



# COLDSTREAM HOSTEL

INFORMATION BOOKLET

2025

# Welcome to Coldstream Hostel

---



A warm welcome to the Southland Boys' High School community.

At Coldstream Hostel, our goal is for the young men who are welcomed into our environment to be nurtured, cared for, and challenged to succeed in all aspects of school life.

Through a blend of structured learning, extra-curricular activities and leadership opportunities, Coldstream Hostel creates a well-rounded experience for young men, where they can discover their strengths, learn from challenges and develop the skills to thrive and excel, both at school and beyond.

We invite you to contact Coldstream Hostel if you would like to meet or have a tour. You need to be reassured that Coldstream is right for you and your son, and we need to be sure we can provide the care and support your son needs.

**Sue Mills**

**Manager**

**EMAIL:** [smills@sbhs.school.nz](mailto:smills@sbhs.school.nz)

## School Board

Nau mai, haere mai and welcome to Southland Boys' High School.

On behalf of the School Board, we thank you for considering Coldstream Hostel as your son's 'home away from home'.

Formerly known as Oldfield House – a grand house and home of Southland's first Prime Minister, Sir Joseph Ward, Coldstream Hostel opened its doors in 1954. Now the hostel is led by the Manager, Mrs Sue Mills, and her team, who provide a welcoming and well-resourced weekday home for your son where you can be assured that your son's wellbeing is their priority.

Tradition and values permeate the halls of the hostel, and these are the foundational building blocks that ensure that your son is supported, encouraged, and nourished during his time at Southland Boys' High School.

The Board, Rector and staff have high expectations of the young men attending our school where our strategic mission is to 'motivate and inspire all students to achieve their best, academically, culturally and physically, and to become adults who contribute to their community'.

We look forward to engaging with you further, and hope you enjoy your visit to Coldstream Hostel.

Ems Smaill and Chami Abeysinghe  
Co-residing Members  
**SBHS School Board**

## Management Committee

The Hostel Management Committee, comprising of the following members, meet once a month to discuss Hostel issues.

Mr Ray Laurenson	SBHS Rector
Mrs Sue Mills	Manager
Mr Shaun Fitzgibbon	Master in Charge
Mrs Ems Smaill	SBHS School Board
Mrs Janine Hopcroft	SBHS School Board

## **Enquiries**

---

All enquiries should, in the first instance, be addressed to:

SBHS Coldstream Hostel  
P O Box 1543  
Invercargill

Phone: 03 218 6013

Email: coldstream@sbhs.school.nz

## **Philosophy**

---

Each boy is expected and encouraged to become fully involved in the life of the Boarding Hostel and School.

The Manager is responsible for the general wellbeing of the students. Regular contact is maintained with the Rector of Southland Boys' High School regarding discipline.

Although formal rules are kept to a minimum, it is essential that standards are set and maintained. Consideration for fellow boarders is expected at all times.

Coldstream Hostel welcomes contact with parents over any matters of concern.

## **Mission Statement**

---

Coldstream Hostel provides an environment that assists the boys' personal development. The boys are expected to maintain standards of behaviour that reflects the expectations of the school.

Staff are expected to be sensitive and supportive in relation to the needs of the boys. We will aim to:

- Foster independence, self-worth, tolerance and cooperation with the boarding hostel.
- Encourage each boarder to be responsible for their personal belongings and physical wellbeing.
- Encourage the productive use of leisure time by participating in sports and the arts.
- Employ suitable staff, who are committed to understanding the needs and requirements of young men.
- Maintain a fully utilised establishment, managed effectively and efficiently.

## Objectives

---

Coldstream Hostel management and staff will continue to encourage suggestions from the boys and parents over future development strategies.

To set and maintain standards Coldstream Hostel will communicate on a regular basis with the school. This will also allow problems of non-performance and discipline to be kept to a minimum.

## Boarding Fees

---

The boarding fees for Coldstream Hostel are based on the cost to operate the hostel for the full year and decided by the School Board on a yearly basis.

Current fees are \$15,250.00 including GST (subject to change).

Coldstream Hostel is a five-day boarding establishment. Coldstream Hostel is closed on Waitangi Day, Easter, Anzac Day King's Birthday Weekend, Matariki and Labour Weekend. All residents must vacate the hostel during these periods.

### Payment of Fees as follows:

- By making one payment of the full year's Fees of \$15,250 no later than 1 February 2025\*; **or**
- By making two equal payments of \$7,625.00 on 1 February and the second payment on the 1<sup>st</sup> July 2025.

The school will issue a GST tax invoice for the Fees.

### Acceptance Fee

After an application for admission is accepted, an *Acceptance Fee* of \$500.00 including GST is to be paid. This is a non-refundable fee, but it will be credited against the Fees. A Coldstream Hostel *Terms and Conditions* contract also needs to be signed each year.

***An annual review of boarding fees will be held in November each year.***

## Boarding Bursaries

---

Information about Boarding Bursaries paid by the Ministry of Education can be obtained through the Ministry of Education website - [[www.education.govt.nz/school/student-support/boarding-allowances](http://www.education.govt.nz/school/student-support/boarding-allowances)].

### Rural Women NZ Forestry Committee Bursary

The Rural Women NZ Forestry Committee of Southland offers two Year 9 boarders each year, who reside at Coldstream Hostel, a bursary to the value of \$1,500.00 each. Year 9 boarders are asked to apply in Term 1 of each year and an application form will be issued to all new entrants.



## General Daily Routine

Time	Activity
7.30am	Rise and shine [ <i>boys woken</i> ]
7.30am	Breakfast [ <i>rolling</i> ] compulsory for all boarders Available until 8.15am [ <i>other times by arrangement</i> ] All boarders must be up and getting ready for school
8.15am	Duty Dorm to clean dining room
8.20am	Collect morning tea Year 7, 8, 9, 10
8.20am	Road patrol (rostered)
8.30am	Collect morning tea Year 11, 12, 13
8.30am	Dorm inspection All boarders to leave for school
1.35 – 2.15pm	<b>Seated lunch at the hostel – Monday to Friday</b> All boarders to be seated by 1.40pm Any notices announced All boarders must leave the Hostel by 2.10pm to return to school
3.10pm	Return from school (2.50pm on Friday's) Afternoon tea available in dining room Report to Office for approved leave
6.00pm	Dinner [ <i>All to be seated by this time</i> ]
6.30pm	All boarders to get ready for Prep
7.00pm	Prep commences [ <b>compulsory for all boarders</b> ] If work has not been set, boarders may revise previous work or read a book Prep rooms are to be left immaculate
8.00pm	Prep finishes
8.30pm	Year 7 / 8 / 9 / 10 students prepare for bed Dorms inspected, roll call taken
9.00pm	Lights out for Year 7 / 8 / 9 / 10 boarders
10.00pm	Lights out for Year 11 / 12 boarders Dorms inspected, roll call taken
10.30pm	Lights out for Year 13 Roll call taken <b>Curfew for all boarders</b>



## General Information

---

### List of Requirements

All boarders must supply their own pillow, duvet cover and inner, and mattress protector.

#### All Boarders

- 1 pair sheets [fitted] – king single
- 1 pillowcase
- 1 pair pyjamas
- 2 - 3 towels
- facecloths
- Toilet gear and bag (***No aerosol deodorants under any circumstances***)
- Toothpaste and soap in a container [*essential*]
- Uniform
- Coat hangers
- Swimming togs
- Tidy clothing for after school and other functions
- Soft shoes / slippers
- Shoe cleaning gear
- 1 raincoat or jacket
- Small padlock for locker – optional [*shank size 8mm*]

Clothing and personal items are to be kept to a minimum.

All articles of clothing must be clearly marked with the owner's name [*Nametags preferred. Fabric sew on tags are recommended and available from McCallum's Dry-cleaning*]

### Hours of Operation

Coldstream Hostel closes on Friday at 5pm, and reopens Sunday at 3pm. Dinner is not provided on Sunday evenings.

### Communications

Relevant information will be emailed to parents/caregivers throughout the year. Any concerns or complaints regarding the Hostel are to be reported to the Manager in the first instance.

### Ablutions

All Year 7 / 8 / 9 / 10 boarders to shower between 8.45pm and 9.00pm each evening. All Year 11 / 12 / 13 boarders to shower in mornings [exceptions for all boarders – e.g. rugby season].

### Laundry

Boarders are required to take their laundry home at weekends. However, emergency laundering can be done by arrangement.

## **Pocket Money**

It is advisable that all pocket money for boarders is handed into the office. It is then distributed as required. It is suggested that parents limit spending, e.g. \$5 per day. You can advise the Manager/Staff if you wish this to happen. **Emergency Fund** – to cover extra costs, e.g. mufti-days, a small amount of around \$20 - 30 should be deposited in the office.

## **Valuables**

Management takes all reasonable precautions but cannot be held liable for any losses incurred. To protect yourself against loss or theft we recommend the appropriate insurance be taken out and items that have a serial number should be recorded.

Personal items, e.g. cell phones, laptop for BYOD, games etc can be brought to the Hostel at the owner's risk.

## **Bikes**

There is provision for bikes and scooters to be stored in a secure shed at the boarding hostel. Boys are responsible for their security. All cyclists are required by law to wear a safety helmet when cycling. All boarders who have a bike at the hostel must have their own helmets/lights on their bikes. Each year a road safety expert talks to the boarders about safety.

## **Sick Bay**

Treatment/medicine, which has been prescribed by a Doctor/Dentist etc, must be given to the Manager to dispense and record as and when required. All medication is kept in a locked dispensary.

Coldstream Hostel has the services of Queen's Park Medical Centre. Should illness or injury occur, after consultation with parents/caregivers whenever possible, an appointment is made with them unless your son already has another GP in Invercargill.

Please note – if your son is already enrolled with a GP elsewhere, the Queen's Park Medical Centre is regarded as a secondary healthcare provider and because of this these visits are not subsidised, meaning the full cost of approximately \$80 for a standard casual appointment will apply. Prescription costs are additional.

We have a fully stocked first aid cabinet, but if boarders require specific items, e.g. liquid paracetamol, it is necessary for parents to supply this.

**If you son is not returning to the Hostel at the beginning of the week because of illness, please notify the Hostel office.**

## **Emergency Drill**

A prolonged ringing of the bell is the signal for immediate and rapid evacuation of the building. This is the only time the fire exits are to be used.

The place of safety is located outside the northwest end of the junior study room. All boarders are to line up in dorms on the lawn outside the junior study room for roll call. No one enters the building until the all clear has been given. Staff and Prefects are trained in emergency procedures. There are regular trial evacuations of the Hostel.

Earthquake evacuations are discussed with the boarders as per the *Hostel Operations Manual*.

### **Fire Alarm Callouts**

A cost of \$350 will be charged to individuals who set the alarms off at Coldstream Hostel. Unwanted fire alarm activations are treated very seriously as they are potentially dangerous, putting lives and property at risk. New Zealand Fire Service attendance at such callouts place excessive demands on their resources.

### **Town Leave**

Those who wish to shop, visit the Library, have haircuts etc must discuss with the Manager/Master in Charge for leave. This will be recorded in the Sign In/Sign Out system at the Office.

All boarders on town leave during the week must return no later than 5.00pm, with the exception of Year 12 / 13, whose town leave extends to 5.30pm.

Year 7 / 8 boarders may be granted supervised town leave at the Manager's discretion, i.e. with an older boarder.

### **After School Activities**

All after school activities e.g. music lessons/Kip McGrath, sports etc must be authorised by either a parent/caregiver, SBHS Sports' Department and the Manager before boarders leave the hostel grounds. Any medical appointments e.g. Doctor, Dentist, Physio during school hours can be authorised by the Hostel Office after consulting with parents/caregivers.

Other appointments e.g. driving lessons etc parents need to seek permission from the Manager/Master in Charge. All boarders must sign in with staff on their return to the Hostel.

A Hostel van is available between 3.30pm and 9.30pm to transport boys to and from sports activities and other appointments, Monday to Thursday only.

### **Rules & Guidelines**

---

As per Coldstream Hostel's Behaviour Policy, including the Commitment Contract which is signed by each boarder at the beginning of each year.

## General Rules

---

### 1. Visitors

Any visitors must sign in at the office on arrival and sign out on leaving the Hostel. Permission to have visitors must be obtained from the Manager/Duty staff and will be allowed only in the TV lounge. **Only Coldstream Hostel boarders are allowed in the dormitory area.** All visitors are to leave the Hostel by 9.30pm. Please also refer to SBHS' SchoolDocs website for further information on this and other policies.

### 2. Leave from School

During school hours boarders are **not permitted** to leave the school grounds. Exceptions to this rule are during lunchtime, study leave, appointments by permission.

### 3. Dress

All boarders are expected to be tidy at all times, whether in school uniform or casual dress.

### 4. Vehicles

Only Year 12 / 13 boarders are permitted to bring a vehicle to the Coldstream Hostel, provided a vehicle permission form has been completed and returned to the Office and approved by the Manager.

All vehicles must be parked on the area provided at the Hostel. All vehicle owners must comply with all road user laws and act in an appropriate way at all times while in charge of the vehicle.

Year 12 boarders bringing vehicles to the Hostel at the start of the week will not be able to use their vehicle again until they leave to go home at the end of the week (the only exception to this being Gateway commitments), or by agreement from the Manger/Master in Charge.

### 5. Dining Room

**Breakfast** (*compulsory for all boarders*) – served between 7.00am – 8.15am. Boarders must order their own packed lunch the day before requiring it.

After breakfast:

- All boarders (excluding Year 13) are to go back to their dorms for morning inspection [*all dorms are expected to be clean and tidy and dorm leaders are to help supervise the tidying up*]
- Once dorms are checked by the Manager/Supervisor, boarders will be dismissed.
- Year 13 accommodation will be checked throughout the day by the Manager.
- The Duty dorm is to clean the dining room at 8.15am

**Lunch** – served at 1.35pm Monday to Thursday and 1.15pm Friday.

- The Head or Deputy Head Boarder calls for attention for announcements and notices read by the Manager.
- Hostel Prefects release boys, table at a time, at the end of lunch.

- Dress code for lunch will be:
  - ⇒ Juniors – shirts tucked in, socks up
  - ⇒ Seniors – shirts tucked in; ties worn appropriately
- Inspection of uniforms will be carried out by Manager/Supervisor

**Dinner** – served at 6.00pm (later dinners to be ordered earlier)

- Dress code for dinner will be:
  - ⇒ Tidy and clean clothing
  - ⇒ No singlet tops
  - ⇒ No headwear
  - ⇒ Footwear (no bare feet)
  - ⇒ Karakia to be performed before service

## **6. Dormitories**

**Food and drink are prohibited.**

Sporting footwear [e.g. rugby boots] should be cleaned and stored in a bag, either in the boot room or lockers. Music must be used at a minimum volume and turned off when not in use, and after lights out at night. General appearance of all dorms is to be clean and tidy at all times. Suitable posters are allowed on spaces provided. No stickers etc on any painted surfaces.

## **7. Cell phones**

Cell phones are permitted for boarders to have appropriate access to home if needed. However, they will be confiscated for a period of time if used in the dining room, during prep, or after lights out. All cell phones, except Year 12 and 13's, will be handed in each night and returned in the morning before school.

## **8. Coldstream Hostel/Property**

All Coldstream Hostel and private property is to be respected and any damage to property must be reported to the Manager immediately. Intentional damage will be invoiced to parents' accounts.

**Boarders will respect staff, property and other boarders at all times.**

Rules set out in the Hostel Rules and Information Booklet are to be strictly followed at all times by all boarders.

To follow is the Draft Hostel Behaviour Management Flow Chart.

## DRAFT Hostel Behaviour Management Flow Chart

Minor Infringement	Major infringement	Serious infringement
<ul style="list-style-type: none"> <li>• Disregard of curfew procedure</li> <li>• Failure to sign in/out</li> <li>• Inappropriate behaviour during prep</li> <li>• Late back from outing</li> <li>• Late for prep</li> <li>• Late/out of bed/talking after curfew</li> <li>• Untidy cubicle/dorm</li> <li>• Bullying behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Vaping/smoking and or paraphernalia</li> <li>• Vandalism</li> <li>• Bullying including abusive language (behaviour that is repetitive and has not ceased after formal warning given).</li> <li>• Verbal abuse of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Continual disobedience (7 minor incidents within a term)</li> <li>• Drugs/Alcohol use or possession.</li> <li>• Serious misconduct (sharing or collection of inappropriate digital media, physical abuse of staff, physical assault on another student, theft).</li> <li>• Motor Vehicle infringement</li> </ul>
Action by on duty staff	Action by Hostel Manager/Matron	
<ul style="list-style-type: none"> <li>• All minor infringements will be recorded by duty staff and passed on to the Hostel Manager/Matron.</li> <li>• These will be recorded in the hostel management system in KAMAR under “other”</li> <li>• Parents will have access to track pastoral entries.</li> <li>• 5 minor infringements in a term will result in a conversation with Hostel Manager/Matron regarding continual disobedience. This will be documented in our student management system</li> <li>• Bullying behaviour will result in a conversation with all parties involved. Whanau will be notified of action taken and warnings issued for behaviour to cease.</li> <li>• Minor motor vehicle infringements will result in the loss of keys for up to 5 days excluding travel to and from home.</li> </ul>	<ul style="list-style-type: none"> <li>• Remuneration or (part thereof) any wilful damage will be sought by the Hostel.</li> <li>• Vaping/smoking and or Paraphernalia will result in a 2-day hostel stand down.</li> <li>• Verbal abuse of staff will result in a 2-day hostel stand down.</li> <li>• Instances of bullying behaviour that has not ceased after a formal warning is issued, will result in a Hostel stand down.</li> </ul>	<ul style="list-style-type: none"> <li>• Matters of serious misconduct will result in an immediate Hostel suspension.</li> <li>• The Board of Trustees Hostel Sub-Committee will meet within 7 school days with whanau, consider facts and advise of further course of action.</li> <li>• Any illegal motor vehicle infringements (taking passengers without a licence etc) will be forwarded to the police.</li> </ul>
<p><b>For all offences, the Hostel manager/Matron has the right to enact a hostel suspension after consideration by the Hostel Board.</b></p> <ul style="list-style-type: none"> <li>• The Hostel Board will meet within 7 school days and consider the following actions – Return to hostel with no conditions – return to hostel with conditions – exclusion form the hostel.</li> <li>• Whanau will not be refunded fees for periods of hostel suspension, stand downs or exclusions</li> </ul>		

## **Prevention**

1. Informal chats between staff and boarders.
2. A confidential Bullying survey circulated at least once a year.
3. Ongoing education to all boarders regarding the importance of support and caring for each other at all times.
4. All reports treated as strictly confidential.
5. Everyone encouraged to report to the Manager any instances of bullying or mistreatment.
6. Observation between staff and boarders.
7. Keeping the School/Rector informed through weekly reports.
8. A complaints/suggestion box is available in the Hostel for boarders to confidentially pass on relevant information.

## **Hostel Supervisor's Role**

To assist management by providing supervision and guidance necessary to the position in a structured and supportive way that creates a stimulating environment for all boarders and to promote a safe environment building positive relationships.

To report to the Manager any problems, difficulties and irregularities relating to behaviour, property damage or loss associated with the boys.

Master in Charge - link between school and Hostel.





*Non scholae sed vitae discimus*  
Not for school but for life we are learning

COLDSTREAM HOSTEL  
11 Lees Street  
PO Box 1543  
03 218 6013  
[coldstream@sbhs.school.nz](mailto:coldstream@sbhs.school.nz)

 [coldstreamhostel](https://www.facebook.com/coldstreamhostel)

[www.sbhs.school.nz](http://www.sbhs.school.nz)