

Hostel policy and rules 2015/2016

A. Hostel policy

1. Introduction

This document is the hostel policy of NEWTON Pre-Vocational School. The policy was drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the Norms and Standards for School Funding, and applicable provincial legislation.

2. General

- 2.1 Boarders are expected to know and obey the hostel policy.
- 2.2 Each boarder is bound by the school's code of conduct for learners, over and above the hostel policy and rules.

3. Admission

- 3.1 Admission to the school does not imply automatic admission to the hostel. There is no constitutional right to hostel boarding.
- 3.2 The Newton school governing body and hostel management are alone responsible for the regulation and control of hostel admissions.
- 3.3 Application for hostel admission must occur at the same time as application for school admission, unless the governing body decides otherwise.
- 3.4 The Newton school governing body reserves the right of admission to the hostel.
- 3.5 Newton hostel is not obliged to accommodate learners within the radius of 100 km from Pietermaritzburg.

4. Boarding fees

- 4.1 The hostel boarder contract outlines the fees of Newton school hostel. Each parent must sign and ensure compliance with terms and condition of the contract.
- 4.2 Parents or Guardians undertake to pay hostel fees as set by the school Governing Boarder. To become a boarder the applicant parents must enter into contract with the SG. The “First pay then stay” rule applies.
- 4.3 The deposit is non-refundable and will be used to cover the first term’s boarding fees.

OR

The deposit is refundable at the end of the learner’s stay, after all necessary and reasonable deductions for any damage that the learner might have caused.
- 4.4 Each hostel parent is responsible for full boarding fees.
- 4.5 Boarding fees are payable in advance each term, or as agreed in writing with the governing body.
- 4.6 Learners may stay on in the hostel only if their boarding fees are paid up.
- 4.7 Boarders must give one term’s notice if they will be leaving the hostel at the end of the year. Fourth year learners will be deemed to leave the hostel at the end of their fourth year

5. Hostel rules

Code of conduct and discipline

- 5.1 The hostel head, his/her staff and hostel leaders are responsible for maintaining discipline in the hostel.
- 5.2 Learners to respect their fellow boarders, irrespective of race, creed, or religion and that they co-exist in harmony.
- 5.3 Initiation in any form is prohibited.
- 5.4 Fighting and physical handling among boarders are prohibited.
- 5.5 Boarders may not smoke, consume any alcoholic beverage, or be in possession of any tobacco, alcoholic beverage and related substances such as drugs on the school or hostel grounds or in any other place where they may be identified as learners of the school/boarders of the hostel.
- 5.6 Hairstyles must adhere to the school's code of conduct.
- 5.7 Any sexual or indecent physical contact between boarders on the school or hostel grounds is strictly prohibited.
- 5.8 No boarder may climb through any hostel window or on any hostel roof, or enter the hostel in any other way than through the designated doors.
- 5.9 No boarder may enter any hostel room apart from his/her own, unless with the necessary permission, or accompanied by the relevant fellow boarder.
- 5.10 Boarders shall at all times treat all persons, including hostel staff, fellow boarders and visitors, with respect and dignity.
- 5.11 Boarders shall at all times respect the infrastructure of the hostel and should not engage himself/herself in willful acts of vandalism.
- 5.12 All rules in the school's code of conduct shall be regarded as included herein.
- 5.13 20% interest will be charged on any money borrowed by hostel pupils.

- 5.14 R20 will be charged onto the child's account should the parent(s)/ guardian(s) be reminded about the Hostel account and when there is unnecessary information made by the school.
- 5.15 Weekly Boarders must leave the Hostel premises before 17h00. They are not allowed to have supper on Friday and also can not take breakfast on Monday morning.
- 5.16 Transgressions that may lead to suspension and/or expulsion include but are not limited to;
 - 5.16.1 Conduct that poses a threat to others' safety and infringes upon others' rights;
 - 5.16.2 Possessing, threatening with or using dangerous weapons;
 - 5.16.3 The possession, use, trading or any invisible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
 - 5.16.4 Fighting, assault or abuse;
 - 5.16.5 Indecent behavior or swearing;
 - 5.16.6 Adopting or assuming a false identity;
 - 5.16.7 Any form of hate speech, sexism, racism or other anti-social behaviour;
 - 5.16.8 Theft, or the possession of stolen goods;
 - 5.16.9 Unlawful conduct towards and/or vandalising, destroying or damaging school property, including the application of graffiti;
 - 5.16.10 Disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school and hostel staff or learners and fellow boarders;
 - 5.16.11 Repeated violations of school rules of this code of conduct;

- 5.16.12 Criminal and oppressive behaviour, such as rape and gender-based harassment;
- 5.16.13 Victimisation, bullying and intimidation of other learners; and
- 5.16.14 Intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.
- 5.17 Basically, the same rule would apply under Learner Discipline of School Rules. However, the following avenues will be considered in the event of misbehaviour:
- Verbal Warnings (office).
 - First, Second, and the Final Written Warnings (Office).
- Should there be serious breach of Hostel Rules, then the usual disciplinary procedures (detailed under Breach of School Rules) will apply leading to SUSPENSION from the HOSTEL.

6. Visitors

- 6.1 All visitors must report to the security guard and then to the Boardmaster/mistress on duty. The relevant boarder will be called to receive the guest in the prescribed visitors' area.
- 6.2 Visitors are subject to, and must respect, the hostel rules.
- 6.3 Boarders will be held responsible for their visitors' conduct.
- 6.4 Visitors may not enter any hostel room without the permission of the staff member on duty.
- 6.5 Visitors may not communicate with other boarders who are not related to him/her.

7. Illness

- 7.1 Should a boarder fall ill during school time, written permission must be obtained from the school principal or hostel head to go and see the doctor.
- 7.2 No boarder who has fallen ill may stay behind/go and lie down in the room without the necessary permission.
- 7.3 Parents may contact the hostel head with regard to their children's illness and treatment.

- 7.4 It is incumbent on all the Boardmaster/mistress to get to know boarders ailments and how to deal with it.

8. Signing out

- 8.1 The signing-out policy is meant to protect the boarders and the school and hostel.
- 8.2 Weekends:
- 4.2.1 Away weekends (hostel weekends): During an away weekend, all boarders must leave the hostel, with no need to inform the hostel head. However, if the boarder is not going to his/her parents' house, the parent must inform the hostel head in writing of where the boarder will stay for the weekend.
- 8.3 Holidays: The same procedures that pertain to away weekends, apply to signing in and out for holidays.
- 8.4 Each hostel has a signing-out register. Should a boarder go home for a weekend, or leave the hostel for any other non-school-related reason, he/she must be signed out in the presence of the staff member on duty, either by his/her parents or a person in possession of the parent's written permission. This must be approved by the hostel head/principal.
- 8.5 Signing in: Boarders, together with their parents or the person in whose custody the boarders were during the weekend or holiday, must report to the staff member on duty upon returning to the hostel.

9. NUTRITION

- 9.1 Health of the learners
- 9.2 Meals to be cost effective and nutritious
- 9.3 Meals need to be planned within the budget
- 9.4 No alternatives will be provided for any Learners, unless supporting medical evidence is provided
- 9.5 The meals programme includes teaching good table manners
- 9.6 Ethnic considerations of all boarders

- 9.7 The meals will be monitored by a Committee comprising the matron, superintendent and Home Economics Educator.

10. Meals Times

10.1 Breakfast

Monday to Friday	07h00
Saturday	08h00
Sunday	08h00

10.2 Lunch

Monday to Thursday	10h30 and 14h30
Friday	10h30 and 13h30
Saturday, Sunday	12h30

10.3 Supper

Monday to Sunday	17h00
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NB:

- 10.4 Attendance at meals is COMPULSORY.
- 10.5 Pupils to assemble in an orderly fashion prior to meals.
- 10.6 Respect must be observed during the prayer.
- 10.7 Pupils to give due regard to good table manners at all times.
- 10.8 Dishes to be placed in trolleys at end of meals.
- 10.9 If late for a meal, pupil to Boardermaster/Boardermistress.
- 10.10 As part of the education programme it is compulsory that pupils undertake chores allocated to them.
- 10.11 No cell phones allowed during mealtimes.
- 10.12 The hostel leaders are responsible for discipline in the dining room.
- 10.13 Boarders must enter the dining room quietly and orderly.
- 10.14 No boarder may be deprived of a meal for any reason.
- 10.15 No boarder may be forced to eat or drink anything against his/her will.
- 10.16 Boarders must clear the tables after each meal. No food may be wiped off onto the floor. Plates and cutlery must be placed in the designated containers.

10.17 No food, plates, cutlery, glasses or any other kitchen equipment may be removed from the dining room.

10.18 If a boarder is unable to attend a meal or will arrive late, he/she must inform the hostel head well in advance.

10.19 No cell phones may be used in the dining room.

11. NEWTON HOSTEL TIMES

The following times are to be observed strictly:

11.1 School Days.

05h30	Wake up / Open showers
06h30 – 06h45	Inspection / Registration
07h00	Breakfast / Sickbay
07h30	Walk to school

11.2 Afternoons

14h00 – 14h30	Change / Sandwiches
14h30 – 16h00	Sports Activities: Swimming, Walks, Sport and Games.
16h00 – 17h00	Tidy cupboards, shower, wash
17h00	Bell for supper
17h15 – 17h45	Supper
17h45 – 18h30	Socialize
18h30 – 19h30	Study Time – Homework, Current Affairs, Values, Assignments, projects etc,
19h30 – 20h30	Sort out lockers, Sought out Laundry, Prepare uniform, TV.
20h30 – 21h00	Inspection – hand in cellphones.
21h00	Lights out

11.3 Saturday, Sunday and Public Holidays.

07h00	Wake up	
08h00	Breakfast	
12h30	Lunch	NO CELLPHONES IN THE DINNING ROOM
16H45	Supper	
22h00	Lights Out	

11.4 Swimming

Boys Mondays & Wednesdays

Girls Tuesdays & Thursdays

Weekends Combined

Responsible Boarder Master / Mistress must open and lock the pool area and must be in the pool area for the duration of the activity.

Swimming is only allowed under strict supervision

12Preparation Period – 18h30 – 19h30

- 12.1 Attendance at prep is compulsory.
- 12.2 All pupils must be silent and ready to work.
- 12.3 No pupil may walk around.
- 12.4 All pupils must leave the TV room after Prep
- 12.5 No cellphones are allowed during Prep.

13Outings

- 13.1 Boarders must be accompanied by an adult
- 13.2 Outing times : Saturday and Sunday 09h00 – 11h30
- 13.3 Youth Friday nights at school 19h00
- 13.4 Church on Sunday at school 09h00

14. Telephones

- 14.1 Cell phones are brought into the hostel at own risk.
- 14.2 No calls may be made or received during meal or study times.
- 14.3 All cell phones must be switched off at 21h00 and the phone must be handed to the Boardermaster. Phones will be handed back to the boarder the next day at 14h00
- 14.4 A boarder's cell phone may be confiscated if he/she does not obey the rules. In such a case, the boarder will sign a written admission of guilt, in which the boarder acknowledges that he/she is aware of the provisions of the hostel rules and the sanction that his/her phone may be confiscated.

15. Laundry

- 15.1 Clothes must be left and collected from the laundry between 14H00 & 14H30.
- 15.2 Each boarder's clothes must be clearly marked.
- 15.3 Each boarder is personally responsible for taking his/her washing to, as well as collecting it from, the washroom.
- 15.4 No boarder may collect a fellow boarder's washing without the necessary permission.
- 15.5 Weekly boarders may only hand in uniform for washing. Private clothes must be taken home for washing.

16. Breakage

- 16.1 Breakage must be immediately reported to the relevant staff member or hostel leader.
- 16.2 Deliberate damage to hostel or school property will lead to disciplinary action.
- 16.3 Boarders must handle all hostel property with the necessary care.

17. Pocket Money

- 17.1 Pocket Money must be handed in for safe keeping and receipted at the hostel in a receipt book provided by the office.
- 17.2 The hostel matron must keep a record of the money spent for each child and be accountable for the safe keeping of this money.

18. Medication, safety and first Aid

- 18.1 Only medication prescribed by a medical doctor will be approved so as to ensure your safety.
- 18.2 The emergency file must be filled in with particulars about the child's doctor, condition, allergies etc.

18.3 If a child has been injured at home, the hostel supervisor must be informed about the incident, cause of injury and the extent of the injury.

18.4 If a child contracts an infectious illness or is hospitalised for illness or surgery, the school should be informed

18.5 Contact details must be UPDATED REGULARLY.

18.6 A First Aid Box is available for emergencies in the Matron's kitchen.

18.7 Boarders taken ill during the day must stay in sickbay.

19. Absenteeism

19.1 Parents should contact the school within the first month of a child's absence from the hostel.

19.2 An absent child's family are still accountable for hostel fees, as the child's place is kept.

19.3 If a child is removed from the hostel, the school must be notified in writing. A month's notice is required. If no contact is made with the school (telephonically, in writing or personally) during this period, the child's place will automatically be given to a child on the waiting list.

19.4 Contact details need to be updated regularly.

19.5 This is also important so that the school can offer support during such a time.

19.6 Indemnity consent forms must be completed at the beginning of each term.

20. Hostel fees

20.1 Hostel fees are COMPULSORY.

20.2 They can be paid at the office during school hours 08h00 - 14h00.

20.3 Fees can be paid directly into the school's bank account.

21. Signing in and out register.

- 21.1 Parents are respectfully asked to notify hostel in advance when taking their child home during the week.
- 21.2 Parents are requested to fetch their children and return their children at a convenient time, FRIDAY before 15h00 and SUNDAY between 16h00 -18h00.
- 21.3 The signing in-out register must kindly be kept tidy and must remain in the journal.
- 21.4 All monies, which are handed in at the hostel, must be recorded in the money – recording book and must be handed to the office first thing in the morning.

22. General

- 22.1 Pupils must be courteous at all times.
- 22.2 Visitors to the hostel are to be greeted and helped at all times.
- 22.3 A pupil may not open and/or take anything from another pupil's locker or cupboard, respect for other people's privacy and property is to be observed.
- 22.4 Good language must always be used.
- 22.5 The Hostel management reserves the Right of Admissions to refuse any Learner, hostel accommodation for the next academic year, who has a consistent track record of bad behaviour and is a disruptive influence in the Hostel.

23 BOARDER MASTER / MISTRESS

- 23.1 Responsible for keys. No keys to be given to boarders.
- 23.2 Duties are from the afternoon, 14h00, till the next morning after breakfast, 07h30.
- 23.3** A male and a female must be on duty every weekend.

- 23.4** You are responsible for the boarders.
- 23.5** Journal must be completed daily and sent to the General Office after breakfast.
- 23.6** It is your responsibility to read the Journal every day.
- 23.7** Showers only open at certain times - must be locked at night.
- 23.8** Record only required repairs in snag book.
- 23.9** Not allowed to work under the influence of alcohol.
- 23.10** Organise sports and activities for the boarders in the afternoon and during weekends.
- 23.11** Help them with their studies.
- 23.12** Do inspection every day.
- 23.13** Attend all meals during the week – even when you are not on duty.
- 23.14** Swimming may only be done under supervision. LOCK THE SWIMMING POOL after use.
- 23.15** No Boardermaster/Mistress may drive a school vehicle without authorisation.
- 23.16** Don't allow boarders in your flats to visit.
- 23.17** You are responsible to lock the hostel when you are on duty.
- 23.18** Make sure that visitors report to you.
- 23.19** Be always visible when you are on duty.
- 23.20** Assist and guide prefects.
- 23.21** See that children are disciplined during functions, prep time and when they have their food.
- 23.22** Responsible for signing boarders in and out.
- 23.23** Help the boarders to become responsible, respectful young learners.
- 23.24** Corporal punishment is not allowed.
- 23.25** Boarders who are sick go to sickbay, and inform Superintendent.
- 23.26** Inform Superintendent about any irregularities taken place.

- 23.27** If you are in need of transport for the boarders during weekends make arrangements with the Superintendent in advance.
- 23.28** Make sure to know the boarders and their needs.
- 23.29** Cleanliness of the terrain.
- 23.30** Neatness of school uniform.
- 23.31** Changes of duties by boarder Master / Mistress must be reported to the Superintendent prior to the change.
- 23.32** For Meals :
 - At the dinning room not later than 17h15. Serving stops at 17h30.
- 23.32** Boarder Master / Mistress will be employed on a fixed term contract of one term noting that the fluctuation of boarder numbers and the applicable formulae will be used to determine the number of Boarder Master/Mistresses that are needed at any given time.

24 SUPERINTENDENT

- 24.3** Take care of duty list for Boarder Masters/ Mistresses.
- 24.4** Inform Boarder Master/ Mistress about disfunctionalities of children
- 24.5** Give guidelines on how to deal with our children.
- 24.6** Be the contact person between School and Hostel.
- 24.7** Set up rules for boarder masters/mistresses and children.
- 24.8** Deal with discipline matters.
- 24.9** Know the children and their needs
- 24.10** Do inspections.
- 24.11** Set dates for meetings.
- 24.12** Appoint prefects.
- 24.13** Read Journals and solve problems/issues and inform principal accordingly.

25 SECURITY GUARDS

- 25.3** Hostel will be guarded for 24 hours.
- 25.4** The guard duties are as follows: Monitor all pedestrians and vehicles movement in and out of the hostel premises

25.5 Visitors:

25.5.1 Will complete all the details in the guard register before he/ she is allowed to enter.

25.5.2 At 21h30 the guard will ensure that the visitors are out of the hostel premises.

25.5.3 Guard can also search the vehicles or / and the person entering / leaving the hostel;

25.5.4 Guard has no authority to allow the boarders to leave without the permission of the Boarder Master/ Mistress and

25.5.5 Guard is expected to report to the Boarder master/ mistress on duty any unusual behaviour in the movement of boarders.

HOSTEL JOURNAL

26 PROTOCOL 1:

26.3 Journal must be completed daily and sent to the General Office in the morning.

26.4 Clerk to take it to the hostel superintendants

26.5 Principal to read the Journal before break.

26.6 SUPERINTENDENTS read it during break.

26.7 Solve problems if there are any.

26.6 BOARDER MASTER/ MISTRESS on duty fetch journal from the GENERAL OFFICE at 14h00.

227 PROTOCOL 2.

BOARDER MASTER/ MISTRESS REGISTER PROTOCOL:

27.1 Boarder master/mistress will

27.1.1 sign and write time of commencement of duty

27.1.2 sign and write time at end of duty

- 27.2 In case of emergency when the Boarder master/ mistress has to leave, the following procedures will be followed:
- 27.2.1 Inform the hostel Superintendent.
 - 27.2.2 Make arrangements with somebody, preferably another Boarder master/ mistress.
- 27.3 This brief arrangement must be recorded and signed together with the departure and arrival times.