



RULES

1. Introduction

The Boarding Facilities rules at Curro Academy Mahikeng are based on the official Boarding Facility Policy of Curro Holdings Ltd as published and amended where necessary for Curro Academy Mahikeng. The Boarding Policy is available for viewing on the Curro website. The following staff members are in control of the Boarding Facilities:

- Executive Head
- Boarding Manager
- Supervisors
- Boarding Assistants

The following staff members work at the Boarding Facilities:

- Maintenance Manager
- General workers
- Cleaning staff
- Dining Room and Kitchen staff

THE BOARDING FACILITY RULES ALSO DESCRIBE THE CODE OF CONDUCT FOR LEARNERS LIVING IN THE RESIDENCE.

2. General Rules

- Fees must be paid up at all times. Arrears will be handled in accordance with Curro Holding's financial policies and might lead to the expulsion of the learner.
- It is the responsibility of each learner to know the Boarding Rules and to follow these rules without fail. Any failure to follow the rules of the Boarding facilities will lead to disciplinary action against the learner under the Disciplinary Code of the Boarding facilities.
- Boarding facility rules must be displayed on a notice board.
- Each learner should receive a copy of the rules and sign for it.
- The Boarding Manager must discuss the rules with learners on a regular basis and learners must attend meetings at which the rules are discussed.
- Learners **MUST** always respect Boarding Staff and other learners and their privacy.
- Learners **MUST** always respect the property of others.
- Learners **MUST NEVER** intrude upon the basic human rights of others.
- Learners **MUST** always co-operate with staff and other persons in positions of authority and must
- Always execute legal instructions from them.
- Learners **MUST NEVER** willfully withhold information from staff members about wrongdoings they have witnessed.
- Learners **MUST** always take joint responsibility for the neatness of the premises and **MUST NEVER** litter.

- Learners MUST always be punctual.
- Any learner expelled from school is also expelled from the Boarding facilities with immediate effect.

3. Disciplinary Code

The objectives of the Boarding facilities Disciplinary Code are to:

- Encourage learners to comply with the Boarding facility rules and regulations
- Establish fair and reasonable social behavioral standards
- Explain the possible consequences of contravening Boarding facility rules
- Describe the procedures used during disciplinary action
- Give learners who are accused of misconduct, a fair opportunity to state their case before any disciplinary steps can be taken against them
- Rectify unacceptable conduct rather than to take punitive action
- Establish, maintain and develop sound learner relations at Boarding facilities
- Implement procedures taking into account the principles of natural justice, substantive and procedural fairness.

3.1. Categories of offences

The disciplinary code differentiates between serious offences and less serious offences:

- **SERIOUS OFFENCES** are offences that warrant a disciplinary investigation that could lead to expulsion from the Boarding facilities even if it is the first time such an offence has been committed.
- **LESS SERIOUS OFFENCES** are offences that could not lead to expulsion from the Boarding facilities when the offence is committed for the first time.

IF A LEARNER HAS A FINAL WRITTEN WARNING, ANY SUBSEQUENT OFFENCE WILL BE TREATED AS A SERIOUS OFFENCE.

3.2. Serious Offences

3.2.1. Criminal Conduct

Criminal Conduct refers to any action or non-action that represents criminal conduct under South African Law.

3.2.2 Dishonesty

Dishonesty refers to any form of dishonesty including lying, theft, fraud and bribery.

3.2.3. Possession, use or distribution of prohibited substances or items:

Prohibited substances and items are:

- ❖ Alcohol
- ❖ Drugs
- ❖ All other intoxicating substances
- ❖ Cigarettes and all form of smoking substances
- ❖ Condoms
- ❖ Weapons or any items that may be interpreted as weapons

No learner or any other person may enter the premises under the influence of any of these substances or carrying any of these items.

3.2.4. Antisocial Conduct

Antisocial Conduct includes but is not restricted to initiation, violence, fighting, bullying, intimidation, swearing and aggressive behavior.

These actions can be physical or verbal.

3.2.5. Sexual Conduct and Materials

No sexual contact between learners is allowed. This includes but is not restricted to hugging, holdings hands and kissing.

Sexual harassment of any kind and towards anybody is not allowed.

No pornographic materials are allowed on the premises, tablet or cellphone.

3.3.3. Less serious Offences

3.3.1. General and Specific Rules

Disobeying any of the general or specific rules in this document will be treated as a Less Serious Offence.

3.3.2. Boarding facility Property

Learners MUST always treat Boarding facility Property with respect and MUST NEVER interfere or tamper with installations such as water and electricity.

3.4. Disciplinary Procedures

Disciplinary steps will be taken within a reasonable period after Boarding Management has become aware of the need for such steps. Disciplinary steps will be taken against a learner at one of four (4) levels when rules are not complied with. The 4 levels are:

- ❖ First Written Warning.
- ❖ Second Written Warning.
- ❖ Final Written Warning.
- ❖ Disciplinary Hearing, at which a learner could be expelled from the Boarding facilities.

WARNINGS ARE CUMULATIVE FOR ALL OFFENCES.

Written warnings are filed on the learner's personal file. Learners are entitled to a copy of warnings. Warnings will be valid for a period of six (6) months from the date of issue after which they will expire, except for Final Written Warnings which are valid for twelve (12) months.

3.4.1. Written Warning Procedures (all levels)

These procedures are followed for all written warnings. Written warnings must only be issued by the Boarding Manager.

The Boarding Manager, a second staff member, the learner and a learner representative must be present when a written warning is issued. The learner representative could be another learner living in the Boarding facilities or another Boarding staff member and is at the discretion of the learner receiving a warning.

- ❖ The Boarding Manager will discuss the nature of the offence with the learner in the presence of the persons named above.
- ❖ Learners are to be given an opportunity to state their case.
- ❖ If the Boarding Manager still decides to issue the warning after the learner has stated his/her case, a warning form will be filled in and signed by the Boarding Manager.

- ❖ The Boarding Manager will ensure that the learner understands the nature of the warning as well as the possible consequences of a recurrence of the same or similar offence during the period of the duration of the warning.
- ❖ The learner and his/her representative must sign the warning form to acknowledge receipt of the warning even if the learner does not agree with the disciplinary steps being taken.
- ❖ If the learner and/or their representative refuse to sign the warning form, the additional staff member will confirm that the warning was issued in the presence of the learner by filling in the relevant portion of the form.
- ❖ Refusal to sign a form does not render a warning invalid and a warning that is endorsed by the additional staff member will have the same validity as a warning that is signed by the learner.
- ❖ A copy of the completed warning form must be made available to the learner, and the original will be kept in the learner's personal file.

3.4.2. *Disciplinary Hearing Procedures*

A Disciplinary Hearing will be conducted in the event of:

- any Serious Offence
- any Less Serious Offence if the learner already has a Final Written Warning.

The following procedure will be followed if a disciplinary hearing is conducted:

Learner must receive a minimum of seventy-two (72) hours written notice to attend the hearing.

Under certain conditions, the learner may be suspended pending the hearing

The notice will be issued on the appropriate form and handed to the learner by the Boarding Manager.

The hearing will be attended by:

- The Executive Head who will act as the chairperson or any other person to whom the Executive Head may assign the position, at his own discretion.
- The Boarding Manager, who leads the case against the learner.
- The learner against whom the allegations are being made.
- The learner's representative and/or parent(s).
- An interpreter, should the learner so chooses.
- Witnesses, who should be called when required.

The following general conditions will apply to disciplinary hearings:

- If a learner refuses to or fails to attend a hearing, they may be tried in absentia.
- The Boarding Manager and the learner or his/her representative will have the right to call witnesses and to cross-question any other witnesses called by the other parties.
- The witness will enter the venue of the hearing one at a time and leave as soon as they have testified and been cross-questioned.
- The chairperson will announce the verdict of guilty/non-guilty after the complainant and the learner or representative has conclude the presentation of their respective cases and after the chairperson has taken a recess to consider the cases. Such verdict need be taken simply on a balance of probability.
- If the chairperson finds the learner guilty, the learner or his/her representative will be given the opportunity to bring extenuating circumstances or other relevant information to the

chairperson's attention, and the Boarding Manager will also be given the opportunity to bring aggravating circumstances and/or other relevant factors to the chairperson's attention.

- The chairperson will announce his/her verdict after calling a recess during which the chairperson takes into account all the relevant considerations.
- This verdict may be a written warning, a final written warning, expulsion or any other appropriate measure, at the discretion of the chairperson. Such measure may include community type service at the Boarding facility, detention measure or a loss of privileges.
- The last three possibilities may, however, be put to the learner only as alternatives to dismissal, and must be accepted by the learner in writing to ensure the validity thereof.
- After the chairperson has announced the verdict, the learner will be provided with a written version of the chairperson's motivated verdict.
- In the event of dismissal or any other disciplinary steps, the chairperson will inform the learner formally that he/she has the right to appeal.
- The chairperson is responsible for ensuring that proper minutes of the hearing are kept (a tape recorder may be used to help in this regard), and the learner is entitled a copy of the minutes.

3.4.3. *Disciplinary Hearing Appeal*

The following steps constitute the Boarding facilities appeal procedure:

A learner may submit an appeal against the chairperson's verdict on a disciplinary hearing within five (5) working days of the verdict.

- The appeal must be recorded in writing on the relevant form and delivered to the Executive Head who in turn must forward the appeal immediately to the Regional Head.
- Learners who appeal must submit their grounds for appeal and state the portion of the verdict against which they are appealing.
- The Regional Head must review the case within 3 working days and decide whether a further hearing should be held or whether the verdict will stand. The decision of the Regional Head is final.
- Should the appeal be successful, a date for a new hearing must be set. The Regional Head will act as chairperson for the new hearing.
- The decision of the new hearing will be final.
- The same procedures will be followed for the new hearing as for the original hearing.
- Any disciplinary action taken at the first hearing will be valid and must be adhered to until the new hearing has been completed.

4. *Grievance Code*

The objectives of the Grievances Code are to:

- Enable learners to bring any grievance or dissatisfaction to Curro Academy Mahikeng attention.
- Resolve and/or prevent conflict in the Boarding facilities, taking into account the interests of the Boarding facilities and learners.
- Grant learners the opportunity to discuss and resolve any complaint or grievance.
- Establish a formal guideline for the fair resolution of complaints and grievances.

A grievance is any feeling of unfairness or dissatisfaction that is experienced by a learner or group of learners and that pertains to their Boarding in the Boarding facilities. The grievance procedure does not serve as an appeal mechanism against any disciplinary action and will not be converted into a disciplinary process.

4.1. Grievance Procedures

- All grievances must be recorded by completing the Grievance Submission Form.
- All grievances lodged shall be kept on the learners file indefinitely.
- Once a grievance is instituted, such grievance must be addressed within the number of days indicated.
- The grievance procedure applies to all learners.

4.1.1. Level 1 Grievance Procedures

Resolution time: 3 working days.

Learners(s) submit the grievance to the Boarding Manager.

- The Boarding Manager must:
- Listen to the learners in private;
- Allow learners to state their grievance freely and openly;
- Obtain all the relevant facts pertaining to the grievance;
- Attempt to resolve the grievance as soon as possible;
- Proceed to level 2 if he/she cannot resolve the grievance.

4.1.2 Level 2 Grievance Procedures

Resolution time: 5 working days.

The Boarding Manager submits the grievance to the Executive Head.

The Executive Head follows the same procedure as above.

The resolution reached by the Executive Head will be final.

4.1.3 Grievance procedure for group of learners

- If the same grievance affects more than five (5) learners, they may not appoint more than two (2) spokespersons who may then institute the grievance on their behalf.
- The names and signatures of all the learners affected by the grievance must be attached to the grievance form, with confirmation that they have authorized the spokespersons to act on their behalf.

5. Specific Rules

5.1.1 Access and times

5.1.2 Open times

The Boarding facilities is open for the duration of the school term. The Boarding facilities is closed for the entire duration of school holidays and learners must leave before 16:00 on the last school day and return between 15:00 and 17:30 on the day before the school opens. Deviations from this will only be allowed if specific arrangements are made in advance.

5.1.3 Open weekends

One weekend a month is an open weekend which means that all learners MUST leave the Boarding premises and go home. On these weekend learners can leave from 14:00 but have to be out by 16:00 on Friday afternoons. Learners can return from 15:00 but must be back before 17:30 on the Sunday evening. Specific dates for open weekends will be provide at the beginning of each quarter. Prior arrangements for deviations from time will be considered but nobody will be allowed to stay over on an open weekend.

Gate Times:

Monday to Friday the gate CLOSE at 17:30

Saturday and Sunday the gate OPEN at 11:00 and CLOSE at 16:00

Open day's the gate OPEN at 15:00 and CLOSE 17:30

No person will be allowed to enter the premises after the gate has closed. Please make sure that your child is on the premises before the closing time. NO EXEPTIONS.

5.1.4 Closed weekends

All weekends not indicated as Open weekends and all weekends during exams are closed weekends meaning that learners are not allowed to go home for those weekends but are allowed to receive visitors. Learners will be allowed to go out with their parents but only if prior arrangements have been made with the Boarding Manager.

5.1.5 Leaving the premises

Learners may not leave the premises without the permission (Release form) of the Boarding Manager, except during school hours. Learners must sign out when leaving the premises, even if they are accompanied by an adult.

5.1.6 Out of Bound Areas

Certain areas are Out of Bounds for learners or are reserved specifically for one of the genders. Learners must always adhere restricted movement rules.

5.1.7 Parent's permission

Learners leaving the premises for irregular reasons may only do so if specific permission is given by parents. Parents must e-mail the release form in advance. If parents cannot pick learners up personally, the person who will pick them up must be named specifically and in writing. Such permission must be obtained from the Boarding Manager.

5.1.8 Lights Out

Grade 4 - Grade 12 Lights out at **22:00**

- No music, meetings, cellphones or discussions after lights out.
- No playing in hall.
- No learner are allowed to share beds.
- No telephone calls allowed after lights out.
- No boarder is allowed outside after lights out.

5.2 Beds

5.2.1 Allocation

Beds are allocated by the Boarding Manager. No learner may move their beds without approval from the Boarding Manager.

5.2.2 Furniture and Bedding

All Boarders are provided with a bed, mattresses and cupboards. Learners are responsible for their own bedding. Furniture may under no circumstances be moved from one bed to another.

5.2.3 Neatness

Rooms and bathrooms must be kept neat at all times. Beds must be made and all clothing packed away before a learner leave his or her hall to go to school.

5.2.4 Possessions

All possessions kept in a learner's room are kept at the sole risk of the learner. Valuables such as computers, tablets, cellular phones must be ensured by parents.

Curro Holdings, its partners, subsidiaries, staff or agents take no responsibility for the loss or theft of any valuable or money.

5.2.5 Electrical equipment

No electrical equipment other than approved tablets, hairdryers and cellular phones are allowed in rooms.

5.2.6 Food

Only non-spoilable food in sealed containers will be allowed in rooms.

5.2.7 Walls

No posters, stickers or anything else may be stuck on the walls, doors or cupboard doors in the room or passages.

5.3 Illness

5.3.1 Reporting

Learners who are sick must report to the Boarding Assistant. It is the responsibility of the Boarding Manager to control the situation further.

5.3.2 Appointments

If parents make medical or other appointments for learners they must also arrange for transport. The Boarding facilities will be under no circumstances arrange transport for learners who have to attend appointments.

5.3.3 Chronical Illness

If learners suffer from chronic illness and need special care or medication, parents must arrange this with the Boarding Manager before the learner take up his or her place in our Boarding facilities.

5.3.4 Hospital visits

Parents must ensure that their children are on medical aid or have access to funds that will allow for treatment at a hospital where necessary. Curro Holdings will take no responsibility for the payment of such fees.

5.4 Visitors

All visitors must be collected by the relevant learner at the gate to the premises. All visits must be conducted in the dedicated visit areas and visitors may not visit the rooms. Visitors must always adhere to the rules and it is the responsibility of the learners to ensure they do. No under 18 learner are allowed to be dropped off at 11:00 and picked up at 16:00. Parents must accompany their children for a visit at the Hostel. Learners will be held responsible for the actions of the visitors. No visitor vehicles will be given access to the premises unless it is on specific drop off or pick up days or if prior arrangements were made.

5.4.1 Visiting hours

School days	:	16:00-17:30
School days	:	No quick visits between 14:00 and 16:00
Non schooldays	:	11:00-16:00

All Parcel must be dropped off at security between 14:00 and 16:00.

5.5 Clothing

5.5.1 Dress code

Boarders MUST always dress neatly and appropriately for the occasion.
Boarders MUST change out of their school uniforms immediately after lunch.
Boarders MUST have proper uniform.

5.5.1.1 Laundry

Laundry will be done at the laundry room. Laundry is done according to a schedule once every week. The cost of having laundry done is included in the Boarding Fee but the amount of laundry per learner is restricted. Laundry may not be hung from windows. Boarders are not allowed to wash their own clothes. Clothing must be clearly marked. All uniform, 3 sets of casual clothes and 1 towel will be washed and ironed at the laundry room on laundry days.

Laundry days are as follow:

Monday	grade 4-8 girls
Tuesday	grade 9-12 girls
Wednesday	grade 4-8 boys
Thursday	grade 9-12 boys

5.6 Good order

Rules of good order implemented by the Boarding Manager from time to time must always be adhered to.

- dining room facilities
- use of bathrooms
- study time and study facilities
- playgrounds and the entertainment area
- Boarding times must always be respected
- No sport activities will be allowed if the boarder fail his/her term

The following are not allowed:

- Borrowing and lending between learners
- Trading or selling of any object
- Gambling of any kind
- Using other learner's electronic equipment
- Climbing through windows
- Graffiti
- Fireworks
- Wasting of water
- Jumping fence

Parents please make an appointment with the Boarding Manager to avoid disappointment.

Boarding contact details:

Boarding Manager : Mrs. A de Wet

**Numbers : T 087 285 4735 / C 079 842 9323
: E antoinette.do1@curro.co.za**