

2024

**DON HOUSE  
HANDBOOK**

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*Diligentia et labore*

# TABLE OF CONTENTS

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- About Don House
- Don House Welcome
- Don House Management
- Don House Values
- Daily Routine
- Programmes
- Other Information



# ABOUT DON HOUSE

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## Frank Milner

Waitaki Boys' Highschool Rector (1906 - 44)

Waitaki's legendary Rector, Mr Frank Milner, is the founding father of Don House hostel. During his time at Waitaki Boys' his dream of establishing a boarding house on a national scale was achieved. His inspirational leadership of Waitaki created a school which became known throughout the English-speaking world. A check of Waitaki roll in 1909 tells the story of a dramatic increase, with a roll of 204 boys of which 145 were boarding students. In Mr Milner's final year at Waitaki, the boarding roll stood at 212 boys the highest over 20 years.

## Don House Crest

Diligentia et Labore - Labour with Diligence

Our house is named after Dr Don, who was the second Rector at Waitaki Boys' from 1897 - 1905, represented by the two greens "bars" within the crest. The theme records the 'gospel of hard work' so favoured by Dr Don. The 'Aladdin's' lamp represents the light of knowledge and crossed quills show the quest of learning.





# DON HOUSE WELCOME

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A warm welcome to the Don House handbook. Don House is the boarding establishment of Waitaki Boys' High School. Don House has a proud tradition of molding boys into fine young men who contribute positively to their school, families and their communities.

The staff at Don House are dedicated and focused on the wellbeing of our boys. We ensure that all of our boys feel loved and cared for, and know that they are an integral part of our Don house family.

Don House facilities include four dormitories with office and common room. Staff housing is all in close proximity of the dorms for added supervision for our boys. Recreational facilities include a swimming pool, diving well, Basketball gym, weights gym, tennis courts, soccer, rugby and cricket fields, cricket nets and trap shooting range.

Don House boys also have access to the schools Fraser farm where they are called upon regularly to assist the farm manager with all manner of farm work.

At Don House we are very passionate about our boys. Whether it be on the sports field, in the classroom or at home. We want them to succeed in every aspect of their lives and become valuable members of society.

We thank you for considering Don House for your son.

DILIGENTIA ET LABORE

# DON HOUSE MANAGEMENT

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## **Scott Mayhew**

Director Of Boarding

I have been involved in hostel life since 2006. During that time, I have completed Post Graduate studies and been awarded numerous awards from the New Zealand Boarding Schools Association and Ministry of Education. I am currently a member of the New Zealand Boarding Schools Executive committee. I am privileged to be the Director of Boarding at Don House. A hostel that develops young men who are prepared and capable to be successful in all endeavors. A small but vibrant hostel that is constantly seeking progression and enables all boarders to be themselves in a nurturing and caring environment.



## **Chelsea Seddon**

Residential Manager

This is my second year being involved in hostel life and what a tremendous experience it has been so far. Don House is a tight-knit family enabling the boys and staff to learn and grow together and we pride ourselves on having a dynamic which makes everyone feel safe, secure and loved. We are an evolving hostel striving to instill the foundations for our boys to become well rounded men and members of society. I am eager to continue to guide our boys through their transitional years and create lasting memories along the way.

Don House Contact Details:

Director of Boarding  
Scott Mayhew  
027 285 3885  
scottm@waitakibhs.school.nz

Residential Manager  
Chelsea Seddon  
027 406 6608  
hosteladmin@waitakibhs.school.nz

# OUR VALUES

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PURPOSE

An individual and collective **goal** to be at our best each day

EMPATHY

Ability to **understand** our peers perspective and emotions

INTEGRITY

Doing what is **right**, even when no one is watching

UNITY

Fostering a sense of **belonging** and being one brotherhood.

## OUR MISSION

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Developing boys into fine young men who are willing and capable to contribute positively to their families and community.

We endeavor to create a wholesome family environment. We teach, model and encourage all Don House boarders to follow and demonstrate the Don House values at all times.



# A DON HOUSE DAY

## **6.45am**

### Staff Arrive

Morning duty staff arrive and prepare the day ahead. This will include any morning activities the boys have selected (run, swim, etc...).

## **7.30am**

### Wake Up

You will be woken by your dorm monitor and/or staff. You are welcome to shower and show self management but must be at breakfast 7.45am

## **7.45am**

### Breakfast

Breakfast is in the dining room and consists of cereals, brown or white bread/toast and a selection of spreads and fruits. You will also have a choice of water, milk or hot chocolate for drinks. REMEMBER to take your laundry over to breakfast with you each laundry day. On Wednesday's we have a cooked breakfast with eggs, hashbrowns, bacon etc...

## **8.15am**

### Return to Dorm

You will have time to shower, brush your teeth, pack you school bag and get ready for the day. (You are welcome to shower before breakfast if you are up in time).

## **8.40am**

### Room Inspection

You will have time to shower, brush your teeth, pack you school bag and get ready for the day.

## **8.45am**

### Device Issued

We are a BYOD (Bring Your Own Device) School so you will be given your device for schoolwork. Phone will remain in the lock box until after school. Yr's 11 - 13 are expected to self-manage this.

## **8.50am**

### Dorms are Locked

You will begin to make your way over to school.

## **8.55am**

### First School Bell

Head to Period 1. Your school day runs from 8.40am - 3.05pm. You are not allowed to return to Don House/hostel area during the school day, unless you have an appointment. If you need support or to contact Scott or Chelsea during your school day you can do so by seeking support via the Deans' Suite and speaking to Mrs Bond or one of the Deans.

### 3.05pm

#### End of School Day

You can collect afternoon tea from the Dining Hall. Once back in Don House change out of school uniform, hanging it up for the following day or putting it in your dirty laundry basket. Yr 9's can then collect their phones from the lock box. All year groups will have free time from 3.05pm - 5.15pm. This time can include attending training sessions, sports, physical activities or chilling out in the common areas. Yr 9 are not allowed off site leave Monday - Thursday, unless accompanied by a member of staff or attending offsite events/activities. Yr 10's have off-site leave one afternoon per week to get essentials.

### 5.15pm

#### Dinner

You are expected to head over to the dining hall from 5.15pm and be seated no later than 5.30pm once everyone is seated, we'll say a Karakia, then each year group will go up to the servery to collect their dinner; starting with the Yr 13's & finishing with the Yr 9's. *(Boys have the opportunity to be part of the Food Committee & meet with our Catering Manager to provide feedback and discuss ideas re; meals).*

### 6.15pm

#### Prep

Prep runs for an hour Tuesday - Thursday. During this time, you are expected to complete homework, revision tasks, reading and/or other tasks to support your learning/school subjects. You will have support from the Team Leaders, House Masters and School Teachers during these sessions.

### 7.30pm

#### Evening and Activities

After prep there will be a variety of activities available to you. Team Leaders and House Masters will arrange sports games in the gym or on the turf, board games, card games, table tennis, foosball and/or watch sports or movies in the common room. During the summer months you will also have access to the swimming & diving pools. Supper will be organised around activities.

### 8.45pm

#### Register Devices

Yr 9's & 10's must hand in all phones and devices to be stored overnight. Phones will be kept in a locked box & devices in a locked charging unit.

### 9.00pm - Onwards

#### Roll Calls

From 9.00pm Team Leaders and House Masters will complete roll calls for each dorm; 9.00pm - Yr 9, 9.15pm - Yr 10, 9.30pm - Yr 11, 9.45pm - Yr 12 10.00pm - Yr 13.

### 10.15pm

#### Final Sweeps

Duty staff will conduct final "Sweeps" of dorms ensuring all boys are settled in their rooms and complete safety checks prior to placing dorm alarms on.

### 10.30pm

#### Alarms Set

Alarms are set, notifying overnight duty manager.



# DON HOUSE PROGRAMMES

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## LEADERSHIP

Don House provides every boarder the opportunity to lead or develop their leadership skills and potential. Boarders are encouraged to be leaders and understand leadership through various avenues. We have a Head of Boarder and Boarder prefects who are selected from our student body. Our Year 12 boarders are tasked with Dorm Monitoring the year 11, 10 and 9 dorms which helps develop leadership and people management skills. Our Tuakana/Teina programme provides opportunities for our senior boarders to lead in small groups whilst empowering our junior boarders to offer their thoughts and experiences in a supportive and encouraging environment.

## PREP

Don House prep runs 3 nights a week. Supported by Waitaki Boys teaching staff our senior boarders complete their NCEA requirements and set homework in the school library. Our junior boarders complete set homework and a holistic prep programme that focuses on topics such as relationship building, online safety among others.

## INTERNAL HOUSE COMPETITION

The boarders are split into 4 teams and compete every third Monday (on a rotation) for the Don House shield. Games full of fun, action and Don House spirit are ran by the duty staff.

## BOARDERS HUI

Each third Monday (on a rotation) we hold our boarders hui. Boarders are encouraged to give their thoughts and opinions on topics within our hostel.

## LEGACY PROGRAMME

"Leave the hostel better than you found it". The Year 13 boarders lead restoration and development projects around the hostel. This happens every third Monday (on a rotation).

## WHANAU EVENTS / BOARDER ACTIVITIES

Each term we invite our whanau to an event. We have our annual lakes day in Term 1 and our whanau feast in Term 2. Our hostel is always open to our whanau and creates a great atmosphere for our boarders. Boarder led activities sees the boarders taking advantage of various opportunities around our region. From Highlanders games too paintball fun. Each term we aim to have at least one activity.

## ORIENTATION PROGRAMME

The first 3 weeks of the school year we build our hostel. We create routines, set our structures, and build positive relationships. We have guest speakers join us and it helps settle all boarders into the hostel positively.

# INFORMATION

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## LEAVE

The Don House casual leave system is designed to build responsibility. Boarders can make plans to leave the hostel site but must communicate with boarding staff and sign out at the register device prior to leaving. All night/weekend leave must be in by 12pm on the Thursday prior to the upcoming weekend. Please send leave requests to the following: [hosteladmin@waitakibhs.school.nz](mailto:hosteladmin@waitakibhs.school.nz)

## TRANSPORT

All boarders have access to a wide range of off-site activities. We can provide transport in the hostel van. Boarders record their name on the board and notify staff well in advance of the activity. All boarders who bring personal transport must bring appropriate safety equipment eg. Helmet.

## PERSONAL DEVICES

Waitaki Boys' High School is a BOYD (Bring Your Own Device) School. Cell phones are not permitted at school. As a hostel Don House encourages boarders to have their own learning devices and cell phones so that they can maintain contact and continue their learning outside of the normal school hours. Don House has its own wifi access that is monitored through the Waitaki Boys' High School tech team.

Don House junior boarders are registered their devices each night at 8.45pm. They are locked away for the evening to encourage good rest and social interaction. Their phones are then returned to the boarder after school the following day. Senior boarders can keep their devices and are trusted to make good decisions around their sleep habits and academic progress.

## UNIFORM | LAUNDRY

it is very important that all clothing, bathroom linen and bedding is clearly named. Formal uniforms must be worn when representing the school and Don House in sport, academic or formal occasions. School uniform must be worn correctly and with pride. Hostel laundry is available 4 days per week. Boarders must follow the hygiene practices and put out their washing in the morning. Laundry can be collected after school or at supper.

## PERSONAL PROPERTY

All boarders have a lockable cupboard in which they can safely store valuables. The responsibility for the storage and security rests with the boarder.

## BOARDING BURSARIES | SCHOLARSHIPS

Bursaries and scholarships are available for applicants looking for financial assistance with boarding fees.

### Fraser Farm Scholarship:

Fraser Farm scholarships are offered to boarders of Don House. The scholarships are awarded to Year 9 boarders. They are bestowed in memory of the late Trevor Meikle, a past pupil and retired farmer who worked as a volunteer to reinstate the school's Fraser Farm. Waitaki Boys' High School is the only school in the South Island with its own farm and has 16ha on the school site.

Other scholarships available to apply for are:

- Sports Council Scholarships
- Rugby Scholarships
- Basketball Scholarships
- Cricket Scholarships
- Academic Scholarships
- Cultural Scholarships

For more information, please contact the school office or visit [www.waitakibhs.school.nz/enrolments/scholarships](http://www.waitakibhs.school.nz/enrolments/scholarships)

## INTERNATIONAL BOARDERS

Don House has a vibrant international community. Currently we have boarders from the Cook Islands, Thailand and Japan. International boarders become fully immersed in the Don House and Kiwi culture. From working on the farm, learning the English language through engaging with staff and boarders and becoming involved in team sports. Having international boarders also benefits our domestic boarders. It gives them the opportunity to learn about a new culture, embrace differences and find similarities.

# DILIGENTIA ET LABORE LABOUR WITH DILIGENCE

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