



HUIS EUREKA

SUPERINTENDENT:

Jurgens Schreuder
082 466 1846

**SENIORHUISHOUDELIKE
TOESIGHOUER:**

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Adres: h/v Mark- en Stasiestrade, Hopefield

OMGEE / GIVE / LIEFDE / SISTERS



2024

HOUSE EUREKA RESIDENCE POLICY

1. INTAKE OF BOARDERS

- 1.1 No boarder will be allowed without the entry from being completed and signed;
- 1.2 **Only boarders, whose boarding fees of the previous year are paid in full, will be allowed in the boarding house;**
- 1.3 Room placing of boarders will be done by the Superintendent and Senior Household Supervisor;
- 1.4 **Boarding fees are paid monthly and strictly in advance. Boarding fees are paid at the school or into our bank account. Parents who cannot afford the fees may apply for subsidy from the Department of Education. Please see payment schedule on website.**

2. ORDER, DISCIPLINE AND CODE OF CONDUCT

- 2.1 The above is the responsibility of the Superintendent. He makes use of the Boarding House personnel on duty and the hostel prefects (Head Girl and portfolio prefects);
- 2.2 The Superintendent makes arrangements to the best of his ability. He also sees to the recreation, sleep, religious practices and permission for absence from the premises, etc.
- 2.3 As far as possible, the characters of each boarder would be positively developed through the encouragement of honesty, openness, loyalty, friendliness, diligence and other Christian virtues;
- 2.4 In administering duties, the Superintendent will always act in the interest of Hopefield High School and work closely with the Principal.

3. CLOTHES AND ACCESSORIES (see the back for requirements)

- 3.1 Boarders should be neat; their general appearance, rooms and environment should be according to the rules of the school;
- 3.2 Clothes have to be neat at all times;
- 3.3 Avoid buying shoes that are not according to the rules;
- 3.4 Boarders must have their own bedding. Generally, boarders make use of a fitted sheet and a duvet set. Boarders must also have their own cushions and pillow-cases. Sleeping bags will not be allowed. Bedding should often be taken home over weekends to be washed.
- 3.5 All clothes and bedding must be CLEARLY marked. If name tags are used, it must be sewn on firmly;
- 3.6 No clothes are allowed on the beds or behind the doors. No shoes, etc. are allowed under the beds. After weekends and holidays the suitcases should be put away neatly;
- 3.7 **Boarders are responsible for their own laundry.**

4. **SMOKING, VAPING, ALCOHOL AND READING-MATTERS**

- 4.1 Smoking or vaping is at all times STRICTLY PROHIBITED. Boarders are not allowed to have vapes, electronic smoking appliances, matches or lighters with them;
- 4.2 Boarders are not allowed to have any drugs, alcohol, empty alcohol bottles, cigarette butts, pornography (posters or pictures); **this could lead to eviction.**

5. **ILLNESS**

- 5.1 If boarders do not feel well, they have to report it to the Superintendent, Senior Household Supervisor or one of the teachers on duty. They will then decide if it is necessary for a doctor to be called out or parents to be informed;
- 5.2 Parents will be responsible for the doctor's account or prescribed medicine;
- 5.3 If a boarder is injured, the Superintendent must be notified immediately;
- 5.4 If a boarder gets ill during school hours, then she must sign out with the school secretary, notify the Superintendent and report to the Senior Household Supervisor at the Boarding House;
- 5.5 If a boarder is so ill that she cannot go to school, it has to be reported before breakfast;
- 5.6 If a boarder's illness lasts for longer than one day, she will not be allowed to stay at the Boarding House.

6. **VISITORS: PARENTS OR FRIENDS**

- 6.1 No deliveries or visitors are allowed during study;
- 6.2 No visitors are allowed in the rooms and passages – we have a sitting room for that purposes.

7. **CELL PHONES**

- 7.1 Cell phones are only allowed if the following rules are obeyed:
 - The cell number has to be given to the Superintendent;
 - The Hostel is indemnified against theft;
 - Cell phones will be collected at 21:20 for safe keeping and handed out again the next morning at 06:10;
 - Cell phones will be taken from the Boarders if it is not used according to rules. It will be confiscated for 30 school days;
- 7.2 Boarders are not allowed to receive or make phone calls during study or quiet times, or be on social media at those times;
- 7.3 After lights out no calls are allowed;
- 7.4 In case of a **REAL** emergency the Superintendent (082 466 1846 or 082 920 0064) may be called if parents cannot get hold of their children;

8. **MEALS**

- 8.1 Meals should be booked for the following week on Thursday evenings by 18:00 (Google form) – changes may only be done via the Superintendent;
- 8.2 Boarders have to be present at all meals and eat something. When a boarder is fasting, or skipping a meal for religious or health reasons, the Superintendent should be notified in writing in advance;
- 8.3 Boarders are not allowed in the dining room with slippers, barefoot or in pyjamas;
- 8.4 It is understandable that all food may not be to the liking of all Boarders. We are not able to satisfy all tastes. We try to provide 3 nutritious meals to the best of our ability;
- 8.5 If a boarder needs to eat before or after the set dining times, she has to make the necessary arrangements with the Senior Household Supervisor. Food parcels need to be arranged with the Superintendent the previous day already by the teacher or coach;
- 8.6 Impeccable table manners are a must at the Boarding House. All tables have a table head who maintains order.

9. PROCEDURES ON WEEKENDS

- 9.1 Boarders, staying in on weekends for sport, need to book their meals no later than Wednesdays;
- 9.2 Boarders going to friends on weekends must have consent from their parents and the people she is going to. A message needs to be sent to the Superintendent by Wednesdays before 20:00. Boarders will not be allowed to leave the premises without the necessary consent;
- 9.3 **When a boarder does not come back to the Boarding House on a Monday, parents are asked to inform the Superintendent;**
- 9.4 After weekends boarders must be back on Sundays before 20:00 and on Mondays before school. On Sunday nights no boarders will be allowed before 18:00. Once boarders are in the hostel, they are not allowed out without the permission of the teacher on duty;
- 9.5 All boarders must sign in after the weekend or holiday;
- 9.6 Boarders and parents must see to it that homework should be done on weekends (whether visiting friends or at home);
- 9.7 Boarders staying in on Fridays (when a school activity is on a Saturday) are allowed to leave the hostel between 15:00 and 17:00 the afternoon;
- 9.8 Weekends: **Leave boarding house within 30 minutes after school has been dismissed. Boarding House opens Sundays at 18:00.**
- 9.9 At the end of term all learners should be fetched within 30 minutes after school has been dismissed.

10. STUDY

- 10.1 It is the responsibility of the Superintendent to see to the necessary facilities, the hours, supervision and guidance for study. The importance of study cannot be emphasised enough. Misbehaviour during study will be addressed;
- 10.2 If boarders have problems with study, they must consult the Superintendent or teacher on duty for the necessary help or information;
- 10.3 All boarders study in the study hall under supervision; boarders who are performing well academically, may study in their rooms. It will be subject to the discretion of the Superintendent;
- 10.4 Grade 8-12 boarders who want to study after lights out, may study in the study hall, NOT in their rooms, with the necessary consent from the teacher on duty. These learners, however, should have studied an extra hour in the afternoon before they may arrange for "laatlig";
- 10.5 During exams learners study an extra hour in the afternoon.
- 10.6 Boarders may have cell phones in the study hall only in exceptional situations. If homework determines the use of a cell phone, the learner should ask permission and move forward for better supervision.

11. POCKET MONEY

- 11.1 Parents are advised not to give their children too much pocket money. A savings account with a card is recommended. Large amounts of money can be handed in at the Superintendent for safe-keeping. The hostel staff will take no responsibility if money is lost;
- 11.2 The Boarding House has its own tuck shop. The profit of the tuck shop is used for sport and recreation, etc. in the boarding house.
- 11.3 In the sitting room there is a fridge for learners to put their snacks in. It is used at own risk, and unclaimed products are removed every Friday.

12. GENERAL

- 12.1 Parents are asked to speak to the Superintendent or Senior Household Supervisor if there are any problems or uncertainties. It is often better to speak up, rather than just be quiet;
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- 12.2 Boarders will be held responsible if boarding house property is damaged;
- 12.3 Appointments, for example, dentist, doctor, etc. need to be made out of study times. Permission for these appointments should be attained from the teacher on duty after lunch;
- 12.4 Foul language, dishonesty, lies or any false declarations are NOT allowed;
- 12.5 Pregnant girls cannot be accommodated at the hostel;
- 12.6 The school policy concerning physical contact, as stated in the Code of Conduct, is also applicable to residents of Huis Eureka;
- 12.7 Yelling and running in the passage are NOT allowed;
- 12.8 **While boarders are in the hostel, they will not be allowed to attend private parties. Boarders will not be allowed to sleep out during the week.**
- 12.9 Boarders are not allowed to have weapons, toys or anything that can hurt others. No pets are allowed;
- 12.10 **When boarders leave their rooms, the windows must be closed and lights be switched off;**
- 12.11 Boarders are not to sleep in other rooms without the consent of the Superintendent, or the teacher on duty.
- 12.12 Cutlery are not to be taken from the dining room;
- 12.13 Boarders must supply their own toilet paper;
- 12.14 Boarders of Eureka must take part in at least one winter and one summer sport;
- 12.15 Rules for wearing of jewellery is the same as at school;
- 12.16 No nails are allowed in the walls. Only 2 posters per boarder are allowed on the walls. Prestik is to be used;
- 12.17 No request that clash with the school or hostel disciplinary code should be made;
- 12.18 During the week boarders are allowed to spend time on school tasks or activities if:
- it is not during study hours;
 - the teacher or coach involved needs to give written notification and it needs to be handed to the teacher on duty;
 - activities are within the boundaries of the town (within walking distance). Permission of parents is needed if it is outside the town;
- 12.19 There will be NO initiation or intimidation;
- 12.20 The swimming pool are only to be used on prescribed times. Times to be determined according to week program;
- 12.21 If boarders are going out during the week, the necessary arrangements should be made with the Superintendent or Senior Household Supervisor a day in advance by parents for kitchen and study purposes.

13. ROOMS

- 13.1 Boarders need to empty the bins in their rooms every morning;
- 13.2 When signing out for weekends or holidays, it must be ensured that:
- lights are switched off;
 - alarms are off;
 - windows and curtains are closed
- 13.3 Changing of rooms are only allowed with the approval of the Superintendent and Senior Household Supervisor;
- 13.4 The Superintendent and Senior Household Supervisor do the room placements.

14. CONTACT DETAILS

- 14.1 Superintendent: Mr Jurgens Schreuder 082 466 1846
jurgens.schreuder@hshopefield.co.za
- 14.2 Finances: Mrs Suanne Burger 022 723 0040
finance@hshopefield.co.za

LIST OF REQUIREMENTS

1. Neat informal clothes for the afternoon.
2. A raincoat / umbrella.
3. Blankets or duvets, sheets, pillow-cases (curtains are optional). Please do not buy new bedding or curtains before the girls choose their final roommates. Depending on Covid regulations and availability of rooms, girls choose their own roommates 2 weeks after the school starts. Once they are settled in with their choice of roommates they can decide on the décor of their room. No sleeping bags are allowed.
4. Track suit
5. Towels – at least two
6. Decent pyjamas
7. Underwear – 4 pairs
8. Laundry bag
9. All personal toiletries and toilet paper
10. Shoe brush and wax
11. Bible / Spiritual book for quiet time
12. 1 lock with 2 keys or a combination lock (1 key is kept by the Superintendent in case a boarder forgets or loses her key.)
13. Shoes or sandals
14. Sport clothes and equipment
15. School clothes and other school necessities.

Attention: All clothes must be clearly marked, please!!!

ACKNOWLEDGEMENT OF RECEIPT – HOSTEL POLICY

I acknowledge receipt of the hostel policy and am comfortable with it.

NAME OF PARENT: _____

NAME OF LEARNER: _____

DATE: _____
