

**DILWORTH SCHOOL**  
**Rural Campus / Te Haerenga**



**A HANDBOOK FOR NEW STUDENTS**  
**AND THEIR CAREGIVERS**



**Dilworth**  
TRANSFORMING BOYS' LIVES

## Table of Contents

<i>Welcome</i> .....	5
<i>Contact details</i> .....	6
<i>The Rural Campus Journey</i> .....	7
<i>Curriculum</i> .....	7
<i>Weekly structure</i> .....	8
<i>Pastoral care</i> .....	8
<i>Health</i> .....	8
<i>Exeat &amp; return</i> .....	9
<i>Sunday Chapel service</i> .....	9
<i>Travel</i> .....	10
<i>Road safety</i> .....	10
<i>Staybacks</i> .....	10
<i>Long distance boys</i> .....	10
<i>Visiting</i> .....	11
<i>Special leave</i> .....	11
<i>Leave arrangements</i> .....	11
<i>Activities</i> .....	12
<i>Cross-campus Dilworth links</i> .....	13
<i>Communication</i> .....	13
<i>Technology</i> .....	13
<i>Letter writing</i> .....	14
<i>Parent newsletter</i> .....	14
<i>Calendar</i> .....	14
<i>Dilworth website</i> .....	14
<i>Reporting</i> .....	14
<i>Dilworth Family Connect</i> .....	15
<i>Dilworth mobile app</i> .....	15
<i>Home/school partnership</i> .....	15
<i>Haircuts</i> .....	15
<i>Food</i> .....	16
<i>Behaviour management</i> .....	16
<i>Campus safety</i> .....	17
<i>Parent/caregiver's role</i> .....	17
<i>Gear list</i> .....	18
<i>Historical background</i> .....	19
<i>Tenure of a Dilworth scholarship</i> .....	19
<i>Official status of the school</i> .....	20
<i>Management structure</i> .....	20
<i>Making a complaint</i> .....	20
<i>Rural Campus dates 2019</i> .....	21

## Welcome



It is my pleasure to welcome you as a new student, and as a new family group to Te Haerenga – the Dilworth Rural Campus. The year-long Te Haerenga journey ahead will be full of new challenges, discoveries and opportunities designed to stretch and grow the boys in new ways so that they become the young men that James and Isabella envisioned – strong capable learners, aware of their innate talents and strengths and are able to relate to others well and contribute positively to their world.

The aim of this handbook is twofold: to provide you with an overall picture of the school – its historical background, aims and objectives, organisation and philosophy, behavioural management guidelines, leave arrangements and other day-to-day administrative details and as a guide while the boys are at Te Haerenga. As they move onto the Senior Campus in the following year, a new handbook will be distributed to all boys and parents/guardians.

### **Question: Will your year at the Rural Campus be easy, comfortable, require minimal input and effort?**

No it won't, it will have its challenges, some inevitable low points along with many wonderful high points as you move through the phases of the programme to hopefully emerge at the end a more confident, resilient and capable young man.

My best advice to each and every student who comes to Te Haerenga is this ... determine in your mind to make the most of this unique and special opportunity that is before you and be the best you can be regardless of the challenges or learning situations you face.

All great journeys begin with a simple step forward and a willingness to enter into the adventure.

Your boy's education, their safety and wellbeing is at the heart of all we will do at Te Haerenga and we very much look forward to journeying together with them over the next year. If you have any queries please do not hesitate to contact our school office: Phone (09) 236 2000 or email Gina, our receptionist, [g.coughlan@dilworth.school.nz](mailto:g.coughlan@dilworth.school.nz). The school office closes over the summer holidays (check term dates section for exact dates). I am also happy for you to email me: [j.rice@dilworth.school.nz](mailto:j.rice@dilworth.school.nz).

**John Rice**

**Head of Rural Campus**

## Contact details

<b>School postal address</b>	<b>Dilworth Rural Campus 500 Lyons Road RD 1 Pokeno Auckland 2471</b>	
<b>School reception phone</b>	<b>(09) 236 2000</b>	
<b>School website</b>	<b>www.dilworth.school.nz</b>	
<b>Head of Campus</b>	John Rice	j.rice@dilworth.school.nz
<b>Deputy Head of Campus curriculum</b>	Asha Tupou-Vea	a.tupouvea@dilworth.school.nz
<b>Deputy Head of Campus outdoors</b>	Alastair Burns	a.burns@dilworth.school.nz
<b>For general assistance:</b>	Gina Coughlan Toni Watson	g.coughlan@dilworth.school.nz t.watson@dilworth.school.nz

For matters related to your boy's cabin:

<b>Cabin 1 Cabin Coach</b>	Blythe Southern	b.southern@dilworth.school.nz
<b>Cabin 2 Cabin Coach</b>	Steve Onyett	s.onyett@dilworth.school.nz
<b>Cabin 3 Cabin Coach</b>	Brendan Lee	b.lee@dilworth.school.nz
<b>Cabin 4 Cabin Coach</b>	Richard van Dam	r.vandam@dilworth.school.nz
<b>Cabin 5 Cabin Coach</b>	Dan Fieten	d.fieten@dilworth.school.nz
<b>Cabin 6 Cabin Coach</b>	Jon Harding	j.harding@dilworth.school.nz
<b>Cabin 7 Cabin Coach</b>	Geoff Brown	g.brown@dilworth.school.nz
<b>Cabin 8 Cabin Coach</b>	Sam Blake	s.blake@dilworth.school.nz
<b>Cabin 9 Cabin Coach</b>	Rob Jolly	r.jolly@dilworth.school.nz
<b>Cabin 10 Cabin Coach</b>	James Geddes	j.geddes@dilworth.school.nz

**For health matters:**

<b>Nurse</b>	Felicity Stone	f.stone@dilworth.school.nz
<b>Counsellor</b>	Sandra Griffin	s.griffin@dilworth.school.nz

**For spiritual issues:** Rev Greg Worboys g.worboys@dilworth.school.nz

## The Rural Campus Journey

Te Haerenga means 'The Journey' and the purpose of the Rural Campus is for boys to have a one-year educational experience which sets them on a path towards manhood and being the best they can be. The rationale behind this journey is to give each boy the opportunity to discover his personal strengths and develop himself further as a life-long learner in a safe, yet challenging environment.

Thank you for entrusting your boy to our care, we look forward to working with you to make it a successful and rewarding time of growth together.

### Stages of The Journey – waka motif

#### 'Manning the Waka'

The essence of this stage is to help the boys find their place in the world. Boys will be encouraged to understand themselves, their families and close communities before venturing beyond the safety of the shore. At this stage students will be guided closely by the staff, in order to teach the necessary skills and competencies needed for further progress on the journey. This stage will be characterised by close supervision and guided teaching.

#### 'Casting Off'

This part of the journey is about venturing out from the safety of the shore but maintaining the safety net provided by staff. Boys will be beginning to take the lead, particularly in the Personal and Social Growth strand where they will be expected to be operating more independently. The boys should be growing in confidence during this phase.

#### 'Exploring New Horizons'

At this point the boys will be fully equipped with the knowledge and skills they need to be taking the lead in many aspects of the curriculum. They should, at this stage, become confident in operating in their areas of strength and be looking for opportunities to take the lead in as many areas as possible. They will be leading themselves and others in all aspects of their learning.

## Curriculum

The curriculum is structured into three inter-woven strands, which encompass the learning of each boy on his journey through the year. These are: Outdoors, Academic, and Personal and Social Growth.

The Outdoors strand will encourage boys to discover their gifts and test themselves and their capabilities. All boys will participate in two-day (overnight) outdoor activities every fortnight. The school applies the highest levels of risk management and safety systems to all outdoor trips. Five-day peak adventure trips will be run in Term Four each year. Outdoor activities offered include: tramping, bush survival, bush craft, rock climbing and abseiling, sea kayaking, caving and navigation, and cycling.

The Academic strand will equip each boy with the knowledge and skills required for success in further education and the workforce while inspiring a lifelong interest in learning. The Academic strand includes Mastery Classes where boys develop and refine skills in a variety of subject areas and disciplines. Another

component that is key to the holistic learning approach at Te Haerenga is through Inquiry Learning. The boys will have more authentic opportunities to learn, design, collaborate and develop their strengths, knowledge and skills across all disciplines.

The daily Personal and Social Growth Curriculum will provide opportunities to develop boys' essential skills for living, independence, teamwork and learning to contribute to their community. We also want them to develop empathy and respect for others, pride in themselves, their communities and their environment.

## Weekly structure

Unlike the Junior and Senior Campuses, boys will be expected to stay over some weekends at Rural Campus. These dates will be outlined in the 2019 calendar. On the regular cycle of a five-day week, boys will arrive on Sunday night by 7pm for Chapel at 7.30pm. Monday, Tuesday and Friday are academic days, Wednesday and Thursday are outdoor education days for half the boys while the other half continue with academic classes and then boys will swap the following week. On cycles when boys stay in over the weekend, Saturdays are academic days and Sunday is a rest and reflection day. Boys may be taken off campus on Sundays by parents/caregivers between 9.00am–10.00am and returned between 5.00pm–5.30pm. Arrangements regarding Sunday leave must be organised the week prior to the requested leave.

If there are times when changes are made to accommodate lengthier outdoor trips or other special events, parents will be advised in advance.

## Pastoral care

We take the care of your son very seriously and believe that we have a unique opportunity to develop strong, caring relationships. Your son will be organised into a cabin group of up to ten students that will be overseen by a cabin coach who will be the primary contact for your son. The cabin coach will be responsible for the pastoral care of their group and should be your first port of call when an issue arises with your son. It is important that you take the opportunities provided to get to know your son's cabin coach.

Deputy Heads of Campus will also have the role of hapu leaders. This will involve having overall responsibility for five cabin groups each. Should issues arise that cannot be sorted by the cabin coach, then the **relevant** hapu leader will become involved. However, in the first instance, contact should be made with the cabin coach. The Head of Campus Mr Rice is also available to discuss any areas of concern if satisfactory progress is not being made at the cabin coach or hapu leader level. Specialist counselling help will be available for those students that require it. Boys will have the opportunity to meet with the Senior Campus Counsellor Sandra Griffin on Tuesday each week.

If as parents/guardians you have further concerns regarding your son's well-being or academic progress then please call the cabin coach or relevant senior staff member, to arrange a time to talk.

## Health

At Te Haerenga your son will have 24-hour access to health services. Our Rural Campus Nurse Felicity Stone will be available from 7am–4pm Monday, Tuesday, Wednesday and Friday and Thursday from 12pm–4.30pm in the campus Health Centre which has a sick bay for up to three boys. After-hours health and emergency care will be administered by either Pukekohe Family Health Care or the Counties Care Accident and Medical Clinic in Papakura. Dr Ish Morah of the Pukekohe Family Health Centre has been appointed as

our campus doctor and he makes himself available for consultations as required.

All teaching and instructing staff are trained in pre-hospital emergency care, (PHEC), which is an advanced outdoor first aid qualification.

On return to the Rural Campus, please hand in all prescription medications, vitamins and supplements to the Health Centre. These will be issued daily by the nurse. We recommend a spare asthma inhaler be kept in the Health Centre. It would be appreciated if you could advise the nurse of any medical treatments/appointments your boy has had while at home that may affect your boy's participation in fitness or outdoor activities. If your boy is not well, please keep him at home and advise DRC Reception as soon as possible. In the case of vomiting or diarrhoea, boys must be symptom free for 48 hours before they can return to school. Where a boy has been off sick for more than three days they must return to school with a medical certificate. We would also appreciate you keeping us updated as to their recovery.

Free annual dental checks are available to all boys through the Lumino Dental Group. If you wish to use this service please complete the Lumino Dental Form sent out with the Hand Book and return to the Rural Campus as soon as possible.

## **Exeat & return**

### **Exeat**

Boys will complete a normal academic day on the Friday at the end of each cycle (either five or 12 days) and will be available for pick up from the Rural Campus at 2.30pm. (Please note we have made this earlier exeat time on Friday to suit parents and caregivers who have boys at the other Dilworth Campuses and to help you avoid peak-hour Auckland traffic.) 2.30pm is the designated pickup time on Friday afternoon and not before, unless there are special extenuating circumstances. Boys needing to train home will be dropped off at the Papakura Train Station around 3.15pm. A DRC staff member will be at the Papakura train station with the boys until their trains depart but after that the school's supervision ceases.

### **Return: roll call**

Roll call on Sunday night is at 7.00pm followed by our Chapel service at 7.30pm. The campus gates will be open at 6.30pm and not before. There will be a bus pickup from Papakura Train Station between 6.00-6.30pm for those boys who need to train back.

After mid-term break, roll call is at 8.30pm on Tuesday evenings. The campus gates will open at 8pm and there will be no Chapel service. There will be a bus pick-up from Papakura Train Station between 7.30-8pm for those boys needing to train back. See travel section below for further details.

## **Sunday Chapel service**

Chapel services are held on the Sunday at the start of every new cycle at 7.30pm. If it is convenient for you, we would love to welcome you and any other family members to these services and to enjoy a simple supper together afterwards. Our Chapel services are not long as we realise families attending have a long drive back to town or further afield afterwards. If roll call is on a Monday or Tuesday there will be no Chapel.

## Travel

Parents and caregivers will assume the responsibility of organising transport for their boys to and from the Rural Campus at the beginning and end of each cycle. We suggest car-pooling with other families who live in the same area. There will be bus transport to Papakura Train Station for those boys who need to train home. If you would like to be considered for the bus service please detail your reason on the attached Travel Arrangement form. Spaces on the bus are limited so preference will be given to those students who are unable to be picked up from campus or are long-distance boys.

Boys travelling by train will need to have either cash or a HOP card and these can be handed into reception for safe-keeping. We would prefer boys to use a HOP card and these may be purchased at the Papakura, Newmarket and Britomart Train Stations. Boys will not be supervised on the train. We would also strongly recommend that boys have a cell phone so they can text our travel cell phone on **021 208 4239** in the event their train is delayed.

Gina, our receptionist, will be responsible for co-ordinating boys' travel arrangements and can be contacted by phone on (09) 236 2000 or email: [g.coughlan@dilworth.school.nz](mailto:g.coughlan@dilworth.school.nz).

If there is any change to your boy's travel arrangements, please let Gina know by Thursday afternoon before exeat (at the latest).

**Should plans change at the last minute, eg. if your boy is unwell or they now have a ride back to school, please leave a message on our travel cell phone (021 208 4239).** This is very important so duty staff are not waiting at Papakura Station for your boy to arrive.

## Road safety

As the Rural Campus is located on a rural road please ensure that you keep your speed under 80kmph on Lyons Rd and slow down even further to 70kmph once you cross the last road bridge, 2kms from the Rural Campus. The last kilometre from the 'Nervous Calves' sign corner is **strictly 30kmph**. Please note that the road often has cattle, sheep, horses and runners moving along it, so please drive courteously and give farmers and animals time and space when and where needed.

## Staybacks

Due to the extended nature of the stay at Te Haerenga it is recommended that the majority of students travel home for their weekend off. If this is not possible arrangements should be made where possible, to stay at the home of one of the other boys. Boys who are not able to return home or stay with a relative/friend will stay-back at the Rural Campus under the care of a trained staff member.

## Long distance boys

Parents and guardians of country boys are responsible for making all travel bookings for main holidays and mid-term breaks. The reservations must be made so that travel takes place at the time when school ends with return travel coinciding with normal return time for all boys. The only exception is that those travelling very long distances (200 plus kilometres) or by bus may travel on the morning of the last school day and may return later on the return day. Please refer to the calendar and ensure your reservations are made well in advance and co-ordinate this with Gina. It is the responsibility of the parents to pay for and make all arrangements for their boys to return to school on time at the end of the holidays. The school will

transport boys to either Pokeno or Bombay bus stops and the airport. We would recommend boys hand in their bus and plane tickets to Gina for safekeeping. At the end of the year, parents and boys are expected to attend the Rural Campus Graduation Celebration.

## Visiting

As far as possible, the routines of the Rural Campus must not be disrupted by visiting or requests for special leave (see under “Leave Arrangements”). Regular leave is generous and it is not encouraged for parents, family and friends to make casual visits in between times. There are of course exceptions. On the Sundays when boys are on campus we are happy to have parents and caregivers take boys out for the day from 9am – 5pm. This day leave should be organised well in advance of the day. Please check in at reception or with available staff and please do not wander around the campus unannounced. Long distance parents on occasional visits to Auckland may arrange to see their boys.

Family and friends are also encouraged to visit the campus to be part of cultural performances, special community days, watch arranged sporting games and to attend evening Chapel services and other special school functions during the term. If a family member or friend needs to visit a boy during the week between 8am and 4pm, they must formally check-in by signing in and signing out again on departure at the school office. In fact, this extends to ALL visitors to the Rural Campus. Outside the hours of 8am-4pm visitors are expected to report to reception and check in with the on-duty staff.

In summary, at no stage are visitors to the Rural Campus permitted to wander around the school or into the cabins without being officially signed in.

**Please note:** Visitors to the Rural Campus are not permitted in the boys’ cabins at any time.

## Special leave

Leave requests to attend special family events such as funerals/tangi, celebrations etc should be submitted to Gina preferably by email (g.coughlan@dilworth.school.nz) for approval by the Head of Campus and must be well in advance of the event where possible. Leave requests for additional holiday time will generally be refused unless there are very special extenuating circumstances.

## Leave arrangements

It is essential for the school to have accurate and up-to-date information about the destinations of boys on Friday afternoon and the start of the holidays. Consequently the following procedure is adopted:

(a) **For boys who usually go home:**

Boys will be expected to go to this address every weekend or every second weekend unless the Head of Campus receives a letter or message to the contrary.

(b) **For boys who are going out/home with another Dilworth boy:**

The host parent or guardian **must ring the invited boy’s parent or guardian** confirming the weekend’s arrangements. The parent of the invited boy is also asked to confirm the invitation to our Receptionist Gina by Thursday morning.

**Dilworth School has the following expectations of host parents/caregivers:**

1. They assume the role of *in loco parentis* and the boarder’s health and welfare will be

entrusted to their care.

2. Whilst on leave, all Dilworth boys are expected to observe all of the school's rules and regulations, and represent the school appropriately.
3. The boarder should only stay overnight at the host address given to our receptionist.
4. Host parents must carefully check all transport arrangements if the boarder is going away from the host's house for the evening, and these details must be confirmed with the visiting boy's parents/caregivers.

(c) **Travel:**

An adult must accompany a boy for checking in and out of the Rural Campus. Boys will not be granted leave from the Rural Campus if they are unaccompanied by an adult. All boys leaving the Rural Campus must be signed out by a parent/caregiver at reception.

(d) **Dress:**

Boys leaving the Rural Campus must be in full school uniform, which must also be worn properly. Country boys going out with town boys may take mufti with them to wear once they have arrived at their host family. Country boys staying at school for the weekend wear mufti.

(e) **Messages:**

Parents and friends are asked to forward all messages for boys, relating to leave (or otherwise) directly to our Receptionist Gina. Any change in leave details must be reported at least one day before the scheduled exeat.

(f) **Return from leave:**

It is the responsibility of the boy's host family to see that he is returned to school at the due time. The normal roll call times are published on the calendar and must be adhered to. If for any reason a boy is going to be late or is unable to return through illness, **the duty staff must be informed in good time and the reason explained for his non-return.**

(g) **Change of address:**

Please inform the school **promptly** of any change of address or phone numbers. It is essential for us to be able to contact you promptly at all times (day and night).

(h) **Leaving town:**

If you are leaving your normal place of residence to travel within New Zealand or overseas, the Head of Campus **must be informed in writing** in good time and given the dates of your absence and the contact details of someone authorised to act in your place should any emergency arise.

## Activities

### Sport

During their time at Te Haerenga, boys will not participate in a regular weekly organised sporting competition other than internal, cabin and house competitions, and the occasional organised game with a local school or club team. We have one annual sporting exchange with Hauraki Plains College where a number of different sports are played and all boys are involved. Parents and friends are welcome to attend and support these games. If your boy has a special sporting talent and is involved in representative teams, then arrangements may be made to attend practices and games. However, it will be the responsibility of the parents to pick up and return their boys to Te Haerenga prior to, and immediately

after trainings and competitions. Boys involved in club sport will not usually be granted leave for practice or games.

## **Cultural**

Music is a very important part of life at the Rural Campus. Boys are encouraged to learn a musical instrument and to form performance groups to perform at the various events held throughout the year. They also have the opportunity to participate in other cultural groups. Tuition for learning an instrument is arranged by the Director of Music and the fees charged by tutors are paid by the Trust Board. The Trust Board offers this only to boys who show promise and practise hard. Please note there is no guarantee that your boy will learn an instrument. This is subject to availability of teachers.

In recognition of the school's obligation to the Treaty of Waitangi, Māori language and culture are taught at Year 9. Every boy at Dilworth learns the Te Haerenga haka, which is performed on special occasions and when welcoming special guests into our community.

## **Cross-campus Dilworth links**

Dilworth is one school and it is important to us to establish strong links with the town campuses, particularly the Senior Campus where the boys will attend the following year. Regular reciprocal staff visits will occur throughout the year and staff will be invited to special events. Boys will take part in whole school activities such as athletics, cross country and swimming sports, Founders' Day Service and special sporting and arts dinners for DRC prize winners.

## **Communication**

### **Contact**

Should you need to get in contact with your son or a staff member during school hours, phone the school office on (09) 236 2000. In the case of after-hours emergencies the school number will give you the opportunity to redirect to a senior staff member. Staff at the school welcome communication with parents/caregivers and would be happy to talk to you about your son's progress or any other aspect of his life at Te Haerenga.

## **Technology**

Part of the philosophy of Te Haerenga is that students are allowed space to think in an atmosphere that is not constantly cluttered with cell phones, game consoles and iPods. Students will be able to bring their cell phones and iPods but these will be handed in to reception on return to campus and only issued to students to use at specified times at the discretion of staff.

There are two card phones that boys can use to call home. Parents/caregivers will need to purchase their boys their own Kia Ora phone card. These phone cards charge 2.9 cents per minute to call a New Zealand landline or 19 cents per minute to call a cell phone. Cards can be purchased from supermarkets, dairies, petrol stations, The Warehouse and Warehouse Stationery. For further information about Kia Ora phone cards please refer to the Compass Cards website: [www.compassphonecards.co.nz](http://www.compassphonecards.co.nz).

As the year progresses, the boys will have increased opportunity to use cell phones and other electronic devices providing they adhere carefully to procedures for use.

## Letter writing

Your son will have time put aside each week for writing letters/ postcards home to you about his experiences. It is very important that time is taken to respond to these letters in writing. It is expected that this will be the primary form of communication between home and the Rural Campus in Terms One and Two. Please reply promptly as we know the boys will be looking forward to receiving letters from family. Boys will have some opportunity to send messages via text as cabin coaches allow. Email messaging will also be available on occasions. Mail should be addressed as follows:

Name of Student

Dilworth Rural Campus

500 Lyons Rd

RD 1 Pokeno

Auckland 2471

## Parent newsletter

At least two or three times a term, a newsletter is emailed out to the parent community, outlining news and upcoming Rural Campus events. It is vital that we have up-to-date and suitable (home or work) email addresses in order for us to email you the Rural Campus Newsletter. All Rural Campus newsletters can be found on the school website: [www.dilworth.school.nz](http://www.dilworth.school.nz). If parents/caregivers do not have an email address, please ensure we have your correct address to forward a hard copy of the newsletter.

## Calendar

A parent calendar will be sent out to parents/caregivers prior to the start of each term together with notes regarding the various events that parents and caregivers are invited to attend. The calendar is also available on the Dilworth website. A list of term dates can be found at the back of the handbook.

## Dilworth website

As you are no doubt aware by now, much of the information contained in this document can be found on the Dilworth website. In fact, this document can be downloaded from the school's website. The website is an integral means by which the school communicates with the whole school community, and each of the campuses has their own link on the website, which we urge you to look at regularly. School calendars, newsletters and other important information can be located on the school website:

[www.dilworth.school.nz](http://www.dilworth.school.nz).

## Reporting

Twice a year you will receive a Learning Journey which is a record of your son's progress at Te Haerenga.

This will include evidence of learning in all areas of their life at school, assessment criteria that the boys have been part of creating and comments from your boy and staff about their learning goals and progress. You will then be given an opportunity to come and discuss the Learning Journey with your son's cabin coach at the end of Term Two. This will be a valuable three-way conversation with your son, yourself and the cabin coach about his learning and will focus on how he can make progress and how he can be supported going forward.

## **Dilworth Family Connect**

Dilworth Family Connect (DFC) is set up for parents to be involved with the school and you are automatically a member with your fees paid by the Trust Board. You are encouraged to get involved with this and meet other Dilworth parents. A number of events and dinners will be held throughout the year beginning with the AGM, which is held in February. For Family Connect contacts please contact the school.

## **Dilworth mobile app**

A free mobile app has been developed for Dilworth School and is now available to download for any user of an Apple or Android smartphone or tablet. You can download the app by searching for Dilworth School in your Apple or Android App Store.

Apart from giving easy access to current information about Dilworth School, the app has the facility to allow us to send 'push notifications' to anyone who has downloaded the Rural Campus Newsletter. We will use this facility to send out information and reminders about important events. We will also be able to quickly notify users of the app should there be cancellations, changes to times or even important information in the unlikely case of an emergency event.

All the information available on the app will still be available on the school website and through our regular email and paper correspondence. The app however provides a readily accessible alternative for anyone with an Apple or Android device. It is also the only way of sending out instant notifications. We strongly encourage you to take advantage of this app if you have an appropriate device.

## **Home/school partnership**

From time to time the school will organise opportunities for you to come and share in your son's experiences. Attendance at these days is extremely important as a part of your boy's educational journey and we would love to have you join us so that we can get to know you better. We will endeavour to give you plenty of notice of these events.

## **Haircuts**

Boys are required to report to school on enrolment day with a sensible haircut. If you are not sure what this means, contact the Head of Campus. During term time, the school barber comes regularly to cut every boy's hair to the school standards (which are reasonable and up-to-date). No charge is made for this, but if you prefer to have your boy's hair cut at home then please ensure that the Dilworth standard is adhered to. It is expected that boys will return from long holiday periods with hair properly cut. The standard hairstyle is hair of reasonable length with absolutely no unusual cuts, shaved lines/areas, plaits, dreadlocks, floppy tops, blinding or colouring of any sort. Boys who return to school in breach of our haircut policy will

either be sent to the school hairdresser for correction and the cost charged to the parent OR they may be sent home until the boy's hair is corrected. The minimum length is a 'number two' cut. There are NO undercuts permitted at the Rural Campus.

## Food

We have a whole foods diet at the campus with low sugar and refined carbohydrates. The calories are calculated based on their exercise and needs. Please support this healthy eating regimen. All meals and snacks will be provided and we do not want students to bring unhealthy snack food back to the Rural Campus. On special occasions such as birthdays, a cake may be brought for the student to share with his cabin group.

## Behaviour management

We do not publish an exhaustive list of rules for the boys at the Rural Campus and believe more in a philosophy of developing internal behaviour management within each boy. Boys will very soon become aware of what they can and cannot do, the places where they may go and those that are 'off limits'. There are, however, a few matters about which the Rural Campus has very fixed views. Our standards are high and boys who come to Dilworth are expected to conform to them. We do not want to stamp out individuality and we encourage boys to develop their own character. All we ask is that they operate here within the guidelines set by the school which we believe will ensure a safe environment and benefit them in the future.

If boys do get into trouble at the Rural Campus we use a restorative practice model to help them understand the harm or damage they have caused and what needs to happen to put things right and how to move forward in a positive way. The matters we refer to your attention are:

- (a) **Smoking:** Not permitted under any circumstances on the school site. Not only is it a recognised health risk but in a boarding school it is also a serious fire hazard. It is also illegal.
- (b) **Drugs:** The school's position is that any involvement at all, whether at school or outside, could result in the most serious disciplinary consequences. From time-to-time, the school uses an outside agency to perform random drug checks (drug detector dogs) in the cabins.
- (c) **Alcohol:** Is strictly forbidden.
- (d) **Uniform:** Must always be worn fully, correctly and proudly, especially outside the school when boys are in the public eye.
- (e) **Hair:** During term time the school pays for and arranges haircuts in accordance with school requirements.
- (f) **Tattoos:** These are not permitted at school. Even for cultural reasons, it is the school's understanding that a teenager does not need to make a decision regarding permanent tattooing for such reasons before leaving school.
- (g) **Vandalism:** In general we are free of this problem which is so prevalent in many schools. We take a very dim view of any mistreatment of school property or facilities. Students and their families will be invoiced for any wilful damage. Boys who wilfully damage their cabin in any way will be 'tented' for a minimum of two days and lose their right to use cabin facilities during this time. They also will be charged for the damage. Boys will also be charged for any damage to computers and iPads caused through inappropriate use.

- (h) **Honesty:** We expect boys to be honest, truthful and honourable in all their dealings with other members of the community.
- (i) **Concern for others:** Boys at Dilworth have usually suffered some family disruption and should be aware of the effects of their actions on others. We work on this and try to encourage boys to be sensitive to the needs of others.
- (j) **Safety:** Any activity which compromises student safety, whether their own safety or the safety of others, is considered to be a breach of our community values and guidelines. (This ranges from the obvious prohibition of harassment and any kind of physical harm, through to being out of school at any time without permission.)
- (k) **Lights out:** We have zero-tolerance for boys who prevent others from sleeping after 'lights out'. Boys who choose to get out of bed and cause a blatant disturbance or leave the cabin after 'lights out' are compromising both their own safety and that of others. Parents will be asked to take their boy home for a stand-down period of time until we have an assurance that this type of behaviour will cease.
- (l) **Bullying:** All forms of bullying – whether it be physical, verbal, emotional etc is a serious breach of discipline and is dealt with accordingly.

## Campus safety

The physical safety of your boy is of paramount importance at Te Haerenga. The following procedures will be in place to ensure your son is safe:

1. Comprehensive fire safety and civil emergency plans are in place.
2. Smoke alarms are installed in each cabin and there are three external call points in the event of fire.
3. Adult supervision and on-site staff available 24 hours a day.
4. A fully fenced site with a camera monitoring at eight different sites on campus.
5. 24-hour site surveillance.
6. Student training in the use of any equipment which may be potentially hazardous.
7. Fencing surrounding boundary and access to water.
8. Fully qualified staff to supervise activities.

## Parent/caregiver's role

At Dilworth Rural Campus we certainly subscribe to the African proverb "It takes a village to raise a child". The village comprises not only the classroom, the outdoor environment, the music room, the cabin, but home life as well. As a school, we require both your active participation and input in raising your boy, because you know your boy better than anyone! Finally, we have included some key ideas in terms of your role as a parent as your boy commences his Rural Campus journey. Your role includes:

- Support the school 100% in terms of our guidelines and expectations – our boys need to hear the same messages.
- Communicate with the school early if you have concerns – we will listen! Avoid molehills becoming mountains!

- Active supervision of your boys – know where they are, responsible use of technology and age-appropriate activities.
- Attend key school events as much as possible including Sunday Chapel, parent-interviews, key cultural events, whole school ceremonies.
- Providing items for school and boarding life, including basic stationery, toiletries eg. deodorant, toothbrush, toothpaste, comb.
- Ensuring your boy gets to bed at a reasonable hour in the weekends, eg between 9-10pm.
- Keeping your sick boy at home and letting reception staff (09 236 2000) know as soon as possible. Please do not return your son if he has a high temperature, vomiting or diarrhoea. In the case of vomiting or diarrhoea **boys must be 48 hours symptom free** before they can be returned to school.
- Ensuring his personal hygiene is maintained.

## Gear list

Uniforms, outdoor gear and school books will be provided by the school but you will need to bring the following:

- 2 x 1 litre drink bottles (bottles available for purchase from Rural Campus reception for \$10 and \$15).
- Day/school backpack.
- Pencil case with a blue and red pen, pencil, rubber and a ruler.
- Lightweight rain jacket.
- Trail-running shoes.
- Indoor gym sneakers (must have white soles – black soles mark the gym floor).
- Sunglasses.
- Swimming togs.
- Croc/scuff type shoes for wearing in camp when on tramping trips.
- Aqua shoes for sea kayaking trips and coastal fishing experiences.
- Sleepwear – pajamas/boxes.
- 4 pairs of undies
- Mufti clothes for wearing on Sundays that the boys are on campus.
- 5 pairs of sports socks to wear for fitness.
- Old running shoes and clothing – for Tough Guy event where boys will be wading through mud (all gear normally thrown out after the event). This gear will not required until Term 4.
- Duvet covers, duvet inners and pillows are provided by the school however if boys prefer to bring their own duvet cover and pillows from home, then that is fine. **Boys must use the school's pillowcases and sheets.**
- Watch – please ensure these are engraved with the student's name on the back.
- All prescription medicines, vitamin supplements, spare asthma inhalers etc – to be handed in to the nurse on arrival who will then issue a week's supply at a time.

- Toilet bag – deodorant, brush/comb, toothbrush & toothpaste, shampoo/conditioner, flannel (optional) and other personal items as required.
- Set of personal earbuds/earphones/headphones for music class and iPad activities. The Warehouse and \$2/\$3 shops sell them at a very reasonable price. The standard 3.5mm jack fits into the boy's iPads.
- Cell phone if travelling by bus/train.

**Please ensure all items are clearly labelled with your son's name. We would recommend boys do not bring in expensive personal items.**

NB: It is important given the amount of running that the boys do that the trail running shoes purchased are of good quality and fit the student well. Dressmart Onehunga is a good place to buy a quality shoe at a reasonable price. Cheap running shoes can actually damage boys' feet if they do not provide adequate arch support and cushioning.

## Historical background

Dilworth School was founded under the terms of the Will of Auckland farmer and businessman, James Dilworth, who died in 1894. He and his wife, Isabella, were childless and left their considerable wealth to found a school with a unique goal - to educate the sons of Aucklanders who had suffered some family misfortune and were unable to afford the education they wanted their children to have.

The Founder's Will calls upon the Trustees to train and educate the boys "to become good and useful members of society". He required them to provide a Christian education based on the teachings of the Anglican Church. The school's motto, 'Firmiter et Fideliter' reflects this, and means 'Strong with Purpose and Faith'. Successive generations of Trustees and staff have carried out James Dilworth's wishes since 1906, the year in which the school opened its doors to 13 boys aged three to seven. The buildings first consisted of the old farm homestead, previously occupied by the Dilworths, and various outbuildings associated with the farm. Over the years, new wooden buildings were added as classrooms or dormitories in order to cater for the roll which eventually reached 132 and remained at this figure until 1961 when the new Senior School hostels were opened.

In the first 21 years of its existence the school offered primary education only; secondary boys remained in residence at Dilworth but attended Auckland Grammar School during the day. In 1927 a secondary department was added to the school. The Trust Board made an important decision in 1953 when they announced their intention to erect new buildings in permanent materials on the Epsom site.

In 1993, a new Junior Campus was completed at Hobson Park and opened its doors to 192 boys from Year 5 to Year 8. Upon completing their Year 8 at the Junior Campus, most boys move to the Rural Campus at Mangatawhiri, which opened in 2012. Promotion to each year level is dependent on their attitude, effort and behaviour.

## Tenure of a Dilworth scholarship

Every boy admitted to Dilworth has been granted a full boarding and tuition scholarship. This place is given entirely at the discretion of the Trust Board, and can also be withdrawn at their discretion. **The scholarship is subject to review at any time** if it becomes apparent that the boy is not working hard in school, has a negative attitude or displays unsatisfactory behaviour. However, there are certain times

when a formal review of **every** boy takes place, and his scholarship is reviewed:

- (a) At the end of Year 8 before going from the Junior Campus to the Year 9 Rural Campus (parents must complete a simple application form to apply for entry to the Rural Campus).
- (b) At the end of Year 12 for boys wishing to proceed on to Year 13; parents and boys are asked to submit an application detailing their reasons for wanting to continue studying at this level.

*It is emphasised that this procedure does not penalise the boy who may not be achieving at a high level but always does his best.*

## Official status of the school

Dilworth is a fully independent school totally funded by income generated from the Dilworth Trust Board's investments, predominantly land holdings. A small proportion of the operating costs is provided by the State under the system of State aid to registered private schools. In order to qualify for State aid, independent schools must undergo periodic inspection by officers of the Education Review Office (ERO) and be declared as efficiently operated. Our boarding houses are also subject to inspection and are licensed to operate by the Ministry of Education.

## Management structure

The school is owned, funded and operated by the Dilworth Trust Board which consists of six Trustees. The Board controls a considerable business enterprise on which the school depends for financial support. The General Manager of the Trust Board works closely with the Headmaster in the day-to-day operation of the school - finance and budgeting, maintenance, building and grounds development and so on. Dilworth is one of the largest charitable trusts in New Zealand.

Although there are three campuses, Dilworth School continues to operate as one school under the Dilworth School Headmaster. There will be occasions when boys visit the other campuses or join together for important events. Each campus is administered by its own Head of Campus who reports to the Dilworth School Headmaster, as the overall manager of the whole school.

In your dealings with the school you should approach the relevant person. For example, if your boy is at the Rural Campus and you want to talk to someone about his progress in class, contact his cabin coach in the first instance. If the matter relates to life in the cabin you can also contact his cabin coach. All cabins at the Rural Campus are allocated a hapu leader. Mrs Asha Tupou-Vea manages cabins 1-5 and Mr Burns manages cabins 6-10. You can also request a meeting with your hapu leader regarding any matters of concern after initial contact with the cabin coach has been made.

## Making a complaint

Hopefully, you will not need to make a complaint. However, if you have any issue at all it is important that it is dealt with properly.

In the first instance, make contact with the Head of the Rural Campus, Mr Rice in writing, to outline the problem. You may prefer to make an appointment to discuss the matter. As always, you are entitled to have a support person with you. The matter will be dealt with as promptly as we can. You will be informed of the outcome.

If the matter is very serious, or you have found that previous efforts to resolve the issue have failed,

contact the Headmaster.

Boys also have a process for making a complaint. Details of how to go about this are provided at the beginning of Term 1.

## Rural Campus dates 2019

### Term 1

Tuesday 29 January	Welcome powhiri & term start, 10am
Friday 1 March	Exeat for mid-term break, 2.30pm
Wednesday 6 March	Waitangi lieu day & roll call, 8.30pm
Friday 12 April	Exeat for school holidays, 1pm from Senior Campus

### Term 2

Monday 29 April	Roll call, 8.30pm
Friday 31 May	Exeat for mid-term break, 2.30pm
Sunday 9 June	Roll call, 7pm
Friday 28 June	Exeat for school holidays following student/parent/cabin coach conference

### Term 3

Monday 22 July	Roll call, 8.30pm
Friday 23 August	Exeat for mid-term break, 2.30pm
Sunday 1 September	Roll call, 7pm
Friday 27 September	Exeat for school holidays, 2.30pm

### Term 4

Monday 14 October	Roll call, 8.30pm
Friday 25 October	Exeat for mid-term break, 2.30pm
Tuesday 29 October	Roll call, 8.30pm
Thursday 28 November	Graduation, 1.30pm
Tuesday 3 December	Carol Service, 7.30pm followed by final exeat