

YOUR GUIDE TO BOARDING AT ENWOOD HOUSE



TABLE OF CONTENTS

01	Welcome
02	Contact Us
03-04	Accommodation
05	Amenities / Facilities / Homework
06	Leave
07	Health and Safety
08	Healthy Minds, Healthy Bodies
09	Student Leadership
10	Private Vehicles / Enwood House Parents Association / Visitors
11	Essential Items / Cellphone Guidelines
12	Fee Refund / Withdrawal of Student



WELCOME

On behalf of the staff at Enwood House - I extend a very warm welcome to all our boarders and whānau for 2024.

Enwood House provides a warm, safe and caring environment for your child where they are supported at all times.

Living at Enwood House enables students to take advantage of the numerous opportunities that Southland Girls' High School offers. They are encouraged to pursue their academic, sporting, cultural or leadership goals.

Many of our boarders will form and make friendships that last a lifetime.

Our boarders are known as motivated, intelligent, and successful young people, this is the legacy of Enwood House.

Ngā mihi,

Jennifer Dennis
Director of Boarding
Enwood House



CONTACT US

Enwood House Phone

03 216 9148

Enwood House Mobile

027 354 8023

Address

15 Enwood Lane, Georgetown, Invercargill

9812

Email

enwood.house@southlandgirls.school.nz

Website

www.southlandgirls.school.nz/enwoodhouse

Facebook

facebook.com/enwoodhouse

Instagram

[sghsnz](https://www.instagram.com/sghsnz)

We welcome parents contacting us with any questions or concerns they have. All feedback may be communicated to our Director of Boarding by email in the first instance at

jenni.dennis@southlandgirls.school.nz

A staff member is on duty 24/7, should parents need to contact their child in the event of an urgent matter or emergency.

ACCOMMODATION

A variety of bedrooms are available to boarders - from single rooms with an ensuite, twin share spaces in a dormitory-style wing to shared bunk rooms.

The allocation of beds is the responsibility of the Director of Boarding. Every effort is made to provide a fair and equitable allocation of beds. Should parents have requirements for their child due to medical reasons etc, they are asked to contact the Director of Boarding, before the beginning of a term.

Each boarder has their private area within their sleeping space, keeping it tidy and free of rubbish is their responsibility.

Adequate storage is provided so that belongings can be secured. Students choose and supply their sheets, pillows, blankets, duvet inners and duvet covers.

Noticeboards are provided, Blu-Tack only is to be used on walls. At the end of each term, students are required to pack all their belongings and take them home.

Lights out times are detailed below. It is important for everyone's well-being that talking ceases at the time indicated to allow all boarders a quality sleep.

JUNIOR BOARDERS

- Year 7/8: To dorm by 8.30 pm, in bed 8.45 pm, lights out 9.00 pm.
Year 9: To dorm at 9.00 pm, in bed by 9.15 pm, lights out at 9.30 pm.
Year 10: To dorm at 9.15 pm, in bed by 9.30 pm, lights out at 9.45 pm.

SENIOR BOARDERS

- Year 11: To dorm at 9.30 pm, in bed by 9.45 pm, lights out 10 pm.
Year 12: To dorm at 9.45 pm, in bed by 10 pm, lights out 10.15 pm.
Year 13: Must be in their houses/room by 10.00 pm, lights out 11 pm.



SUPERVISED FLATTING FOR YEAR 13 STUDENTS

Enwood House has a 5 bedroom, self-contained flat within the boarding house and a 3-bedroom house on an attached section that accommodates senior students.

Living in the house or flat is an opportunity for Year 13 students to develop skills required for independent living while remaining connected to the rest of the boarding community.

Boarders in the flat and house can make their breakfast daily (food is provided). Lunches and evening meals are eaten in the main dining room.



AMENITIES/ FACILITIES

ENWOOD VAN

Enwood House provides a van for after school appointments, extracurricular activities, and sports practices/ games from Monday to Thursday between 3.30 pm and 7.30 pm. Last pick up 7.00 pm. Van operators within town boundary only. Boarders may book a seat on the van via the booking sheet located in the main reception. The van is supported by the Enwood Parents Association and is a wonderful asset to the boarders and the boarding house.

LAUNDRY

Students are responsible for their own laundry. Facilities are provided for washing, drying and ironing of items that are required urgently. There will be a small charge of \$4-\$8 for 5-day boarders who require laundry to be done if staying over the weekend. 5-day boarders are to take bedding and any clothing home for cleaning each Friday.

LIBRARY

A range of text and reference books are available to help with Prep and novels for leisure reading.

LOUNGES

Students are welcome to use any of the shared lounges and are encouraged to use these rooms when entertaining visitors.

HOMework

PREP TIME

- ♦ Year 7–9 6.15 pm–7.00 pm
- ♦ Year 10–11 7.00 pm–8.00 pm
- ♦ Year 12–13 6.45 pm–8.00 pm

YEARS 7–11

Supervised by our Homework Supervisor.

YEARS 12–13

A supervisor monitors Years 12 and 13 boarders to encourage independent study and to be responsible for their learning. Cell phones are not permitted in prep and are not considering a learning device, as per the school policy around BYOD. Boarders are encouraged to have their laptop, IPAD or Chromebook to complete prep on.



LEAVE

BOARDER LEAVE

We use a high trust model with our boarders and expect them to behave safely at all times.

Boarders must:

- Record every leave request in the ORAH Leave system.
- Should a boarder be delayed in returning to the boarding house, send a text immediately to the Enwood cell phone to notify the on-duty staff.

LEAVE PERMISSIONS

Boarders in each Year Level are allocated a set number of leaves each week. They may be used for visits to the CBD, South City shopping area or appointments such as the dentist, doctor, orthodontist, or hairdresser.

Should boarders require additional leave over their allocation, extra leave can be applied for and is subject to being approved by the boarding house staff. Parental permission may also be required where appropriate.

In the event of a one-off event such as an overnight stay, sports trials, or games, or visiting friends and family, then an email will be sent to the boarders designated caregiver for approval to attend.

Please note for regular activities such as sports and school commitments or other extra-curricular activities that will be attended regularly, initial approval is required from parents/caregivers. It is then approved by staff for subsequent requests.

YEAR 7/8

In Term 1, students may go to town with their parent's permission and be accompanied by a staff member or a Year 13 boarder. In Terms 2-4 they may have three leaves per term in pairs or with an approved friend.

YEAR 9/10

1 town leave per week.

YEAR 11

2 town leaves per week

YEAR 12/13

Any afternoon.

EVENING LEAVE

From 8.00 pm – 9.00 pm Tuesday and Thursday
Only after prep time and provided prep is completed. Must go in pairs only.

HEALTH AND SAFETY

Electrical Equipment and Appliances

- Essential electrical appliances such as hair dryers, cell phones, toothbrushes can be brought in for use at the boarding house.
- Hair straightening devices are permitted only in designated areas e.g. bathrooms.
- Electrical items must have a current electrical check tag.
- No electric blankets or additional heaters are permitted.
- Personal headphones are encouraged over bluetooth speakers.

Minor Illnesses

Boarders need to let on duty staff know as soon as possible, if they are feeling unwell. If the illness is minor (e.g. flu, headache, period pains etc) and requires only part of the day or a day off school, staff will dispense minor medication as needed. A record of all medication issued is recorded at the main reception.

Parents will be contacted immediately if their child requires a doctor or hospital care.

General Information

Hair dye or any other dye is not permitted at the boarding house due to the damage caused in the event of a spill. Enwood House is a smoke free/ vape free environment for boarders, staff and visitors at all times.

Aerosol cans are not permitted at the boarding house due to the risk of setting off the installed fire alarms.

In the event of these being set off by an aerosol can, there is potential one-off cost of \$1,500.00 payable to the NZ Fire Service.

Security of valuables

Students can lock any valuables in the wardrobe provided in each sleeping space, we do encourage boarders to leave valuables at home where possible.

Boarders have access to the lockable wardrobes in their dorm with keys provided. Wallets can also be handed into reception for safe keeping. Parents/Caregivers are advised to carry suitable insurance.

Medications

Students may keep minor medications (such as throat lozenges, plasters, cotton buds, support bandages and safety pins) with their belongings.

All prescription medication and Panadol/Nurofen, except for inhalers for asthma, are kept at the main reception in a locked cupboard and dispensed by staff as required.

Please talk to the staff if you have any concerns or need to keep them updated on any illnesses, allergies or other matters to do with their emotional or physical wellbeing.

Smoking/Vaping/Alcohol

Enwood House is a smoke free site. This includes cigarettes and vapes.

No illegal drugs or alcohol is permitted on site at Enwood House at any time.

HEALTHY MINDS, HEALTHY BODIES

Our focus is on providing boarders with nutritious, well balanced, and plentiful home-cooked meals designed to meet the needs of growing and busy bodies.

Breakfast

A variety of cereals, yoghurt, fruit, toasts, and spreads are available. Cooler weather will see hot meals such as porridge and either spaghetti or baked beans made available as well. Hot drinks such as coffee and hot chocolate are available.

Lunch

Each Monday boarders have hot lunch from The Food Hub located at the school. The rest of the week they can select from a variety of breads, croissants or rolls to make their own lunch using a variety of fresh fillings. Homemade baking, yoghurt, muesli bars and fresh fruit make up the balance of the packed lunch selections.

Afternoon Tea

Homemade baking, toasties, scones, crackers and cheese, smoothies and fresh fruit are alternated to ensure variety for the boarders after arriving back from school. Homemade soup and toast are added in the cooler months.

Dinner

Salads and vegetables combined with a variety of meats, chicken and fish make up the dinner selection followed by dessert which is always a favourite.

Supper

Light refreshments served with either a cold or hot drink.

MEAL TIMES

WEEKDAYS

Breakfast

7:00 am—8:00 am

Afternoon Tea

3:00 pm—3:45 pm

Dinner

5:30 pm—6:15 pm

Supper

8:00 pm (Year 7—10)

8:15 pm (Year 11—13)

WEEKENDS

Breakfast

8:00 am—9:00 am

Lunch

12 noon—1:00 pm

Afternoon Tea

Dinner

5:30 pm - 6 pm

Supper

8:00 pm (if required)



STUDENT LEADERSHIP



Applications are encouraged from Year 12 boarders each year for the positions of Head Boarder, Deputy Head Boarder and Enwood Prefects.

These roles give students the opportunity to develop their leadership skills while representing the student community at Enwood House throughout the year. This student leadership group is supported by a group of year level representatives known as the Enwood Executive, who are voted for by their year level. They meet regularly as a group to make plans, provide feedback, voice concerns etc.

The 'Student Voice' from these meetings allows a more diverse view of life at Enwood House.



USE OF PRIVATE CARS

The use of private cars for Year 12 and Year 13 students is permitted, please check the vehicle policy for guidelines.



ENWOOD HOUSE PARENT ASSOCIATION (EHPA)

Enwood House Parent's Association (EHPA) is a committee made up of Parents and Caregivers of students who board at Enwood House. They meet once a term and their role is to support Enwood House and its staff.

The AGM is held in the second term each year, to elect positions such as President etc. New members are always welcome.

Funding via EHPA

Each boarder's family is charged a yearly amenity fee and subscription. This is set annually by the Enwood House Parents' Association (at present \$250.00 a family per year).

The EHPA decide how the money from these two funds is distributed based on requests from the Director of Boarding and the boarders.

VISITORS

All visitors are required to sign in at the office with the staff member on duty.

Visitors or friends from school are not permitted in the dormitories at any time.

Parents are welcome to visit at any time, although, we do ask that where possible to not visit during Prep time please.

Exceptions are:

- ♦ Year 13 may have visitors from 8:15 pm—9:30 pm.
- ♦ Year 12 may have visitors on Wednesday nights from 8:15 pm — 9:30 pm in the dining area/lounges.
- ♦ Boarders may have visitors after school till 5:30 pm. Visitors must be introduced to staff on duty and sign the visitors' book on arrival. They may visit in the Lounges or Dining Room, after school between 3:00 pm—5:30 pm.
- ♦ No visitors on Sunday nights.



ITEMS TO BRING TO ENWOOD

Please ensure that all items are fully named including bedding and towels.

- Duvet and cover
- Pillows/pillowcase
- Sealed Mattress Protector
- Sheets
- Towels
- Light or polar fleece blanket
- Pyjamas
- Dressing gown/Oodie
- Slippers and/or scuffs
- Underwear
- Swimming Togs
- Coat hangers
- Comfortable casual clothing and footwear
- A drink bottle—no glass tumblers are permitted in the dormitories
- A jacket or coat suitable for wet weather and mufti wear.
- Travel mug
- 1 clothes marker to name any existing or new clothes.
- Personal First Aid Kit, which can include: band aids, cotton buds, support bandages, strapping tape, throat lozenges, sunblock, insect repellent, sewing kit etc.

CELLPHONE GUIDELINES

Cell phones must be used respectfully and only in designated areas as directed by boarding house staff.

- Cell phones cannot be used to video anyone at any time without the permission of all concerned— to do so breaks privacy laws to film without an individual/s consent.
- Junior boarders must hand their cell phone in at the nominated time – these are locked in a cupboard to charge overnight.

If a student breaks the rules about cell phones:

- They will be required to hand in their cell phone at the main reception and collect it the next morning.
- A second offence will require the student's cell phone to remain at the main reception.
- A third offence, parents/caregivers will be required to collect the cell phone from the boarding house. Students will be required to leave their cell phone at home for a period of 1 week.
- If the problem is ongoing, then the Director of Boarding may ask that the cell phone is required to be left at home for an extended period.





WITHDRAWAL OF A BOARDER

1. Parents/Caregivers must notify the Director of Boarding in writing at least 10 weeks in advance if a student is not returning the following term.
2. A refund of the food portion (currently set at \$50.00 per week or 18.9%) of the boarding fee may apply if the fees have been paid in advance but a terms notice is not received.
3. If you paid 10 weeks in advance and have given 10 weeks' notice, then a full refund will be given for the time your child is not at the boarding house. However, withdrawals that do not give the required notice period are not eligible for any refund and are liable for any outstanding fee for early departure.
4. No refund will be given for boarders who are stood down.

REFUND OF FEES

Fees are based on the maximum occupation in the boarding house for the whole year.

Places are booked for the period of a student's enrolment, so absences of less than one school term from Enwood, e.g. school camps, illness, study leave etc., cannot be considered for refund purposes.







ENWOOD HOUSE

Southland Girls' High School

328 Tweed Street
Invercargill 9812
New Zealand

P: 03 211 6030

E: excellence@southlandgirls.school.nz

www.southlandgirls.school.nz

