



Rules and Regulations at Tibbs House

Students are under the authority of Tibbs House during the School term when not officially on exeat. 'On exeat' is defined as being at the stated exeat destination on boarder's exeat application.

Any student enrolled at Tibbs House as a boarder is subject to both the School Rules and Regulations and the specific Tibbs House rules that follow below.

1) GENERAL CONDUCT

- a) Any student enrolled at Tibbs House as a boarder and at the School as a student shall, at all times during the School term, be subject both to Tibbs House rules and to the Rules and Regulations of the School
- b) Any student not enrolled as a boarder at Tibbs House but who at any time enters upon House premises shall, while on such premises, be subject to all of these Rules and Regulations
- c) All visitors to Tibbs House must report immediately upon arrival to the Matron or Duty Master and shall strictly observe all directions given to them by such person
- d) No visitors are permitted to enter or remain in any bedroom
- e) No boarder may invite any person into the House premises without the prior permission of the Matron or Duty Master

2) CLOTHING AND UNIFORM

- a) Boarders must at all times be in possession of all of the articles of clothing and uniform specified in the annexed Tibbs House clothing list
- b) All clothing, uniform and personal possessions must be clearly named at all times. New clothing or personal items purchased or brought into the House during the term must be named immediately
- c) Laundry bags, to be used in washing machines, are not allowed
- d) Unnamed or improperly named clothing and personal items left about the House will be kept for one term and a fine of 50¢ may be charged for each unnamed article re-claimed
- e) Boarders are required to wear uniform on any occasion specified by the Director of Boarding. All items of the official uniforms must be ready for use at any time. At all other times boarders may dress casually
- f) A plain black leather belt is the only type which may be worn with any uniform
- g) All shoes are to be kept clean at all times and may only be cleaned in the cleaning stand

3) HYGIENE

- a) All bathrooms and toilets are to be kept clean, neat and tidy at all times
- b) Any malfunction in bathrooms or toilets is to be reported to Matron or the Duty Master forthwith

- c) All boarders must shower at least once per day.

4) BEDROOMS

- a) Bedrooms are to be kept clean, neat and tidy at all times and all beds are to be made every morning
- b) A boarder's pin-board should not display any image that could be considered offensive or inappropriate and discretion in this matter is the right of Masters
- c) Bedrooms are to be vacuumed every day
- d) Boarders are to stand by their beds immediately the inspection bell has been rung and are to remain there until dismissed by the Duty Master
- e) In all bunkrooms (A1-A5, B2-B5, and C1-C6) there are to be no devices used after the 'side-lights' process begins. For Form 3 and 4 boarders their devices must be correctly stored in the device safe in their room from 9:15pm onwards. For Form 5 boarders (in C1-C6) this is from 9:30pm onwards and their devices must be turned off and put away
- f) There is to be no talking, noise, unnecessary movement or use of any digital device after 'Lights Out'
- g) Boarders are responsible for their own valuables. All valuable items should be locked in wardrobes/drawers when not in use
- h) Boarders are not allowed to enter any other bedroom, other than their own, without the consent of a staff member

5) EXEATS AND LEAVE TYPES

- a) Daily Signing Out
 - i. Other than for the purpose of attending School during normal school hours, no boarder may leave the Hostel grounds at any time without permission from the Duty Master to whom requests are to be made during inspection
 - ii. In emergencies only, Matron may sign boarders out
 - iii. Leave to visit the City between 3.30pm and 5:00pm on weekdays or, at any other time during the weekends, may only be granted on such terms and subject to such conditions as are specified by the Duty Master and with consultation with, and approval by, the Parents/Caregivers
- b) Exeat Leave – subject to the approval of the Housemaster(s) or the Director of Boarding, exeat leave will generally be given on the following terms:
 - i. Weekend leave is defined as leave from any time after school on Friday (depending on a boarder's commitments) until 8:30pm on Sunday
 - ii. Weekend leave for a boarder to visit his home or alternative addresses as designated by parents will normally be granted. Where students apply for leave first, parents must give their approval before the Housemaster will give final confirmation
 - iii. All applications for weekend leave are to be submitted via the Boardingware system no later than the preceding Wednesday evening at 6:30pm. This deadline applies to both parents and boarders
 - iv. Boarders are not allowed to return to Tibbs House before their stated return time. If a boarder does need to return early to Tibbs House, they can only do so if they sign in and, in doing such, the boarder ends their exeat
 - v. All boarders must return to the House no later than 8:30pm Sunday evening. If a boarder is late returning the person delivering the boarder must personally see the Duty Master

- vi. The boarder remains under the authority of Tibbs House and the School when travelling to and from his stated exeat destination

6) SICKNESS

- a) Any boarder suffering from any illness or injury must report to Matron forthwith and shall thereafter observe all directions given by Matron as to attendance and/or treatment
- b) If a boarder is placed in Sick Bay by Matron he must remain there until he is released by Matron
- c) The Matron may, in consultation with the Director of Boarding, require boys suffering from illness or injury to be taken home
- d) If a boarder is absent from School (through sickness, injury or appointment) but still at the Hostel, the Matron will provide him with a note explaining his absence, which is to be provided to the School's Attendance Officer upon his return in compliance with Rule 3(d) of the School Rules
- e) Boarders, who through sickness or injury are sent home, or whose return to the House and School after vacation or exeat is delayed, must provide either an email, or a signed note from their parent or guardian stating the actual dates of absence, full reasons for absence, and the boy's name and form. Such notes are to be shown in the first instance to Matron then to the Deputy Headmaster or the Attendance Officer
- f) In any case where a boarder's return from vacation or exeat is delayed through illness or injury, the parent, guardian or person having responsibility for the boarder must telephone the appropriate Housemaster or the Matron to advise the circumstances and the boarder's whereabouts and their expected time of return

7) PERSONAL MONEY

- a) All boarders are required to have their own accounts
- b) Boarders must have sufficient funds in their accounts to cover medical expenses
- c) The lending of money by one boy to another is prohibited
- d) Boarders must not leave sums of money in their bedrooms. Neither Tibbs House nor the School can accept any responsibility for any money lost or mislaid

8) FIRE ESCAPES

- a) Fire escapes and fire escape doors are to be used only during an emergency or a fire drill and are not to be used at any other time
- b) If a student sets off the fire alarm he will be charged the cost of the fire brigade attending the call

9) PAID EMPLOYMENT

Boarders may have paid employment upon the following terms:

- i. That such employment is approved by the Housemaster or the Director of Boarding
- ii. That parents/guardians give written approval, nominating the name and telephone number of the employer, the nature of the work and the permitted hours of work

10) SCHOOL SWIMMING POOL

- a) Rule 12 of the School Rules applies at all times. It states:

- i. All students are required to exercise extreme caution at all times in the vicinity of the pool
 - ii. The pool is out of bounds to all students except when supervised swimming or Water Polo is taking place
 - iii. Running on the pool surrounds or horseplay of any sort is forbidden
- b) The pool can only be used outside School hours at such times and subject to such restrictions as specified by the Director of Boarding or the Housemasters. c) No boarder may enter the pool unless a Master is present

11) INFORMATION TECHNOLOGY

Rule 11 of the School Rules applies at all times. It states:

- i. Students are not permitted to engage in any activity such as displaying images or sending messages that may offend or harass another person
- ii. Students are not permitted to create, send, save or share material that may bring the School or a member of its community into disrepute
- iii. Students are not permitted to be involved with any form of 'Electronic Vandalism' such as the transfer of malicious software.

12) GENERAL

- a) All PIN numbers are confidential and should not be shared with other boarders
- b) Boarders must not enter or travel in any car driven by any other student at the School unless prior approval is given by the Director of Boarding
- c) No boarder may bring to, or have any, motor vehicle or motorcycle at, or in the vicinity of the School or Tibbs House, and available for his use
- d) Any damage to or breakage of Tibbs House property must be reported immediately to the Director of Boarding and the student responsible for the breakage will be liable to pay the repair costs
- e) Boarders must wear some form of footwear when in the Dining Room
- f) The kitchen and laundry are out of bounds to boarders except those with specific duties
- g) No boarder is permitted at Tibbs House during School time unless he has permission from the Director of Boarding or a Housemaster
- h) Boarders should not tamper with, or use, the retractable wall or the data projector in the TV Room
- i) Boarders are not permitted to have the following personal electrical items in their bedrooms; kettles, toasters, television sets, heaters or electric blankets. Fans are permissible in certain Senior rooms with the approval of the Director of Boarding

13) REGULATIONS

Subject in all respects to the approval of the Headmaster, the Director of Boarding may at any time and from time to time make such regulations as are not inconsistent with these Rules for the day to day operation and administration and management of Tibbs House and the control and conduct of the boarders enrolled therein. Such regulations, once promulgated and published, shall have full force and effect as if they were part of the Rules and shall be observed by all boarders at all times.