



Laundry

There is a laundry on-site which will wash boarders' clothing. Dirty laundry is placed into the correct chutes and then it is washed, dried, folded and finally placed back in the boarder's pigeonhole ready for collection at the following times:

1. **Sewn in, woven, name labels are compulsory for every single item of clothing.** These are more cost-effective long term as they have a longer life span and they eliminate the need for the replacement of lost garments. We recommend Mark-it Woven Labels in Onehunga (09 622 2043) but there are many other suppliers. Laundry marking pens or ball-point pens are not suitable as they wash out in the laundry whilst iron-on tape is also not allowed as they disintegrate after a few washings. Please do not sew name tags directly on to clothes labels as these can be easily removed.

2. **It is the responsibility of the parent to ensure that all items of clothing are clearly labelled and correctly labelled in a position so they can be quickly and easily found by the Laundry staff.**

Laundry staff do not have the time to search for labels sewn on in non-standard places so labels must be attached to the following items of clothing in the following places: Singlets, shirts, jerseys, jackets – inside back, on the collar, near label Underpants, shorts, trousers – inside back, on waist band, near label Socks – at top (not on feet) Sports Gear – same as for shirts and shorts above Towels, sheets, pillow cases, and duvet covers – on (open) ends, near label

3. **Parents must also supply the Matron with some spare labels** (approximately 30) when your son arrives at Tibbs House so that any new clothes bought, or clothes missing labels, can easily and quickly be named by the Laundry staff.

Lost Property

We find that typically lost property occurs because of poor personal organisation which is why we emphasise the importance of naming all items of clothing so we can return any lost items to their rightful owners. Sadly, every term the Hostel is still left with an incredible amount of lost property, the majority of which is unnamed.

All unnamed articles of clothing are kept for a fortnight in the lost property, and can be redeemed for 50c per item – this fund is put back into the recreation fund. At the end of this period, all unclaimed clothing is taken a nearby charity bin.

Tibbs House accepts no responsibility for clothing or property that is not named or that is left unclaimed.

Typically, the turnaround period for dirty laundry is one day but because our Laundry staff can sometimes handle hundreds of garments daily the following guidelines are essential to the smooth running of our Laundry:

- All items of clothing must be clearly and correctly labelled with sewn in labels

- If boarders need help mending ripped items of clothing, or sewing on new name labels, they should speak directly with the Laundry Staff or Duty Matron
- Any such items of clothing that does need labelling or mending must be clean when handed in
- Laundry must be put out daily and not left in bedrooms or outside in the corridors
- All laundry must be placed in the correct chute
- All muddy sports uniform must be scrubbed clean in the outside tubs before going into the laundry
- If boarders take their dirty laundry home with them over the weekend they must make sure it is washed at home and not returned (still dirty) to the Hostel on Sunday night
- No boarder is allowed in any area of the Laundry without a staff member being present
- Laundry items must be handed in before 8:45am
- Duvet inners, comforters, blankets and pillows will only be washed if it is an emergency
- Only boys who travel long distances at the end of term may have their heavy bedding (duvet inners and pillows) laundered, and stored, at Tibbs House during the holidays
- Upon collection, all clean clothing must be put away immediately in the correct drawers and cubbies
- Boarders are not allowed to collect their laundry outside of permitted times (see below) and no boarder is allowed in any area of the Laundry without a staff member present

Dropping off

On weekday mornings, all laundry must be handed in before 8:45am. It is important that all boarders get into the good habit of placing their laundry out every day (in many small loads) rather than storing it up over a week and dumping in one big load at the end of the week.

The following are washed daily: School shirts, underwear and socks, sports gear (with any mud scrubbed off), towels (wet and/or dirty) and the laundry prioritises the washing of these items above everything else. and Casual clothes are washed daily however if it is a particularly busy day in the laundry, they may not be washed until the next day.

Sheets are also washed daily, by block:

- Monday – A Block
- Tuesday – B Block
- Wednesday – C Block
- Thursday – D and E Blocks
- Friday – F and G Blocks

Collection

Laundry is available for return from the Collection Room at the following times:

Weekdays:

- 3pm – 3:45pm (laundry staff to distribute)
- After dinner until 6pm (tutor to distribute)
- After prep until 9pm (tutor to distribute)

Weekends:

- Saturday – at the Duty Staff's discretion

- Sunday – 8:45pm to 9pm (Duty Master to distribute)

At all times, if there is an issue with their laundry, boarders should speak directly with the Laundry Staff or the Duty Matron.

Uniform can be purchased from the School Shop (09 6235444) or ordered online and collected from the School Shop. The School Shop is open during term time from 8:30am – 1:30pm. It is also open during January to accommodate the purchasing of School uniforms for students who are new to the School. Consult the School website for opening hours during January.

1. School Uniform:

- 2 pairs of navy School pant
- 2-3 School shirts (velcro fastening preferred)
- 3 pairs of School socks
- 1 belt – black, plain leather with simple buckle
- 2 pairs of garters (made up or purchased)
- 1 regulation Auckland Grammar School jersey
- 1 regulation Auckland Grammar School jacket
- 1 pair of brown, leather, Roman sandals (summer terms only)
- 1 pair of black, lace-up, leather School shoes

In addition to the above, your son may wear singlets or undershirts beneath his School shirt as long as they do not show above the shirt line. These items can be any colour but navy blue is preferred.

2. Sports Gear (to be purchased prior to start of the term):

- 1 Auckland Grammar School PE shirt
- 1 pair of Auckland Grammar School PE shorts
- 1 pair of togs (personal choice)

In addition to the above PE gear, students will require additional sports gear according to which sporting code they have signed up for. Their coach or Master in Charge of the sport will inform them of this at the start of the season and all such items are sold through the School Shop.

Members of Auckland Grammar School Premier Sports teams, whose uniforms cannot be named, should see the Laundry Staff or Duty Matron personally to arrange washing of their uniform.

3. Tibbs House uniform:

- 1 pair of long black dress trousers
- 1 plain white dress business shirt (non-iron preferred)
- 1 Tibbs House tie (provided by Tibbs House)
- 1 pair of black business socks
- 1 pair of black, lace-up, leather shoes (polished School shoes are fine)
- 1 Tibbs House hoodie (optional, available from the School Shop)
- 1 Tibbs House t-shirt (optional, available from the School Shop)

4. Personal Clothes:

Boarders should have warm and comfortable mufti-clothing to wear outside of normal School hours. These items should be of a reasonable standard and tidy in nature and easily laundered. Please be mindful that because of limited storage space, it is advisable that boarders are sensible in the

amount of clothing they bring to the Hostel. As all clothing is placed in our driers, designer or expensive clothing is a personal choice and not recommended. Some recommendations include, but are not limited to:

- 7 pairs of underwear
- 3 singlets
- 1 set of pyjamas, dressing gown, slippers
- Casual clothing as needed, eg: jerseys, shirts, jeans, shorts, etc trainers
- Shoes, sandals and shoe polish
- Brush and a bag for all footwear
- Personal toiletries
- Hangers for lockers

5. Personal Bedding:

- 2 towels for showering
- 1 towel for swimming, sports etc
- 2 flannels
- 1 duvet cover (removable and washable)
- 1 duvet inner or comforter (summer or winter weight depending on the season) Note: heavy bedding items will not be washed unless in case of emergency
- 2 fitted sheets (non-iron, poly-cotton)
- 2 flat sheets (non-iron, poly-cotton)
- 2 pillow cases (non-iron, poly-cotton)
- 1 mattress protector (elasticated and machine-washable, highly recommended)
- 1 pillow

Note: Tibbs House mattresses are a standard single size however the height of the mattress is 20cm tall so a standard fitted sheet may not be sufficient. Please check when purchasing.

6. (Optional) Personal Items:

- An alarm clock
- Additional charging cables (for Juniors, permanently stored in device safe)
- A small personal, desktop fan (with protective guard)

A reminder that sewn in, woven, name labels are compulsory for every single item of clothing.



Medical and Sickness

In a large boarding institution, it is vital that any medical problem is dealt with immediately. At Tibbs House there is always a Matron available for the boarders, 24 hours a day.

In all cases, the Matron will initially assess any problem and, if necessary, refer them to Cairnhill Health Centre which is situated next door with a full range of medical care including physiotherapy. Any charges over and above ACC, incurred on a boarder's behalf during his time at Tibbs House, are payable by the boarder's family. If your family has a Community Services Card for healthcare please provide a copy of the card and its number for your son's medical file.

The hostel has a three-bed sick bay where your son, if ill or injured, will stay until assessed. If his condition appears likely to persist for more than a day or two, or if the sick bay is full, we will ask you to make provision for him to be cared for away from Tibbs House. This being the case, guardians in Auckland are essential for overseas or out of town parents.

We also request that all parents, when going on holiday, notify us of their intention and provide us with an alternative contact number for emergencies and placement of their son(s).

If your son becomes ill at Tibbs House it is important for him to report to the Matron immediately. She will assess the illness, then contact you if need be. We need to keep accurate records of illnesses in the Hostel, so the Matron must be the first point of contact.

If your son becomes ill at School it is important for him to report to the School Nurse in the Health Centre (open daily from 8am until 3:30pm). The Nurse will assess him and then, if necessary, contact the Matron. It is vital that Tibbs House students do not leave School grounds, even to return to the hostel, without both the School nurse and the Matron being aware of their condition and whereabouts.

If your son is too ill to return to Tibbs House at the end of the weekends or holidays, or if you have any doubts about your son being able to return to the House, please keep him at home until he is well enough to return. Contact the Matron and when he returns to Tibbs House he should report to the Matron on duty. It is also the parents' responsibility to contact the School Attendance Officer to explain his absence for those days away from School.

It is essential that we are told of **all** medication that your son may be taking. Please phone the Matrons if there is any new, even short-term, medication that your son is required to take. Your cooperation in this is appreciated and essential to the welfare of your son.

It is the parents' responsibility to ensure that their son's inoculation record is accurate and up to date when he starts at Tibbs House.

It is important that parents inform Tibbs House of any change to their son's medical record, especially any recent medical issue requiring an operation that could be important to the ongoing medical care provided by Tibbs House.



Sign-outs and Exeats

All types of leave from Tibbs House – whether it is a quick sign-out to Mt Eden or a weekend exeat home to his parents – are permitted on the proviso that the boarder goes to the place they have stated. If a boarder breaks this trust in going to a different location it will be treated as a serious breach of his contract and disciplinary action will follow.

Boardingware

Tibbs House uses the student management system Boardingware. This is a cloud-based system that allows us to monitor our boarders' whereabouts as well as organise their weekends out. Parents as well as boarders can utilise this user-friendly system. Information on registering, logging in and using this system will be sent out at the start of the year.

Sign Outs

Sign outs are simply the locations where a boarder will be when they are not at Tibbs House. Typically, boarders will give their afterschool destinations to the Duty Master during the morning inspection. Boarders can change their originally stated destination by simply seeing the Duty Master immediately after School. Because we insist on face-to-face contact during this important procedure, boarders are not allowed to sign out other boarders. Boarders must return to the hostel by 5:30pm and it is crucial that all boarders sign in when they return to Tibbs House regardless of the time of their return or the nature of their sign out or exeat.

Favourite destinations for boarders after School include; Tibbs House, School, Newmarket or Mt Eden. There is no restriction on where they can go or how often they can go there but Masters will act on any untoward patterns they may notice. The only place boarders cannot sign out to is the City Centre.

Students who need an 'Early Sign Out' because they will be absent from the next day's inspection (eg: an early morning training) need to organise their sign out the night before.

Form 7 Sign Outs

Form 7 have the privilege of signing themselves out. Their options are limited to only "School", "Newmarket" or "Mt Eden" and any other destination that they may need will require them to sign out with the Duty Master as per normal.

With this freedom comes the expectation that they will behave appropriately not abuse this privilege. Should they do so, the privilege will be removed and the boarder could face further disciplinary action as a consequence.

Exeats

Exeats are like Sign Outs but they are for overnight periods when a boarder will not be at Tibbs House, eg: Camp Exeat, Sick Exeat, Late Exeat or Study Leave.

Online exeat applications using Boardingware must be submitted by Wednesday 6:30pm. This deadline is for both boarder and parent. In completing the online application, the boarder will indicate the destination, the contact details of their host, the form of transport to and from the destination, and their departure/return times.

Those that fail to meet the deadline of by Wednesday 6:30pm can still apply for an exeat but they need to submit a Late Exeat. All boarders receive one Late Exeat per term with the exception of Form 7, who receive two per term.

Boarders can exeat anytime from after School (typically) Friday until Sunday evening but they must return by 8:30pm. Parents should also be aware that the kitchen is not open (and no dinner is served) on the evening of return at the end of either a compulsory out or a term holiday.



Tidiness

Tibbs House prides itself on having a tidy, well-kept and well-organised environment. All boarders are expected to co-operate in this by maintaining high standards of personal dress, personal cleanliness and tidy personal spaces.

Each day, the boarder is to make his bed, remove all clothing from the floor, open all curtains and ensure that his bedroom/bunk area is in an immaculate condition. The following things are important to the adherence of this policy:

- Cubbies and drawers are to be kept tidy, closed and locked at all times
- Items are not to be left on the floor. Where unavoidable, such items should be neatly placed out of the main thoroughfare
- Beds are to be made every morning and inspections of a student's bed (and for Seniors, their desk) is made in the morning

Inspection occurs every morning at 8:20am (8am on Monday) and all boarders must have completed tidying their area before this time. During inspection, boarders are to stand by their bed and wait for the Duty Master.

Boarders should not leave for the weekend with their area in a mess as this proves a problem as the weekend wears on. During the weekend, informal inspections occur at approximately 9am and any boarder who has not tidied their area should be asked to do so.

Common areas and other shared facilities are the responsibility of every user to protect and keep clean, neat and tidy. There will be people who are rostered to clean these areas however all users should still tidy up after themselves. It is also important that the behaviour of boarders in these areas is appropriate and mature to avoid any unnecessary damage. This extends to appropriate use of language in these areas as well.

At the end of each term, a **Big Clean** occurs. This is an important part of the leaving process before boarders depart for the term break. Boarders must vacate and remove all of their belongings from their rooms at the end of each term. There will be a room provided for overseas students to store their gear during the holiday period.

During the Big Clean, the following jobs must be carried out by each boarder:

- Remove all items from room
- Floors vacuumed
- All surfaces wiped down
- Drawers/cubbies emptied
- Litter removed

All boarders must have their rooms signed-off by the Duty Master before they can go home. The Duty Master will ensure that all jobs listed above are completed and that the room/bunk area is in an appropriately clean state.