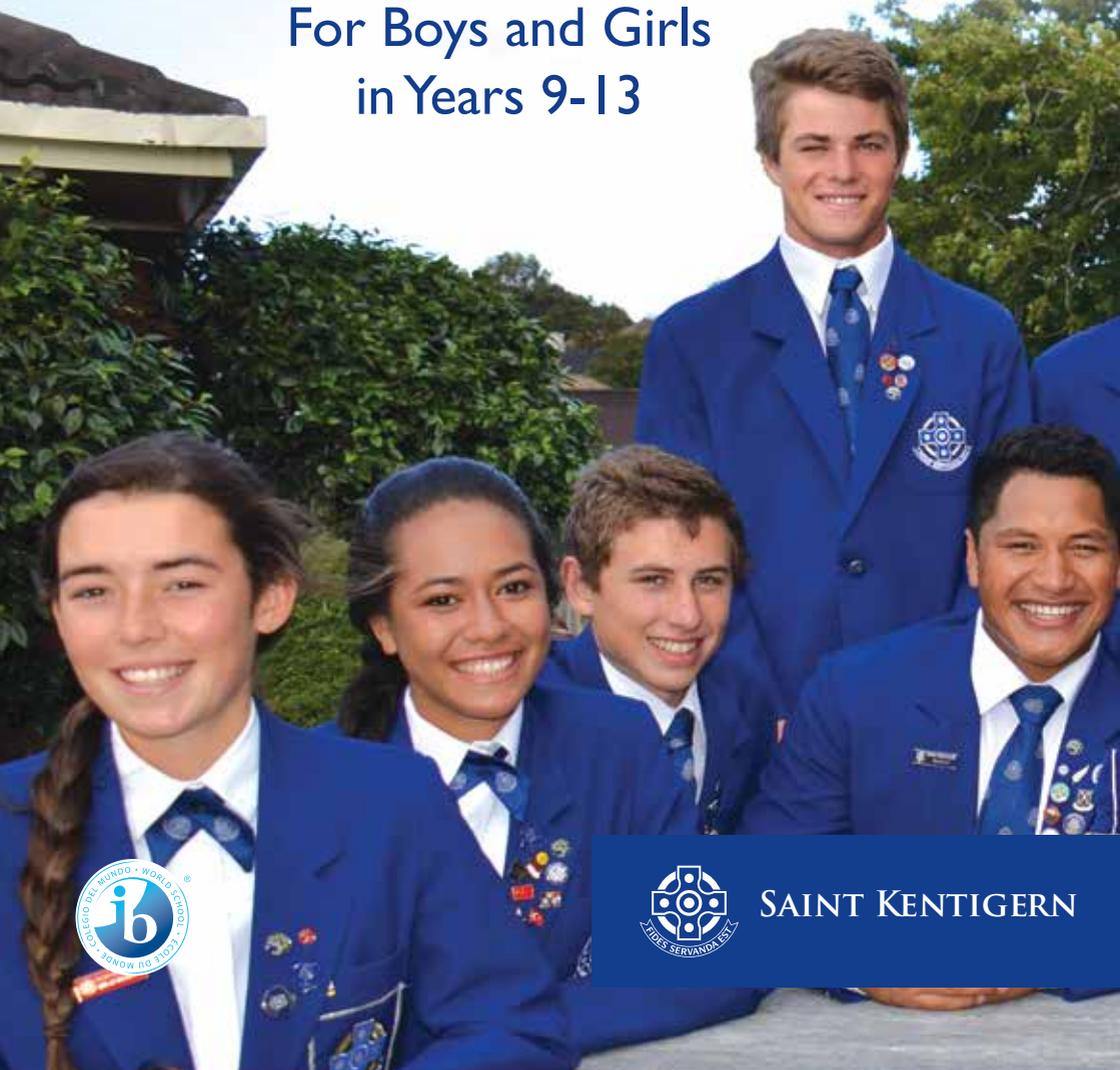


Boarding at Saint Kentigern

For Boys and Girls
in Years 9-13



SAINT KENTIGERN

Saint Kentigern College is an Independent Presbyterian school offering a premium education and boarding facilities for boys and girls in Years 9-13 (ages 13-18). The College is located on a large, picturesque campus bordering the Tamaki Estuary, 16 kilometres from the centre of Auckland. Our students enjoy world class teaching and learning facilities in an outstanding setting.

At Saint Kentigern College, your child can expect the very best education, taught by a dedicated team of staff who embrace our values and family atmosphere. Our boarders enter a homely environment where it doesn't take long to discover the benefits that living on campus can bring; they are actively involved with many aspects of College life, learn independence and form strong friendships that last a lifetime.



*A World of
Opportunity
for Boys &
Girls*



SAINT KENTIGERN

BRUCE HOUSE HANDBOOK

Boarders become part of an extended 'Family' when they enter Bruce House. They are encouraged to contribute and add value to our shared home life. Independence and self-esteem are instilled together with qualities of respect and kindness.

Keep these numbers handy

Your Child's Bruce House Number _____

Your Child's College Student Number _____



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BRUCE HOUSE CONTACT DETAILS

At Bruce House, your child's daily welfare is our greatest priority. Should you have any concerns, please do not hesitate to contact a member of the Bruce House staff.

For routine matters phone the Duty staff (09) 577 0714.

For important matters phone the Dutymaster 027 534 2457

Postal address: Bruce House

Saint Kentigern College

PO Box 51060

Pakuranga

Auckland 2140

Dutymaster: Phone: 027 272 0469

Email: brucehouses@saintkentigern.com

Duty staff: Phone: (09) 577 0714

Available from 7.00 am - 10.30 pm.

Email: brucehouse@saintkentigern.com

Email: Students are given their own school email address.

Quad: For boys in Years 9-12 (09) 577 0732

The Lower Villa (09) 577 0723

The Upper Villa (09) 576 3172

The Lodge (09) 576 8820

Please do not call during House meeting (8.20 am. – 8.30 am.), dinner (5.45 pm. – 6.30 pm.) or prep (7.00 pm. – 9.00 pm.).

Parents and visitors please report to Duty Staff when visiting.

WELCOME TO THE BRUCE HOUSE COMMUNITY

We extend a warm welcome to all families of the Bruce House community. If this is your first experience of boarding, there will undoubtedly be major changes in lifestyle for you and your son or daughter. We hope the transition to life at Bruce House is a smooth one and that your child will quickly appreciate the benefits that living on campus can bring.

Boarders are first and foremost members of Saint Kentigern College but, at the heart of it, they belong to Bruce House. The challenge for both new boarders and those returning is to become fully involved in the life of the College. They soon learn that Saint Kentigern does not finish at 3.30pm each day. To be a boarder is to assume a special identity; a boarder cannot help but be fully involved and in doing so, their commitment to the College becomes total. Our boarders come from many parts of New Zealand and the world, yet they find a home in the House and develop a sense of belonging that will last a lifetime.

The Dutymaster and Duty staff are all caring, highly experienced professional staff within the College who understand the needs of students living and studying away from home. They expect a high standard of behaviour from boarders and courtesy and co-operation are insisted upon. Boarders develop independence and good self-management which, coupled with the tolerance they learn living alongside others, means many make ideal College leaders in their senior years.

The College Chaplain, Counsellors and the Head of College are all frequent visitors to Bruce House and assist in ensuring your child's time spent boarding at College is a happy one. Staff families are also encouraged to join in and be part of Bruce House creating a feeling of home. Boarding school life is firm but caring and our boarders inevitably grow into fine young men and women.

We always look forward to meeting our boarders' families and warmly welcome you to visit but we do ask that all visitors to Bruce House report to the Duty Staff on arrival.



BOARDING AT BRUCE HOUSE

Bruce House provides a safe and caring environment for students whose family circumstances require that they should board. Our boarders are encouraged to participate and maximise their potential in academic, sporting, cultural and leadership aspects of College life. Through their involvement in the many opportunities available, and the camaraderie that comes from shared experiences in a communal environment, our students develop a strong sense of common identity and school spirit.

New Boarders

Leaving home and starting boarding school can be a difficult time for both students and their families. Every child experiences homesickness and for some younger students, it can be traumatic and last for some time.

Homesickness can be lessened by maximum involvement in House activities and the wider College life.

The House staff endeavour to organise activities to keep the boarders busy and help them settle quickly. We encourage new boarders to make the effort to participate in as many of these activities as possible. Remember that even the most homesick boy or girl will settle into the routine of boarding life.

Expectations

The rules for day to day living are clearly defined and fairly enforced with consideration given to the need for individuals to be self-respecting and self disciplined young men and young women. Although we strive to create an atmosphere similar to home, having over 100 students as boarders means that there are rules put in place for everyone. Adherence to the rules of the House and respect for others ensure that the years at Bruce House are happy ones and that the friendships made will last a lifetime.

Times are allocated for study each day. This time must be used wisely and in accordance with the academic goals set each year.

The years spent at secondary school are a time to experience different sporting and cultural activities. Boarders are in a unique position to participate in the many and varied extra and co-curricular activities offered at Saint Kentigern College. There is an expectation that they do so.

Accommodation

Accommodation at Bruce House is provided in comfortable small dormitories, double or single rooms according to the student's age and gender.

Junior boys are divided into small dormitories whilst senior boys typically enjoy more room in their boarding houses with a designated common room area with kitchen facilities and a flat screen TV.

All the girls are housed together in one modern facility in twin or single rooms. Their house also contains a designated common room area with kitchen facilities and a flat screen TV. They also have a private garden area.

There is a general common room and recreation area in the Bruce House dining room for all students. This includes a television, book corner, pool table, table tennis table and facilities to make hot drinks.

All students have their meals together in the dining room.

START OF THE YEAR PROCEDURE

Start of the Year Procedure

All new boarders and their families will be met by the Dutmaster or Head of Girls Boarding on Bruce House opening day.

- ✘ Boarders will be sent a letter telling them what time to arrive at Bruce House.
- ✘ Dress - Boarders should report in casual clothes.
- ✘ Luggage - Parents are asked to pack their son's or daughter's clothes in a clearly labelled suitcase. There is storage space for empty suitcases.
- ✘ Please bring these completed forms to give to the Director of Boarding:
 - Information sheet for communication
 - Medical record/consent for anaesthetic

First School Day

After breakfast at the House, all boarders proceed to the College. Each year group meets with their Head of House and students are allocated to classes and tutor groups. Regular classes begin that day.

Holidays

During all holidays, students will be required to take all personal belongings home as the House is often rented to groups in the holidays. Parents are encouraged to make travel plans well in advance for vacations. Early booking of overseas flights is essential to minimise disruptions to school time. Requests for permission to leave earlier than the end of term date must be given in writing to the College Deputy Head.

Please note that the House closes for Easter weekend (if not during the April holidays), Queen's Birthday weekend and Labour weekend. There will also be one or more exit weekends when all students are required to leave the House. You will be given notice of when these occur.

DAILY ROUTINE

The daily routine is as follows:

6.45 am	Wake up
7.00-7.45 am	Breakfast
8.20-8.30 am	House meeting
8.30 am	Leave for school
8.40 am	School begins
1.00 pm	Lunch in dining room
1.30 pm	Return to school
3.30 - 5.00 pm	Co-curricular practices or free time. Boarders are permitted to visit the shopping centre after school on set days of the week.
5.45 pm	Dinner (Wednesday is Formal Dinner)
7.00 - 9.30 pm	Prep
9.30 pm	Bed and lights out for Years 9-10
10.00 pm	Bed and lights out for Year 11
10.30 pm	All seniors in own rooms. Bed or study.

Sunday breakfast at 9.30 am. Boarders are expected to be back in the House by 6 pm on Sunday nights in time for dinner. (On Sunday evening there is also prep).

Prep and Study

Prep is from 7.00 - 9.30 pm every weekday night.

There is also prep on Sunday evening. Boys in Years 9 – Year 11 use the dining room for prep whilst the boys in Years 12-13 are allowed to study in their room. Years 9-10 girls study in the Lower Villa common room. While Years 11-13 study in their rooms. Prep time each evening provides supervised 'quiet' time for home work and study. Prefects, tutors and duty staff are on hand to assist students with their work and for many, the chance to ask older students for help makes a significant difference to their learning progress. Students must show initiative during prep. When set homework is completed they should do extra study or prepare for tests and exams. We encourage all students to have a reading book on the go at all times. This is the most rewarding way to wind down at the end of the day and prepare for sleep.

PASTORAL AND WELFARE

Boarding is a way of life. Our aim is to ensure that our boarders are busy and have maximum involvement in many activities on offer at Saint Kentigern College. All boarders are encouraged to interact with each other as much as possible to develop a sense of camaraderie within the House.

Tutor Groups

The Pastoral Care Programme at the College divides students into tutor groups. This aims to create an open, caring environment with mutual support and respect between all members of the College community. The tutor groups consist of no more than 16 students and a staff member.

To give our senior students more responsibility, our Year 13 students, especially prefects, provide leadership and support within these groups.

The groups will have a short daily meeting and a longer weekly meeting for extended study and discussion. Any concerns about College life other than at Bruce House should be directed to the Tutor in the first instance.

House System

There are six Houses in the College: Chalmers, Cargill, Hamilton, Wishart, Stark and Wilson. Boarders are divided equally between these Houses for the purpose of full College pastoral care and friendly competition between the Houses at events such as athletics, cross country, swimming and House music. Students are required to purchase a House shirt as part of their uniform to be worn at Inter-House competitions.

Chaplain/School Counsellor/Careers Advisor

The College is well staffed in these areas of pastoral care with a Chaplain, a Counsellor and a Careers Advisor. These key staff can be approached for assistance in any personal matter either at Bruce House or by making an arrangement during school time.

Chapel

All boarders are required to attend the Bruce House Chapel service each term as well as their own House Chapel services. All families of boarders are invited to attend these services. The Bruce House Chapel is held at Bruce House and families are welcome to stay for supper afterwards. College House Chapels are held in the Chapel.

College Reports

College reports are available for viewing online on the secure portal called the OLE (Online Learning Environment) for parents to view all matters pertaining to their child only. Hard copies of the report are sent out after major exams at mid-year and at the end of the year. Interim reports are posted online according to the OLE schedule.

Meals

A well-balanced diet is provided for the Bruce House students, including breakfast, lunch and dinner in the dining room and afternoon tea after school. The students at Bruce House represent many different nationalities and some have specific dietary needs. Our catering service endeavours to solve the challenge of catering to such a diverse range of palates with tasty, nutritious meals suitable for the active teenage lifestyle. Bruce House is proud to be part of the Taste Life Healthy Choice nutrition programme.

Contact with Home

We understand the importance for students to make regular contact with their families to share news of their daily lives at College. In today's age of modern communication, contact can be made with ease. There are land lines in each of the boarding houses and in the Quad. All our students have notebook computers and most have mobile phones. In the interest of the welfare of all our boarders, there are some restrictions in place.

Computers

Bruce House offers both Internet and Intranet access through wireless access for personal notebook computer users in the dining room, Villas, Lodge and The Manse.

An email account is set up for all students which allows them to communicate with both family and friends. They also have the facility to Skype. A laser printer is also available for the boarders to print their school work and other assignments.

Students in Years 9-11 may not take their computers into the dormitories in the Quad, and their notebooks are kept in a security cupboard between 9.30pm and 7.00am each day.

Mobile Phones

We recognise that mobile phones are important for boarders to keep in contact with their families, however, please note that students are not permitted to use mobile phones during the school day, during prep or after lights out. The College cannot accept responsibility for loss or damage to these phones. Top up cards are available from Mungo's, the uniform and stationery shop on campus. For Years 9-11, mobile phones are kept in a security cupboard between 9.30pm and 7.00am each day.

LEAVE WEEKENDS

Leave Weekends

Weekend leave is permitted on a regular basis. The procedure for leave is as follows:

1. Boarders register online on or before Wednesday night stating where and with whom they are staying, times of departure and return, and methods of transport. Students are asked to be accurate with times as catering is calculated from the information entered in the computer. This is essential information for meal planning.
2. Permission must be received by the Dutymaster giving the parent/guardians' consent for the leave arrangements for the weekend. Permission can be by email or phone call to the Director of Boarding and must be received by Thursday morning. The permission must confirm the destination and transport arrangements for that weekend.
3. If the boarder is not staying with parents or guardian, the Director Boarding will require written consent from the host. All boarders should return by 6pm for dinner and prep on Sundays. Parents have a responsibility to work with the House staff in being accountable for movements on leave weekend. Of particular concern is the transport to and from Bruce House. Please support us by ensuring these arrangements are carried out correctly.

Weekly Boarding

Some boarders are enrolled as weekly boarders. Students board from Sunday night to Friday afternoon. Arrangements to return on a Monday morning or depart at Saturday lunchtime should be made with the Dutymaster. Any change/exception should be made in writing to the Dutymaster prior to the event. It is the responsibility of parents of weekly boarders to transport their children to weekend sports on Saturday.

Spot Leave

This is leave that is granted by the Duty Staff to a boy or girl who wishes to be away from the House for a few hours during the day, usually weekends. It is for the purpose of a parent or guardian arriving and wishing to take their son or daughter out. Spot leave may be granted for a boarder to visit friends or extended family where the students own parents or guardians give permission. Parents or approved adults must pick up and return the boarder to Bruce House. Spot leave is not available for boarders to leave the House unsupervised.

The staff member on duty has the decision whether spot leave is granted and that decision is final.

Discretionary Leave

Leave may be available for senior students (Years 12 and 13) for unaccompanied Saturday or Sunday afternoon leave up to 5.45pm This leave is at the sole discretion of the Duty Staff on duty at the time.

Pakuranga Plaza

This modern shopping complex is located a short walk from the College. Junior boarders are allowed to visit on Mondays and Fridays only. Senior boarders are allowed to visit after school until 5.15 pm as well as during weekends with the following conditions: They must sign in and out. After school, boarders must be dressed in school uniform while at the shopping centre with the exception of Friday.

ACCOMMODATION AT BRUCE HOUSE

With the marvellous vista of the Tamaki Estuary, sail boats and Rangitoto visible from many of the bedroom windows, our boarders enjoy one of the best sea views in Auckland!

Our younger male boarders (Years 9-11), room together in small groups in the main hostel dormitories. For these boarders, their 'own space' is created with half-size walls. They share a common recreation area in the main Bruce House dining room.

In Years 12 and 13, the male boarders usually move into the Lodge or The Manse where they have single, twin or quad rooms. Communal living areas include televisions, comfortable furniture and a small kitchen area for preparing snacks.

Girls from Years 7-13 are in the Villas, a separate facility that offers comfortable single or double rooms with study space, and their own communal recreation area with a television and kitchen.



LIFE AT BRUCE HOUSE

The Bruce House community has long been regarded as 'the heart' of Saint Kentigern College. Boarders are closely involved in every facet of College life and they develop lasting friendships and a strong sense of school spirit.

Saint Kentigern College has a truly outstanding setting on expansive grounds on the edge of the Tamaki Estuary. Boarders enjoy comfortable facilities in beautifully landscaped gardens.

During their free time, boarders have access to the Sports Centre to use the weights room, basketball and squash courts. There is a covered tennis/basketball court outside Bruce House and during the summer, boarders are able to cool off in the College pool.

Boarders take full advantage of the chance to play sport, join music groups or become involved in College performing arts productions. They are quick to support each other and the rest of the College at fixtures and cultural activities.

Boarding school life is firm but caring and our boarders inevitably grow into fine young men and women.



A HOME AWAY FROM HOME



BRUCE HOUSE FORMAL DINNER



Each Wednesday night, the boarders are required to wear their formal uniform for a formal dinner. This is the night that the boarders enjoy a full roast dinner, often with special guests in attendance.



At the end of each College year, Bruce House hosts a final formal dinner with invited guests and parents, to farewell the students who are leaving and to announce the new Bruce House student leadership team. In keeping with our Scottish heritage and New Zealand setting, guests are challenged with a haka prior to dinner.



RECREATION

Saint Kentigern College offers a wealth of co-curricular activities in both sports and the performing arts and boarders tend to be either active participants or engaged observers. In addition to these College-wide opportunities, the boarders also have outings organised during the weekends.

There is also plenty of space to just 'chill out' and be with friends, to watch some television, read a book, Skype family, or play touch rugby, tennis, basketball or volley ball in areas adjacent to Bruce House.

In summer, boarders also have access to the College swimming pool.

Sport

Saint Kentigern College offers a wide ranging sports programme with over 30 sports on offer. Boarders are encouraged to become involved in sports of their choice; however, it is compulsory for all boarders to join a winter sports team that represents the College. Boarders have the use of College facilities outside of school hours such as the Sports Centre, swimming pool, tennis courts and fields. There is a covered court next to Bruce House that can be used for tennis or basketball. The Sports Centre has its own weight-training gym which many of the boarders use regularly. Many boarders decide to take the opportunity of living onsite to become involved in the early morning starts for rowing.

Performing Arts

The College has an extensive performing arts programme with many opportunities for students to be involved in music, dance and drama. Many of our boarders are active participants in the College music ensembles, choirs and stage productions. For those not so keen on the limelight but still wishing to be involved, there are plenty of roles to play in lighting, backstage, set construction, makeup and front of house. Whether it's early morning practices or evening rehearsals, boarders can easily timetable these alongside their other commitments without the added stress of travel time. Boarders always join the audience to watch the College productions.

Weekend Activities

On most weekends, usually on a Sunday, there will be an activity available for the boarders to sign up for that takes them off campus in a supervised group for some fun. Examples of activities that will be available include: movies, tramping or mall visits and sports events.

Outdoor Activities

Outdoor education activities are provided for all students on the Year 9 camps and at Field Centre for all students in Year 10. There are other opportunities for students to join groups at the weekend through the Tramping Club and the Duke of Edinburgh programme.

OUR EXPECTATIONS

To maintain our happy and safe environment at Bruce House, we have a number of House rules that must be observed and some general standards of behaviour that are expected. These are outlined below.

General Standards

1. **Personal appearance.** Boarders are required to wear their school uniform correctly at all times. Outside school hours, casual clothing must be neat and well presented. Hair should be neat and well groomed and clearly off the collar. It must be clean and combed regularly. Extreme hair styles and colour changes are not allowed. The Dutymaster may ask for students to get a haircut at his discretion. Footwear and sleeved shirts must be worn at all times in the dining room.
2. **Consideration for others.** Living in a communal environment requires consideration for others. This involves playing music at a volume that will not disturb others and not talking or any other activities after lights out. Respect for other people and their property is important at all times.
3. **Care of dormitory/room.** Beds are made and rooms tidied to the same high standard before breakfast and after school each day. Each boarder is responsible for looking after his or her personal property in a careful manner.
4. **Adherence to House routines.** This involves reporting to all meals, meetings, school on time, correctly carrying out set duties and following leave policies.
5. **Good manners.** Boarders must be polite and courteous at all times.
6. **Substances.** Cigarettes, alcohol and drugs, including synthetic drugs of any sort are strictly forbidden at Bruce House. The possession or use of any of these by a boarder will result in his/her suspension or dismissal from Bruce House.
7. **Car use.** Parents please note that from time to time boarders may travel to a sporting fixture with a day student. This will only occur with the Dutymaster's permission. Any parent who has any concern with this please contact the Dutymaster.
8. **All parents and visitors** must report to the Duty Staff.

Prefects

It is an honour for a boarder to be rewarded with a position of responsibility. Bruce House Prefects are appointed from Year 13 by staff under the guidance of the Dutymaster and Head of College.

They assist the Duty Staff in the daily running of Bruce House.

FORBIDDEN ITEMS

Forbidden Items

- ✘ Motor vehicles of any sort (exception: those given authority to drive a motor vehicle. See Policy 7.3.2)
- ✘ TVs, fridges, cooking equipment
- ✘ Matches or lighters
- ✘ Tobacco or associated products
- ✘ Drugs of any sort including synthetic drugs
- ✘ Solvents and glues
- ✘ Indecent publications of any sort in print or electronic form
- ✘ Knives or weapons of any sort
- ✘ Alcohol of any sort
- ✘ Skateboards, in-line skates
- ✘ Fireworks
- ✘ Fans, Heaters & electric blankets
- ✘ Chewing gum
- ✘ Any item that may cause harm to others or may cause damage to College property.

Note - Bicycles may only be kept at the House if they are specifically related to a boarder's sport or academic needs.

Valuables

Valuables such as cash, passports etc. must be kept in the Dutymaster's safe. Do not bring expensive or valuable items to Bruce House unless necessary. Each boarder has an individual lockable cupboard in their dorm or room. The College does not accept responsibility for valuables (including phones and other electronic devices) that are not stored in the safe.

Personal contents insurance should be taken to cover the replacement of expensive items such as computers, iPods, phones etc.

Please permanently name all phones, computer notebook chargers, iPods etc.

Lost Property

Each term Bruce House is left with a significant amount of lost property. To minimise this problem, all items brought to Bruce House must be clearly labelled.

UNIFORM AND STATIONERY

The College Shop, Mungo's, is the only retailer of the College uniform, both new and second hand (except shoes and sandals). Every effort is made to keep the prices of new garments as low as possible. Please note that payment for purchases may be made by cash, cheque, credit card or Eftpos or charged to the family account at the time the goods are collected.

Shop hours are Monday to Friday, 8.15am to 4.00 pm during term time. Extended hours operate in December and January.

Please phone for details or if you have any questions regarding uniforms. Phone (09) 577 0746 during shop hours.

Boarders' Clothing List

Parents are asked to ensure that their child has all items of College uniform as required. When you visit Mungo's Uniform Shop, you will be provided with a full and comprehensive list of uniform items which you will need to purchase. Please be certain that your child has the correct footwear for both the summer and winter seasons.

Second Hand Uniforms

Some second hand uniforms are also available from Mungo's.

Most boys and girls in their teenage years grow out of their uniforms before the items are worn out. In an effort to help parents with the costs of clothing students, the Shop will take in for resale good examples of current uniform. A commission of 25% is charged to the owner for the sale of their garments and is deducted from the cheque sent to the owner once the garment is sold. If you have used garments to sell, please remove name tags, repair as required, launder and send the items to the shop with details of your name and address. Students delivering items to sell to the shop will be required to have a letter of authority from a parent or the Director of Boarding authorising the sale of the garments. Such an authority prevents the unauthorised sale of garments to augment pocket money supplies.

Casual Clothes

Boarders need good casual clothes to wear after school and to any non-school functions they may attend. Please keep casual clothes to a minimum.

General

Polyprop V-neck vest (must not show under uniform shirt)	
Sufficient underwear and socks	2 pairs of pyjamas
Sports shoes	1 pair slippers
2 Towels for sports / swimming	Casual shoes
12 coat hangers (numbered)	Toothbrush
Shoe cleaning outfit (black nugget, brush)	Hairbrush / comb
Sunhat	Nail clippers

Bruce House Name Labels

All clothing should be clearly marked with the student's Bruce House number label using the official blue and white woven label provided. Your child's Bruce House number is _____.

Supplies of this number are available from Bruce House and must be sewn on all items of clothing. The official blue and white woven labels supplied must be used as they last in the laundry. Please do not use marking ink as it washes off in the laundry. Shoes, sports equipment etc. can be labelled with ink.

Labelling Clothes

Number labels should be sewn in the following positions only:

Shirts/blouses/pullover/blazers - inside collar

Socks/stockings - top (not on feet)

Underwear - top back by label

Shorts, trousers and skirts - top back

Shoes, sandals, sports gear, etc. must also be numbered and named. The numbers are absolutely essential because laundry is returned to boarders by way of numbered laundry boxes. Marking ink is not suitable for clothing.

School Number

In addition to their Bruce House number, every boarder has a school number which, in your child's case, is _____. This is used mainly for accounts purposes.

Lost Property

The return of lost clothing is a problem for the College and it is also expensive for parents buying the replacement items. Boarders are frequently urged to make sure all their possessions are clearly named or numbered. Lost property may be claimed from Mungo's upon presentation of the student I.D. card. Un-named, unclaimed items will, at the end of each term, be laundered and handed over to the Second hand clothing department for resale. Details of named items are displayed in prominent places throughout the school and constantly updated.

Laundry

The on-site laundry handles all washing requirements. Clean laundry is available for collection daily (Monday – Friday).

Special arrangements are made for specific items of clothing which cannot be subject to industrial washing and drying e.g. thermal underwear, knitwear and other delicate fabrics. Details for these arrangements should be obtained from the laundry staff.

Linen and Towels

Bed linen and towels are provided. Please supply a duvet and duvet cover and two named and numbered towels for sports and swimming.

Stationery and College Memorabilia

Prior to the start of the College year, you will be sent a stationery list. The school shop, Mungo's, will carry most items of stationery the students require for top ups during the course of the year. Phone cards are also available. Boarders can pay for stationery top ups by cash, cheque, credit card, Eftpos or by charging to their account.

MONEY MATTERS

Pocket Money and Banking

Large sums of cash should not be given to new boarders arriving at Bruce House. All students should have a bank account at the ASB, BNZ, ANZ or Westpac Trust, all of which have branches in Pakuranga and they should learn to manage their own money. Students' bank accounts need to have sufficient funds to enable them to pay for prescriptions, haircuts, class trips, dry-cleaning, stationery, phone cards, etc. An account where parents can make transfers to their child's account is a good idea. Watch your child's spending closely during the first few weeks and inform the staff if you have concerns. Please note Mungo's is unable to give cash on EFTPOS.

Account Charges

It is possible to allow students, who have their parents' approval, to charge items to their fees accounts. These would include such items as the cost of weekend activities, prescriptions and school trips or activities.

Valuables

Valuables such as cash, bank books, passports etc. must be kept in the House safe. Do not bring expensive or valuable items along unless necessary. Each student has an individual lockable cupboard in their dorm or room. The College cannot accept responsibility for valuables (including phones and other electronic devices) that are not stored in the safe.

Insurance

Please check with your own personal effects insurance policy to see what cover you have for items at boarding school. Expensive items such as laptop computers may need to be specifically insured. The school's policies do not cover any items that are lost or stolen.

Breakages

It is the House policy to charge boarders for the replacement cost when damage to windows, lights etc. occurs due to carelessness.

MEDICAL CARE

Medical Care

A medical form is enclosed and should be completed and brought to the Director of Boarding at Bruce House when reporting.

Immunisations

Please ensure these are up-to-date and records and dates of these are provided.

College Medical Centre

This is staffed by a registered nurse.

Medical Costs

Parents must meet the costs of prescriptions, specialist treatment, x-rays, physiotherapy and doctor's visits.

Prescribed Drugs

If your child has prescribed drugs for asthma, allergies or other conditions, please ensure they have an adequate named supply.

Anaesthetic Consent

Parents are asked to sign the enclosed anaesthetic consent form so that the Principal or next senior administrator may authorise an anaesthetic in an emergency.

Listed below are local dentists. If parents have difficulty in making appointments for their children during the holidays, treatment can be done by these dentists. Please ensure your child has had a full dental examination prior to commencing at Bruce House.

Dentists

Pakuranga Dental

175 Pakuranga Road, Pakuranga

Phone: (09) 576 6720

Mouth Guards

If your child is playing contact sports please ensure they have a mouth guard. These are available at Mungo's.

HISTORY OF BRUCE HOUSE

It was a strained but historic occasion on that Tuesday, February 2nd 1954 when forty-six timid faces confronted the Headmaster and staff across the vast emptiness of the dining hall. Can you imagine it today? A silent meal!...mud, bulldozers, noise...but we survived those early years and established a pattern of life that has become the basis of Bruce House today.

Extract from 'The First Ten Years: An Historical Review 1953-1962'

The Saint Kentigern Trust was formed in early 1949 for the purpose of providing Presbyterian schooling in the Auckland province. The College site in Pakuranga was purchased in 1950 and the College opened three years later in February 1953. The boarding hostel, Bruce House, named after the Reverend David Bruce, a Presbyterian Minister in Auckland from 1853 to 1877, opened in 1954 with 45 boys.

When we look back at the early days, you can't help but admire the fortitude of the staff and students who endured the sea of mud while the College and boarding house buildings took shape on those isolated, windswept fields of rural Pakuranga. Fifty years on and the suburbs have closed in around the campus but the Bruce House boarders now look out on manicured grounds that sweep down to the Tamaki Estuary and across the Gulf to Rangitoto.



A million-dollar view in real estate terms! Today's boarders have their predecessors to thank for much of the landscaping. Throughout the fifties, the boarders were organised to expend their energy digging gardens, laying paths and providing a ready source of labour for much of the development around the College. All organised with a view to keeping boys away from home busy.



In 2011, the biggest change in 57 years occurred at Bruce House. For the first time girls were accepted into the boarding house. Sixteen girls and a live in Tutor moved into a refurbished Lower Villa. Much time was put into preparing for the girls arrival and integration into Bruce House.

The reality has been that the change has been positive in every aspect. Just as brothers and sisters spend time together at home, so our girls and boys eat their meals together, socialise, play sport and support each other



in their many endeavours. If a boarding house has a duty to resemble a homely environment, then having both boys and girls together and having male and female staff looking after them is a very natural and healthy environment to be in.

Today, the boarders are still encouraged to expend their energy but with quite a different focus. All the main sporting codes and cultural groups can count on their support, either as active participants or on the sidelines. It's here that many of the strongest bonds are made and, for the boys and girls, friendships are a key feature of life in Bruce House. When you haven't got your own family around, friends and staff become a second family.

Bruce House has come a long way since its early years. In that time, many boarders have moved through the house, leaving with strong sense that they have made friendships that will last a lifetime.



INTERNATIONAL STUDENTS RESIDENT AND NON-RESIDENT

Overseas students must have a guardian who is resident in New Zealand, who has 'Power of Attorney' and can take full 'Parental' responsibility for the student - e.g. leave weekends, interviews, discipline and care of student in the event of serious illness or accident.

A 'Declaration re: Guardianship' form must be signed by both the parent and guardian.

Likewise New Zealand parents who travel or reside overseas must also appoint a similar guardian.

All passports are checked and student visas and student permits must be current.

Medical and personal effects insurance is mandatory for all international students.

A staff member oversees the welfare of international students. The Guidance Counsellor and other pastoral staff are also available. The Careers Department takes responsibility for all university/tertiary study liaison.

New Zealand Immigration Service Student Permit Application Checklist

Within the validity of your present Temporary Permit, the following documents are required in order for your Student Permit Application to be accepted for consideration:

1. Fully completed Student Permit Application form
2. Your current or valid passport or certificate of identity
3. Application Fee
4. A recent passport size photograph
5. An acceptance letter of a place at an Educational Institute in New Zealand
6. Receipt showing payment of course fee
7. A guarantee of accommodation - either from the institution or from some other person prepared to provide accommodation. The person providing the accommodation must also provide evidence of their Residence/Citizenship status and evidence of ownership or tenancy.
8. Evidence of availability of sufficient funds for maintenance, via letter/statement from a bank in New Zealand, or form - Sponsoring a Student (Financial Undertaking) NZIS 260.
9. Evidence of a current outward airline ticket (for each applicant) to a country you have right of entry, or availability of sufficient funds to purchase same. N.B. The funds for ticket purchase are to be separate from the funds of maintenance.
10. A New Zealand Immigration Service Medical and X-ray Clearance.
11. Two character references
12. Evidence of Medical Insurance cover for the period of intended stay (available from Southern Cross or Medicare only).
13. A police clearance for students aged 16 plus.

Upon receipt of the above, your application for a Student Permit will be considered and a decision made as soon as possible.



Bruce House Prayer

Thou master carpenter of Nazareth
Who with wood and nails hast wrought
man's full salvation
Wield well thy tools in this thy workshop
That we who come to thee rough-hewn
May be fashioned to a truer beauty by thy
hand.
Amen



SAINT KENTIGERN

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COLLEGE

For Boys and Girls in Years 9-13

130 Pakuranga Road, Pakuranga 2010,
PO Box 51060, Pakuranga, Auckland 2140
Phone +64 9 577 0749 Fax +64 9 577 0700
Email skc_admin@saintkentigern.com

www.saintkentigern.com