

ANNEXURE F



BOARDING HOUSE RULES, ROUTINES AND PROCEDURES

Daily routine in SLC Boarding Houses

- 06:40 Breakfast – all pupils to be in the dining room by 6:50
- 07:00 End of Breakfast – clean team to clear dining room and clean up
- 07:05 All Boarders in their houses
- 07:05 House inspection – (Duty Staff and House Seniors)
- 07:15 All pupils out of boarding houses – report to first lesson which starts at 7:30am
- Houses are out of bounds during class!**
- Houses will be opened at lunch and after the last lesson**
- 17:45 Supper
- 18:45 All Boarders in their houses
- 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
- 22:00 Lights out for grade 10's
- 22:30 Grade 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 sign out during the week to spend the night at their own homes or that of a friend for valid reasons. This should not be a regular occurrence. The housemaster/housemistress (HM) must receive a digital permission (email, whats app etc.) from the parents the day before stating the reason for this, 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 HM to cover the entire term. Before leaving the pupil must sign out in the weekday signing out book in their common room. The driver must sign the pupil out in the weekday signing out book in the common room.

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 HM. The driver's full name, contact number and the destination are required.

SURNAME	First name		Out	Area	Destination	Driver's name	Driver's no.	Signature	In	Signature
Average	Joe		Fri	PLK	home	Mrs Average	082 345 678	<i>P. Average</i>	Mon	<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 HM with the details of the person you wish to be added to the list. The pupil's signing out list is kept by the HM 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 digital permission, 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 until they return to school and that responsibility may not be passed over to a third party. Should anything happen to that child the person who signed them out may be held legally responsible.

Members of the boarding house staff will not 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 email to the school.

The school needs 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.

Please note: The signing out book is, in effect, a legal document transferring responsibility for the child from the school to a parent or third party during the week or 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 at these times: 17:00 – 19:00, weekdays, except for gr 8 and gr 9 who have regular TV news slots twice a week at the start of prep.

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 back in your room for the morning inspection at 07:05 and, only after your room has been cleared by the housemaster/housemistress (HM) or duty staff, 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 duty staff at the morning inspection and then report to Mrs 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 Willson who will inform your HM 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 HM.

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 – please 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.

Valuables

All electronic items must be registered with the HM.

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

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 HM'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.

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 for gr 8 and gr 9 will take place in the dining hall during first prep twice a week.

Late study for Grade 11 & 12 boarders is only allowed with the permission of duty staff 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 HM 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 HPC, dad Centre, sports field and swimming pool during the afternoons up until 17h30.

The HPC, 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 every weekday 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 07h20 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, at the HPC or at the dad Centre. They may also be at the library or computer centre. They should not be hanging around outside the boarding houses. The lawn outside Founders 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 pairs 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. They must take a cell phone with them.

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 19:00 on Sunday evening and the boarding houses will be locked at 20:00.

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

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

They may be used for word processing, spread sheet 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 or tablet computer must not disturb any other boarder doing prep.

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

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

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

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.

Pupils should report any breakages/repairs to their HM immediately they occur. The HM will coordinate these and report these breakages/repairs to Mrs Willson weekly on Tuesday mornings so that Mrs Willson can coordinate the repair.

Boarders must clear their rooms for holidays so that the rooms may be cleaned properly. Termly boarders may arrange with HM's to leave trunks containing some of their possessions.