

# **Boarding Handbook 2026**

## Contents:

Housemaster Welcome	3
Pyne House Team: Contact Details	4
The Waihi Boarding Manual	5
The Boarding Team	5
Waihi School Values	5

### General Information in Alphabetical Order:

Access to School Facilities	6
Bicycles	6
Birthdays	6
Boarders' Dinner	6
Boarders' Roll Call	6
Boarding House Contacts	6
Catering	6-7
Cleaning Staff and Laundry	7
Communications	7
Cubicles	7
Daily Routines	7-8
Dental Nurse	8
Discipline	8
Dormitories	8
Dormitory Prefects	8
Emergencies	8-9
End of Term	9
Exeats	9
Gap Tutors	9
Haircuts	9
Health and Wellbeing	9-10
Leave	10
Leavers' Weekend	10
Mail	10
Mobile Phones	11
Police Vetting	11
Reading	11
Repairs	11
River Access / Pump Track / Low Ropes	11
Sport	12
Security	12
Special Diets	12
Services in Chapel	12
Tuck	12
Uniform and Clothing Requirements	13-16
Using Devices: School Policy	16-17
Visitors / Transportation	17
Waihi School Uniform Shop	17
Weekend Activities	17
Enrolment Forms: Medical/Permissions/Bus Contract	18-22
Helpful contact details: Telephone and Emails	23

# Welcome to Pyne House

*Dear Parents*

*Within Pyne House you will find a calm, nurturing and motivating atmosphere with a real care for the individual and their wellbeing being at the forefront of boarding life. It is a strong belief of mine to foster and promote a 'have a go attitude' in all the exciting areas of school life that Waihi has to offer. Pyne House is a place of friendship, mutual support and happiness. That is what our boarders are. It is why they are proud to belong.*

*Pyne House is characterised by its family feel. The furnishings are comfortable and welcoming giving our boarders a real home from home atmosphere. The house is the heartbeat of school life, where children grow as individuals and live alongside each other showing kindness and concern across year groups. Senior boarders take their responsibilities to younger boarders very seriously, but the real character of the house is seen in the informal relationships across year groups.*

*As Housemaster I will empathise, challenge, motivate, discipline and laugh with all boarders, whilst instilling a passion for excellence both inside and outside the classroom. I have 20+ years teaching experience in Prep and Senior Schools with management positions in pastoral, academic and sporting departments. This holistic view of education is what excites me, and your child will be exposed to this broad belief of personal development. I am proud to have been recognised by the New Zealand Boarding Schools Association in the form of a place on their Executive Committee.*

*The house is excellently supported by the pastoral team that includes matrons, duty staff and GAP tutors. Together we instill life skills into your child that will enable them to flourish as they mature and go on to achieve great things both at Waihi and beyond.*

*I am joined by my family; Lisa my wife, and our two sons, Thomas and Harry. We love being part of the Waihi School community, ensuring your child thrives during their time in Pyne House.*

*Mr O J Clayson  
Assistant Head, Pastoral  
Housemaster*

## Pyne House Team: CONTACT DETAILS

### Housemaster



Oliver Clayson  
021 289 1980

Ollie has been a qualified teacher since 2004 and has worked in Secondary and Prep Schools in the UK until 2020 when he moved to Waihi. He has held management positions in academic, sporting and pastoral fields. He has also been a Safeguarding Governor in a Primary School for 5 years, and sees it as his responsibility to ensure your child is happy, active, and thrives whilst in Pyne House.

Ollie is a keen cricketer having represented England at U19s and had a taste of the professional game. He plays both cricket and hockey to a high club level and is, of course, a huge rugby fan. Ollie currently plays masters hockey in Christchurch.

### Matrons: Weekdays / Weekend / Day



Lisa Clayson

Lisa is a qualified Occupational Therapist and has been practicing since 2003. She has worked in both major hospitals and community hospitals in the UK, and has held significant management responsibilities that include leading a team of OTs, Physiotherapists, Nurses and Social Workers in the field of Rapid Response.

As a caring professional and mother of two boys, Lisa is very much looking forward to getting to know you and your child/ren. Now starting her 6<sup>th</sup> year in the role as Matron, Lisa is the matron responsible for your child, and the main point of contact Monday evening to Saturday morning until 10.00am.



Lynore Bradshaw

Prior to my role at Waihi School, I had the privilege of being a stay-at-home mother to my four children. I also volunteered in a variety of children's and youth programmes at our local church. I rejoined the team at Waihi three years ago, working in the kitchen, having previously worked here ten years earlier as a cook.

In 2024, I transitioned into Pyne House, where I now have the privilege of looking after your children from Saturday morning through to Monday morning. I love building relationships with children and helping bring out the best in each of them. I face challenges head on and am only a message away for parents.



Stacey Jackson

Prior to my role at Waihi I was an Early Childhood teacher at Peel Forest Preschool. My role as Matron at Waihi School works on my strengths of being nurturing, having a sense of humour, as well as having an approachable personality.

At the end of 2023 I transitioned out of an overnight matron role into a day matron role. I adore the working relationship we have as a team of 3 matrons and housemaster having been an overnight matron previously. Now I have the opportunity to receive a handover from Lisa or Lynore and continue to monitor the welfare of your child once they go off to school and feedback to Lisa or Lynore at the end of the school day.

**The Duty Matron can be reached on:**  
0274 WAIHI 7 (0274 92444 7)

**Heads of Boarding 2026:**  
Annabel Clouston  
Archie Kershaw



## The Waihi Boarding Manual

The object of this manual is to provide parents of boarders, and the boarders themselves with an idea of what goes on in Pyne House, how the relevant parts of each day unfold, and the expectations we have.

## The Boarding Team

Pyne House comes under the direction of the Housemaster who has responsibility for all that goes on in the house. There are also GAP tutors and Duty Staff who help out each evening. A key part of a boarder's experience is the care provided by the Matrons.

<b>Housemaster</b>	Oliver Clayson	<a href="mailto:housemaster@waihi.school.nz">housemaster@waihi.school.nz</a>
<b>Matron</b>	Lisa Clayson	<a href="mailto:matron@waihi.school.nz">matron@waihi.school.nz</a>
<b>Matron</b>	Lynore Bradshaw	<a href="mailto:matron@waihi.school.nz">matron@waihi.school.nz</a>
<b>Matron</b>	Stacey Jackson	<a href="mailto:matron@waihi.school.nz">matron@waihi.school.nz</a>
<b>2026 Gap Tutors</b>	Hayley Billingham, Sarah Jacobs, Brighton Sibiya	

Supervision comes from duty members of staff who are responsible for routine and discipline.

Staff spend the evening interacting with the boarders, ensuring they are happy, but always ensuring that everyone is calm.

Between 8.00-8.30pm is quiet time in the common room. Boarders are in bed reading before lights out at approximately 8.30pm. Mr Clayson does lights out for the boys, and matron for the girls.

Although relatively uncommon, missing home occasionally occurs and is more prevalent amongst the younger boarders. Sensitivity and a constructive approach are all important. We discourage children from phoning home in the first instance, as this tends to make attachment issues worse in the long term.

## Waihi School Values

**Consideration and Cooperation:** We try to be a good friend to others, to support our peers, to be inclusive and to be a good listener.

**Kindness:** It is important to be caring, to be compassionate, and kind to all.

**Love of learning:** We have a positive attitude to our learning. We are focused, we take on challenges, and we are inquisitive and creative.

**Responsibility:** It is important to be responsible and reliable so that people can depend on you.

**Honesty:** We want everyone to be honest and trustworthy and to always tell the truth no matter what.

**Respect:** We need to have respect for other people, for property and for our environment. We want our world to be safe and tidy, clean and green.

**Manners:** Everyone at Waihi School should be courteous and polite. Good manners show that you care about other people.

**Tu Igitur Perfer Adversa:** This is our school motto (*Thou shalt therefore endure hardship*). It means that in striving for success, that we are persistent, we have determination, and we value the struggle that comes with difficulties – it makes us stronger!

## General Information in Alphabetical Order:

### Access to School Facilities

Boarders have access to all school facilities such as the hall, pool, library and tennis courts.

Each dormitory can accommodate up to 13 boarders. Each dormitory has a dorm leader. These are senior boarders whose role it is to ensure everybody in their dormitory is happy and contented.

The Housemaster Oliver Clayson, and some duty staff live on site in staff houses with their respective families. Matrons have a flat within the boarding house. Our tutors have accommodation within the boarding environment also.

### Bicycles

These can be brought to school all year round, whilst their usage will be decided by the Housemaster and Groundsmen depending upon the weather. It is highly likely use around school will be limited to Terms 1 and 4, but use in the Orchard and on the Pump Track may be stretched across all terms.

The students bring bikes at their own risk. A bike helmet is a compulsory item when riding.

**It is recommended that students provide locks for their bikes.**



### Birthdays

Parents may choose to offer a birthday shout, provided the Classroom teacher or Housemaster's approval is sought. A confectionary item may be purchased for each student in the class or boarding house and shared out by the classroom teacher or matron at an appropriate time of the day.

**This is certainly not a requirement.**

### Boarders' Dinner

This is a student led event held near the end of Term Four, this is an annual event, and is a dinner especially for boarders to celebrate their year of boarding. This is a formal dinner for staff and children only in which the boarders take a full part in planning the meal, and the entertainment.

### Boarders' Roll Call

At the beginning of each term you will note on the calendar 'Boarder Roll Call'. The associated time indicates to parents the final time that boarders should be back and settled into the school.

5.00pm roll calls mean dinner is being provided at school.

### Boarding House Contact

The Boarding House may be contacted on **03 687 8014 (option #5)**. If no answer on the landline, please do not leave a message, but call the matron's mobile number noted on page 4.

### Catering

The kitchen is at the heart of the school, we often say it is the most important room in the school. Refuelling our boarders and getting it right makes running the rest of the school so much smoother! Catering provide breakfast, morning tea, lunch, afternoon tea, and dinner. In addition, fresh fruit is available constantly.

Menus have been designed to cater to all our students who lead a very active life.



Much effort is put into variety, nutritional value and presentation of these meals. Students are reminded regularly that they must access food at these times to sustain their bodies. This is often a change for new boarders who are used to accessing food at will.

The dining room is in many ways the hub of the school, it is where all boarders, day students and staff dine together and it is where important social occasions take place. All students are expected to behave with courtesy and good manners at meal times.

If you would like to discuss the dietary requirements of your child, please contact the Matron.

## Cleaning Staff and Laundry

Our cleaners work very hard every day to keep the boarding house clean and the boarders are expected to keep their personal space tidy and to assist with general tidiness around the boarding house.

Our laundry staff work incredibly hard to keep all uniforms and house blues clean, mended and available.

**We ask that parents have all items clearly labelled with their child's name to assist the laundry.**

## Communications

The school website, the Waihi Facebook page, and emails are all sources of information to parents. Watch out for Mr Clayson's publications via Edge, our school management system, also.

Waihi News, the school newsletter is sent out every two to three weeks.

Weekly sports draws aim to be prepared by Wednesday lunchtime for the upcoming weekend.

## Cubicles

We do encourage boarders to bring photographs, posters, cushions, throws, etc. from home to personalise their sleeping area, and make it feel special for them. Children are not to access another child's cubicle unless invited to do so.

## Daily Routines

### Morning routine Monday to Friday

Boarders are woken by staff at 7.25am (7.45am Wednesdays). They are expected to get up, shower, tidy their cubicle and make their bed, get dressed in full school uniform, and make themselves presentable.

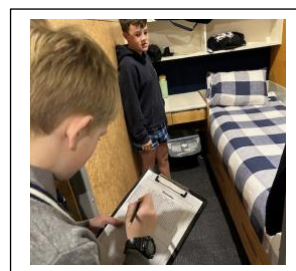
Breakfast is served at 7.45am and 8.10am on a Wednesday.

### Weekends

The Housemaster produces a roll of boarders for the weekend and this is circulated to all duty staff. Occasionally, full boarders receive invitations to spend a weekend at the home of a friend. No boarder is allowed to leave the premises in such circumstances unless the school has received permission for this outing from their parents.

Saturday nights take a variety of guises. Duty staff provide the evening's entertainment, and in the winter months boarders can expect anything from a quiet evening watching a dvd, to an outing to the local cinema, or trip to a rugby game. The extra hours of light in the summer months afford the boarders an even greater breadth of opportunity.

Sundays are the only day of the week when the boarders do not have to share their 'home' with the day students and as such we aim to make the day as different to the other six days of the week as possible. Therefore, Sundays are our outing days between the hours of 11.00am–5.00pm. Please



note as we are offsite **5.00pm is the earliest students on leave can return on a Sunday** there will be no staff onsite to receive students who arrive earlier.

### Evening Routine

4.00pm	School day finishes and boarders return to Pyne House to change and put bags away
4.15pm	Roll call / registration
6.00pm	Dinner
6.30pm	Prep/Reading begins
7.00pm	Free time (outside in summer), and telephone time on a Wednesday; showers
7.45pm	Bell: all boarders inside - fruit
8.10pm	Brush teeth and Junior boarders on their beds reading
8.20pm	Brush teeth and Year 7 boarders on their beds reading
8.30pm	Brush teeth and Year 8 boarders on their beds reading
8.40pm	Lights out for all boarders



The boarders shower, prepare for bed and organise their laundry according to an established routine. Once ablutions and laundry have been dealt with, boarders read quietly. The times for lights out are not to be taken as written in stone, and are at the discretion of Mr/Mrs Clayson. After lights out, it is silence.

### **Dental Nurse**

A South Canterbury dental caravan visits school once a year, generally in Term Two or Three. All students are seen by the dental nurse unless otherwise requested by parents. If a student needs urgent dental treatment, contact may be made with the Dental Nurse at the Temuka Primary School Dental Clinic.

### **Discipline**

Discipline within Pyne House will follow a similar policy that is in place during day school hours for all pupils. Boarders will be made aware of how it works and a copy also posted outside Matrons flat. It is in place to protect and also support boarders.

### **Dormitories**

Boarders are placed in a different dorm and/or cubicle each term. Part of boarding life is about interacting with a variety of other boarders.

### **Dormitory Prefects**

Each dormitory has one or more dormitory leader appointed by the Housemaster. The role of the dorm leader is that of mentor, and role model for the dorm. Regular meetings are held to exchange information and provide help and advice.

### **Emergencies**

The boarding house has emergency procedures displayed in the hallway and Matrons office. In the event of an emergency the house is evacuated and the roll will be taken by a boarding house staff member who will report to the Housemaster/Headmaster. A trial evacuation will occur within the first week of each year and then at appropriate times.

In the case of a Civil Defence emergency, all students will remain within Pyne House until their parents can be contacted to arrange to have them transported home safely. In the case of a medical emergency such as a pandemic, the Trust Board will determine whether to close either the entire

school or Pyne House based on their assessment of the danger to the physical wellbeing of the school community, and any instructions from the Ministry of Health/Education.

## End of Term

The calendar will indicate the date for each 'end of term'. Generally speaking, this is at the close of the school day. In Term Two, school finishes after sport on Saturday as we are mid-way through the winter season, and Term Four ends after Prize Giving on the last Saturday. **Boarders always travel in Number One uniform** at the beginning and end of term.

## Exeats

Exeat breaks allow boarding students who live further afield to have a long weekend at home with their families. There is usually one or two per term dependent on the length of the term. We attempt where possible to place our school events beside exeat breaks, allowing parents the opportunity to attend before taking their child home.

## Gap Tutors

The school is fortunate to have the assistance of gap tutors each year to assist around the school and with the students. Their relationship with the students is generally that of a 'big brother or sister' and students form a close bond with these tutors. Within the boarding environment, tutors assist with meal times, prep, supper, games and activities, and outings that are arranged during the weekend.

## Haircuts

Boys hair must be short, neat and tidy, and girls neatly tied back. The Matron will book a haircut for any child she perceives as requiring one. The charge will be added to the extras account at the end of each term.

## Health and Wellbeing

When students with particular health or special needs are identified, a suitable course of action or treatment is designed in collaboration with parents, health professional and any relevant staff members. In the case of medical emergency, Pyne House and the School will take advice from the Ministry of Health and Ministry of Education.

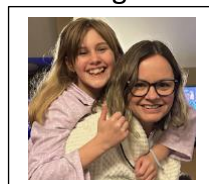
**All medication (including vitamin supplements etc) must be handed to the Matron at the beginning of each term with instructions on its administration. No medication is to be kept in cubicles unless prior permission has been provided by the Housemaster and Matron**

It is common during the winter terms for students to catch colds and other winter bugs. It is understandable that living in close proximity to other students that these can be transmitted very quickly. Where appropriate, the Matron will remove the boarder from their dorm and into the sick bay, if the school requests that you collect your child due to ill health it is always in your child's, and other boarders', best interest. Accordingly, boarders should only be brought back to school once fully well.

- **Public Health Nurse**  
We have a Public Health Nurse visit every two weeks.

- **Doctor**

The school has a relationship with the Four Peaks Medical Practice in Geraldine, where appointments for boarding students can readily be made. Please contact the Matron if you have any concerns regarding your child's health.



- **Specialists/Dental Appointments**

If a boarder requires specialised treatment, parents are requested to arrange appointments where possible during the holidays. If this is not suitable, in some circumstances we may be able to arrange transport and supervision for a boarder to attend such appointments. A transport charge will be added to your child's account at the end of term. Such arrangements must be communicated to the Housemaster or Matron at the earliest opportunity.

## Leave

All leave applications must be submitted to the Housemaster by 9.00am every Thursday for the coming weekend. Leave applications after this time place unreasonable demands on organisation within the school and we ask that parents respect this deadline. A great habit is to 'do leave' after your phone call on Wednesday evening.

- Application for leave is submitted via email to [leave@waihi.school.nz](mailto:leave@waihi.school.nz) Housemaster / Matron will confirm receipt.
- Leave is not a right, application for it is. Leave may be declined for any boarder for any number of reasons (discipline, sport commitments, etc).
- Boarders must fulfil any Saturday sport commitment they may have.
- Boarders on weekend leave may return to school by 7.30pm Sunday, or Monday morning by 8:30am.



**Uniform: Boarders travel in full Number One Uniform at the beginning and end of term. Boarders going on leave from school at other times must be dressed in full Number Two Uniform and return in Full Number Two Uniform, unless travelling on public transport, when full Number One Uniform is required. Boarders going on leave from sport may wear their Waihi tracksuit and return in their tracksuit unless travelling on public transport when they must travel in Number One Uniform.**

*This is something that is special to Waihi and is an important part of the school's external image and is not negotiable*

Parents or relatives may visit boarders and may take their child off site for a decided period of time. Weekday tea leave may be taken after 4.30pm and they are to be back to school by 7.30pm. This leave is not an excuse for prep not being done. Boarders are responsible for completing all requirements. All boarding parents must complete a list of approved visitors. Mid-week leave is again sought through [leave@waihi.school.nz](mailto:leave@waihi.school.nz).

You do not need to apply for leave for school mid-week sport. We have separate registers for this.

## Leavers' Weekend

Usually in the second to last weekend of each year the Year 8 Leavers Weekend will be indicated in the calendar. This weekend is a chance for the Year 8s to get away from the school with their parents and spend some time together before they finish their time at Waihi and head off to secondary school.

Parents are responsible for this weekend, and organisational details are arranged closer to the time by Year 8 parent representatives. This is **not** a Waihi function.

## Mail

Mail should be addressed to your child and posted care of **Waihi School, 611 Temuka-Orari Highway, RD 26, Temuka 7986**. Couriers should also be addressed the same. Although mail that is addressed to State Highway 1 will reach the school, it is often delayed as it is held at the Petrol Station in Winchester, and only checked every few days.

## Mobile Phones

Mobile phones are required in Pyne House. The phone day will be Wednesdays around 6.45pm – 7.15pm, with more flexibility over the weekend depending upon activities. **Please name / initial the phone.**

There may be misuse with mobile phones and as such, each sign of misuse will result in a one week confiscation. A serious need for parental contact can be made through the phone in Matron's office.

## Police Vetting

All staff have been Police vetted and all hold current First Aid Certificates.

## Reading

It is compulsory to bring their own reading books/magazines as they are all required to have a book to read in the dorms before lights out, and also as part of prep. There is however a plentiful supply of books in the library to choose from.

## Repairs

Matron will arrange uniform repairs through the laundry, and these will be charged back to parents on the shop account. Mrs Clayson and Ms Jackson, our Uniform Coordinator, liaise on this.

Any accidental or wilful damage to windows, furniture, fittings, etc. will be repaired and charged to parents through the school extra's account. Notice of these breakages will be advised to parents.

## River Access / Pump Track / Low Ropes

It has always been a part of Waihi life that boarders have been able to visit the local Waihi River (800m from school) to explore, fish and have independent play. Our belief is that it is even more important now in our modern day life that this practice should continue.

The river is regularly inspected to check on suitability and general safety.

It is important as parents you understand that in charging us with the 'duty of care' of your child, we will allow them to take trips to the river if they wish to do so, under the guidelines we set. This has been the status quo. However, it is necessary under current societal pressure for us to be clear that you understand this, and approve.

Therefore we ask that you sign the River Access Form and return it to Kat Thompson ([executive@waihi.school.nz](mailto:executive@waihi.school.nz)) **Should you not wish to sign, your child will not be permitted to visit the river independently.**

Any boarder may use the wonderful pump track, driving range, and low ropes course.



## Sport

Sport is compulsory for all students and is divided into summer and winter sports. **Any absence from sport must be approved by the Headmaster.**

All students are required to take part in athletics, cross-country and swimming events, as these occasions take place during the year.

The selection policy for our teams is as follows:

- For our sport in local competitions, every student is to play each week and given the size of the team squads, this may necessitate a rotational selection.
- For the inter-school games, the best players are selected and played as deemed by the coach.

We encourage the students to participate at the highest level, which may include representative selection for South Canterbury.

We expect parents to encourage their child's participation in sport and set a positive example to their child by applauding the good play of their team and of visiting teams, respecting the referee's decisions, and recognising the value and enjoyment of sport in their child's life.

Sports draws for the upcoming weekend are usually made available by the Wednesday evening preceding the date of fixtures.

**PLEASE NOTE: it is not Waihi School, or Pyne House's responsibility to transport pupils to non-Waihi sport**

## Security

We discourage students from bringing expensive items to school as the school accepts no responsibility for the loss or damage to these items. Pyne House is run on mutual trust and as such it is easier not to risk temptation.

We recognise that a lot of society is cashless. We ask that if your child brings in cash or a bank card they hand it in to matrons who will store it securely. Only a matron or Mr Clayson will release any funds at their discretion. If a child does not hand cash or a bank card in, Pyne House is not responsible for its whereabouts.

Pyne House operates cameras in non-sensitive areas for everyone's safety.

## Special Diets

If a special diet is required for your child you should obtain a letter from your doctor and forward to the Matron with clear requirements. These will be relayed to the kitchen staff.

## Services in Chapel

The school week begins with Chapel at 8.30am on Monday morning.

The Christmas Service, ANZAC Day Service, and Easter Chapel are compulsory for all students each year.



## Tuck

Tuck can be brought to Pyne House, however **IT MUST BE HANDED INTO MATRON**, in a small sealed container. She will decide how and when your child can have it, although it is likely to be once a week, or as a reward.

## Uniform and Clothing Requirements

The following is information regarding uniform and clothing requirements.

- **Formal Uniform – Number 1s (All Year)**

Boys: Blazer, white shirt, tie, dark grey shorts, long grey socks, black lace up shoes

Girls: Blazer, white long-sleeve blouse tie, winter tartan skort, navy tights/long navy socks, black leather shoes (can be T-bar sandals)



- **Summer Uniform (Terms One and Four)**

Boys: Blazer, light blue Aertex shirt, light grey shorts, jersey, sandals (black or brown)

Girls: Blazer, white summer school blouse, summer checked skort, navy ankle socks, sandals (black or brown) or Black leather shoes (can be T-bar sandals)

- **Winter Uniform (Terms Two and Three)**

Boys: Blazer, Long sleeve grey shirt, tie, dark grey shorts, jersey, long grey socks, black lace-up shoes

Girls: Blazer, long sleeve white shirt, tie, winter tartan skort, jersey, navy tights/long navy socks, black leather shoes (can be T-bar sandals)

### Please attach nametags in the following places:

1. On the **INSIDE OF THE NECK** on all shirts, pyjamas, pullovers, rugby jerseys etc.
1. On the **OUTSIDE FRONT** of underwear. (Do not sew nametags to elastic waistbands).
2. On the **OUTSIDE** of all socks starting at the top and running down the length of the sock.
3. On the **OUTSIDE CORNER** of towels and handkerchiefs.
4. All footwear must be clearly named.

Loops for hanging should be attached to all sports clothing, boarders' blues, dressing gown, and halfway along the long edge of each towel.

### At the end of Term One, the following will be brought home:

- Summer Aertex shirts/blouses
- Summer grey shorts/skorts
- Summer pyjamas
- Summer boarder's blues
- Summer sandals



*Boarders to return in Term Two with winter clothes as specified on the list*

### At the end of Term Three, the following will be brought home:

- 2 Long sleeved shirts/blouses
- 1 dark grey shorts
- 1 winter tartan skort
- Rugby / soccer boots etc
- Winter boarder's blues
- Winter pyjamas



*Boarders to return in Term Four with summer clothes as specified on the list*

All sports clothing will be kept at school and sent home at the end of the year. Everything is sent home at the end of the year for checking.



**PLEASE OPEN YOUR CHILD'S SUITCASE EVERY HOLIDAYS AND CHECK THAT THE CLOTHES IN THEIR SUITCASE ARE THEIRS.**

**PLEASE ENSURE ALL ITEMS ARE NAMED**, and please do not send extra or out of season uniform as we have limited space for storing clothes.

**Note:** *All items # are to be purchased from the Waihi Uniform Shop*



**JEWELRY:**

- For girls, one pair of stud earrings (one in each ear) is acceptable.
- No necklaces are permitted to be worn with the school uniform.



**The following clearly named items are required every term:**

- |   |                                       |
|---|---------------------------------------|
| # 1 Waihi Blazer  | 1 pair bedroom slippers (soft soles)  |
| # 1 Waihi white shirt (boys)                                | # 1 Waihi sports bag                  |
| #1 Waihi white long sleeve blouse (girls)                   | # 1 Waihi backpack                    |
| #1 Waihi dark grey shorts (for number 1 uniform)            | # 1 Waihi mesh laundry bag            |
| #1 Waihi check winter tartan skort (for number 1 uniform)   | 6 handkerchiefs (optional)            |
| #1 pair Waihi long grey socks (boys)                        | 1 tin black nugget shoe polish        |
| #1 pair Waihi navy winter tights or long navy socks (girls) | 1 drink bottle                        |
| 6 pairs underwear (any colour)                              | 1 set casual/run around mufti clothes |
| 2 singlets/polyprops – white or navy only (optional)        | 1 set smart/dressier mufti clothes    |
| # 2 Waihi school ties                                       | 1 fitted bed underlay – named         |
| 2 pyjamas   | 1 pillow                              |
| 1 dressing gown   | 1 single duvet                        |
| # 2 Waihi black rugby shorts (boys)                         | Mobile phone with charger             |
| # 1 Waihi white sport shorts (boys)                         | 1 pair scuffs/jandals (optional)      |
| # 1 Waihi navy sport skort (girls)                          | 1 Waihi single bed rug (optional)     |
| # 1 Waihi polar fleece or Merino jersey                     |                                       |
| # 1 Waihi tracksuit   |                                       |
| # 1 Waihi white polo shirt                                  |                                       |
| 1 navy or black waterproof jacket                           |                                       |
| 1 pair black lace up shoes (boys)                           |                                       |
| 1 pair black leather shoes – can be T-bar sandals (girls)   |                                       |
| 1 pair sports shoes   |                                       |
| 2 named bath towels   |                                       |



**In addition, the following are needed in:**

**Summer: (Terms One and Four)**

- 1 pair brown/black sandals (optional for Terms 1 and 4)
- # 2 Waihi light blue Aertex shirts/white summer blouse
- # 2 Waihi light grey shorts (boys)
- # 2 Waihi summer skorts (girls)
- # 1 Waihi regulation jersey
- #1 Waihi summer hat/cap
- #2 Waihi polo shirts (House colour)
- #3 pairs Waihi white sports socks with two navy stripes
- 3 pairs navy ankle socks (girls)
- 1 pair swimming shorts or swimsuit

**Summer Boarders' Blues: (evening and weekend wear)**

- # 2 Waihi navy polo shirts
- # 2 Waihi navy shorts



## Winter: (Terms Two and Three)

# 3 grey Waihi long-sleeved shirts (boys - 3 button only)

#3 white Waihi long-sleeved blouses (girls)

#2 Waihi dark grey shorts

#2 Waihi check winter tartan skirts (girls)

#2 Waihi regulation jerseys

#4 pairs Waihi long grey socks (boys)

#4 pairs Waihi navy tights or long navy socks (girls)

#1 pair Waihi rugby/football boots/netball trainers

#2 Waihi rugby jersey (House colour)

#3 pairs Waihi winter sport socks

#1 Waihi beanie

#1 Waihi scarf (optional)

Winter Boarders' Blues: (evening and weekend wear)

#2 Waihi navy winter tops

#2 Waihi navy track pants

### New boarders are required to bring the following:

1 strong wooden coat hanger with bar

3 dozen woven nametags

### Please note:

- Sheets are provided by the School.
- Children to provide their own toiletries and wash bag and must not have any spray deodorant. Top ups can be purchased from Matron if needed.

*If, for medical reasons, your child cannot use regular off-the-shelf toiletry items, please let us know so an alternative can be found.*



## Using Devices – School Policy

### Text/Email Messages

We wish all students to use their devices (iPads and computers) responsibly in class time, and during prep, to aid learning. Unfortunately, we have seen a rise in the negative use of devices and the resultant distraction it causes. Surprisingly the biggest distraction has not come from gaming but from messaging, often from parents!

All the teaching and boarding staff would appreciate it **if parents do not send emails/iMessages during the course of the school day**. If for any reason your child does contact you during the academic day, or during prep time, please let us know so that we can discuss appropriate device use with them.

Should you require a message passed on to your child during the course of the day, please contact the School Office in the first instance, and this will be passed on. In the evenings you may phone Pyne House and speak to the matron, housemaster or duty staff member.

For the best learning environment, we need to eliminate distractions as far as possible, to allow students to give their attention to the learning experiences. Students who have incoming messages/notifications throughout the course of the day do not have the focus required to give of their best.

We are also conscious that staff too can get distracted by their devices, and they are committed to leading by example and not checking their messages; texting etc when engaged with your child!

We appreciate your consideration and support with this matter.

## Visitors / Transportation

All new boarding families are asked to complete a 'Parent Approved Boarder Visiting Register' form, outlining who you give permission for your child to either have leave with, or be visited by without approval needing to be sought from you.

Parents are welcome to take their child out on tea leave if they are passing, as long as leave has been requested prior, and it does not coincide with any other school activity.

## Waihi School Uniform Shop

Uniform items can be purchased by ordering online (<https://waihi.school.nz/uniforms>) via our Waihi School website.

Parents are welcome to make appointments for a uniform fitting via our website also.

Initial stationery packs are issued to all students at the start of the year, however your child can purchase stationery during the school day from the School Office, with permission from their teacher.

## Weekend Activities

Weekend activities are planned for those boarders remaining in the weekend. These may include a movie at the local cinema, mini golf, a trip to Tekapo, a hike up Little Mt Peel, mountain biking, or staying at school with games, trips to the river. Cultural trips to Christchurch and Oamaru also broaden a boarders experience.

**Weekend outings are usually on Sundays between 11.00am–5.00pm, therefore returning boarders cannot be dropped off during these times unless by prior arrangement.**

Charges will be billed to your childs 'extras' account.





## Student Medical Details

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Parent Names: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Medical Centre Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

1. What infectious diseases has your child already had? \_\_\_\_\_  
\_\_\_\_\_

2. Please list your child's significant medical history (*together with summary from their Doctor if relevant or considered necessary*) and details of medication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are there any significant family history, e.g. asthma, diabetes, emotional illness etc?  
\_\_\_\_\_

4. Is your child allergic to any drugs, pollens, insect stings?  
*If so, please list and include details of any reactions we should be aware of:*  
\_\_\_\_\_

5. Any food allergies we need to be aware of? If so, please list:  
\_\_\_\_\_

6. Immunisations received – **please attach a copy of your child's Medical Immunisation Certificate:**

- |                                   |                                  |                                  |                                   |
|-----------------------------------|----------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> 6 week   | <input type="checkbox"/> 3 month | <input type="checkbox"/> 5 month | <input type="checkbox"/> 12 month |
| <input type="checkbox"/> 15 month | <input type="checkbox"/> 4 year  | <input type="checkbox"/> 11 year | <input type="checkbox"/> 12 year  |

7. Last Tetanus given: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_
8. Is your child a bedwetter? YES I NO
9. In the event of an emergency, may school act on your behalf? YES I NO
10. May school administer pain relief where necessary (i.e. pandol) YES I NO
11. If the school doctor requires / suggests additional tests be done  
(i.e. blood tests) Do you consent to this? YES I NO
11. Should an x-ray become necessary, do you consent for matron to book an appointment at  
Pacific Radiology (at your cost) or would you prefer we attend A&E at the local hospital?  
Pacific Radiology YES I NO Timaru Hospital A&E YES I NO
12. If your child has been in contact with either an infectious or notifiable disease, please inform  
the Headmaster as soon as practicable.
13. In an extreme emergency it may be necessary for a senior staff member or matron, to sign the  
consent form for an operation. This would only happen if we could not contact the parents  
and if there is real urgency. Do you provide consent for this? YES I NO

**Emergency Contact Details (additional to parents):**

**Name:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## Permission Form 2025

**Student's Name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### Education Outside The Classroom

We give permission for our child to join in class trips that arise as part of the classroom programme. This is for trips in school time. We understand that individual permission will be sought for overnight trips and excursions in high-risk situations.

*Parent's Signature:* \_\_\_\_\_

### Civil Defence

If we are unable to collect our child within two hours following a civil defence emergency, we give permission for the school to contact the people named as their emergency contacts to arrange collection. My child will not be allowed to leave with any other person, even a relative or friend, unless the school have written permission to that effect.

*Parent's Signature:* \_\_\_\_\_

### Photo Permission

We give permission for the school to use photographs of our child while taking part in various activities at school. These photos could appear on the school website, Facebook page, promotional material, or other forms of media, e.g. newspaper, television etc.

*Parent's Signature:* \_\_\_\_\_



## Bus Transport Behaviour Contract

This contract is to be completed by all Waihi students. Throughout the course of the year there are times that all students will travel in the school vehicles and it is important they are aware of the rules associated with this.

**I agree to:**

- ✓ Sit sensibly
- ✓ Stay seated while the bus is moving
- ✓ Respect others on the bus
- ✓ Talk quietly
- ✓ Listen to and follow instructions from the driver
- ✓ Not distract the driver
- ✓ Respect bus property
- ✓ Not eat on the bus
- ✓ Respect other vehicle drivers/passengers

**If I do not follow the Bus Transport Rules, I understand that one or more of the following steps will take place:**

- ⇒ Copying out Bus Rules
- ⇒ Letter of apology
- ⇒ Time out
- ⇒ Designated seat (length of time to be decided)
- ⇒ Two days off the bus
- ⇒ One week off the bus
- ⇒ Bus transport option removed

**I understand that if any of the consequences listed above happen, my parents/caregivers will be contacted and the incident recorded in the Waihi School Bus Behaviour Record**

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Parent/Caregiver's Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

***This Bus Behaviour Contract remains in place for the duration of the Student's time at Waihi School***



## Waihi River Trips

Dear Parents and Guardians,

It has always been a valued part of Waihi life that students can visit the local Waihi River (800m from school) to explore, fish, and have independent play. We continue to believe that this practice is an important part of our students' experience.

Based on direction from ERO, the Board has updated our policy to meet their recommendations around safety and supervision. All trips to the Waihi River must now be supervised by a member of staff. This change is necessary to maintain a clear duty of care and to ensure the well-being of all students while they enjoy the river.

As always, the river area will be regularly inspected to check on suitability and general safety. We ask for your cooperation in acknowledging and approving this new guideline.

Please complete and return the attached declaration to the School Office by mail or email at [executive@waihi.school.nz](mailto:executive@waihi.school.nz) as soon as possible. If you do not wish to give consent under these new guidelines, your child will not be permitted to visit the river independently.

Thank you for your understanding and continued support.

Sincerely,

Gareth Wood  
Headmaster

### **Parent Declaration**

I / We fully understand Waihi School's position on visitation to the Waihi River and **give / do not give** (please circle)

permission for \_\_\_\_\_ (student's name) to take part in independent trips to the river.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Telephone Directory

Main School landline	03 687 8014
Executive Administrator (Kat Thompson)	03 687 8071 DDI
Website	<a href="http://www.waihi.school.nz">www.waihi.school.nz</a>

## Boarding House Roles / Email Addresses

Oliver Clayson	Housemaster	<a href="mailto:housemaster@waihi.school.nz">housemaster@waihi.school.nz</a>
Lisa Clayson	Weekday Matron	<a href="mailto:matron@waihi.school.nz">matron@waihi.school.nz</a>
Lynore Bradshaw	Weekend Matron	<a href="mailto:matron@waihi.school.nz">matron@waihi.school.nz</a>
Stacey Jackson	School Day Matron	<a href="mailto:matron@waihi.school.nz">matron@waihi.school.nz</a>

## Administration Roles / Email Addresses

Kat Thompson	Executive Administrator	<a href="mailto:executive@waihi.school.nz">executive@waihi.school.nz</a>
Carmen Hurst	Accountant	<a href="mailto:accountant@waihi.school.nz">accountant@waihi.school.nz</a>
Karen McArthur	Finance Assistant	<a href="mailto:finance@waihi.school.nz">finance@waihi.school.nz</a>
Stacey Jackson	Uniform Coordinator	<a href="mailto:uniform@waihi.school.nz">uniform@waihi.school.nz</a>
Emily Haynes	Director of Sport, P.E.	<a href="mailto:eh@waihi.school.nz">eh@waihi.school.nz</a>
Katrina Rodwell	Sport / Office Support	<a href="mailto:sport@waihi.school.nz">sport@waihi.school.nz</a>

## Waihi School Teaching Staff

Headmaster	Gareth Wood
Assistant Headmaster: Academic	Nathan Morland
Assistant Headmaster: Pastoral	Oliver Clayson
Teaching Staff	Pheobe Geary, Murray Bradshaw
Year 5/6	Ashley Arthur, Jessica Sharp, Tegan Westland
Year 7	Judy Brown, Trish Cameron, Nathan Morland
Year 8	Anita Hills
Personalised Learning	Al Bradley, Sheryl Bradley
Directors of Music	Emily Haynes
Director of Sport	Rohan Brighthouse
Outdoor Education	Helen Cunningham
Science / STEM	

# Waihi

