



HOËR LANDBOUSKOOI WINTERBERG AGRICULTURAL HIGH SCHOOL

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CODE OF CONDUCT HOSTEL (RULES)

1. INTRODUCTION

- 1.1 The hostel is under the authority of the hostel board and is administered by the superintendent and matron according to the rules and regulations of the Eastern Cape Education Department.
- 1.2 The hostel staff will attempt to create a pleasant atmosphere.
- 1.3 Creating a hospitable spirit with the emphasis on teamwork within the hostel rules.
- 1.4 Parents or guardians must pay a term's fees in advance, endorse the rules and undertake on behalf of their children to conform to the said rules.
- 1.5 **FAILURE TO PAY WOULD RESULT IN THE BOARDER BEING SENT HOME.**

2. VISITING

- 2.1 Parents and visitors may not enter the rooms of boarders without the necessary permission.
- 2.2 With the exception of parents, boarders are to obtain permission before receiving visitors.
- 2.3 No girls are allowed on the boys' side and vice versa.
- 2.4 **Visitors from outside are limited to Saturdays and Sundays between 15:00 and 17:00.**

3. ELECTRICAL APPARATUS

- 3.1 Boarders may have radios and music apparatus as well as hair dryers for girls.
- 3.2 **No other electrical apparatus may be brought to the hostel by boarders. Fire is a serious concern. Any unauthorised electrical apparatus will be confiscated. Only prefects will be allowed to have a kettle in their rooms.**
- 3.3 No medication is allowed in the learners' rooms.
- 3.4 Unnecessary breakages and vandalism will be dealt with very severely.

4. BEHAVIOUR

- 4.1 Boarders are required to exhibit self-responsibility, accountability, self-discipline, independence, teamwork, personal care and hygiene.
Should any learner be found to have contravened the hostel rules regularly or have serious disciplinary issues (of which all would have been communicated in correspondence to you) such a learner would need to re-apply for the next year to be accommodated in the hostel.
- 4.2 The school's code of conduct is also applicable to the hostel.
- 4.3 Boarders' manners and behaviour should reflect good breeding.
- 4.4 Good table manners are to be maintained during meal times.
- 4.5 A hostel learner may not be absent from class without permission.
- 4.6 A letter from the school secretary, granting permission to fetch an important item or sports clothing from the hostel is required.
- 4.7 A letter granting permission to enter the hostel should a boarder become ill during school time is required.
- 4.8 School premises after closure are out of bounds for hostel boarders.
- 4.9 Day scholars may only enter the hostel with permission from the teacher on duty / matron or the Superintendent. Paragraph 4.5, 4.6 and 4.7 also apply.
- 4.10 Boarders must sign the register in/out every time they leave and return to the hostel. Since the hostel functions mainly on trust and responsibility on the part of the boarders, disciplinary action will be taken against boarders who flaunt and disregard parents' decision on signing out.

- 4.11 Boarders may not loiter in the streets or sit in vehicles around the school.
- 4.12 No sunglasses to be worn with school uniform.
- 4.13 Learners returning from their Xhosa initiation rite must adhere to school dress regulation. (Code of Conduct applies)
- 4.14 No bullying, fighting, intimidation, stealing, dishonesty, disrespect or insubordination will be tolerated.
- 4.15 **All boarders must be in their OWN rooms after lights out (21:30) at night.**
- 4.16 **Meals are compulsory and boarders must be prompt at all meals. Learners should be fully dressed in their uniform and be ready for school.**
- 4.17 **Study is compulsory.**
- 4.18 No consumption of alcohol is permitted – The hostel has experienced a disturbing increase in boarders using alcohol. Boarders will be sent home for weekends if found wanting.
- 4.19 All grade 12 parents will be required to sign an undertaking that their children will be removed from the hostel if they do not adhere to the rules up to the end of the year.
- 4.20 Hostel boarders may not directly phone the police about any hostel incident. They must first report to the teacher on duty, the Superintendent, the Principal or their parents.
- 4.21 Valuables must be kept under lock and key and boarders must have a lockable cupboard in their room for this purpose.
- 4.22 If a boarder wishes to bring expensive personal items into the hostel, **they do so at own risk.** Neither the hostel nor the school will be held liable for missing personal items.
- 4.23 If a boarder feels that he/she has been treated unfairly, he/she must submit a written grievance to the teacher on duty or the Superintendent. If not satisfied, report to the Principal.
- 4.24 **Refusal to do punishment within hostel rules could be regarded as extreme insubordination.**

5. GENERAL DISCIPLINE AND RESPONSIBILITIES

- 5.1 The hostel is not a prison and does not have the staff to personally supervise each boarder for 24 hours per day. The hostel relies on the co-operation and honesty of the boarders to follow the hostel rules and routine. If parents can't "control" their children at home, the hostel can't be expected to do so. If a boarder is continually breaking the hostel rules and not adjusting to hostel life, he/she will be removed from the hostel subject to SGB decision.
- 5.2 No boarder may be loitering. If a boarder can't be found, it must be reported to the teacher on duty, the Superintendent or parent.
- 5.3 **Boarders may not visit staff in their rooms or flats at all.**
- 5.4 **Staff must assist with the enforcement of punishment of boarders should the rules be broken.**
- 5.5 Staff must report to the Superintendent when duties are exchanged.
- 5.6 Staff may never receive any payments (school fees or any other money). After hour payments are to be made only to the Principal if he is available.
- 5.7 Daily roll call to be held before meal times as well as after evening study at 21:00, including weekends.

6. SPIRITUAL WELFARE

- 6.1 Morning and evening silence to be observed.
- 6.2 No use of cell phones/doing of hair, etc. during the period of silence (quiet time).
- 6.3 **Boarders who remain in the hostel over weekends are to attend at least one church service on Sundays. Parents are expected to indicate to which denomination their child(ren) belong and which church they are to attend.**

7. WEEKENDS AND HOLIDAYS

- 7.1 Boarders may go home at weekends if sporting and other school obligations are dutifully fulfilled.
- 7.2 A boarder may dine with his/her parents or friends during Sunday luncheon by pre-arrangement. Learners may be collected after the church service and must be back by 17:00. Required written permission to be obtained from the Superintendent before Thursday afternoon. This can be faxed to 086 603 6884 or emailed to the secretary at amandac@winagric.co.za.
- 7.3 During out weekends learners are expected to go home. Hostel closes at 14:00 after which there will be no staff available.

- 7.4 Whenever a boarder arrives at the hostel after a weekend or holiday he/she is considered to be subject to the regulations from the moment of arrival. There will only be adult supervision as from 15:00 when hostel opens.
- 7.5 Boarders may arrive at the school on the morning that school commences. Boarders who return to hostel the previous day are to report between 15:00 and 17:00 as the main gate will close soon after.
- 7.6 Boarders may wear neat casual wear when they depart or arrive.
- 7.7 When boarders depart or return from weekends/holiday, it is expected that they greet the Superintendent or teacher on duty.
- 7.8 It is a ruling that rooms are to be cleaned up before the school holidays break, and boarders must leave nothing behind in their cupboards/rooms.
- 7.9 Should a boarder wish to spend a weekend with friends, it will only be allowed with written permission from both parties' parents.
- 7.10 During the test series and exams no learner may visit a friend – they may only go home.

8. SPECIAL REQUIREMENTS

- 8.1 In case of food allergies or religious preferences, a letter from either your church or doctor must be submitted to the hostel matron.

9. IRREGULARITIES

- 9.1 All irregularities must be reported to the Superintendent.
- 9.2 The following irregularities will be regarded in a very serious light:
- Smoking and the use of alcohol
 - The use of any other form of illegal drugs
 - Learners may not be in possession of any dangerous objects including knives, weapons, fireworks and explosives
 - The illegal breaking out of hostel
 - The deliberate damaging of hostel property. (Parents will be held liable for any damages/ costs incurred by the child)
 - Leaving the school/hostel premises without permission.

10. POCKET MONEY

- 10.1 Pocket money may be handed in at the school's finance office. The Superintendent does not accept responsibility for any monetary losses.

11. ILLNESS

- 11.1 Boarders who are booked off ill must submit a medical certificate to the school secretary.
- 11.2 Boarders may only stay in their rooms if ill when they provide the hostel with a medical certificate.
- 11.3 Repeat/Chronic medication when exhausted is the responsibility of the parent to obtain timeously.
- 11.4 Should any learner be booked off for being ill and needs specialised treatment, parents need to collect their child immediately once contacted as the hostel doesn't have the facilities to either deal with or provide such treatment.
- 11.5 When a learner feels ill it must be reported to the matron who will make the doctor's appointment and other necessary arrangements.
- 11.6 Boarders who return to the hostel during school hours as a result of illness are to obtain a permission letter from the school secretary and report to the matron.
- 11.7 If necessary, the Superintendent, matron or duty teacher will contact the parents in connection with the boarder's illness. Boarders are not to contact parents and cause unnecessary concern.
- 11.8 An ill boarder must remain in bed and will not be allowed to attend sport practice or social events.
- 11.9 Medication for boarders must be handed to the matron with clear instructions.

12. **STUDY**

- 12.1 During study time there is to be silence and no disturbance to other learners will be tolerated.
- 12.2 Boarders who enjoy the privilege of free study may not use their cell phones during study. They may also not receive visitors during this period. **Should they not adhere to these rules, they may forfeit this privilege.**
- 12.3 No cell phones may be used in the study hall.

13. **TELEPHONE CALLS**

- 13.1 **Boarders are not permitted either to receive or make any telephone calls during meals or study times.**
- 13.2 **No use of cell phones during silence times.**

14. **LEAVING THE PREMISES**

- 14.1 No boarder may leave the school/hostel premises without the permission of the Superintendent or the teacher on duty.
- 14.2 Boarders must sign out/in when leaving the hostel for any reason. To be randomly checked by the teacher on duty.
- 14.3 Boarders are allowed to visit town on Saturday morning from 08:00 – 09:00. Should there be sport on Saturday, they will go on Friday afternoon from 15:00 – 16:00. Transport will be arranged by the teacher on duty.
- 14.4 No boarder is to return to the hostel on foot. He/she is to remain at the pick-up point until the bus arrives for transport.
- 14.5 Only in cases of emergency may visits to town at times other than the above be requested subject to the Superintendent's approval.
- 14.6 **Boarders are to visit town in school uniform. No learner will be allowed in town without school uniform.**
- 14.7 Boarders are to always walk in pairs for safety reasons.

15. **TRANSPORT**

- 15.1 When boarders are going home, written permission must be submitted no later than Thursday and must clearly state who he/she will be getting a lift with. Email to amandac@winagric.co.za.
- 15.2 No bicycles, motorbikes or motor cars may be brought to the hostel without permission from the Principal.

16. **APPEARANCE, NEATNESS AND ETIQUETTE**

- 16.1 **Boarders, their clothing and rooms are to be clean and neat at all times.**
- 16.2 Boarders are to bath/shower daily (afternoons after sport) from **17:15 to 17:45 only**. Water is to be used sparingly as we are in a severe drought situation and the bathrooms are to be left in a clean and neat condition. **Shower times are restricted because of electricity usage.**
- 16.3 Rooms and cupboards are to be neat and room inspection will be carried out regularly. Articles are not to be left lying around, stuck underneath beds, on chairs or on window ledges.
- 16.4 Sanitation conditions and toilet usage must be of the highest standard. Any boarders who are deemed to create unhealthy conditions in the hostel will be expelled, subject to the decision of the SGB.
- 16.5 **No food may be prepared in the hostel rooms.**
- 16.6 Dress code after school and weekends:
- **Clothes must be in good taste and not expose too much body eg. belly button, bra straps, high cut shorts etc.**
 - **Only one piece costumes will be allowed.** Boarders will not be allowed to walk to and from the swimming pool in only their costumes or with a towel. Boys to wear t-shirts.
- 16.7 No earpieces while wearing school or sport uniform to and from hostel/school.
- 16.8 Learners may not wear flip-flops or have loose hanging hair while dressed in their uniform outside the hostel.

17. **LAUNDRY**

17.1 Laundry items must have attached a **SEWN-ON NAME TAG OR BE PROPERLY MARKED WITH A LAUNDRY MARKER**, stating your child's name and laundry number e.g. JS PRINS 112.

- Trousers, underwear, sport shorts etc are marked **INSIDE THE BELT**.
- Shirts, overalls, jackets, jerseys, vests etc are marked **INSIDE** in the **MIDDLE OF THE COLLAR**.
- All socks are marked on the **TOP EDGE**.
- Handkerchiefs and towels are marked on the **EDGE**.
- This includes duvets, pillow cases, laundry bag etc.

17.2 Laundry should be placed in a laundry bag and a comprehensive list of washing must be included. This should be handed in before school commences on Monday morning. Laundry is to be handed to boarders on a Thursday. Bedding should be changed and be send to the laundry at least once every fortnight. **NO CLOTHING MAY BE HUNG OVER WINDOWS IN ROOMS OR BATHROOMS.**

18. **BELL TIMES AND ROUTINES**

Can be provided on request.

Available for the boarders on the notice boards on the boys' and girls' sides.

19. **DISCIPLINARY POLICIES (INCLUDING DRUG AND SUBSTANCE ABUSE POLICIES)**

Can be obtained on request.

I understand the content of the School's Code of Conduct and undertake that my child will obey to hostel rules as determined by the SMT.

My child will attend religious services at _____

PARENT NAME & SURNAME: _____

LEARNER NAME & SURNAME: _____

PARENT SIGNATURE

LEARNER SIGNATURE

DATE