

TŌKU ARA STUDENT CODES OF BEHAVIOUR

At all times show respect for:

Each Other

Staff

All equipment - personal, others' and Tōku Ara

All Environments

Tōku Ara aspires to a bullying free environment

Whare ako Behaviour

- be on time to all lessons
- leave outdoor shoes neatly at the entrance
- wear clean shoes or slippers in the whare ako
- respect the couches, chairs, stationery and furniture
- have all your stationery ready for each lesson
- your considerate behaviour helps others to learn and engage
- Sit on the chairs and couches, do not stand or jump on them.
- Be careful/gentle when opening and closing all window – remember the whare ako is 113 years old.
- Do not wear wet or damp clothing into the whare ako

Fires

- fires going by 8.15am and 5.30pm
- fires are only lit daily during the April/May program
- fires in the fireplaces (whare ako and lounge) and brazier only
- add no wood to fires after 10.30am or 7pm, unless told otherwise by a staff member
- fire extinguishers must be kept in designated place and used only in emergencies
- in the event of fire alert a member of staff as soon as possible, follow instructions and meet at the evacuation point.

Mornings

- Breakfast duty team up and in the kitchen by 6.30am
- Breakfast buffet ready on table at 7.30am
- If very sick let the Operational Director or your mentor know before breakfast duty.

Curfew times

Times you must **NOT** be in your dorm:

7.30am – 10.45am Morning curfew

11.30am – 1.30pm Lunch curfew

4pm – 7.30pm Dinner curfew

Lunch time

Be lining up outside the Wharekai with clean hands by 1pm

First Aid room

- everyday at 8am, 1.30pm & 7.30pm

Refer to First Aid room sheet

Out of Bounds Areas

- Staff House and staff accommodation [unless it is an emergency or the person is on duty and you require something urgently]
- the neighbouring section.
- inside other student dorms
- the Office – unless you are with a member of staff
- the First Aid room- unless you are with a member of staff
- the Container
- the Shed
- the surrounding bush past 5m from the campus boarder
- The road – unless you have permission from a staff member to retrieve sports gear/ outdoor equipment.

Meal Times

- breakfast 7.00am
- Morning tea 11am
- lunch 1pm
- Afternoon snack 4.45pm
- dinner 6.30pm
- Supper 9pm
- all Poutama members must be seated at their table once they have received their meal
- table to be set by the duty team at dinner
- good manners are expected at all times
- The cook serves morning tea, lunch and afternoon snack

Dorm Inspection at 10.45am

- you must be by your bed during inspection time

- Greet the Director at the door.

Feet off floor time – 8.30pm

- Be on your bed at all times.
- Be organized with stationery you need
- Mail will be brought around to your dorm.
- You can be writing a letter, journaling, or reading.
- It is a quiet time. Show consideration to your other dorm mates.

Environmental Awareness

- all lights must be turned off when there is no one in the dorm.
- sort your rubbish and put it in the correct bins
- keep the doors closed in the evenings
- Keep your windows and doors closed between 7.30pm and 9.15pm so mosquitoes don't enter your room.
- close your curtains early
- Hang your clothes on the line to dry
- Do not run around the bathroom and laundry area.

Kitchen management

- *wash your hands before doing **anything** in the kitchen*
- all food must be covered correctly in the fridge
- clean up after yourself
- use hot water to wash your dishes and rinse your dishes
- hang the tea towels on the towel rail
- tea towels are used **only** for drying dishes
- return all dirty tea towels, rags to the baskets at the end of the night for washing
- ensure all cupboard and pantries are closed at all times
- Only drink from your own drink bottle
- Always wash and dry your glass or mug after you have used it.
- Do not run through the kitchen into the lounge or dorms.

Leisure Activities

Around the campus leisure activities

- all ball games to be played on the back field, or the field by the bridge. You must have a staff member supervise if you organize a game by the bridge field.
- **Swimming, setting the net, collecting kai moana, fishing, surfing and paddle boarding must be supervised by a staff member**
 - Wear a bike helmet if riding a bike around campus.

- Wash your wetsuit and hang it out to dry when you get back to campus.
 - o Fill a plastic bucket with water and wash out your wetsuit.
 - o Hang it out to dry on the steel frame by the staff house.
 - o Wetsuits are NOT to be hung on the clothesline.
- Always ask permission from a mentor to use any equipment on campus. Equipment must be returned, cleaned and put away.
- All bushcraft knives are stored in the staff house in the lockers. You must have permission from the operational director or a mentor on duty to use them. The mentor is responsible to hand them out to you and to collect them.
 - o Whittle in an allocated area on campus and NOT outside your dorm, in the whare ako or lounge.
 - o Clean and tidy the area after you have finished whittling.
 - o Whittling is not permitted after dinner.
- If a student decides to cut or shave their hair (this has been common during the boys program), there must be a mentor present and this activity must be done outside in an allocated area. DO NOT to do this in your dorm or in the bathroom. Tidy up this area and put all hair into the rubbish or compost.

Personal hygiene and safety

- students are expected to shower every day
- hands should be clean at all times
- fingernails must be clean and cut regularly, and tidy at all times
- clothes must be changed regularly
- Keep boots, smelly track shoes outside your dorm door.
- use your duvet or sleeping bag only, if you are cold we have blankets you can use.
- All students are expected to wear pyjama bottoms (boys) or PJ set (girls) to bed.
- Change bed sheet and wash your pillow case Thursday week 2, and Wednesday week 4.
- Air out your sleeping bag and duvet every Sunday or Monday.

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