



LJ WILD HOUSE
FAHS FEILDING HIGH SCHOOL

Hostel Handbook

About L J Wild House

L J Wild House is named in recognition of the school's founding headmaster. In 1921 a group of local identities and Dr L J Wild founded Feilding Agricultural High School, the hostel and farms with the vision of providing quality education for rural based students in the wider Manawatu District. Dr Wild was regarded in the 1930's and 40's as one of New Zealand's foremost educators. He was headmaster of the school from 1921-1946.

The hostel caters for both boys and girls. It is under the direction, management and supervision of the Head of Boys' and Head of Girls' Boarding and hostel supervisory staff. The medical needs of our students are catered for by our full-time matron.

Philosophy

We aim to encourage and support high academic achievement. We strive to promote students' personal and social development through hostel and school activities.



Boarders

L J Wild House is a co-educational hostel comprising 190 students. 97 male students and 90 female students. We are an extended family of students and staff who live together 24 hours a day and 40 weeks a year. The hostel is divided into two main dormitories for male boarders: Rangitane and School House. There are four main dormitories for female boarders who together form Matatahi House. The student population generally includes boarders from the central and lower North Island: from Ohakune, Raetihi, Whanganui, Taihape, Hunterville, Marton, Dannevirke, Central Hawkes Bay, Wellington and beyond.

Facilities

Hostel students have access to the fitness centre (gym), multiple rugby and football fields, a full-sized hockey turf, netball and basketball courts, a swimming pool, hostel chapel and a medical clinic/sick bay. We also have full access to the school library. Hostel students are also often involved in activities or farm duty on one of the two school farms. These facilities provide hostel students with a unique secondary school environment.

Hostel Parents Association (HPA)

The Hostel Parents Association meets several times a year and is responsible for coordinating key social and fundraising events for both students and families associated with the hostel. Hostel staff provide regular updates to this group. All parents are welcome to join the group.

Hostel Senior Management

Mr Owen Viles

Head of Boys' Boarding

32 years teaching experience

Japanese, English and History

Year 11 Dean

2006 - 2011

Assistant Principal

2011 - 2022

Owen lives fulltime in hostel with his wife Emi and has three young adult children working. Owen enjoys spending time away from school on his small farm outside Palmerston North and coaching hockey/managing the hostel boys rugby team at Feilding High School. His key roles at school are being responsible for student support/discipline, School Council, International students, enrolments, Attendance, day to day staff relief and ENROL administration.



Mrs Sarah Norman

Head of Girls' Boarding

18 years teaching experience

Physical Education and Psychology

14 years Boarding experience

Supervisor and Head of Girls' Boarding

Sarah lives fulltime in hostel with her husband Regan, and her three children Isaac, Esther and Noah. Sarah loves sports, spending time with family and travelling. She has extensive experience in boarding and working with teenagers. Sarah has played a range of sports including first class cricket for Central Districts and regionally for Hawkes Bay and Manawatu. She has been involved at school with a range of extra-curricular activities.



Ms Vikki Rolls

Matron

23 years Boarding experience

Vikki lives fulltime in hostel with her fiancé, Paul. She has three adult children and four grandchildren. Vikki loves spending time with her family, fishing, travelling, camping and long rides on motorbikes. She has extensive experience in boarding with secondary school students. She is the hostel mum for staff and students.



Daily Schedule (Monday – Friday)

| | |
|-----------------------|---|
| 7:00 am | Wake up (Year 9-11) |
| 7:15 am | Wake up (Year 12/13) Morning Routine- have a shower, make your bed, do duties <ul style="list-style-type: none">• Junior students will alternate duty weeks in dorms• Bed/dorm check |
| 7:30 am | Girls Breakfast- All students must attend breakfast |
| 7:50am | Boys Breakfast- All students must attend breakfast |
| 8:30 am | Off to School (Period 1-4) <ul style="list-style-type: none">• Year 9 -11 need to take all of their gear for Periods 1-4 as they are not permitted back in to the hostel before lunchtime• Year 12-13 may return to the hostel at Interval. No phones are to be used at this time (in line with school policy) |
| 1:15 pm | Lunch at the Hostel <ul style="list-style-type: none">• Returning to the hostel for lunch is compulsory for all hostel students• Students who have school activities can let staff know and can organise a packed lunch or late lunch |
| 1:53 pm | Back to School for Period 5 |
| 3:00pm | Return to Hostel |
| 3:15pm | Roll Call - Sports, Activities, Town Leave and Recreation |
| 5:30 pm | Dinner service 1 - Juniors Y9/10 |
| 6pm | Dinner service 2 - Seniors Y11 - 13 |
| 7:00 – 8:20 pm | Prep <ul style="list-style-type: none">• Year 9-10 girls do prep in the school library• Year 9-12 boys and Y11 girls do prep in the hostel classrooms• Year 13 do their prep in their dorms |
| 9pm | Bed time and Lights Out (Juniors) |
| 9.30pm | Bed time and Lights out (Seniors) |



Hostel Clothing List

General Items

- 1 Mattress protector
- 1 Pillow
- 2 Pair single bed sheets (*Fitted and top*)
- 2 Pillow cases
- 1 Duvet
- 1 Extra blanket (*Optional*)
- 4 Towels
- Toiletries & Basket
- 6 Coat hangers
- Spare name tags
- Swimming togs
- Posters
- 3 Laundry bags (*zipped*)
- Hat/cap
- Sunscreen
- Drink bottle

Hostel Number Ones

- 1 White long sleeve shirt
- 1 Tie
- 1 Skirt/Long School Regulation Grey Trousers
- 1 Stockings/Socks
- 1 Black Polish able School Shoes

School Uniform

- 3 Blue school blouse/shirt
- 2 School shorts/skirt
- 3 School socks
- 2 Stockings (*Girls*)
- 1 Black polishable school shoes
- 1 Black or brown Roman sandals.

Warmer Layers

- 1 School jersey/fleece
(*Most girls choose to wear the jersey with boys often wearing the polar fleece.*)
- 1 School Jacket

PE Uniform

- 1 School PE top
- 1 School PE shorts
- 1 Sneaker/running shoes
Blue/black track pants can also be worn in winter.

- Plenty of tidy “mufti” clothes to wear around the hostel and on the weekends etc. This will vary depending on the occasion but must be acceptable to Hostel Senior Management, at all times. Singlet tops are not to be worn in the dining room.
- Working clothes for farm duty or general work around the hostel, including a pair of work boots or gumboots.
- Any sports equipment you may need. For example boots, shin pads, mouth guards, hockey sticks, head gear, etc.

Contact the school uniform shop for any uniform requirements:

Lisa Marley

lmarley@feildinghigh.school.nz

(06) 323 4029 extension 749 (uniform shop) or 707 (office)

The Matron will also sign any uniform shop slips throughout the year and help book appointments during school terms. These extra purchases can be charged to your hostel account.

It is essential that you ensure that EVERYTHING is clearly and permanently named.

The security of your belongings depends on it.

We do not recommend that extra high value items be brought into the hostel (eg. Bluetooth speakers, game consoles, etc) as they often are shared around and can be easily damaged.

Catering

The Hostel does our own catering. The Catering Manager – Mr Dave Gutierrez provides nutritious, well-balanced meals that meet the needs of the Feilding High School community. We have worked closely with a local Nutritionist to ensure that the food and our menus meet the dietary recommendations for adolescents in New Zealand as well as government food and nutrition guidelines. Our kitchen complies with industry standards regarding food preparation and safety. Fresh fruit is always available in the hostel dining room throughout the year.

Dietary Requirements

Students and staff with special dietary requirements are catered for in the hostel. This includes Gluten Free, Dairy Free, Diabetes, and other food allergies or insensitivities. It is essential that requests around food requirements are communicated through Hostel Staff and to the Kitchen Manager to ensure that we are able to meet their needs effectively.

Laundry

Student clothing is washed daily (Monday-Friday) in the Hostel Laundry according to a set schedule. Laundry is taken down in the morning for juniors and at night for senior boys. Once washed and dried, the clean clothes are folded and put in to named student pigeonholes to be collected after lunch each day. Most clothes have a 24 hour return but during busy times of the year some clothing items may take a couple of days to be returned. Senior girls have the option of doing their own washing in Francis House or Matatahi.

All items sent to the Laundry are washed in a generic wash and dried in tumble driers; for this reason, we recommend that all fabrics for non-uniformed items are made wash and wear. There is not the capability to follow a stain removing process so students are expected to remove excess mud etc. from clothes prior to putting them in to be washed. A large tub is provided for this to happen.

Student bedding/sheets have a set day each week for washing:

| | |
|---------------------------------|-----------|
| School House | Tuesday |
| Rangitane | Wednesday |
| Matatahi (Year 9/10) | Thursday |
| Matatahi (Year 12/12/13) | Friday |

Tips:

- Avoid wool clothing items
- All clothing items are to be named – Sew on tags are the best; avoid iron on tags as they are often easily removed. Permanent markers are ok but will fade over time and will need to be re-applied
- Lost property items are stored in a cupboard and checked through by students on a regular basis.
- Ensure all students have a sock/underwear zip up laundry bag which is named – all items that go in to the bag should also be named.

Financial Matters

Any enquiries regarding accounts should be addressed to:

| | | |
|-------------------|--------------|--|
| School Office | Office staff | 06 323 4029 ext. 708 sprabakar@feildinghigh.school.nz |
| Executive Manager | Mr Leon Dale | 06 323 4029 ext. 705 ldale@feildinghigh.school.nz |

Hostel fee procedures

Hostel fees for 2023 will be \$13,050. These will be paid monthly in advance by direct debit as follows:

9 payments beginning January 2023. Final payment in September.

A \$1500.00 bond is payable on acceptance of a hostel place. This will be retained until the student leaves the hostel. **We reserve the right to retain this bond if the enrolment is withdrawn prior to commencing the school year OR if a student leaves during the school year.** Repayment of the bond generally occurs no less than three months after a student has been withdrawn from the hostel; this also includes Year 13 leavers.

Incidental expenditure will be charged to hostel accounts and will be direct debited monthly. Large expenses such as school camps and minibikes cannot be charged to the hostel account without a credit being in place.

Boarding bursaries will be credited to students' accounts.

If your account is outstanding and overdue you will be contacted via email or a phone call and you will be required to make an immediate payment to clear the outstanding balance. Failure to pay the required fees will result in your child's hostel placement being withdrawn.

All students will need an **EFTPOS card** to cover incidental purchases. General incidental fees will not be charged to hostel accounts. If students are required to have large sums of cash this should be given to senior staff for safe keeping.

Withdrawal from the hostel

Entry into the hostel is a yearly commitment. Students are in the hostel for the full year or until such time as they leave FAHS.

A full term's notice is required, in writing, of the intention to withdraw a student – a student who leaves before the conclusion of the academic year will forfeit their bond. A hostel leaving form is to be completed prior to the student's departure from the hostel.

- The Board of Trustees reserves the right to claim a term's fees in default of this notice.
- The Board of Trustees reserves the right to retain the bond if a student's boarding place is withdrawn on disciplinary grounds.
- In exceptional circumstances Hostel Senior Management, in consultation with the Principal, reserves the right to withdraw a student's boarding placement.

Hostel Leave

Hostel policy is centered around 'leave is a privilege and **not** an automatic right'. Other than the initial first two weekends of a year for Year 9 students, all boarders families are able to apply for leave for any weekend subject to:

- a. Boarders fulfilling their obligations to hostel and school e.g. participating in a school sports team.
- b. Not being subject to a misconduct situation resulting in 'gating' as a hostel detention.

All applications for leave should be made electronically via **Boardingware**. Each parent will be sent a link to set up their own account and access. Leave applications for activities outside of the school/hostel should be received well in advance of the desired leave – for weekend leave it is expected that all leave is in by no later than **Wednesday 10pm**. If family members wish to take a student on afternoon leave during the week then please phone or message Owen/Sarah to arrange details.

Boarding students are not permitted to visit day student/private homes unless they have an invitation from a host adult **AND** permission from their own parents **AND** the approval of Hostel Senior Management. Leave will not be granted to attend parties or to stay with members of the opposite sex overnight.

Hostel / School Ball

If senior boarders wish to have leave outside of the hostel on ball night they must be collected by an approved adult who will assume responsibility for them after the ball. Leave requests must give full details of parent supervision before and after the ball. All other students will return to the hostel immediately after the ball where duty staff will ensure normal supervision. All ball leave is subject to receiving permission from hostel management. You need to be aware that all students who are not picked up and supervised by an adult are under the responsibility of the Hostel Management and the Principal.

Shop Leave/Town Leave

Students have access to the Dairy and Fish and Chip shop closest to the hostel on the corner of Churchill Avenue/North Street. This is available on their town leave day or by special request. Girls and boys have their town leave on separate days once a week. Students can walk to town after checking in at afternoon roll call. They must return to the hostel before 5pm. All students walk a set route to town and are expected to stick in small groups at all times. We strongly suggest that all students have access to their own eftpos card so that parents can monitor spending and to prevent the need for large amounts of cash to be left in the hostel. Students will also have the ability to go to town on the weekends if they stay in.

Please Note: There is no need for leave to come in for school related activities unless this involved overnight or extended stays away from the hostel or if there will be a drop off to somewhere other than hostel at the conclusion of the event. It is expected that students involved in school activities utilize the school transport provided for these activities unless permission is granted by Head of Boys/Girls in consultation with parents to use other forms of transport.



Matron- Vikki Rolls

Medical

The hostel Matron lives on-site fulltime. She is responsible for providing medical care, assistance and support to students to ensure that their well-being is taken care of. Students who need to be removed from their dorm due to illness will be taken to the hostel clinic. In severe cases or when a contagious bug/infection is evident a parent/guardian will be asked to make arrangements to take a student home. The hostel students are taken to the Feilding Health Centre on Duke Street for doctor's appointments.

Appointments

Any student who has medical or any other appointment needs to communicate this with the matron well in advance of the appointment date. We cannot guarantee that transport will be available for every appointment especially for ongoing physio appointments in Palmerston North. There is a local physiotherapist that operates in Feilding. The hostel does provide transport for Orthodontic appointments in Palmerston North, but these times/dates will need to be checked with the matron prior to confirmation.

Weekend Leave

Student transport to public transport is provided on a Friday afternoon to Palmerston North. Buses heading North usually always stop in Feilding, other buses have a central depot in Palmerston North where we have a van load travel every Friday. The Matron/tutors drive students to meet their buses. Please communicate with the Matron each week any transport arrangements that requires our involvement. Sunday pickups should be made for later afternoon/early evening as the matron and tutors do not work on the weekends. We are unable to provide weekend transport to additional extra-curricular activities or for leave on a Saturday.

School Event/Rep Teams

The hostel will always endeavor to provide student transport for school related events and activities as well as representative level sports activities. It is expected that students use the school transport when it is provided for school sports/activities and we will help with any gaps. Student transport to extra-curricular activities in the Feilding district will always be provided by the hostel. Students who are involved in activities outside of Feilding will need to organise their own transport or parents will need to provide permission for students to travel with day students or other people in the community to assist with their involvement. Students are expected to communicate their transport needs to the Matron well in advance of their activity to ensure that it will work with the busy hostel schedule.

Tutors (On hold)

Matron has the support of Gap students who help with the provision of transport for student activities, leave and appointments. They are also involved at school supporting classroom teachers and getting involved in lessons.



Student use of Motor Vehicles

Parents/Guardians will appreciate the school and Hostel's responsibility and concerns for its students while travelling to and from the Hostel and school. The holding of a driver's licence and the possession of a motor vehicle DO NOT AUTOMATICALLY mean that students are free to bring the vehicle to school.

The expectation is that written permission from Parents/Guardians is lodged with Hostel Senior Management before a student brings a vehicle to school. This must be done each year and updated if the information changes.

The privilege of bringing a vehicle to school may be withdrawn temporarily or permanently for irresponsible road use or infringements of the hostel guidelines. Should this need to be done, parents will be informed of the situation and their cooperation sought. This especially applies to Restricted Licence drivers who transport fellow students. We would really appreciate parental support with this. In serious cases where infringement of the traffic regulations occurs or when repeat infringements happens then we may pass on details to the New Zealand Police.

- ❖ All cars except those belonging to the Head Students are to be parked at all times behind the chains in their allocated parking spots. It is expected that students park their car in the allocated hostel car park and do not park on the road (North Street or Churcher Street).
- ❖ Students who drive in violation of their license conditions will have the privilege of bringing a vehicle withdrawn – students are not to carry passengers on a restricted license for any reason at any time (unless they have authority to carry a sibling).
- ❖ Students on a full license **must NOT** take passengers unless permission is received from senior staff and both their own parents/guardians and those of their passengers.
- ❖ Students **MUST** have permission from senior hostel staff before they drive their vehicle.
- ❖ Parental consent will be sought for any trips students wish to take outside Feilding – this can be a simple text message or email.

>> A defensive driving course is usually organized by students and offered in the hostel each year – there will be a cost which is payable to the organization running the course. It is not able to be charged to their hostel account.



Conditions of Entry

Every student will behave in a manner which:

- Brings credit upon themselves, the hostel and the school.
- Does not infringe on the rights of others to live in a peaceful and reasonable manner.
- Is according to the reasonable directions of the Board of Trustees, Hostel Senior Management, or appointees of theirs.

Students will be mindful that they may not:

- Absent themselves from the school premises at any time without the permission of a member of the hostel supervisory staff.
- Consume or be in possession of alcohol, illegal drugs of any nature, smoke or be in possession of tobacco products while under the control of the school or hostel.
- Commit a crime liable to legal or court action being taken against them.
- Take passengers or be in any vehicle – unless specific permission has been granted by both parents and Hostel Senior Management.
- Misuse devices / technology or be involved in any form of cyber-bullying.
- Use physical violence, verbal violence, intimidate, bully or harass any other student.
- Vandalise or misuse hostel or other student property or belongings.
- Invite or allow day students in to the hostel.
- Disrespect or show defiance towards any member of the hostel.

Hostel students who do not abide by the above directions will be subject to the Hostel Serious Misconduct Guidelines.

Students shall attend chapel as organised by the hostel.

These conditions of entry will be signed by all students and their families before they join the hostel.



Who do you see if you have a concern?

- If you are a hostel student and have a concern regarding LJ Wild House***

| If the concern is about, | You should first see, | If not resolved, then, | And if still not resolved, |
|---|--|-------------------------------|-----------------------------------|
| <i>Your learning, including class work and assessment . . .</i> | Your teacher | The Dean | HOBB or HOGB |
| <i>A discipline problem in LJ Wild House, including a detention or punishment</i> | The staff member who issued you the punishment | HOBB or HOGB | The Principal |
| <i>A health issue, including sickness, appointments. . .</i> | Staff member on duty | Matron | HOBB or HOGB |
| <i>Student Well-being, including bullying, peer relationships...</i> | HOBB or HOGB | School Counsellor | The Principal |

If you feel uncomfortable about seeing any of the people listed above, **then you should see the School Guidance Counsellors (Mr Underwood or Mrs Bennett).**

- If you are a hostel parent and have a concern regarding LJ Wild House***

| If the concern is about, | You should first see, | If not resolved, then, | And if still not resolved, |
|--|---|-------------------------------|---|
| <i>Your child's learning, including class work and assessment . . .</i> | HOBB or HOGB | The Dean | Principal Mr N Stewart <i>And if not resolved, a formal complaint can be made to the Chairperson of the Board of Trustees</i> |
| <i>A discipline problem in LJ Wild House, including a detention or punishment</i> | HOBB or HOGB | | |
| <i>A pastoral issue relating to your child, including attendance, bullying, peer relationships</i> | HOBB or HOGB | | |
| <i>A financial issue relating to any account or charge</i> | The Office Administrator Mrs Stevenson | Mr Dale (Business Manager) | |
| <i>A general issue relating to maintenance, policies, procedures, dietary needs...</i> | HOBB or HOGB | | |
| <i>Leave</i> | HOBB or HOGB | | |
| <i>Transport</i> | Matron | HOBB or HOGB | |

Most concerns can be raised verbally in the first instance and can be formalised in writing if you wish to progress things more formally at a later stage.

Hostel Management Team Contact Details

Principal

Mr Nathan Stewart

principals.pa@feildinghigh.school.nz

Head of Boys' Boarding

Mr Owen Viles

oviles@feildinghigh.school.nz

027 808 4113

Head of Girls' Boarding

Mrs Sarah Norman

headofgirls@feildinghigh.school.nz

022 090 4414

Matron

Ms Vikki Rolls

matron@feildinghigh.school.nz

027 406 1117

Office Administrator

Mr Sudhir Prabakar

sprabakar@feildinghigh.school.nz

06 323 4029 ext. 708

Business Manager

Mr Leon Dale

ldale@feildinghigh.school.nz

06 323 4029 ext. 705



**“KIA TOA
KIA NGAKAU NUI”**

