



PAUL ROOS

GIMNASIUM – GYMNASIUM

BOARDING HOUSE POLICY

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1. GENERAL

- 1.1. The boarding house is a place where we respect one another and one another's property. It is a privilege, not a right, to stay in one of the school's boarding houses.
- 1.2. Every boarder is expected to be involved and participate in as many as possible of the activities that the school offers.
- 1.3. Each boarder is expected to know and obey the boarding house policy and boarding house disciplinary policy, a copy of which is provided to each boarder upon admission to the boarding house.
- 1.4. Boarders may be suspended or expelled from the boarding house for inappropriate behaviour, in accordance with the boarding house disciplinary policy.
- 1.5. Each boarder is bound by the school's Code of Conduct, over and above the boarding house policies.
- 1.6. Any boarder expelled from the school is also expelled from the boarding house.
- 1.7. All boarders must co-operate with staff and other persons in positions of authority and must execute and obey legal instructions from them.
- 1.8. Each boarder is expected to promote the welfare, honour and reputation of the boarding house and the school through exemplary behaviour and by honouring the school's Code of Honour, which is based on pride, mutual respect and gentlemanship.
- 1.9. Boarders must respond promptly to the bells.
- 1.10. Rooms must be completely vacated during the holidays.
- 1.11. No boarders will be allowed in the boarding house during school hours without the prior permission of the housemaster.

2. ADMISSION

- 2.1. Admission to the school does not imply automatic admission to the boarding house.
- 2.2. The governing body alone is responsible for the regulation and control of boarding house admissions.
- 2.3. The governing body reserves the right to refuse any learner boarding house accommodation for the next academic year. This includes the right to refuse a

boarder's re-application to the boarding house for the next academic year, due to, *inter alia*, fees requirements not being met, disciplinary or other concerns regarding the boarder's own safety and well-being and/or concerns regarding the safety and well-being of others.

3. BOARDING FEES

- 3.1. The agreement outlines the fees payable for the boarding houses.
- 3.2. Parents and/or guardians must pay boarding house fees in full, as determined by the school governing body.
- 3.3. Boarding house fees are payable in advance each month in accordance with the agreement.
- 3.4. Boarders must give one full term's notice, in writing, to the housemaster and the Rector, if they intend leaving the boarding house. Boarding house fees are payable for the full notice period, notwithstanding a boarder leaving the hostel prior to the expiry of the notice period.

4. CLOTHING

- 4.1. Each boarder's clothing must be clearly marked to avoid any losses.
- 4.2. Official school sportswear, schoolwear, as set out in the Code of Conduct, or other prescribed clothing, as determined by the Deputy Rector in charge of sport and/or the staff member responsible, should be worn for all activities from after school until supper.
- 4.3. Boarders going home for the weekend on Friday afternoons must leave and return to the boarding house dressed in accordance to 4.2, as set out in the school's Code of Conduct.
- 4.4. Boarders representing the school off the school grounds during the week will do so in accordance with the rules regarding school uniform and appearance, as set out in the school's Code of Conduct.
- 4.5. All functions/sports matches at the school must be attended in school uniform, as set out in the school's Code of Conduct.
- 4.6. Boarders must be decently and appropriately dressed at all times, including in the dormitory area. Boarders may not:
 - 4.6.1. walk around without wearing a shirt;
 - 4.6.2. wear pyjamas or slippers when walking around on the ground floor or to meals;
 - 4.6.3. wear rugby togs or shoes with spikes inside the boarding house;
 - 4.6.4. wear revealing outfits or swimwear in the boarding house.

- 4.7. Boarders must be clean, neat and presentable at all times.
- 4.8. Boarders must adhere to the school's Code of Conduct regarding hair styles, tattoos, jewellery, piercings, nails and make-up.
- 4.9. Boarders must ensure that their clothing is washed regularly. Clothing may not be hung from dormitory windows or in an area that is visible from outside of the boarding house.

5. MEALTIME

- 5.1. All meals during the school week are compulsory and must be eaten in the boarding house dining room. No food may be removed from the dining room without permission from the staff member on duty.
- 5.2. Meals on weekends (Saturdays and Sundays) and public holidays must be booked two days in advance.
- 5.3. Boarders must enter the dining room quietly and in an orderly manner. No shouting or disorderly behaviour is permitted in the dining room.
- 5.4. Boarders must be dressed neatly when entering the dining room; footwear must be worn and caps/hats removed.
- 5.5. No plates, cutlery, glasses or any other kitchen equipment may be removed from the dining room or kitchen.
- 5.6. If a boarder is not able to attend a meal or will arrive late, he must sign out for a late meal with the housemaster or staff member on duty.
- 5.7. No cell phones may be used in the dining room.
- 5.8. No learner may enter the dining room for a meal until the staff member on duty arrives.
- 5.9. Boarders who have ordered food for delivery must collect the delivery from the main entrance to the boarding houses. Delivery is not permitted inside the boarding house.

6. CELL PHONES/ELECTRONIC DEVICES

- 6.1. Cell phones/electronic devices are brought into the boarding house at own risk.
- 6.2. Cell phones are not to be used during mealtime, study/prep sessions and after lights out.
- 6.3. Cell phones/electronic devices must be switched off before lights-out.

- 6.4. The school's Wi-Fi is switched off from 22:00 – 05:00.
- 6.5. Rules regarding cell phones/electronic devices are further set out in the school's Code of Conduct.
- 6.6. Should a boarder not comply with the rules regarding the use of a cell phone/electronic device, the use of his cell phone/electronic device may be restricted, or his cell phone/electronic may be confiscated, by the housemaster or supervising staff member.

7. ELECTRICAL APPLIANCES AND DEVICES

- 7.1. Electrical appliances and devices are brought into the boarding house at own risk.
- 7.2. The following appliances/devices are permitted in the boarding house and in rooms:
 - 7.2.1. Radio
 - 7.2.2. Fan
 - 7.2.3. Bedside lamp
 - 7.2.4. Fridge (one per room)
 - 7.2.5. Laptop
 - 7.2.6. Chargers for permissible appliances
 - 7.2.7. NO: televisions, private clothing irons, kettles, microwave ovens, frying pans, hairdryers/straighteners, open-element / oil-heaters and electric blankets are allowed in the rooms.
- 7.3. Boarders must report all electric-related problems or any object that might be harmful to other boarders to boarding house prefects, boarding house assistants or the housemaster.

8. VISITORS

- 8.1. All visitors must report to the staff member on duty upon arrival at the boarding house. No visitors are allowed into the boarding house without the permission of the housemaster or staff member on duty.
- 8.2. All visitors must be accompanied by a boarder at all times.
- 8.3. No visitor is allowed in the boarding house during quiet time, mealtimes, study hours/prep time or after lights-out.
- 8.4. Parents are allowed into the boarding house on Friday and Sunday afternoons, when dropping off or picking up their sons. Parents are requested to take the opportunity to check the neatness of the cupboards and exchange bedding.
- 8.5. Visitors are subject to and must respect the boarding house policies.

- 8.6. No day boarders may enter the boarding house without permission from the housemaster or staff member on duty.
- 8.7. Right of admission to the boarding house is reserved. Therefore, the staff member and/or prefect on duty may ask the visitor to leave the premises, if necessary.

9. ILLNESS

- 9.1. Each boarder is required to submit his full medical aid details, if applicable, upon admission to the boarding house and to ensure that any changes to such information is submitted as soon as possible after the change occurs.
- 9.2. When a boarder feels sick or is injured before the start of the school day, he must report it to the staff member on duty during breakfast, who will then pass the name of such boarder on to Room 14.
 - 9.2.1. After contacting the boarder's parents, doctors' appointments may be made by Room 14. Room 14, in consultation with the housemaster, will look after the wellbeing of the boarder during school hours.
- 9.3. Boarders who feel sick or are injured during school time are to report to Room 14, in accordance with the school's Code of Conduct.
 - 9.3.1. If the boarder is sent back to hostel, written permission must be obtained from the grade head and he must report to the staff member on duty or the housemaster immediately upon returning to the boarding house.
- 9.4. Boarders who feel sick or are injured in the afternoon or evening are to report to the staff member on duty or housemaster.
 - 9.4.1. If necessary and practical, this person will take the boarder to a local doctor or to the private hospital for treatment or make alternative arrangements for the boarder to go to the local doctor or private hospital.
 - 9.4.2. Parents and/or guardians will immediately be notified by the staff member on duty or the housemaster as to their son's condition.
 - 9.4.3. Parents and/or guardians are responsible for payment of all medical expenses pertaining to their son/s.
- 9.5. Requests to stay/visit/ sleep over with parents/friends during the week (Monday - Thursday) must be in writing and will be considered by the housemaster only. Boarders will only be allowed to stay with their parents/friends during the school week if the housemaster has given permission.
- 9.6. Traditionally, boarders make use of the medical practice of Dr Bosman, Dr Brink and Dr Groeneveld in Dorp Street (021-8872820) and the Stelkor Pharmacy in the Stelkor Medical Centre (021-8833162). Both are located within walking distance of the boarding houses. Stelkor Pharmacy also does free deliveries of medication at our boarding houses.

- 9.7. No boarder may stay in his room during school hours without prior consent if they are ill.
- 9.8. If a boarder has contracted a contagious illness, the learner will be quarantined as far as possible, and arrangements will be made to have the boarder fetched by his parents or guardians as soon as possible.

10. MEDICATION

- 10.1. Parents and/or guardians must provide all medication their son requires.
- 10.2. The boarding house staff is prohibited by law from giving any kind of medication to boarders.
- 10.3. Each boarder should have a simple first aid kit that contains the basic medication for headaches etc.
- 10.4. Boarders may not share medication.
- 10.5. Should a boarder require schedule 3-7 medication, whether chronic or acute, a copy of the script signed by the doctor who prescribed the medication must be handed in to the staff member on duty or housemaster.

11. SIGNING OUT AND LEAVE

- 11.1. Boarders staying in over weekends must keep the staff member on duty informed of their whereabouts at all times.
- 11.2. For any activity that takes place before 7:00 and/or after 18:30, the boarder must sign the sign-out book, stipulating the time, place and activity in which the boarder will participate.
 - 11.2.1. Should such activities occur regularly, a written request by email from the parents or guardians, stipulating the time, place and activity in which the boarder will participate, is compulsory.
- 11.3. Boarders are to complete the weekend check-out list on Wednesday evenings, before 20:00.
 - 11.3.1. Parents will receive the sign-out lists before 17:00 on a Thursday.
 - 11.3.2. Any changes must be confirmed with the staff member on duty before 18:00 on Thursday.
- 11.4. Boarders will only be allowed to leave the boarding house premises if the above-mentioned procedure has been followed.
- 11.5. Meals and attendance at mealtime for boarders staying in over the weekend are compulsory.

11.6. The person fetching the boarder must be the boarder's parent, legal guardian or a person delegated by the parent to pick him up. No boarder may sign himself out and no boarder or learner from the school may sign out another boarder.

11.7. If a boarder has a responsibility to the school (sports, culture, etc.) he must first meet his commitment before he goes on leave.

11.8. Daily arrangements

11.8.1. Daily leave must be arranged with the staff member on duty during breakfast.

11.8.2. Boarders are required to sign out of the boarding establishment each time they leave the school premises.

11.8.3. Boarders are permitted to go to Stellenbosch town between 14:30 and 17:00, provided they have signed out correctly.

11.8.4. No boarder may leave the boarding house premises in the evening or when signed in on weekends without permission from the housemaster or the staff member on duty.

11.8.5. Each boarder is responsible for his own leave arrangements.

11.8.6. Leave for school activities must be arranged with the teacher responsible for the activity.

11.8.7. Leave will be granted only for official school activities by the staff member on duty. All other requests must be directed to the housemaster for permission.

11.8.8. Late dinner will be served at 20:15. Permission for late dinner will be granted in cases where the boarder needs to attend official school activities.

11.8.9. Late dinner must be arranged with the meal manager at lunch and must be noted in the "laat-ete" book in the dining hall. Special arrangements must be made with the staff member on duty beforehand.

11.8.10. Boarders may go to the Paul Roos Spar after dinner, provided that they have signed out correctly. All boarders must be back before 18:45. After this, no learner may leave the boarding house premises without permission.

11.8.11. No boarder may go to town during or after study/prep.

11.9. Weekend leave

11.9.1. Weekly boarders

i. Paragraph 11.1 to 11.8 above apply to weekly boarders signing out on weekends.

ii. No weekly boarder will be allowed to sleep at home during the week, unless permission has been granted by the housemaster.

iii. Boarders complete a weekly google form each Wednesday to indicate whether they intend to stay in the boarding house over the weekend.

iv. Parents notify the school in writing of any changes on the weekend list. Should no response to the completed google form be received from parents or guardians, it will be assumed that the form is accepted as being correct.

- 11.9.2. Term boarders
- i. Boarders may go home to parents or with friends as arranged with the housemaster. Parents must give their consent to the housemaster, in writing (“in writing” includes via “WhatsApp” or e-mail).
- 11.9.3. Other leave during the week
- i. Birthdays: The boarder may invite friends to dinner on his birthday, only if prior arrangements have been made with the housemaster, who has the sole and absolute discretion to grant or refuse such request.
 - ii. Prior arrangements for special events, extra classes/tuition taking place outside of the school premises must be made with the housemaster and official school sportswear, schoolwear, as set out in the Code of Conduct, must be worn.

12. STUDY TIME AND EVENING TIMETABLE

- 18:45 – 19: 45 First study/prep:
- 19:45 – 20:15 Break – Nova
- 19:45 – 20:15 Break – Prima
- 20:15 – 21:15 Second study/prep
- 21:50 – 22:00 Quiet time for reflection
- 22:00 Lights out

12.1. Extra study time will be from 14:30 – 15:30.

12.2. During study/prep there is to be absolute silence, no cell phones, no movement between rooms and no loud music.

12.3. During examinations, normal study time might be extended during the afternoons.

12.4. During study time, learners must be at their desk doing schoolwork.

12.4.1. Grade 8 boarders will study in the dining hall under supervision.

12.4.2. Grade 9-12 will study in their own rooms.

12.5. Grade 9, 10, and 11 boarders must have their doors open while studying.

12.6. Grade 12 boarders may close their doors while studying.

13. DAILY SCHEDULE

13.1. The following is a schedule of a typical day in the life of a boarder.

- **6:30:** Wake up

- **6:50:** Personal quiet time
- **7:00:** Breakfast
- **7:30:** Leave for school
- **7:40:** School begins
- **10:45:** Snacks during first break
- **13:05:** Lunch during second break
- **14:20:** School finishes
- **14:30:** Start of sport and extra-curricular activities
- **17:30:** Dinner
- **18:30:** Roll call
- **18:45:** See “Study times” for details
- **21:15:** Roll call, announcements, “Thought for the day”
- **22:00:** Lights out

14. WEEKENDS

- 14.1. Staff members on duty give the weekend's arrangements to boarders during breakfast on Friday morning. Roll call will be taken at each meal.
- 14.2. It is the responsibility of the boarder to inform the staff member on duty about his movements during the weekend.

15. ADOPTION

The Governing Body hereby adopts this policy.

For and on behalf of the PRG Governing Body:

Name: _____

Role: _____

Signature: _____

Date: _____

For and on behalf of the Hostel Committee:

Name: _____

Role: _____

Signature: _____

Date: _____