



Est. 1916

SCOTS COLLEGE

GIBB HOUSE  
HANDBOOK 2011  
PARENTS AND STUDENTS



LEARNING. FOR LIFE.

*Welcome to the Scots College Gibb House boarding community. We know that your time with us will be positive and memorable.*

*Gibb House, like Scots College, is a small, friendly, family orientated unit. It is staffed by a superb team who make every effort to ensure our boarders feel safe, happy, healthy and motivated.*

*Gibb House is a very important part of the fabric of Scots College – it has a proud history and many famous Old Boys. I am confident that you will enjoy your time with us.*

*Graeme Yule  
Headmaster*

### **Head Boarder**

Christen Kruger

### **Boarding Prefects**

Jimmy Desborough

Jason Goei

Noel Hilliard

James Kora

Graeme Peter

Chris Poppe

Tamati Rudolph

Cade Umaga

Indra Wibisono

# CONTENTS

Gibb House Directory 2011	2
The Gibb House Charter	3
Daily Routine	4
Guidelines and Routines	6
General Conduct	6
Building & Facilities	6
Security	6
Valuables and Money	7
Meals	7
Clothing & Laundry	7
Showers & Energy Usage	7
Medical	8
Pastoral Care	8
Phones	8
Commencement of Terms 2, 3 & 4	9
Weekend arrangements	9
Leave	9
Visitors	10
Exeats	11
Student Behaviour Management	12
Respect for Others	13
Complaint procedure according to Education (Hostels) Regulations	15
Gibb House Fee Structure – 2011	17
Uniform List	18
Gibb House Harassment/Bullying Incident Report Form	20
Gibb House Medical Incident Report Form	21
Exeats Weekends and Function Dates	22

# GIBB HOUSE DIRECTORY 2011

## Director of Boarding

Geoff Hall  
Phone: 04 803 0594 [Office]  
027 688 6686 [mobile]  
04 388 9046 A/H  
Fax: 04 388 2887  
Email: hallg@scotscollege.school.nz

## Assistant Housemaster

Philip Smith  
Phone: 04 803 0594 [Office]  
021 245 1211 (mobile)  
Email: smithp@scotscollege.school.nz

## Assistant Housemaster

Will Struthers  
Phone: 04 803 0594 [Office]  
027 5880875 (mobile)  
Email: struthersw@scotscollege.school.nz

## Matron

Philippa Canning  
Phone: 04 388 0875 [Office]  
027 588 0875 [mobile]  
Email: canningp@scotscollege.school.nz

## GAP Tutors

James Springer University of Gloucester, England (until Term 2)  
Email: springerj@scotscollege.school.nz  
  
John Burrows, Magdalen College, Oxford (until term 2)  
Email: burrowsj@scotscollege.school.nz  
  
James Cutting Ryde School, Isle of Wight (until term 2)  
Email: cuttingj@scotscollege.school.nz

## School Nurse

Janine Emrys Phone: 04 388 0852  
Email: emrysj@scotscollege.school.nz

## Chaplain and pastoral network

Rev. Robin Palmer Phone: 04 388 0862  
Email: palmerr@scotscollege.school.nz

## International Students

Charlotte Jackman Phone: 04 386 3638  
Email: jackmans@scotscollege.school.nz

## Absences from College

Phone: 04 380 7588 ext. 830 (Secondary)  
ext. 832 (Prep)

## School sports lines

Phone: 04 380 7588 ext. 831 (Secondary)  
ext. 833 (Prep)

## To contact boys in Gibb House

Phone: 04 380 8391

# THE GIBB HOUSE CHARTER

## RIGHTS

### **Students have a right to:**

- learn in a safe, friendly and helpful environment that challenges all students to reach their academic potential and enables them to develop as an individual

### **Boarding Masters, Matrons, Tutors and other Staff have a right to:**

- work in a safe, friendly and satisfying environment

### **Parents and Caregivers have a right to:**

- feel welcome at all times
- know that their sons are learning and living in a safe, friendly and helpful environment

## RESPONSIBILITIES

### **We all have the responsibility to:**

- show respect for ourselves by taking a pride in our appearance and by always doing the best we can
- show respect to others by speaking positively, by being co-operative and helpful and by respecting others' property
- show respect for our school and boarding house by looking after property and equipment and by following our school dress code

# DAILY ROUTINE

## Day:

Wake up _____	7.15am
Breakfast _____	7.30 – 7.45am
House locked and room inspections completed _____	8.15am
House Roll Call _____	8.20am
Lunch _____	12.30pm
Sport/Activities _____	3.30pm
Dinner _____	5.30pm

## Evening:

Personal time _____	6.00 – 6.25pm
Junior Prep _____	6.30 – 8.00pm
Senior Prep _____	6.30 – 8.30pm
Supper/Games _____	From 8.45pm

## Meetings:

Meeting	Frequency	Responsibility
Roll call	Daily (8.20am)	MOD
House Meeting	Weekly (Monday)	Head Boarder
Level Meeting	Fortnightly (Thursday)	Prefect
Gibb Council	Fortnightly (Monday)	Head Boarder
Prefect Meeting	Weekly (Monday)	Director of Boarding
Staff Meeting	1 per term (Sunday)	Director of Boarding
Parent Meeting	2 per term (Exeat Weekend)	Director of Boarding

## Lights Out from:

Juniors Silent Reading (Years 7-10) _____	9.00pm
Juniors Lights out _____	9.20pm
Senior Room check _____	10.00pm
Senior Lights out _____	10.15pm

## Prep:

Junior Prep (supervised in prep room) _____	6.30 – 8.00pm
Senior Prep (Years 11-12: supervised / Year 13: independent) _____	6.30 – 8.30pm

- Prep times are to be observed by all members of the House.
- Prep books must be filled in daily and signed by the MOD or Tutor on Duty.
- First hour is SILENT individual study.
- During the second hour students may gain permission to attend the art and music rooms provided they have a written note from the relevant teacher to show the MOD.
- NO phone calls are to be made or received during Prep.
- Prior to examinations additional Prep sessions may be organised.
- Computer use is at the discretion of the MOD.
- Year 13 will lose their right to independent prep if they are not fulfilling the prep expectations of their teacher(s), are given a school detention for a lack of homework or are unable to settle.

# GUIDELINES AND ROUTINES

These guidelines exist in conjunction with the College's Rules and Expectations (January 2011). They are intended to facilitate the effective management of Gibb House.

## GENERAL CONDUCT

1. Behave to others as you would have them behave to you.
2. Manners maketh the man.

## BUILDINGS & FACILITIES

- Respect the House facilities.
- Vandalism is unacceptable.
- Pins, staples and stickers are not to be used on woodwork, paintwork or papered surfaces.
- Nothing is to be suspended from ceilings or windows.
- No outdoor ball games or similar activities are permitted in the House.
- Food and drink may only be consumed in the Common Room areas and these should be cleaned afterwards.
- No food is to be eaten in the bedrooms.
- Dirty, muddy or wet shoes are to be removed before entering the House.
- Access to and from the house is through the North Wing, Middle or Southern doors; not through the fire escape doors.
- Do not climb through the windows at any time.
- Littering is not acceptable.
- Any damage must be reported to the Master on Duty (MOD) immediately.

## SECURITY

- Gibb House is 'out of bounds' during normal school hours for Years 7 – 12 students.
- Year 13 students may study or retrieve school related materials from their rooms provided they sign in with their study teacher.
- TV/Pool is banned during school hours.
- Boys may not lend their keys/swipe cards to any student.
- Security cameras are in operation to ensure the safety of all boys.
- Doors should not be 'wedged' open.

## VALUABLES AND MONEY

- These are the responsibility of the individual. Valuable items must be handed in to the Director of Boarding or Matron for security purposes.
- No more than \$5 in cash should be kept in the bedrooms.
- Larger amounts must be handed to the Director of Boarding for safekeeping.
- It is recommended that students do not bring very valuable items to the Boarding House. If they do they must be securely locked away when not in use.
- Loss or theft must be reported immediately to the Director of Boarding, MOD or Matron.
- All boys must have padlocks on lockers and lockable cupboards.
- Passports and other valuable papers must be kept in the school safe.
- Privately owned laptops must be shown to the Director of Boarding. These may not, under any circumstances, be connected to the school network.
- Only Years 11 – 13 may have a personal laptop at school.

## MEALS

- It is compulsory to take all meals in the Dining Room.
- Acceptable table manners and general behaviour are expected and enforced.
- Uniform must be worn to breakfast and lunch during weekdays.
- Tidy mufti with collar or the school tracksuit is to be worn at evening meals; footwear is compulsory.
- During examinations when seniors are on study leave, they may attend meals in tidy mufti.

## CLOTHING & LAUNDRY

- All items on the school clothing list are required by all students.
- All clothing and footwear must be clearly named.
- Laundry days are Tuesdays and Thursdays. Procedures must be followed.
- Mufti clothing must be laundered at home.

## SHOWERS & ENERGY USAGE

- All students are required to shower daily.
- Showering time should be sufficient to ensure a high standard of personal hygiene is maintained and brief enough to ensure adequate hot water for all.
- Radios and lights must be turned off when leaving rooms.

- Stereos are allowed in the house at the discretion of the Director of Boarding.
- No cooking equipment or heaters are permitted in the rooms.

## MEDICAL

- If a boy is on medication he must hand the medication to the Matron (for safety reasons).
- Any boy who feels ill or needs first aid must report to the Matron. If, for any reason during school hours, the Matron is not available the student is to report to the school nurse and/or reception.
- The school nurse is available at all times during school hours.
- Information regarding Doctor/Dentist appointments must be relayed to the Matron.
- Boys must arrange all transport for medical visits through the Matron.
- Other problems of a non-physical nature will be referred to, or through, the Chaplain who is responsible for monitoring student welfare.

## PASTORAL CARE

- There are a number of options available to students for support and assistance within the school community.
  - Academic matters are usually directed through the appropriate Dean, spiritual matters through the Chaplain and personal matters through the Director of Boarding, Matron or Mentor.
  - The Chaplain provides a confidential service to students and parents. Any matter may be referred at any time.
- If a student has a concern about any boarding staff member this should be referred to the Director of Boarding or, if this is not appropriate, the Chaplain, House Dean or a Senior Management member.

## PHONES

- Messages for students may be left on the house phone.
- Mobile phones may be kept at school at the owner's risk. Students are required to lock these away when they are not in use.
- NO phone calls may be made or received during Prep (6.30 – 8.30 pm), after lights out or during meals.
- Parents who need to contact their sons urgently during Prep or after lights out are requested to contact the Director of Boarding or Assistant Housemaster.

## COMMENCEMENT OF TERMS 2, 3 & 4

- Boys should arrive back in boarding between 6.00pm and 8.00pm the day before school starts. This allows for the boys to unpack and get themselves organised for the week ahead.
- Dress is No 2 Uniform.
- There will be a roll call and brief House meeting at 8.00 pm on the Sunday evening before term starts.

## WEEKEND ARRANGEMENTS

- The dress to and from school over weekends is No 2 uniform for Boarders travelling on public transport.
- Boarders must fulfill Saturday sporting commitments.
- Matron must be notified of all weekend arrangements by the latest on Thursday morning of every week. (Preferably by Wednesday evening).
- Weekends not spent with parents/caregivers must be advised by the parent/caregiver in writing to the Director of Boarding.
- Boarders will not be permitted to stay in the Boarding House on Saturday evenings unless they are fulltime boarders. Transport arrangements are to be made in consultation with the Director of Boarding.
- Any application for a weekly Boarder to stay at the weekend must be in writing to the Director of Boarding by Thursday morning preceding the weekend in question; acceptance is at the discretion of the Director of Boarding.
- Boarders playing sport on Saturday morning are welcome to stay in the House on Friday night.
- Boarders must return by 8.00pm on Sunday night, or 8.00am on Monday morning.

## LEAVE

Leave is given on trust and should not interfere with school or house responsibilities or obligations except in case of emergency.

### SPECIAL LEAVE

- Special Leave is:
  - overnight stays away from the Boarding House (non school activities)

- Dinner/Evening Leave up to 9.30 pm in the evening. (This will mean absence from Prep)
- City leave to travel to and from appointments in Wellington City and beyond or any destination NOT covered by Town leave.

All leave is at the discretion of the Director of Boarding.

- Permission for 'Special Leave' is more readily granted for Year 12 and 13 students but is dependent on good behaviour.
- Written notification (email/fax) to the Director of Boarding is required for all overnight Leave, or for dinner Leave, with people other than parents/caregivers.
- All requests for 'Special Leave' should be submitted to the Master on Duty by 8.30 pm the night before for approval by the Director of Boarding.
- Students MUST sign back in person with the MOD on their return from Special Leave.

School commitments and punishments take precedence over leave.

## TOWN LEAVE

- Town Leave is from 3.30 – 5.30 pm each afternoon; it includes travel anywhere East of the Mt Victoria tunnel (Kilbirnie shops, Miramar shops, Hataitai, Seatoun, Strathmore).
- Town Leave does NOT include unsupervised risk activities, eg. beach swimming; such activities must be planned with the MOD in advance and will be a House activity.
- All boarders may have Town Leave each afternoon; Years 9-10 must go on 'Town Leave' accompanied by at least one other student.
- All requests for Town Leave should be entered in the Town Leave Book prior to departure.
- Students must sign back in using the Town Leave Book on their return.
- Prep students MUST have approval from the MOD for all Town Leave. Any Town Leave is discretionary.

School commitments and punishments take precedence over leave.

## VISITORS

Non parental visitors must announce their presence to the MOD, Tutor on Duty or Matron.

- Non parental visitors to the house must be received in the Common Room.
- Non parental visitors are to be entertained in the Common Room only.

# EXEATS

*(see page 22 for 2011 Exeat weekends)*

Saturday/Sunday overnight Exeats take place approximately every three weeks. Departure and return times for House roll calls will be notified in the Term Calendar or in the Headmaster's Newsletter. Special dispensation may be granted for earlier departure, or late return, in cases where students have a considerable distance to travel. Students from the Hawke's Bay, northern Manawatu or further away may be permitted to return no later than 10.00am on the Monday morning.

## GUIDELINES FOR EXEATS

- The dress to and from school over Exeat is No.2 uniform for students travelling on public transport.
- Boarders must fulfill Saturday sporting commitments before they can leave.
- Exeats not spent with parents/caregivers must be put in writing to the Director of Boarding by the parent/caregiver in writing.
- Exeat travel plans must be made by the Wednesday preceding the Exeat weekend.
- Later changes in travel plans will still be charged to disbursements.
- No student will be permitted to stay in the Boarding House on Saturday evenings.
- Transport arrangements are to be made in consultation with the Director of Boarding and/or Matron.

## STUDENTS & TRAVEL

- Students are deemed to be under College Rules when travelling to and from the College.
- Boarders may not drive a motor vehicle during term unless written permission has been obtained from the Senior Master (Mr Zachariassen).
- Keys must be handed to the Housemaster on return to the House.
- Cars must be parked behind the Gym.
- A boarder may not ride as a passenger in a motor vehicle driven by another member of the school, or by a person under 20 years of age, unless he has written permission from his parents and the Senior Master.
- Dress and behaviour on public transport must meet the standards outlined in school's Rules and Expectations booklet.

Any abuse of the above may result in the privilege being withdrawn.

# STUDENT BEHAVIOUR MANAGEMENT

Boarding students are at all times at the College bound by the Scots College Rules and Expectations (January 2011). It should be noted, as a general rule, that there is a clear separation between behaviour and punishment in the Boarding House and the College but consequences should be consistent. Students are deemed to be under College Rules when travelling to and from the College and come under boarding jurisdiction when they enter the Boarding House.

The following points clarify the College Rules and Expectations in relation to Boarding:

## 1. POSITIVE BEHAVIOUR:

This will be recognised and rewarded as appropriate by affirmation, rewards or the use of the College Merit system.

## 2. MINOR OFFENCES:

These are generally to do with routines and procedures around the Boarding House (punctuality, tidiness, dress, manners, obedience, etc). Note: repeated minor offending would constitute continual disobedience.

### **Consequence**

- A 'Tardy' punishment (which will be a job of 45 minutes) will be administered as soon as practicable after the infraction; this will be supervised and recorded.

## 3. OTHER OFFENCES:

These relate to more serious matters for which the punishment may be greater than a 'Tardy'.

### **Consequence**

- These will be investigated and recorded. Parents will be contacted in line with the school's policies.
- Punishments will be consistent for similar infractions in the College.

## 4. LEAVE OFFENCES:

'Breaking bounds' or the abuse of Boarding House leave rules is deemed very serious.

### **Consequence**

- This will depend on the factors such as the time of day and the level of risk the student placed himself, or others, in and will involve communication with home
- Gating or Close gating are common punishments. Depending on the seriousness of the offence referral to the Headmaster for further action may be warranted.

# RESPECT FOR OTHERS

## WHAT IS BULLYING?

Bullying is repeated incidents involving a bigger, stronger or more powerful child on a smaller or weaker child, or a group of children on a single child.

## THESE MIGHT BE:

- **Verbal** – the child is called names, put down or threatened
- **Physical** – the child is hit, tripped, poked, kicked, or belongings are stolen or damaged
- **Social** – the child is left out, ignored, or rumours are spread
- **Psychological** – the child is stalked or given dirty looks
- **Electronic** – the child receives emails or text messages that threaten or put down or spread rumours. This can include txt'ing and emailing other children about the child being bullied, or posting unhelpful or malicious information on a website.

Bullying is different from ordinary teasing, rough and tumble or schoolyard fights. What makes it different is that the incidents are ongoing and there is usually an imbalance of size, strength and power between the children involved. The bully might have power not only because he or she is bigger and stronger, but because other children side with the bully often to protect themselves.

## RESEARCH SHOWS:

- Boys are more often bullied by a single individual, girls more often by groups. There is not much difference between the number of boys and girls who suffer from bullying.
- The size of the school, or whether the school is single-sex or co-educational or government or non-government, makes no significant difference to the amount of bullying that goes on.
- Children are most often bullied when they are in their first few years of primary school and again in their first few years of secondary school.

## WHAT ARE THE SIGNS?

Bullying may be very hard to see. Victims may already be having trouble getting on with other children or with teachers. They are often picked on by bullies for this reason. Bullying usually happens out of sight away from teachers or other adults. The people who are most likely to know what is going on are other children. Children who are being bullied often don't like to tell anyone because they feel weak or ashamed, or are frightened that it will only make things worse. They also feel it is wrong to 'dob in' or tell tales on other children. If they tell anyone, it is most likely they will tell their parents – usually their mother – or their friends before they will tell a teacher.

## **SOME TELL-TALE SIGNS ARE:**

- bruises, scratches or cuts that your child can't really explain
- torn or damaged clothing
- damaged or missing belongings
- headaches, stomach aches and other pains that the child can't put a finger on
- unexplained tears or depression
- unusual outbursts of temper
- not wanting to go to school
- not wanting to play with friends
- wanting changes in the way he or she travels to and from school
- school work falls off in quality
- wanting extra money without giving a reason

There are things you can do to help your child if he or she is being bullied.

## **WHAT CAN YOU DO?**

By the time children tell their parents they are being bullied they may have tried everything they can to deal with it on their own. Telling parents is often a very hard step to take.

## **CHILDREN NEED TO:**

- feel believed and listened to
- develop trust in how parents will handle it the problem
- talk more openly about what has happened
- gain some control over what is happening
- learn things they can do to protect themselves
- regain self-confidence

Please encourage your sons to use the student welfare box in the main administration building to report such incidents. The Chaplain, acting in strict confidence, will co-ordinate these matters.

# COMPLAINT PROCEDURE ACCORDING TO EDUCATION (HOSTELS) REGULATIONS

## COMPLAINTS ABOUT:

Non-compliance with these regulations or conditions of the licence

## COMPLAINTS MAY BE FROM:

Students, Parents, Staff members and Board members

## COMPLAINT NEEDS TO BE:

in writing or put in writing by the Board or a person representing the Board as soon as practicable if the complainant is unable to put it in writing

## PROCEDURE FOR RESOLVING COMPLAINTS

### **Within 5 working days after acknowledging receipt of the complaint:**

The Board or the person representing the Board will

- send an acknowledgement letter of receipt to the complainant
- inform the complainant of any relevant internal complaint procedures
- send a copy of all information held by the Board that is or may be relevant to the complaint
- decide whether the complaint is justified in accordance with regulation 69

### **Within 10 working days after acknowledging receipt of the complaint:**

The Board or the person representing the Board will

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the Board must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the Board must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the Board is required to decide as soon as practicable whether the complaint is justified.

### **After making a decision:**

The Board must inform the complainant of

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the Board proposes to take; and

- Any procedure the Board has in place to enable consideration of an appeal by the complainant against the Board's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

Geoff Hall

Director of Boarding

# GIBB HOUSE FEE STRUCTURE – 2011

(All fees include GST)

**FULL BOARDING:** \$3579.00 per Term. Includes Saturdays and Sundays, but with two compulsory Exeats per Term. [Gibb House will close from Friday afternoon to Sunday at 6pm] *Terms 1-3 is charged at 30% of the total years fees per term. Term 4 is charged at 10% of the total years fees.*

**WEEKLY BOARDING:** \$2756.00 per Term. [Sunday after dinner to Friday at 5pm]  
Boys who live outside the Wellington metropolitan area and who represent Scots at sport on a Saturday morning, will be allowed to stay in on a Friday evening and will receive meals at no extra cost. *Terms 1-3 is charged at 30% of the total years fees per term. Term 4 is charged at 10% of the total years fees.*

**DAY BOARDING:** \$31.00 per day. After school to 8pm. This includes lunch, dinner and supervised Prep. [Limited places available]

**OTHER OPTIONS:** Short term Boarding [If and when available] Gibb House offers this service to all parents/caregivers who for some reason or other have a function, overseas/business/holiday trip during term time.

**1 day** \$102.00 [after school supervision, dinner, prep supervision, bed and breakfast]

**2 days** \$194.00

**3 days** \$281.00

**4 days** \$358.00

**1 week** \$409.00 [Arrive Sunday evening after 6pm after dinner and leave Friday afternoon at 5pm]

**2 weeks** \$818.00 [Arrive Sunday evening after 6pm after dinner and stay for two weeks] Weekend arrangements will be the responsibility of the parents/caregivers.

**3 weeks** \$1227.00 [Arrive Sunday evening after 6pm after dinner and stay for two weeks] Weekend arrangements will be the responsibility of the parents/caregivers.

**4 weeks** \$1636.00 [Arrive Sunday evening after 6pm after dinner and stay for two weeks] Weekend arrangements will be the responsibility of the parents/caregivers.

**Weekends** \$174.00 Two day weekend, including activity (No prep support)

**OCCASIONAL MEALS:** Breakfast \$7.15

Lunch \$9.20

Evening meal \$15.50

Please contact Geoff Hall (Director of Boarding) at 04 803 0594 for further information.

# UNIFORM LIST

## COLLEGE [DAILY WEAR]

- |   |                                   |
|---|-----------------------------------|
| 1 College jacket [Blazer]                         | 2 pairs long trousers [dark grey] |
| 1 pair grey shorts <i>[optional]</i>              | 1 long sleeved white shirt        |
| 3 long sleeved grey shirts                        | 1 college jersey                  |
| 2 pairs long socks with garters <i>[optional]</i> | 3 pairs grey ankle socks          |
| 1 pair black leather lace-up shoes                | 1 plain black leather belt        |
| 1 College tie                                     | 1 College scarf <i>[optional]</i> |

## PREP [DAILY WEAR]

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 1 College jacket [Blazer]          | 2 pairs grey shorts               |
| 1 long sleeved white shirt         | 3 long sleeved grey shirts        |
| 1 college jersey                   | 3 pairs long socks with garters   |
| 1 pair black leather lace-up shoes | 1 plain black leather belt        |
| 1 College tie                      | 1 College scarf <i>[optional]</i> |

## PE SPORTSWEAR

- |                            |                                       |
|----------------------------|---------------------------------------|
| 1 pair black PE shorts     | 1 House singlet/T-shirt or polo shirt |
| 1 House jersey             | 1 College Tracksuit                   |
| 2 pairs white sports socks | 1 or 2 pairs of sports shoes          |

In addition to 'Daily Wear' and 'PE and Sports Wear', Weekly boarders are expected to have the following [with ALL items clearly named]:

- |   |   |
|---|---|
| 5 pairs of boxer shorts/underpants      | 5 pairs of sports/casual socks              |
| 1 dressing gown <i>[optional]</i>       | 3 or 4 T-Shirts                             |
| 3 towels                                | Toilet Gear, toilet bag and deodorant       |
| Slippers or similar footwear            | 1 dozen extra name tags [handed to Matron]  |
| Shoe Cleaning kit                       | Note: Boys tend to wear boxers and T-shirts |
| 1 or 2 pairs of board shorts as pyjamas |   |

1-2 padlocks for bedroom locker and school locker as needed [Recommend combination lock or provide spare key in marked envelope and hand to Director of Boarding]

Please Note: No bedding is required. The College provides all bedding for boarders.

Boarders are allowed to wear mufti after school each day. These clothes can be of their own choosing, without being too eccentric!

They require some shirts, with collars, to wear at dinner, House outings etc; they must also have a College tracksuit. It is also recommended that boys, when in their senior years, have

'Civilian No 1's' ie, jacket and tie for when they attend formal occasions. All items of clothing and other personal possessions must be clearly named. Please note:

Parents may want to carry personal effects insurance for the protection of their son's items at school, as the College does not cover this. It is strongly recommended that expensive items such as Ipods, etc are left at home. Laptops are not required at College or in Boarding. These may not be connected to the network at any time and will be confiscated should this happen. The school will provide computers/laptops for student use during Prep.

Please contact the Matron, (Tel: 04 388 0875) if you have queries concerning uniform.

# GIBB HOUSE HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

## Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

## Student(s) Affected by Bullying/Harassment:

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

## Type of Harassment alleged:

Racial  Sexual  Physical  Religious Other: \_\_\_\_\_

Check all spaces below that apply. At Scots we identify any of the following forms of behaviour as inappropriate:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Name Calling           | <input type="checkbox"/> Spitting                | <input type="checkbox"/> Stalking          |
| <input type="checkbox"/> Demeaning comments     | <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing          |
| <input type="checkbox"/> Writing/graffiti       | <input type="checkbox"/> Shoving/pushing         | <input type="checkbox"/> Threatening       |
| <input type="checkbox"/> Hitting/kicking        | <input type="checkbox"/> Taunting/ridiculing     | <input type="checkbox"/> Flashing a weapon |
| <input type="checkbox"/> Inappropriate touching | <input type="checkbox"/> Intimidation/extortion  | <input type="checkbox"/> Other: _____      |

Describe the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Witnesses present: \_\_\_\_\_

Physical Evidence:

Graffiti  Notes  Email  Txt  Websites  Video/audio tape

Other: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parent(s) contacted: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

# GIBB HOUSE MEDICAL INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

## Description of Accident/Incident causing Injury/Ailment:

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## Student(s) Injured or sick and requiring medical assistance:

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

## Nature of Accident/Ailment/Injury:

Check all spaces below that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Fainting                      | <input type="checkbox"/> Epilepsy                             |
| <input type="checkbox"/> Accident                      | <input type="checkbox"/> Assault                              |
| <input type="checkbox"/> Diarrhea and vomiting         | <input type="checkbox"/> Conjunctivitis (pink eye)            |
| <input type="checkbox"/> Diabetes                      | <input type="checkbox"/> Meningitis                           |
| <input type="checkbox"/> Glandular fever               | <input type="checkbox"/> Middle ear infection (otitis media), |
| <input type="checkbox"/> Fractures/sprains and strains | <input type="checkbox"/> Tuberculosis                         |

Other: \_\_\_\_\_

Witnesses present [if any]: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parent(s) contacted: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Medical Assistance Required: Yes/No

Medical Officer: \_\_\_\_\_ Contact Number: \_\_\_\_\_

# GIBB HOUSE 2011 DATES

## TERM 1

Tuesday 1 February: Prefects return @ 1pm. Year 8,9 & 13 boarders (including new Year 13 boarders) return.

Wednesday 2 February: All other boarders (including new Year 10-12 boarders) return.

### **Function**

Sunday 13 February: Gibb House BBQ

Sunday 20 February: Gibb House Church service

### **EXEAT Weekend**

25-27 February: Gibb House Parents' Meeting Sunday 20 February @ 7pm

25-27 March: Gibb House Parents' Meeting Sunday 27 March @ 7pm

## TERM 2

Sunday 1 May: Boarders return. Gibb House Parents' Meeting @ 7pm

### **Function**

Sunday 19 June: Gibb House Mid-winter Christmas Dinner

### **EXEAT Weekend**

13-15 May: Gibb House Parents' Meeting Sunday 15 May @ 7pm

3-7 June: Queens' Birthday Break

## TERM 3

Sunday 31 July: Boarders return. Gibb House Parents' Meeting @ 7pm

### **Function**

Friday 2 September: Rugby World Cup Festival

### **EXEAT Weekend**

19-23 August: Founders' Break

9-11 September: Gibb House Parents' Meeting Sunday 11 September @ 7pm

## TERM 4

Sunday 9 October: Boarders return. Gibb House Parents' Meeting @ 7pm

### **Function**

Sunday 30 October: Gibb House EOY Dinner

### **EXEAT Weekend**

21-24 October: Labour Weekend Break

4-6 November:



EST. 1916

## SCOTS COLLEGE

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