

# **GROVE HOUSE**



**Hamilton Boys' High School**

# **MANUAL**

# **2023**

# SHAPING YOUR DAY IN GROVE HOUSE

You are expected to be on time for your tutor class by 8.45 a.m.  
Sign out to school on Orah.

Before you leave the house you must ensure the following jobs are completed:

- Bed made and room left tidy and ventilated as per individual spaces document.
- Morning kitchen duties completed by duty person in shared areas.

You are not permitted to return to the Grove during the school day. Those with study class during period 5 may return after period 4. On Thursday you may return **AFTER** lunch only.

Lunch is served in the Dining Room at Argyle.

After school you self-manage according to your interests and commitments. You must sign yourself out and in, on Orah software, located on shared ipad and must have your mobile on you at all times in event master needs to contact you.

- ❖ If you plan to leave the house after 6pm you must seek permission and sign out **in person** with the Duty Master. You sign back in, in the same manner.

At 5.45 p.m. dinner will be served in the Argyle Dining Room. It is compulsory to attend this formal sign in. If you have pre-approved permission to not attend, then those returning from dinner at Argyle will bring pre-booked late dinners back to Grove.

- ❖ Those on service duty must be at Argyle by 7 p.m. and will return to Grove House at 8.15 p.m.

You are required to be engaged in meaningful prep from 7.00 – 8.30 p.m. This time is managed independently. Your inability to follow prep conditions in full will result in prep being administered at Argyle. Library conditions must be maintained outside of prep times during assessment weeks. Prep times will be modified in Terms 1 and 4 to accommodate the use of the HBHS pool.

The nightly duty team begins cleaning shared areas after prep and this must be completed by 10 p.m.

There is to be no cooking or disruptive activity from 9.30 p.m. to show due respect to all house members.

You must be in your own rooms by 9.45 p.m. when you will be checked off.

**Bed times & Prep when Pool is in use:  
Weeks 1-7 Term 1; Weeks 5-8 Term 4**

**Grove Schedule:**

7:30-8:00pm: Swim in the pool.  
8:15-8:45pm: Prep(30 mins)  
8:45-9:00pm: Supper(15 mins)  
9:00-9:30pm: Prep(30 mins)  
9:30-9:45pm: Evening Jobs(15 mins)  
10.00pm: Lights out

- ❖ **It is important for you to understand that you are still governed by all the rules and policies in place at Argyle, as printed in the Hostel Manual. Ignorance will never be an acceptable form of defence. We want to help you craft positive, effective self-management habits that will serve you well in life.**

## **POINTS OF DIFFERENCE AT GROVE HOUSE**

### **Signing Out**

As in Argyle, we will be using 'Orah' software together with utilising mobile texting to monitor where you are. It is vital that you use these systems effectively so at any given time we know where you are and your approximate return time. Failing to manage this system efficiently will compromise your place in the House.

### **Prep**

Ensuring you maintain a strong academic focus is a high priority for parents and staff. However, as with many Grove House routines you will need to make good choices with how you utilise this time. An inability to maintain a satisfactory level of academic achievement will see individuals placed in the academic monitoring scheme which operates at Argyle during prep times.

### **Service**

Each member of Grove House will be expected to maintain strong links with the boarders and staff at Argyle House. You will each spend time over at Argyle assisting with prep and supper supervision, house activities and recreational activities. Failure to adequately contribute and demonstrate a strong example to younger boarders will result in a reduction of privileges.

### **Laundry**

Unlike your previous years at Argyle, you will take full responsibility for your own laundry and linen. It will be compulsory to have a laundry basket. House staff will assist with establishing effective laundry routines and the appropriate use of the laundry machines. Laundry is to be done relative to room number and date; e.g. even room numbers on even dates of the month.

### **Breakfast**

You will prepare your own breakfast meal in the Grove kitchen each morning/or in own rooms.

### **Duty Teams**

Your house staff and leadership group will establish duty teams and rosters. It will be your responsibility to ensure you contribute reliably to the functioning of the House.

## Mobile phone numbers

House staff must have your correct mobile phone number at all times. It is very important you are contactable when signed out of the house. Likewise, you must develop high standards of communication and accountability. Always have credit on your phone so at the very least you can text the master.

### Contact Phone Numbers:

#### Grove Master

Mr Cameron Moorby

027 448 2193

Email:

[cmoorby@hbhs.school.nz](mailto:cmoorby@hbhs.school.nz)

## INFORMATION

Argyle Service	Your commitment to engaging with the Argyle House community is encouraged. Providing a positive example and interacting with the younger boarders will be an expectation of all Year 13 students, and Year 12 students residing at Grove.
Bikes	Brought and stored at the owners risk. Housed outdoors at all times.
Cars	Permission to have general use of a motor vehicle will be authorised by the Grove master when the correct procedures have been followed. Breaches or failure to follow the safe vehicle use guidelines will result in the immediate removal of permission with the same removal of privileges potentially for ALL Grove members!
Computers	Students are encouraged to have their own laptop or ipad to support their academic work. Access to Wi-Fi is excellent and students will be given unlimited access to all required academic sites and programmes.
Damage	Accidents do occur and often they result in the damage of property. It is expected that all accidents causing damage be reported immediately to house staff. Intentional damage such as removal of window stays will be treated as a serious breach of rules with the appropriate discipline measures initiated.
Discipline	Grove House operates on a high trust model. You will be expected to take full responsibility for your decisions and actions. Ignorance will not be an acceptable form of defence. We will operate a demerit points system to maintain safe and hygienic practices within the complex and a 3 strikes you're out policy for other non-compliant behaviours. Serious incidents will be followed up according to the policies in the Argyle Manual.
Duty	Ensure you are well organised and know when you are required to complete duties.
Evacuation	Response to evacuation alarms must be swift and disciplined according to established procedures. Smoke alarms must remain functional at all times.
Keys	Maintaining security of your room key and toggle will be your responsibility. Replacement keys will incur costs. Under no circumstance must keys be loaned to anyone.
Kitchen	No cooking after 9.30 p.m. Collective responsibility to maintain hygiene and cleanliness.
Leave	Weekend leave must be applied for via Orah and permitted by both parents and housemaster. You must sign in and out via ipad. Do not sign others out!
Medical	Inform the duty house staff if you are feeling unwell. House staff will contact the Argyle Matron if assistance is required. If you are unable to attend school you will go to the Argyle sickbay and be under the supervision of the duty Matron.
Music	Loud music causes disruption to other residents; keep volumes down. No speakers used during prep. iPods may be used.
Overnight Leave	Grove procedures for overnight leave are the same as printed in the Argyle Manual. You are not permitted to return to the house before 10 a.m.

Running Late	If you are running late and you will miss your indicated return time, you must communicate with duty staff immediately via mobile.
Security	Cameras provide an extra layer of protection for residents.
Signing out	Before 6 p.m. - you must use Orah appropriately. AT or AFTER 6 p.m. - you must do it in person with duty staff and Orah.
Signing in	If you signed out on Orah, it is critical you sign in, in the same way.
Van	Grove House students may book the Argyle van as per the established system.
Visitors	<b>NON ARGYLE VISITORS</b> in communal areas only. <b>Monday – Friday:</b> 3.30 – 5.30 p.m. <b>Weekends</b> 10 a.m. – 5.30 p.m. Visitors must not ‘abuse’ facilities.
Weekend Activity	You are free to self-manage your time on Saturdays and Sundays from 6 a.m. – 6 p.m. Staff will be available throughout that time in an assistance capacity. Communicating through mobile and signing in and out Orah is compulsory at all times. Plans to leave the city boundary must be permitted in advance by duty staff.
Weekend leave	Weekend leave will be requested via Orah and/or communication with the Housemaster by Thursday dinner. Normal signing out and in from WEL with duty master will apply and formal no.1’s must be worn as per Argyle manual. <b>Overnight Leave on Saturday’s. Departure MUST be before 7.00 p.m. – NO LATER.</b>

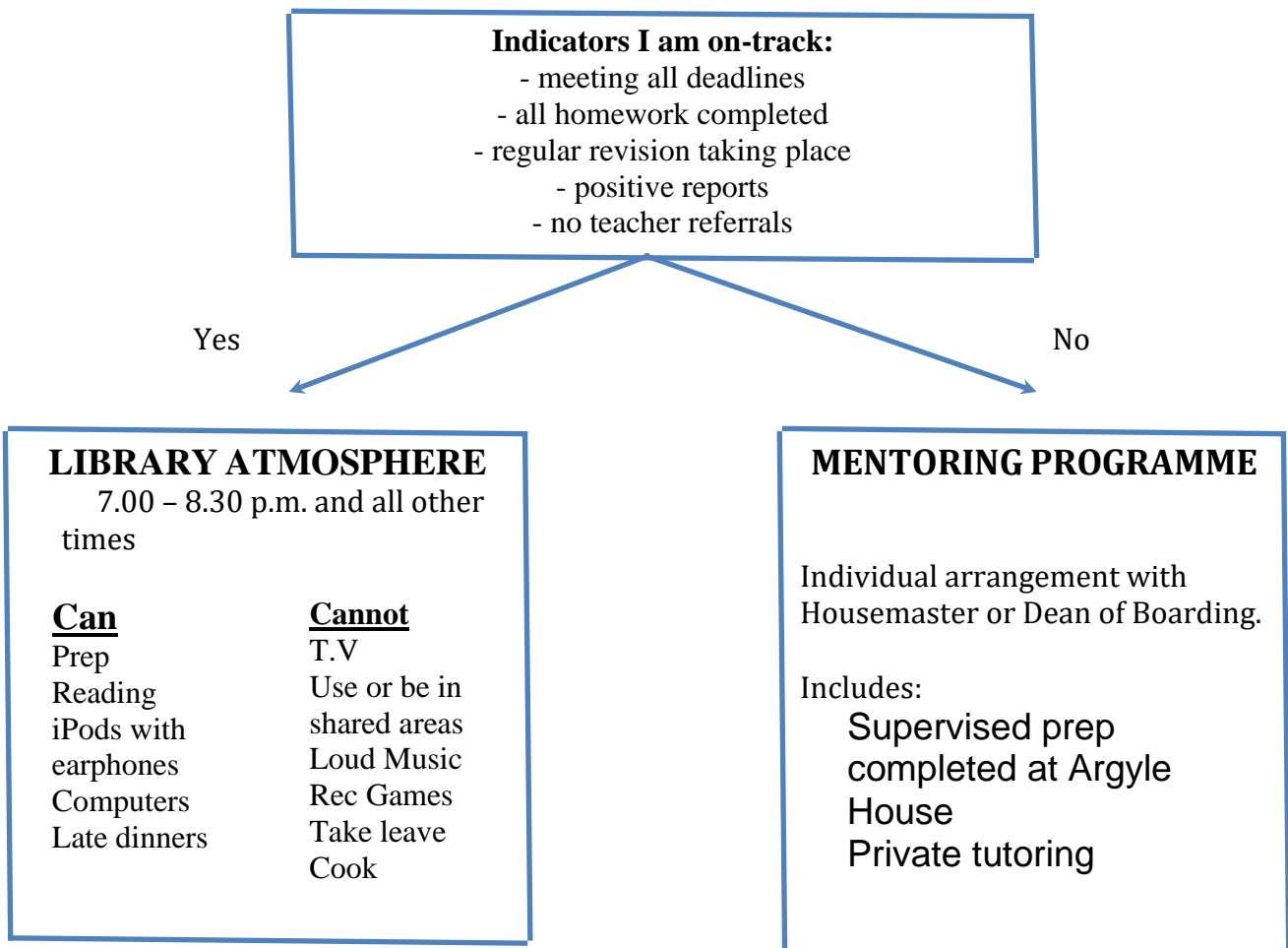
# GROVE HOUSE ACADEMIC STANDARDS

Academic work in Grove House is of significant importance. Each member of the house will have an individual academic contract monitored by the Housemaster in close association with school staff. It is expected all students implement effective time management strategies to complete all school work on time and to a sufficient standard.

You will have Prep time each evening in which you can carry out a number of designated activities in a library-like atmosphere. The diagram below clearly outlines what is expected in this time.

Regular audits will be completed to monitor progress. Any indication individuals are not meeting expectations will be followed up immediately. This will result in the establishment of an individual academic monitoring programme and a return to supervised evening prep at Argyle House for an agreed period.

## DEVELOPING INDEPENDENT LEARNING HABITS



# INDEPENDENT LIVING SPACES

You are privileged to have an independent living space. The facilities at your disposal will enable you to live comfortably, with the autonomy to make decisions that are in your best interests. This comes with a great deal of responsibility to ensure your space is maintained to a suitable standard. You will be expected to become independent in all aspects of your 'living'. Your rooms will not be 'checked off' on a daily basis. However, regular checks will be made to ensure you are complying with expectations.

You are encouraged to:

- Decorate your room according to your own tastes. Posters etc must be appropriate, not breach HBHS standards and not draw unnecessary attention to the House. **Use of appropriate 3M products compulsory.**
- Set up your desk space with a laptop or computer (printer if needed).
- Use a laundry basket, toilet brush and rubbish bin.
- Keep personal food/drink supplies in your kitchenette area.

Rooms must be kept clean and tidy on a daily basis. This includes:

- Beds made every morning
- Windows and curtains open during the day
- Lights turned off when not in room.
- All electronic devices switched off inclusive of heater.
- No dishes left lying around or dirty on benches.
- All damp towels hanging on hooks/rails to dry – all clothes put away and washing basket used for dirty laundry.
- There will be a routine room-check each Wednesday evening performed by the duty master.
- Set leave and end of term cleaning will be more thorough and is an important part of the signing out procedure. All linen, clothes and valuables must be taken home and mattresses left airing.

Cleaning staff will **NOT** be servicing your rooms during the term. You will be expected to maintain the cleanliness through appropriate hygienic practices.

This includes weekly:

- Vacuuming and dusting
- Rubbish removal
- Cleaning and disinfecting toilets and basins

You will be solely responsible for security. Your keys will be your responsibility, as will be locking your room. The Housemasters will have a master key, which gives them access to all spaces. Replacement keys will be issued at your expense.

**Failure to demonstrate the ability to maintain an acceptable standard of cleanliness will result in individuals having to assume the traditional 'check-off' regime with further consequences such as community service (Grove cleaning).**

## **Room Gear List**

Fan – purchase prior to Summer rush  
Fan Heater  
Jug  
Bedding – King single sheets, duvet, pillow and blankets as required  
Cutlery and crockery for in-room snacks and drinks  
Dishwash liquid, dishcloth and tea-towel  
Multi surface cleaner and cloths  
Toilet brush, toilet cleaner and air freshener  
Toilet Paper  
Bathmat and towels  
Laundry drying rack  
Laundry powder  
Laundry basket  
Rubbish Bin  
Removable hooks (command style) for towels etc.  
Replacement lightbulbs 50-60 watt





**Hamilton Boys' High School**  
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