

DILWORTH SCHOOL
Junior Campus



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



Dilworth
TRANSFORMING BOYS' LIVES

Table of Contents

Foreword.....	5
Historical Background	6
Tenure of a Dilworth Scholarship	7
Official Status of the School.....	7
Management Structure	7
Communication.....	8
School Website	8
Caregivers’ Newsletter.....	8
Dilworthian	8
School Rules	9
Making a Complaint	11
Curriculum	11
Reporting	11
Counselling.....	11
Information Technology	11
Hostel Accommodation	12
Isabella Dilworth Lodge	13
Health Centre.....	13
Clothing	14
Visiting	14
Leave Arrangements.....	14
Leave Destinations.....	15
Personal Items	16
Country Boys’ Travel	17
Transport	17
Religious Education and Baptism.....	17
Sports.....	18
Sports Houses	18
Cultural Activities	18
Parents’ Account.....	18
Parents’ Newsletter	19
Calendar	19
Dilworth Family Connect	19
Dilworth Website	19

What is your role?.....19
Contact.....21
Term Dates 2019.....22

Foreword



Peter Vos
**Head of
Junior Campus**

I would like to welcome you as a new member of our community to the Dilworth School Junior Campus and wish you a long and happy association with Dilworth. We are proud of our students, most of whom have made the most of their opportunities and have become 'good and useful members of society' as our Founder, James Dilworth wished.

In this handbook we have given you an overall picture of the school - its historical background, aims and objectives, organisation and rules, leave arrangements and other day-to-day administrative details. This handbook will be a handy reference guide for future dealings with the school.

If during your time with us you require further details, clarification or information with regard to our policies and/or procedures, please feel free to contact me.

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 eight boys on first day. 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 Boys 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 the school has been granted a full boarding and tuition scholarship. This place is given entirely at the discretion of the 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/Senior 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.

When reviewing each boy's scholarship, staff and trustees consider the following areas in terms of suitability and continuing a boy's scholarship.

- Works to the best of his ability
- Can be trusted to work unsupervised
- Listens to instructions and follows them through
- Interacts co-operatively with other students
- Seeks help when needed
- Completes basic daily tasks in class
- Kind to others
- Respects and follows school rules
- Respectful attitude towards staff
- Parents are supportive

Please note, parents and caregivers would be notified well in advance if we had serious concerns (outlined above) about a boy's general behaviour and attitude. We certainly adhere to a 'no-surprises' approach when it comes to reviewing a boy's scholarship.

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 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.

Communication

When you have a concern at the Junior Campus your boy's Housemaster is your first point of contact.

From time to time there will be occasions when things go wrong, or you have concerns. The following are some guidelines of who to contact. Of course, many of the roles overlap.

Housemaster	for all issues relating to the welfare of your boy.
Classroom Teacher	for all matters concerning the academic side of the school.
Dilworth Family Connect	for general advice and assistance.
Matron	for health, uniform, attendance and other pastoral matters.
Counsellor	for all social, emotional and personal issues.
Nurse	for all health matters.
Chaplain	is available for spiritual and personal issues.
Head of Campus	for any serious concern that cannot be handled by any of the above.
Headmaster	all caregivers have the right of access to the Headmaster over any matter, however it is preferred that this is the last resort after other avenues have been covered.

School Website

Dilworth has an active website that we encourage all caregivers to check regularly. It is updated daily on sports draws, calendar items relevant to caregivers, newsletters and has a wealth of information including the curriculum handbook and a summary of many of the activities and opportunities available for Dilworth scholars. The URL is www.dilworth.school.nz

Caregivers' Newsletter

The Junior Campus newsletter is sent out several times a term giving news of the comings and goings at school. Please keep it for reference.

Dilworthian

The school magazine published annually is called the "Dilworthian". All families receive a complimentary copy of the "Dilworthian".

School Rules

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”, and so on. There are, on the other hand, a few matters about which the school has very fixed views. Our standards are high and boys who come to Dilworth are expected to uphold 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 benefit them in the future. The fact that employers are keen to take on boys from Dilworth is a measure of the community’s view of the standards we maintain here.

The matters we refer to your attention are:

- (a) **Smoking:** Not permitted under any circumstances on the school site, which is “Smoke Free” for all visitors. Not only is it a recognised health risk but in a boarding school it is also a serious fire hazard. It is also illegal for most of our students.
- (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. Drug dogs visit the school on a random basis to assist us to provide a drug free environment.
- (c) **Alcohol:** Is strictly forbidden and we hope caregivers will monitor carefully its use by older boys when at home.
- (d) **Uniform:** Must always be worn fully, correctly and proudly, especially outside the school when boys are in the public eye.
- (e) **Jewellery:** Is not permitted at school.
- (f) **Hair:** During term time the school pays for and arranges haircuts in accordance with school requirements. They are to be a conventional style and be neat and tidy. No haircut should be shorter than number two and there are no undercuts, no hair colour and no lines. **Please note** if your boy comes to school in breach of the above expectations, we reserve the right to either send your boy home or to the school barber (at your expense).
- (g) **Piercings:** No piercings of any kind are allowed at School. This is an issue of safety. Please do not give in to pressure to allow body piercing.
- (h) **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.
- (i) **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.
- (j) **Honesty:** We expect boys to be honest, truthful and honourable in all their dealings with other members of the community.
- (k) **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.
- (l) **Safety:** Any activity that compromises student safety, whether their own safety or the safety of others, is considered to be a breach of school discipline. (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.)

- (m) **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 boarding house after 'lights out' are compromising both their own safety and that of others. Parents may be asked to take their boy home for a period of time until we have an assurance that this type of behaviour will cease.
- (n) **Phones:** There is a phone available for the boys to use.
- (o) **Mobile Phones:** For the most part, Junior Campus boys may not (and do not need) to have cellphones at school during the week. However, boys who stay back at school during the weekend (stay backs) may negotiate weekend use with the Head of Junior Campus. All requests for boys to have a cellphone at school must be in writing to the Head of Campus. Housemasters will advise details of conditions of use.
- (p) **First Two Weeks of the School Year:** Boys will not be permitted to ring home. We find limiting your boy's phone calls home in the first few days of the school year greatly assists reducing homesickness. Parents, anxious about their boys during this time, are **welcome** to ring / email the Housemaster or Matron to enquire about their boy's progress. Boys staying back at school in the weekend may ring home.
- (q) **Boys' Email:** Boys have access to email, with a school-generated email address.
- (r) **Searching Property:** We are committed to providing a safe physical and emotional environment for staff and students. Dilworth Community has a legitimate expectation that the school environment is free from drugs, weapons, alcohol and cyber bullying. We endeavour to balance the right for students to be secure against unreasonable search and or seizure and the community's right to a safe environment.

A staff member may require students to produce, reveal, and surrender items in their possession, only if they have a reasonable suspicion that a student has something that is harmful. As a general rule, the student must be present when a staff member of the same sex is searching a locker, bag or other personal property where appropriate.

Searches will always be carried out in a manner that gives the student the greatest degree of privacy and dignity consistent with the purpose of the search.

The student must be asked if he would mind opening his locker or his bag, etc. A staff member may require a student to reveal an item that is stored on an electronic device and may require the device to be surrendered.

- (s) **Drug Dog Search:** A contractor may bring a trained search dog to school but can search school property only. School property includes:
 - Lockers and locker rooms
 - Desks
 - Storage receptacles
 - All buildings owned by the school (including classrooms, changing sheds, gymnasium, library, hostels and other sites such as outdoor education centres)
 - Grounds
 - Vehicles owned by the school
 - Drug dogs will not be used to search Individual students
 - Student bags and property may be searched by use of trained dogs.

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 Campus, Mr Peter Vos, 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.

Boys also have a process for making a complaint. Details of how to go about it are posted in the foyers of the boarding houses.

Curriculum

The school follows the national curriculum in accordance with Ministry of Education requirements. The only departure is in the provision of Religious Education courses reflecting the Christian foundation of the school.

At the Junior Campus, boys have specialist teachers (and facilities) in visual art, science, technology, dance and drama, music, PE and health. Boys have specialists' teachers in French and Maori in Years 7 & 8.

Reporting

Reporting at Dilworth is designed to give regular, detailed feedback on student progress and achievement.

The Junior Campus posts home an interim report at the end of Term 1, an academic mid-year report at the end of Term 2 and a detailed final school report at the end of the year. A 'Meet the Teacher' afternoon takes place during Term 1 and Parent-Interviews at the end of Term 2, but parents / guardian are encouraged to contact the school at any time should they have concerns about their boy's progress.

If at all possible it is a requirement that all caregivers will attend report meetings with teachers.

Counselling

Everyone has a role to play in pastoral care at the Junior Campus. We also have a counsellor. The teachers and other staff with appropriate skills also participate in pastoral care. Where problems appear beyond the scope of the school's counselling resources, parents may be asked to agree to a referral to some outside professional agency. Parents are urged to seek help if problems arise at home that the school may not be aware of. Likewise, staff will contact you if things are not going as they should at school. Parents can also look upon the Chaplain as a 'parish priest' who is willing to be a sounding board for personal problems if the need arises.

Information Technology

The computer network and Internet are an integral part of the delivery of the curriculum at Dilworth. It is a rich resource, but it does have some negative aspects.

For this reason, it is important that both you and your boy are aware of the school's expectations with regard to the use of these resources

These expectations are spelt out in the Acceptable Use Agreement.

The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers

(such as desktops, laptops, smart phone), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players, external hard drives), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

The measures to ensure the cybersafety of Dilworth School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Dilworth School, and to the effective operation of the school.

Please be aware that like anything brought to the school by students, it is their responsibility to keep their device secure and the school cannot be held responsible for its loss or damage.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture that is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches that undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices. This includes the use of computers that are not connected to the school's network and/or the Internet.

If this agreement is **NOT** signed, then you can't use any computer.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on or off the school site.

Hostel Accommodation

As all boys board at school the residential operation is a very important feature. There are four separate houses catering for boys at different levels.

There is strong inter-house competition between the four colour houses which are named after the Irish counties and towns important to James Dilworth's early life: Tyrone (blue), Armagh (red), Donegal (green) and his home town of Dungannon (yellow). The four boarding houses are named after Reverend George MacMurray, who met up with Mr James Dilworth, Mr Noel Gibson and Mr John Conolly who were both former Dilworth Headmasters and Mr Bill Cotter who was Chairman of the Dilworth Trust Board. House points are accrued in a number of sporting, academic and cultural activities towards the honour, at the end of the year, of winning 'Cock House'.

On the Junior Campus the residential hostels are:

MacMurray House	(48 boys)	Years 5 – 6	Ph: 09 5203130 ext 716
Conolly House	(48 boys)	Years 7 – 8	Ph: 09 5203130 ext 717
Cotter House	(48 boys)	Years 7 – 8	Ph: 09 5203130 ext 726
Gibson House	(48 boys)	Years 7 – 8	Ph: 09 5203130 ext 724

Isabella Dilworth Lodge

Each Junior Campus House has its own staff of a Housemaster, Assistant Housemaster, Matron and two Tutors. Tutors come from overseas and spend a year on the staff before returning home to further study and careers.

Isabella Dilworth Lodge

Provides short-term care when temporary disruptions occur for a student in their home environment or boarding. In this situation, the short-term residential care would provide a healthy, safe and caring environment until the home or school related matter is resolved. Isabella Dilworth Lodge provides a non-institutional, homely environment, overseen by two House Parents. All students staying at the Lodge will be expected to participate fully in the running of the Lodge, under the direction of the House Parents.

Health Centre

The Junior Campus has its own doctor, a registered nurse who is responsible for the day-to-day health care of the boys and four Matrons, who all have current First Aid Certificates. The doctor visits twice a week to deal with minor problems. The school is a matter of minutes away from ambulances and main hospitals and an Accident and Emergency Clinic is also close at hand.

If a boy is unwell, we will contact caregivers to take him home. For families outside Auckland, we will not put a sick boy on public transport to travel home. We will look after the student until appropriate arrangements can be made for him to be picked up.

After each long holiday period, caregivers are expected to report to the House Matron or School Nurse if a boy has been in contact with any infectious disease at any time or has been under a doctor's care and is on medication.

Junior Campus boys are able to use the school dental services. Specialist or orthodontic treatment is usually arranged by caregivers at their expense in consultation with the School Nurse.

Excerpt from School Medication Policy

To promote a safe, effective and controlled environment for both students and staff at Dilworth School when students are prescribed medications.

1. Parents and Guardians

- Parents / Guardians will complete the **Consent for Medication** on enrolment and it will be held with the student's medical file. The consent may be updated on request.
- Parents / Guardians are responsible for informing the School Nurse or House Matron of medications prescribed outside school. These medications are to be brought to School in the original packaging with "patient label and directions" attached and given to the appropriate Matron or the School Nurse.
- Parents / Guardians will be notified of any unusual medications prescribed.

2. Students

- In some cases, it will be appropriate for the student to be responsible for his own medication. Enough will be issued to the student for a specific time (unless other arrangements have been made) and if the student is to be at camp etc., the staff member in charge will be notified.
- It is the student's responsibility to present at appropriate times to the person holding the medication to receive that medication and take as indicated.

Every effort will be made to contact those requesting notification. However, if consent is unavailable initially, then medication may be commenced temporarily if it seems in the student's best interest.

Clothing

School uniform, including shoes and sandals, is provided free of charge by the Trust Board. Some sports clothing is also supplied, but caregivers are expected to provide recreational gear, such as swimwear (needed on the first day) and all sports footwear (including sports socks). No brightly coloured sports shoe - black, grey or white footwear with non-marking soles. Any school gear lost or damaged will be replaced at the parent's expense.

Country boys may have private clothing at school to wear at weekends. All personal clothing must be clearly labelled with your boy's school number this includes sports footwear and swimwear.

Visiting

As far as possible, the routines of School and House 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. Country parents on occasional visits to Auckland may arrange to see their boys (see detail below under 'Leave Arrangements'). Family and friends are also encouraged to visit the school to watch mid-week sports fixtures, to attend evening chapel services and other special school functions during the term.

However, if a family member or friend needs to visit your boy during the week between 8am and 4pm, they must formally 'check-in' and 'sign-in' at the School Office. In fact, this extends to ALL visitors to the Junior Campus. Outside these hours (8am-4pm) visitors are expected to report in to their respective boy's boarding house and check-in with a boarding house staff member.

In summary, at no stage are visitors to the Junior Campus permitted to wander around the school or boarding houses without being officially signed-in.

Leave Arrangements

New parents and guardians are asked to fill in a form giving details of addresses boys may go to on regular leave days. Please fill in this 'Leave Details Form' and return it with all other documents to the Trust Board immediately.

The main types of leave are as follows:

- (a) **Weekend Leave** - for boys at the Junior Campus leave begins after school (3:10 p.m.) on Friday until chapel time on Sunday at 6:45pm (6:00 to 6:30 p.m. check in). Check your school calendar to verify the times.
- (b) **Special Leave** - requests must be in writing / email to the Head of Campus, at least a week prior to the Special Leave date requested. Generally, Special Leave includes a sports practice with your son's local club, birthday leave for your son or a significant family event such as a wedding or funeral, etc., Please do not ask for Special Leave in the case of a sibling's birthday. Generally, leave for activities outside of school will only be granted once a week. The exception to this is if a boy makes a team representing his region or city, e.g., Roller Mills Rugby Team.
- (c) **Birthday Leave** – Needless-to-say with 192 boys we need clear protocols around birthday leave, so it is fair to all yet manageable for the school. Boys are entitled to birthday leave for approximately three hours after school. Year 5 & 6: 4:30 – 7:30 pm and Year 7 & 8:

4:45 – 7:45 pm. Birthday leave does not include overnight leave or leave for brothers, sisters or other family members' birthdays, with the exception Junior Campus boys may attend a brother's birthday who attends Dilworth.

Leave Destinations

It is essential to the question of responsibility, for the school to have accurate and up-to-date information about the destinations of boys on leave days. Consequently, the following procedure is adopted.

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

The boys will be expected to go to this address each weekend unless the Housemaster receives written communication or email to the contrary by the previous Thursday morning.

(b) **For boys who are going out 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 the Head of Campus by letter or email by Thursday morning.

Dilworth School has the following expectations of Host Caregivers:

1. They will assume the role of in *loco parentis* and the boarder's health and welfare will be entrusted to their care.
2. Whilst on leave, boarders will observe all of the school's rules and regulations.
3. The boarder should only stay overnight at the host address stated on the House Leave form.
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 parent.

(c) **Travel:**

An adult must accompany a boy for checking in and out of the boarding house. Boys will not be granted leave from the Junior Campus if they are unaccompanied by an adult.

(d) **Dress:**

Boys go to and from leave in full school uniform which must 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 may also wear mufti. This must be of a good standard and will be checked by the Housemaster for acceptability.

(e) **Reliability:**

Spot checks may be taken to confirm that boys are where they are going on leave and also to check on dress standards. If you are in any doubt about leave arrangements that have been made, please contact the Housemaster so that a check can be done. We are concerned that boys will be properly cared for at weekends and in holidays and not left to wander around the city or allowed to return to school before the due time.

(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 in 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, his Housemaster must be informed in good time and the reason explained for his non-return.

- (g) **Important Note:**
Leave is a privilege and will be withheld for appropriate periods if behaviour is not satisfactory, if schoolwork has to be caught up or if boys have exceeded the deadline for leave on previous occasions. Further, caregivers and boys must remember that the public judges the school by the boys it sees; this is certainly so on buses and in the streets. Those who flout the school requirements in this regard can expect leave privileges to be withdrawn.
- (h) **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).
- (i) **List of Addresses:**
Each new caregiver must complete the enclosed “**Leave Details**” slip and return it to the school on the first day.
- (j) **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 letter / email 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.

Personal Items

Caregivers are asked to provide the following items of personal gear (which the school does not provide) and to bring them on the first day, and please replenish them regularly, where necessary:

- (a) **Toilet Bag:** Including roll-on deodorant, comb, sunscreen, toothpaste, toothbrush and shampoo.
- (b) **Prescription Medicines:** If applicable. (These must be handed in to Matron).
- (c) **School Bag:** For carrying gear to and from the boarding house.
- (d) **Dressing Gown** - (Winter Terms 2 & 3 only) Warm material and have a belt sewn on firmly around the back half of the gown. Tape sewn-on at the inside of the collar with name and house number.
- (e) **Slippers** - (Winter Terms 2 & 3 only) Name and numbered. Please avoid black, soft rubber soles as they mark the lino. A pair of old football socks will do just as well at the Junior Campus.
- (f) **Sports shoes:** Each boy must provide a suitable pair of sports shoes, named and numbered on the tongue. Please note that it is not necessary to purchase very expensive Nikes or other top-of-the-line brands. (No brightly coloured sports shoes).
- (g) **Sportswear:** Football, cricket and running footwear are the responsibility of the parent and must be provided. two pairs of white sports socks and football practice socks are required (numbered) for sport / recreation.
- (h) **Duvets:** These are provided at the Junior Campus. Boys are encouraged to bring their own duvet to school to add to their comfort. Personal pillows may also be used. Like all other private possessions these should be clearly named and numbered.
- (i) **Sleeping Bags** - Country boys only should have a sleeping bag for use at weekends or for outings away from school.
- (j) **A Set of Mufti Clothes** - If your son is staying back at the weekends.

- (k) **Watches** - Please make sure these are engraved.
- (l) **Photographs** - Please encourage your boy to bring in suitable photographs to display on his pin boards beside his bed and at his desk.
- (m) **Spare stationery** - Extra pens, pencils, a ruler, rubber and scissors are useful items to have in the boarding house.
- (n) **Headphones** –This is a compulsory item. Parents and guardian please ensure the boys have a set clearly labeled with boy’s name and school number.

Country Boys’ Travel

Caregivers 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) may travel on the morning of the last school day and may return later on the return day. We will normally remind you when it is time to make bookings but keep an eye on the calendar and see that your reservations are made well in advance.

At the end of the year, caregivers are expected to attend Prize-giving and take their boys home with them after the ceremony. No boy may miss Prize-giving to travel early.

The school will arrange for travelling boys to be put on buses at this end at holiday times. It is the responsibility of the caregivers to make all arrangements for their boys to return to school on time at the end of the holidays.

Transport

Students are transported to medical appointments, sports fixtures, EOTC excursions etc on a regular basis. Dilworth uses commercial bus companies, taxis, the school minivan and occasionally staff cars for this. All vehicles are appropriately certified and drivers have the appropriate level of licence for this task. We do not seek specific permission from parents for each of these journeys as the school is acting on behalf of the parent / guardian in these circumstances.

Religious Education and Baptism

The Founder’s will requires the Trustees to give the beneficiaries of the Trust a Christian education based on the tenets of the Anglican Church. Therefore, all of our students receive instruction in the Christian faith. We do this in varied ways through our Religious Education, Baptism preparation and Confirmation courses.

Sunday evenings all boys at the Junior Campus attend a chapel service on their return from leave. Parents, family and friends of the boys living in the Auckland region are expected to attend these Sunday services on a regular basis. In fact, we make every effort to arrange things for your convenience, with the services at times when you are here anyway, returning your boys from weekend leave. Chapel at the Junior Campus commences at 6:45pm and concludes at 7:15pm. It is important to us that parents support our work with the spiritual lives of the boys and one tangible way for this to happen is for you to attend these services as often as possible. Parental support in this important dimension of school life was discussed and considered when your boy was granted a Dilworth Scholarship. Periodically, Junior Campus services are held at the main Chapel of St Patrick, at the Senior Campus.

In addition to chapel instruction, formal Religious Education classes operate for all students. The School Chaplain is available, not only to our students, but also to their families as well in respect of their boy’s or their own life situations. Please do feel free to contact the Chaplain on any matter.

Sports

The school has excellent facilities - spacious grounds, a 25m swimming pool and astro-covered tennis courts.

Boys at all levels are required to participate in team sports. There are regular competitions against neighbouring schools for primary and intermediate boys, with years 5 & 6 competing on Tuesdays and year 7 & 8 on Wednesdays. There is no school-based sports programme on Saturday. Boys at the Junior Campus are encouraged to maintain sporting links with their local sports clubs on a Saturday.

Parents and guardians are welcome to watch these games provided their boys are playing against other schools, not during internal training afternoons.

The only sports gear that boys are expected to provide is: adequate regulation footwear, whether it be boots or sports shoes depending on the activity, and a mouth guard / shin pads where appropriate. Junior Campus boys are most welcome to use their own sports equipment if they so wish, e.g., tennis racquet, cricket bat, etc., clearly labeled with boy's name and school number. Boys must take responsibility for personal sports equipment.

Sports Houses

On arrival at school, every boy is placed in a sports house for competition. These houses are separate from the boarding houses. They are named after the Irish counties and towns which were important to James Dilworth's early life: Dungannon, Donegal, Tyrone and Armagh.

Cultural Activities

Music is a very important part of life at Dilworth. Boys are encouraged to join the choir and to learn a musical instrument. They also have the opportunity to participate in the Performing Arts. Tuition for learning an instrument is arranged by the Director of Music and the Trust Board pays the fees charged by tutors. 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. At the Junior Campus, there is a separate music facility and the teacher in charge will establish a strong programme for all boys to enjoy.

We also encourage public speaking and debating, and every second year a major musical production is staged at the Junior Campus with 192 boys involved.

In recognition of the school's obligation to the Treaty of Waitangi, Maori language and culture are taught at each year level. The Maori Cultural Group performs to a very high standard. Every boy at Dilworth learns the School Haka which is performed on a regular basis when welcoming guests into our community.

Parents' Account

The Trust Board operates an account for the caregivers of each boy. To this account are charged any 'extras' such as special outings not paid for by the school, breakages, lost or damaged school property. The account is sent home regularly by the Trust Board, and asks that it be resolved promptly.

The Junior Campus does not operate a stationery shop. Boys are issued with all basic stationery requirements at the beginning of the year, and at the beginning of each term. Subsequently, parents are asked to ensure their boy is provided with sufficient personal stationery throughout the year, including pens, pencils, and rulers ... in other words the basics of class life.

Parents' Newsletter

At least two times a term, a newsletter is emailed out to the parent community, outlining news and up-coming school 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 Junior Campus Newsletter. All Junior Campus newsletters can also be located on the school website – www.dilworth.school.nz

Calendar

Term calendars can be accessed on the Dilworth website. These set down in detail all upcoming events. Parents should note carefully on the calendar the times and places of events, return times after leave and Chapel times. The calendars also indicate the duty house and state the name of the senior staff members 'on call'. Any of these duty staff should be contacted in the first instance if there is a problem over the weekend. Events which parents are especially encouraged to attend are usually marked on the calendar.

Dilworth Family Connect

The school does not have a Parent-Teacher Association as such. We do not need to raise money for school purposes and regular contact is maintained without a formal association. Dilworth Family Connect is a properly constituted organisation of parents, guardians and former parents who meet regularly for social contact and school events. They also assist with catering for special functions. A member of Dilworth Family Connect represents Junior Campus boarding houses. They are another person you can contact if you have any concerns or queries OR just to have someone to talk to about the adjustment of having your boy away from home.

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 from time-to-time. School calendars, newsletters, staff lists and other very important information can be located on the school website www.dilworth.school.nz. As time goes by, the website will be increasingly used as a means for parents to access important information and services.

What is your role?

At Dilworth Junior Campus we certainly subscribe to the African proverb "*It takes a village to raise a child*". The village comprises the classroom, the sports field, the music room, the boarding house and 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 Dilworth journey. Your role includes:

- Support the school 100% in terms of our rules and expectations – our boys need to hear the same messages.
- BUT 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 sporting and cultural events, whole school ceremonies.

- Providing items for school and boarding life, including basic stationery, toiletries, e.g., deodorant, toothbrush, toothpaste, brush and comb.
- Ensuring your boy gets to bed at a reasonable hour in the weekends, e.g., between 9 & 10pm.
- Keeping your sick boy at home. Please do not return him if he has a high temperature, vomiting or diarrhea.
- Ensure his personal hygiene is maintained, e.g., finger and toenails clipped and clean, showered and hair

Contact

Dilworth Junior Campus
27 Omaha Road
Remuera
Auckland 1050

Private Bag 28909
Remuera
Auckland 1541

Telephone **09 520-3130**

School website: www.dilworth.school.nz

		Phone Extension	Email Address
MacMurray House		716	
Housemaster	Mr Chris Norton		c.norton@dilworth.school.nz
Assistant Housemaster	Mr Rusty Arnold		r.arnold@dilworth.school.nz
Matron	Mrs Loretta Helleur		l.helleur@dilworth.school.nz
Conolly House		717	
Housemaster	Mr James Hannah		j.hannah@dilworth.school.nz
Assistant Housemaster	Mr Andrew Lindsay		a.lindsay@dilworth.school.nz
Matron	Mrs Anne Vaughan		a.vaughan@dilworth.school.nz
Cotter House		726	
Housemaster	Mr Heath Valvoi		h.valvoi@dilworth.school.nz
Assistant Housemaster	Miss Lisa Corbett		l.corbett@dilworth.school.nz
Matron	Ms Lesia Walliss		l.walliss@dilworth.school.nz
Gibson House		724	
Housemaster	Mr John Langatuki		j.langatuki@dilworth.school.nz
Assistant Housemaster	Mr Chris Haar		chris.haar@saintkentigern.com
Matron	Mrs Robin McCarthy		r.mccarthy@dilworth.school.nz

Headmaster of Dilworth School Mr Dan Reddiex

Head of Senior Campus Mr Neil Ritchie

Head of Junior Campus Mr Peter Vos

Head of Rural Campus Mr John Rice

Term Dates 2019

TERM 1 - 11 weeks			
Tuesday	22 January		Staff Only Day – RC
Wednesday	23 January		Staff Only Day – RC
Thursday	24 January		Staff Only Day – SC, JC & RC
Friday	25 January		Staff Only Day – SC, JC & RC
Monday	28 January	6.00pm	Roll Call – Year 10
		6.30pm	Roll Call – Year 13
		7.00pm	Roll Call – Years 11 & 12
		7.00–7.30pm	Roll Call – Junior Campus
Tuesday	29 January	9.00am	Welcome Powhiri for New Boys – JC
		10.00am	Welcome Powhiri & Term Start – RC
Tuesday	5 February	3.30pm	Waitangi Day Exeat – SC & JC
Wednesday	6 February		Waitangi Day – Rural Campus Open
		7.00–7.30pm	Roll Call – JC
		8.30pm	Roll Call – SC
Friday	1 March	12.30pm	JC Exeat after Meet the Teachers
		2.30pm	RC Exeat for Mid Term Break
Saturday	2 March		SC Exeat after Sport
Monday	4 March		Mid term Break
Tuesday	5 March	7.00–7.30pm	Roll Call – JC
		8.30pm	Roll Call – SC
Wednesday	6 March		Waitangi Lieu Day (RC)
		8.30pm	RC Roll Call
Friday	8 March	1.30pm	Founders Day Assembly
Sunday	10 March	6.30pm	Founders Day Chapel
Friday	12 April	11.30am	ANZAC Observance
		1.00pm	Exeat – All Campuses

TERM 2 - 9 weeks			
Monday	29 April		Staff Only Day
		7.00–7.30pm	Roll Call – JC
		8.30pm	Roll Call – SC & RC
Friday	31 May	12.00pm	JC Exeat for Mid Term Break
		2.30pm	RC Exeat for Mid Term Break
Saturday	1 June		SC Exeat after sport Mid Term Break
Monday	3 June		Queen's Birthday
Tuesday	4 June	7.00–7.30pm	Roll Call – JC
		8.30pm	Roll Call – SC
Wednesday	5 June		Staff Only Day – RC
Thursday	6 June		Staff Only Day – RC
Friday	7 June		Staff Only Day – RC
Sunday	9 June		Roll Call – RC
Friday	28 June	7.00pm	RC Exeat (after student conferences)
		12.30pm	JC Exeat after Parent Teacher Interviews
Saturday	29 June		SC Exeat after sport
TERM 3 - 10 weeks			
Monday	22 July		Staff Only Day
		7.00–7.30pm	Roll Call – JC
		8.30pm	Roll Call – SC & RC
Friday	23 August	12.00pm	JC Exeat for Mid term break
		2.30pm	RC Exeat for Mid term break
Saturday	24 August		SC Exeat after sport
Monday	26 August		Mid Term Break
Tuesday	27 August	7.00–7.30pm	Roll Call – JC
		8.30pm	Roll Call – SC
Wednesday	28 August		Teacher Only Day – RC
Thursday	29 August		Teacher Only Day – RC

Friday	30 August		Teacher Only Day – RC
Sunday	1 September	7.00pm	Roll Call – RC
Friday	27 September	2.30pm	RC Exeat
		3.10pm	JC Exeat
		3.20pm	SC Exeat
TERM 4 - 8 weeks			
Monday	14 October		Staff Only Day
		7.00–7.30pm	Roll Call – JC
		8.30pm	Roll Call – SC & RC
Friday	25 October	12.00pm	JC Exeat for Mid Term Break
		2.30pm	RC Exeat for Mid Term break
Saturday	26 October		SC Exeat after sport
Monday	28 October		Labour Day
Tuesday	29 October	7.00–7.30pm	Roll Call – JC
		8.30pm	Roll Call – SC & RC
Friday	1 November	5.45pm	Senior Campus Leavers Dinner
Thursday	28 November	10.00am	RC – Celebration of Learning
Tuesday	3 December	7.30pm	Carol Service (RC Exeat after Service)
Wednesday	4 December	5.00pm	Senior Campus Prizegiving
Thursday	5 December	10.00am	Junior Campus Prizegiving