



# Middlemore House Handbook 2012



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## Middlemore House Staff 2012

<b>Housemaster</b>	Mrs Sharon Lofroth	DDI 09 276 0664 021 548 501
<b>House Tutors</b>	Ms Elaine Tregedeon Mrs Karen Thompson Miss Louise Reed	021 840 003 027 494 7389 021 412 091
<b>Matron</b>	Mrs Brenda Cooke	09 276 0699 Ext 747 021 548 865
<b>Pastoral Tutors</b>	Ms Nikki Bentley Ms May Meng	



## Middlemore House Prefects 2012

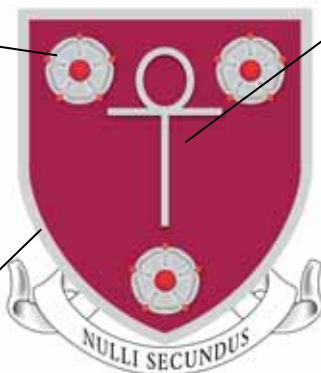
<b>Head of House</b>	Bea Taylor
<b>Deputy Head of House: Academics</b>	Isabelle Smith
<b>Deputy Head of House: Cultural</b>	Caitlin Wiig
<b>House Sacristan</b>	Maddy Lines
<b>Sports Prefect</b>	Tomo Greer
<b>Prefects</b>	Rachel Buckley
	Lucy Brock
	Hannah Hayward
	Rosie Hebden
<b>Deputy Head of School</b>	Alexandra Kendrick
<b>Senior School Sacristan</b>	Charlotte Woolford



## Middlemore House Shield and Motto

The stars (etoiles) of Parnell were replaced by Tudor Roses from the crest of the original King's College, Cambridge.

The original House Colours for Middlemore were pink and grey. Rather than impose pink on the girls, grey was selected as the colour.



Originally Parnell House was named 'Middlemore' so the Parnell shield was used as the basic design with its cross being replaced by the ankh – a key-like cross, the symbol of enduring life and generative energy. It comes from the Egyptian word for life and therefore was appropriate for the Girls' House.

### Nulli Secundis

Second to None

## Middlemore House Vision 2012

**Spirit:** To encourage House pride through motivation and competitive drive.

**Fun:** To establish a relaxed atmosphere where girls can be comfortable and embrace their confidence.

**Unity:** To provide a sense of belonging by including and accepting everyone in our family through mutual respect for our sisters.

**Lead by example in all our endeavours**

*Written by Year 13 students*

## Middlemore House Mission Statement

Because we believe that each and every member is important, unique and has something of value to contribute to the community, Middlemore House will endeavour at all times to provide:

An environment that is 'safe' from any physical, verbal and emotional abuse.

A positive atmosphere where everyone is given support and encouragement to help achieve their potential.

Channels of communication where everyone has an opportunity to be heard.

In return, Middlemore House upholds and expects from each member:

Honesty

Trust

Loyalty

Willingness to strive for the best (in personal and group activities)

## **Middlemore House History**

In 1979 the Headmaster made the momentous and highly successful decision to introduce girls at King's in 1980. Following similar trends in Australia and Britain, requests from Old Collegians who had daughters they wished to send to their old school and the threat of closure of some Auckland boarding schools it was decided to bring in the first 15 girls to the then Forms 6 and 7. These 15 formed the nucleus of the 125 that were eventually enrolled by 2005.

The reasons why the Headmaster decided to accept girls were:

- Positive reports from overseas schools, where sexes were mixed
- He thought it would be good preparation for university life
- Development of mutual respect between girls and boys
- Enhancement of cultural activities
- Advantages of mixed classes
- The Headmaster was concerned about maintaining the general boarding school roll due to increasing fees
- The continued possibility of the withdrawal of state-aid in a time of economic difficulty.

Initially girls were full members of the boys' Houses until a final decision was made to declare 'the experiment' a success and Middlemore Lodge was opened in 1984 under the leadership of Housemaster Mr Philip Bird. There was accommodation for 25 boarders with a similar number of day students sharing the House facilities until ten years later it was evident that the demand was so great that additional quarters were needed. The second 'wing' was built; boarding numbers doubled and Middlemore House still with its combination of boarding and day students at Years 12 and 13, by 2004, became so large that full House meetings could no longer be held in the House.

In late 2005, Headmaster, Roy Kelley, decided that the time had come to split the House into two Houses so that the separate pastoral needs of day and boarding students could be better catered for. Since Middlemore House was initially a boarding house, the 'new' house would retain this name and day students were transferred to the new Taylor House in 2006. The location of Taylor House was seen as crucial as everyone felt it vital for girls, as a minority group in the school, to be in close proximity to Middlemore House. With the current roll of 50 girls in Middlemore, it still proves the popularity of the innovation that was rather contentious nearly 31 years ago.

## **Carmen Regale**

The School Song

O floreat semper Collegium Regis

Et semper iam magna maius emicet!

Quae mater benigna, omni amore digna

Viri ut re fiamus, docet, **VIRTUS POLLET.**

This is sung to the tune of a 19<sup>th</sup> century English Hymn of Thanksgiving.

## **The College Motto**

**VIRTUS POLLET**

Let virtue prevail

## **King's College Mission Statement**

We aim to provide excellence in teaching and learning within a well-balanced educational context involving the academic, cultural, social, emotional and spiritual dimensions of life.

### **Vision**

The vision of King's College is to provide the best all-round education it is possible to obtain.

*Graham Bruce (Headmaster 1896)*



# Middlemore House List 2012

## Year 12

Alexia Cane  
Jun Chang  
Sarah Clark  
Justine Derrick  
Ashlee Dorotich  
Hannah Ferguson  
Greta Forsythe  
Sophie Fowler  
Amelia Hall  
Emily Manning  
Shelale Mazari  
Bridie McCabe  
Rachael Murry  
Georgia Peacocke  
Lydia Poole  
Kim Rademakers  
Jessica Rewha-Lobo  
Isabelle Rigg  
Sophie Sager  
Lucy Spratt  
Maddy Taylor  
Briar Thomas  
Hannah Thomson

## Year 13

Jamie Ash  
Alexandria Becroft  
Grace Benedek Rooney  
Lucy Brock  
Rachel Broome  
Rachel Buckley  
Anna Carruthers  
Kelly Dempster  
Molly Ferguson  
Tomo Greer  
Jordyn Hall  
Hannah Hayward  
Rosie Hebden  
Charlotte Hoonhout  
Alexandra Kendrick  
Sophie Kiernander  
Maddy Lines  
Betty Magee  
Sarah-Jane Mitchell  
Isabelle Smith  
Bea Taylor  
Paige Taylor  
Bron Weiss  
Caitlin Wiig  
Charlotte Woolford

*House Roll at 1/12/1011*



## **Expectations**

2012 at King's College will be an adventure for the girls, with a whole raft of new challenges and experiences. Adapting to life in boarding and girls being a minority will be distinct features of those challenges. In order to enjoy the experience and make the most of the opportunities available at King's College, girls will need to conform to what for many will be a new set of expectations.

We expect nothing less than the best a student can offer in terms of attitude, effort and enthusiasm. The reward of wholehearted participation is a sense of belonging and mutual endeavour. Girls will be given every assistance to come to grips with their new environment but in the final analysis, the degree to which a new student feels comfortable in the boarding environment will depend largely on her own willingness to play a full part in the life of the House and the College.

### **Good manners**

We expect the following:

The showing of appropriate respect to adults by:

- standing when an adult enters the room (lecture theatre or classroom)
- standing when addressed by an adult
- standing back to allow adults to enter a door, etc.

Greeting adults (be they acquaintance or strangers) suitably by:

- being the first to generate a greeting and looking the person in the eye when doing so
- offering a firm handshake if appropriate
- asking if assistance is needed where appropriate.

Thanking people adequately by:

- verbal thanks at the suitable moment
- writing a short note of thanks after a person has given of their hospitality and time.

Offering to assist when people have to clear up after a function, etc.

Using proper table manners at all times.

Keeping voice levels and behaviour within appropriate limits.

# The Values of King's College

<b>Generosity of Spirit</b>	We value a culture of service and of giving to others.
<b>Gratitude</b>	We value the opportunities available at the College and welcome life as a gift to be enjoyed.
<b>Honesty</b>	We value trust and truthfulness in all human relationships.
<b>Moral Courage</b>	We value strength of character and leadership, guided by a strong moral code of behaviour.
<b>Pursuit of Learning</b>	We value the spirit of enquiry and the intellectual growth of students, including their different learning needs, to become creative, engaged and open-minded learners.
<b>Respect</b>	We value the fair treatment of all people and the preservation of human dignity.
<b>Spirituality</b>	We affirm the significance of the Christian spiritual journey which gives personal meaning to life.
<b>Tolerance</b>	We value the acceptance of all people and encourage a sense of belonging in our community.

## Communication

From time to time it may be necessary for parents to contact the Housemaster during the week. Issues may arise which may require clarification, or family information needs to be communicated. If parents believe that the matter is urgent, they should contact the Housemaster on her office phone – 09 2760664 or 021 548 501. If she is unavailable, the system will record a message. Often, however, the best means is to send an e-mail to the Housemaster.

[s.lofroth@kingscollege.school.nz](mailto:s.lofroth@kingscollege.school.nz)





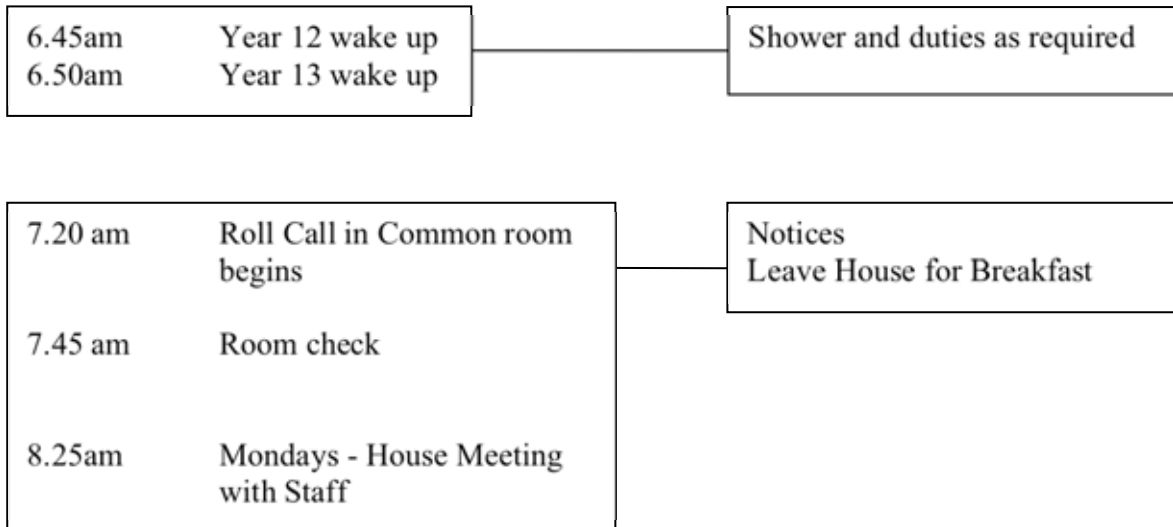
# Middlemore House

## Policies and Procedures

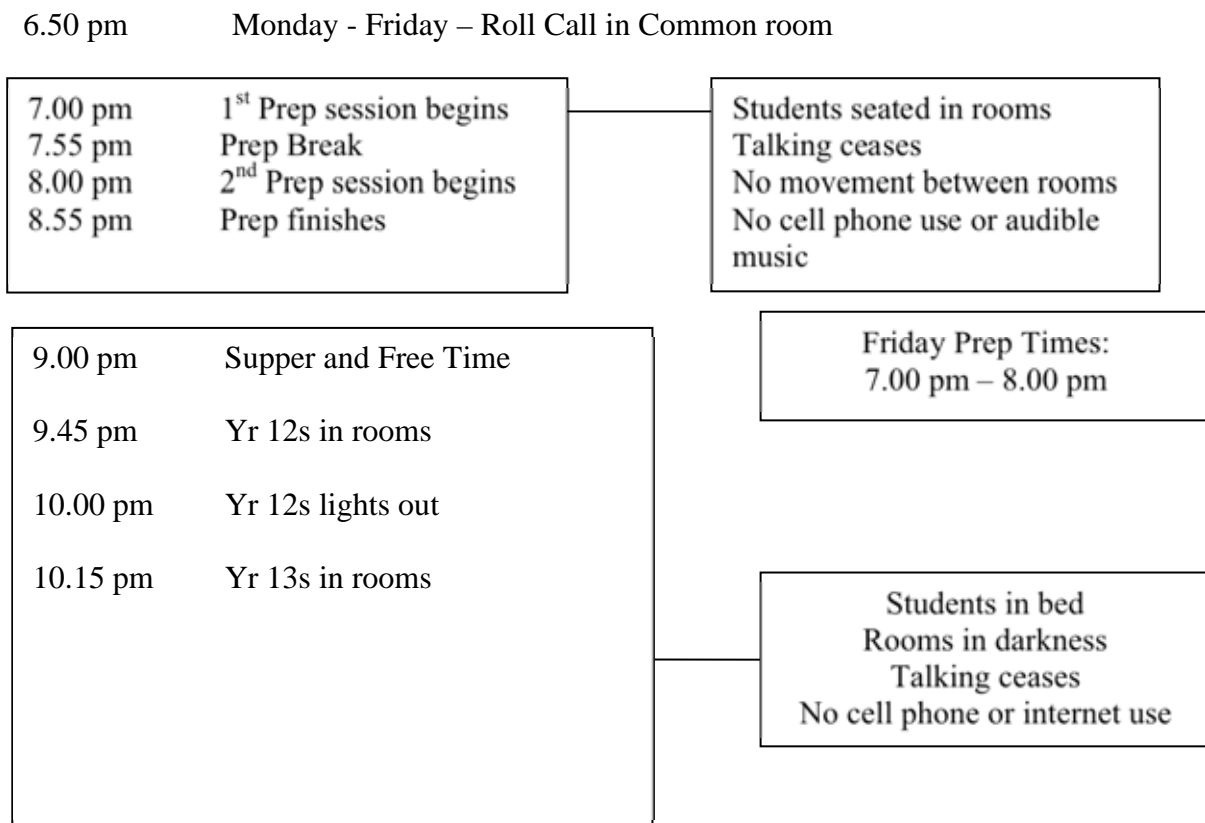


# Middlemore House Routines

## Daily Routine Morning



## Evening



## **Harassment Policy**

Middlemore House has a **Zero tolerance** towards any form of harassment perpetrated by any individual.

Any girl who feels she is a victim of verbal, physical, or emotional abuse, must see a person they trust to resolve the matter as soon as possible, and in confidence.

This person might be your Housemaster, Tutor, Chaplain, a trusted teacher, Head of House, House Prefect, Mentor, Yer Pal, Sacristan or School Counsellor.

Refer to Page 36- 37 for further information.

## **Charter of Rights**

Common rights provide a minimum standard of expectation of how every member within the House should be treated.

The agreed rights of an individual, however, bring a double-edged sword as it now makes every member responsible for fulfilling those rights.

**We believe that every member of Middlemore House has the following rights:**

To feel safe and to be free to relax within the House without being subjected to any form of harassment.

To be free to be oneself without being subjected to racist or discriminatory remarks, or to be deliberately isolated.

To retain one's property and to have it treated with respect, without being forced to lend gear or money.

To be able to express one's opinion without fear of ridicule or retaliation.

To be given a fair hearing in any disputes.

To be treated at all times with respect and dignity, especially by members who are senior to you.

To be supported in these rights by Middlemore House peers/colleagues outside the House environment.

# Chapel

The Chapel is a vital and rewarding aspect of King's College. All students attend morning Chapel twice a week.

Weekly Chapel Services are compulsory for Middlemore girls on Tuesday (Years 12 and 13 Day and Boarder students) and Friday (Boarders). Chapel begins at 8.25 am, students assemble outside the Chapel at 8.20 am.

Weekend services are listed in the Term Calendar and should be noted carefully.

Twice a term, the girls will be required to attend a Middlemore House Chapel Service. It is **compulsory for all girls to attend**; dates will be advertised in the Term Calendar. Parents and families are most welcome and encouraged to join their daughters on these occasions. These Services will usually be held at 7.00 pm, or 10.00 am.

At Chapel, both the Lord's Prayer and the Grace are spoken. If you do not know them, please take some time to learn the words.

## Lord's Prayer

Our Father  
Which art in heaven  
Hallowed be thy name.  
Thy Kingdom come.  
Thy will be done on earth as it is in heaven.  
Give us today our daily bread  
And forgive us our trespasses as we forgive those who trespass against us.  
Lead us not into temptation,  
But deliver us from evil.  
For thine is the kingdom, the power  
And the glory  
For ever and ever  
Amen.

## The Grace

The Grace of our Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit, be with you all, evermore.  
Amen.



# Prep

- Prep (or homework) is done each weeknight in the House with **bedroom doors open**.
- Prep commences at 7.00 pm with the 1<sup>st</sup> session lasting until 7.55 pm.
- At 7.55 pm there will be a 5 minute Prep break.
- The Prep break is designed to allow students to have a 'comfort stop', swap notes and obtain material from other students without disturbing their study.
- The 2<sup>nd</sup> session of Prep begins at 8.00 pm and continues until 8.55 pm. Year 13 may close their doors during the second session but if another student is with them, the door must remain fully open.



- **It is a quiet time during the Prep session (conversation with others is not permitted) and girls may not move from their rooms** without the permission of the Prefect on duty or Duty Staff.

- **Stereos, I-pods or similar** may not be used during Prep, with or without headphones.

- **Cellphones may not be used** during

Prep for any reason. Failure to comply will result in the confiscation of your phone/s for a period of time with the permission of your parents.

- Girls with computers may use these during Prep time but only for prep-related subjects. Computers will be confiscated if they are being misused. Printing of work can be done during the prep break, not during prep.
- Late Prep will be available, at the discretion of the Duty Staff, on request.
- Girls may ask permission to work in the Centennial Centre when appropriate. Girls are required to sign out from the House and must return no later than 9.00 pm and report to the Duty Staff.

## Matron

The Matron's role is to care for girls' general health and well-being. She plays a major role in the pastoral care of all members of the House. The Matron is on duty from 3.00 pm through to 9.00 am the following morning.

Matron will usually be available in the House or can be contacted via telephone.



# Leave Regulations and Procedures

## General Rules

*No student may leave the College grounds without the express permission of the Housemaster or Tutor-on-duty at any time.*

*Leave will be granted at the discretion of the Housemaster.*

Students may request permission to visit the local shops in Otahuhu on Friday after school and must return by 5.30 pm. The girls must be in a group of at least two students and full school uniform is to be worn correctly.

No student may leave the House after dinner without the express permission of the Housemaster or Tutor-on-Duty.

## Boarding Weekend

There will only be ONE calendared Boarding Weekend in 2012 where all girls of the House will be required to remain in for the weekend. This will be **Week One, Term One ( 3, 4 and 5 February)**.

All other weekends are available for weekend leave, unless the Housemaster calls for all students to remain in for a particular activity, for example: House Music practice the weekend before the competition. If this does occur, all parents and students will be notified well in advance.

## Requests/Permission for Leave

Parents must make ALL Leave requests via King's Leave online system to the Housemaster **no later than 9.00 pm each Wednesday** preceding the requested weekend.

Requests received after this time may not be considered.

Students also complete the leave request summary sheet *no later than 5 pm Wednesday* and this will be matched with parents' requests.

Requests made by phone or text are provisional and subject to the King's leave online system being sent as we require a hard copy to be kept on record.

Approval of leave will be by a return email from the Housemaster.

## Dinner Leave

Students may take Dinner Leave for **special family occasions only**, at the discretion of the Housemaster. Dinner Leave should be requested 48 hours in advance by parents, via the online leave system. Students may depart from 5.00 pm and must return to the House by 10.00 pm.

## Overnight Leave during the week

Any overnight leave during the school week is to be kept to an absolute minimum and will only be approved for special requests.

## Weekend Leave

Weekend Leave will be available as one of the following options:

- (1) Leave begins on **Friday at 5.00 pm**, unless a student has fulfilled all her commitments, including House Fatigues, in which case she may be allowed to leave earlier. Girls with too many fatigues may be required to remain in the House on Friday evening.

OR

- (2) Leave begins on **Saturday morning AFTER either breakfast OR any College sports commitments has been fulfilled.**

In both cases the girls have the choice of returning to the College from Weekend Leave either:

**Sunday evening by 8.15 pm**, in time for 8.30 pm Callover

(A student may return at 5.30 pm on Sunday evening but must attend the evening meal and evening Chapel if a service is calendared with the students that remained in for the weekend. If returning at 5.30 pm this must be arranged with the Housemaster at time of leave request.)

OR **Monday morning by 8.15 am**, in time for House Meeting.

**NO student will be permitted to return from weekend leave on Saturdays or before 5.30 pm on Sundays** as House excursions will invariably occur and there will be no supervision within the House during this time.

Illness or absence should be communicated to the Housemaster via e-mail/telephone message before 8.00 am on any given day.

*The simple rule for any leave is: PLAN WELL IN ADVANCE so that permission documents can be processed and approved.*

## Signing In/Out Procedure

One of the most important things that Middlemore provides is a safe place for the girls who live in the boarding community. This 'safety' can, however, only be maintained if every member of the House does her part and follows procedures carefully. It is of critical importance that the staff member on duty knows where each girl is.



**At ALL TIMES**, girls must have recorded formally in the Gate Book time of departure, destination/reason for leave from either the House or school. On their return to the House, girls are required to sign back in and report to the tutor on duty.



### *Staying with Host families*

All leave is at the discretion of the Housemaster.

If your daughter is to be hosted by anyone other than her parents, the general procedure for a leave application is as follows:

1. A boarder's parents must send a written leave request to the Housemaster **before Wednesday 9.00pm** preceding the weekend requested.
2. Hosts are also required to email the Housemaster with a leave request that supports the parent's request. Email or letter is the **ONLY** acceptable form of request.
3. Students are expected to complete the School Exeat forms if they are going on leave with anyone other than a parent.

**As a host parent, King's College expects you to observe the following expectations.**

1. You will assume the role of in loco parentis and the boarder's health and welfare will be entrusted in your care.
2. Whilst on leave, boarders will observe all of the school's rules and regulations.
3. The boarder should only stay overnight at the host address stated on the Exeat form.
4. We advise that host parents of Year 12 and 13 students should observe a curfew of 12.30am.
5. Host parents must carefully check all transport arrangements if the boarder is going away from the host's house for the evening.
6. The host parent must countersign Exeat forms.
7. Overnight leave begins on Friday after commitments or Saturday after sport. Students are required to be back from leave by 6.30 pm for Sunday Chapel, where calendared, or otherwise by 8.30 pm. This must be stipulated in leave email.
8. Host parents are only allowed to take two on leave on any one occasion.

# Meal Times

## Monday to Friday

### Breakfast

7.15 am	SCHOOL
7.25 am	ST JOHN'S
7.30 am	SELWYN
<b>7.35 am</b>	<b>MIDDLEMORE</b>
7.45 am	PARNELL
7.55 am	AVERILL
8.10 am	Doors Close

Doors Close at 8.05 am on Mondays

### Lunch

12.40 pm	Doors Open
1.15 pm	Doors Close

No student is to enter the Dining Hall outside the allotted time, without an Early Admit Slip from a member of staff. This must be handed to the Duty Teacher.

### Dinner

5.25 – 5.45 pm	Yr 9 and 10
5.45 – 6.45 pm	Yr 11 and 12
6.15 pm	Doors Close

- (i) Year 13s may go to the door at any time after 5.30 pm
- (ii) No Yr 11 or 12 before 5.45 pm.



## Saturdays

### Breakfast

7.25 am As per weekdays  
8.20 am Doors close

### Lunch

12.30 pm Doors Open  
1.15 pm Doors Close

NB. Doors Close at 1.00 pm in Terms 2 and 3

### Dinner

5.30 pm Yr 9 and 10  
5.45 pm Yr 11 and 12  
6.00 pm Doors Close

Yr 13 may go to the door at any time from 5.30 pm to close of doors.

## Sundays

### Boarding Weekend and Collegiate Communion Sundays

#### Breakfast

8.10 am Doors Open  
8.20 am Doors close

#### Lunch

12.30 pm Doors Open  
1.00 pm Doors Close

#### Dinner

6.00 pm SCHOOL  
6.05 pm ST JOHN'S  
**6.15 pm MIDDLEMORE**  
6.25 pm SELWYN  
6.35 pm PARNELL  
6.45 pm Doors Close

### Remaining Sundays

#### Breakfast

8.40 am Doors Open  
9.00 am Doors Close

#### Lunch

12.30 pm Doors Open  
12.45 pm Doors Close

6.00 pm SCHOOL  
ST JOHN'S  
**MIDDLEMORE**  
6.10 pm SELWYN  
PARNELL  
6.20 pm Doors Close

# Middlemore House Rules

The House Staff and Prefects want to provide an environment that will encourage and enable each girl to perform to the best of her ability in as many fields as possible. Each member of the House must be responsible and accountable for her behaviour, while the House should be a mutually respectful and co-operative, caring environment.

The Prefects and Year 13 students play a pivotal role in the day to day running of Middlemore and it is their responsibility to ensure that the House runs smoothly and that it is maintained properly. The House Rules are designed to achieve this end.

The following information is intended as a set of important guidelines which will ensure the best environment for everyone. Every student must read the College rules found at the front of the student diary.

## General Behaviour

- **College rules always apply** (see College booklet or website).
- Always be punctual for House events, especially call-over.
- No offensive language inside the House.
- **NO footwear** is to be worn in the House under any circumstances.
- The outside top deck of the Yr 12 block is out-of-bounds.
- Keep your personal appearance **neat and tidy** and your possessions in an orderly manner.
- Treat all House equipment, furniture and fittings, as well as other girls' property, with respect. 'Borrowing' other people's possessions without their willing or prior consent is stealing. Stealing is totally antisocial behaviour and will be severely punished.
- No alcohol, tobacco, or controlled substances may be brought into the House at any time.
- Be **considerate** of others at all times.

## Attendance

- Attendance is **compulsory** at House meetings, Chapel services, House practices, House matches and Boy House activities, as directed by the Housemaster or Prefects. Regular checks are taken.
- If late for any reason in returning to school after leave, parents /guardians must email [s.lofroth@kingscollege.school.nz](mailto:s.lofroth@kingscollege.school.nz), phone the Housemaster with explanation or phone the staff on duty. It is vital that duty staff know in advance if a student is late.
- **NO** member of the House may leave the College grounds during school time, unless she has the Housemaster's permission.

## Bedrooms

- Each girl is responsible for the tidiness of their own bedroom.
- A room check is carried out every morning – beds are to be made, lights turned off, Blinds pulled up, rubbish bin emptied, drawers closed, clothes put away neatly, desk and floor tidy.
- You may not be in others' rooms unless invited.
- Do not leave wet towels or wet clothing of any kind in your room.
- Food or drink is not consumed in your room, You may have water only, in sealed containers
- Each term you will change room. Roommates for the Year 12s also change.

## Common Rooms

- All furniture must be respected and not abused. No feet on the furniture.
- Bins are provided for litter.
- Ball games are not allowed in the Common Rooms.
- Pool table - use with respect. Replace the dust cloth over the table when not in use. Return cues to the cue rack after use.
- Each year group must take responsibility for ensuring that their Common room is tidy at all times.
- Do not leave your belongings lying around in the Common room.



## Damages, Breakages and Spills

Report damage, breakages or spills immediately to the Housemaster, Duty Staff or Matron.

Do **NOT** attempt to fix any damages yourself.

## Drying rooms and Linen

- These rooms are to be kept clean and tidy at all times.
- Collect clothing and shoes regularly from these areas.
- Sheets, pillows, pillowcases and towels are provided by the College. If you prefer to bring your own these must be taken home for washing.
- Girls are required to bring their own duvets/blankets for their beds.

## Duties

From time to time all students in the House will be asked to do some cleaning or tidying activities. Organisation for special functions and end of term 'spring clean' will involve all students regardless of year group.

The day-to-day running of the House requires that ALL girls have duty responsibilities. The duties/chores include tidying and cleaning of Common rooms, TV room, Kitchens, locker areas and delivery of kitchen supplies.

## **Food**

- Basic supplies of milk, sugar, coffee, tea, milo, bread, butter/margarine, spreads and fruit are provided.
- Girls may bring their own snacks but these must be kept in the kitchen in a sealed container which is named.
- **NO FOOD is to be kept in bedrooms**, this will attract mice/rats/possums and ants!

## **Fridges**

All food **MUST** be in sealed containers with your name. Do not consume other people's food.

## **House meetings**

These are compulsory and are held in the **Common Room** on **Mondays** at 8.25 am. Roll Calls or call-over take place in the morning and evening.

## **Kitchen**

**ALWAYS** clean up after yourself. The door will be locked if the kitchen is found untidy.

## **Lockers**

Lockers are provided for all girls in the bathrooms. A combination lock must be supplied by each girl.

Separate Cubby holes are provided for shoes and for clean laundry.

## **Mail**

A Mail Monitor will collect mail on a daily basis from the College's Main Reception. All girls have a shared post box in the House which must be checked daily. Outgoing Mail is placed in the letter box at the main School Reception office.

## **Meals**

- You **MUST attend ALL** meals in the Dining Hall. Regular checks are taken.
- If you miss dinner for extra-curricular activities it is your responsibility to see Matron and organise alternative arrangements.
- Meal times are listed on Pages 19 and 20 of this booklet.
- Ensure you are at the Dining Hall doors at the correct time, wearing the correct uniform.

## **Noticeboards**

**ALL MEMBERS OF THE HOUSE MUST READ**  
***THE HOUSE NOTICE BOARDS and WHITE BOARDS***  
**ON A REGULAR BASIS EACH DAY**

## Security



- Always ensure that ALL outside doors are closed.
- Door codes are only given to Middlemore girls; do not share these with any other person.
- Alarms are set by the Tutor on Duty in the evening.
- If you know that you will be out of the House after 10.00 pm, see the Housemaster to make alternative arrangements.

A security guard is on duty in the school grounds after hours.

## Telephone

- There is a telephone available in the Year 13 Block for incoming calls. Girls can only make local outgoing calls on this phone.
- **NO incoming or outgoing calls** are allowed **during Prep time** or **after 10.00 pm.**
- Keep calls to no more than 5 minutes.

## TV Room

- Do not take food or drink into the TV room while watching TV or Common room except for supper.
- DVDs/Videos are allowed with the permission of Duty Staff.
- No private televisions are allowed.

## Fire /Emergency Evacuation Procedure

- All students must proceed to the nearest and safest exit and assemble on the Driveway in front of Middlemore House in Year groups and in alphabetical order.
- Wardens will call the roll and report to the House Duty Staff.
- Do not attempt to re-enter the House until the 'All Clear' is given.
- Do not run during an emergency evacuation.
- Procedures are displayed in rooms and notice boards and regular practice drills take place.



## Medical Procedures

If a student is unwell, she should, in the first instance, contact the Matron.

If the illness occurs at school she should inform her class teacher.

If the illness occurs at night she should see the Matron or the Housemaster.

She will receive a medical slip from the staff member, be directed to the Medical Centre and parents are then informed.

After being assessed at the Medical Centre she may:

Stay overnight

Receive medication and be sent back to the House

Be asked to be collected by parents and taken home.

You **MUST NOT ring your parents** to come to school to pick you up. The Matron in some cases or the Medical Centre will do this.

## Laundry

- All clothing and footwear must be clearly labelled
- Change clothing regularly using the correct bags in the Bathroom areas.
- School laundry is collected and returned every week day.
- Clothing can be collected from the Year 12 Locker room at any time.
- Sheet change takes place on Mondays. Ensure that you are prompt and follow the correct procedures.
- Matron will assist with minor repairs to clothing.
- Non-labelled gear will be held in the Lost Property cupboard until claimed.
- House laundry facilities may be used for small items, underwear and delicates using a white net bag.
- Girls are to provide their own laundry powder.
- Do not borrow another person's clothing.



## Access to the House

- Use the side or wet entrances for entry and exit from the House.
- Girls may not return to the House during the school day, except lunch break after having lunch at the Dining Hall or with the permission of the Housemaster.
- Year 13 girls may use their rooms during study periods but all normal House and College rules apply.
- Unless staying in for the weekend, the **House is out of bounds** from Saturday after sport until return time from leave. Girls may not come into the House during Holidays without permission from Housemaster.

## Visitors to the House

Parents and families are most welcome to visit when the girls are in the House at certain times. All visitors are to come to the Main Foyer entrance and are required to sign the Visitors' Book on their arrival. Please wait to be invited through to the Lounge areas or girls' rooms. Visitors are NOT to use the Wet entrance doors.

### Year 13 Students

- Visitors must enter via the Main Foyer (by the Year 13 block) **with the permission** of House Staff.



- The Visitors' Book must be signed by all Visitors on arrival and departure.
- Visitors are not permitted during the school day, prep time or after 9.25 pm.
- Girls may entertain their visitors in the Foyer, Common Room, or in the front Middlemore gardens.

### Year 12 students

- Visitors (no male students) must enter via the Main Foyer with the permission of the House Staff.
- The Visitors' Book must be signed by all Visitors on arrival and departure.
- Visitors are not permitted during the school day, prep time or after 9.30 pm.
- Girls may socialise with boys after school in the front Middlemore gardens during the afternoon up to 6.30 pm.

No girls are to sit in visitors' cars outside the House.

### Middlemore – Taylor Visiting

- Both Houses have an "Open House" every Thursday morning before school.
- Taylor girls may visit Middlemore House at lunch or after school with permission of the Matron or Duty Staff.
- No Taylor girls are permitted to be in bedrooms during the school day.

## Driving

- Boarders **MUST NOT** have a car at school, the only exception is for selected Prefects or in exceptional circumstances as parking is very limited in the College, and outside Middlemore in particular.
- Permission to have a car at school will be granted by the Housemaster after students have applied for a Driving permit. **DO NOT BRING** a car to school until such permission has been granted.
- If cars are brought to school the College rules must be adhered to all times.
- No one is to carry unauthorised passengers. Authorisation requires a note from both the parents of the driver and passengers

## Money and Valuables

- Items of value such as cellphones or computers and sums of money should be secured at all times.
- **Students must take full responsibility for all valuable items they bring into the House.**
- All such items must be clearly named.
- Any loss should be reported to the Housemaster immediately.

## Computers and Cellphones

- Year 12 Students may not use computers after 10.00 pm. All Laptops will be left outside bedroom doors at this time for the night.
- Cellphones MAY NOT be used during Call Over, Prep or after Lights Out.
- Cellphones and computers must not be used to harass another student.
- Cellphones and I-pods may only be used in the House; they may not be taken down to School at any time.
- Computers may only be taken to School for academic purposes.

Computers and cellphones that are not used reasonably and in accordance with House and College policies will be impounded. They will be returned at the discretion of the Housemaster.

## Friends Shop

The Friends Shop is available for students to purchase items of stationery, clothing, and some items of food.

There are clear guidelines set down as to what may and what may not be charged to a student's account.

Parents will determine the manner in which a student may use this facility.

# **Middlemore House Discipline**

Students can expect to be disciplined if they do not follow the House or School rules or they are not prepared to fulfil their responsibilities.

## **Bookings**

A booking is given by House Staff or Prefects for minor infractions of House rules and procedures. These are recorded in the “Booking Book”.

## **House Fatigues**

Four bookings, serious House offences and breaking of school rules will incur House Fatigues.

They may be given by House Staff or Prefects and will take place on Fridays after school. This involves approximately one hour’s work around the House (usually on a Friday afternoon).

## **School Sunday Fatigue**

In the event that students repeat more serious or persistent infringements of House Rules and Procedures, a House or School Sunday may be imposed. They will be given by the Housemaster. This involves three hours of physical labour on a Sunday morning. A School Sunday will be under the control of a designated Housemaster on a calendared date. House Sundays will be done at the discretion of the Middlemore Housemaster.

## **Loss of Leave**

In Boarding Houses, the Housemaster may cancel a student’s leave if she feels that there are persistent infringements to House Rules and Procedures.

The Housemaster will take any serious concerns to the Associate Headmaster.

## **School Detention / Fatigues**

If a student receives a Fatigue at School, she must advise the Head of House as soon as possible.

If a student receives a Detention at School, she must advise the Housemaster or Head of House as soon as possible

# Uniform

## Summer

Daywear Camel Skirt  
White Blouse  
Black Belt  
Black Dress Sandals as suggested by College

Dinner and Formal Number Ones

## Winter

Grey Skirt  
White Blouse (same as summer but with long sleeves OR  
White Shirt with Tie)  
Black opaque tights (no knee highs)  
Black Belt  
Maroon Jersey  
Black leather shoes (lace up or loafers)  
Blazer – to and from school, formal wear, dinners, Chapel

Blazers must be worn every Wednesday Terms 2 and 3

## Hair



Must be worn shorter than collar length OR  
Tied back with a black tie and/or black pins and/or black Headband.

## Sports/Fitness Centre

Maroon Polo Shirt  
Boy House Shirt or Singlet  
Black Shorts  
College Tracksuit  
Plain black one-piece Swimming Togs  
Netball/Hockey/Tennis Uniform



## What NOT to wear

- NO Jewellery – includes pierced earrings or studs of any sort. Visible jewellery will be confiscated.
- NO Nail polish or French nails 
- NO coloured bras
- NO Makeup – including tinted moisturizer 
- NO outrageous hair colour or styles. NO coloured hair ties, clips or headbands
- Incorrect Sandals
- Short Skirts, low or sleeveless tops on Mufti Days

## Sport and Cultural Activities

All Year 12 girls are expected to do at least TWO co-curricular activities at the College during the year, one of which must be a sport. Many girls are encouraged wherever possible to participate in both a Summer and Winter sport, which is acceptable, but students are also encouraged to be involved in a cultural activity.

Year 13 girls are expected to participate in at least one sport as well as other co-curricular activities.

### Boy House Association

In order for girls to compete in school sports and other Inter-House competitions King's has a system where girls are allocated to a Boy House in addition to Middlemore House. In Terms 1 and 3, girls allotted to Day Boys' Houses are expected to attend their House Meetings every Friday morning.

### Girls Inter-House Competition

Throughout the year Middlemore and Taylor Houses compete for three cups – Academic, Cultural and Sports. Competition is very strong between the Houses and the girls are passionate in supporting their own House.



### Pastoral Tutor Groups

Students in Middlemore House are divided into Pastoral Tutor Groups. These groups allow a member of the academic staff to monitor the progress and development of a small vertical grouping of students in all spheres of College life but especially with regard to each student's academic and social well-being.

Parents should feel free to contact their daughter's Pastoral Tutor in the first instance should they have any concerns about progress.

Tutor periods are scheduled for Monday afternoons to give Pastoral Tutors an opportunity to meet with their tutees on an individual basis. At times a House meeting may be held or a year group will meet in the Lecture Theatre for a 30 minute presentation. It is compulsory for all students to be present during the tutor time and will be directed each week as to where students are to meet.

## **Tutorsides**

Tutorsides are separate meetings held during the year when the Pastoral Tutor meets with each of her Tutor Group members on an individual basis. At these meetings the progress of the student is reviewed and goals are set for the future.

## **Middlemore House Colours**

Colours are awarded for outstanding Sport, Culture or Academic achievements.

### **Sports**

- Girls' Champion of Swimming, Athletics or Cross Country competition
- A sporting representative at provincial, national or international level
- Winning as Auckland or NZ competition at the highest level

### **Cultural**

- A winner of an inter-house competition for House Music, Debating, or Chess (representing Middlemore)
- Lead roles in Drama or Glee Club
- Key contributions to cultural activities eg Stage manager, House Music
- Kapa Haka Leader
- Head Librarian
- Involved with distinction in a cultural field at provincial, national or international level

### **Academic**

- Member of the Scholars' Common Room
- 4 x A Effort grades in a Term Orders
- Top Yr 12 girl in a Term Orders
- Top Yr 13 girl in a Term Orders

## **House Certificate**

If you are a member of a winning team in a Middlemore vs Taylor competition. Certificates can also be awarded for a worthy achievement at the discretion of the Housemaster and Prefect body.

If you represent a Boy House (eg Squash, Relay team) then Colours will be awarded through your Boy House.



## Mentoring Programme

A mentor is a person who leads another person in a positive direction by listening, offering transferable skills, interpersonal skills, sympathy and compassion. Most often, a mentor is a more experienced or older person who acts as a role model, compatriot, challenger or guide.

A mentee is a person or group of people who are mentored.

In Middlemore, the Housemaster will assign appointed Year 13 mentors to Year 12 students.



The purpose of mentoring at King's College is for the senior students to support new students to fully enjoy their experience of the school and understand school expectations. For this to occur, student mentors should meet at least once a week with their mentees in order to discuss issues and to assist wherever possible. The mentee may also help out the mentor, but there should not be an expectation of this by the mentor.

By mid year, the weekly meeting between mentor and mentee may no longer be necessary, but it is hoped that the mentor and mentee will still meet occasionally, probably more informally.

Occasionally, no matter how hard they try, mentors and mentees may not always get along. If this is the case, either student should let the Housemaster know, so something can be worked out for both.



# Goal Setting

Goal setting is all about setting your focus. Are you one of those people who have a clear idea of what you want; or do you have a hazy idea of something that you want? Perhaps you have no idea. Few of us would think of starting on a long journey by car without first obtaining a map and planning the best route. Your life is a journey, with a beginning and many destinations with different roads that you can choose to go down. Yet most people can't ever decide on what destination they want to reach or how they are going to get there.

Winners have a game plan for life.

Winners are goal-oriented. They consistently get what they want.

Winners are self-directed on the road to fulfilment.

Winners are people with a definite purpose in life.

Losers are people who wander aimlessly through life.

Losers look to blame, winners take responsibility.

Fulfilment or success can be defined as the progressive realisation of goals that are worthy of the individual.

**Definition:** A goal is a target or an ambition you are determined to achieve.

## Write Down Your Goals

- A goal sets the direction you choose to take. "Unless you know where you are going, any road will take you there".
- Goal setting saves you time and time is a non-recyclable commodity.
- Goal setting increases your self-esteem because it increases the probability of your success and success breeds success.
- Goal setting allows you to make quality decisions, as you'll find it easier to choose between the various options available to you.
- Goal setting builds confidence. You already have the potential to succeed – use it!
- Goal setting gives incredible personal satisfaction. Set goals – get results.

## Note:

Written goals succeed at five times the ratio of goals that are not written down.

Only 3% of the population have written goals, 7% have unwritten goals and 90% of people are goalless.

If you fail to plan, you plan to fail.

## **The Foundation and Formulation of Goal Achievement**

When you have completed these simple steps, you have set a goal.

1. Desire     What do you want?
2. Motive    Why do you want it?
3. Action     How are you going to achieve it?
4. Deadline   When do you want to achieve your goal?

### **Your Personal Goals**

Every member of Middlemore is encouraged to set personal goals, because we believe that for you to be a happy and fulfilled person you must have direction in your life and be achieving potential.

"The greatest journey in life is the distance between you and your potential"

The goals that you will focus on are those related to School life as these are the ones that people within the House can best help you with.

Your goals for School will obviously be determined by what year group you are in, but here are a list of key areas that you should be thinking about what you want to achieve.

1. Academic:       How can I improve my Order marks, position in class, Effort grades?  
How can I gain promotion?
2. Sporting:        What sports do I want to play this year?  
What team do I want to get into?  
What position do I want to play in?  
Where do I want to come in a particular event?
3. Cultural:        I want a part in the Glee Club, Drama Club production, etc.  
I want to be in the House Debating Team.  
I want to join the Choir, Band, Orchestra, etc.
4. Social:          How do I want to be seen in the House? What can I contribute?
5. Prizes:          What House/School Prizes do I want to be acknowledged for?

## Swimming Pool Rules

The function of the pool is to provide opportunity for instruction and training, and for healthy relaxation. These rules exist solely in the interest of safety and enjoyment.

Learn and follow all the rules for the protection and safety of all pool users.

- No student may enter the pool unless supervised by an adult member of staff.
- No swimmer may swim on his, or her, own under any circumstances.
- No ducking, pushing-in, bullying, horseplay or running around the pool is allowed.
- No swimmer is allowed to 'bomb' near other swimmers.
- The pool gate should be closed securely at all times.
- Students may not eat or drink inside the pool area.
- No glass bottles or containers are allowed inside the swimming pool area.
- Kick boards may only be used for organised training.
- A timetable of use is posted and must be adhered to at all times.



# King's College Harassment Policy

Our College community will not tolerate the oppression of the one member by another. Everyone has the right to feel safe from any form of harassment (physical, verbal, emotional and sexual). The rights of the students to learn, and for the teachers to teach is respected by all.

All members take responsibility for their own behaviour; every member of the School community should contribute to the well-being of all other members. This policy applies to all members of the College community, including staff, students, parents and visitors.

## What is Harassment?

If a particular behaviour embarrasses, upsets or hurts another person, then it can be classified as harassment. Harassment can include physical, verbal, emotional and sexual.

**Physical:** eg pushing, hitting, spitting, damaging the property of others.

**Verbal:** eg repeated 'put-downs' name calling, ridiculing, swearing, racist comments

**Emotional:** eg threatening, spreading rumours, ostracism, make rude or threatening signs

**Sexual:** eg sexual behaviour which is deliberate, uninvited, unwelcome and which is perceived by the recipient to be embarrassing, offensive, demeaning or compromising

Harassment of any kind is unwanted and unwelcome.

## Stopping Harassment is Important

Harassment affects a person's well being, self confidence, work and relationships with others. It is totally against the College's ethos, and may also be against the law.

We believe all members of the School community have an equal right:

To be treated fairly by fellow students and staff.

To feel safe and secure

To learn, and grow towards their full potential

To feel valued, accepted, and cared for as unique individuals

To have their own property (and therefore we will respect and protect the property of others).

## You can Act Against Harassment

If you are guilty of harassment, stop now! If you witness harassment you can do something about it and thereby protect others. Change your friendship group if it becomes involved in harassment. Report harassment, so that both the bullies and victims can receive help.

If you are being harassed, you can take action.

### **Options**

The aim of the following procedure is to stop harassment by helping you to resolve the situation with the harasser. It is best if the harassment can be stopped by working it out, through discussion, repentance, forgiveness and acceptance to restore positive relations.

### **Act Alone**

You may choose to do nothing. However, harassment could continue.

Approach the person who is harassing you and request that the offending behaviour stops.

### **Share the Problem:**

Discuss the situation with a friend, parent, brother, sister or anyone with whom you feel comfortable. Refer the situation to any one of the contact people listed below:

Chaplains	Matrons	Housemasters	Prefects
Tutors	Sacristans	Teachers	Counsellor

### **What Next?**

You may simply wish to discuss the situation with one of the contact people listed above. If you wish, they will help you consider appropriate action.

You may approach the person who is harassing you with one of these people.

**Or** They will approach the harasser on your behalf.

It may be useful to keep a written record of the incidents that occur and give a copy to the contact person. This will help you both clarify the issue and explain to the harasser that his/her behaviour is unacceptable.

### **Remember:**

Confidentiality must be respected at all times unless you say otherwise. You may stop or start at any point in the grievance procedure. In all cases the person dealing with the complaint will not take any action without your permission. Students may involve parents at any stage.

### **Outcomes of Harassment**

The College views harassment as a serious matter and offenders will ultimately be dealt with under the College discipline policy. However, the primary aim of any intervention will be to restore positive relationships, to heal hurt and to establish a renewed understanding of our life together in a Christian community. The College will treat very seriously any case of retaliation against a person for reporting harassment.

## IMPORTANT CONTACT NUMBERS FOR PARENTS

Please direct any queries or concerns, in the first instance, to the Housemaster, Mrs Lofroth. If the matter is serious then the Housemaster will contact the appropriate people to ensure that the issue is properly dealt with.

**Headmaster** – Mr Bradley Fenner – [B.fenner@kingscollege.school.nz](mailto:B.fenner@kingscollege.school.nz) ph 2760611

**Deputy Headmaster** – Mr Robin Fleming – responsible for the day to day running of the school and disciplinary matters. [R.fleming@kingscollege.school.nz](mailto:R.fleming@kingscollege.school.nz) ph 2760627

**Director of Studies** – Mr Phil Coombe – responsible for any matters pertaining to academic work. [P.coombe@kingscollege.school.nz](mailto:P.coombe@kingscollege.school.nz) ph 2760685

**Director of Activities** - Mr Geoff Smith – responsible for dealing with any cultural or sporting matters. [G.smith@kingscollege.school.nz](mailto:G.smith@kingscollege.school.nz) ph 2760886

**Director of Music** – Mr Paul West – looks after the Music department and music tuition. [P.west@kingscollege.school.nz](mailto:P.west@kingscollege.school.nz) ph 2760642

**Director of Commercial Services** – Mr Errol Tong – responsible for the financial management of the school and any queries regarding fees should be directed to him. [E.tong@kingscollege.school.nz](mailto:E.tong@kingscollege.school.nz) ph 2760636

**Learning Support** – Mr David Ward – responsible for any student with special learning needs. [D.ward@kingscollege.school.nz](mailto:D.ward@kingscollege.school.nz) ph 2760891

**Medical Centre** – Mrs Bridget Caulton – Students who are unwell are sent to the Medical Centre to be looked after. Students must never leave directly for home without being cleared by the Medical Centre first. [B.caulton@kingscollege.school.nz](mailto:B.caulton@kingscollege.school.nz) ph 2760624

**Counsellors** – Mrs Francie Morris & Mrs Karen Thompson – The counsellors are always available for any confidential concerns you may have. [F.morris@kingscollege.school.nz](mailto:F.morris@kingscollege.school.nz) ph 2760607

**Chaplains** – Rev Warner Wilder & Rev Gareth Walters – The Chaplains are responsible for the spiritual welfare of our students and also offer guidance and counselling. [W.wilder@kingscollege.schoo.nz](mailto:W.wilder@kingscollege.schoo.nz) ph 2760614

**Ahuroa** – Mr Craig MacPherson – in charge of organising the Yr 12 Leadership skills camps. [C.macpherson@kingscollege.school.nz](mailto:C.macpherson@kingscollege.school.nz) ph 2760668