

# INFORMATION BOOKLET

## INTRODUCTION

Hereworth School  
Te Mata Road  
PO Box 8074  
Havelock North 4130  
Hawkes Bay  
NEW ZEALAND

Telephone: (06) 877-8138  
Facsimile: (06) 877-8190  
Email: office@hereworth.school.nz  
Website: www.hereworth.school.nz

Chairman of  
the Trust Board: T Hamilton

Headmaster D R Scrymgeour

Number of Boys: approx 220 including boarders

Hereworth is the result of the amalgamation of Heretaunga School (founded in Hastings, 1882) and Hurworth School (Wanganui, 1901) by its first Headmaster, Mr H E Sturge in 1927. The school is situated in Havelock North on the slopes of the Te Mata Hills in 23 acres of grounds. There is an airlink from nearby Napier to all parts of New Zealand. The climate of Hawke's Bay is dry and sunny with mild winters. The Ruahine and Kaweka ranges are near enough to be enjoyed for tramping.

The school is recognised by the Ministry of Education and is a member of the Independent Schools' Association of New Zealand. It is exceptionally well equipped with a Music and Technology building, gym, large outdoor swimming pool, tennis courts, library, art studio, practice rooms, modern dormitories and an impressive Chapel. The extensive grounds provide a scenic and exciting location for the boys to work, live and play.

The school aims to instil effective work habits and encourages industry, effort and perseverance in all areas of life in the context of a cheerful, caring and Christian atmosphere. At this age it is considered vital to lay firm foundations in every aspect of a boy's education - academic, sporting, spiritual and social, both in preparation for the senior school and for life itself.

There are 13 full-time members of teaching staff and a number of part-time, a resident Matron and boarding "Tutors" and ancillary teachers for sport, and music. The school follows a broad, traditional Prep school curriculum adapting this to suit the needs of exceptionally talented boys on the one hand, or those who would benefit from extra coaching in smaller groups on the other. Great emphasis is placed on getting the basics right. Hereworth has a fine record in winning scholarships to senior independent schools.

During the school day boarders and dayboys are totally integrated. Outside the classroom the boys are divided into squads. The "Squad" system fosters the ideals of discipline, responsibility, getting on with others and service to the school, while at the same time providing a "family-style" unit.

Within the framework of ordered and necessary routines the supervision of the boarders is carried out by the Headmaster, Matron and members of staff in, as far as possible, an amicable and family-like atmosphere. At weekends boarders have a programme of organised activities/outings mixed with periods of free time to pursue their own interests.

The school day starts with assembly and inspection followed by a short chapel service. The Chapel has a strong and relevant place in the every-day life of Hereworth and is related to the boys' experience and the practical application of Christian principles.

Cricket, Rugby, Soccer, Hockey, Swimming, Athletics, Tennis, Softball, Cross-country running, Basketball, Badminton, Volleyball, T-Ball are all coached according to season, using the school's own facilities. Other ingredients of the year include Public Speaking Competitions, Concerts, Examinations, House Matches, Plays, Camps and Dancing. There is a school Choir and Drama, Music and Art enjoy an important place in the curriculum. Extra tuition is available for Speech, Drama, Effective Communication and most musical instruments.

Discipline is firm as it is felt that children are more secure within a framework of sensible guidelines and rules but the boys are actively encouraged to develop a sense of self-discipline to prepare themselves for future life. A Prefects system where senior boys are given a taste of what it is like to shoulder responsibility fosters this aim.

Communication between school and parents is considered vital. There is a parent-teacher afternoon arranged to discuss a boy's progress and more detailed discussion can be arranged with individual teachers or with the Headmaster by appointment. Teachers correspond with parents regularly by class / individual emails as well.

Reports are issued mid year and end of year after school examinations.

There is a flourishing Parents' Association which organises fund-raising activities and social events. Parents also run the Hereworth Uniform shop.

The Old Boys' Association provides a very strong tradition of support and care for the school in a number of ways, not least among which are Bursaries for sons of Old Boys.

## **ENTRY and SCHOLARSHIPS**

Entry is by interview with the Headmaster.

All boys enrolled to enter Year 6 and Year 7 are expected to sit entrance tests in the year prior to commencing at Hereworth. These tests are usually held in mid August and test papers include components to enable the Academic Scholarships to be awarded.

Academic Scholarships are available to boys entering Year 6 and Year 7.

Choral Scholarships are available to boys entering Year 6 and Year 7 and boys should come prepared with a song of their choosing to their appointed audition.

The Old Boys' Association provide Bursaries to sons of Old Boys. Details are available from the Headmaster.

Also available are Boarding, Headmaster and Sports scholarships. Details of these are available from the Headmaster.

## **FEES AND DISBURSEMENTS**

Tuition and Boarding Fees are set by our Board of Trustees each November to take effect in January of each year. Any further increase due to the economic situation would be announced in advance.

Staff salaries take the majority of Hereworth's income. Provision is also made for the upgrading of equipment and facilities.

Fees and disbursements are payable by Direct Debit from your nominated Bank Account to the Hereworth School Trust Board bank account on or around the 20th of each month.

A discount of 10% on the tuition and boarding fees of the younger son(s) is offered while two or more boys are at Hereworth.

Extras are:

- Additional stationery (as required by Class Teacher)
- Badges/Colours
- Boarders' Tuck
- Class Camps and Visits
- Dancing
- Farewell gifts and Donations
- Boarders Medical

Parents' Association fee  
School Bus fares  
School Photos  
Sports Trips  
Visiting Performers / MuftiDay donations  
Private Music Tuition and Examination fees  
Private Tennis Coaching  
Private Speech Lessons and Examinations fees

## SCHOOL TIMETABLE

Boarders get up at approximately 6.45am and have a run before they shower.

**Breakfast 7.25 - 8.00am**

The School Medical Officer is available between 8.00 and 8.30am

Yr 4-8 Dayboys report to school at 8.00am Yr 0/1-3 start school 9.00am

Assembly 8.20am  
Chapel 8.30-8.45am  
Classes 8.45-10.10am

**Morning Break 10.10-10.30am**

Classes 10.30-12.00noon

**Lunch 12.00-1.00pm (Yr 1-4 12.30-1.30pm)**

Classes 1.00-3.00pm

**Afternoon Tea 3.00-3.15pm**

Yr 4-8 Sports practices are held on Monday, Wednesday and Thursday from 3.15-4.15pm. All boys shower after their practice (winter) and dayboys are free to go home. On wet days boys are supervised until 4.15pm in their classrooms – they never go home early on a wet day – this ensures continuity for parents in regards to finish times.

On Tuesdays dayboys are free to go at 3.00pm unless they have a commitment.

On Fridays dayboys and five day boarders are free to go at 3.00pm.

Napier, Taradale and Hastings buses run between 4.30-4.40pm on Monday to Thursday and 3.15 pm on Fridays.

**Dinner 5.30-6.00pm**  
Prep 6.30-7.30pm  
**Supper 7.30-7.45pm**

Bed

8.00pm with Lights out at 8.30pm

**Year 0 (alpha) Year One, Two and Three** boy's commence school at 9.00am and finish at 3.00pm each week day.

Alpha and Year One boys do not participate in after school sport.

Year Two and Three boys attend sports practice (not compulsory) on two afternoons (usually Mon & Wed) until 4pm, and Saturday morning sport where applicable.

## UNIFORM

The uniform is purchased via our School Uniform Shop and also Thomson Suits, Hastings.

"Whites" is the term used to describe the full "dress" uniform: ie Blazer, white shirt, tie, winter shorts, grey socks (long), black lace-up shoes.

"Whites" are worn on special occasions ie Church Services and Sunday Chapel Services, School Photographs, and the boys are advised beforehand. The term calendar also states when "whites" should be worn. Boarders travelling to and from school on Public Transport on Exeat weekends and holidays should wear "whites" but boarders travelling in private cars may wear mufti.

Dayboys and Five Day Boarders travel to and from school in their "greys" ie Winter/Summer Shirts/Shorts plus tie, blazer (winter), during the term. They may wear track suits after sport on Saturdays and footwear must be predominantly white sneakers. **At the beginning of every term** all boarders must wear "whites" when they come in to school.

Boarders may wear mufti when they come in to the Boarding House to unpack their luggage during the first day of the year but they must wear "whites" when they report in at 5.00pm. "Whites" should also be worn on Tea-leaves and to go home after Prize Giving at the end of the year.

Boarders wear "greys" plus blazer and tie when they go on Town-leave.

No jewellery is permitted and boys should never eat in the street or on public transport. Cellphones are not permitted to be used at school. See separate Uniform Glossary for the full details of uniform for each year level.

### **Haircuts**

Hair must be neat, short and tidy. Ridges, bleached hair or colouring, and No 1 or No 2 clipper cuts are not permitted.

### **Naming Clothing**

Please ensure that all clothing and kit is clearly marked and in good repair. Clothing should be named on the inside. **Boarders please name duvet covers and inners.**

Brightly coloured name tapes stand out better than black, and iron-on labels or clothing named with laundry markers is unacceptable for our boarders (the iron on labels come off with our dryers).

Hereworth run a **Uniform shop** at the school, open on Wednesdays 3.15-4.30pm during each term. Please note the Christmas holiday times of opening on the separate sheet.

**Thomson Suits Ltd** in Hastings are stockists of the non uniform shop items of school uniform.

## **ACADEMIC LIFE**

Subjects covered by specialist teachers include art, music, physical education, social studies, languages (for those boys who are to benefit) scripture, and science. A broad curriculum based on the guidelines laid down by the Ministry of Education is followed.

The full range of Reading Support programmes is available and the SPELD system is available for those boys requiring this essential backup where we have more than one class at a level. Mathematics is a streamed subject allowing boys to be taught at the level best suited to them.

**Individual Parent/Teacher Meetings** - by appointment.

To organise an individual interview you can email the teacher to arrange an appointment time suitable to both you and the teacher concerned.

### **Prep**

All boys have prep each night, ranging from half an hour for the juniors to an hour for the seniors.

If a boy is given too much on a particular night please sign his prep book when he has done an honest amount of work. If too little is given the extra time should be spent on reading and tables.

### **Stationery**

All texts, exercise books and basic materials are issued free at the beginning of each year. (These should be named indelibly.) Additional stationery, required at the discretion of class teachers, will be charged to disbursement accounts. Replacement of lost material is the boy's responsibility.

## **SPORTS**

The major sports are cricket, tennis and volleyball/ softball in the summer, and rugby, soccer, hockey in the winter terms. Cross-country and Athletics training commences in September.

## **SPORTS TEAMS**

All boys from Year 4 upwards compete in a Hereworth sports team and are required to play for Hereworth School on Saturday mornings in the local competitions (also voluntary for Year 2&3 where applicable). If Hereworth cannot field a team, in the schools nominated summer/winter sports code chosen by your son (i.e. younger rugby grades), then the student is able to play for a club for that season. Students must play for the school if there is a team at their grade/level. Practices are three afternoons per week Mon/Wed/Thurs – Club players must attend at least two of the weekly school sports practices and may go to their club practice on the other night if it clashes with a school sports practice.

The major prep school and mid-week fixtures are printed on the term's calendar. Boys will be notified of other fixtures.

Boys chosen for the top teams will be required to travel for 'Away' prep school fixtures and in most cases will be billeted overnight. If gifts are exchanged the school will provide these (lavender soap etc) and charge your disbursement account. Families with boys in top teams are required, where possible, to billet our guest teams.

## **OTHER ACTIVITIES**

The following activities are offered. There is a charge set by the instructor.

### **DANCING**

Lessons are compulsory for senior boys year 7 & 8 in Term 2 prior to the School Dance. Boys are required to attend this formal dance at the end of Term and must wear tidy trousers (not jeans), black shoes, shirt and a tie.

### **INSTRUMENT TUITION - optional**

Y1-3 to be after school hours. Y4-8 rostered during the day. Lessons are timetabled to ensure that boys do not miss the same subject on a regular basis.

Piano, Flute, Clarinet, Violin, Classical Guitar, Drums, Saxophone, Bagpipes and Keyboard

Boys must have access to their own instrument and must be willing to practise daily.

**If for any reason you wish to terminate your son's tuition, it must be in writing to the Director of Music giving one terms notice.**

Once a boy starts a term, he must continue or pay the full term's fees.

## **SPEECH AND DRAMA TUITION**

Speech and Drama lessons are available to all boys from Year 6 to Year 8. All abilities are catered for.

The subjects covered are poetry, prepared speaking, impromptu speaking, reading aloud, miming, improvisation, prepared drama extracts and the theory of voice production.

Speech and Drama builds confidence, improves speaking ability and begins to develop an appreciation of poetry, prose, drama and literature.

Trinity College of London examinations are held in July and November of each year. These are not compulsory but many of the boys sit these exams. The sense of achievement and the confidence boost it gives them enables them to further themselves both inside and outside the classroom. Tuition for New Zealand Speech Board examinations is also available.

Lessons are held before school, at lunchtime and after school every day so the boys do not miss their academic work. Group and individual lessons are available.

The fees range from \$13.00 per lesson for beginners through to \$20.00 per lesson for Grade 8. Examinations fees are paid separately and are set by Trinity College and the NZ Speech Board each year.

If a boy starts a term, he must continue to the end of that term or pay the full term's fees. **A full term's notice of termination must be given in writing.**

## **SWIMMING**

Coaching, training and swimming lessons are available at Hilton Brown Swimming Pool in Havelock North. Parents to organise.

Y1-4 boys have swimming lessons weekly at Hilton Brown. The cost of this is added to your disbursement account.

## **TENNIS**

Terms One and Four. Tennis is available for all ages from Year 5 to Year 8. Coaching will be given to all Tennis players as a normal part of sports, however private coaching by outside coaches will also be available at additional cost to all boys Y 0 - 8 (out of class time)

Boys who play tennis at school but are members of an outside club may elect to go to their club on a Saturday morning but School Prep matches will take precedence. Proof of membership is also required.

## MEDICAL MATTERS

- a) Health Report Forms are issued to all new parents. Please complete the form with accuracy as the School Medical Officer must have access to a full history, with dates, of all major sicknesses and of all childhood inoculations.
- b) Immunisation: It is suggested that parents who have not had their boys immunised against Tetanus, Whooping Cough, Diphtheria, Polio, and Rubella (German Measles) should consider doing so before they come to school, and those boys who have been immunised should be given a booster injection where necessary. Parents are reminded that after the initial Tetanus injection boys should be further immunised by booster injections once every ten years.
- c) Dentists: All boys may receive treatment at the local dental clinic unless special arrangements have been made with their own dentists.  
  
Parents are asked to arrange, if possible, to have dental treatment carried out during the holidays, but those who live in isolated districts may arrange for their boys to be registered with a Hastings or Napier specialist for treatment to be given in term time. It is understood that any emergency treatment needed will be arranged by the school authorities. Parents will be informed of action taken.
- d) School Medical Officer attends boarders at 8.00am daily.
- e) Boarders are supervised by the Matrons who take charge of the boys' physical and social well-being.
- f) All Medication must be handed in to Matron on return to school for her to administer.
- g) Medicals for new Boarders will be conducted by the School Medical Officer during the first few weeks. Parents with concerns should make direct contact with the Doctor.
- h) Allergies to food must be notified to us in writing.

## BOARDERS

Boarders should be unpacked and ready to farewell parents **by 5.00pm** on the day of return. It is suggested that parents/boys arrive and unpack earlier in the afternoon, depart then return for final goodbyes at 5pm. They can wear mufti earlier in the day but should wear "whites" at 5pm on the first day of each term..

### Return Times

The first day back, as a rule, for all terms is most likely to be Sunday evening.

At the beginning of terms **all boarders** must return by 5.00pm  
After Exeats boarders should return by 7.30pm

Luggage should be consigned to Hereworth School, Te Mata Road, Havelock North.

### **5 Day Boarders**

Weekly boarders may go home after school on Fridays or stay over until after sport on Saturday. They may also return to school on Sunday night by 7.30pm or on Monday morning by 8.00am. You must advise Matron, for security and catering purposes, if you wish to change whichever arrangement you elect.

### **Birthdays**

If your son has a birthday during term time and you wish him to have a birthday cake you should phone Matron who will order. This ensures all cakes are uniform in size. The cost will be charged to your account.

### **Exeats**

Parents and friends are welcome to attend any school function or Chapel service. Day Visits are acceptable on a Sunday until 7.30pm and are to be confirmed by an adult **before 4.00pm** on the previous Friday. Dayboy parents who wish to take a Boarding boy out must also confirm the visit with the parents of that boy.

Parents may request an occasional **tea-leave** by phoning when they are planning to visit the school. This allows catering arrangements to be revised with our Kitchen staff. Up to three friends may be invited. This is a privilege and should be regarded as such. Uniform - Whites. Times - between 4.30 and 6.30pm unless otherwise specified.

Saturday "overnights" are granted:

- a) To boarders selected to play for Representative teams and needing to travel
- b) At the Headmaster's discretion to boarders celebrating a birthday on the Saturday or Sunday
- c) At the Headmaster's and at the relevant sporting coach's discretion to a boarder playing away for a school team in a "prep" school match.

Weekend Exeats are calendared and parents who do not live locally will be issued with a travel form so that any bookings required can be made well in advance. If you make arrangements yourself on public transport please inform the school so Matron can make taxi arrangements for collection from or delivery to the airport or bus stations. If your son will be travelling by private car we still need to have details.

Matron endeavours to arrange travel within the timeframe of all Exeats and where possible we combine with the other Boarding Schools in the area. Coachlines run a service on Friday after school with return on Sunday evening. This service extends to and from Palmerston North, Taupo and Wairoa and, when there are sufficient numbers, they will travel to Gisborne. Coachlines pick up and deliver from the school door and

saves the additional taxi fare from the bus depot in Hastings.

Air New Zealand or Newmans and Intercity buses are used, where appropriate, to all areas. These bookings are made by Matron and all travel is charged to your disbursement account.

### **Food**

The boys are very well fed and need no supplementary diet. Sweets are issued to boarders on a Saturday night while they watch a DVD and no boy is to have any at other times. Boys have access to fruit twice daily. Please **do not** send sweets to the boys.

### **Haircuts**

Each boarder is liable to have a haircut every 4/5 weeks at school unless one has been arranged privately in the meantime during an exeat or holiday break. A qualified Hairdresser comes in to the Boarding House each Wednesday night and haircuts are charged to your disbursement account. Ridges, bleached and coloured hair or No 1 or No 2 clipper cuts are not acceptable.

### **Letters Home**

Full boarders write a compulsory letter home weekly. Boarders may write additional letters at other times if they wish.

### **Mufti**

Mufti is allowed for weekend wear by the boarders. A bag should be brought to school to stow it in. Mufti should be "sensible" ie something the boy can wear on outings and should include warm items for winter.

### **Pocket Money**

Boarders may have, in a named purse or wallet, **up to \$20** to last a term.

### **Telephone**

The Headmaster may be contacted on 877-8138 or, if urgent, on 877-4016. Phone calls to the school at meal times, 7.30-8.00am, Noon - 12.30pm and 5.30-6.00pm, should be avoided if possible.

Matron may be contacted on her direct line, 873-8282, or through the office on 877-8138. If she is not available to answer calls she will switch on her answer phone and return your call at her earliest convenience. If the matter is urgent Matron can be contacted on her mobile phone - 0274 512 182.

There is a Boarders phone for boys to make calls home and you should arrange an 0800 number for this purpose if you are not local.

### **Programme of Sunday Activities**

Boarders will be advised of this. It will include, depending on time of year and the weather, visits to local amenities (ie ten pin bowling, wind-surfing) a trip to the beach, tramps, organised games/competitions at school.

### **Miscellaneous**

All boarding arrangements/changes must be made in writing.

An optional nightly bed-time story is read by the Headmaster Monday to Thursday. Boarders only pack and take home essential items of clothing, footwear and their sports equipment at the end of Terms 1, 2 and 3. They must take all their possessions at the end of each year.

## **GENERAL**

### **Insurance**

Would you please note that the school's insurance does not cover boys' equipment, clothing or bedding. Parents are urged to check that these items are covered privately.

### **SCHOOL OFFICE HOURS are 8.00am to 4.30pm**

Dayboy parents who phone the office to leave a message for their son should do so **before 1.00pm** or the boys are spread through the entire school and are not easy to find.

**\*Weekly Memos** are emailed every Friday of term for the following week.

**\*\*Newsletters** are sent out each month.

**\*\*School Calendars** are issued at the end of term for the following term.

**\*\*These are also available on our school website [www.hereforth.school.nz](http://www.hereforth.school.nz)**

**The School Magazine** is published in the first half of the year and covers events of the previous year. These are issued free to all students who were at school the year the magazine covers.

**Board of Trustee meetings** are held during the terms.

**The Parents' Association Committee** meets during term time. It organises or assists in major functions and fundraising events such as the New Parents' Evening, the Swimming Sports Barbeque, a Golf Tournament and various evening functions.

## One-Way Traffic System

**IN** Te Mata Road/Hillsbrook Place  
**OUT** Hereworth Grove/Simla Avenue

**PLEASE OBSERVE THE SPEED LIMIT AND NOTE THE CYCLE LANE**

## Routine for Picking up and Dropping off Boys at School

**Place:** Always back of school by the Junior block

**Time:** If there is delay or change please attempt to contact the school office. Boys who have waited and not been picked up are to report to either Matron, the Headmaster, or the Teacher on Duty.  
Under no circumstances are they to leave the school property.

### Times

Regular school day

- Arrive by 8.00am (or 9am-3pm if Y1/2/3)

|         |   |        |
|---------|---|--------|
| Pick up | - Monday, Wednesday Thursday              | 4.20pm |
|         | - Tuesday and Friday (non Choir, non Bus) | 3.00pm |

Buses to and from Hastings, Taradale and Napier depart from school at **4.40pm Monday to Thursday and 3.15pm on Friday**

## Choir Practices

Tuesdays 3.10-4.15pm  
and others on request

## Chapel Readings

Year 8 boys, by roster, "read" in Chapel

**Sunday Service in Chapel of St James (see Calendar).** Parents are welcome and all boys Year 4 – 8 are required to attend **two** Sunday services every term. Sunday Chapel services are not compulsory for Year 1 to Year 3 boys. A collection plate is presented at the end of each service. Money donated is forwarded by the Chaplain to the relevant beneficiary. i.e. earthquake fund, local cancer society etc..

## Houses

There are four school Houses - Elder (Red), Grant (Blue), Rickard (Yellow), Reeve (Green).

All boys are put into a House on entry to the school for the purpose of sporting and "academic" competition. If you have a family connection to a house the school will

endeavour to put your son into that same house where possible.

### **Prefects**

Prefects are selected from among Year 8 boys and may be appointed from the beginning of Term 1. The average number of appointees is twelve throughout the year. This may vary.

Qualities of leadership, conscientiousness, determination, decency and being constantly good all round role models are looked for. A Head Boy supervises the day-to-day routines of the prefects and is assisted by up to two "Red Badge" Prefects.

### **Squad Leaders and No 2's**

The present "Squad" system was inaugurated in 1927 when Mr H E Sturge took over as Headmaster of the "new" Hereworth. All boys belong to a squad (boarders and dayboys are integrated). They eat, do tasks, (as boarders, sleep in the same dormitory) and compete in a weekly competition as a squad. Squads aim to:

- 1 Foster the spirit of "getting on together" and
- 2 Develop the qualities of leadership and responsibility

They are small, personal units in a big school.

Squad composition is changed every term. Squad Leaders and No 2's are appointed/changed to give many Year 8 boys an opportunity to take on the responsibility.

### **Rewards**

Merit cards/Honours cards/House points/ Squad points/Prizes/Colours

### **Punishments**

Fatigues are given for inappropriate behaviour that the boy understands are wrong but deliberately acts inappropriately anyway. They are given after consultation with the boy's class teacher to give consistency to the process and are undertaken on the Tuesday afternoon following the week in which the fatigue has been given.

For each fatigue usually a written reflective exercise is undertaken by the student. This exercise takes between 45 and 60 minutes and reflects on what led up to the incident, the incident itself (and why the behaviour was inappropriate—including the effect the incident had on others) and what would have been an appropriate way to act if the situation should arise again.

A letter is sent home for each fatigue stating what the fatigue was for and also how many fatigues the child has had for the term. Once a boy receives a second fatigue (in a term) the boy's family should be contacted (by phone if possible) by the boy's teacher and the consequences of another fatigue explained. Once a boy receives his third fatigue (in a term) a meeting will be held as soon as possible between the family and the Headmaster

to discuss the consequences. Depending on the severity of the behaviour, consequence could range from a stand-down from one or two events to suspension from the school.

At the beginning of each term, each boy starts with a clean slate (ie zero fatigues).

### **Break Times**

Unless there is a specific reason boys are encouraged to be "out" during break times. However, the School Library is always open.

## **HEREWORTH PARENTS' ASSOCIATION**

The Parents' Association provides strong and active support for the school by means of fundraising and social events. The funds raised by the Association are used for various projects around the school that will benefit the pupils.

The Annual General Meeting is held prior to the school swimming sports in February each year when the Officers and Committee are elected. Thereafter meetings are held monthly.

The Parents' Association has two seats on the Trust Board, each for a term of three years.

There is a small annual subscription for parents or guardians of pupils which will be charged to the boy's disbursement account in four installments.

Hereworth Uniform Shop stocks many new uniform items but also accepts and on-sells clothing in good, clean condition. Parents are able to sell school uniform they no longer require and the Association receives a commission for the service. The profit from the shop is used by the Parents' Association for designated projects within the school, such as choir robes, library books, sports gear, landscaping projects and other new equipment.

Hereworth Parents' Association is a very positive and active group of parents and supporters of the school who provide invaluable help and reassurance.

## **THE OLD BOYS' ASSOCIATION**

Established in 1948, the Hereworth School Old Boys' Association is an informal but

energetic body that provides a link for past pupils with the School.

The Old Boys' supports annual bursaries, financial assistance with minor projects within the School and is actively involved in the school's governance with board of trustee representation.

Regular social gatherings and the annual old versus current boys' cricket match form the basis of the remaining Association activities.

Boys are encouraged to join the Association to retain a connection with the school upon leaving.

## **THE HEREWORTH ENDOWMENT TRUST**

The Hereworth Endowment Trust is an Incorporated Educational Trust registered under the Charitable Trusts Act 1957.

The Trust was established in 1962 to raise a capital fund to protect and preserve the financial independence of Hereworth. The Trust Deed records that the settlors "are desirous of assisting towards the cost of maintenance of the School and of its education standards and of ensuring to the School some annual financial assistance to those ends".

Currently earnings from the capital fund are made available to support the School in various ways. The Trust has been designed with the objective of attracting the financial support of the school family in order to provide for Hereworth's ongoing prosperity, maintenance of standards and special character.

The Trust is an independent body and is managed by a Trust Committee comprising:

- 3 Trustees of the Hereworth Trust Board
- 2 Old Boys' Association representatives
- 2 Parents' Association representatives
- Headmaster ex officio

# **POLICIES**

## **SUSPENSIONS AND EXPULSIONS**

There are no Suspensions or Expulsions as such.

When experiencing difficulty with a child we bring the parents into the picture very early on so there is plenty of consultation, dialogue and sharing of ideas as strategies are devised for the child's future. If at the end of the day the situation is still not working, then the parents with the full picture in mind and cognisant of all the circumstances withdraw the child, that action being in the best interest of the child and their family.

This course of action can result either after the school's prompting/direction, or better still, from the family's own initiative.

## **PARENT COMPLAINTS AGAINST A TEACHER**

- 1 In the first instance the parent will contact the teacher directly (and hopefully thereafter) until the problem is resolved.
- 2 If the concern continues the parent will have an interview with the teacher and the Headmaster together to look at the situation in its widest context.
- 3 If the problem lingers unresolved over a length of time the Headmaster will speak to the parent clearly outlining the school's viewpoint, strategies and intended direction for the future.
- 4 If the parent remains unhappy, the final stage is to either speak directly with the Chairman of the Board or to withdraw the child forthwith.

## ADULT SMOKING

Smoking is not permitted anywhere on the school property.  
**Hereworth is a smokefree school.**



**HEREWORTH**  
DESIGNED FOR BOYS

