



HOSTEL POLICY AND CODE OF CONDUCT **FOR JAN STANDER HOSTEL**

This document is the hostel policy of Voortrekker High School, as approved by the governing body on 6 November 2019. 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 Standard for School Funding, and applicable provincial legislation.

SGB Chairperson

Place

Date

Principal

Place

Date

Hostel Parent Committee Chairperson

Place

Date

ANNEXURE A – DECLARATION

ANNEXURE B – FEE PAYMENT AGREEMENT

ANNEXURE C – LIST OF NECESSITIES

Annexures A and B must be completed and handed in before learner will be allowed at hostel.

1. GENERAL

- 1.1 The staff strive to create a happy and homely atmosphere in the hostel and it can only be achieved if each boarder obeys the code of conduct.
- 1.2 Each boarder is expected to know and obey the hostel policy and rules, a copy of which will be displayed on the notice board outside the diningroom.
- 1.2 Each boarder is bound by the school's code of conduct for boarders, over and above the hostel policy and rules.
- 1.3 Each boarder is expected to promote the welfare, honour and reputation of the hostel through exemplary behaviour.
- 1.4 Good manners and courtesy towards staff members, visitors and peers are of utmost importance.

2. ADMISSION

- 2.1 Admission to the school does not imply automatic admission to the hostel. There is no constitutional right to accommodation.
- 2.2 The governing body alone is responsible for the regulation and control of hostel admissions.
- 2.2 The governing body reserves the right 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.

3. BOARDING FEES

- 3.1 A acceptance fee of R2 000 is payable as soon as the governing body confirms a learner's application for admission to the hostel
- 3.2 Each hostel parent/guardian/sponsor is responsible for the full boarding fee.
- 3.3 Boarding fees are payable in advance each term, or as agreed in the "fee payment contract". See Annexure B.
- 3.4 Boarders may only stay in hostel if their boarding fees are paid up.
- 3.5 All moneys received towards boarding fees will firstly be used to cover any outstanding school fees, despite any option that the relevant payer may select with regards to payments.

4. HOSTEL RULES

4.1. Code of conduct and discipline

- 4.1.1 The hostel head, his/her staff and hostel leaders are responsible for maintaining discipline in the hostel.
- 4.1.2 Initiation in any form is prohibited. Initiation means any deed that: a) endangers a person's mental and physical health; b) undermines the inherent value of a person by making them feel inferior; c) subject an individual to humiliating or violent acts that affect their dignity as explained in the *Human Rights Manifest*
- 4.1.3 Fighting and physical contact among boarders are prohibited.
- 4.1.4 Boarders may not smoke, consume any alcoholic beverages, or be in possession of any tobacco, alcoholic beverages 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.
- 4.1.5 The Boarding Establishment staff reserves the right to administer a drug/alcohol test on a learner should there be a reasonable suspicion that the learner is under the influence of drugs/alcohol.
- 4.1.6 A learner's room, cupboard and personal belongings may be inspected at any time without prior warning.
- 4.1.7 No person may sell any item on the hostel grounds without prior permission from the Superintendent.
- 4.1.8 Hairstyles must adhere to the school's code of conduct.
- 4.1.9 Any sexual or indecent physical contact between boarders on the school or hostel grounds is strictly prohibited.
- 4.1.10 All rules in the school's code of conduct shall be regarded as included herein.

4.2. Clothing

- 4.2.1 Boys may not walk around on the ground floor without a shirt on.
- 4.2.2 No one may wear pajamas or slippers when walking around on the ground floor. No blankets may be wrapped around boarders and worn on the ground floor.
- 4.2.3 Gr 8-11 boarders must wear a hostel shirt or their PE shirt with their PE shorts/blue or black denim/school tracksuit pants to dinner during the week. School uniform may also be worn. Gr 8 – 11 boarders may wear civvies over a weekend. No crop tops, tights, very short shorts are allowed
- 4.2.4 Gr 12 boarders may wear civvies to dinner. No crop tops, tights or very short shorts allowed at dinner.
- 4.2.5 All functions/sport matches at the school must be attended in school uniform.

- 4.2.6 Boarders will wear their hostel shirts, black denim pants and running shoes to church/town/Mall outings.
- 4.2.7 Boarders may wear their tracksuit tops, black school jerseys or plain black Drimac jackets when it is cold.
- 4.2.8 Boarders must be decently dressed at all times, including in the dormitory area.
- 4.2.9 Boarders going to the gym, must wear black shorts, hostel t-shirts or blue school sport shirts and/or school tracksuit or tracksuit tops with running shoes.
- 4.2.10 Sport matches at the school or at other schools must be attended in full school uniform.
- 4.2.11 No rugby togs or shoes with spikes may be worn inside the hostel.
- 4.2.12 No revealing swimwear may be worn when at the swimming pool. Boarders will wear hostel shirts and PE shorts or PE shirts and shorts over their costumes when walking to the pool.

4.3. Visitors

- 4.3.1 All visitors must report to the staff member on duty in the dining room. The relevant boarder will be called to receive the guest in the prescribed visitors' area.
- 4.3.2 Visitors are subject to, and must respect, the hostel rules.
- 4.3.3 Boarders will be held responsible for their visitors' conduct.
- 4.3.4 No visitors beyond the foyer area.
- 4.3.5 No learner may receive visitors on the school grounds.
- 4.3.6 Right of admission at hostel is reserved. This means that the Superintendent may ask a visitor to leave the premises, if necessary.

4.4. Illness

- 4.4.1 When a learner falls ill he/she must report it to the staff member on duty during inspection. The learner must also notify the superintendent during breakfast. The superintendent will contact the parents.
- 4.4.2 No learner may stay in their room without prior consent if he/she is ill.
- 4.4.3 If a learner has contracted a contagious illness he/she will have to be fetched by the parents as soon as possible. If a learner is booked off school for two or more days, he/she will also have to go home.
- 4.4.4 Parents must make an appointment with the doctor and notify the superintendent who will organise transport where necessary.

- 4.4.5 If a learner falls ill during the school day, he/she must report to the superintendent and their grade head. The school office/superintendent will notify the parents.
- 4.4.6 Please note that Huis Jan Stander makes use of the following medical practices:
Victoria Medical Centre: 033-3458010
Dr Moore opposite the hostel: 033 3941611
Alphapharm the Victoria Shopping Center delivers medicine at a fee of R10.
Their number is 033-3423390.
The hostel's address is 3 Howick Road, Clarendon.
- 4.4.7 All boarders must be covered by medical aid or school insurance.

4.5 Medication

- 4.5.1 Parents must provide any necessary medication a learner may require.
- 4.5.2 Boarders may not share medication.
- 4.5.3 Please note: There are no trained medical staff at hostel to administer medication to learners. In the light of the above, parents have two options. Please indicate clearly on the admission form which one is preferred.
EITHER
A- Learner may self-medicate, therefore the medication will be kept by the learner in his/her room.
OR
B- The medication will be handed to the superintendent for safe-keeping. The medication will be accessible by the staff on duty, who will hand out medication as per request from the parent. A register will be kept of all medication handed to learners by the staff.
- 4.5.4 Should a learner take schedule 3-7 medication, whether chronic or acute, a copy of the script signed by the doctor who prescribed the medication must be handed in to the superintendent.

4.6 Signing Out

The signing-out policy is meant to protect the boarders and the school and hostel.

- 4.6.1 Parents must notify the superintendent via sms/WhatsApp/e-mail should a learner wish to go home over a weekend. Boarders will only be allowed to leave the hostel premises if the above-mentioned procedure has been followed.
- 4.6.2 The person fetching the hostel learner must sign the learner out on the weekend signing out forms that are with the staff member on duty in the dining room.
- 4.6.3 Parents must notify the superintendent via sms/WhatsApp/e-mail should a learner wish to go somewhere else for the weekend.
- 4.6.4 Only parents or a nominated responsible person may sign a learner out for the weekend. No learner may sign himself/herself or another learner out. Boarders must be signed back by the parents or nominated person.
- 4.6.5 If a learner has a responsibility to the school (sport, culture etc.) he/she must first meet their commitment before he/she may go home.

- 4.6.6 Boarders returning on a:
Sunday must be at hostel between 13:00 and 20:00.
Monday must be at hostel before 07:30.
After a long weekend/holiday must return between 12:00 and 20:00
During the week 17:00

4.7. Study times

- 4.7.1 All gr 8 boarders and nominated gr 9 boarders will study in the dining room.

- 4.7.2 The following rules apply during study times:

- Boarders may not talk to each other.
- Boarders may not eat or drink.
- No showering during study time.
- Talking and walking around is not allowed during study time
- Boarders may only leave their desks with permission from the staff member on duty

- 4.7.3 Laptops may be used for research during study time, with permission from the staff member on duty and in the 2nd session only. Research must be done after school.

- 4.7.4 Cellphones must be switched off and in the cupboard.

- 4.7.5 There is no compulsory study time on Friday. During exam time there will be adjustments to allow for longer study times.

- 4.7.6 Senior boarders and nominated gr 9 boarders may study in their bedrooms.

- 4.7.7 No assistance will be allowed during study time. Only the second study time may be used for that, after permission has been given by the duty staff member. Boarders will sit in the dining room.

- 4.7.8 Study times are as follows:

Mon – Thurs: 1st session: 18:15 – 19:15

 2nd session: 19:30 – 20:30

 3rd session: 21:00 – 22:00 (with permission from staff on duty)

Sunday: 20:00 – 21:00

- 4.7.9 The dining room must be tidied up after each study time.

- All papers and litter must be deposited in the waste bins.
- Windows must be closed.
- The lights must be switched off and the doors locked.
- Staff on duty are responsible to ensure that study halls are left in the abovementioned condition after study time.

- 4.7.10 All grade 8 boarders will study at school under supervision during exam time

4.8. Meals

4.8.1 Meal times are as follows:

Weekdays

Breakfast	06:50
Lunch	According to school timetable
Dinner	17:30

Weekends

Breakfast	08:00
Lunch	12:00
Dinner	17:00

4.8.2 Attending meals is compulsory.

4.8.3 Boarders will line up in their grades outside the dining room where roll call will be done.

4.8.4 Worship will be led by the prefects on duty before breakfast. Grace will be said before lunch and supper.

4.8.5 During weekends grace will be said in the entrance hall by the prefect on duty.

4.8.6 The staff and prefects on duty are responsible for discipline in the dining room.

4.8.7 Boarders must enter the dining room quietly and orderly.

4.8.8 No shouting or disorderly behaviour will be tolerated in the dining room.

4.8.9 No boarder may be deprived of a meal for any reason.

4.8.10 No boarder may be forced to eat or drink anything against his/her will.

4.8.11 Gr 8 boarders will set and clear the grade 12 and teachers' tables. No food may be wiped off onto the floor. Plates and cutlery must be placed in the designated containers.

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

4.8.13 If a boarder is unable to attend a meal or will arrive late, he/she must sign out for a late meal, with the matron on duty, before 17:00.

4.8.14 No cellphones may be used in the dining room.

4.8.15 No learner may enter the dining room at lunch time before the teacher on duty arrives.

4.8.16 No food may be removed from the dining room without permission from the staff member on duty.

4.8.17 No food may be ordered from any take away/restaurant during the week. Any food ordered during the week will be confiscated. Food may only be ordered during the following times and with permission from the staff on duty:
Friday, Saturday and Sunday between 17:00 and 18:00.

4.8.18 Boarders who have ordered food must collect from the first main gate on the roadside. No deliveries may be made inside the hostel premises.

4.8.19 Boarders, who are school prefects and on duty at school, will have their lunch sent to school.

4.9. Cellphones and electronic equipment

The hostel acknowledges the importance of cellphones as communication tools. There is a responsibility that comes with bringing a cellphone or any electronic equipment into the hostel.

The following rules apply:

4.9.1 Cellphones are brought into the hostel at own risk. The owner is responsible for the safekeeping of the cellphone or electronic equipment.

4.9.2 No calls may be made or received during meal or study times.

4.9.3 All cellphones must be switched off at lights-out. Parents can monitor/lock/unlock their child's phone via an application that is installed on the cellphone: Google Family Link for children and teens. Once a phone is locked, the learner will only be allowed to make emergency phone calls.

4.9.4 A boarder's usage of his/her cellphone may be restricted 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 only be used as authorized by the superintendent.

4.10 Laundry

4.10.1 Each boarder's clothes must be clearly marked.

4.10.2 Each boarder is personally responsible for completing the laundry slip and taking his/her washing to, as well as collecting it from, the laundry room behind the kitchen.

4.10.3 Laundry slips are available in the laundry file in the dining room.

4.10.4 Washing that is left in the washroom for longer than 24 hours will be removed.

4.10.5 Laundry bags must be **CLEARLY** labeled on the outside of the laundry bag with name and surname.

4.10.6 Only the laundry bags supplied by the hostel may be used.

4.10.7 Hostel will take no responsibility for any clothing that goes missing while at the laundry. Any problems will, however, be referred to the service provider.

4.10.8 Boarders may hand in/collect washing on a Monday and a Thursday.

4.11. Breakage

- 4.11.1 Breakage must be immediately reported to the staff member on duty.
- 4.11.2 Boarders must handle all hostel property with the necessary care.
- 4.11.3 Deliberate vandalism to the hostel building or property will lead to disciplinary steps taken. Parents will be contacted and the cost of damages will be charged to the boarder.
- 4.11.4 No hostel property may be removed from the hostel.
- 4.11.5 Boarders are responsible for the contents of their rooms.

4.12 Town, School and Gym

- 4.12.1 A boarder must sign out with the staff on duty every time he/she leaves the hostel grounds.
- 4.12.2 No learner may walk to town or leave the school/hostel premises without prior arrangement with the superintendent.
- 4.12.3 Boarders may only go to town on a Sunday afternoon between 12:30 and 14:30 and must sign out in the daily sign out book and walk to town in a group. Boarders may only visit the Victoria Pick and Pay centre during this time.
- 4.12.4 Only in emergencies may permission be given by the superintendent to go to town on alternative days.
- 4.12.5 Boarders will be granted permission to visit the Mall once a month. This is subject to good behavior.
- 4.12.6 No boarder may go to a gym in town. The school gym must be used. Boarders must be accompanied by a staff member when going to the school gym.
- 4.12.7 No boarder will be allowed to go to hostel during the school day.

4.13 Parties and Movies

- 4.13.1 No boarder may attend night clubs or clubs at any time.
- 4.13.2 No boarder may attend a party during the week.
- 4.13.3 Boarders who turn 16 or 18, may go out during the week with permission from the superintendent. The parents must SMS/WhatsApp/E-mail permission.
- 4.13.4 If a party is to be attended during a weekend, parents must SMS/WhatsApp or e-mail permission. The boarder must sleep out for the night.
- 4.13.5 Permission to go out, as mentioned in 4.13.3 and 4.13.4, will be granted at the discretion of the superintendent.

4.14 Church attendance

- 4.14.1 Boarders staying in over a weekend will attend the youth service at Hayfields Church on a Sunday afternoon. This service is compulsory for gr 8 and 9 boarders.
- 4.14.2 Boarders who wish to attend church in the morning may go to the CRC service in the school hall from 8:30 to 10:00. Boarders must report back to hostel directly after the service.

4.15 Electrical Appliances/Room contents

- 4.15.1 Each room is equipped with the following: a bed, mattress, bookcase, study desk, chair, cupboard (shelves and hanging space), mirror and towel rail.
- 4.15.2 Boarders may have personal crockery and cutlery, a small fan, small carpet, extra shelf, a laptop and printer, small radio, clock and small fridge (80 litres max) in their room. Permission from the Head of Boarding must be granted for a learner to bring a fridge to the B.E.
- 4.15.3 The following items are not allowed. This includes, but is not limited to the following: stoves of any kind, electric frying pans, gas fryers, open bar/element heaters, electric blankets, snackwich, or electric sandwich makers, any objects, chemical or equipment deemed dangerous to yourself or others.
- 4.15.4 Kettles and irons may only be used in the washing room in each dormitory.
- 4.15.5 Rules regarding fridges are as follows:
- Must be clean at all times.
 - Must be defrosted, switched off and left open during the holidays.
 - Fridges must be taken home over the December holiday.
 - Any consumables that are left in a fridge over the holidays will be thrown away.
 - Learners who do not obey the above mentioned rules will be asked to remove their fridge from the hostel property.
- 4.15.6 Boom boxes/speakers are allowed, but any misuse of these items will result in the item being confiscated and returned at the end of the year.

4.16 Out of bounds areas

- 4.16.1 Ceiling
- 4.16.2 Workers' houses
- 4.16.3 Outside and inside the garages
- 4.16.4 Kitchen
- 4.16.5 Boys on the girls' side and vice versa
- 4.16.6 Teachers' flats / gardens
- 4.16.7 Siembamba buildings
- 4.16.8 Gert Maritz buildings
- 4.16.9 Swimming Pool (Permission must be granted)
- 4.16.10 Shafts
- 4.16.11 School buildings and grounds over weekends unless accompanied by a staff member.

4.17 General Conduct at the Hostel

- 4.17.1 Boarders may not run, scream, whistle or make undue noise in the corridors. Radios are permitted only if played softly.
- 4.17.2 Playing with balls in the building are forbidden.
- 4.17.3 No one may leave the hostel building after the doors are locked.
- 4.17.4 The recreation hall and entrance hall must be kept neat and tidy.
- 4.17.5 Kissing and behaviour that makes other people uncomfortable will not be tolerated.
- 4.17.6 No visiting between the boys' and girls' corridors is allowed.
- 4.17.7 No DAY SCHOLARS allowed in the buildings – only with permission.
- 4.17.8 No learner is allowed in a dormitory if he doesn't stay there.
- 4.17.9 Rooms must be neat and tidy for inspection.
- 4.17.10 The hostel will take no responsibility for personal possessions that are not properly locked away.
- 4.17.11 Pictures, photos or posters may be hung or stuck on the walls with permission from the superintendent. However, the cost of any repairs to the walls will be charged to the learner.
- 4.17.12 No clothing may be hung from the windows.
- 4.17.13 Wrestling or pillow fights in the bedrooms, bathrooms and corridors are forbidden.
- 4.17.14 No walking around or talking is allowed after lights out.
- 4.17.15 No learners may share a bed.
- 4.17.16 No seniors on junior corridors and vice versa.
- 4.17.17 All forms of pornography are strictly prohibited.

4.17.18 Boarders should refrain from any conduct that could bring the school and/or hostel into disrepute. Any conduct that unfairly prejudices the administration, discipline or efficiency of the hostel will be regarded as a transgression of this code of conduct.

4.17.19 A learner with a valid driver's license may bring a vehicle to hostel. The vehicle may only be used to travel to hostel and back home.

4.19 Dormitory inspection

Inspection will be held from Monday to Friday at 06:30 by the staff members and prefects on duty. Inspection will be held on a Saturday at 8:30 to control and report vandalism.

The following will be checked:

- Table and study area tidy.
- Beds must be made.
- Cupboards must be open during inspection and neat and tidy.
- No clothes may be left lying around.
- Nothing may be put on the windowsills except for decoration purposes.
- Nothing may be stored under the beds. Large suitcases and bags must be placed on top of the cupboards.
- No perishable food may be kept in the cupboards.
- Baths, bathrooms, toilets and wash basins must be kept tidy.
- Dustbins in rooms must be emptied every morning.
- All shoes must be in the cupboard.
- Fans, study lights and electrical equipment must be switched off
- Boarders must be fully dressed during inspection.

4.20 Hostel prefects

4.20.1 Hostel prefects are elected during term 4 each year. For this purpose, boarders participate in an annual democratic election.

4.20.2 Hostel prefects are responsible for general hostel discipline, and must assist the hostel head and other staff in maintaining discipline.

4.21 Other

4.21.1 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.

4.21.2 Transgressions that may lead to suspension and/or expulsion include, but are not limited to:

- conduct that poses a threat to others' safety and infringes upon others' rights;
- possessing, threatening with or using dangerous weapons;
- the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
- fighting, assault or abuse;
- indecent behaviour or swearing;
- adopting or assuming a false identity;
- any form of hate speech, sexism, racism or other anti-social behaviour;
- theft, or the possession of stolen goods;
- unlawful conduct towards and/or vandalising, destroying or damaging school property, including the application of graffiti;
- disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school and hostel staff or boarders and fellow boarders;
- repeated violations of school rules or this code of conduct;
- criminal and oppressive behaviour, such as rape and gender-based harassment;
- victimisation, bullying and intimidation of other boarders; and
- intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

4.21.3 From time to time, the governing body may amend, supplement, change or adapt this policy.

4.22 Hostel Times

Mondays to Fridays

06:00	Wake up
06:30	Inspection
06.45	To dining room for roll call
06:50	Breakfast
07:30	Go to school
07:40	School starts
14:30	Sport
17:20	Roll Call
17:30	Supper
18:15 – 19:15	1 st Study
19:15 – 19:30	Break
19:30 – 20:30	2 nd Study
20:30 – 20:45	Break
20:45	Upstairs to dormitory
21:00	Lights out
21:00 – 22:00	3 rd Study (Seniors with permission)
22:15	Lights out Seniors

Weekends

07:30	Wake up	Saturdays and Sundays
08:00	Breakfast	Saturdays and Sundays
08:30	Inspection	Saturday
12:00	Lunch	Saturdays and Sundays
17:00	Supper	Fridays, Saturdays & Sundays
20:00	Roll Call	Fridays, Saturdays & Sundays

5. Hostel disciplinary policy

5.1 Purpose of punishment:

- To let learners realise that their behaviour was wrong and unacceptable.
- To rehabilitate learners.
- To maintain discipline in the hostel where everyone can work and live in peace.

5.2 Purpose of punishment point system:

- To have a written record of a learner's transgressions.
- To inform parents promptly about a learner's behaviour.
- To let learners realise that by obeying the rules they can avoid more serious punishment.

5.3 Nature of the system:

- Punishment points that vary from 10 points for minor transgressions to 100 points for a very serious transgression will be given to learners.
- Prefects, in conjunction with the duty staff member, may give points for minor transgression (10 - 20 points). Serious transgressions (40 -100 points) must be reported to the duty staff member or the superintendent for further attention.
- This system will be administered according to the school's disciplinary system.

5.4 Procedure:

- When a learner has 40 punishment points he/she will sit detention on a Friday at school (13:15 – 19:15). A SMS/email will be sent to the parents.
- When a learner has 80 punishment points an interview with the superintendent /headmaster will be organised where the transgressions will be discussed. The learner will sit two Friday detentions at school.
- When a learner has 100 punishment points an appointment with the superintendent and headmaster will be made to discuss the problems and punishment with the parents.

Punishments include, but is not limited to:

- Friday detention(s) plus a final warning.
- Suspension for one term.
- Permanent expulsion.
- Certain incidents can lead to immediate expulsion.
- The nature of the transgression must be taken into consideration where expulsion is considered.
- The Governing Body will determine the length of the suspension.

5.5 Punishment points

Category A: (1 transgression = 10 points)

1. Playing with food / throwing water around / coming late / being rowdy during meals.
2. Not ready / late / room untidy during inspection.
3. Music systems - volume too loud.
4. Rowdiness: Making offensive noises / shouting at each other etc.
5. Indecent/incorrect clothing
6. Use of cell phone / phone outside phone times (study / meals / quiet time, etc.)
7. Removing hostel crockery and cutlery (cups, etc.) from the dining room.
8. Items of clothing in the windows.
9. During study (walking around / talking / disturbing others / playing the radio, etc.)
10. Not signing out in the daily sign-out file.
11. Playing with water bombs or with water inside the building.
12. After lights out (walking around / disturbing others / sleeping somewhere other than their own bed etc.)
13. Wrestling or playing in bedroom.
14. Taking meals during the week end that have not been arranged.
15. Not taking meals during the week end for which arrangements have been made.
16. Takes other learners' late meals.
17. Receiving day learners without the necessary permission.
18. Pictures against bedroom walls.
19. Perishable food in the cupboards.
20. Unauthorized meddling with others' property.
21. Any other small transgression.
22. Seniors on juniors' corridors and vice versa.

Category B: (1 transgression = 20 points)

1. Use of foul language/swearing/offensive words.
2. Indecent behaviour.
3. Entertaining unknown guests, without prior arrangement.
4. Disrespect towards staff/matrons/prefects
5. With smokers, but not smoking
6. Leaving to hostel during the week without permission from parents.
7. Going to hostel during school time without permission.
8. Do not sign out for the weekend.

Category C: (1 transgression = 40 points)

1. Smoking anywhere on the premises or in the street.
2. Cigarettes in room or on person.
3. Intimidation.
4. Caught in out of bounds areas.
5. Signing him-/herself out for the weekend.
6. Walking to town.
7. Any other similar transgression.

Category D: (1 transgression = 80 points)

1. Vandalism.
2. Breaking into someone's cupboard/room/house.
3. Fighting.
4. Driving around with unknown person/day learners.
5. Any other severe transgression.

Category E: (100+ points)

Transgressions leading to expulsion include, but is not limited to the following:

1. Acts that threaten the safety or rights of others.
2. Threatening with, or in possession of dangerous weapons.
3. In possession of, use of, or trading in narcotic substances, drugs or alcoholic substances of any nature.
4. Fighting, assault or abuse.
5. Gross indecent behaviour.
6. In possession of any form of pornography.
7. Falsifying identity.
8. Hate speech/Sexism/Racism or any other anti-social behaviour.
9. Theft or possession of stolen goods.
10. Extreme vandalism, including graffiti.
11. Verbal abuse, disrespect or provocative behaviour towards staff.
12. Repeated violation of hostel and/or school rules.
13. Criminal acts, rape.
14. Intimidation or victimisation of others.
15. Use or possession of false documents.
16. Leaving the hostel over weekends without the permission of parents.
17. Leaving the hostel after it has been locked.
18. Theft from shop.
19. Practicing Satanism or any Occultism
20. Boy/Girl caught in room of opposite sex or same sex in compromising situation
21. Misuse of vehicles

Category F: Confiscation of property

1. Cellphone use during study or after lights out.
2. Abuse of a sound system.
3. Abuse of cellphone and electrical equipment
4. Abuse of electrical appliances

Category G: Points according to Code of Conduct of VHS
Any transgression of the school rules will also apply

ANNEXURE A

DECLARATION

Boarder: I

hereby declare that I understand the Hostel Code of Conduct and will submit myself to the Code of Conduct and Punishment System as set out in the Hostel Policy Document.

Signature of Boarder:

Date:

Parent/Guardian: I

hereby declare that I understand and support the Hostel Code of Conduct as set out in the Hostel Policy Document.

Signature of Parent/Guardian:

Date:

ANNEXURE B

HOSTEL FEES 2020

Termly:

R42 510: Boarding first learner (Sunday – Sunday)

R38 259: Boarding second learner (Sunday – Sunday)

Weekly:

R39 785: Boarding first learner (Sunday – Friday)

R35 806: Boarding second learner (Sunday – Friday)

UNDERTAKING: PAYMENT OF HOSTEL FEES 2020

You are requested to complete this document in full and return it to the school no later than **15 January 2020**. If the document is not returned, completed and signed, before or on the due date, we assume that the full fees will be paid before **28 February 2020**.

PAYMENT OF HOSTEL FEES 2020

1. You are requested to pay hostel fees directly into the hostel's account.
2. The hostel fees can be paid at any branch of NEDBANK OR via an internet transfer OR Debit order.
3. Banking details: Huis Jan Stander, Nedbank, Account number 1372016635, Branch code 137225. Please use the correct reference number or the learner's name and surname and send the proof of payment to the school.
4. Hostel fees are payable in advance. The first monthly payment will be payable on **1 January 2020** and the last payment **1 November 2020**. If you pay quarterly, the first instalment must be paid before or on **1 January 2020** and thereafter on **1 April, 1 July and 1 October 2020**.
5. **Hostel fees may under no circumstances be in arrears. If the fees become overdue for two (2) months, the learner will have to leave the hostel.**

Yours faithfully

.....
Mr A IMMELMAN
PRINCIPAL

HUIS JAN STANDER
UNDERTAKING: PAYMENT OF HOSTEL FEES 2020

Termly: R42 510 Boarding first learner / R38 259 Boarding second learner (Sunday - Sunday)
Weekly: R39 785 Boarding first learner / R35 806 Boarding second learner (Monday - Friday)

1. The hostel fees are annually payable in advance at the start of the new school year. The Governing Body is willing to accept payments by agreement as indicated below, but this concession does not change the fact that hostel fees, unless otherwise stipulated, are payable at the beginning of the school year.
2. If this agreement has been completed and returned to school, hostel fees may be paid in the following manner.

SECTION A: Indicate your choice with "X" in the appropriate block

AA	<u>Termly:</u> Eleven (11) consecutive monthly instalments of R3 864,55 1 st learner Eleven (11) consecutive monthly instalments of R3 478,10 2 nd learner <u>Weekly:</u> Eleven (11) consecutive monthly instalments of R3 616,82 1 st learner Eleven (11) consecutive monthly instalments of R3 255,14 2 nd learner First instalment is due on or before 01/01/2020. Last payment due on or before 1/11/2020.	
AB	<u>Termly:</u> Four (4) quarterly instalments of R10 627,50 1 st learner Four (4) quarterly instalments of R9 564,75 2 nd learner <u>Weekly:</u> Four (4) quarterly instalments of R9 946,25 1 st learner Four (4) quarterly instalments of R8 951,63 2 nd learner First instalment is due on or before 01/01/2020 Second instalment is payable on or before 1/04/2020 Third instalment is payable on or before 1/07/2020 Fourth instalment is due on or before 1/10/2020	

SECTION B: Payment of hostel fees will occur according to: Indicate your choice with "X" in the appropriate block.

B1	Cheque / EFT PLEASE PAY DIRECTLY INTO THE HOSTEL'S BANK ACCOUNT. Banking details are available on the hostel fees account.	
B2	Debit order against my bank account PLEASE PAY DIRECTLY INTO THE HOSTEL'S BANK ACCOUNT.	

Banking details:

Huis Jan Stander
Nedbank
Account number: 137 201 6635
Branch code: 137 225
Reference number reflects on your account, alternatively use the learner's name and surname.

LEARNER'S NAME AND SURNAME: A) B)	OFFICE USE Account No:
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SECTION C

I/We understand and agree that if any payment, as stipulated above, is not paid promptly, or through the violation of any post-dated cheques or debit orders, the Governing Body of this school will have the right to, without any further notification, take legal steps to retrieve the full outstanding amount of the hostel fees, in which case I/we:

1. Will be responsible for the costs, according to the attorney / client scale, as well as the recovery commission.
 2. I/We hereby authorise the Governing Body of the School, or its duly authorised representative, to conduct a full credit investigation in and to my/our affairs and to report me/us to any Credit Bureau upon non-payment or late payment of any amount due and payable.
- CA** I/We acknowledge that a certificate, signed by the Chairperson of the Financial Committee, alternatively the Headmaster of this school will be conclusive proof of the outstanding amount of the hostel fees that are still owed.
- CB** I/We nominate my/our home address as my/our *domicilium citandi et executandi*, and accept that the address can only be changed in writing by completing the official form at the school, which will then be added as an Addendum to this agreement.
- CC** I/We herewith undertake, should my/our *domicilium* address change, to inform the school in writing of any such changes within SEVEN days of such changes. In this case a written notification, delivered to the secretary of the school, will serve as a change to my/our chosen *domicilium et executandi*. I/We will receive a written receipt as confirmation thereof.
- CD** I/We herewith undertake to give the school at least THIRTY days' notice in writing if I/we are taking my/our children out of the hostel. I/We understand and agree that, if I/we neglect to give such notification, I/we shall still be responsible for the payment of the hostel fees of the learner(s) for a time period of THIRTY days from the date that the learner(s) left the hostel.
- CE** No change or addition made to this undertaking will have any legal power, unless it is in writing and signed by both me/us and the Chairman of the Financial Committee or the Headmaster of this school.

SECTION D

1. **If this undertaking is not completed and signed properly, it will be assumed that you will pay your children(s) hostel fees immediately at the start of this school year and before or on 28 February 2020.**

In such a case, with the failure to pay the hostel fees before or on **28 February 2020**, legal steps will be taken immediately and without further notification. No arrangements for monthly payments will be accepted by the School's lawyers and execution will thus be imposed on your moveable property.

2. Parents/Guardians will be jointly and singly responsible for the payment of hostel fees, notwithstanding the fact that Parents/Guardians may be divorced or separated.
3. The Governing Body assumes that the person entering and registering the child(ren) will be seen as accountable.
4. **Access to accommodation for learners will be refused if the hostel accounts are overdue for two (2) months.**

SECTION E

1. I/We, the undersigned herewith acknowledge accountability for the annual hostel fees and I/we undertake to pay the annual hostel fees.
2. I/We undertake further:
 - 2.1 To pay the hostel fees promptly in accordance with this agreement;
 - 2.2 To give the school notice of at least 30 days if the learner(s) will be leaving the hostel and if I/we neglect to give notice, I/we undertake to pay a pro rata hostel fee for a period of 30 days after the learner has left the hostel.

AGREEMENT BETWEEN GOVERNING BODY AND:

FATHER / GUARDIAN	MOTHER / GUARDIAN
Full name(s):	Full name(s):
Surname:	Surname:
Residential address (DOMICILIUM CITANDI ET EXECUTANDI)	Residential address (DOMICILIUM CITANDI ET EXECUTANDI)
.....
Telephone numbers: (H)(W)(C)	Telephone numbers: (H)(W)(C)
E-mail:	E-mail:
Employer's address:	Employer's address:
Employer's phone numbers:	Employer's phone numbers:
Family member not residing with you:	Family member not residing with you:
Full names(s)	Full names(s)
Surname:	Surname:
Address:	Address:
Telephone numbers: (H)(W)(C)	Telephone numbers: (H)(W)(C)
Signed at on this day of 20.....	Signed at on this day of 20.....
SIGNATURE: (Father / Guardian)	SIGNATURE: (Mother / Guardian)
..... On behalf of Governing Body On behalf of Governing Body

ANNEXURE C

LIST OF NECESSITIES FOR BOARDERS

GENERAL

Bank card
Medical Aid Card
Own Bedding (2 sets if termly boarder)
Towels (bath and swimming)
Laundry Bag (R80 - buy from hostel)
Padlock with 2 keys (one key must be handed to Superintendent)
Mug, juice bottle and lunch box
Bible
Snacks
Medical bag with basic medication (pain, nausea, diarrhoea tablets) and any chronic medication
Sunscreen
Toiletries and plastic slops for shower purposes
Clothes hangers
Umbrella

CLOTHING

School uniform (5 sets if termly boarder)
Sport Clothes (3 sets if termly boarder and doing sport)
Sneakers
Hostel T-shirt (buy from hostel-R150)
House T-shirt (buy from school-R120)
School tracksuit
1 Black Drimac waterproof jacket (buy from Ackermans)
1 pair of black denim pants(no faded or torn denim pants)
1 pair of blue denim pants (no faded or torn denim pants)
2 sets of neat civvies
Pajamas

ALL CLOTHING ITEMS MUST BE CLEARLY MARKED

Grade 8 learners will receive a House T-shirt, a set of sport clothes and a tracksuit from the school.