ANNEXURE F
12/11/2024

BOARDING HOUSE RULES, ROUTINES AND PROCEDURE

Abbreviations:

SLC – Stanford Lake College
HM – House Master / House Mistress
AHM – Assistant House Master / Assistant
House Mistress DS – Duty Staff
HPC – High Performance Centre Dad Centre – Dream an' Do Centre

Daily routine in SLC Boarding Houses
Term 1 and 4

06:00 Rise and Shine
06:30 Roll call and House inspection
06:40 Breakfast – all pupils to be in the dining room by 06:40
06:40 Sanatorium open for medication
07:10 Sanatorium open for sick pupils
07:10 End of Breakfast – clean team to clear dining room and clean up
07:20 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
17:30 Prayer
17:35 Supper
17:40 Sanatorium open for medication
18:00 Sanatorium open for sick pupils
18:45 All pupils in their houses/roll call
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 with permission from Duty Staff
22:00 Grade 10, 11 & 12 lights out – NB: House silence

Term 2 and 3

06:00 Rise and Shine
06:30 Roll call and House inspection
06:40 Breakfast – all pupils to be in the dining room by 06:40
06:40 Sanatorium open for medication
07:10 Sanatorium open for sick pupils
07:10 End of Breakfast – clean team to clear dining room and clean up
07:20 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
17:30 Prayer
17:35 Supper
17:40 Sanatorium open for medication
18:00 Sanatorium open for sick pupils
18:30 All pupils in their houses/Roll call
18:45 Pupils at their desks to begin prep, doors open, phones off
19:45 Break
20:00 2nd Prep
20:45 Break (brush teeth, get ready for bed, etc)
21:00 Quiet time - All pupils to be in their rooms and silence in the house
21:15 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 with permission from Duty Staff
22:00 Grade 10, 11 & 12 lights out – NB: House silence

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 House Master/Mistress (HM) must receive digital permission (email, WhatsApp etc.) from the parents the day before, stating the reason for going home, who will be collecting the pupil, 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 get a completed and signed weekday exeat slip from their HM, School Nurse or the Boarding Logistics Coordinator . This slip must be handed to the security guard upon exit.

SCHOLAR EXEAT SLIP

Should you need to leave campus before 17:00 for a medical reason or other valid reason, please ensure this slip is completed and handed in at Security. Pupils may not make private arrangements to be taken home when ill. These arrangements must be made through the School Nurse.

The following pupil has permission to leave the campus early for the reason stated below:

NAME OF PUPIL _____ DATE _____

TIME OF DEPARTURE _____ STAFF SIGNATURE _____

REASON FOR LEAVING

_____

(to be signed by either the Housemaster / Housemistress, or the School Nurse)

Signing out for the weekend

The pupil fills in the signing out file in his/her boarding house (example below) by Wednesday 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	In	Area	Destination	Drivers Name	Drivers no.	Signature
Eg. Average	*William*	*Friday*	*Monday*	*Polokwane*	*Home*	*William Average*	*082 345 6781*	

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:

- 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.

- 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.The teacher on duty may ask the person fetching your child to produce ID as proof of their identity when collecting and signing out pupils on Fridays.

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.

When a pupil is signed out they are only allowed to return to the boarding house on Sunday after 14:00 and not before or during the weekend.

Pupils returning on Sunday must be in the boarding houses by 18:00.

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 – 18:30 on weekdays and weekends from 06:00 – 21:30.

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/Serious Injury

Week Day

If you are sick or seriously injured:

- **Step 1:** Inform the Class Teacher, HM or AHM immediately. Obtain a Sanatorium slip.
- **Step 2:** Report to Sister Zandile Moagi. You may not stay in bed if you are sick unless you have been specifically instructed to do so by Sister Zandile Moagi who will inform your HM and teachers. You will be required to stay in the Sanatorium while sick.
- **Step 3:** A decision will be taken if a pupil will need to be taken to the doctor or medicated on campus.

If a pupil is ill enough to leave class, he/she will report to Sister Zandile Moagi, who will either send him/her back to class medicated or allow the pupil to stay in the Sanatorium. If a pupil does not attend class, he/she may not attend afternoon activities. *Pupils may not make private arrangements to be taken home when ill. These arrangements must be made through Sister Zandile Moagi (this includes Day Scholars).*

Please report to Sister Zandile Moagi with a Sanatorium slip from your class teacher or HM

Weekend

If you are sick or seriously injured:

- **Step 1:** Inform the DS, HM or AHM immediately.
- **Step 2:** DS, HM or AHM will contact Sister Zandile Moagi or Mr Friedrichs.
- **Step 3:** A decision will be taken if a pupil will need to be taken to the doctor or medicated on campus. They will be required to stay in the Sanatorium.

Medicine

Boarders may not keep any forms of medicine in their possession. All medicine must be handed in at the Sanatorium. Please refer to the Medicines Policy on the website for more details.

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. Behave in a civilized 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 18:30 or 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. 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 17:00. The HPC, dad Centre, sports fields, tennis courts and classroom block are out-of-bounds after supper.
All boarders must be in their respective boarding houses from 18:30 or 18:45 every weekday evening. Boarders who are out after this time *are out-of-bounds* unless they have specific permission from their duty staff to be out of the boarding house.

Boarding houses are out-of-bounds from 07h20 until lunch-time daily. (Open at Tea)

Boarders should not be in secluded areas of the campus. 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/fishing must be in pairs and sign out in the file provided for this purpose at the dad Centre. They must not be on or cross the R71. They must be back and signed in by 17:00. They must take a cell phone with them.

Social Time – Social time on a Monday to a Thursday will take place in front of Serala, Founders and up to the matric dining hall. Only KSH Girls may go up to KSH. The parking area below the dining hall and bus parking is *out-of-bounds. See daily structure for social times.*

Weekends (Saturday & Sunday)

The same rules apply as for week days, However, weekend duty staff 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. Boarding Houses that are not occupied for the weekend will be locked. Boarders are expected to be back in their boarding houses by 18:00 on Sunday evening and the boarding houses will be locked at 19:00.

Social Time – Social time on Friday to Sunday will take place in front of Serala, Founders and up to the matric dining hall. Only KSH Girls may go up to KSH. The parking area below the dining hall and bus parking is *out-of- bounds.*

Weekend Social time in generally from 18:00 to 20:00 but this might change due to weather or specific weekend arrangements.

Use of Mobile devices 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 SLC boarding house.
- There will be consequences for the misuse of laptops or tablets which may include having these confiscated for a stated period.

Cellphones : Refer to Annexure K-Mobile Device Policy.

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 din 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 or AHM immediately. The HM will coordinate these and report these breakages/repairs to the Estate Manager who will arrange to repair them.

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.

ITEMS REQUIRED FOR BOARDING:

All bed linen, duvets, pillows for a single bed clearly marked with sewn label with pupil's name (ensure that this is brought in a bag and not as separate item when checking into boarding).

- Own key lock with a clearly tagged spare key for room cupboard to be handed to the boarding housemaster/mistress (NOT a combination lock, a key lock works best)
- A bed / desk lamp (recommend a lamp that clips onto the shelving unit to save space on the desk)
- Personal toiletries, **including sunblock and after sun cream** and toiletry bag
- 2 x Personal shower towel
- 2 x Face/gym towel
- 1 x Swimming towel
- Personal casual clothes and sleepwear clearly marked with student's name
- 1 x Laundry bag – clearly marked with student's name
- 2 x Net sock bags - clearly marked with student's name
- Clothing hangers for cupboard (at least 6 or more)
- Black school shoes
- Black shoe cleaning kit
- Personal water bottle (750ml or more) and coffee mug
- Head torch with an **extra set of batteries**
- A school bag for textbooks clearly marked with student's name or a tag
- Students are allowed to bring a fan (summer months) and single bed electric blanket (winter)
- We recommend a multiplug adapter marked clearly with the student's name - very useful for hairdryers, cellphone charger, laptop charger etc.
- A metal trunk is recommended for termly boarders to store other items
- Students are allowed to bring **dry snacks**, which must be sealed in a **zip lock bag**
- Pocket money or a bank card is recommended for weekend outings or purchases off campus, which can be handed to the boarding house master / mistress for safe keeping.

ITEMS PROVIDED BY THE SCHOOL FOR BOARDING:

- Single bed mattress
- A room cupboard
- A shelving unit, desk and chair per pupil
- Small room bin
- Wifi connection
- Al weekly meals (breakfast, tea, lunch, dinner). Weekend meals to be purchased additionally on the ALLXS system.

ALL CLOTHING, LINEN, PERSONAL ITEMS TO BE CLEARLY MARKED
(clothing/linen with printed name tags or embroided).