



## 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.**