

YOUR GUIDE TO BOARDING AT  
ENWOOD HOUSE



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# WELCOME

**On behalf of the staff at Enwood House  
- I extend a very warm welcome to all  
our boarders and whānau for 2026.**

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](mailto:enwood.house@southlandgirls.school.nz)

## **Website**

[www.southlandgirls.school.nz/enwoodhouse](http://www.southlandgirls.school.nz/enwoodhouse)

## **Facebook**

[facebook.com/enwoodhouse](https://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](mailto:jenni.dennis@southlandgirls.school.nz) or by phone 021 454 411**

**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 supply their sheets, pillows, blankets, duvet inners, duvet covers. Waterproof mattress protectors are required on all beds to ensure the health of the mattresses. Approved protectors can be purchased from us at a discounted rate.

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.

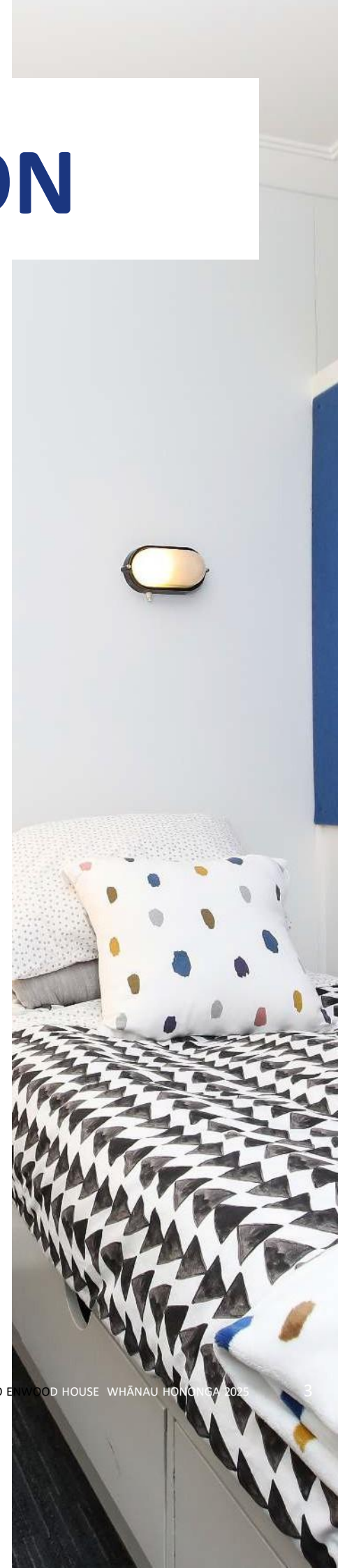
Lights out times are detailed below. It is important for everyone's well-being that talking ceases at the time indicated to allow all boarders a quality sleep.

## 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 9.30 pm, lights out by 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.

Boarders are responsible for their own housekeeping in these areas.

### Supervised Independent Living for Senior Boarders.

Enwood House has a five bedroom unit attached to our main building, a stand alone three bedroom house and 2 x four bedroom cottages onsite that allows our Senior Boarders to experience independent living while still connected to the rest of our boarding community.

Breakfasts are supplied in these areas, main meals are still to be taken in the main dining room.



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# 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 8.30 pm. Last pick up is 8.00pm. Van operates within town boundary only.

## LAUNDRY

Students are responsible for their own laundry. Facilities are provided for washing, drying and ironing of items that are required urgently. The charge of \$8 for a wash and dried load for any 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.

## 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—13 7.00 pm—8.00 pm

## YEARS 7—11

Fully supervised by our Homework Supervisor.

## YEARS 12 & 13

Monitored by our Afternoon Supervisor, we encourage independent study and to be responsible for their learning. Cell phones are not permitted in prep and are not considered a learning device, as per the school policy around BYOD. Boarders are required 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.

All students and parents receive a login to the Orah Leave system.

## 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 a request will be sent via Orah to the 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. Must have parental approval,

## YEAR 9 / 10

1 town leave per week.

## YEAR 11

2 town leaves per week.

## YEAR 12 / 13

Any afternoon.

## EVENING LEAVE (Year 13 only)

From 8:00 pm—9:00 pm. Available from Week 4 Term 1, Tuesdays & Thursdays in Pairs. Students can go out and visit the supermarket etc.

# 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** in the boarding house.

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

In the event of such an occurrence, 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 prescriptions Panadol/Ibuprofen/Nurofen (except Asthma inhalers & Epi Pens) supplied by families will be named, bagged, and locked away in our medical cupboard. This should be handed in at reception upon arrival and dispensed as required. Parents provide signed permissions to dispense.

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 is Strictly Prohibited

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 food is nutritious, well balanced, meals designed to meet the needs of growing and busy minds and bodies.

## Breakfast

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

## Lunch

Each Monday boarders have hot lunch from The Food Hub located at the school. The rest of the week they select from a wraps and rolls, 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—6:30 pm

##### Supper

8:00 pm (Year 7—9)

8:15 pm (Year 10—13)



# STUDENT LEADERSHIP



Applications are encouraged from Year 12 boarders each year for the positions of Head Boarder & Deputy Head Boarder.

These roles give students the opportunity to develop their leadership skills while representing the student community at Enwood House will liaise regularly with year levels throughout the year.

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 PARENTS FORUM

#### Funding

Each boarder's family is charged a yearly amenity fee and subscription. This is set annually with the Parents Forum. The EHPA decide how the money from this funds is distributed based on requests & ideas from the Director of Boarding and the boarders themselves.



### 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.
- Visitors must be introduced to staff on duty and sign in on the iPad on arrival. They may visit in the Lounges or Dining Room, after school between 3pm—5pm.
- 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
- Waterproof Mattress protector available for purchase from Enwood \$35
- 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 should include band-aids

## 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 or record anyone at any time without their permission — doing so breaks privacy.
- Year 7-11 boarders must hand their cell phone in at the nominated time – these are locked away for charging 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 from the DOB office.
- A second offence will require the student's cell phone to remain in the DOB's office until after school the following day.
- 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 of the boarding fee may apply if the fees have been paid in advance.
3. 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.

## OVERNIGHT STUDENT FEES

Fees applies to a situation where a current Enwood student is hosting an exchange student and wishes them to also stay at the hostel for a fixed time period. The cost for the additional (exchange) student must be paid for on invoice by the host parents at the normal weekly rate.







## ENWOOD HOUSE

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**Southland Girls' High School**

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New Zealand

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