



13 Hof street

Tel nr: 0828793199 (Superintendent)

Hopefield

7355

Hostel Policy

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 by card or in the hostels 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. He 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 his ability. He 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 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, not 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;
- 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 room, but may not be scattered in the room.
- 3.6 **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 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 utmost importance. Changes in meal bookings must be done with the matron (Me Jeanette Roos 083 610 7658) at least one day ahead. HSH must pay for meals, therefore confirm meals before 8h00 on day of sickness, otherwise a day before if possible. This goes for any kind of absence.

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 female visitors are allowed in the rooms and passages without permission from the Superintendent or Matron;

7. **CELL PHONES**

- 7.1 Cellphone rules are discussed with boarders and applied on walls in hostel. Cellphones are only allowed if the following rules are obeyed. In short:
- 7.2 Boarders are not allowed to receive or make phone calls during study, quiet times, meals and after lights out. If a parent calls in above mentioned times, boarders are not allowed to answer calls. If permission is asked to make a urgent call, personel will not be unreasonable.
- 7.3 Cellphones may be used during free times.
- 7.4 Cell phones will be collected in the evenings 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 cellphone because of inadequate sock or casing.

- 7.5 Cellphones is not allowed on the school grounds, therefore must be locked away in cupboard during school hours. The Hostel is indemnified against theft or loss of cellphones;
- 7.6 Cellphones may only be charged when the boarder is in his room.
- 7.7 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.
- 7.8 Cellphones will be taken from the Boarders if it is not used according to rules. It will be confiscated for 3 months. In this case a boarder may bring his sim card along, to insert in a fellow boarders phone, to make calls to his parents. Parents can also contact boarders on fellow boarders phones. Parents must make sure to get hold of fellow boarders cellphone numbers. This is inconvenient, because it is a punishment, please see it in that light.
- 7.9 In case of a **REAL** emergency the Superintendent (082 879 3199) may be called if parents cannot get hold of their children;

8. MEALS

- 8.1 Boarders have to be present at all meals; In case where a boarder can not be present, this must be arranged with the matron in advance. Our main meal is in the evenings. HSH is contracted with FEEDEM, who is the supplier of 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, 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, tee, 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. FEEDEM will contact you as parent regarding this diet.
- 8.8 No kettles, fridges or any other electrical appliance is allowed in the bedrooms.
- 8.9 EXEPTIONS 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. 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 after a weekend or school holiday, 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.** 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 schools 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 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 – 11 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 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;
- 11.2 Money can be paid in at Superintendent. Cupboards must be locked. Please bring your own locks.

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. 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.
- 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. Dustpan and broom is provided in each room.

13.2 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;

13.3 Changing of rooms are only allowed with the approval of the Superintendent. This is not allowed in general, as there is always a 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 is an opportunity to do room changes, this will be explained to the boarders.

13.5 Boarders make their own beds.

14. CONTACT DETAILS:

SUPERINTENDENT: Mr Charlou Jordaan – 082 879 3199

MATRON: Mrs. Jeanette Roos – 083 6107 658

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

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

HUIS WALTERS**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. No sleeping bags are allowed.
4. Track Suit
5. Towels – at least two
6. Pyjamas
7. Underwear – 5 pairs
8. Laundry bag
9. All personal toiletries
10. Shoebrush 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 key or lose her key.)
13. Shoes or sandals
14. Sport clothes and equipment
15. School clothes and the necessary school requirements
16. Coffeemug, teaspoon, coffee, powdered milk, sugar
17. One decent fan per room, to serve the whole room.
18. NO kettles, hairdryers (or anything similar) of leads (only one for the fan) allowed.

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: