



GREYTON HIGH SCHOOL

HOSTEL CODE OF CONDUCT

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HOSTEL RULES

Boarders will abide by all school rules. In addition to these, they will also abide by the following hostel rules:

1. DORMITORIES

- 1.1 Dormitories must be kept clean and tidy at all times.
- 1.2 No clothing may be left lying around. All clothes must be kept in the lockers.
- 1.3 Dorm inspections take place each day of the week. Rooms must be swept, beds made and lockers tidied in time for inspection. During inspection learners must be fully dressed and stand next to their open lockers.
- 1.4 All luggage must be locked up in the storeroom by 18:00 on Monday evenings and may be fetched on Thursday evenings at 17:45.
- 1.5 No medicine, food or cool drinks are allowed in the lockers or dorms and all medicine must be handed in to matron.
- 1.6 Tuck must be locked up in the dining room.
- 1.7 Lockers must be kept locked at all times. Spare keys must be handed in to matron. The school will not be held responsible for the loss of any possessions.
- 1.8 No furniture is allowed to be moved around without a teacher's permission.
- 1.9 RADIOS may not be played:
Before 09:00 on any morning
During SILENCE
After 20:00
Anywhere during Prep
Outside - during visiting hours

THE SOUND LEVEL MUST BE CONSIDERATE

- 1.10 Each boarder will only be allowed to sleep in the bed allocated to him / her.
- 1.11 All boarders except prefects, are restricted to their own dorms.
- 1.12 No shouting, running or fooling around (wrestling) or ball games will be permitted in the hostel building.
- 1.13 Only acceptable posters are allowed to be stuck up on the partitions with prestik.

2. PREP SESSIONS

- 2.1 There will be compulsory Prep sessions throughout the week. All boarders must take their places when the warning bell is rung at 17:55.
Homework will be handed in to the duty teacher at the start of the Prep session for signing and checking.
- 2.2 ABSOLUTE SILENCE must be maintained during Prep times.
- 2.3 No telephone calls may be received during Prep or meals.
- 2.4 Prescribed and library books may only be read during the last session of Prep.

- 2.5 Boarders who need to do extra Prep may ask for permission to do so until 22:00 for juniors and 23:00 for seniors. Late Prep will be done in the Prep Room, not dormitories.
- 2.6 No walking around, borrowing, explaining, cutting-out or letter-writing during Prep.
- 2.7 Prep sessions start when the last person is seated and busy.

3. LAUNDRY

- 3.1 ALL CLOTHES MUST BE CLEARLY MARKED with name and laundry number. No unmarked clothes may be sent to the laundry.
- 3.2 The Laundry list MUST be completed accurately.
- 3.3 A laundry bag (75cm x 75cm) is essential.
- 3.4 Laundry must be placed in the sewing room on Sunday mornings before lunch for Boys' Hostel, and on Saturday mornings after breakfast for Girls' Hostel.
- 3.5 Laundry must be handed in and collected at the laundry room by the respective grade on their laundry days.

4. MEAL TIMES

- 4.1 Girls must report punctually at 05:55, 11:50 and 16:30 for meals.
Boys must report punctually at 06:35, 12:15 and 17:30 for meals.
- 4.2 Tables must be set before the main bell rings.
- 4.3 Boarders must be neatly dressed for all meals. Sandals may be worn. No vests or hats are allowed. No bedroom slippers or bare feet allowed for all meals.
- 4.4 No eating utensils or food (except fruit) may be removed from the dining room. Fruit may not be taken into dormitories.
- 4.5 Benches must be pushed back into place after a meal.
- 4.6 Matron will supervise meal servings so that everybody receives equal portions.
- 4.7 Attention will be paid to table manners.
- 4.8 Boarders must get permission from the teacher if they want to leave the room.
- 4.9 Any complaints must be directed to the duty teacher.
- 4.10 Late meal bookings and sandwich bookings must be timeously made with the matron.
- 4.11 Weekend meal booking arrangements will be STRICTLY adhered to.
- 4.12 Boarders are not allowed to make contact with kitchen personnel. They may never enter the kitchen.
- 4.13 Boarders may not miss meals or adopt diet routines.
- 4.14 Grace will be said before and after meals.
- 4.15 Pupils will eat meals provided and will not be allowed to address the Matron regarding the meals. Alternate meals will be provided for those boarders who have allergies and these allergies must be verified by a Doctor.
- 4.16 No pupils are allowed to bring take-out onto the Hostel property or the dining hall. Parent are requested to limit the Tuck bought for their children.

5. EXITS

- 5.1 On Wednesdays, boarders are permitted to go to town wearing school uniform between 14:00 to 16:00. On Saturdays they may wear respectable civies to town between 09:00 to 11:30. This is a privilege - not a right.
- 5.2 During Town Days pupils are not allowed to walk / go to restricted areas that will be identified to them. Should parents want to take their children during Town Days, they have to first get permission from the Matron on duty or Superintendent and must be able to show identification. No child will be allowed to leave with anyone else other than their parent or legal guardian. This also pertains to Weekend Leave.
- 5.3 Doctors' appointments will serve as the only exception to the above rule.
- 5.4 The EXIT book MUST be signed. It must show destination and contact number, failing which, parents will be contacted and necessary disciplinary measures will be imposed.
- 5.5 Boarders who participate in school sport must sign the EXIT book on departure from and arrival back at hostel.
- 5.6 Boarders must be back at hostel 15 minutes after the end of any school function.
- 5.7 15 Minutes after school has ended, all boarders must be back at the hostel, unless they are involved in extra-mural activities.
- 5.8 Boarders may not be transported around town by anyone who is driving a car or motorbike.
- 5.9 From time to time, boarders will be informed of places which they are not allowed to frequent. This is at the Superintendent's discretion and is not negotiable as it has the boarders' safety as it's foundation. Parents may not over-ride this ruling which will in any case be reviewed regularly.

6. WEEKEND LEAVE

- 6.1 Boarders are allowed to go home only over weekends.
- 6.2 The weekend leave books must be signed before Thursday evening at 20:00 for Boys' Hostel and by 18:00 on Wednesdays for Girls' Hostel, otherwise leave will not be granted.
- 6.3 Boarders wanting to go out to visit over weekends must have:
 - a letter of invitation from the hosts
 - a letter of permission from their own parents. (A Fax / Email must be sent to the Superintendent with a contact telephone number)

These must be handed to the teacher by Thursday.
- 6.4 Boarders must sign out for a whole weekend, and not just for a part thereof. Boarders who are in hostel for the weekend may NOT sign out to attend a party.
- 6.5 Parents must personally sign boarders out and back during weekends. If public transport is to be used, permission must be granted by the parent in writing and the Superintendent must be called to verify. Permission to take public transport will only be granted after School hours.
- 6.6 A list of names of people who may SAFELY transport their children must be given to the Superintendent by the parents.

- 6.7 Boarders must be back at the hostel on Sundays before 18:00 or on Mondays by 06:50. The security gates will be locked at this time, and admission will not be granted into the property.
- 6.8 Boarders leaving on the school bus for hostel free weekends, must leave and return to the hostel wearing school uniform.
- 6.9 Boarders must ask permission from the teacher to go to Youth functions on Friday or Saturday evenings, and must be back by 21:00, this too is a privilege not a right.

7. TELEPHONE

- 7.1 Only boarders' telephones may be used (i.e. the staff phone may not be used by boarders).
- 7.2 The telephone may not be used during meals, prep or after 20:00. All cell phones will be collected at 19:45 and will only be returned at 15:15 the next day on School days. Collection of cell phones over weekends will be done at the discretion of the duty teacher, however cell phones will be collected during weekends when students are busy with examinations. Should there be an emergency ONLY, parents can call the Hostel on the number provided and leave a message with the Matron.

TELEPHONE NUMBERS

BOYS STAFF	033 413-1435
GIRLS STAFF	033 413-1597

8. CHURCH

Boarders must attend church timeously in the mornings. They will wear school uniform and must attend the full sermon. No town after church.

9. GENERAL

- 9.1 Any damage to property of the hostel will be claimed back from parents in full.
- 9.2 No parents, friends or visitors of any kind are allowed in the dorms.
- 9.3 No visitors are allowed after 16:00 without the teacher's permission.
- 9.4 The kitchen, teachers' lounge, front area of office, linen room, teachers' and matrons' rooms, the prefects' room, the garage, servants' quarters and surrounding area and the grass banks are strictly out of bounds.
- 9.5 Laundry may not be hung up in the hostel to dry. Washing lines are provided for this purpose.
- 9.6 Cupboards and lockers may not be placed in front of windows.
- 9.7 Toilet paper must not be wasted.
- 9.8 Boys must shower between 17:00 and 17:15 (BH) and Girls (juniors) between 16:00-16:50 and (seniors) 20:30-21:15 (GH).
- 9.9 Sick Bay - no visitors, radios, study material or books.
- 9.10 Flowers and plants may not be picked and broken.
- 9.11 No TV until 16:30. Only prefects allowed to switch TV on / off.
- 9.12 All boarders to be out of dormitories by 15:00 during the week (BH).
- 9.13 Postal address:

- 9.14 No parents are allowed to address any student or staff member on or off hostel property about any problem. Should parents have complaints or concerns, they must be addressed with the Superintendent or Principal who will attend to the matter. Legal action will be taken against parents who do not keep to this rule.

10. VISITORS

- 10.1 FIREARMS MAY NOT BE WORN OR BROUGHT ONTO THE PROPERTY.
- 10.2 Visitors are to be introduced to the duty teacher during EACH visit to hostel and must have proof of identification at all times.
- 10.3 Visitors are expected to be suitably dressed and to behave respectably. No visitors who smell of alcohol or are intoxicated will be allowed on the property. They will be removed forcibly off the property.
- 10.4 Girls are not allowed to entertain boyfriends in or out of school.
- 10.5 Visitors and boarders must occupy the area in front of hostel where the duty teacher is able to observe them.
- 10.6 Visitors are not permitted to enter the dormitory area.
- 10.7 Visitors only with parents' permission are welcome on Fridays, Saturdays and Sundays from 14:00 to 16:00. ONE visitor per boarder - except for parents.
- 10.8 Boarders may not sit in the cars of visitors.
- 10.9 Inappropriate behaviour of any nature will not be tolerated at the hostels.
- 10.10 The hostel reserve the right to restrict entry onto its property, disregard for this decision will result in prosecution of the offender.

11. CLOTHING LIST

GIRLS' UNIFORM

- 1 navy regulation swimming costume
- 4 winter white shirts
- 2 navy skirts
- 1 navy blazer
- 1 navy jersey
- 1 school tie
- 1 navy raincoat
- 1 school tracksuit
- 1 pair of black regulation shoes
- 1 school sport culotte
- 1 school T-shirt (sport)

BOYS UNIFORM

- 1 navy regulation s / costume
- 6 white shirts
- 2 grey longs / shorts (Jnr.)
- 1 navy blazer
- 1 navy jersey
- 1 school tie
- 1 navy raincoat
- 1 school tracksuit
- 1 pair of black regulation shoes
- 1 or 2 athletic shorts
- 1 school T-shirt (sport)

togs / tackies for sport
3 pair long black socks
6 pairs white ankle socks
2 pairs hockey socks

togs / tackies for sport
6 pairs long grey socks
2 pairs rugby socks
3 pairs tennis socks

UNDERWEAR & NIGHTWEAR

5 bras
7 panties
2 summer pyjamas
2 winter pyjamas
1 winter gown
1 pair of winter slippers
2 petticoats

-
8 underpants
2 summer pyjamas
2 winter pyjamas
optional
optional

GENERAL

1 laundry bag (75cm x 75cm)
2 duvet covers
1 duvet
3 sheets
4 matching pillow slips
2 bath towels
1 swimming towel
2 face cloths
toiletries & cosmetics

1 laundry bag (75cm x 75cm)
2 duvet covers
1 duvet
3 sheets
4 matching pillow slips
2 bath towels
1 swimming towel
2 face cloths
toiletries

CIVIES (This is the maximum amount allowed. Boarders may bring less.)

2 denim jeans
2 casual slax and tops
5 blouses / T-shirts
3 shorts / culottes
3 dresses
2 tracksuits
3 pairs of casual shoes
2 jerseys / anoraks
1 swimming costume
4 panty-hose

2 denim jeans
2 long trousers
3 button-up shirts
4 shorts
5 T-shirts
2 tracksuits
2 pairs of casual shoes
2 jerseys / anoraks
1 swimming costume
3 pairs short socks

Hostel pupils must also have 2 small padlocks and 1 big lock (at least 38mm)

LAUNDRY NUMBER MUST PLEASE BE SEWN ON EACH ITEM.

12. DISCIPLINARY CODE

Each and every item as specified in the Disciplinary Code in Addendum A also applies to every boarder. The following items are to be implemented in addition to those in Addendum A.

NUMBER	MISDEMEANER	PUNISHMENT
H a	Bath / shower disobedience	Bathroom duty
H b	Behavior bad - church, town, street, etc.	Rules ... 2 x w / e
H c	Behavior - defiance, insolence	Rules ... Supt.
H d	Bunking	Supt. gated ... 4 x w / e
H e	Destructive	Supt. ... recover costs
H f	Inspection transgressions	Rules ... detention
H g	Laundry - unmarked, no bag	No laundry
H h	Meals - bad manners, disrespect	Eat outside dining room
H i	Meals - bookings faulty	Miss that meal
H j	Meals - missed but booked	Detention
H k	Phone abuse - calls too long, etc.	No calls ... 48 hours
	calls during prep / meals	No calls ... 48 hours
H l	Prep - disobedient, write letter, etc.	Detention ... Supt.
H m	Prep - disruptive	Detention ... Supt.
H n	Prep - late settling	Double time lost
H o	Radio abuse.	Confiscated ... 1 term
H p	Rule breaking - eg. out of bounds, lights out, silence.	Rules ... early rising
H q	Town - no permission, late return	Detention ... gated
H r	Travel plans incorrect	Gated ... 1 w / e
H s	Tuck abuse	Confiscated
H t	Visitor rules broken	No visitors ... 4 weeks
H u	Weekend arrangements false or faulty	Supt. ... 4 w / e
	<u>SUSPENSIONS</u>	
	Physical assault on fellow learner ,	2 -4 weeks suspension
1 st offence	Use of alcohol or smoking, stealing, signing out under false pretenses	Expulsion
		Parent interview, suspension from

	Leaving hostel without permission Slipping out of hostel Abusing fellow learners, physically	hostel as cost of parent immediate expulsion Parent interview, suspension from hostel as cost of parent immediate expulsion Immediate expulsion
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Misconduct will be punished by means of one of the following:

- a) Rules: The writing out of hostel rules.
- b) Chores: Cleaning walls, extra sweeping, / cleaning.
- c) Early rising: 04:45, teacher supervision.
- d) Detention: Wednesday, Friday, weekends.
- e) Superintendent's interview: Parents informed telephonically (PT).
- f) Gating: Town on Wednesday or Saturday or both.
 - i. Youth on Friday.
 - ii. Weekend x1, x2, x3, x4.
- g) Parents informed telephonically (PT).
 - 1. Suspension: One week. Parental interview at office (PO).
 - 2. **NO refund of School and Hostel fees during period of suspension**
- h) Expulsion from hostel: Parental interview (PO).

School punishment measures will also apply in Hostels.

Thank you for your co-operation.

Welcome to the Greytown High School family!