

Information Handbook





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From the Headmaster



Dear Parents and Caregivers

Medbury is proud to be a boys' school with a very clear philosophy:

- Boys need and appreciate clearly understood routines and structures.
- Boys need consistency.
- Boys need to 'belong' and to feel comfortable in their environment.
- Boys do not like to be 'different'.

We strongly believe that the best way we can help your son is through effective liaison between him, his teacher and his parents.

To do this well we need your help:

- Please read this handbook and be supportive and consistent with what we are trying to do at Medbury.
- Please expect and reinforce high standards of behaviour and dress.

Together we can make this a great year for your son.

Yours sincerely

Dave Scott
Headmaster

Vision

Unlocking Every Boy's Potential.

Mission statement

'Medbury aims to be recognised by parents and educators as one of Australasia's leading preparatory schools for boys. This is a result of realising every boy's potential through our personalised learning programmes, our world class delivery of the curriculum and our traditional Christian values.'

School motto

Play the Game.

This holds for all aspects of a Medbury boy's life — not only on the playing field, but also in his interaction with others, his attitude towards his academic work, and his responsibilities.

School values

Empathy, Excellence, Integrity and Respect.





‘Vitai Lampada’ — Sir Henry Newbolt

There’s a breathless hush in the Close tonight –
 Ten to make and the match to win –
 A bumping pitch and a blinding light,
 An hour to play and the last man in.
 And it’s not for the sake of a ribboned coat,
 Or the selfish hope of a season’s fame,
 But his Captain’s hand on his shoulder smote –
 ‘Play up! Play up! And play the game!’.

The sand of the desert is sodden red –
 Red with the wreck of a square that broke –
 The Gatling’s jammed and the Colonel dead,
 And the regiment blind with dust and smoke.
 The river of death has brimmed his banks,
 And England’s far, and Honour a name,
 But the voice of a schoolboy rallies the ranks:
 ‘Play up! Play up! And play the game!’.

This is the word that, year by year,
 While in her place the School is set,
 Every one of her sons must hear,
 And none that hears it dare forget.
 This they all with a joyful mind
 Bear through life like a torch in flame,
 And falling fling to the host behind –
 ‘Play up! Play up! And play the game!’.



Daily timetable:

The times of teaching periods are as follows:

8.25am	-	8.30am	Home Room
8.30am	-	10.00am	Periods 1 and 2
10.00am	-	10.20am	Break
10.20am	-	12.30pm	Periods 3, 4, and 5
12.30pm	-	1.25pm	Lunch
1.25pm	-	1.50pm	Period 6
1.50pm	-	3.10pm	Periods 7 and 8
3.10pm	-	3.20pm	Home Room

(Years 1 and 2 finish at 3.00pm, Years 3 and 4 finish at 3.10pm. Older brothers are released at the same time as their younger siblings)

The School Office hours are from **8.00am to 4.30pm**.

School hours:

Morning:

Boys are not allowed to enter the school buildings until 8.00am, unless required earlier for a specific school activity. If a boy arrives before this time he must wait outside The Old Boys’ Building until 8.00am. Boys are not expected to be in the School grounds outside these hours unless a specific arrangement has been made with the Deputy Headmaster.

Afternoon:

All boys are to vacate the school grounds by 3.40pm unless they have an after school extra curricular activity. Any boy waiting at the Creyke Road or Clyde Road entrance after this time must go to After School Care. It is imperative that all boys are signed out when being picked up. There is a ‘sign out’ chart with the After School Care Supervisor. A sibling over the age of 14, or an older brother who is currently a pupil at Medbury, may sign your son out, providing the School Office has received written permission from the Parent/Caregiver.

Any boy involved with an after school activity must have vacated the School grounds by 4.50pm. Any boy still waiting after 5.00pm must go to After School Care. They must be signed out when collected.

Attendance:

Home Room begins at 8.25am for all boys. As it is important that boys are punctual, we recommend that they arrive at least ten minutes earlier so they may settle in and organise themselves before lessons begin.

Absentees

Please let the office know by 8.00am if your son will be absent for any reason or arriving late to school.

App: Absentees icon
Email: absentees@medbury.school.nz
Phone: 03 351 6169

You may leave a message on the answer phone if you call outside office hours.

- Please include your son’s name, class and the reason for his absence.
- Office staff are required to ring you if your son is recorded as an unexplained absence. Parents and Caregivers are required to sign boys in at the School Office if they are arriving late to school, which begins at 8.25am.
- Parents and Caregivers are required to sign boys out at the School Office if they are leaving prior to school finishing.
- **Please note** that all Parents and Caregivers are required to sign in and out at the School Office if they enter the school grounds during school hours.

Requests for absence from school for a period of significant length must be given in writing or by email to the Headmaster at least one week prior to the event. Short term absence requests can be made to either the Headmaster or Deputy Headmaster.



Communication:

Newsletters

This weekly communication and other school notices are sent via an app alert on the Medbury App.

Requests for Information and Appointments

There will be occasions when you will need to telephone members of staff or make an appointment to meet with them at school.

The following is a guide to the appropriate communication channels:

Office

Please use the office as your first line of enquiry:

Email: office@medbury.school.nz

Phone: 03 351 6169

Teachers

Please email your son's class teacher as the first avenue of communication about your son's education. The teachers' email addresses are listed on the Medbury App under the 'contacts' icon. Teachers are available to discuss matters concerning academic and social progress, before or after school, by appointment. Specialist staff are also available for interviews.

Reporting and Parent Conferences

Parents are invited to an event in the first term to meet their son's teacher, hear how the classroom programme will be run, ask any relevant questions and meet the parents of their son's classmates.

After initial assessments are completed, parents will be sent a summary statement of their son's academic performance comparative to national norms. This will form part of the discussion for the parent conferences held at the end of Term 1. Conferences are held again late in Term 2, and this time the boys are asked to attend so that a three-way exchange of information may be held.

Effort Cards are a five-tiered indication based solely on your son's level of effort in academic subjects and attitude to school. These are sent out either once or twice each term (refer to Term Calendar for exact details).

Academic Semester Summaries are sent home after examinations, prior to written reports.

Written reports are sent home twice during the year — at the end of Term 2 and Term 4.

Parents' Association: Social Events

Medbury School has an active Parents' Association, which organises many events during the year, providing an opportunity for parents and families to meet socially. Each class has a parent representative who is your first point of contact for all social activities.

Sport

All enquiries about the Physical Education and sporting programmes should be addressed to the Director of Sport, Mr Brad Gilbert.

Team Leaders

The Team Leaders supervise the Junior School, Lower Middle School, Middle School and Year 7 and Year 8 teams. They will be able to assist you with general concerns about the curriculum, social environment and discipline, and any matters you have raised with your son's teacher that may require further discussion.

Senior Management Team

The Senior Management Team consists of:

- Dave Scott, Headmaster
- Warren Durant, Deputy Headmaster
- Scott Johnson, Assistant Principal
- Brendan Collins, Assistant Principal

Headmaster

Please telephone the School Office on 351 6169 for an appointment.

Contact Information

When boys are enrolled at Medbury, their parent / guardian and emergency contact information is held at the School Office. If any of these details alter, please inform the Office as soon as possible.

Student Telephone Calls

If any boy needs to contact his parents during the school day, he may telephone from the School Office with the permission of a staff member. It may not be used to request forgotten items to be brought to school.

The Medbury App

The Medbury App is the primary form of communication from the school.

To download the App:

Go to the App Store on your Apple or Android device and Search 'SchoolAppsNZ' to download the app onto your device. Then search 'Medbury School'.

Privacy

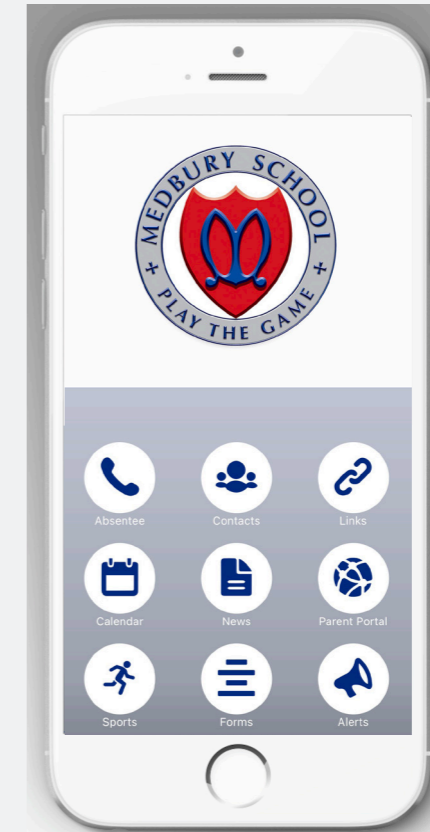
Rest assured that all information on the app is available only to our Medbury School community. Grandparents and Nannys may download the App - the School Office approves such requests on an individual basis.

Alert Groups

Once you are on the Medbury App, you will be prompted to subscribe to 'Alert Groups'. This means that you will only receive information that is relevant to you. Select all of the groups (e.g. Class, Sports Team, Extra Curricular Group etc) that you want to receive information from.

It is imperative that you sign up to all relevant alert groups for your son/s. You will be prompted to do this at the start of each term e.g. for the change from summer to winter sports.

You can update your 'Alert Groups' at any time under Alert Subscriptions in the App through the menu symbol in the top left corner of the App.



Website version

If you prefer to read the Newsletter on your computer screen a website version of the App is available here:

<https://medbury.apps.school.nz/portal/>

The password is MedburY (note the capital Y).

Please note The website version of the App shows 'whole school alerts' but not alerts to groups.

Please contact office@medbury.school.nz if you have any questions regarding the App.

To get the most out of the Medbury App please familiarise yourself with the buttons:

Absentee – sends message directly to the office staff.

Contacts – you can directly email staff from here.

Links – the Itinerant Music & Extra Curricular Timetable, Extra Curricular start and finish dates and quick links to other frequently visited sites.

Calendar – an up-to-date calendar of what's on. You can download events from here straight to the calendar on your device by pressing the download icon.

News – All back issues of the 'In the Next Week' newsletters. Please read the calendar items carefully each week, as they contain all important notices for the coming week.

Parent Portal – view your son's effort cards and report cards.

Sports – links to the sports draw and more.

Forms – a link to many of the day to day registration forms used by parents and caregivers.

Alerts – contains recent alerts.



Map of the School





Staff Team

Staff contact details can be found on the Medbury website and on the Medbury App.

Medbury Staff 2024

Senior Leadership Team



Mr Dave Scott Headmaster
 Mr Warren Durant Deputy Headmaster
 Mr Scott Johnson Assistant Principal and Year 6 Teacher
 Mr Brendan Collins Assistant Principal and Year 7 Team Leader
 Mr John Mander Director of Business Services
 Ms Rachelle Mathews Marketing & Communications Manager
 Mrs Jayne Foster Registrar and Director of International Students
 Miss Victoria Tall Manager of Advancement
 Mrs Virginia Luhrs Manager People & Culture

Senior School



Mr Alex Devereux Year 8 Team Leader and Year 8 Teacher
 Mrs Suzanna Bickers Year 8 Teacher
 Miss Alex Seales Year 8 Teacher
 Mr Ben Robinson Year 8 Teacher
 Mr Richard Bath Year 7 Teacher
 Mrs Sarah Madgwick Year 7 Teacher
 Mrs Penny O'Brien Year 7 Teacher Focused Learning Coordinator
 Mr Brendan Collins Assistant Principal Year 7 Team Leader
 Mrs Kayla Wright Year 7 Teacher (Maternity Leave)

Middle School



Miss Anna Osborne Middle School Team Leader and Year 5 Teacher
 Mr Mathew McGuire Year 5 Teacher
 Mr Scott Johnson Assistant Principal and Year 6 Teacher
 Mrs Joanna Blakely Year 6 Teacher
 Mrs Emma Hocquard Year 6 Teacher
 Mrs Shelley Haworth Year 6 Teacher
 Mrs Kate Patchett Year 6 Teacher

Lower Middle School



Miss Erin Sutherland Lower Middle School Team Leader, Year 3 Teacher
 Mrs Clare Erasmus Year 3 Teacher
 Mr Nicholas Black Year 4 Teacher
 Mrs Tanya Princeton Year 4 Teacher

Junior School



Mrs Jane McGary Junior School Team Leader, Year 1 Teacher
 Mrs Charlotte Henderson, Year 1 Teacher and Transition to School Programme Co-ordinator
 Mrs Karen Mahon New Entrant Teacher and Transition to School Programme Co-ordinator
 Mrs Dahl Robertson Year 2 Teacher
 Mrs Kerry Trewhern Year 2 Teacher
 Mrs Georgie Gilbert Year 2 Teacher (Maternity Leave)

Specialist Staff



Mrs Sandra Johnson Head of Art and Specialist Teachers Team Leader
 Miss April Holland Director of Music
 Mr Brad Gilbert Director of Sport and Physical Education
 Mr John Ogston Years 1 to 6 Physical Education Teacher
 Mrs Kerri Fitzgerald Head of Drama
 Mrs Jess Acheson Drama Teacher
 Mr Warren Grieve ICT Director / Digital Technology Specialist
 Mrs Jo Keleghan Middle and Senior School Mathematics Teacher and Librarian
 Mr Jan Taylor Head of Science
 Mrs Mandy Kelly Science Teacher
 Mr Maaka Kahukuranui Pouaka Maori
 Mrs Jenelle Hooson Counsellor
 Richard Wilson Director of Leadership and Service
 Marlin Hayes Director of STEM

Focused Learning Team



Mrs Anne France Focused Learning Support
 Mrs Anne Talaska Focused Learning Support
 Mrs Ali Johnson Focused Learning Support
 Mrs Becky Faulkner Focused Learning Support
 Mrs Tracy Curry ESOL Support
 Mrs Kathryn Pride ESOL Support
 Mrs Gaylene Allen Teacher Aide
 Mrs Karen O'Connell Teacher Aide
 Mrs Kaitlyn Saldanha Teacher Aide

Support Staff



Mrs Sue Hale Accounts Clerk
 Mrs Lisa Clark Administrator
 Mrs Helen Collerton School Receptionist
 Mrs Tanya Satterthwaite Health Administrator
 Mrs Michelle Bennett Uniform Shop Manager
 Mrs Lynne Histon After School Care
 Mr Darren Redway Property Manager
 Mr Todd Harris Groundsman / Caretaker



Christian education:

Christian and values education are integral parts of the Medbury curriculum and prayers and hymn singing are a part of each school assembly. Weekly Divinity lessons are also scheduled. The theme of these is based on traditional Christian values.

Church services and class lessons are an essential part of Christian education, and are also important to the ethos of our school and its values and character, which we seek to nurture in our boys.

The Medbury School Prayer:

We thank you God for providing us with people and places that allow us to learn and grow with your love and support.

Help us to do our work diligently

To play fairly and to laugh freely

To face our challenges with courage.

Grant that as we grow through the subjects we learn,

We may also grow in our knowledge of you.

Help us to live and model the Medbury values

In all that we say and do.

Guard and guide our homes and friendships

And help us to serve your needy world

By giving and not expecting anything in return

Through Jesus Christ our Lord — Amen.

The Medbury values are introduced at a Monday assembly by the Headmaster. Each class is also assigned a specific value and has the responsibility of presenting an item in Monday's assembly further explaining the value. These are then reinforced in the classroom and in the playground.

Church services:

Boys are required to be at church 15 minutes prior to its start. Each boy can expect to attend one or two Sunday services a term, in addition to special services at Easter and Christmas. At Medbury, all boys are required to attend their respective Church services. We give clear notice about when the services will be held and are disappointed when boys miss services.

If your son is unable to attend a service please excuse his absence with a letter or an email addressed to the Deputy Headmaster. Our school policy requires that any absence from a Church Service must be made up

at the very next service, when your son is required to be signed-off by the Deputy Headmaster.

Boys wear their school uniform to services. Medbury boys attending a service with their siblings or friends are also requested to be in the full school uniform.

Homework:

Homework is compulsory four days a week, with twenty minutes of recreational reading set for Friday nights. The following are guidelines for the time boys are expected to spend on their prep:

Years 1 to 2	10 – 15 minutes
Years 3 to 4	15 – 20 minutes
Years 5 to 6	25 – 30 minutes
Year 7	35 minutes
Year 8	40 minutes

All of these include a 10 – 15 minute period of reading. All boys are required to take their prep diary with them to their Mathematics class. Every boy is issued with a prep diary at the beginning of each term, in which he will record appropriate dates, his individual learning goals, his extra curricular and music tutorial timetables, his community service record, his house points and honours awards, his daily homework and maintain a reading log. This needs to be signed by a parent each night. This may also be used for informal messages from home to school and vice versa. There are times when your son is unable to complete his homework. If this occurs please just add a note to his prep diary for his teacher.

School houses:

Boys are allocated to one of our four houses:

- Clyde Yellow
- Hamilton Blue
- Creyke Green
- Ilam Red

The houses are named after the major streets adjacent to the school. Boys earn house points for their behaviour, work, sporting and cultural activities during the year. Merit and Honours Awards are presented once a specific number of points have been earned. We endeavour to continue family connections when allocating houses to new boys.

Medbury School Uniform Guide



Summer Uniform

- Blazer — Medbury
- Cap — Optional (Juniors)
- Garters
- Jersey — Medbury (if cold)
- Shirt — White short sleeved
- Shoes — Black
- Shorts — Light grey
- Socks — Medbury stripes
- Tie — Medbury
- Jacket — Medbury showerproof
- Sun hat

Winter Uniform

- Blazer — Medbury
- Cap — Optional (Juniors)
- Garters
- Jersey — Medbury
- Shirt — White long sleeved
- Shoes — Black
- Shorts — Heavy grey
- Socks — Medbury stripes
- Tie — Medbury
- Jacket — Medbury showerproof

Sun hats

The Medbury sun hat will be worn at break and lunch time during Terms 1 and 4.

School trips

Boys leaving the school, to go to an appointment or on a class trip, must wear the uniform of the season (winter or summer).

“Remember that the good name of the School depends on the behaviour of each boy who wears its uniform.”

The Uniform Shop:

New Students

(Prior to commencing)

Before your son starts at Medbury, please make an appointment to try on and purchase uniform by emailing the Uniform Shop Manager:

uniform@medbury.school.nz

Payment is due at the time of purchase, and can be made by the following:

- Eftpos
- Credit card
 - Incurs 2.5% surcharge

All clothing, including footwear, should be clearly and permanently named. Uniform labels can be ordered via the Uniform Shop.



Current Students

Opening dates and times during term time:

Mondays 3.00pm to 4.00pm

Fridays 8.00am to 9.00am

or by appointment

Uniform items can be ordered under the 'forms' icon on the Medbury App. Items will be delivered to your son's class and charged to your son's account.

Uniform list for dayboys:

Years 1 to 3 4 to 8

		Years 1 to 3	4 to 8	
Bag, School with logo	Medbury	✓	✓	1
Bag, Sports with logo	Medbury	—	✓	1
Bag, Duffie with logo	Medbury	✓	—	1
Beanie	Medbury	✓	✓	Optional
Blazer	Medbury	✓	✓	1
Cap (Junior School only)	Medbury	✓	—	Optional
Garters	White	✓	✓	1 pair
Jersey	Medbury	✓	✓	1
Polar Fleece	Medbury	✓	✓	1
House Sports Top (PE)	Medbury	✓	✓	1
Scarf	Medbury	✓	✓	Optional
Shirt, Long sleeve	Medbury	✓	✓	2
Shirt, Short sleeve	Medbury	✓	✓	2
Shoes (Velcro Y1 & 2 only)	Black	✓	✓	1 pair
Shoes (Running/Cross Trainer)*		✓	✓	1 pair
Shorts (PE) (with logo)	Medbury	✓	✓	1 pair
Shorts (Heavy)	Medbury	✓	✓	1 pair
Shorts (Light)	Medbury	✓	✓	2 pairs
Socks (PE)*	White	✓	✓	1 pair
Socks (School)	Medbury	✓	✓	2 pairs
Sports/Rain Jacket	Medbury	✓	✓	1
Sun Hat	Medbury	✓	✓	1
Swimming Togs	Black	✓	✓	1 pair
Tie	Medbury	✓	✓	1
Track Pants	Medbury	✓	✓	1 pair

* All uniform items are available from the Uniform Shop, except for those marked with an asterisk.



Medbury Physical Education Uniform

- House tops: Clyde (Yellow), Creyke (Green), Ilam (Red) and Hamilton (Blue)
- Medbury grey shorts
- Medbury polar fleece
- Medbury track pants
- Medbury sports jacket
- White or black sports socks *
- Running/cross trainer shoes *
- Black swim brief or square leg swimming togs

Basketball Uniform

- Medbury basketball singlets (issued by the school)
- Medbury grey shorts
- White or black sports socks *
- Running/cross trainer shoes *
- Full tracksuit to be worn to and from games
- Mouth guard *

Cricket Uniform

- Medbury white polo shirt
- Medbury grey shorts (Yrs 3 to 4)
- Medbury white trousers (Yrs 5 to 8)
- Optional sleeveless vest (Yrs 5 to 8)
- White sports socks *
- Running/cross trainer shoes *
- Medbury cricket cap or sunhat

Fencing Uniform

- Medbury house sport top
- Medbury track pants
- White or black sports socks *
- Running/cross trainer shoes *
- Boys will be provided with visual foils, masks, under plastrons and fencing jackets
- Boys must purchase fencing gloves from the Fencing Instructor for \$50.00 (a discounted price)

Football Uniform

- Medbury reversible sports top
- Medbury grey shorts
- Medbury regulation grey sports socks
- Shin pads *
- Football boots *

Hockey Uniform

- Medbury reversible sports top
- Medbury grey shorts
- Medbury regulation grey sports socks
- Shin pads *
- Running/cross trainer shoes *
- Mouth guard *

Karate Uniform

- Karate Gi *
- Boys new to karate may wear their PE uniform to their first lessons

Polo Uniform

- Medbury white polo shirt
- Jodhpurs * or Medbury track pants
- Jodhpurs * or Medbury white cricket trousers for use in games only.
- Riding Boots *
- Riding/Polo Helmet *
- Half Chaps *
- Mouth guard (can not ride if you do not have a mouth guard) *

Rugby Uniform

- Medbury reversible sports top
- Medbury grey shorts
- Medbury regulation grey sports socks
- Mouth guard (2) *
- Rugby boots *

Summer Hockey Uniform

- Medbury reversible sports top
- Medbury grey shorts
- Medbury regulation grey sports socks
- Shin pads *
- Running/cross trainer shoes *

Top 8 Tennis Uniform

- Medbury white polo shirt (issued by the school)
- White shorts (issued by the school)
- White sports socks *
- Running/cross trainer shoes *
- Medbury tennis cap

Touch Uniform

- Medbury reversible sports top
- Medbury grey shorts
- White sports socks *
- Running/cross trainer shoes *

Water Polo Uniform

- Swimming black togs (Speedo style)
- Medbury white polo shirt
- Medbury polar fleece
- Medbury track pants
- Full tracksuit to be worn to and from Jellie Park

Uniform Shop:

If you have uniform to be sold, please leave it at the School Office. Please complete the second hand uniform tracking sheet which can be found on the Uniform Shop page on the school website and on the Medbury App under 'forms'. Items without an accompanying tracking sheet will be accepted as donations. All clothing must be current uniform, clean and in excellent condition to be offered for sale. No shoes, hats, ties, socks or swimming togs please. A handling fee of 30% of the sale price is deducted.

Uniform Rules:

- Shoes must be kept clean and polished. Garters must be worn with socks.
- Sunhats are a compulsory part of the uniform in summer terms and must be worn when outdoors.
- Physical Education uniform is expected to be at school at all times. It should be brought on Monday and taken home on Friday.

Badges:

- On left lapel boys may wear House badges, leadership badges and achievement awards.
- On right lapel boys may wear badges officially presented by visiting schools or chess badges. All other approved badges must be worn under the lapel.
- Only the highest ranked achievement badges may be worn.

Lost property:

We ask that parents encourage their sons to be responsible for the naming and locating of all of their personal property. Lost property is located underneath the stairs in the main block. We endeavour to return all named property to its owner; however, any unclaimed and unnamed lost property is sent to the Uniform Shop to be resold or given to a local charity.

Money and valuables:

No items of value should be brought to the School. No boy may exchange, buy or sell anything to another boy unless he has the Deputy Headmaster's approval first.

Lockers:

Boys are not to be in the locker areas unless they are changing, arriving at, or leaving school. Parents are not permitted in the locker room. Boys may elect to place a padlock on their own locker.

Stationery:

At the beginning of each year teachers supply boys with the stationery they require; the cost is then charged to your son's account. Boys may purchase replacement stationery during the year by completing a stationery order form and handing it to their class teacher.

Digital Technologies usage and access:

Digital Technologies are used extensively at Medbury, both inside and out of the classroom, and the School has invested heavily in a wide range of devices and applications, which support learning, collaboration and communication.

Digital Citizenship and ICT Code of Conduct:

All boys and their parents/caregivers are required to read and agree to our usage guidelines found in the ICT Code of Conduct. This reinforces that this technology is being used in accordance with our Medbury values. The electronic transmission of any item that causes embarrassment to the School, a member of staff or a boy, will result in appropriate disciplinary actions, regardless of whether the event occurred within the School grounds or elsewhere. We run a series of digital citizenship workshops to support parents.

1:1 Laptop Classes and ICT Learning Agreement:

All boys who are in a 1:1 Laptop Class and their parents/caregivers are required to read and agree to our usage guidelines in the ICT Learning Agreement.



School Counsellor:

The School Counsellor, Jenelle Hooson, is a Registered Member with NZAC (New Zealand Association of Counsellors). If you wish to discuss the services the School Counsellor can provide please see your son's homeroom teacher or Assistant Principal, Scott Johnson at scott.johnson@medbury.school.nz.

Food:

For health reasons:

- No food or drink is to be shared at school or sports events.
- Sweets, ice cream or food of any kind may not be eaten in the street or on buses, while in school uniform.
- Sweets, ice-cream and chewing gum are not permitted at school at any time.

Medical matters:

Boys who become injured or sick while at school are cared for by staff from the School Office. If illness or discomfort prevents a boy from returning to class the Office staff will call the parent or designated emergency person and arrange for the boy to be collected and taken home.

The following procedures are followed in dealing with sickness or injury:

- The Office staff record all first aid and accidents in a register.
- Boys sometimes visit the Office staff for very minor abrasions and bruising. The staff concerned uses their discretion in considering whether these matters are reported to parents.
- If the Office staff on duty are at all concerned they will contact the parents.
- If parents or guardians cannot be contacted, a boy may be taken to a doctor, for attention by a qualified medical practitioner. In the event of a more serious matter, the patient will be transported to hospital.
- Medical information supplied by parents at the time of enrolment is referred to for special conditions. It is vital for the proper care of boys that such information is accurate, complete and updated whenever necessary.

Administration of medication at school:

If a boy needs medication during school hours the medicine will be held in the School Office and given to him by the Office staff on duty according to the parent's instructions.

Crisis and emergency:

Keeping us informed:

Should you be aware of a situation which may have an adverse impact on the emotional or physical well being of a Medbury boy please advise your son's Team Leader, the Deputy Headmaster or Headmaster. Should you have information relating to your son's physical or mental wellbeing, please contact the School Office or your son's teacher.

Contacts in Emergency:

Contacting Us:

If possible, do not telephone the School, as telephone lines may be needed for emergency communication.

Contacting You:

We will use a range of media to contact you and keep you informed. The use of media will be dependent on the crisis and the urgency of the situation.

Emergency Situation During the School Day:

In the case of a Civil Defence or local emergency at whatever level, your son will be kept at school in our care until you can be contacted and can arrange to have him transported home safely. Should an emergency or disaster situation arise at school while the boys are on site, we want you to be aware that our first priority is to keep our school community safe and at school until they can be released safely. We have regular practice drills to ensure that our community is both aware of emergency procedures and will respond quickly and effectively.

School rules:

General

Remember that the School's reputation depends on the behaviour of each boy who wears its uniform.

Boys are expected to:

- Show pride in themselves and their school.
- Be responsible for keeping themselves, their uniform and their belongings clean and tidy.
- Be honest, courteous and thoughtful to adults and children, showing respect for and tolerance of others.
- Stand when addressing an adult in the grounds or when an adult enters the classroom.
- Stand back for adults when passing through doors or narrow corridors.
- Never to pass an adult whom they know without a greeting.
- Welcome visitors and conduct them to the office.
- Address staff by their name or as 'Sir' and 'Ma'am'.
- Wear their hair above the eyebrows, off the ears and clear of the collar. Boys must not come to school with dyed or bleached hair or extremely short cuts
- Refrain from borrowing anyone else's gear for any reason.

It is expected that parents will assist the School in maintaining these standards and emphasising good manners.

We do not accept the following behaviours at Medbury: bullying, harassment, swearing, fighting, spitting, threats, stealing, vandalism, trading, dishonesty, gambling, smoking, vaping, using drugs, alcohol or solvents.

Boys may not bring the following to school: Sweets, Chewing Gum, Fireworks, Knives/Craft Knives, Matches or smart devices. If a device is brought to school, it is to be handed in to the homeroom teacher on arrival at school. This can be collected at the end of the school day.



Behaviour management plan:

Overarching Philosophy:

The most fundamental aspect of effective behaviour management at Medbury is authentic, positive relationships based on genuine respect. We understand that each boy is a unique individual and every situation may require a unique approach based on particular circumstances. At Medbury we believe in creating an environment that boys love being part of combined with an unwavering commitment to accountability. Teachers combine high support with high structure, and a firm and consistent enforcement of the routines, standards, and boundaries.

Whole School Expectations:

The Medbury Values - Four Medbury values underpin the Medbury Way. The values are integrated into the curriculum and become part of the boys' everyday school life, from manners to 'doing the right thing'. The values also become part of the fabric of the wider Medbury Family. They give clear direction to all staff, parents and the Trust Board, influencing day-to-day and strategic decisions.

Preventative - Clear expectations are given and reinforced, and positive reinforcement of appropriate behaviour is included, including up to three house points. Early communication with home takes place if a pattern is emerging or there has been a more serious incident.

On-going - A behaviour modification plan is put in place in conjunction with the Team Leader and communicated with the parents.

Medbury School policy on bullying:

Rationale:

- This policy is supported by the following documents:
- Stand Down and Suspension Policy
- ICT Code of Conduct
- Digital Citizenship Continuum
- School Behaviour Management plan.
- Medbury actively seeks to provide a school environment for all boys and staff that is free of bullying behaviours.
- All bullying behaviours, including verbal, physical, emotional and cyber bullying are unacceptable at Medbury. All instances of bullying will be taken seriously and acted upon in accordance with this policy.
- The School recognises that technology plays an important and positive role in boy's lives, both educationally and socially. It is committed to helping all members of the School community to understand both the benefits and the risks, and to equip boys with the knowledge and skills to be able to use technology safely and responsibly.

Purpose:

- To maintain a bully-free and safe school environment.
- To model the Medbury Values in the school community.
- To strive to make Medbury a school in which bullying of any kind has no place, and to have a whole school approach to ensuring safety, security, openness and confidence.
- To inform boys and parents of the School's stance on bullying and the School's expectations in terms of behaviour.
- To provide boys with strategies to address bullying.

Conflict:

Conflict between pupils is found in every school. As they are immature, children may, from time to time, use inappropriate means to resolve conflict. Conflict will include aggressive behaviour which does not meet the criteria for bullying above but which inevitably will be inappropriate in the school environment and must attract an appropriate response by staff.

Definitions:

Bullying is behaviour which:

- is intentionally hurtful (either physically or emotionally)
- is repeated
- is deliberate
- Involves a power imbalance whether actual or perceived

Forms of Bullying:

Bullying can take several forms:

- physical: kicking, hitting
- verbal: name-calling, insulting, put-downs, offensive remarks, threats
- cyber bullying: using technology — cell phone, social networks, email, etc. to deliberately hurt or humiliate another
- material: hiding, breaking or taking someone's gear
- relational: exclusion, spreading lies

Some features of cyber bullying differ from other forms of bullying.

The key differences are:

- impact: the scale and scope of cyber bullying can be greater than other forms of bullying
- targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets
- location: the 24/7 and anywhere nature of cyber bullying
- anonymity: the person being bullied will not always know who is bullying them
- motivation: some boys may not be aware that what they are doing is bullying
- evidence: unlike other forms of bullying, the target of the bullying may have evidence of its occurrence

Policy:

All areas of the School will teach and model appropriate behaviours and the strategies that are involved in conflict resolution, positive assertiveness and intolerance of inappropriate aggression.

Bullying often involves three groups:

- Perpetrator/s
- Bystander/s
- Victim

Proactive Approaches to Prevent Bullying:

- Values Programme
- Health Curriculum
- Teachers and school leaders on duty during school breaks
- Bullying Poster up in every classroom and frequently referred to
- Annual pupil surveys on bullying
- Every boy expected to know:
 - What to do if they are being bullied
 - What to do if they see someone bullied
 - What are the consequences of being a bully
- Pastoral Care Programme

Key Responsibilities of Staff:

- To provide a safe physical and emotional learning environment for boys.
- To support boys in the safe and responsible use of the internet, including understanding the importance of password security and potential dangers of social media.
- To follow the directions of the school ICT Code of Conduct.
- Provide supervision and regular monitoring within the school environment via teachers, teacher aides, school leaders and sports coaches.
- To report any incident of bullying to either the boy's classroom teacher or where deemed appropriate to a member of senior staff no later than by the end of that day. This is especially relevant for teachers on duty.
- To ensure that the four strands of the Health Curriculum are taught at every year level.
- To ensure that all boys are aware of the consequences of being a bully and being bullied.



Key Responsibilities of Boys:

- To seek help from senior leaders, peers, staff and parents should they be bullied, or observe bullying.
- To report any incident of bullying or suspected bullying to the appropriate individual.
- To understand what bullying is and why people engage in bullying.
- To know what the consequences are should they be involved in a bullying incident.

Key Responsibilities of Parents:

- To listen to their son when he reports incidents of bullying.
- To ensure that the incident falls within the definition of bullying.
- To contact the classroom teacher.
- To encourage their son to discuss with a member of staff at school.
- To have seen, discussed with their son, and signed the School ICT Code of Conduct document.
- To support boys in the safe and responsible use of the internet, including understanding the importance of password security and potential dangers of social media.

Expectations of all Medbury Staff Members when dealing with suspected bullying:

In most instances, intervention by staff will result in an immediate stop to bullying behaviour, a positive outcome for the victim of bullying and recovery of normal relationships over time.

Staff — Every reported incident of bullying will be investigated, viewed as potentially serious and where confirmed, will be reported to their Team Leader and/or a member of Senior Management.

1. Staff will never ignore suspected bullying and will investigate and address any bullying incident.
2. If a member of staff becomes aware of a bullying incident they must inform each boy's class teacher. The teacher will listen carefully to all accounts and record the details. They will protect and support the boy who has been bullied while the extent of the bullying is being investigated.

3. The staff member dealing with the bullying incident will decide the appropriate course of action and use the Behaviour Management Plan accordingly.
4. Appropriate action will be taken to assist any boy found to be deliberately bullying another boy to change this behaviour. Staff will help the boy who has bullied to recognise the effect of his behaviour and to take responsibility for it. Appropriate sanctions will be applied and staff will support the boy in changing his behaviour.
5. Staff will inform and involve parents (if deemed appropriate).
6. If necessary, at the discretion of the Headmaster, external agencies may be involved as appropriate.
7. Following appropriate action by the staff, the victim of bullying and the bully will be monitored to ensure that bullying has ceased and the bully will be monitored to ensure that his behaviour reflects the Medbury values.

General:

There will be regular evaluation and updating of approaches to take account of developments in technology. For instance, updating the ICT Code of Conduct, as and when required, and no less than annually.

All reported cases of bullying will be recorded, including cyber bullying and where deemed sufficiently serious the appropriate Senior Management member will keep the records confidential and secure. The Headmaster will be responsible to discuss any serious incidences of bullying with the Chairman of the Trust Board.

Car parking:

Parents are requested to use the Creyke Road Car Park to drop off and pick up their son, and where possible use the designated 'drop off' zone. This is manned by our road patrol between the hours of 8.00am–8.30am and 3.15pm–3.35pm. The boys are only allowed to cross the Car Park by using the pedestrian crossing.

Please do not try and take a shortcut, as the risk of a person being hit by a reversing car is very high.

The Clyde Road entrance is not available for use for parents at the beginning and end of the school day.

Transport:

Transport to and from School

We ask parents to be responsible for ensuring that their son is capable of negotiating the extremely busy roads surrounding Medbury on a bicycle, before allowing him to cycle to school. We do not recommend that any boy in Year 5 or below rides to school.

Boys coming to school on a bicycle or a scooter must obey all road safety rules. They will dismount before walking their bicycle across the road and into the School grounds. At the Fendalton traffic lights all boys, except those turning left, will dismount and wheel their bicycles across on the pedestrian crossing when signalled to do so.

- Bicycles must always be ridden in single file.
- Boys must wear safety helmets when cycling.
- Boys bringing bicycles to school should lock them to the stands.

Scooters

- Junior scooters are placed in the box provided.
- Middle and Senior School scooters are placed in the set storage areas.
- All scooters must be clearly named.

Parents may use the Creyke Road car park to pick up their sons, or the roadside parking outside the Clyde Road entrance.

For safety reasons please do not pick up or drop off your son from inside the Clyde Road entrance.

Boys are forbidden to cross Clyde or Creyke Road unless they use the lights or are specifically being accompanied by an adult.

The Creyke Road pedestrian gate is open between **7.00am** and **6.00pm** – Mon to Fri. There are assigned car park Crossing Wardens on duty before and after school.

Returning Home

Boys are to go straight home without making unscheduled visits to other boys' homes, or visiting shops, unless under the direct supervision of a parent or caregiver. All boys are to vacate the School grounds by 3.40pm unless they have an after school extra-curricular activity.

After school care:

Medbury After School Care runs from 3.00pm until 6.00pm Monday to Friday (the exception being the last day of each Term when school closes).

Boys in Years 1 and 2 who are not being collected by 3.10pm will be sent to After School Care where they will be supervised free of charge if picked up before 3.30pm. Boys in Years 3 to 8 who are not collected by 3.40pm will be sent to After School Care.

If you wish to utilise this resource, please complete the booking form on the App under the forms icon.



Extra-Curricular activities:

Parents will have received the links for the online information outlining all the extra curricular options and sporting options available for the year. Inside the cover of your son's prep diary is an Extra-Curricular Timetable where your son will record all these activities and the times involved. This must be signed by both the parent and classroom teacher to ensure that no boy is either over or under committed. The boys are inclined to over commit in this area so we do ask that you carefully monitor your son's extra-curricular activities.

Music:

Instrumental Tuition

Itinerant music tutors come to the School to provide individual tuition in most musical instruments. Tuition is available to boys in Years 4 to 8. Boys in Years 1 to 3 are able to have instrumental tuition, in consultation with the Director of Music and the boy's classroom teacher.

Junior Choir

From Year 2 to Year 4 boys are voice tested.

Medbury Chorus

Boys are voice tested from Year 5 to Year 8.

Senior Choir / Choristers

Boys are auditioned from Year 6 to Year 8, although occasionally a boy from Year 5 may be asked to audition. These boys will engage in music extension in vocal studies, achieve R.S.C.M. medals and sing in Chapel Choir.

Education Outside The Classroom (EOTC):

During the course of your son's education at Medbury, he will be required to visit places of interest outside the school grounds, as part of the School curriculum. Buses are hired and the use of parents and vehicles is sometimes requested. At the beginning of their association with Medbury, parents or guardians are asked to complete the 'Student/Parent Consent Form' section of the 'Acceptance and Enrolment Form', giving the School permission to transport its students in private cars and hired buses and also giving permission for all low risk activities, not involving overnight stays, for example a visit to the Art Gallery, or to the Airforce Museum.

All class trips and events will be mentioned in the newsletters or in notices emailed home or sent by App alert from the class teacher. Any costs involved will be charged to your son's account unless parents specify otherwise.

Separate written permission is required for school camps, and higher risk day activities for example, a visit to the Rocky Shore. Information will be sent home about such events. It is school policy that any parent assisting at a school camp undergoes a police vetting check. There is also a very strict Alcohol Ban for any staff or parent helper involved in a school camp.

Sports organisation:

The vast majority of boys from Year 3 and up are involved in Saturday morning sporting pursuits. A notice is sent home each season explaining procedures. If your son cannot attend a practice or game he must give his coach prior notice.

It is really important that once a boy has joined a team, he accepts his responsibilities as a team member. It is expected that a boy will play their Saturday sport for Medbury School. Under the Selection Policy a boy must play for Medbury School if they wish to be selected for a first team.

Sports Coaches

We are fortunate to have so many sports offered to the boys, however, this raises the challenge of having sufficient coaches. The coaches are made up of several professionals, staff members, university students and also parents. We are always in need of coaches and managers and would appreciate anyone interested in becoming involved with a team to please contact the Director of Sport. All coaches will need to be police vetted before coaching commences.

The boys' dress, behaviour and sportsmanship are of extreme importance to us and we ask for your support in contacting the coach, Director of Sport or Deputy Headmaster if you have a concern.

Summer Sport

In summer, training in either cricket or tennis is offered and professional coaches are employed to assist staff with their teams. Boys play in Saturday competitions and train after school and at lunchtime during the week. There are also other options available, for example, fencing, karate, water-polo, polo, touch rugby, summer hockey and early morning fitness.

Winter Sport

In winter, training in either rugby, football, basketball or hockey is offered. Boys play in Saturday competitions and train after school and at lunchtime during the week.

Please do not phone the School to check for cancellations. On Saturday mornings all

postponements and cancellations are broadcast on Radio 3ZB and are often on the relevant websites. The School will notify parents of cancellations of after school sports practices by 2.00pm by app alert, where possible. Practices are not always cancelled because of inclement weather as they can be taken indoors.

Visiting Sports Teams

Medbury is involved in a number of matches against other schools. Details of all excursions and games will be sent home prior to the matches.

Sports Practices

Summer:

When a boy has been at sports practice until 4.30pm he may travel home in his whites and school blazer. Those boys who are travelling on public transport or taxi must wear their full school uniform.

Winter:

When a boy has been at sports practice until 4.30pm he may travel home in his sports gear, but must be wearing his Medbury jacket. If a boy does not have this he must change back into full school uniform.





Selection of a Medbury School first team

Rationale:

- That a transparent policy be adopted so all boys, parents and staff are aware of the criteria for selecting a Medbury first team.
- This policy relates to the following teams: 1st XV Rugby, 1st XI Football, 1st XI Hockey, 1st XI Cricket, Water Polo, Basketball and the Tennis Top 8.
- To provide guidelines of selection procedure for boys and parents.

Guidelines:

- A Medbury Staff Member will be in charge of a Medbury 1st Team. They may be assisted by a Medbury parent/s.
- To be eligible for a Medbury 1st Team, a boy is expected to play Saturday sport for the School. The only exceptions are those approved by the Headmaster prior to the commencement of the season.
- Boys selected for 1st teams are expected to be available for games or tournaments including those which may be held in the holidays.
- The selection process will involve a minimum of two trials, which will include skills and games sessions.
- Boys in Years 7 and 8 are eligible for 1st team sides. The Director of Sport, if deemed appropriate, may invite boys in other year groups to trial.
- At least two people will be involved in the selection process, including an outside coach.
- At the conclusion of the trials, the Director of Sport will announce the squad.
- Boys who have not been selected or who have been injured are encouraged to approach the selection panel to determine areas for improvement and a pathway to future selection.
- The squad is fluid and may be changed during the season for any of the following reasons: injury, fitness, attitude, performance, and improvement by those who have not yet gained selection. Boys must also maintain expectations for effort and attitude

towards their academics and social conduct in and around the School.

- The captain of the team will be selected by the coach/es and Senior Management, and will be formally named in assembly by the Headmaster

Guidelines of selection procedure

Procedure for Selection:

Depending on the year level the following procedures will occur:

- Initially meet and discuss with boys the procedure
 - Team structure
 - Expectations
 - The process, including the announcement of the teams
- Boys who have not been selected, or who have been injured, are encouraged to approach the selection panel to determine areas for improvement and a pathway to future selection.

Selection Criteria for Cricket:

- Bowling, batting, fielding, running between wickets and wicket keeping.
- Past performances.
- Feedback from previous Coaches on performance and attitude.
- There will be on average two trials for each team.

Selection Criteria for Tennis:

- The Tennis A squad is selected by a challenge process.
- Initial selection looks at the boys' ability to serve, volley, forehand, backhand and their general play.
- Past performances.

Selection Criteria for Water Polo:

- Past performances.
- Swimming ability, in particular stamina, catching, throwing and treading water.
- Team Play.

Selection Criteria for Basketball:

- Past performances
- Skills session
- A game session
- Two trials with two adults — one being not on the staff

Selection Criteria for Football:

- Past performances
- Series of small sided games as a trial
- Trial with two adults — one being not on the staff
- Only after the first Saturday game is the team finalised.

Selection Criteria for Hockey:

- Past performances
- Skills sessions
- Trial with two adults — one being not on the staff
- Only after the first Saturday game is the team finalised.

Selection Criteria for Rugby:

- Past performances
- Skills session
- Trials with two adults — one being not on the staff
- Only after the first Saturday game is the team finalised.



Code of ethics for players

- Players will practice and play in the correct sports gear as published in the Information Booklet. This includes the necessary protective gear.
- Players will abide by the rules of the game.
- The Medbury approach to 'Winning and Losing' will always be adhered to.
- No player will argue with a referee or challenge an umpire's decision. The captain is predominantly the only boy able to seek clarification.
- Any communication with the referee or umpire must be polite and respectful.
- No boy will ridicule, admonish or criticise another player.
- No inappropriate language will be tolerated at any time.
- Boys will always line up at the end of a game, offer three cheers and shake hands. They will also thank the referee or umpire.
- Boys who are injured are encouraged to attend the team's training sessions and games where practicable.
- Boys must inform their coaches if they are unable to attend a practice or game including games played over holiday breaks.
- Boys may never boo/jeer the opposition whether they are playing or watching a game. They will applaud the performance of both teams.
- Be familiar with the NZFSM recommended stretching exercises - see website. This includes ensuring a warm up and warm down after every game.
- Boys are expected to thank the coaches and their manager after each game.
- The Motto of 'Play the Game' will always be upheld.
- Boys in a 1st team must make themselves available to play for any semi final or final.



Code of ethics for parents

Rationale:

- To promote an effective partnership between parents and the School and to encourage the boys in their sporting pursuits.
- To emphasise the importance of our School philosophy and motto, 'Play the Game'.

Guidelines:

- Parents will reinforce the Medbury 'Code of Ethics for Players,' with their sons.
- Parents will applaud the performance of both teams.
- Parents will praise efforts and celebrate results.
- Allow the players to play their game, not yours.
- Be positive with the referee or umpire and acknowledge their efforts.
- **Communication with the referee is expressly limited to captains and/or coaches of the two sides.**
- Extend a warm welcome to visiting teams, officials and supporters.
- Recognise and support the contribution of coaches.
- Parents should stress the importance for their boys to eat properly and at the right time before an event.
- The pre-game and halftime messages are the sole responsibility of the coach and captain.
- Parents are expected to have their children available for any Saturday matches that Medbury teams are playing.
- If you have a concern about the coaching/ management of a particular event or your son's team, please communicate as soon as possible with the Medbury School staff member in charge of the team, or the Sports Director.
- The place, time and tenor of all communication should reflect the standards that Medbury seeks to model for its students.

Code of ethics for coaches

- Coaches will support and reinforce the Medbury 'Code of Ethics for Players and Parents.'
- All coaches over the age of 18 will be police vetted.
- Students under 18 must have a letter of reference from their secondary school
- Coaches must follow the policy for selecting a Medbury first team.
- Coaches will be dressed appropriately for all school practices.
- Coaches should stress the importance of warming up and warming down before and after exercise. They should be aware of the NZFSM recommended stretching exercises.
- Coaches should stress the importance for their boys to eat properly and at the right time before an event.
- Coaches will aim to allow all boys in their team the chance to win the 'Player of the Day' award during the season.
- All players must play at least half a game in any Saturday game in the regular season. The use of reserves should be monitored so that it is fair for everyone.
- Medbury has very high behaviour expectations of its players. Any concerns or issues must be directed to the Sports Director.
- Coaches will create an enjoyable environment in which to play the game.
- Coaches will positively reinforce the actions of players.
- Coaches should encourage their captains to take as much 'on field' responsibility as possible, appropriate to their age.
- Coaches will promote team respect for referees and umpires.
- Coaches of the higher teams should be encouraging their players to set realistic goals.
- Coaches are responsible for carrying a First Aid pack to all practices and games.
- Coaches are responsible for maintaining details of their team's results and will write an end-of-year

report for The Medburian.

- Coaches will ensure that their language is appropriate.
- Coaches will lead by example.

Cricket net rules for coaches and players

Rationale:

- For the safety of all boys, whether they are in the net, bowling or an innocent bystander.

Setting Up or Taking Down the Nets:

- This can only be done under adult supervision.
- The nets must include the net over the ceiling of the nets.
- Boys are not allowed to play or climb the nets whilst they are being stored.
- In windy conditions the two end nets must be drawn closed at the end of a session to provide greater stability.

Rules:

- Batsmen must wear appropriate protective equipment, including a helmet, when playing against a hard ball.
- No boy or coach is allowed in the net whilst hard balls are being bowled in that net.
- Players must not try to distract other bowlers or the batsmen. This is not a play zone where silliness is tolerated.
- All bowlers need to make sure that they are facing the nets while waiting to bowl.
- Boys who wish to watch a net practice must do so from behind the net but not talk to the batsman. Do not hang around the bowling area.
- When the bowler has bowled and retrieved the ball, he needs to make sure that he keeps his eyes on the batsmen in the nets on his way back to the bowling area.
- When the batsman has played a shot into the net area, he needs to pick the ball up and lob it back to the bowler. Do not hit it back as it can ruin the pitch and it can be dangerous for the bowler.
- Batsmen padding up need to stay beside the nets until it is their turn to bat. At the batting transition, all bowling must stop at the same time and the

new batsmen come in together, before bowling recommences.

- When the field is out of bounds so are the grass cricket nets.
- The nets will be closed if it is too windy or the ground is too wet.



Independent School for Boys

109 Clyde Road
Fendalton Christchurch 8041
PO Box 29006 Riccarton Christchurch 8440

T. +64 3 351 6169
E. office@medbury.school.nz
medbury.school.nz



