

ANNEXURE F



BOARDING HOUSE RULES, ROUTINES AND PROCEDURES

Daily routine in SLC Boarding Houses

- 06:45 Breakfast – all pupils to be in the dining room by 7h00
- 07:10 End of Breakfast – clean team to clear dining room and clean up
- 07:15 All Boarders in the house
- 07:20 House inspection – (House Seniors)
- 07:30 All pupils out of boarding houses – report to amphitheatre for assembly
Houses are out of Bounds during class!
Houses will be opened at Lunch and after the last lesson
- 17:45 Supper Girls
- 18:15 Supper Boys
- 18:45 All Boarders in the house (Winter-time – term 2 & 3, in house @ 18:30)
- 19:00 Pupils at their desks to begin prep, doors open, phones off
- 20:00 Break
- 20:15 2nd Prep
- 21:00 Break (brush teeth, get ready for bed, etc)
- 21:15 Quiet time - All pupils to be in their rooms and silence in the house
- 21:30 Lights out for Grade 8 and 9
House silence – no TV, games, radios, DVD's etc, no walking around
3rd optional prep for Grades 10, 11 & 12 only
- 22:30 Grade 10, 11 & 12 lights out – NB: House silence
- Grade 11 & 12 may do extended prep to 23h00 with permission from duty parent.
- 23:00 All lights out – no exceptions!

Signing Out Procedures

Signing out during the week

Pupils may only sign out during the week to spend the night at their own homes for valid reasons. The senior house parent (SHP) must receive a fax from the parents the day before stating the reason for going home, who will be fetching and when the pupil will return. For regular weekly trips e.g. ballet, extra lessons etc, one letter may be given to the SHP to cover the entire term. Before leaving the pupil must get a weekday exeat slip (see below) from their common room, fill it in and have the senior house parent sign it. This slip is to be kept on the student as their proof that they are off campus with the correct permission. The driver must sign the pupil out and back in on their return in the weekday signing out book in the common room.

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| <p>WEEKDAY EXEAT PERMISSION SLIP</p> <p>(To be signed by the house Master / Mistress on receipt of a fax of permission from parents)</p> <p>Name: _____</p> <p>Date: _____</p> <p>The above pupil has permission to be signed out for a weekday exeat to go to:</p> <p>Signed _____</p> |
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Signing out for the weekend

The pupil fills in the signing out file in his/her boarding house (example below) by Thursday so that details can be checked by the SHP. The driver's full name, contact number and the destination are required.

| SURNAM E | First name | | Out | Are a | Destinatio n | Driver's name | Driver's no. | Signature | In | Signature |
|----------|------------|--|-----|-------|--------------|---------------|--------------|-------------------|------|--------------------|
| Average | Joe | | Fri | PLK | home | Mrs Average | 082 345 678 | <i>P. Average</i> | Mo n | <i>Joe Average</i> |

It is presumed that, at the weekends, as a rule, pupils are going to their own homes and being signed out by a parent. There are exceptions to the above pattern:

1. If the pupil is going home but not with their parent - it is possible for the parents to nominate certain people who are regularly allowed to sign their child out. This could be in the case of a lift club. A permanent record is kept of each child's signing out list. To add people to your child's signing out list

send a letter to the SHP with the details of the person you wish to be added to the list. The pupil's signing out list is kept by the SHP and is checked before the signing out books are sent to the office on a Friday morning. The teacher on duty may ask the person fetching your child to produce ID as proof of their identity.

2. If the pupil is going to someone else's house - the parents must send a fax the day before stating which adult (not fellow pupil) their child will be signed out by and where they will be going. Please ensure that your child has planned their outing and is not going to try to make last minute changes. Once a person signs a pupil out they are legally responsible for them for the weekend and may not pass them off to a third party. Should anything happen to that child the person who signed them out may be held legally responsible.

Permission will not be given to pupils to leave the property to attend a function in the area and then return to school later that same night or the next morning. Neither will members of the boarding house staff be involved in lifting pupils to and from their destinations. If the pupil wants to attend a function they need to have arranged their transport and somewhere to stay and have the full, informed consent of their parents as expressed in a detailed fax to the school. We need to know that the parents know where their child will be and with whom they will be travelling. Pupils may not sign each other out.

Pupils may sign themselves back in on a Monday morning. If they are returning sooner they must be signed back in by the driver of the vehicle in which they return.

Please note: The signing out book is, in effect, a legal document transferring responsibility for the child from the school during the week to a parent or third party over the weekend and is designed to protect your child.

GENERAL RULES

Common room

This is your room and use of it is a privilege not a right. Abusing it will result in it being closed or placed out-of-bounds.

Look after any equipment in the common room. You will be charged for repairs if you are found to have caused any damage.

The TV may only be watched or used at these times: 17:00 – 19:00, unless special arrangements are made with the SHP.

The DVD player may only be used with approved DVD's from the senior house parent (SHP) or the duty staff (DS).

Morning inspection

Your room is to be kept tidy at all times. Clothes are to be packed away neatly in the cupboard. Your desk and bookshelf must be neat and organized.

Nothing may be left on the floor and only bedding on your bed.

You must be in your room for the morning inspection at 07:20 and only after your room has been cleared by the house senior may you leave it and go quickly to school.

Adhere carefully to the school clothing regulations.

Sick report

If you are sick please inform the duty house senior and DP at the morning inspection and then report to Mrs. Wendy Willson in the front office.

You may not stay in bed if you are sick unless you have been specifically instructed to do so by Mrs. Wendy Willson who will inform your Senior House Parent and teachers.

If a learner is ill enough to leave class, he/she will report to Mrs Willson, who will either send him/her back to class or allow the pupil to lie down. If a learner does not attend class, he/she may not attend afternoon activities. Learners *may not make private arrangements to be taken home when ill. These arrangements must be made through Mrs. Willson*

Meal times

All meals are compulsory; you may not miss a meal without permission to do so from your SHP.

Adhere carefully to the meal times posted by Mrs Willson.

Behave in a civilised manner, showing respect for other students, teachers and staff.

No crockery or cutlery may leave the dining areas.

Eat what you take – do not waste food.

All food must be consumed within the dining area.

Clear up whatever mess you make.

After supper boarders must be in the house by 18:45 (18:30 in winter months).

Valuables

All electronic items must be registered with the SHP.

Look after your belongings, lock them away or hand them to the SHP.

Don't bring valuable items into the boarding house.

You may not borrow anything from anyone without their express permission.

You may not buy or sell anything from/to anyone without the SHP's consent.

Visitors

No visitors or day scholars are allowed into the house without consent of the duty teacher.

No girls are allowed into the boys' houses and no boys are allowed into the girls' houses, not even the common rooms, under any circumstances.

There is to be no communication with other houses after first prep has begun.

You may not leave your house after first prep has begun, at all.

Prep Rules

Prep is a time to study and do homework.

Misconduct during prep will not be tolerated.

There will be silence during prep times.

All doors must remain open.

Cell phones must be turned off and put away / placed on top of book shelf – they will be confiscated for a week if used during prep.

I-pods, MP3 players, sound systems, may not be used during prep – even with head phones!

Group work is only allowed in the common room during the first prep session with the permission of the duty parent.

Late study for Grade 11 & 12 boarders is only allowed with the duty parent's permission and is a privilege not a right.

Boarding House – Out-of-Bounds

Week Days (Monday to Friday)

Boarders are not allowed off the Stanford Lake College property unsupervised or without the express permission of:

the parent of the boarder if they have to sign out for any reason;

the Senior House Parent if the boarder is signing out for any reason and / or

The staff member in charge of an activity if the boarder is participating in a school sanctioned activity or event.

Boarders may go to the dad Centre, sports field and swimming pool during the afternoons up until supper-time.

The dad Centre, sports fields, swimming pool, tennis courts and classroom block are out-of-bounds after supper.

All boarders must be in their respective boarding houses from 18h45 (18h30 in winter) every evening. Boarders who are out after this time are out-of-bounds unless they have specific permission from their duty parent to be out of the boarding house.

Boarding houses are out-of-bounds from 07h30 until lunch-time daily.

Boarders should not be in secluded areas of the campus on their own or alone with a member of the opposite sex.

Pupils must be constructively engaged in an activity after lessons in the afternoon. If they are not participating in a formal activity they may be doing prep in their rooms or playing at the dad Centre. They may also be at the library or computer centre. They may not be hanging around outside the boarding houses. The lawn outside Founder's House is especially out-of-bounds during the afternoon activity session and until dinner.

Pupils leaving campus to go for a run/cycle must be in groups of three and sign out in the file provided for this purpose in the common room. They must not be on or cross the R71. They must be back and signed in by 17h30.

Weekends (Saturday & Sunday)

The same rules apply as for week days, however, weekend duty parents may wish to amend some of the times relating to areas that may and may not be visited during the weekend. Such amendments must be clearly communicated to the boarders and a written outline of the changes should be placed on the dining room notice board.

All boarding houses that are not in use during the weekend are out-of-bounds as well as the rooms of those boarders who are not in for the weekend.

Boarders are expected to be back in their boarding houses by 19h00 on Sunday evening and the boarding houses will be locked at 20h00.

Use of Laptop Computers in the Boarding House

Preamble:

Stanford Lake College (SLC) is mindful of the technological advances that are taking place in the world around us. It also recognizes that laptop computers can play a significant role in advancing educational objectives of pupils at SLC. It is also important to accept, however, that laptop computers, if not made use of in an appropriate way, can detract from the educational process. It is for this reason that a clear set of rules is presented below with regard to the use of laptop computers in the SLC Boarding Houses.

The Rules:

Laptop computers may be used in the SLC Boarding Houses conditionally. These conditions are as follows:

The primary purpose of using a laptop computer at school is to enhance the learning process. Laptop computers may therefore be used during prep sessions under the following conditions:

They may be used for word processing, spreadsheet work, preparing power point presentations and doing research from CD's or the internet. All of these activities should be done in silence or with headphones if sound is required for any of the activities mentioned.

The use of a laptop computer must not disturb any other boarder doing prep.

Laptop computers may not be used to watch DVD's or listen to CD's during prep or after lights out.

Laptop computers may not be used, in any form, by Grade 8 to Grade 10 pupils after 21h15 (start of quiet time) in the evening.

Grade 11 and 12 pupils may use laptop computers (as outlined in 1. above) after 21h30 in the evening but not later than 23h00, if they have permission to do an extended prep session.

All laptop computers remain the complete responsibility of the owner. SLC will not take responsibility in any form for damage or loss of a laptop computer that has been brought to a SLC Boarding House.

There will be consequences to the misuse of laptops which may include having the laptop confiscated for a stated period.

Rules Regarding House Runs

House Runs (HR) are essentially meant to be an enjoyable activity, albeit physically demanding, with the objective of developing unity and camaraderie amongst the members of the boarding house.

HR are not to be used as a form of punishment or as a means to discipline the junior boarders in the house.

Boarders on a HR must be supervised and accompanied by the house seniors.

HR may take place before breakfast in the early morning but not more than twice a week, and in the late afternoon, before supper and after the extra-curricular programme, also not more than twice a week.

Games involving physical contact between senior and junior boarders are not permitted as a HR activity. This includes activities such as "Rocca", Open Gates, Running Red Rover, Rugby or any other contact games.

House Seniors will be held responsible for any injuries which occur on a HR as a result of participating in an activity as outlined in 5 above. Such house seniors could find themselves facing charges of bullying or assault, depending on the seriousness of the situation.

A SLC member of staff must be present if swimming is going to be part of a HR. If swimming is considered as an activity on a HR, due care must be taken to ensure that all house members are water safe, i.e. that they can swim.

Boarders are encouraged to participate in HR, however, boarders who do have a legitimate medical reason for not participating may not be forced to do the HR. These individuals should not be victimized in any way for not doing HR.

The success of HR is measured on group achievement not individual heroics. It is therefore important for the older, stronger and more physically capable boarders to use the opportunity to help the younger, weaker and less physically capable boarders to complete HR.

Care of Boarding Houses

At the beginning of every year pupils must update a Condition of Room Form. This form lists any faults that might exist in the room and damage that is pre-existing. Once pupils have correctly filled in the form and signed it they will be held responsible for any further damage that occurs to the room and will be charged for the necessary repairs.

Each boarding house is to have a system for the pupils to report breakages or repairs. The SHP is to fill in a green form for these repairs as soon as possible after the problem is reported.

Boarders must clear their rooms for holidays so that the rooms may be cleaned properly. Termly boarders may arrange to leave trunks of their possessions in the laundry if the arrangement is made in advance with Mrs. Willson.

Boarders must take all possessions home with them at the end of the year. No trunks will be stored at school or in the boarding houses over the December period.

SLC – JOB DESCRIPTIONS

SENIOR HOUSE PARENT

The Senior House Parent (SHP) is the senior most member of staff in each SLC Boarding House and as such all members of each boarding house report directly to their respective SHP.

The SHP reports directly to the Deputy Student Affairs at SLC on matters concerning the SLC Boarding Houses. The Deputy in turn reports to the SLC EXCO on matters regarding the SLC Boarding Houses.

The SHP takes over-all responsibility for the day-to-day management of their Boarding House. This includes:

Communicating regularly with the duty parents to: organize duty rosters; deal with boarding house routine and rules; monitor and develop discipline; guide, mold and develop the boarding house ethos

The SHP ensures that all duty staff, boarders and support staff follow the duties, responsibilities and routines that have been set for the boarding house.

The SHP reports on boarding house matters of importance to the Deputy Student Affairs to take forward to EXCO meetings.

The SHP ensures that all measures are taken to provide a home-away-from-home environment for SLC boarders, in which all staff behave *in loco parentis* at all times.

The SHP sees to it that adequate measures are put in place to reasonably ensure the safety and security of all members of the boarding house community which includes monitoring that the weekend signing out book has been correctly filled in (tick to indicate it has been checked against each pupil's signing out permissions list) and delivering it to the office on Friday morning.

The SHP ensures that all boarding house property is looked after, maintained and kept in good working order while reporting any losses or breakages promptly to facilitate efficient and effective repair or maintenance.

The SHP ensures that the boarding house community takes full responsibility for the development, upkeep and protection of the environment surrounding the boarding house.

The SHP enforcing the school and boarding house rules, dealing with infractions and conducting internal disciplinary hearings should the need arise.

The SHP's are required to attend regular meetings with the Deputy Student Affairs.

DUTY STAFF

The Duty Staff (DS) are required to act *in loco parentis* at all times in the SLC Boarding House.

DS report directly to the Senior House Parent (SHP) in the SLC Boarding House.

DS are required to do regular duties in the SLC Boarding House. These duties include the following:

- Communicating regularly with the SHP and other duty staff
- Being physically present and visible in the SLC Boarding House while on duty from 18h45 until after 9:30 pm when the juniors have light's out.
- Ensuring that SLC Boarding House students stick to the rules and routine of the SLC Boarding House and recording any infractions.
- Supporting the house seniors in ensuring that all students adhere to the prep rules and use their prep time productively.
- Attending meals in the SLC Boarding House dining room when on duty and ensuring that mealtimes are conducted in an orderly manner and that the dining room is left clean and tidy afterwards.
- Doing regular dormitory inspections to see to it that all pupils are maintaining a clean, hygienic and organized living area. Desks must be organized, cupboards must be tidy, only trunks may be kept under the bed and the floor must be clean and clear.
- Making sure that all SLC Boarding House students observe the time schedule for meals, prep sessions, tea times, recreation, showering, inspection, lights out and any other structured times in the daily routine of the SLC Boarding House.
- Seeing to it that all SLC Boarding House students are accounted for at all times during the course of the day.
- Ensuring that all students are in their dorms by 18h30 during school days, at their desks by 19h00 and that junior dorm lights are switched off at 21h30 and that dorms are locked at 19h00 daily. Check the 'Out' book at the beginning of prep and look for any irregularities. Report any irregularities to senior house parent, if unavailable leave message under door, pigeon hole, answer phone, cell phone.

DS are effectively role models for the students of the SLC Boarding House and must therefore always lead by example and maintain the highest possible standards of behaviour at all times.

If a DS member can't fulfill their duty on a given day it is up to them to arrange for someone to cover for them and to inform the SHP of the arrangement.

DS who are resident in a Boarding House may be required to do duty two nights of the week while those living on campus but not directly attached to a Boarding House will be required to do duty one night of the week (depending on staff numbers.)

This is by no means a complete list of the duties that SLC Boarding House DS are required to do. It is simply an outline to assist DS to do their duties effectively. DS should use their professional discretion in determining where their responsibility begins and ends when it comes to aspects not included in this job description. It is however, vital to remember that DS must act *in loco parentis* at all times.

ROLE OF THE HOUSE SENIOR

House Seniors (HS) have knowledge and experience that the junior boarders do not have and they therefore play a very important role in determining the general atmosphere, tone and ethos within the boarding house.

HS must set an appropriate example at all times and be aware that they are role models.

HS will assist the SHP and DS to run the boarding house effectively. To do this they will perform certain duties on a rotational roster that will include the following:

Ensure that the daily routine of the boarding house is followed by the boarders;

Take early morning inspection of the boarding house;

Oversee meal times including managing clean teams after meals;

Monitor prep sessions;

Implement quiet time and lights out;

See to the completion of signing out lists and meal lists for weekends;

Do weekend duties as per the instructions of the weekend duty staff;

Ensure that the SLC Code of Conduct for Pupils is adhered to by boarders;

HS should be accessible to junior boarders as a mentor and confidant while maintaining the distance required to maintain discipline within the house.

HS have a responsibility to report major infringements of the code of conduct by boarders to the DP or SHP and to deal with minor infringements (e.g. talking during prep) in a fair and consistent manner.

HS may be required to serve on a disciplinary committee in cases where disciplinary hearings have to be held in the boarding house.

A Head will be elected from the House Seniors by a democratic election at the end of each year for the next year. The Head of House will be responsible for steering the House Seniors and ensuring that all duties are carried out. It will also be the responsibility of the Head of House, in discussion with the Senior House Parent, to organise events that build house spirit e.g. house runs, house braais, movie nights, secret Santa, etc.