



HUKARERE  
GIRLS' COLLEGE

Ko te aroha, hei te mea tinihangakore.  
Kia whakarihariha ki te kino. Kia ū ki te pai.

# *Hostel Handbook*



# *Nau mai, haere mai*

Hukarere was founded by the Williams family in 1875 at Mataruahou, Napier Hill. We are the only Anglican Māori boarding school for girls. Hukarere is a kāenga where kōhine develop independence, life long skills, and the confidence to thrive. Every student and her story, past, present and future, is woven into the great korowai of Hukarere.

Hukarere Girls' College and Te Aute College are held in trust by the Te Aute Trust Board, the proprietor of both kura and the owner and operator of our wharenoho. The Board carries responsibility for safeguarding the Anglican and Mihinare special character of the schools, and for the safety and care of every boarder. The Board is chaired by Archbishop Don Tamihere.

Through the Trust Board, your daughter's boarding life is connected to a tradition that reaches back through 150 years of Hukarere and across the whole life of Te Hāhi Mihinare.

We honour those who are instrumental in our history, including the wāhine remembered in the life of Hukarere: Reremoana Hakiwai, Merehana Hall, and Awhina Waaka. As kaimahi and kōhine, we are kaitiaki of this legacy.

This handbook is for boarders and their whānau. It explains how we live and care for one another at the wharenoho, what we expect, and how we will support your daughter to settle, belong, and flourish. Please read it together with your daughter, and keep it close for reference throughout the year.

*Kia ū ki te pai, cleave to that which is good.*

Our motto, from Romans 12:9, is the heart of boarding at Hukarere.



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# *Boarding at Hukarere*

Hukarere Girls' College is one of only two Mihinare, Māori Anglican, schools in the world, and has been a home for kōhine for over 150 years. Today that home is in modern, well-appointed buildings in Havelock North, where our girls live and learn in safe, comfortable, and welcoming surroundings. When your tamāhine boards at Hukarere she is not just a boarder. She joins a living community, a kāenga, where tikanga Māori, faith, identity and learning are woven together, and where she is known, cared for, and encouraged to become the young woman and leader she is capable of being.

Our special character is Te Hāhi Mihinare, the Māori Anglican Church. Here the Gospel is expressed through te reo Māori, tikanga, and the everyday life of the kāenga. Daily karakia, chapel, and the rhythm of the Mihinare year shape life in the wharenoho, alongside kapa haka, te reo, and a strong commitment to academic success. Our tīpuna drew the Gospel deeply into the life of their communities, and that inheritance shapes everything we do.

The life of our kura is guided by our framework of Te Oranga Ake. Through this we nurture three gifts of God. Aroha, love that strengthens community and seeks the wellbeing of others. Rongo, peace that restores right relationships. Hari, joy that strengthens the life of the people. These gifts shape how our girls live together, how we care for one another, and how we raise confident, grounded young women ready to serve their whānau, hapū, and iwi.

The wharenoho and the kura work hand in hand. Your daughter's hostel supervisors, teachers, and chaplaincy plan and work together, so that her learning and her life in the wharenoho strengthen one another.





*Ko te aroha te mauri o te oranga ake o te iwi.*

Human flourishing is a life of love, lived for the sake of peace, realising true joy.

## *Our Team*

Your tamāhine is cared for by a dedicated team that works alongside our kōhine every day. Our supervisors, chaplaincy, and kaihāpai bring warmth, experience, and a deep commitment to the wellbeing of every girl. The wharenoho is led by the Hostel Manager, supported by Lead Supervisors, a team of hostel supervisors, our chaplaincy, and our kaihāpai who care for the daily life of the kāenga.

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<b>Hinauri Tiopira Tāhau</b>	Hostel Manager
<b>Zara Unahi-Hale</b>	Lead Supervisor/Manutaki
<b>Ariana Robert</b>	Lead Supervisor/Manutaki
<b>Chaka Teao</b>	Hostel Supervisor
<b>Talia Chadwick-White</b>	Hostel Supervisor
<b>Natasha Hanara</b>	Hostel Supervisor
<b>Putiputi Hakiwai</b>	Hostel Supervisor
<b>Memory Forbes</b>	Hostel Supervisor
<b>Charleen Jessup</b>	Hostel Supervisor
<b>Skyler Sandilands</b>	Hostel Supervisor
<b>Rome Teao</b>	Hostel Supervisor
<b>Zhane Tiopira Tāhau</b>	Archdeacon
<b>Dorothy Smith</b>	Assistant Chaplain
<b>Pāpā Tom</b>	Kaihāpai
<b>Nanny Chey</b>	Kaihāpai





# Information for Parents & Whānau

## Our Policies

Hukarere Hostel is managed in accordance with the Education (Hostels) Regulations 2005 and the Te Aute Trust Board Wharenoho Management Manual. Te Aute Trust Board, as the owner of the wharenoho, holds and approves the policies that govern hostel life.

## Why our Policies Matter

Our policies keep your tamāhine safe and uphold the standard of care we hold for every boarder. They set clear and consistent expectations for boarders, whānau, and staff, so everyone understands how we live and care for one another at the wharenoho. They also show how the Trust meets its responsibilities under the Hostel Regulations.

## Policies and Procedures

A policy sets out what we do and why, the principles and standards the Trust commits to. A procedure sets out how we put a policy into practice, the steps our staff follow day to day. Together they make sure the care your tamāhine receives is safe, consistent, and accountable.

All policies are owned and approved by Te Aute Trust Board, reviewed regularly, and updated as required. A full list of the Trust's policies and procedures is set out in the appendix to this handbook.

By enrolling at Hukarere, your whānau agree to support the policies, procedures, and expectations set out in this handbook. You can ask for more detail at any time by contacting the Hostel Manager.

Full copies of all hostel policies and procedures are available on request from the hostel office. Under the Education (Hostels) Regulations 2005, boarders, parents, and staff are entitled to inspect and copy these policies at any time.



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## Communication with Whānau

Strong communication between the hostel and home keeps your tamāhine safe and supported. We are committed to open, regular, and timely contact both ways.

- Orah is our main channel for leave, sign in and out, attendance, and day to day updates.
- Regular newsletters are shared by the Hostel Manager through the school newsletter, with news, key dates, and celebrations.
- A Lead Supervisor is your first point of contact for day to day matters, and the Hostel Manager for anything that needs escalation.
- In a serious matter, whānau are contacted directly and without delay.

If you are enrolling as a boarder, whānau are asked to sign the acknowledgement form in this handbook. If your contact details change, please update them in Orah or let the office know, so we can always reach you.

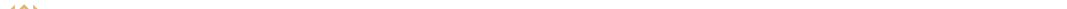
## Scholarships

Te Puawaitanga Scholarships are offered for hostel boarders in Year 10 to Year 13 attending Hukarere Girls' College who show excellence in one or more of the following areas:

- Academic studies
- Cultural activities
- Sport
- Leadership
- Anglican values

Scholarships are designed to encourage and enable talented young kōhine to take up residence at Hukarere. They are offered for the duration of a student's time in the hostel, subject to an annual review of performance, attitude, and academic excellence each October. Goals for each scholarship holder are set with whānau and the student in February.

Scholarships can be applied for through Hukarere Girls' College.





*Whāia te iti kahurangi, ki te tuohu koe, me he maunga teitei.*  
Pursue excellence and if you should surrender may it be to a lofty mountain.

## Fees

The Hukarere Hostel operates as a separate financial entity from Hukarere Girls' College and is funded from boarding fees, with a generous contribution from the Te Aute Trust Board. It is important that all fees and incidentals are paid by the due dates to support smooth hostel operations and continued care for our boarders. This includes a one off activity fee which is a compulsory annual charge.

We understand that fees can be a significant commitment for whānau. Please contact us early if you would like to discuss a payment plan to help keep fees up to date.

One full term's written notice is required to withdraw a boarder from the wharenoho. Notice must be given in writing to the Hostel Manager. Where a full term's notice is not given, a term's fees are payable in lieu of notice. Mid-term withdrawals are non-refundable, including in cases of exclusion due to breaches of hostel rules and regulations.

Full details on the Hostel Fees for 2026 are on our website, along with the annual activity fee.

## Contact Us

Hukarere Wharenoho, 2 Arataki Road, Havelock North  
Phone: (06) 835 8491 | Email: [hostelmanager@hukarere.school.nz](mailto:hostelmanager@hukarere.school.nz)

# Settling In

## It is Normal to Miss Home

Homesickness is a natural part of boarding life and reflects the aroha between you and your whānau. Most boarders feel it at some stage. You are not alone.

- Give it time. The first few weeks are the hardest, and it does get easier
- Get involved in hostel activities and spend time with your peers
- Make your space your own with photos and things that feel like home
- Talk to your supervisor or another trusted adult if you are struggling

*A note for whānau: it is normal for your tamāhine to phone home with concerns. If you are worried, please contact the Lead Supervisor.*





## Personal items

Every item brought to the hostel must be clearly named. One suitcase or duffel bag is permitted along with a bag for blanket storage. Any possessions surplus to requirements will be returned to parents at check in. Candles, scissors, sharp items, and any items associated with drugs, alcohol, vaping or smoking are strictly prohibited.

## Linen

- Single duvet plus cover, or a blanket
- Pillow, two pillowcases
- Four facecloths and four towels
- Mattress protectors are provided. Sheets are provided and laundered weekly

## Clothes

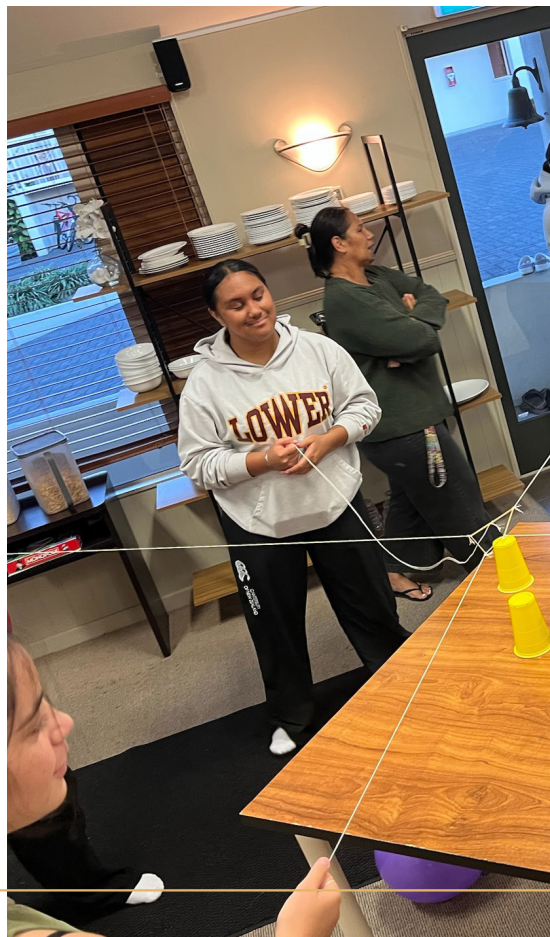
- Dressing gown, underwear, pyjamas, sports underwear, swimwear
- Winter: two jerseys, two warm tops and pants, one windbreaker or coat. One jersey being a tidy crew neck or quarter zip with no hood
- Summer: two dresses, two cool tops and shorts, one sun hat
- Casual shoes: jandals and covered shoes, plus sports sneakers
- Six coat hangers
- Garment bag

## Toiletries

- Non spray deodorant. Aerosol cans are not permitted
  - Shampoo and conditioner, soap or bodywash, sun block
  - Sanitary items hairbrush or comb, black or brown hair ties
  - Toothpaste, toothbrush, nail clippers
- Nail polish, fake nails, and fake eyelashes are prohibited.

## Extra

- Drink bottle, compulsory item
- Clothes pegs, laundry basket, washing powder or stain remover
- Alarm clock or watch with alarm. Year 9 to 12 hand in all devices at bedtime
- Seven litre Sistema container for snacks in the kai cupboard
- Shoe polish, combination padlock for dorm lockers, no key padlocks
- One large multicoloured storage bag for blankets and towels kept at hostel over holidays





# *Hostel Life*

Life in the wharenoho follows a steady daily rhythm that helps our kōhine feel settled, safe, and ready to learn. The day is built around shared meals, study, karakia, and time together as a kāenga.

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## Daily Routine

- 6:00am** Wake up
- 7:00am** Breakfast
- 7:30am** Hostel duties and daily medication
- 9:00am** Hostel closes for the day
- 3:00pm** Hostel re-opens – Kōhine arrive back from kura
- 4:30pm** Cell phones signed out
- 5:00pm** Dinner
- 5:30pm** Dinner duties
- 6:45pm** Cell phones signed in, year 9 & 10s
- 7:00pm** Study starts
- 8:30pm** Study finishes
- 8:35pm** Laptop sign in and phone sign in for year 11s
- 9:00pm** Year 9 and 10 lights out
- 9:30pm** Year 11 lights out
- 9:30pm** Year 12 phone hand in
- 10:00pm** Year 12 and 13 lights out





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## **Weekends**

Weekends balance rest and hostel routine. Wake up and bedtimes are later than on weekdays and are set to suit the weekend programme. All weekend boarders attend chapel on Sunday, leave runs within approved windows, and the hostel clean down falls on the last weekend within each term.

## **Chapel**

Chapel is an integral part of the special character of Hukarere Girls' College. Attendance rotates weekly between the whare, with one whare responsible each week. Services are held on a rotational basis at different marae and churches throughout the region. It is not compulsory to belong to the Anglican Church, though we ask for open heartedness and participation in Te Hāhi Mihinare while at Hukarere.

## **Study**

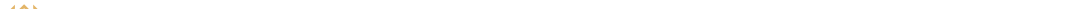
Study is a vital part of the hostel routine, a time for school work or wellbeing and life skill workshops. Boarders are assigned homework by their kaiako and are required to organise what they need before study begins, as there is no borrowing of equipment, no phone calls, and no interruptions once prep has started. Prep is completed in silence, and is an independent working time for students. Study is supervised, and any request to miss study is cleared with the Hostel Manager. Study is held Monday to Thursday, 7.00pm to 8:30pm.

## **Compulsory Stay In**

All boarders, including five day boarders, remain in the hostel for the first two weeks of each term. This helps girls settle back into hostel routine and friendships, and supports a healthy start to the term for the whole community.

## **Hostel Clean Down**

Every boarder takes part in the hostel clean down on the last weekend in hostel each term, during this time, a full detailed clean is completed. We also use this weekend to celebrate and reflect on the term, with plenty of fun and laughter along the way.





## Catering

Good nutrition matters and we make sure our girls are well fed and sustained. Breakfast offers a range of options, Dinner is prepared fresh by our commercial caterers, as well as lunch on the weekends. Dietary requirements, including allergies and cultural or medical needs are to be discussed with the Hostel Manager. Please let us know your daughter's needs so we can plan for her.

## Recreation

We want our kōhine to be active, creative, and connected during their time outside the classroom. Recreation at Hukarere brings together fitness, culture, and time to relax together as a kāenga.

Throughout the week our girls take part in a range of activities, including art work, kapa haka, Mau Rākau, Kī-o-rahi, and circuit fitness, alongside the use of our recreational spaces such as our pool.



# Leave

## Leave Through Orah

All leave is requested and managed through Orah. Each request is endorsed by a parent or guardian and authorised by a Lead Supervisor before departure. We hold accurate records of leave as a legal requirement, and rely on whānau to apply through Orah. Leave is a privilege, not a right, and may be withheld if a boarder's behaviour has been unacceptable, if she is under disciplinary action, or if staff believe it is unsafe.

- Requests are normally made at least 24 hours in advance for afternoon leave situations (appointments, dinner etc).
- Weekend leave applications are due by 12:00pm on Wednesday.
- A boarder may only travel with people listed in Orah as a guardian or approved contact.
- A boarder may not travel in a car driven by anyone other than her parent or caregiver without written parental permission.
- The person who signs a boarder out must be the person who returns her, and must check in with staff on return.





## Types of Leave

### Weekday town leave

Monday to Thursday, depart 3:30pm to 4:30pm and return by 5:30pm. Years 9 to 11 may take town leave up to twice a week, in groups of at least two. Years 12 to 13 are unlimited, with Orah approval.

### Dinner leave

For meals with parents or adult whānau. Return between 7:00pm and 8:30pm.

### After school sport leave

Apply by 2:15pm if a boarder will not return directly to the hostel after school, or notify staff as soon as possible.

### Weekend day leave

Saturday and Sunday, depart from 9am and return by 7:00pm on a Saturday, and 4:00pm on a Sunday. All year groups require parental consent and Lead Supervisor approval.

## Weekend Sport Leave

School organised sport does not require parental consent. Non-school sport requires parental consent through Orah.

## Leave Restrictions

- No leave for Year 9 students in the first three weeks of term.
- No leave in the first or last week of any term, for any boarder.
- Leave is restricted during prep time, 7pm to 8:30pm, and granted only in special circumstances – Approval must be sought from the Hostel Manager.

## Exeat Weekends

On an Exeat weekend, students leave by 5:00pm Friday and return by 7:00pm Sunday, except those travelling on public transport such as Intercity or an Air New Zealand flight. From weekend leave, boarders may not return before 2:00pm Sunday and must be back by 4:00pm. Exeat travel, including the booking and times, is requested through Orah. The hostel provides pick up and drop off to public transport for the beginning and end of term breaks only. Other arrangements, including taxis, are the responsibility of whānau.

## Visitors

Whānau and friends are welcome to visit after school during the week. For everyone's safety, all visitors sign in at the hostel office on arrival and are briefly shown what they need to know, including any areas they should not enter, the emergency exits, and the assembly point. Visitors follow the instructions of staff at all times, especially in an emergency, and stay in the agreed areas rather than moving through the wharenoho on their own.

To protect the safety, privacy, and mana of every girl, visitors are not left alone with boarders, and do not photograph or approach another person's daughter without the Hostel Manager's agreement. Visitors are not permitted in the dorms without permission, and unsupervised visiting is not allowed. Male relatives are not permitted in the dormitories, though they may help carry bags at the start and end of term. Please speak to hostel staff if this is your intention.

Whānau have a right of reasonable access to their daughter, except where a court order applies, and may ask staff to sign her out for a time. Only visitors approved by a boarder's parents are given access to her, and day students come onto the hostel site only with the Hostel Manager's permission.





## Off Site Activities, Sport and Town Run

Boarders taking part in hostel activities or school sport off site are always accompanied by a school or hostel staff member, wearing Number 1 uniform or the school tracksuit depending on the activity. A town run is a one off privilege for students who have earned it, at the supervisor's discretion.

Boarders need a signed consent form from whānau before taking part in an off-site hostel activity. For socials with other hostels, staff take the girls and stay throughout, permission to attend is through the Hostel Manager, any entry cost is paid beforehand, and a boarder may only leave early if her parents have arranged to collect her through the Hostel Manager.

## Senior Boarders and Part Time Work

Senior boarders, in Years 12 and 13, may apply to take up part time work. Whānau and the employer confirm the days and times in writing, and the Hostel Manager approves the arrangement, which can be reviewed at any time. The boarder arranges her own transport and is back at the hostel by 10:00pm. Where the work carries any health and safety risk, a plan is agreed before she starts.

## Responsibility on Leave

Once your daughter signs out on approved leave, responsibility for her safety and her transport rests with her parents, or with the host she is staying with, until she signs back in at the hostel. If she will be later than the agreed return time, please let the hostel know.





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# *Expectations*

Our aim is to maintain a high standard of dress, tidiness, punctuality, and behaviour. The special character of Hukarere Wharenoho depends on all members living in a happy, efficient, and well organised environment. Personal discipline is essential, and boarders should make sure they are familiar with the following.

## **Duties**

- All students are responsible for keeping their rooms tidy and clean. Daily inspections are carried out by staff and lockers are checked each weekend.
- Students also help with duties such as grounds, hostel, kitchen, and lounge tidy.

## **Uniform**

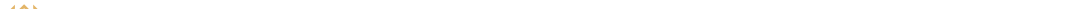
- School uniform is kept fresh and laundered, and worn to and from school. Uniforms are handed in on wash days and uniform items are ironed daily.
- Number 1 uniform is worn when leaving for and returning from holidays, any overnight leave and weekend leave. Neat mufti is worn at other times.
- Hair is one colour, close to the student's natural colour, tidy and well kept.
- Jewellery is limited to one pair of studs or sleepers. All clothing and footwear is clearly named.

## **Room Search**

A room may be searched when there is a risk of harm to a student or another person, which may include the presence of prohibited items. This is additional to regular inspections and is carried out by no fewer than two staff members.

## **Television, Speakers and Music**

- Common room televisions are used at the supervisor's discretion, with volume kept reasonable.
- No audible music after 8.45pm. Speakers are switched off when a room is unoccupied.





## **Laundry**

- Boarders are required to bring and supply their own laundry liquid or powder for laundering their clothes.
- No dirty or clean washing is left lying around or left in the machine.

## **Out of Bounds Areas**

Hostel grounds between 9:00am and 3:00pm, staff room and admin building, and other year group dorms, the freezer, pantry, store rooms, and garage.

## **Code of Conduct**

At Hukarere Hostel every boarder has the right to live and learn in a friendly and respectful environment. It is expected that students will:

- Show respect for themselves and others, and value mutual trust.
- Accept difference cheerfully and live communally in harmony.
- Speak and listen respectfully to staff and other students.
- Participate and contribute positively to life in boarding.
- Adhere to boarding rules, encourage and support one another.

Follow instructions, ask questions to clarify, and use prep time well.

## **Specific Expectations**

Rooms are inspected daily: beds made, blinds and windows opened, bins emptied, switches off, and dusting at least weekly. Drawers and lockers are tidy and clothes folded. Muddy shoes are not worn in the dormitories, and pyjamas are worn at bedtime only.



## **Banned Items**

The following may not be brought into any boarding house:

- Chewing gum, single wrapped lollies, lollipops, and blue confectionery
- Raro and pre-packed noodles. Cup noodles are allowed
- Matches, lighters, candles, plug in or stick incense
- Multi plugs, electric blankets, lava lamps
- Spray paint, methylated spirits, shellac
- Cigarettes, vapes, alcohol, and any illegal substances

Possession of any banned item is a serious matter. It will result in immediate confiscation and an appropriate consequence, and incidents involving tobacco, alcohol, or other substances are dealt with under Te Oranga Ake and the relevant disciplinary process.

## **Behaviour**

### **How consequences work**

Behaviour is approached as a re-alignment process that helps a boarder reflect, restore relationships, and return to alignment with our values. Consistency matters, so staff respond in the same way. Where a student breaches the rules or expectations in this handbook, she can expect a consequence, and the seriousness of the breach determines the response.





### **Minor matters**

For example talking during study or karakia, lateness, an untidy room, or uniform breaches. Handled on duty with a verbal correction, behaviour recorded in Orah, a clear reminder of expectations, loss of a small privilege, or extra duties.

### **Moderate matters**

For example repeated uniform breaches, device misuse, ignoring staff directions, or low level exclusion of others. Handled with a recorded note in Orah, a device restriction, an in hostel stand down, and whānau informed if repeated.

### **Serious matters**

For example physical aggression, bullying or harassment, leaving the hostel without permission, deliberate damage, dishonesty or theft, or vapes, alcohol, or drugs. Handled with immediate removal from the situation, escalation to the Lead Supervisor, a home stand down, whānau informed, and referral to the Director of Operations if required.

## **Stand Down and Exclusion**

### **Stand down from boarding**

A short term removal from the hostel, used as a temporary consequence while the situation is addressed. The student returns to boarding once conditions for return are met.

### **Exclusion from boarding**

Permanent removal from the hostel, used only after other steps have been exhausted, for serious or repeated breaches.



## **Having a Say and Being Recognised**

Boarders have the opportunity to give their account of an incident, both verbally and in writing, before a decision is made. As part of natural justice we request that all students fill in a written statement of events to allow everyone's voices to be heard. Whānau are informed, and serious or repeated incidents may lead to a stand down pending a Proprietor's Board sub committee meeting. We also celebrate boarders who contribute, lead, and care for one another. Positive attitude, effort, and service are recognised, including through the Orah merit system.

## **Vaping and Smoking**

Vaping, smoking, and the possession of vaping or smoking equipment are not tolerated at Hukarere Hostel, and Hukarere Girls' College is smoke free. This is treated as a serious matter under Te Oranga Ake and the behaviour framework.

Any related equipment is confiscated, an incident report is completed and given to the Hostel Manager, and whānau are informed. A serious or repeated incident may result in a home stand down of two to three days. Responses are proportionate to the circumstances, including whether a boarder was found with materials or was actively vaping or smoking, at the discretion of the Hostel Manager, and are always paired with restoration so the student can return well to hostel life.







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# *Health, Safety & Wellbeing*

Keeping one another safe is a shared responsibility at Hukarere. Every boarder is expected to take reasonable care for her own health and safety and for the safety of others, and to follow the instructions of staff, especially in an emergency.

When she arrives, every boarder takes part in a health and safety induction. This covers our emergency and evacuation procedures, how we report hazards and incidents, our visitor and sign in expectations, and Te Oranga Ake, our way of putting things right. We want every girl to know how we keep our wharenoho safe and what to do if something goes wrong.

## **Emergencies and evacuation**

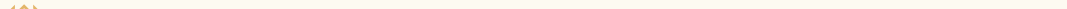
The hostel has documented emergency procedures for fire, earthquake, and lockdown, and our evacuation scheme is approved by Fire and Emergency New Zealand.

Evacuation drills are held each term, so every boarder knows the alarm, the safe exits, and the assembly point. In an emergency, staff call 111, move everyone to the assembly point, and complete a head count. Whānau are contacted as soon as it is safe to do so.

At Hukarere the assembly point is across the road from the bus stop. Boarders line up by dorm so a roll can be taken, and everyone waits there until staff give the all clear. In an earthquake, the first response is Drop, Cover and Hold. Stay put until the shaking stops and it is safe to move.

## **Hazards and hazardous substances**

If a boarder notices anything that could cause harm, she tells a staff member so it can be put right. Cleaning and pool chemicals and other hazardous substances are stored securely in areas that boarders cannot access. Any equipment that is not safe to use is taken out of service until it is repaired.





## Unwell Boarders

Any boarder who is unwell reports to the on duty Hostel Supervisor, who attends to her needs. For a non-urgent illness, she is monitored, and an appointment is made with a medical practitioner if needed. If staff are uncertain, they call Healthline on 0800 611 116 and notify the Lead Supervisor.

**In an urgent or serious situation, staff call 111, provide first aid, and a staff member accompanies the boarder to the Emergency Department. Whānau are contacted immediately. We will not wait for parents to arrive, or place a student on a bus home, before a girl receives the urgent care she needs.**

For minor illness, staff manage care at the hostel and keep whānau informed. We ask that students do not contact parents directly to be collected. When collection is necessary, the Lead Supervisor will contact whānau. A boarder with a contagious illness may need to recover at home, in line with our Infectious and Other Diseases Policy and public health guidance.


## Medication and Dietary Requirements

Daily medication is kept securely and administered by staff. A record of all medication administered is kept in Orah. Over the counter medicine is provided by whānau and given by staff, and prescription medicine is given strictly per whānau and medical instructions. The hostel also holds basic pain relief for minor complaints.

If your daughter carries an EpiPen or other emergency medication, she keeps it on her at all times and shows staff what it looks like, where it is kept, and how it is used. Please tell us about any prescribed medication before the start of term and hand it to staff. Medication is taken only by the boarder it is prescribed for.

If your daughter has food allergies, intolerances, or specific dietary requirements, including cultural or religious needs, please advise the Hostel Manager before the start of term, so appropriate arrangements can be made.

If your daughter is too unwell to return after a weekend or holiday, please keep her at home until she is well, let us know, and contact the school so her absence can be explained. When whānau travel, please give us your plans and an alternative emergency contact. For boarders whose whānau live overseas, we need the contact details of a guardian based in Aotearoa New Zealand.



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## Student Hauora and Wellbeing

Our care for hauora is grounded in Te Oranga Ake and the Mihinare values, woven into the daily life of the hostel. We support boarders spiritually, emotionally, physically, and socially.

### Spiritual wellbeing

Grounded in Te Hāhi Mihinare, we support boarders through weekly chapel services, karakia, and opportunities to explore and strengthen their faith. Our chaplain is available to all boarders.

### Emotional wellbeing

Living away from home can bring a mix of emotions. It is completely normal to feel homesick, anxious, overwhelmed, or low at times, and it is a sign of strength to ask for help. We check in with all new boarders in their first weeks, provide access to the school counsellor through a supervisor or by self referral, run wellbeing activities throughout the year, and keep close communication between hostel and school staff so changes are noticed early. If you are struggling, please talk to someone. You will not be judged, and you will not be in trouble.

### Physical wellbeing

Boarders are encouraged to take part in sport, recreation, and physical activity. Nutritious meals are provided, the school nurse is available for health concerns, and our daily routine supports healthy sleep with age appropriate lights out times.

### Family and social wellbeing

Living in a boarding community means learning to belong, to contribute, and to support one another. We nurture the connections between boarders, between boarders and staff, and between the hostel and your whānau at home. Regular communication, whānau evenings, and a culture of manaakitanga help boarders feel they belong.

## Who Can I Talk To?

If you are feeling worried, upset, homesick, unsafe, or you just need someone to talk to.

- Your Hostel Supervisor on duty
- A Lead Supervisor
- Our School Counsellor
- Our Chaplain or Assistant Chaplain
- Your Trusted Teacher

**You do not need to wait for a crisis to reach out. Our door is always open.**





## Te Oranga Ake

Te Oranga Ake provides us with a Mihinare restoration pathway for responding to harm, conflict, and broken relationships. Our approach sets out how we respond when minor issues happen and how we help students return to hostel living, belonging, and learning.

When minor harm happens, restoration takes shape through three movements.;

### Aroha

Aroha prepares the way. Before people come together, the right leaders listen, check that everyone is safe, and understand where the harm has been felt. The person who has been hurt is supported, and the student who caused harm is helped to begin facing the truth.

### Rongo

Rongo restores relationship. This is the restorative hui. It begins with karakia, listens to what happened and who was affected, supports the student to take responsibility, and agrees what must happen next to make peace.

### Hari

Hari returns the student to life, learning, belonging, and potential. After the hui, the agreement is lived out, the harmed person is checked on, and the student is supported and held accountable so that safety, trust, and belonging can grow again.

For smaller matters, a short and calm kōrero is enough. For relationship matters, a restorative hui may be required to gather the right people.

More serious matters are covered in our policies and may sit alongside any disciplinary, board, or safeguarding process.

*Ko te aroha te mauri o te oranga ake o te iwi.*

Human flourishing is a life of love, lived for the sake  
of peace, realising true joy.



TE AUTE COLLEGE | HUKARERE GIRLS' SCHOOL

NGĀ KUR  
MIHINAR

'MŌ TE ORANGA AKE O TE IWI,  
TE AUTE COLLEGE | HUKARERE GIR



# *Transport*

Getting your daughter to and from the wharenoho safely is a shared responsibility between the hostel and whānau. This section sets out how pick up, drop off, and travel are arranged.

## **Pick Up and Drop Off**

Upon arrival, all visitors must check in with a supervisor at the Office before proceeding further into the hostel when collecting or returning boarders. The boarder and the approved person collecting her come to the office to be sighted by staff, who confirm the person matches the details in Orah. The hostel office is open Monday to Friday 7:00am to 9:00am and 3:00 to 8:00pm, and Saturday and Sunday 7:30am to 8:00pm.

For the start and end of each term, and for Exeat weekends, whānau are responsible for arranging and meeting the cost of their daughter's travel. Where transport is needed during the week, for example for a medical appointment, please contact the Hostel Manager to arrange this.





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# Technology

## Device Policy

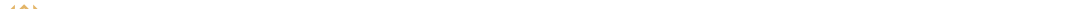
Cell phones, computers, iPads, and tablets are registered with the hostel office at the start of each term. All devices are handed in each evening and locked in the office.

- Phone hand in is at 6:45pm, 8:30pm and 9:30pm on weekdays, with a set time in the weekend at the supervisor's discretion. Late hand in means the device is withheld the following day.
- Year 13 students are exempt from phone hand in.
- Any secondary or low key phone, beyond the registered device, is confiscated for the remainder of the term and whānau are notified of any further consequences.
- Phones are not used during meals or while completing duties.

## Digital Citizenship and Online Safety

- Boarders are expected to be respectful and responsible online, just as they are in person. We want the hostel to be a safe place for everyone, in the dorm and online.
- Treat others with respect online. Cyberbullying, harassment, and sharing hurtful or inappropriate content are not acceptable.
- Do not share images of another person without their permission. Sharing intimate or sexual images without consent is harmful sexual behaviour and is treated as a child protection matter.
- Keep your passwords private and do not use another person's device or account.
- Tell a staff member if you see or receive anything online that worries you.

Cyberbullying and harmful digital communications are covered by the Harmful Digital Communications Act 2015, and our Relationships and Ill Treatment Policy. Netsafe provides advice and support for students and whānau. Where there is reasonable concern for safety or wellbeing, staff may ask to inspect a device. Device hand in times and registration are set out under General Information.





# General Information

## Property, Damage and Loss

Any wilful damage to property is charged to the boarders responsible, and whānau are contacted. While staff take all reasonable steps to protect personal items, responsibility rests with boarders and their whānau. Everything must be named, borrowing and lending is discouraged, and lost property is not covered by school insurance. Boarders have a lockable area for valuables, and we discourage bringing expensive items into the hostel.

Tampering with a fire alarm, a camera, panic buttons or any other safety equipment puts everyone at risk and is treated very seriously.

## Budgeting

We recommend boarders have an Eftpos card and know how much money they have as pocket money. Any cash brought to school is handed to staff for safe keeping. The school does not take responsibility for money that was not handed in.

## Telephones and Mail

One telephone is available for incoming calls. Whānau may phone in on (06) 835 8491, and the supervisor on duty will call the boarder to the office. Calls are not taken during dinner or study, 5:00pm to 5:30pm and 7:00pm to 8:30pm.

Mail for boarders is handed out after school each day, and is addressed:

Hukarere Hostel  
2 Arataki Road  
Havelock North 4200



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# *Policies & Procedures*

The Policies and Procedures that support this handbook are listed below. Full copies are available on request from the Hostel Manager. Parents and whānau are more than entitled to view these documents and are encouraged to provide feedback as required.

## **Policies**

- Behaviour
- Child Protection
- Complaints
- Leave
- Missing Persons
- Records and Privacy, including CCTV
- Relationships and Ill Treatment
- Staffing and Supervision

## **Procedures**

- Emergency, evacuation, and first aid
- Excursions and supervision of boarders
- Infectious and other diseases
- Nutrition, food and drink
- Parents' contact and access
- Premises, facilities, and maintenance
- Protection and promotion of health
- Restorative (Te Oranga Ake)
- Visitor Management

## **Other**

- Health and Safety Framework
- Special Character Q&A
- Special Character Handbook





**HUKARERE  
GIRLS' COLLEGE**  
WHARENOHO

TE KĀRETI O TE AUTE TRUST BOARD



**HUKARERE  
GIRLS' COLLEGE**  
WHARENOHO



**HUKARERE  
GIRLS' COLLEGE**

Hukarere Wharenoho, 2 Arataki Road, Havelock North  
Phone: (06) 835 8491 | Email: [hostelmanager@hukarere.school.nz](mailto:hostelmanager@hukarere.school.nz)

[www.hukarere.ac.nz](http://www.hukarere.ac.nz)