



Huis Eur Hostel Policy

13 Mark Street

Hopefield

7355

GENERAL INFORMATION

1. INTAKE OF BOARDERS

- 1.1 No boarder will be allowed without the entry form being 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 matron;
- 1.4 **Boarding fees are paid quarterly and strictly in advance; Boarding fees are paid at the School or in our bank account; Parents who cannot afford the fees can 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. She makes use of the Boarding House personnel doing duty and the House Committee (Head Girl & senior prefects);
- 2.2 The Superintendent makes arrangements to the best of her ability. She also sees to the recreation, sleep, religious practices, and permission for absence from the grounds, 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 see that it is in the interest of Hopefield High School.

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

- 3.1 Boarders should be neat; their general appearance 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;
- 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 must be put away neatly;
- 3.7 **Boarders are responsible for their own washing;**

4. SMOKING, ALCOHOL AND READING-MATTERS

- 4.1 Smoking is at all times STRICTLY PROHIBITED. Boarders are not allowed to have 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, matron or one of the teachers. They will then decide if it is necessary for a doctor to be called out.
- 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, then she must sign out with the school secretary, notify the Superintendent and she has to report to the matron 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 We politely request visitors not to go to the rooms of boarders. It will only be allowed in exceptional cases. The Superintendent and matron have to approve it;
- 6.3 No male visitors are allowed in the rooms and passages without permission from the Superintendent or Matron;

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;
- 7.3 After lights out no calls are allowed;
- 7.4 In case of a **REAL** emergency the Superintendent (022-7230017 or 073 2899332) may be called if parents cannot get hold of their children;

8. **MEALS**

- 8.1 Boarders have to be present at all meals;
- 8.2 Boarders are not allowed in the dining room with slippers, barefoot or pyjamas;
- 8.3 It is understandable that all food would not be to the liking of the Boarder. We are not able to satisfy all tastes. We try to provide 3 nutritious meals to the best of our ability;
- 8.4 If a boarder needs to eat before or after the set dining times, she has to make the necessary arrangements with the matron;
- 8.5 Impeccable table manners are a must at the Boarding House. All tables have a table head that sees to order.

9. **PROCEDURES ON WEEKENDS**

- 9.1 Boarders, staying in on weekends for sport, need to fill in the meal book by Wednesdays;
- 9.2 Boarders going to friends on weekends must have consent from their parents and the people where she is going to. This needs to be done 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 Boarding House;**

- 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 personnel on duty;
- 9.5 Boarders and parents must know that homework must be done on weekends (whether visiting friends or home);
- 9.6 Boarders staying in on Fridays (when sport is on a Saturday) are allowed to leave the hostel between 15:00 and 17:00 the afternoon. They have to sign out in the book at reception;
- 9.7 Weekends: **Leave boarding house before 14:30. Boarding House opens Sundays: 18:00.**
- 9.8 Before holidays girls must leave the Boarding House before 11:00.

10. STUDY

- 10.1 It is the responsibility of the Superintendent to see to the necessary facilities, the hours, supervision and guidance to study. The importance of study cannot be emphasized enough. Misbehaviour during study will be addressed;
- 10.2 If boarders have problems with study, they must consult the Superintendent or personnel 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 decisions of the Superintendent;
- 10.4 Grade 8 – 12 boarders who want to study after lights out, may study in the hall, NOT in their rooms, with the necessary consent from the personnel on duty;
- 10.5 During exams, study will last an extra hour;

11. POCKET MONEY

- 11.1 Parents are warned 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 boarding house 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.

12. GENERAL

- 12.1 Parents are asked to speak to the Superintendent or Matron if there are any problems or uncertainties. It is often better to speak up, rather than just be quiet;
- 12.2 Boarders will be held responsible if boarding house property is damaged;
- 12.3 Appointments e.g. dentist, doctor, etc. need to be made out of study times. Permission to go to these appointments must be asked after lunch with the personnel on duty;
- 12.4 Foul language, dishonesty, lies or any false declarations are NOT allowed;
- 12.5 Pregnant girls will not be accommodated at the hostel;
- 12.6 The school policy concerning physical contact, as stated in the code of conduct, is also applicable on 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 ammunition, toys or anything that can damage the Boarding House. 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;
- 12.12 Cutlery are not to go outside the dining room;
- 12.13 Boarders must bring their own toilet paper;
- 12.14 Boarders of Eureka must take part in at least one winter and one summer sport;
- 12.15 Wearing of jewellery is the same as prescribed by the 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 During the week boarders are allowed to spend time on school themes and group activities if:
- It is not during study hours;
 - The teacher involved needs to give written notification and it needs to be handed to the personnel on duty;
 - Activities are in the boundaries of the town (within walking distance). Permission of parents from the boarder involved if it is outside the boundaries of the town;
- 12.18 There will be NO initiation or intimidation;
- 12.19 The swimming pool are only to be used on prescribed times: Tuesdays & Thursdays from: 15:30 – 17:00
- 12.20 If boarders are going out during the week, the necessary arrangements need to be made beforehand with the Superintendent or matron, for kitchen and study purposes.

12.21 **ROOMS**

- 12.22 Boarders need to clean the bins in their rooms;
- 12.23 When signing out for weekends or holidays it must be ensured that:
- Lights are switched off;
 - Alarms must be off;
 - Windows and curtains must be closed;
- 12.24 Changing of rooms are only allowed with the approval of the matron;
- 12.25 The superintendent and matron do the room placements.

12.26 **CONTACT DETAILS:**

SUPERINTENDENT: Mrs. Riana Labuschagne – (022) 723 0017/073 289 9332

MATRON: Miss. Johanette Meissenheimer – (022) 723 0017/ 082 535

2820

FINANCES: Mrs. Suanne Burger – (022) 723 0040 (hshfin2@gmail.com)

	<u>Infringements</u>		<u>Serious infringements</u>
1	Other (specify)	1	Other (specify)
2	Absent from study without permission	2	Assault
3	In possession of forbidden items e.g. candles, match boxes or lighters.	3	In possession or spreading of pornography
4	Misuse of main entrance	4	Untimely activation of fire extinguisher
5	Talking during prayer time	5	Up stirring/mischief maker
6	Running in corridors	6	Smoking in hostel
7	Untidy room or closet	7	Smoking on hostel premises or school ground
8	Late for meals	8	Vandalism
9	Late for school	9	Matches, lighters
10	Late for prayer time	10	Cigarettes or cigarette boxes
11	Late for study	11	Signs of ashtrays
12	Sleep during study/misuse of time	12	Any liquor bottles
13	Forget lights on		
14	Disrespect towards prefects		
15	Disrespect towards traditions		
16	Misuse of cell phone		<u>Very serious infringements</u>
17	Music too loud	1	Other (specify)
18	Unacceptable behavior	2	In possession or using of alcohol
19	Undermine authority	3	In possession or use of any illegal substance
20	Dishonest	4	In possession of any illegal items
21	Indecent language	5	Arson
22	Walking after lights are out	6	Theft
23	Walking around during study	7	Serious assault
24	Cellphone on during study/after lights out/during prayer time	8	Racism

25	Table in study untidy	9	Leaving hostel premises without consent
26	Sleep after wakeup call/still lying in bed after wakeup call		<u>The following infringements can lead to immediate expulsion</u>
27	Play in hostel	1	Continual infringement of hostel rules
28	Disturbance during quiet time	2	Smoking
29	Disturbance during study	3	Use of alcohol or illegal substance
30	Bad table manners	4	Theft
31	Inappropriate school clothes	5	Pornography
32	Disobeying phone schedules		
33	Neglecting duties		
34	Misconduct/disturbance after are lights out		

HUIS EUREKA**LIST OF REQUIREMENTS**

1. Neat informal clothes for the afternoons.
2. A raincoat/umbrella is a must.
3. Blankets or duvets, sheets, pillow-cases and curtains. Please do not buy new bedding or curtains before the girls choose their final roommates. 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.
4. No sleeping bags are allowed.
5. Track Suit
6. Towels – at least two
7. Decent pyjamas
8. Underwear – 4 pairs
9. Laundry bag
10. All personal toiletries
11. Shoe brush and wax
12. Bible
13. 1 lock with 2 keys or a combination lock (1 key is kept at the Superintendent in case boarders forget key or lose her key.)
14. Shoes or sandals
15. Sport clothes and equipment
16. School clothes and the necessary school requirements

ATTENTION: ALL CLOTHES MUST BE CLEARLY MARKED PLEASE!!!!

(tear off slip)

ACKNOWLEDGEMENT OF RECEIPT – HOSTEL POLICY

I acknowledge receipt of the hostel policy and associate with the content thereof.

NAME OF PARENT:

NAME OF LEARNER:

DATE:

PARENT SIGNATURE: