
Gibb House Handbook 2021

Parents and Students



**SCOTS
COLLEGE**
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 Collegians. I am confident that you will enjoy your time with us.

*Graeme Yule
Headmaster*

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Gibb House Directory 2021

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Matrons

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027 588 0875 (Mobile)

Blossom Cameron
Phone: 021 645989 (Mobile)

Head Boarder

Finn Surman

School Nurse

Jo Smith
Phone: 04 388 0852
Email: smithj@scotscollege.school.nz

Chaplain and pastoral network

David Jackson
Phone: 04 388 0850 Ext 619
Email: jacksond@scotscollege.school.nz

Absences from College

Phone: 04 380 7588
ext. 830 (Middle & Senior)
ext. 832 (Prep)

School sports lines

Phone: 04 380 7588
ext. 831 (Middle & Senior)
ext. 833 (Prep)

To contact students 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 _____	7.30am
Breakfast _____	7.45 – 8am
Room inspections completed _____	8.25am
Lunch _____	12.30pm/1.00pm
Co-curricular/Activities _____	3.30pm
Dinner _____	6.00pm

Evening:

Personal time _____	6.00 – 6.45pm
Middle & Senior School Prep _____	6.45 – 8.15pm
Activities _____	From 8.15pm

Meetings:

Meeting	Frequency	Responsibility
House Meeting	Weekly (Sunday)	Duty Master
Gibb Council	Week A (Tuesday)	Head Boarder
Prefect Meeting	Week B (Tuesday)	Director of Boarding/ Head of Pastoral Care
Staff Meeting	Weekly (Wednesday)	Director of Boarding

Lights Out from:

Gibb _____	9.00pm
North Gibb _____	9.30pm
Lower Gibb _____	9.45pm
Middle Gibb _____	10.00pm

Prep:

Middle School Prep (supervised in prep room) _____ 6.45 – 8.00pm
 Senior School Prep (Years 11-12: supervised / Year 13: independent) _____ 6.45 – 8.00pm

- > 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 half 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 Standards and Expectations. 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.
- > Students may not lend their keys/swipe cards to any student.
- > Security cameras are in operation to ensure the safety of all students.
- > Doors should not be 'wedged' open.

Valuables and Money

- > These are the responsibility of the individual. Valuable items must be handed in to the Duty staff/Director of Boarding or Matron for security purposes.
- > 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 students must have padlocks on lockers and lockable cupboards.
- > Passports and other valuable papers must be kept in the school safe.

Laptops

- > Laptops will be confiscated if students are caught using them after lights out or inappropriately.
- > Year 7-10 laptops and phones will be collected in before 9.00pm and handed out after 8.00am by Matron.

Meals

- > It is compulsory to take all meals in the Dining Room.
- > Acceptable table manners and general behaviour are expected and enforced.
- > Tidy mufti or 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 Monday - Friday. Procedures must be followed.

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 student is on medication they 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.
- > Students 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, Guidance Counsellor, House Dean or a Senior Management member.

Phones

- > 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 (6.45 – 8.00 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.
- > Middle School phones will be collected by Duty Master at 8.50pm each night

Commencement of Terms 2, 3 & 4

- > Students should arrive back in boarding between 3.00pm and 8.00pm the day before school starts. This allows for the boys to unpack and get themselves organised for the week ahead.
- > There will be a roll call and brief House meeting at 8.30 pm on the Sunday evening before term starts in Chartres Hall.

Weekend arrangements

- > Boarders must fulfill Saturday sporting commitments.
- > Director of Boarding 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 8.30pm on Sunday night, or 8.00am on Monday morning.

Visitors

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

Leave

Leave is given on trust and should not interfere with school or house responsibilities or obligations except in cases of emergency. Leave is considered anytime a student is off school grounds, outside of normal school hours (Monday to Friday 8:45am – 3:30pm). For any leave from Gibb House students must sign out using the Boardingware App and sign back in on return. A failure to adhere to the rules around different types of leave below with incur consequences, refer to Student Behaviour Management.

Special Leave

Special leave is:

- Overnight stays away from the Boarding House (non school activities)
- Dinner/Evening leave up to 9.30pm 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.

Permission must be submitted to the Master on Duty and confirmation received, prior to departure. Written notification (email) from parents/caregivers to the Director of Boarding is required for all overnight leave, which must include the contact name, phone numbers and address of where the student is staying. Permission for 'Special leave' is more readily granted for Year 12 and 13 students but is dependent on good behaviour.

All leave must be accompanied by a request from the student via Boardingware. When you return to Gibb House you must sign back in, in person with the Master on Duty and via Boardingware before dinner 6.00pm.

Weekend Leave

Weekend leave is overnight stays away from the boarding house for non-school activities (excluding 5-day boarders returning home)

- Permission must be sought in writing (email) from parents/caregivers to the Director of Boarding at least one day before the leave is requested. Permission must include the contact name, number and address of where the student is staying for verification.
- Students must also request weekend leave via the Boardingware App, which will only be approved once parent/caregiver email is received and details of the leave is verified.
- When students return to Gibb House they must sign back in using Boardingware and return before dinner on Sunday evening (6pm) and must attend Roll call (8:30pm)

Town Leave

Town leave includes:

- Dinner/Evening leave up to 9:30pm in the evening (this will mean absence from Prep).
- Travel into Kilbirnie, Wellington City or beyond after school or during weekends to any destination NOT covered by Local Leave or Activity Leave.
- Permission must be submitted via the Boardingware App or in person and confirmation received from the Master on Duty prior to departure.

Local Leave

- Local Leave is from 3:30pm – 6:00pm each afternoon; it includes anywhere on the Miramar Peninsula (Strathmore shops, Miramar Shops, Seatoun, Airport area).
- It does not include unsupervised risk activities e.g. swimming. If you wish to undertake such activities, it must be planned with the Master on Duty in advance and will be a House activity.
- Requests for Local Leave must be completed through the Boardingware App. Leave will be allowed each afternoon (3:30pm – 6:00pm) and during weekends (9:30am – 6:00pm).
- Year 7-10 students must be accompanied by at least one other student.
- Students must sign back in using Boardingware on return.

Activity Leave

- Activity Leave is for all school related (or other approved non-school) activities where students are required to leave the school grounds
- Requests for Activity Leave must be completed through the Boardingware App.
- Students must sign back in using Boardingware on return.

Returning 5-day Boarders

- 5-day boarders must ensure they sign out via Boardingware prior to departure on Friday.
- Students returning to Gibb House must arrive back to attend Sunday roll call (8:30pm) and sign back in using Boardingware.
- Any variations to normal departure and arrival times must be communicated in writing to the Director of Boarding.

Exeats

(see inside back page for 2021 Exeat weekends)

Saturday/Sunday overnight Exeats take place Queen's Birthday and Founders' Weekend. Departure and return times for House roll calls will be notified in the Term Calendar. Special dispensation may be granted for earlier departure, or late return, in cases where students have a considerable distance to travel.

Guidelines for Exeats

- > Boarders must inform sports coaches/managers of their availability.
- > Exeats not spent with parents/caregivers must be put in writing to the Director of Boarding by the parent/caregiver.
- > 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 Deputy Principal of Senior School (Mr Laverock)
- > Keys must be handed to the Duty Masters (if required) on return to the House.
- > Cars must be parked on Strathmore Avenue (at the owner's risk).
- > 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 they has written permission from their parents and the Senior Master.
- > Dress and behaviour on public transport must meet the standards outlined in school's Standards 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 Standards and Expectations. 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 Standards and Expectations in relation to Boarding:

1. Positive behaviour:

This will be recognised and rewarded as appropriate by affirmation or the 'Busted Being Good' 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 or Wednesday run at 6.30am with HOD) will be administered as soon as practicable after the infraction; this will be supervised and recorded. Students who fail to attend Tardy or have continual disobedience will attend Dobby's run on Friday with Director of Boarding.

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 themselves, 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 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 son 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.

Complaints need 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.

Gibb House 2021 dates

Term 1

Mon 1 February:	Gibb House opens
Tue 2 February:	Classes commence for all Year Levels
Mon 8 February:	Waitangi Day (Gibb House open)
Fri 2 April:	Good Friday (Gibb House closed)
Mon 5 April:	Easter Monday (Boarders return by 8.00pm)
Fri 16 April:	Final Day of Summer Term (Term 1)

Term 2

Sun 2 May:	Gibb House opens (Boarders return by 8.00pm)
Mon 3 May:	Classes commence
Mon 7 - Tue 8 June:	Queen's Birthday Break (Gibb House open)
Fri 9 July:	Final Day of Autumn Term (Term 2)

Term 3

Sun 1 August:	Gibb House opens (Boarders return 2.00 - 8.00pm)
Mon 2 August:	Classes commence
Mon 31 August - Tue 1 September:	Founders' Break (Gibb House open) (Boarders return by 8.00pm)
Fri 1 October:	Final Day of Winter Term (Term 3)

Term 4

Sun 17 October:	Gibb House opens (Boarders return 2.00 - 8.00pm)
Mon 18 October:	Classes commence
Mon 25 October:	Labour Day (Gibb House open)

End of Year

Tue 23 November:	Senior School Prize Giving (Final Day Year 11 - 13)
Thur 9 December:	Middle School Prize Giving (Final Day Year 7 - 10) Gibb House closed

Uniform List

Middle and Senior School (Option A)

- 1 blazer
- 1 Middle or Senior School Tie
- 2 pairs of short trousers (optional)
- 1 black raincoat or soft shell jacket
- 1 pair of long trousers
- 1 pair black ankle socks (for trousers)
- 1 long-sleeved white shirt
- 1 scarf/beanie (optional)
- 2 long-sleeved grey shirts
- 1 black School bag
- 1 woollen jersey
- 1 cap (Middle School)
- 3 pairs of long socks (for short trousers)
- 1 black leather belt
- 1 pair black leather shoes*
- 1 Ie Faitaga (optional)

Middle and Senior School (Option B)

- 1 blazer
- 1 Middle or Senior School Tie
- 1 skirt or trousers
- 1 black raincoat or soft shell jacket
- 1 pair of short trousers (optional)
- 1 pair black ankle socks (for trousers)
- 1 short-sleeved white blouse
- 1 scarf/beanie (optional)
- 2 short-sleeved grey blouse
- 1 black School bag
- 1 woollen jersey or cardigan
- 1 cap (Middle School)
- 3 pairs of socks (for skirts or short trousers)
- 1 pair black leather shoes*

Black stockings may be worn with the skirt during Terms 2 and 3

Middle and Senior School Sportswear

- 1 black (PE) shorts
- 1 black sports bag
- 1 polo shirt (House colour)
- 1 tracksuit pants
- 1 hoodie
- 1 training tee
- 1 pair white sports socks
- 1 sport tee
- 1 sport shoes – non marking sole*

Additional sportswear items may need to be purchased for certain sports teams

Additional gear

- 3 towels
- Shoe cleaning kit
- 3 padlocks
- Laundry bag (purchased from uniform shop)
- Suitable mufti clothes
- Clothes hangers
- Toiletries (including deodorant)

No bedding is required. The College provides all bedding for boarders.

However, the Boarding House supplies one pillow and students can bring extra if preferred.

All clothing items need to be clearly named.

Parents may want to carry *personal effects insurance* for the protection of their child's items at school, as the College does not cover this.

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

Gibb House Fee Structure – 2021

Boarding	Annually
5 day boarding	\$15,015.00
7 day boarding	\$17,535.00

Boarding fees are charged	5 day boarding	7 day boarding
Term 1	\$4,504.50	\$5,260.50
Term 2	\$4,504.50	\$5,260.50
Term 3	\$4,504.50	\$5,260.50
Term 4	\$1,501.50	\$1,753.50

For further information please contact:

Gary Henley-Smith (Director of Boarding) on (04) 380 7655 or 027 770 4344

Gibb House Medical Incident Report Form

Date: _____ Time: _____ Location: _____

Description of Accident/Incident causing Injury/Ailment:

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

_____ 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 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: _____



EST. 1916

SCOTS COLLEGE

Learning. For Life

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