



# HUIS WALTERS

SUPERINTENDENT  
Visser Bezuidenhout  
082 779 3328

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Adres: Hofstraat, Hopefield



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## HUIS WALTERS HOSTEL POLICY

2024

### 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;
- 1.4 Boarding fees are paid in quarterly and strictly in advance. Boarding fees are paid at the school by card of in the hostel's bank account (Suanne Burger at HSH). Parents who cannot afford the fees can apply for a subsidy from the Department of Education;

### 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 doing duty and the prefects;
- 2.2 As far as possible the character of each boarder would be positively developed through the encouragement of honesty, openness, loyalty, friendliness, diligence and other Christian virtues;
- 2.3 In administering duties, the Superintendent will always see that it is in the interest of Hopefield High School and therefore work in close connection with the school headmaster.

### 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. Only Huis Walters caps and beanies is allowed. No "hoodies" or any other "funny" headgear will be allowed;
- 3.3 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 must be taken home to get washed every two weeks;
- 3.4 All clothes and bedding must be **clearly** marked. If name tags are used, it must be stitched on firmly;
- 3.5 No clothes are allowed on the beds or behind the doors. Towel railings and hooks are provided. No shoes, etc. are allowed under the beds, specific space in nightstand are allocated for shoes. After weekends and holidays the suitcases must be put away neatly in the bag storage space. Sport bags may be kept in cupboards in the room, but may not be scattered in the room;
- 3.6 Boarders are responsible for their own washing.

### 4. SMOKING, USING OF AN E-SIGARETTE (VAPE), ALCOHOL AND READING-MATTERS

- 4.1 Smoking / vaping is STRICTLY PROHIBITED at all times. Boarders are not allowed to have matches or lighters with them;
- 4.2 Boarders are not allowed to have any drugs, 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 teacher on duty or Superintendent. The Superintendent will then decide if it is necessary for parents to come to fetch the boarder or not;
- 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 he must sign out with the school secretary, notify the Superintendent and he has to report to the matron at the boarding house;
- 5.5 If a boarder is so ill that he cannot go to school, it has to be reported before breakfast;
- 5.6 If a boarder's illness lasts for longer than one day, he will not be allowed to stay at the boarding house;
- 5.7 When a boarder returns to hostel after his sickness, the Superintendent must be informed;
- 5.8 If a boarder is taken home directly from school, the Superintendent must be informed by the parents;
- 5.9 Meal booking is of the utmost importance. We now make use of booking via cell phone. The boarder has to book on a Thursday for the next week. Parents, please remind them every week until it becomes second nature. The link will be supplied to every new boarder. It stays the same but the kitchen changes the dates every Thursday. If there is any change from the original booking for whatever reason, the kitchen has to be notified at least one day in advance. Please note that any change can only be done by the parent (not the boarder) via whatsapp to Mr Visser Bezuidenhout at 082 779 3328.

## 6. **VISITORS: PARENTS OR FRIENDS**

- 6.1 No deliveries or visitors are allowed during study. Visitors must report at the person on duty;
- 6.2 We politely request visitors not to go to the rooms of boarders. It will only be allowed in exceptional cases. The Superintendent has to approve it;
- 6.3 No female visitors are allowed in the rooms and passages without permission from the Superintendent.

## 7. **CELLPHONES**

- 7.1 Boarders are not allowed to receive or make phone calls during study, quiet times, meals and after lights out. If a parent calls in abovementioned times, boarders are not allowed to answer calls. If permission is asked to make an urgent call, our staff will not be unreasonable;
- 7.2 Cellphones may be used during free times;
- 7.3 Cellphones will be collected in the evening after quiet times and are handed out in the mornings after quiet time. For collection cellphones must be in a sock or casing for protection. The hostel will not be held responsible for any damage to cellphones because of an inadequate sock or casing;
- 7.4 Cellphones are not allowed on the school grounds, therefore it must be locked away in the cupboards during school hours. The hostel is indemnified against theft or loss of cellphones;
- 7.5 Cellphones may only be charged when the boarder is in his room;
- 7.6 Cellphones may not be used in hallways, bathrooms, any other hostel grounds or at any sports event or during town afternoons for the playing of music. Music may only be listened with earphones;
- 7.7 Cellphones will be taken from the boarders if it is not used according to rules. It will be confiscated for 3 months
- 7.8 In case of a REAL emergency, the Superintendent (082 779 3328) 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 per day to the best of our ability;
  - 8.4 If a boarder needs to eat before or after the set dining times, he has to make the necessary arrangements with the Matron – this procedure will be explained to boarders;
  - 8.5 Impeccable table manners are a must at the boarding house. All tables have a table head that sees to order;
  - 8.6 Boarders receive a late night snack and boiling water is always available. Cutlery, cup and bowl must be provided by the boarder, as well as coffee, tea, etc.
  - 8.7 If a special diet needs to be followed due to medical reasons, please provide written notice stipulating the diet by your medical doctor. The kitchen will contact you as parent regarding this diet;
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- 8.8 No kettles, fridges or any other electrical appliance is allowed in the bedrooms;
- 8.9 Exceptions on 8.8: One fan per room is allowed for warm days. Please contact roommates before buying a fan. The one fan in the room needs to serve the whole room;

## 9. **PROCEDURE ON WEEKENDS**

- 9.1 Boarders staying in on weekends for sport, need to book their meals as such;
- 9.2 Boarders going to friends on weekends must have consent from their parents and the people where he is going to. This needs to be done by Wednesday 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 after a weekend or school holiday, 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 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. The teacher on duty will control this;
- 9.7 Weekends: Leave boarding house before 14:30. Boarding house opens Sundays at 18:00. Sometimes boarders are picked up by parents late on Friday afternoons, the result is that boarders wander around outside in front of the hostel – this is unacceptable! Boarders must use the bus service provided by the school for the boarders. Note that this a specific HOSTEL BUS and tickets are sold at the school on Fridays. NO BOARDER is allowed to make use of the school's normal daily bus service, only the Friday HOSTEL BUS;
- 9.8 Before holidays boarders must leave the boarding house before 12:00.

## 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 silence during study cannot be emphasized enough. Misbehaviour during study is regarded as very serious;
- 10.2 If boarders have problems with study, they must consult the Superintendent or staff on duty, for the necessary help or information;
- 10.3 All boarders study in the study hall under supervision;
- 10.4 Grade 8-11 boarders who wants to study after lights out, may study in the hall, NOT in their rooms, with the necessary consent from the Superintendent as it is after lights out;
- 10.5 Grade 12 learners enjoy the privilege of studying in their rooms – this is subject to strict conditions which will be discussed with them;
- 10.6 During exams, study will last an extra hour; normally after lunch.

## 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;

## 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, for example, 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. Parents must inform Superintendent in advance telephonically.
- 12.4 Foul language, dishonesty, lies or any false declarations are NOT allowed;
- 12.5 The school policy concerning physical contact, as stated in the Code of Conduct, is also applicable on residents of Huis Walters;
- 12.6 Yelling and running in the passage are NOT allowed;

- 12.7 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. Only in case of sickness and special occasions organised in advance with the Superintendent by the parents, sleep out during the week will be considered;
- 12.8 Boarders are not allowed to have ammunition, toys or anything that can damage the boarding house. No pets are allowed;
- 12.9 When boarders leave their rooms, the windows must be closed and lights be switched off;
- 12.10 Boarders are not to sleep in other rooms without the consent of the Superintendent;
- 12.11 Cutlery are not to go outside the dining room;
- 12.12 Boarders must bring their own toilet paper;
- 12.13 Boarders of Huis Walters must take part in at least one winter and one summer sport;
- 12.14 Wearing of jewellery is the same as prescribed by the school;
- 12.15 No nails are allowed in the walls. No pictures are allowed against the walls. If a picture rail is present, pictures may be hanged against the picture rail;
- 12.16 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;
- 12.17 There will be NO initiation or intimidation;
- 12.18 The swimming pool are only to be used on prescribed times. This will be communicated to the boarders at the beginning of each year. Use of swimming caps are compulsory.
- 12.19 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.

### 13. ROOMS

- 13.1 Boarders need to clean the bins in their rooms. A dustpan and broom is provided in each room;
- 13.2 When signing out for weekends or holidays, please ensure that the lights are switched off, alarms are off and windows and curtains are closed;
- 13.3 Changing of rooms are only allowed with the approval of the Superintendent. This is not allowed in general, as there is always an unhappy party in the old or new room. We encourage boarders to rather find solutions with assistance of the Superintendent;
- 13.4 The Superintendent and Matron do the room placements. At the beginning of each year after one week there will be opportunity to do room changes, this will be explained to the boarders;
- 13.5 Boarders make their own beds.

### 14. CONTACT DETAILS

Superintendent:	Mr Visser Bezuidenhout	082 779 3328
	Mrs Annastine Bezuidenhout	083 642 5883
Matron:	Mrs J Roos	083 610 7658
Finances:	Mrs Suanne Burger	022 723 0040
		<a href="mailto:finance@hshopefield.co.za">(finance@hshopefield.co.za)</a>

<b>Infringements</b>	<b>Serious infringements</b>
1. Absent without permission	1. Dishonest
2. In possession of forbidden items, e.g. match boxes and lighters	2. In possession or spreading of pornography
3. Talking during quiet time	3. Assault
4. Running in corridors	4. Smoking in hostel
5. Untidy room or closet	5. Smoking on hostel premises or school ground
6. Late for meals	6. Vandalism
7. Late for school	7. Cigarettes, matches, lighters in your possession
8. Late for quiet time	8. Any liquor bottles in your possession
9. Late for study	9. Dishonesty
10. Forget lights on	10. Untimely activation of fire extinguisher
11. Misuse of cellphone	
12. Disturbance during study	<b>Very serious infringements</b>
13. Unauthorized use of cellphone	1. Rebellious attitude to authority
14. Undermining authority	2. In possession or using of alcohol
15. Indecent language	3. In possession or use of any illegal substance
16. Walking/disturbance after lights out	4. In possession of any illegal items
17. Dereliction of duties	5. Arson
18. Accessing unauthorized areas (kitchen, etc.)	6. Theft
19. Table in study untidy	7. Serious assault
20. Sleep after wakeup call/still lying in bed after wakeup call	8. Racism
21. Disturbance during quiet time / study	9. Leaving hostel premises without consent
22. Schoolbags in hallways	
23. Bad table manners	<b>The following infringements can lead to immediate expulsion</b>
24. Inappropriate clothing	1. Continual infringement of hostel rules
	2. Use of alcohol or illegal substance
	3. Theft
	4. Pornography
	5. Any of the very serious infringements as mentioned above

**LIST OF REQUIREMENTS**

1. Neat informal clothes for the afternoons.
2. A raincoat / umbrella.
3. Blankets or duvets, sheets, pillow-cases and curtains. No sleeping bags are allowed.
4. Tracksuit
5. Towels – at least two
6. Pyjamas
7. Underwear – 5 pairs
8. Laundry bag
9. Personal toiletries
10. Shoe brush and wax
11. Bible
12. 2 locks: 1 lock with 2 keys or a combination lock (1 key is kept at the Superintendent in case boarders forget or lose his key).
13. Shoes or sandals
14. Sport clothes and equipment
15. School clothes and the necessary school requirements
16. Coffee mug, teaspoon, coffee, powdered milk, sugar
17. One decent fan per room, to serve the whole room
18. NO kettles, hairdryers (or anything similar) or leads (only one for the fan) allowed.

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

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**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: \_\_\_\_\_

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