

CAPE RECIFE HIGH SCHOOL



CODE OF CONDUCT AND DISCIPLINARY MEASURES FOR HOSTEL LEARNERS

PLEASE NOTE: The complete “School Code of Conduct and Disciplinary Measures for Learners” is also applicable to hostel learners.

CAPE RECIFE HIGH SCHOOL
CODE OF CONDUCT AND DISCIPLINARY MEASURES
FOR HOSTEL LEARNERS

**This Code of Conduct is hereby accepted as the official disciplinary
policy for the hostel learners of Cape Recife High School**

SIGNED BY:

1. PRINCIPAL:
- DATE:
2. CHAIRPERSON OF GOVERNING BODY:
- DATE:

UPDATED CODE OF CONDUCT:

**This policy is a revised and updated version of the original policy approved on 31
March 1998.**

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FOR HOSTEL LEARNERS

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CAPE RECIFE HIGH SCHOOL

1. **INTRODUCTION**

1.1._ **PHILOSOPHICAL AND EDUCATIONAL APPROACH**

1.1.2_ The staff consider each learner to be a unique human being whose personality and character traits can only be fully developed within a positive and well-structured educational environment.

It is of the utmost importance that all forms of discipline are carried out in an orderly and well-managed educational climate.

1.1.3_ This Code of Conduct has also been compiled to ensure that the unauthorised conduct of any learner will not have an adverse effect on the positive adjustment and development of any other learner in the hostel.

1.1.3 The hostel's Code of Conduct will at all times be implemented in a caring, supportive manner.

1.1.4 Because discipline often goes hand in hand with corrective measures, learners must know what is expected of them and the actions that will be taken if they disobey the hostel rules.

1.2. **MAIN OBJECTIVES OF THE CODE OF CONDUCT**

1.2.1 The main objective of this Code of Conduct is to create an orderly, disciplined and relaxed environment in which meaningful and qualitative education and care can take place and self-discipline can be promoted.

1.2.2 The aim of this Code of Conduct is to create an environment in which each learner may learn self-discipline and responsibility.

1.2.3 A further purpose of this Code of Conduct is to prevent the development of negative characteristics in learners, to promote positive features and to ensure that learners feel loved and respected.

1.2.4 The Code of Conduct and disciplinary measures are also intended to control the learner's conduct and to discipline any unruly learners.

1.3. **WHAT THE CODE OF CONDUCT IMPLIES**

1.3.1 Rules and Regulations will apply to all learners.

1.3.2 The discipline policy will at all times be applied with the necessary understanding, fairness and sensitivity to the needs of the individual learners. This implies that the learners also have the right to voice their opinions prior to decisions being made regarding corrective measures being decided upon.

1.3.3 Disciplinary measures will only be applied when it is found that a learner's attitude or conduct is unsatisfactory in relation to what can reasonably be expected of the learner

at his specific level of development.

1.4. CATEGORIES OF TRANSGRESSIONS (Refer Section: 3 p. 23)

Disciplinary measures will be applied for the following categories of transgressions:

1.4.1 **Level I Transgressions:**

This includes less serious transgressions, e.g. running in passages, littering, untidiness, etc.

1.4.2 **Level II Transgressions:**

These transgressions are more serious and comprise all offences which violate the hostel rules.

1.4.3 **Level III transgressions:**

These are transgressions of a serious nature and require immediate intervention. Aggression and vandalism, as well as theft are some examples of offences in this category.

1.5. DISCIPLINARY MEASURES

Disciplinary measures are educationally acceptable measures within the confines of the law. These measures can include the following:

1.5.1 **Verbal admonition:**

Verbal admonition by the principal, hostel superintendent, a supervisory staff member or a housemother when an isolated incident occurs.

1.5.2 **“Time-out”:**

“Time-out” means that the offender is temporarily isolated from the group.

1.5.3 **Detention:**

Detention after regular school hours for a repetition of Level I or Level II transgressions, or for three reports about transgressions of any kind. Detention will be on a Friday afternoon for a minimum period of 1 ½ hours and will coincide with the school’s detention classes. Written or telephonic arrangements will be made with the parents and the learner at least one week prior to the designated date.

1.5.4 **Hostel service:**

Periods of hostel service (e.g. kitchen duty) varying in length, will be undertaken on the hostel premises if a regular offence re-occurs.

1.5.5 **Suspension of privileges:**

Suspension of privileges, e.g. watching TV, enjoying outdoor activities on the premises (e.g. swimming), leaving the premises (e.g. visits to the nearby shopping centre, going out with family or friends, weekend leave etc.) - if a regular offence occurs repeatedly. Parents will be notified if necessary (e.g. grounding learner for a weekend).

1.5.6 **Temporary suspension from certain hostel / school activities:**

Temporary suspension from certain hostel / school activities as a correctional measure when a learner's behaviour adversely affects an activity or another learner's participation in the activity. This type of temporary suspension may be applied to sport, cultural or social activities and even the use of the media centre in the afternoons. The suspension will be instituted within a set time frame, not exceeding one week. The Hostel Superintendent will inform all parties concerned and file a copy of his report in the learner's school file for future reference.

1.5.7 **Temporary suspension from the hostel:**

The Governing Body of the school, after a fair hearing can, in consultation with the Education Department, suspend a learner, who is guilty of undesirable behaviour, from the hostel for a period of one week as a correctional measure.

1.5.8 **Expulsion from the hostel:**

The Governing Body can, in consultation with the Education Department find a learner is guilty of serious misconduct he/she can be expelled from the hostel after a fair hearing.

1.6. **THE INVOLVEMENT OF STAFF, PARENTS AND LEARNERS**

1.6.1 The involvement of staff, parents and learners is a pre-requisite for the successful application of this Code of Conduct. For this reason, all parties were actively involved in compiling the Code of Conduct for the hostel learners before it was presented to the Governing Body of the school for final approval.

1.6.2 Because the role of the parents in the education and care of the learners is acknowledged, the principal will continue to follow an open-door policy whereby the parents are encouraged to discuss matters affecting their children with him or other delegated staff members.

1.6.3 The involvement of learners, such as hostel prefects, in the implementation of the Code of Conduct is seen as an opportunity for leadership development and not for the indiscriminate exercising of authority over fellow-learners. Such learners will not be over-burdened. The emphasis will be on co-operation and good discipline.

1.7 **COMMUNICATION**

1.7.1 **Communication with staff:**

It is vitally important for hostel staff and parents to communicate with one another in the interest of learners.

In view of this, parents who wish to communicate with hostel staff, should feel free to contact the Superintendent of the hostel if they have any concerns. The Hostel Superintendent will ensure that the concerns are addressed by the relevant staff. The Hostel Superintendent can be contacted on tel 041/5832147, all hours.

During school hours (08:00-16:00) the switchboard will put the call through to the Hostel Superintendent. After hours, the Hostel Superintendent on duty will relay the call to the Superintendent of the relevant hostel you wish to speak to. If the Hostel Superintendent in question is not available, a message must be left for him / her to contact the parents.

1.7.2 **Communication with learners by parents and friends:**

Communication with learners take place via public phones (refer : p. 15, par. 2.8).

CAPE RECIFE HIGH SCHOOL

CODE OF CONDUCT AND DISCIPLINARY MEASURES

2. HOSTEL RULES

2.1 RISING IN THE MORNINGS

2.1.1 Learners must rise immediately when the bell rings.

Times: Weekdays : 6:30 Weekends : 07:30

2.1.2 Girls may rise at 06:15 during the week to wash and blow-dry their hair.

2.1.3 Grade 11 and 12 learners may rise at 06:00 to study subject to the following conditions:

- Learners must receive permission from the superintendent of the hostel.

- If the learner who wishes to study shares a room with other learners, he / she must study in another room.

2.1.4 Learners must ensure that their beds are neatly made before breakfast. (Uniform and room inspection take place at 07:35 - see par. 2.3.1)

2.2. MEAL TIMES

2.2.1 **First Bell:** A warning bell is rung 3 minutes before each meal time. Learners must react immediately to the ringing of the first bell and line up in an orderly, composed manner outside the dining hall.

2.2.2	<u>Times</u>	:	Breakfast	:	Weekdays	:	07:00 - 07:15
					Weekends	:	08:00 - 08:15
			Lunch	:	Mon.-Fri.	:	14:15 - 14:40
					Saturdays	:	12:30 - 12:55
					Sundays	:	13:00 - 13:25
			Supper	:	Daily	:	18:00 - 18:25

2.2.3 Appropriate clothing and neatness:

- Hair must be combed and hands washed prior to meal times.
- Learners are not permitted to attend meal times with wet hair.
- Learners are not allowed to enter the dining hall with bare feet.
- Full school uniform must be worn to breakfast and lunch. If it is cold in the mornings, an ordinary jersey or tracksuit top may be worn to breakfast.

If learners are participating in sports matches after lunch, they are permitted to wear their sports clothes.

2.2.4 **Leading into the dining hall:**

When the second bell is rung, the supervisor hostel superintendent on duty instructs the learners to file into the dining hall.

2.2.5 **Duration of meal times:**

Breakfast : 15 minutes

Lunch and supper : 25 minutes

2.2.6 **Warning bell before the end of the meal time:**

As soon as the warning bell is rung 5 minutes before the end of the meal, learners may not dish any more food or help themselves to more bread.

2.2.7 **Extended meal times:**

Disabled learners who eat at a slower pace as well as learners who have permission to arrive late for meals, may continue with their meals after the prayer and/or devotions has been said and the other learners have vacated the dining hall.

2.2.8 **Late arrivals for meals:**

Only in exceptional cases will learners be permitted to arrive late for meals (e.g. learners who participated in sports matches and could not arrive on time for the meal).

Notice concerning late arrivals must be given one day prior to the sports activity / function, etc.

This information must be supplied (in triplicate) on the appropriate form, viz. “Notice of Extra-curricular Activity”, by the coach or teacher in charge. [Pro-forma forms are available at the admin. office]. One copy must be sent to the kitchen, the second to the superintendent on duty and the third must be placed in the container (reserved for sports notices) in the dining hall.

2.2.9 **Permission to leave the dining hall before the end of meal:**

No learner may leave the dining hall without the permission of the supervisory staff member on duty.

2.2.10 **Attendance at meals in the dining hall:**

All learners are expected to be present at every meal except learners who are sick and confined to bed. Meals for these learners will be served either in the sick bay or in the dormitory.

If a learner signed out for a particular meal but returned earlier than expected to the hostel, the learner may not present himself / herself for that meal.

2.2.11 **Food preferences and / or allergies:**

The hostel cannot cater specially for individual / extraordinary food preferences.

Should a departure from the hostel menu be necessary on medical grounds, the parents are required to submit a medical certificate indicating the learner's specific food allergy.

2.3. **DORMITORY RULES**

2.3.1 **Uniform and room inspection:**

Inspection of uniforms, dormitories and cupboards will take place every morning at 07:35. Learners must lock their cupboards before they leave for school. The hostel superintendent will dismiss the learners after inspection and check that cupboards have been locked.

2.3.1.1 **Uniform inspection:**

School uniforms must be ready and presented to the housemother for inspection the previous day.

2.3.1.2 **Room inspection:**

(a) **Making of beds:**

Beds must be made before breakfast.

(b) **Cupboard locks and keys:**

Learners are responsible for supplying either a padlock or a combination lock for their cupboards. Cupboards must be kept locked. Learners who bring valuable items to the hostel, do so at their own risk. A spare key must be placed in an envelope (bearing the learner's signature) and handed to the housemother for safe-keeping.

(c) **Towels:**

Towels must be hung neatly on the rails in the dormitories. During the morning, wet towels will be hung on the washlines by the general assistants. No towels may be hung on window catches.

(d) **Wastepaper bins:**

Paper and other waste matter must be thrown into the wastepaper bins. Nothing must be tossed onto the floor.

(e) **Neatness of dormitories:**

Dormitories must be kept tidy at all times. Nothing must be left lying on the floor or under the beds.

(f) **Cases and travel bags:**

These should be stored in or on top of cupboards except in the girls' hostel where they will be stored in the luggage room.

2.3.2 **Pictures / Posters:**

Each learner will be allowed to affix a maximum of two pictures / posters to the wall in his / her dormitory. Pictures / posters may not be affixed to doors or cupboards. Small pieces of Prestik may be used to attach each of the four corners of the picture / poster to the wall. All pictures / posters must be approved by the hostel superintendent.

2.3.3 **Potplants:**

Each learner is permitted to keep one potplant in his / her dormitory. The plant container and saucer must be approved by the hostel superintendent.

2.3.4. **Maintenance:**

Learners must report any damages / breakages immediately to a housemother.

2.3.5 **Lights:**

The last learner to leave a room must ensure that the light has been switched off.

2.3.6 **Packing away of clothes after a weekend:**

Learners must pack away their clothes on Sunday evening after returning from an "out" weekend.

2.3.7 **Tuck:**

No tuck must be stored in cupboards. Each learner must possess his / her personal tuckbox which can be locked. All tuckboxes are kept in the tuck-room and tuck is issued once a day at specific times.

Although hostel learners enjoy their snacks between meal times, the following should be kept in mind when parents pack their children's tuck boxes:

- Hyperactivity and allergies are aggravated by colouring additives such as tartrazine.
- Excessive intake of sugar spoil one's appetite for healthy food.
- Children should be encouraged to enjoy healthy snacks such as dried fruit.
- Parents should consider supplying their children with smaller snack portions, e.g. small packets of potato crisps instead of large packets.

2.3.8 **Dirty Washing:**

Dirty clothes should be placed in the laundry baskets every night before 21:30. Learners who have their clothes washed at home over weekends, must store their dirty clothes in their linen bags. Dirty clothes should not be stored together with clean

clothes but in linen bags and kept in the cupboards.

2.3.9 **Clean, ironed clothes:**

Learners must fetch freshly laundered clothes from the housemothers daily at 16:15. These must immediately be packed neatly into their cupboards.

2.3.10 **Duvets:**

Although bedding (viz. pillows, pillow slips, sheets, blankets and bedspreads) is provided by the hostel, the learners are encouraged to bring their own duvets. The various colours of the duvets make the dormitories more attractive. In addition, the learner's task of preparing for room inspection each morning is facilitated by the use of the duvets. Parents are requested to provide two duvets per learner to facilitate laundry procedures. The material of the duvet cover must be colour fast. Both the duvet and the duvet cover must be clearly marked with the learner's name.

2.3.11 **Rugs:**

Learners are permitted to have their own bed rugs in the dormitories. Large mats may not be brought to the hostel.

2.4. **BATHROOMS AND TOILETS**

2.4.1 **Behaviour while bathing / showering:**

Learners may not be rowdy, push one another or indulge in any activity that may cause an accident / injury.

2.4.2 **Bathroom floors:**

Learners are responsible for drying the bathroom floor after they have bathed / showered.

2.4.3 **Appropriate clothing:**

No learner is permitted to go for a bath / shower clad only in a towel. Girls must be clothed in either a tracksuit or a dressing gown. Minimum wear for boys is a pair of shorts.

2.4.4 **Toilets:**

Toilets must be left in a clean, tidy state after use.

2.4.5 **Conservation of water:**

Water must be used sparingly at all times.

2.4.6 **Duration of shower:**

Learners may shower for only two minutes. Each learner must bath or shower daily.

2.5. STUDY

2.5.1 General Rules:

2.5.1.1 The afternoon study period is compulsory for all learners from Grade 1 (Sub A) to Grade 12 (Std 10).

Learners who return to the hostel from sport before 16:00 must join the study groups.

2.5.1.2 Learners in Grades 8 - 12 may study in their rooms unless it becomes apparent that they are incapable of studying independently without supervision.

2.5.1.3 Dormitory doors must remain open during the study period. Only Grade 11 and 12 learners may close their doors. The supervisor or housemother has the right to enter a dormitory without knocking at any time during the study period.

2.5.1.4 (a) Compulsory supervised Study Periods:

Afternoons : Learners assemble at 14:55. The study period is from 15:00 -16:00 (Grades 4 to 12).

Grade 1 - 3 learners study from 14:30 - 15:00.

Evenings : Learners assemble at 18:55. The study period commences at 19:00.

Grade 6 & 7 learners study from 19:00 until 20:00.

Grades 4 & 5 learners who missed afternoon study must also attend evening study.

Grade 8 - 12 learners study from 19:00 until 20:30.

Learners desiring to study for a longer period may continue learning until quiet time.

2.5.1.4 (b) Voluntary additional unsupervised Study Periods:

It is necessary for learners from Grade 8-12 to undertake additional study to complete homework, assignments and to study for tests. Supervisory staff is expected to ensure that additional voluntary study can take place without any disruption from other learners.

Learners desiring to study after quiet time, must receive permission to do so from the superintendent on duty.

2.5.1.5 There is a 5 minute break at 19:30 for all learners and again at 20:00 for senior learners.

2.5.1.6 No learner may leave the study hall without permission. Learners may not fetch books nor make enquiries about homework during the study period.

2.5.1.7 Learners must bring all their writing materials and books to the study period.

- 2.5.1.8 Learners who are studying in their rooms may not walk about, borrow books nor make enquiries about homework projects during this time.
- 2.5.1.9 Once a learner has completed his / her written homework, revision must be done. Only books relating to schoolwork may be read. A learner may only read fiction if permission has been granted and indicted in the learner's homework book by a teacher.
- 2.5.1.10 Learners must be quiet and not converse with one another. Learners may not help one another with work.

2.5.2 **Examination study times:**

The following arrangements and times apply to learners who stay in the hostel to study:

2.5.2.1 **Study times: Grades 10 to 12:**

(a) Mornings:

08:00 to 08:50	-	Study
08:50 to 09:00	-	Break
09:00 to 09:50	-	Study
09:50 to 10:00	-	Break
10:00 to 10:50	-	Study
10:50 to 11:00	-	Break
11:00 to 12:00	-	Study
12:00 to 13:10	-	Break

(b) Afternoons:

13:10 to 13:15	-	Line-up for lunch
13:15 to 13:40	-	Lunch
13:40 to 14:30	-	Break
14:30 to 15:30	-	Study
15:30 to 15:40	-	Break
15:40 to 16:40	-	Study
16:40 to 19:00	-	Afternoon and evening programme

(c) Evenings:

19:00 to 19:50	-	Study
19:50 to 20:00	-	Break
20:50 to 20:50	-	Study
20:50 to 21:00	-	Break
21:00 to 21:30	-	Study

2.5.2.2 Study times: Grades 8 and 9:

(a) Afternoons:

13:10 to 13:15	-	Line-up for lunch
13:15 to 13:40	-	Lunch
13:40 to 14:30	-	Break
14:30 to 15:30	-	Study
15:30 to 15:40	-	Break
15:40 to 16:40	-	Study
16:40 to 19:00	-	Afternoon and evening programme

(b) Evening:

19:00 to 19:50	-	Study
19:50 to 20:00	-	Break
20:00 to 20:50	-	Study

2.5.2.3. Study times: Grades 6 and 7:

(a)Afternoons:

13:10 to 13:15	-	Line-up for lunch
13:15 to 13:40	-	Lunch
13:40 to 14:30	-	Break
14:30 to 15:30	-	Study
15:30 to 15:40	-	Break
15:40 to 16:30	-	Study
16:30 to 19:00	-	Afternoon and evening programme

(b) Evening:

19:00 to 19:50	-	Study
19:50 to 20:00	-	Break
20:00 to 20:40	-	Study

2.5.2.4 Study times: Grades 4 and 5:

(a) Afternoons:

13:10 to 13:15	-	Line-up for lunch
13:15 to 13:40	-	Lunch
13:40 to 14:30	-	Break
14:30 to 15:30	-	Study
15:30 to 15:40	-	Break
15:40 to 16:30	-	Study

2.5.2.5 **Study times on Saturdays during the examinations:**

(a) **Grades 10 - 12 (2h x 2)**

Morning: 09:00 to 11:00

Afternoon: 14:00 to 16:00

(b) **Grades 8 & 9 (1½ x 2)**

Morning: 09:00 to 10:30

Afternoon: 14:00 to 15:30

(c) **Grades 6 & 7 (1h x 2)**

Morning: 09:00 to 10:00

Afternoon: 14:00 to 15:00

(d) **Grades 4 & 5 (1h x 1 + ½ x 1)**

Morning: 09:00 to 10:00

Afternoon: 14:00 to 14:30

2.5.2.6 **Arrangements:**

- The underlying principle is that there should be a spirit of learning in the hostels throughout the day.
- The following rules must be adhered to in order to comply with the underlying principle:
 - (a) Grades 10-12 hostel learners who do not write examinations on a specific day and who study in the hostel, must comply with the rules or else they will have to study in the school under supervision.
 - (b) The same hostel rules apply to matriculants who stay in the hostel to study. Their study times are according to paragraphs 2.5.2.1 and 2.5.2.5 above.
 - (c) All learners to grade 7 study in the study hall as well as older learners who have been instructed to study there due to the fact that they are unable to study independently.
 - (d) Learners are not permitted to study aloud (Special provision must be made in another room for these learners).
 - (e) Learners may not walk around during study times, e.g. to make coffee, etc.
 - (f) Learners may not study together in groups.
 - (g) The housemother must ring the bell to indicate the beginning and end of breaks during study time (short rings).
 - (h) The housemother must monitor the study periods and problems must be

reported to the hostel superintendents.

- (i) During the short breaks, learners are only permitted to be in the hostels or quads, inside the hostels.

- (j) Because a number of high school learners will stay in the hostel during the day, housemothers will be on duty in the Senior Boys' and Senior Girls' Hostels throughout the mornings. Housemothers may fetch their tea at the diningroom and drink it in the hostels. The two housemothers on duty will have lunch with the learners at 13:15 in order that the learners will never be without supervision in the hostels.
- (k) Any learner who does not adhere to these rules will have to study in the school under supervision.
- (l) Learners must ask questions they have about their work after the specified study times.
- (m) Permission must be obtained from the Guardian Hostel Superintendent to keep lights on later than usual.

2.5.3. **Study times for matriculants during examinations:**

- (n) The last school day for matriculants will be announced at the end of the third term each year. After that they will only attend school on the days on which they write examinations.
- (o) Matriculants need not remain in the hostel if they prefer to go home to study. The hostel must be notified of the days they will not be in the hostel.
- (p) The following rules apply to learners who study in the hostel:
 - On school days the learners must study in their rooms in the hostels.
 - Exceptions to the above rule are the following:
 - When examinations are written.
 - When a learner requires assistance with his / her school work and needs to see a staff member.
 - Short breaks between study times according to the study roster.
 - The normal hostel study times no longer apply to matriculants because they study according to their own personal daily study programmes. However, they must study during the mornings and evenings.
 - Matriculants who take short breaks during the normal hostel study periods must under no circumstances disturb learners who are studying.
 - During the afternoons matriculants may relax in the grounds or take a walk to town, etc.
 - The normal signing in and signing out procedures still apply to matriculants.

- If a matriculant wrote an examination paper in the morning, he / she may rest during the afternoon provided that the normal study times of other learners are not disturbed.
- If a learner wishes to study later than the normal times when senior learners have to switch off their lights, the hostel staff must be informed.
- All other normal hostel rules and hostel times (e.g. meal times) remain applicable to matriculants.

2.6. TELEVISION

2.6.1 Times:

2.6.1.1 Sunday - Thursday

Juniors may view until 20:30.

Seniors may view until 21:45.

Younger learners may view until 18:45.

2.6.1.2. Weekends - Fridays and Saturdays

Juniors may view until 21:45

Seniors may view until 22:45

Younger learners may view until 20:45

2.6.2 Only the superintendent on duty may grant permission for learners to watch later than the above-mentioned times.

2.6.3 Only a member of staff may switch the television set on or off or change the channels.

2.6.4 During the week learners in Grades 4-12 may not watch T.V. before 16:30. Pre-primary learners and learners in Grades 1-3 may view early afternoon T.V. programmes for young viewers at the housemother's discretion.

2.6.5 Only films with an age-classification of 2-16 may be viewed. Learners younger than the restrictive age classification, will not be allowed to watch the film. If there are films in this category which are not suitable for viewing by learners, they will not be permitted to watch them. Staff members on duty must ensure that the abovementioned rule is complied with.

2.7 **BED TIME: QUIET TIME AND "LIGHTS OUT"**

2.7.1 Quiet time:

2.7.1.1 Times: Preparatory Hostel (Gr. R- Gr. 3) : Sunday - Thursday : 19:45 - 20:00

Junior Hostel (Gr. 4 -7) : Sunday - Thursday : 20:45 - 21:00

Senior Hostels (Gr. 8 -12) : Sunday - Thursday : 21:45 - 22:00

2.7.1.2 Once the warning bell has sounded, learners must proceed quietly to their dormitories. Silence must be maintained so that learners may conduct their personal quiet times without being disturbed.

2.7.1.3 Learners may not bath or shower during this time.

2.7.2 **“Lights out”**

2.7.2.1 Sunday - Thursday : Juniors 21:00 Seniors 22:00

Friday - Saturday : Juniors 22:00 Seniors 23:00

Sunday- Thursday : Preparatory Hostel (Gr. R - Gr.3) 20:00

Friday - Saturday : Preparatory Hostel (Gr. R - Gr. 3) 20:30.

2.7.2.2 Lights must be switched off immediately when the bell rings. Thereafter learners must be quiet.

2.7.2.3 Learners may not sleep in dormitories or beds other than their own.

2.8. **TELEPHONE: [Public telephones *and* cell phones]**

2.8.1 Learners may use the phone every day (Refer to the table below):-

- After the afternoon study period until supper.
- After supper until the evening study period begins.
- After evening study until quiet time.

	Preparatory Hostel (Gr. R-3)	Junior Hostel (Gr. 4-7)	Senior Hostels (Gr. 8 -12)
Weekdays : Afternoons	16:00 - 17:55	16:55 - 17:55	16:00 - 17:55
Evenings	18:30 - 19:00	18:30 - 18:55 20:00 - 20:30	18:30 - 18:55 20:30 - 21:45
Weekends : Mornings	11:00 - 12:00	11:00 - 12:00	11:00 - 12:55
Afternoons	14:30 - 17:00	14:30 - 17:00	14:30 - 17:00
Evenings	18:30 - 19:00	18:30 - 21:30	18:30 - 21:30

Public telephones:

Pre-Paratory Hostel	(Gr. R - Gr.3) (Boys)	:	5831041
Junior Boys' Hostel	(Gr. 4 - Gr. 7)	:	5831023
Senior Boys' Hostel	(Gr. 8 - Gr. 12)	:	5831048
Girls' Hostel	(Gr. R - 7)	:	5831030
	(Gr. 8 - 12)	:	5831084

- 2.8.2 Learners may not converse for longer than 5 minutes when other learners are waiting to use the telephone.
- 2.8.3 Learners must respect the privacy of others.
- 2.8.4 Learners may not deface the telephone booth nor damage the equipment.

- 2.8.5 No calls may be made or received during study periods or mealtimes. (This includes cellphones)

2.9. **ORDERLINESS**

- 2.9.1 Learners may not jump or play on the beds.
- 2.9.2 Learners may not run in the passages.
- 2.9.3 Learners may not play rough games or create excessive noise.

2.10. **PERSONAL POSSESSIONS**

- 2.10.1 In the event of any personal possessions being lent or borrowed, the lender assumes personal responsibility for this decision.
- 2.10.2 Learners are responsible for the safe-keeping of their personal belongings by locking them away. Learners are personally responsible for the safe-keeping of the keys for their cupboards, tuckboxes and suitcases. Duplicate keys on a key-ring with a name-tag attached to it, must be placed in an envelope (bearing the learner's signature) and handed to the housemother for safe-keeping in the storeroom.
- 2.10.3 Under no circumstances may one learner open another learner's cupboard and remove any article.
- 2.10.4 Electrical appliances such as immersion heaters or kettles may not be brought to the hostel.
- 2.10.5 Because the use of electrical appliances in the dormitories constitutes a hazard, the use of these is discouraged. However, permission has been granted for the use of radios and cassette recorders and other equipment required for the learner's educational programme. These appliances must comply with the safety regulations.

A central room (sickbay) has been made available to those girls who use electric hair dryers.

Hair dryers may only be used in the sickbay under the supervision of the housemother.

- 2.10.6 Parents must ensure that the electrical connections of all radios and cassette players which are brought to the hostel, are in good working order. When an appliance is brought to the hostel, it must be taken to a housemother for inspection. Learners must report all faulty appliances. If a housemother or superintendent finds a faulty appliance, it will be confiscated.
- 2.10.7 The volume of radios and cassette players must not be excessive.

211. **SPORT**

- 2.11.1 Learners may reserve a tennis court by completing the form on the notice board in the dining-hall.
- 2.11.2 Sports equipment will be issued by the housemothers and all this equipment must be returned to them after use.

2.11.3 **Extra-mural activities on Fridays and Saturdays:**

Parents are requested not to take their children out of the hostel over a weekend when the children are participating in important matches or competitions. (Should it be absolutely necessary for the parents to fetch the child, the parents must contact the coach before 12:00 on the Wednesday preceding the weekend so that a substitute may be found).

2.11.4 **Rules relating to the swimming pool:**

2.11.4.1 The only way of entering the pool enclosure is through the gate which must be locked after the pool has been used.

No learner may enter the pool enclosure unless accompanied by a teacher or supervisory staff member.

2.11.4.2 All clothes, towels and costumes must be clearly marked with the owner's name. Girls may only wear one-piece costumes. Boys may not wear "baggies" or other forms of clothing.

2.11.4.3 No bottles, tumblers, sweets, chewing gum, stones, paper, etc. are allowed within the pool enclosure. No learner may take sandwiches or food into this area. No sports equipment or hard balls are allowed in the pool enclosure.

2.11.4.4 No valuable articles, watches or money may be taken to the pool. These articles must not be left in the change rooms but should be locked up in the hostel or left in the care of the supervisory staff members.

2.11.4.5. The filter-room (prefabricated building) is out-of-bounds to all learners.

2.11.4.6 Learners are not permitted to shout or run around in the pool enclosure. No learner may push another into the pool. Unnecessary diving or jumping into the pool is not permitted.

2.11.4.7 No games which may lead to injury are permitted. When in the pool, no learner may jostle another or push anyone's head under the water.

2.11.4.8 No learner who has sores on his / her body may swim in the pool. Swimming during the incubation period of an illness is prohibited.

2.11.4.9 Learners may play with soft balls in the pool.

2.11.4.10 Hostel staff may prohibit any learner who infringes these rules from swimming for an indefinite period of time.

2.12 **SOCIAL CONTACT AND THE WHEREABOUTS OF LEARNERS ON THE GROUNDS**

2.12.1 Learners must inform the housemothers of their whereabouts at all times.

2.12.2 The trees and bushes are out of bounds.

2.12.3 On weekdays between 16:00 and 17:30 in the summer and 16:00 and 17:00 in the

winter boys and girls may mix socially in groups of at least 3 people within the boundaries of the soccer field or in the quadrangle of the girls' hostel.

2.12.4 No learners are allowed in the area in front of the school (i.e. the area between the soccer field and the admin. block).

2.12.5 No physical contact between boys and girls is permitted.

2.12.6 All learners must be back in their respective hostels by 17:30 in summer and 17:00 in winter when the outer doors of hostels are locked by the housemothers.

(*Summer: 1st and 4th terms; *Winter: 2nd and 3rd terms)

2.12.7 Boys and girls may swim at the same time under supervision, but games involving physical contact are prohibited.

2.12.8. Over weekends after supper and during visiting hours, boys and girls may socialise in groups of at least 3 people in the lounge of the girls' hostel. Permission from the supervisory staff member on duty is required.

2.12.9 **Visiting times:**

Visitors may be received during weekends at the following times:

Fridays : 19:00 - 20:00

Saturdays : 10:00 - 12:00; 14:00-17:00; 19:00 - 20:00

Sundays : 15:00 - 17:30

Learners must obtain permission from the hostel superintendent and inform the housemother prior to a visit.

2.12.10 A learner must obtain permission from the housemother in order to visit another hostel. Unauthorised visiting and wandering around in other hostels is not permitted.

2.12.11 Boys and girls may not converse with one another through dormitory windows.

2.13. **GENERAL**

2.13.1 **Clothes in need of repair:**

Parents are primarily expected to ensure that clothes are mended and in good order. Emergency repairs can be undertaken by the housemothers. Any torn clothing must be reported to the housemothers immediately. Clothes in need of repair must not be brought from home to the hostel. Parents are requested to check their children's clothing during the school holidays and at weekends to ensure that all items are in good condition.

2.13.2 **Marking of clothes:**

All articles of clothing must be clearly marked. A fine of R2-00 per item will be levied for each unmarked item or any unclaimed item of clothing.

2.13.3 **Politeness:**

Learners must be respectful and polite to staff members.

2.13.4 **Vulgar and abusive language:**

Learners may not use vulgar or abusive language.

2.13.5 **Cigarettes, drugs and alcohol (or any other illegal / forbidden substances):**

Learners are forbidden to bring cigarettes, drugs or alcoholic beverages into the school or hostel premises. Under no circumstances may learners smoke, use drugs or drink alcohol in the school or hostel premises (refer: school's policy on drugs and other forbidden substances).

2.13.6 **Matches, lighters, candles and flammable substances:**

Hostel learners are not permitted to have any matches, lighters, candles or flammable substances in their possession.

2.13.7 **Dangerous weapons:**

Possession of any kind of dangerous weapon (including pocket knives) by a hostel learner is strictly forbidden.

2.13.8 **Medicine:**

Learners may not keep any medicine in their cupboards. All medication must be handed in to the housemother. Only the Sister or a housemother may administer any medication required. Any medication for a learner which is sent to the hostel, must be clearly marked with the learner's first name and surname, the dosage and the times when this medication must be administered. Medication must be well-packed in a suitable container and should be marked, "For attention: Nursing Sister".

2.13.9 **Damage to hostel property:**

Under no circumstances may learners damage school / hostel property or the possessions of other learners.

Parents of learners who damage hostel property will be held responsible for said damage and will be expected to pay for this.

2.13.10 **Permission to leave hostel premises:**

No learner may leave the hostel premises without permission according to the hostel policy.

Prior written permission from parents is required in the event of friends or family members taking learners out for the weekend or part thereof. Only an adult may sign out a learner and it is this adult's responsibility to collect the learner from the housemother and to return him / her to the housemother. The signing-out register must be signed in the presence of the housemother. Persons younger than 21 years of age will not be permitted to sign out a hostel learner, except in cases of brothers or sisters where written permission has been received from the parents.

All arrangements must be finalised by 12:00 on the Wednesday preceding the weekend in question. Telephonic permission must be confirmed by fax or e-mail before the

child leaves the hostel.

Should it be necessary to make arrangements later than a Wednesday, permission must be obtained from the Deputy Head.

2.13.11 **Signing-out register:**

Persons taking learners out must supply the following details in the signing-out register:

Name (in block letters), signature, address, telephone number, dates and times of departure and return. When learners are returned to the hostel, they cannot be left at the door, they must be signed in by the same person.

2.13.12 **Written consent forms to leave the hostel premises:**

The following consent forms (see attached examples), obtainable at the admin. office and / or at the hostel, must be completed and signed by the parent before a child will be permitted to leave the hostel premises:

2.13.12.1 **Permission for (Grade 7 to Grade 12) learners younger than 16 years:**

These learners must be signed out by the housemother to walk to the shopping centre on a Wednesday afternoon after study time in a group accompanied by a senior prefect.

Only learners, younger than 16 years, whose parents have supplied written permission, may be signed out by the housemother to walk to the shopping centre on a Wednesday afternoon after study time in a group accompanied by a senior prefect.

Learners must be signed in by the housemother on their return.

2.13.12.2 **Permission for a hostel learner (16 years and older):**

- m. These learners must be signed out by the housemother to walk to the shopping centre on a Wednesday afternoon after study time in a group accompanied by a senior prefect.

Only learners, 16 years and older, whose parents have supplied written permission, may be signed out by the housemother to walk to the shopping centre on a Wednesday afternoon after study time in a group accompanied by a senior prefect.

Learners must be signed in by the housemother on their return.

- b. **These learners must be signed out by the housemother to walk to town for an additional afternoon in a group of two learners after study time.**

Only learners, 16 years and older, whose parents have supplied written permission, may be signed out by the housemother to walk to town for an additional afternoon in a group

of two learners after study time.

Learners must be signed in by the housemother on their return.

- c. **These learners must be signed out by the housemother to walk to the café at the local garage on a Sunday afternoon in a group of two learners.**

Only learners, 16 years and older, whose parents have supplied written permission, may be signed out by the housemother to walk to the café at the local garage on a Sunday afternoon in a group of two learners.

Learners must be signed in by the housemother on their return.

2.13.12.3 **Permission for a hostel learner (18 years and older):**

- n. These learners must be signed out by the housemother to walk to the shopping centre in a group accompanied by a senior prefect on a Wednesday afternoon after study time.

Only learners, 18 years and older, whose parents have supplied written permission, may be signed out by the housemother to walk to the shopping centre on a Wednesday afternoon after study time in a group accompanied by a senior prefect.

Learners must be signed in by the housemother on their return.

- b. **These learners must be signed out by the housemother to walk to town for an additional afternoon on his / her own after study time.**

Only learners, 18 years and older, whose parents have supplied written permission, may be signed out by the housemother to walk to town for an additional afternoon on his / her own after study time provided that the learner returns to the hostel by 17:30 during terms 1 and 4 and by 17:00 during terms 2 and 3.

Learners must be signed in by the housemother on their return.

- c. **These learners must be signed out by the housemother on a Saturday morning after study time.**

Only learners, 18 years and older, whose parents have supplied written permission, may be signed out by the housemother on a Saturday morning after study time, provided that he / she return to the hostel by 17:30 during terms 1 and 4 and 17:00 during terms 2 and 3.

Learners must be signed in by the housemother on their return.

- d. **These learners must be signed out by the housemother to walk to the café at the local garage on a Sunday afternoon on his / her own.**

Only learners, 18 years and older, whose parents have supplied written permission, may be signed out by the housemother to walk on his / her own. to the café at the local garage on a Sunday afternoon between 15:00 and 16:00

Learners must be signed in by the housemother on their return.

2.13.13 **Travel arrangements for school holidays:**

Parents are requested to forward all particulars concerning the travel arrangements for their child from the school / hostel at least 14 days prior to the day school closes.

If a relative or friend is fetching the learner, written permission, granted by the parents, must be faxed to the school beforehand.

Learners are not permitted to depart a few days earlier than the last day of the term. The hostels close one day after the last day of the term. This arrangement affords parents the opportunity of making reservations for their child on buses, flights, etc.

Learners who depart before the last day of the term are contravening the departmental regulation re compulsory school attendance. If a parent decides that a learner should leave before the end of the term, neither the school nor the hostel will make arrangements to transport the child to the bus terminus or the airport. The parents will have to make their own arrangements. In addition, a note of excuse must be handed in on the day on which the

learner returns to the hostel.

If parents experience difficulty in making travel arrangements for their child for the last day of the term, they must contact the Deputy Principal.

2.13.14 **Suitcase Inventory:**

An inventory giving details of the contents of the case, must be placed inside each learner's suitcase. This must be done after every school holiday / weekend out.

2.13.15 **Jewellery:**

- Jewellery may only be worn with casual clothes, not school uniform.
- Boys : A pendant on a chain and /or a ring is permitted but no earrings.
- Girls: Earrings are acceptable, but only one pair (i.e. one per ear) may be worn.
- The hostel superintendent and housemothers of the respective hostels must decide whether a particular item of jewellery is acceptable or not. The following guidelines will assist with decisions:

* Jewellery may not undermine the Christian ethos of the school nor may it be objectionable to other religious or cultural groups.

* The wearing of jewellery with "new age" or satanistic symbolism will not be permitted.

2.13.16 **Pocket money:**

At the beginning of each term parents are expected to send R150-00 for their child's pocket money. The senior house-mother is responsible for the administration of all pocket money. Learners are allowed to withdraw money from their pocket money accounts once a week. Receipts and the balance of the child's pocket money are sent to parents each term. The balance of the pocket money is refunded to the parents at the end of the year. Pocket money must either be paid in at the admin. office or posted to the principal.

2.13.17 **Emergency fund:**

Parents are requested to send R100-00 to the school. This amount is deposited in a separate Emergency Fund Account. This sum will be used by the learner for unexpected and / or essential needs (e.g. a haircut, the purchase of stationery which is not provided by the school or the hostel, etc.). Money may not be withdrawn from this account and used as pocket money.

2.13.18 **Visits to a dentist / doctor / psychologist:**

Parents are requested to make appointments for routine dental-checks, doctors and psychologists appointments for the school holidays. The school cannot undertake to arrange for routine visits. Only appointments for emergencies will be made.

2.13.19 **Church Services and Sunday School:**

All hostel learners are expected to attend either a church service or a Sunday School on Sunday mornings. Parents who have any objections to these arrangements are requested to inform the School Principal in writing.

A return slip with regard to Church and Sunday School attendance is enclosed. Parents are requested to complete this and return it to the school.

2.13.20 **Pets:**

Learners are not permitted to keep pets. This includes fish in bowls / tanks.

2.13.21 **Homely atmosphere:**

Every effort is made to create a homely atmosphere in the hostel because we wish to ensure that your child is happy in the hostel environment. This can only be accomplished if the hostel rules are observed by each learner.

3. **LEVEL OF TRANSGRESSIONS AND POSSIBLE DISCIPLINARY MEASURES**

LEVEL I TRANSGRESSION	WHO ACTS?	PUNISHMENT
<p>Disobedience with regard to: Dining-hall rules Study rules Bathroom rules Dormitory rules</p> <p>Infringement of all other rules, e.g.: Running in corridors Neglecting to tell housemother of whereabouts</p> <p>Misuse of cellphones</p> <p>Courtesy</p> <p>Punctuality with regard to bells and duties</p> <p>Cleanliness and tidiness</p> <p>Further infringements , e.g. Arrogance (minor) Cheek Foul language (minor) Ignoring announcements Littering</p> <p>Any behaviour which detrimentally affects the ethos of the hostel and the school</p>	<p>Prefect (supporting role) - May not punish - only report Housemother Supervisory staff member Superintendent</p>	<p>Reprimand and reprove Written work Picking up litter Isolation (“Time-Out”) (learners are sent to the study hall from 16:00 - 17:00) Kitchen duty</p> <p>Cellphone can be confiscated temporarily</p>

LEVEL II TRANSGRESSION	WHO ACTS?	PUNISHMENT
Persistent Level I transgressions	Refer to supervisory staff	Suspension of

<p>(2x)</p> <p>Vandalism</p> <p>Graffiti</p> <p>Dishonesty</p> <p>Meddling with others' possessions</p> <p>Prying in another learner's cupboard</p> <p>Poor behaviour in public</p> <p>Unauthorised contact between the sexes</p> <p>Unacceptable and disrespectful behaviour during devotions / at table</p> <p>Any behaviour which detrimentally affects the ethos of the hostel and the school</p> <p>Infringement of the rules relating to the grounds</p>	<p>member /</p> <p>Superintendent on duty</p>	<p>privileges (e.g. TV)</p> <p>Removal of leadership or awards</p> <p>Maintenance of grounds and buildings</p> <p>Letter written to parents and kept on file</p>
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LEVEL III TRANSGRESSION	WHO ACTS?	PUNISHMENT
<p>Repetition of Level I and II transgressions</p> <p>In possession of alcohol, drugs or cigarettes</p> <p>Pornography</p> <p>Unacceptable sexual behaviour</p> <p>Theft / dishonesty</p> <p>Behaviour which damages the image of the school</p> <p>Vandalism</p> <p>Intimidation</p>	<p>Disciplinary committee</p> <p>Control staff</p> <p>Governing Body</p>	<p>Principal's report to Governing Body</p> <p>Letter to parents kept on file</p> <p>Suspension of privileges</p> <p>Maintenance</p> <p>Removal of leadership and awards</p> <p>Weekly boarder</p> <p>Compulsory weekends out</p> <p>Suspension</p> <p>Expulsion</p>

4. TABLE ETIQUETTE:

Learners are encouraged to adhere to the following guidelines:

4.1 LEADING IN AND SEATING PROCEDURES:

Learners must lead in quietly and remain at their places until grace has been said.

4.2 HANDLING OF CHAIRS:

After grace has been said, chairs must not be dragged out but lifted quietly. At the end of the meal, chairs must be replaced quietly. Chairs may not be pushed, pulled or scraped across the floor.

4.3 POSITION WHILE SEATED:

Learners must sit up straight. Arms should not be placed on the table.

4.4 ELBOWS:

Elbows should be kept close to the body in order to avoid inconveniencing the learner's neighbour by allowing him / her too little space to enjoy the meal.

4.5 LEGS:

Legs may not be stretched out or placed on another chair. During meals no learner may sit with one leg bent beneath the body.

4.6 CONVERSATION AT TABLE:

Learners may not talk too loudly at table. Conversing should be done in a polite, friendly manner.

4.7 PASSING OF PLATES, DISHES AND OTHER ITEMS:

- The prefect at the table is responsible for distributing the plates.
- Utensils / Dishes, etc, are passed from person to person and not pushed across the table.
- Learners may not stretch to reach a dish, utensil, etc. but should ask politely for the item to be passed to them.

4.8 DISHING OF FOOD:

Learners must wait their turn to dish their food.

4.9 HANDLING OF CUTLERY:

Cutlery should be held and used correctly.

4.10 PLACING OF KNIFE AND FORK ON PLATE AT THE END OF THE MEAL:

The knife and fork should be placed neatly on the plate when the learner has finished eating.

4.11 **SUITABLY SIZED PORTIONS:**

Learners must cut the food on their plates into suitably sized portions.

4.12. **“SLURPING” OF FOOD:**

No “slurping” of food such as spaghetti is allowed. Food should be cut into bite-size portions.

4.13. **EATING SLOWLY:**

Food should always be eaten at a normal rate and not too hastily.

4.14. **TALKING WITH FOOD IN ONE’S MOUTH:**

A person must not talk with food in his / her mouth.

4.15. **CHEWING:**

Learners must not chew with their mouths open.

4.16. **HANDLING OF CUPS / MUGS:**

These should only be held by the ear / handle.

4.17. **SALAD JUICE:**

Salad juice may never be poured into a cup or glass to be drunk nor may the juice be scooped out of the bowl with a spoon and drunk.

4.18. **ATTRACTING THE HOUSEMOTHER’S ATTENTION:**

When a learner requires anything from a housemother, that learner must raise his / her hand. Housemothers must not be summoned by calling them.

4.19. **BREAD:**

- A slice of bread must be cut into quarters before consuming it.
- A side-plate must be used for this purpose and not a dinner-plate.
- Learners are not permitted to make sandwiches at table.
- Should a learner desire to prepare an open sandwich by placing cold meat, salad or egg on a slice of bread, the dinner-plate should be used and the open sandwich eaten with a knife and fork.

4.20. **USING THE BUTTER-KNIFE:**

- A butter-knife should be used to help oneself to butter from the butterdish. No other knives should be used for this purpose.
- The butter-knife is not used to spread butter on bread. Its sole purpose is to place the butter either on the slice of bread or on the side-plate.

4.21 **MIXING PORTIONS OF FOOD:**

Portions of food should be kept separated and not be mixed.

4.22 **FOOD THAT MAY BE EATEN USING ONE'S HANDS:**

Only hamburgers and sausage rolls may be eaten using one's hands.

4.23 **DIPPING FOOD INTO MILK:**

No food may be dipped into any liquids such as milk, soup or coffee.

4.24 **STACKING OF PLATES:**

After everyone has finished eating, the heads of tables must ensure that plates are stacked quietly.

5. **LIST OF CLOTHING FOR HOSTEL LEARNERS**

5.1 **GIRLS:**

5.1.1 **Sunday wear:**

The minimum of 1 dress or skirt and blouse
2 pairs of pantihose (Grade 8 to Grade 12) or 2 pairs socks
1 pair neat court shoes

5.1.2 **Pyjamas and underwear:**

1 pair slippers
2 or 3 pairs pyjamas / nighties
1 dressing gown
6 panties
2 or 3 vests
3 brassieres (Senior Girls)

5.1.3 **Casual wear:**

2 or 3 T-shirts / casual shirts
2 pair shorts
1 or 2 pairs slacks (or tailored jeans)
2 jerseys
2 tracksuits
2 skirts
2 dresses
1 pair sandals
1 pair casual shoes

5.1.4 **School uniform:** (Refer school uniform regulations)

4 white school shirts
4 pairs socks

5.1.5 **Toiletries:**

2 large boxes tissues (per term)
1 facecloth
1 toothbrush
1 comb / hairbrush
1 tin shoe polish and shoe brush (per term)
4 cakes soap
2 large tubes toothpaste (per term)
1 deodorant
1 towel for (swimming)

5.1.6 **Sundries:**

- 1 tuckbox
- 1 padlock for wardrobe
- 1 duvet (optional)
- 1 laundry bag
- 1 plastic mug

N.B. All items of clothing must be clearly marked with the child's initials and surname. A black marking pen and white tape must be used for this purpose. Name tapes must be sewn on securely.

5.2 **LIST OF CLOTHING FOR HOSTEL LEARNERS:**

5.2. **BOYS:**

5.2.1 **Sunday Wear:**

- Smart casual wear
- 1 pair of trousers (not jeans)
- Short-sleeved / long sleeved shirt with a neat collar
- 1 pair neat shoes
- 1 long-sleeved V-neck jersey

5.2.2 **Pyjamas and underwear:**

- 2 pairs pyjamas
- 1 dressing gown (or tracksuit)
- 4 pairs underpants
- 2 vests
- 1 pair slippers (or slip-on sandals)

5.2.3 **Casual wear:**

- 2 or 3 T-shirts / casual shirts
- 2 pairs shorts
- 1 pair casual trousers (not jeans)
- 2 jerseys
- 2 tracksuits
- 1 pair sandals
- 1 pair casual shoes.

5.2.4 **School uniform:** (Refer school uniform and regulations)

- 4 white school shirts
- 4 pairs greys
- 2 pairs grey trousers / shorts

5.2.5 **Toiletries:**

- 2 large boxes tissues (per term)
- 1 facecloth
- 1 toothbrush
- 1 comb
- 1 tin shoe polish and shoe brush (per term)
- 1 towel (for swimming)
- 1 deoderant

5.2.6 **Sundries:**

- 1 tuckbox

- 1 padlock for wardrobe
- 1 plastic mug
- 1 laundry bag
- 1 duvet (optional)

N.B. All items of clothing must be clearly marked with the child's initials and surname. A black marking pen and white tape must be used for this purpose. Name tapes must be sewn on securely.

CAPE RECIFE HIGH SCHOOL

CONSENT AND INDEMNITY

6. **PARENTS PERMISSION FOR HOSTEL LEARNER'S CHURCH AND / OR SUNDAY SCHOOL ATTENDANCE**

I, parent / guardian of _____ (full name of child) hereby

give permission that my child attend the Sunday morning service / Sunday School of the St.

James Community Church at Cape Recife High School.

SIGNED AT: _____ **(Place)** **ON:** _____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN: _____

CAPE RECIFE HIGH SCHOOL

7. CONSENT AND INDEMNITY FORMS TO LEAVE THE HOSTEL PREMISES:

7.1 PARENT'S PERMISSION THAT HOSTEL LEARNER (Grade 7 to Grade 12 learners younger than 16 year) MAY:

BE SIGNED OUT BY THE HOUSEMOTHER TO WALK TO THE SHOPPING CENTRE AFTER STUDY TIME IN A GROUP ACCOMPANIED BY A SENIOR PREFECT ON A WEDNESDAY AFTERNOON

I, the undersigned, parent / guardian of _____ (full name of child) hereby consent that my child may be signed out by the housemother on duty after study time to walk to the neighbouring shopping centre in Summerstrand, Port Elizabeth, accompanied by a prefect, to make his / her purchases. I am aware that the group of learners will be unaccompanied by a member of staff and exempt and indemnify the members of staff, the school and the hostel (including the Governing Body and Education Department) from all liability with regard to the safety of my child, as well as from contingencies which may occur during the outing. Although my child will be accompanied by prefects, I accept that these prefects cannot be held responsible for the safety and behaviour of my child or for any incident which may befall my child and that my child will be personally responsible for his / her safety and behaviour during the above mentioned outings.

SIGNED AT: _____ **(Place) ON:** _____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN: _____

7.2 PARENT'S PERMISSION THAT HOSTEL LEARNER (16 years and older) MAY:

(c) BE SIGNED OUT BY THE HOUSEMOTHER TO WALK TO THE SHOPPING CENTRE AFTER STUDY TIME IN A GROUP ACCOMPANIED BY A SENIOR PREFECT ON A WEDNESDAY AFTERNOON

I, the undersigned, parent / guardian of _____ (full name of child) hereby consent that my child may be signed out by the housemother on duty after study time to walk to the neighbouring shopping centre in Summerstrand, Port Elizabeth, accompanied by a prefect, to make his / her purchases. I am aware that the group of learners will be unaccompanied by a member of staff and exempt and indemnify the members of staff, the school and the hostel (including the Governing Body and Education Department) from all liability with regard to the safety of my child, as well as from contingencies which may occur during the outing. Although my child will be accompanied by prefects, I accept that these prefects cannot be held responsible for the safety and behaviour of my child or for any incident which may befall my child and that my child will be personally responsible for his / her safety and behaviour during the above mentioned outings.

SIGNED AT: _____ **(Place) ON:** _____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN: _____

(d) **BE SIGNED OUT BY THE HOUSEMOTHER TO WALK TO TOWN FOR AN ADDITIONAL AFTERNOON IN A GROUP OF TWO LEARNERS AFTER STUDY TIME**

I, parent / guardian offull name of child) hereby consent that my child, **who is 16 years of age or older**, may be signed out by the hostel housemother to walk to town on an additional afternoon after study time in a group of two learners, provided that he / she returns to the hostel by 17h30 during terms 1 and 4, and by 17h00 during terms 2 and 3.

I am fully aware that my child will leave the premises only in the company of another learner of the same age group and exonerate and indemnify the school, hostel staff, as well as the Governing Body and the Education Department of any responsibility regarding my child's safety, or any incident that may occur during the time that my child will be responsible for his / her own behaviour and safety when he / she leaves the school premises. I accept that my child will be responsible for his / her own behaviour and safety when he / she leaves the hostel premises.

SIGNED AT: _____ **(Place) ON:**
_____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN:

(e) **BE SIGNED OUT BY THE HOUSEMOTHER TO WALK TO THE CAFÉ AT THE LOCAL GARAGE ON A SUNDAY AFTERNOON IN A GROUP OF TWO LEARNERS**

I, parent / guardian offull name of child) hereby consent that my child, **who is 16 years of age or older**, may be signed out by the hostel housemother to walk to the café at the local garage on a Sunday afternoon in a group of two learners, provided that he / she returns to the hostel by 17h30 during terms 1 and 4, and by 17h00 during terms 2 and 3.

I am fully aware that my child will leave the premises only in the company of another learner of the same age group and exonerate and indemnify the school, hostel staff, as well as the Governing Body and the Education Department of any responsibility regarding my child's safety, or any incident that may occur during the time that my child will be responsible for his / her own behaviour and safety when he / she leaves the school premises. I accept that my child will be responsible for his / her own behaviour and safety when he / she leaves the hostel premises.

SIGNED AT: _____ **(Place) ON:**
_____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN:

CAPE RECIFE HIGH SCHOOL

CONSENT AND INDEMNITY:

7.3 PARENT’S PERMISSION THAT HOSTEL LEARNER (18 years and older) MAY:

(f) BE SIGNED OUT BY THE HOUSEMOTHER TO WALK TO THE SHOPPING CENTRE AFTER STUDY TIME IN A GROUP ACCOMPANIED BY A SENIOR PREFECT ON A WEDNESDAY AFTERNOON

I, the undersigned, parent / guardian of _____ (full name of child)

hereby consent that my child may be signed out by the housemother on duty after study time to walk to the neighbouring shopping centre in Summerstrand, Port Elizabeth, accompanied by a prefect, to make his / her purchases. I am aware that the group of learners will be unaccompanied by a member of staff and exempt and indemnify the members of staff, the school and the hostel (including the Governing Body and Education Department) from all liability with regard to the safety of my child, as well as from contingencies which may occur during the outing. Although my child will be accompanied by prefects, I accept that these prefects cannot be held responsible for the safety and behaviour of my child or for any incident which may befall my child and that my child will be personally responsible for his / her safety and behaviour during the above mentioned outings.

SIGNED AT: _____ **(Place) ON:**
_____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN:

(g) BE SIGNED OUT BY THE HOUSEMOTHER TO WALK TO TOWN FOR AN ADDITIONAL AFTERNOON ON HIS / HER OWN AFTER STUDY TIME

I, parent / guardian offull name of child) hereby consent that my child, **who is 18 years of age or older**, may be signed out by the hostel housemother to walk to town on an additional afternoon after study time provided that he / she returns to the hostel by 17h30 during terms 1 and 4, and by 17h00 during terms 2 and 3.

I am fully aware that my child will leave the premises on his / her own and exonerate and indemnify the school, hostel staff, as well as the Governing Body and the Education

Department of any responsibility regarding my child's safety, or any incident that may occur during the time that my child will be responsible for his / her own behaviour and safety when he / she leaves the school premises. I accept that my child will be responsible for his / her own behaviour and safety when he / she leaves the hostel premises.

SIGNED AT: _____ **(Place) ON:**
_____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN:

(h) BE SIGNED OUT BY THE HOUSEMOTHER ON A SATURDAY MORNING AFTER STUDY TIME

I, parent / guardian of(full name of child)

hereby consent that my child, **who is 18 years of age or older**, may be signed out by the hostel housemother on duty on Saturdays after the morning study time provided that he / she return to the hostel by 17:30 during terms 1 and 4 and by 17:00 during terms 2 and 3.

I am fully aware that my child will leave the premises on his / her own and exonerate and indemnify the school, hostel, staff, as well as the Governing body and the Education Department of any responsibility regarding my child’s safety, or any incident that may occur during the time that my child will be responsible for his / her own behaviour and safety when he / she leaves the school premises. I accept that my child will be responsible for his / her own behaviour and safety when he / she leave the hostel premises.

SIGNED AT: _____ **(Place) ON:**
_____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN:

(i) BE SIGNED OUT BY THE HOUSEMOTHER TO WALK TO THE CAFÉ AT THE LOCAL GARAGE ON A SUNDAY AFTERNOON ON HIS / HER OWN

I, parent / guardian offull name of child) hereby consent that my child, **who is 18 years of age or older**, may be signed out by the hostel housemother to walk to the café at the local garage on a Sunday afternoon provided that he / she returns to the hostel by 17h30 during terms 1 and 4, and by 17h00 during terms 2 and 3.

I am fully aware that my child will leave the premises alone and exonerate and indemnify the school, hostel staff, as well as the Governing Body and the Education Department of any responsibility regarding my child’s safety, or any incident that may occur during the time that my child will be responsible for his / her own behaviour and safety when he / she leaves the school premises. I accept that my child will be responsible for his / her own behaviour and safety when he / she leaves the hostel premises.

SIGNED AT: _____ **(Place) ON:**
_____ **(Date)**

SIGNATURE OF PARENT / GUARDIAN:

CAPE RECIFE HIGH SCHOOL

8. REPLY SLIP: CODE OF CONDUCT AND DISCIPLINARY MEASURES FOR HOSTEL LEARNERS

I, the parent / guardian of (full name of child)

in Grade have taken cognisance of the contents of the Code of Conduct and

Disciplinary Measures. I undertake to support the school and hostel in the implementation of

this Code of Conduct.

SIGNED:

PARENT / GUARDIAN:

.....

DATE:.....

NAME OF THE

CHILD:.....

GRADE:.....