



KleinwaterCollege

EMIS Number: 800035714

HOSTEL RULES

PRIVATE BOARDING SCHOOL

OUR VISION

We strive to empower and nurture learners, developing the full potential of every learner through quality holistic education and enabling them as citizens to assume a meaningful role in society.

OUR MISSION

- * To work as a team with educators, parents and learners to make the community part of the school and the school part of the community.
- * To instill in our learners the values of respect and sensitivity, embracing others and the environment.
 - * To develop a strong moral code and sense of social responsibility.

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The hostel rules are compiled from the *Hostel Policy*. The *Hostel Policy* is available for viewing at the Hostel Assistant, Boarding House Matron or Boarding Master.

The following rules, regulations and routines apply:

1. General

- It is expected of students to know the Hostel Rules. These rules will be visible on the notice board in the hostel. The Hostel Assistant will verbally convey the rules to the students on a regular basis. Each student and parent will receive a copy of the Hostel Rules. Students should sign, safeguard and keep these rules, to refer to whenever in doubt.
- No criminal offence, as under S.A Law, may be committed on our premises. These offences will lead to dismissal of students from hostel.
- No alcohol, drugs or intoxicating substances may be brought into, or be used, on our premises. No student or any other person may enter or be on our premises whilst under the influence of such substances.
- Only boarders may attend hostel functions. Only guests that are invited by the Boarding House Matron or Boarding Master will be allowed to attend such functions.
- Kleinwater College is a smoke-free zone. We have a firm policy of non- smoking. No smoking will be allowed on our premises. Smoking may lead to dismissal from the hostel.
- No fighting, bullying, intimidation or aggressive behavior will be allowed.
- No form of initiation is allowed.
- No sexual contact is allowed between students. This behavior may lead to a student's dismissal.
- The Boarding House Matron or Boarding Master will place a student in a hostel on arrival at Kleinwater College. The student will remain in that position for his/her entire stay at our school. No student may move from his/her allocated place, without permission from the Boarding House Matron or Boarding Master.
- Monies, cell phones, radios and other valuable objects are brought into the hostel at the owner's risk.
- The weekend during exams is a closed weekend for students. Students may not go home on these weekends unless it is declared an open weekend. We schedule extra study hours during these weekends to enable students to prepare for the exams. A student who fails on his/her report will be grounded.
- Students may only stay in the hostels, if their boarding and lodging is paid up to date. Hostel fees are paid per annum, but monthly or termly/quarterly payment arrangements are made to assist parents with payments.
- No form of **pornography** will be tolerated – it will lead to dismissal from the hostel.

2. VISITORS

- All visitors must report to the staff member on gate duty. The student will be called to receive the visitor at the allocated visiting area. Such meetings will occur under supervision.
- The visitors fall under the Hostel Rules and must respect our way of doing.
- Student will be held responsible for the behavior of their visitors.

3. Visiting hours

- Schooldays 15h15 – 17h00
- Non-schooldays 09h00 – 17h00

4. Sick report

- Sick students must report to the Boarding House Matron or Boarding Master.
- Parents may not make appointments for student's medical treatment and expect the school to transport them.
- Parents are welcome to communicate with the Boarding House Matron or Boarding Master with regards to illnesses and treatments.

5. Clothing

- All clothing should be:
- Appropriate to the occasion
- Non-provocative
- Clean

6. Students may not

- Leave our premises without written permission from the Boarding House Matron or Boarding Master
- Leave the premises through any other place as through the main gate. Jumping fence is strongly prohibited and shall be dealt with severely; it may lead to student's dismissal.
- Enter areas that are Out of Bounds for students. (Offices, any other than own hostel, in class without permission).
- Leave the premises on any other condition as instructed by parents on the Permission Letter.
- Behave unruly or loud as to disturb the peace of others.
- Enter any other hostel, than his/her own hostel.
- Enter a hostel of the opposite sex.

- Receive permission or instructions from parents to leave our premises. Such requests from parents should be directed to the Boarding House Matron or Boarding Master.
- Willfully withhold information from the staff members about wrongdoings, which they have witnessed – it may lead to their dismissal.
- Give any false information about himself or herself to a staff member.
- Undermine, mobilize, be rude, or be insolent towards a member of staff.
- Be in possession, or bring any weapons, or objects that may be interpreted as weapons, onto our premises.
- Be in possession of any other key than his/her own room and locker key.
- Litter on the premises. All rubbish should be placed in a dustbin.
- Act upon their dissatisfactions. Students must approach the appropriate staff member and lodge a complaint.
- Solve arguments amongst themselves. Students should approach the appropriate staff member to facilitate an agreement.
- Sabotage any hostel activity or school property.
- Fiddle with gas, electricity or any dangerous objects.
- Use any electrical appliance in their rooms.
- Use taxi's with loud music.
- Use an iron in their room. All ironing must be done in the laundry.
- Shower in other shower rooms not allocated to the room/s.
- Make or receive phone calls after lights-out.
- Involve themselves with any form of trading, other than at the tuck shop and/or official school business. No other trading is allowed.
- Be outside their hostel, after the bell rang for being outside.
- Use vulgar language, swear or be rude to someone else, whether staff member or fellow student.
- Remove or move furniture in their rooms or from classes.
- Wear school uniforms after school.
- Visit or chat at hostel windows.

7. Students must

- Sign in and out at the attending staff member on gate duty upon entering and leaving the premises.
- Respect and obey the Hostel Rules, staff members, leaders and assistants.
- Follow the prescribed channels of communication.
- Adhere to house rules, as set by the Boarding House Matron or Boarding Master.
- Report themselves, if they have damaged any property, or if they committed a wrongdoing.
- Report if they have witnessed any wrongdoing or mistake.
- Bring their own bedding. We suggest a duvet, duvet cover, fitted sheet, pillow and pillowcase. During the winter an extra blanket may be necessary.
- Keep their hostel, room and surroundings clean and tidy.
- Adhere to the daily schedule, routine and program.
- Go home during open weekends.

8. Students should

- Hand their monies and valuables to their Boarding House Matron or Boarding Master for safeguarding.
- Keep the combination of their lock, or spare key to their locker, with their Boarding House Matron or Boarding Master

9. Pornography

- The school is implementing a zero tolerance policy towards any form of pornography on the school grounds.
- The possession and/or the distribution of **PORNOGRAPHY** in whatsoever form, whether intentional or unintentional, is a serious transgression.
- Immediate and severe disciplinary measures (of which expulsion is the most probable) will be taken against any person who transgresses.
- It is also a transgression if you are aware of the possession or distribution of pornography on the school grounds and you do not report it to the authorities.

10. Valuables

- Management takes no responsibility for valuables or money stolen or lost.
- Valuables must preferably be left at home.
- Make sure that lockers are secured at all times.
- School and hostel fees must be paid by bank transfer / at the bank / debit or credit card / stop order.

- **NO CELLPHONES ALLOWED IN THE SCHOOL PREMISES AND IF FOUND THEY SHALL BE CONFISCATED.**

11. Food

- We prefer that students do not bring food to the school.
- If food is brought to the hostel, it must be in containers that can seal. If not, the food will be confiscated. All food brought into the hostel shall be at owner's risk.

12. MEALS

- These will be served three times a day, according to the timetable. Boarders will arrive punctually for meals, wait silently for the grace to be said, and follow an orderly serving procedure. Please remember to use good table manners (use eating utensils, don't talk with mouth full etc.). We will not allow good food to be thrown away. Boarders must be present in the dining room for all meals.
- Boarders are responsible for clearing the tables, wiping up spills, stacking plates and may be on a kitchen orderly roster. However, if there are problems regarding the food, these must be reported to the chef. A doctor's letter will be required regarding any food allergies so that appropriate meals can be made. Boarders are expected to eat healthily, especially their vegetables!!
- Meals for special dietary requirements (vegetarian, etc.) must be arranged in advance. Application for special meals must be made in writing by the parent, with a proper motivation and supporting documentation. If approved by the Principal in writing, the boarder's name will be added to the list for special meals. Special meals will only be served to boarders on the approved list.

13 ELECTRICAL APPLIANCES

Boarders are allowed one tape/CD player system per dormitory, but this is a special privilege and will be withdrawn if abused. MUSIC MUST BE PLAYED QUIETLY AT STIPULATED TIMES. If the music is played loudly, the radio or CD player will be confiscated. It will be kept in safe-keeping until such time as the Hostel Manager feels is necessary. Boarders must have respect for other people around them. Boarders are permitted to have battery-operated mp3 players with earphones but may not take them to school. No extension cords are permitted. All ironing must take place where stipulated, not in dormitories. For safety purposes the boarders must make sure that the electrical cords of all permitted appliances are in good condition and that all appliances are fitted with SABS approved 3 pin 15A plugs. A fan and heater is provided in each dormitory, and is controlled by the dormitory leader.

14 BEHAVIOR

- Students will be subjected to a Disciplinary Hearing when they have accumulated too many demerits according to the Code of Conduct.
- The parents will be informed of, and given the opportunity to attend the Disciplinary Hearing.
- The hostels have a progressive disciplinary system, which can lead to suspension and expulsion.
- Serious transgressions will lead to immediate suspension/expulsion.

This includes the following but does not necessary exclude others:

- a) bringing liquor/any illegal substances on to the school premises;
- b) using liquor/any illegal substances on the school premises;
- c) being under the influence of liquor/ illegal substances;
- d) not reporting any of the above transgressions while being aware of it;
- e) theft or assault or intimidation or any other invasive behavior.
- f) Students who are grounded may not leave the premises under any circumstances. No postponements or alternative arrangements will be accepted. Failure to cooperate will lead to further disciplinary actions which might include suspension and / or expulsion.
- g) If a learner fails an exam, Boarding House Matron or Boarding Master will determine a compulsory grounded period in relation to the number of subjects failed.

15. Correspondence

Only faxes/emails with copy of ID of parent/guardians will be accepted for arrangements.

_____ Grade:_____

Name of Student

Signature of student:

DATE: