be notified in writing. It is preferable that this process occurs as soon as possible around the time of departure.

The **minimum** payment is made up as follows:

- a) The weeks spent at Tolcarne at current weekly rate for Tolcarne boarders
- b) One-week additional payment to cover administration costs
- c) The Board of Proprietors will retain rebates that may be given when a student leaves at the normal time.



"The hostel is a place where we can be who we want to be and grow into the woman that we strive to be in the future"

- Year 11 Student comment