CURRO
Academy
Mahikeng

HOSTEL RULES

Introduction

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

- Executive Head
- Hostel Manager
- Supervisors
- Hostel assistants

The following staff members also work at the hostel:

- Maintenance Manager
- General workers
- Cleaning staff
- Dining room and kitchen staff

The hostel rules also describe the code of conduct for learners living in the residence.

General rules

- Fees must be paid up at all times. Learners will not be allowed in the hostel with any outstanding balance. Arrears will be handled in accordance with Curro Holdings financial policies and might lead to the expulsion of the learner.
- It is the responsibility of each learner to know the hostel rules and to follow these rules without fail. Any failure to follow the rules of the hostel will lead to disciplinary actions against the learner under the disciplinary code of the hostel.
- Any learner can be suspended with immediate effect from the hostel for inappropriate behaviour until his/her hearing date.
- Any learner expelled from school is also expelled from the hostel with immediate effect.
- No learner is allowed to leave the premises without a release form.
- The release form must be emailed to the Hostel Manager 24 hours in advance before the release date.
- Each learner should receive a copy of the rules and sign for it.
- The hostel assistants must discuss the rules with the learners on a regular basis and learners must attend meetings at which the rules are discussed.
- Learners must always respect hostel staff and other learners and their privacy.
- All learners are expected to treat school and hostel property and property belonging to others with respect.

- Vandalism will not be tolerated. Learners, who damage or destroy hostel or school property or the property of others, will be disciplined in accordance with the sanctions stipulated in the hostel and school's code of conduct.
- Learners must never intrude upon the basic human rights of others.
- Learners must always cooperate 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 hostel premises and they must never litter.
- Learners must always be punctual.

Specific rules

Access and times

Hostel open times

The hostel is open for the duration of the school term. The hostel is closed for the entire duration of school holidays, public holidays, long weekends and open weekends. Learners must leave the hostel by 16:00 on the last school day and return between 15:00 and 17:00 on the day before the school opens. No learner will be allowed on the premises after 17:00. Deviation from this will only be allowed if specific arrangements are made in advance with the Hostel Manager.

Open weekends

One weekend a month is an open weekend which means that all learners must leave the hostel and go home. On these weekends learners can leave from 14:00 but have to be out of the hostel by 16:00 on Friday afternoons. Learners can return from 15:00, but must be back at the hostel before 17:00 on the Sunday evening. No learner will be allowed into the hostel on a Monday morning before school. Specific dates for open weekends will be provided at the beginning of each quarter. Prior arrangements for deviations from these times will be considered, but nobody will be allowed to stay in the hostel over open weekends, school holidays, long weekends and public holidays.

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 Hostel Manager.

Leaving the hostel premises

Learners may not leave the hostel premises without permission of the Hostel Manager or the supervisor on duty, except during school hours. Learners must sign out when leaving the premises, even if they are accompanied by an adult. All learners leaving the premises must have a signed release form from the Hostel Manager.

Out of bounds areas

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

Parents' permission

Learners leaving the premises for irregular reasons may only do so if specific permission is given by parents. 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 Hostel Manager.

Lights out

Junior learners Gr 4 to 7 – 20:00
Senior learners Gr 8 to 12 – 22:00

- No learner is allowed to sleep with a friend in one bed.
- No music, meetings, cellphones or discussions after lights out.
- No telephone calls, Facebook, Twitter, WhatsApp etc. after lights out.
- If a learner is caught using his/her cellphone after lights out, it will be confiscated until the end of the relevant year.

Beds

Allocation

Beds are allocated by the Hostel Manager. No learner may deviate from this without approval from the Hostel Manager.

Furniture and bedding

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

Neatness

Rooms and bathrooms must be kept neat at all times. It is the duty of all learners in hostels to keep their rooms and dormitories always clean. Learners must make up their beds every morning and sweep the floors. The cleaning staff will be responsible for cleaning and maintaining the hostel facilities in general. The younger primary school learners may be assisted with certain tasks, but older learners must be allocated more demanding chores to assist in keeping their rooms clean. Beds must be made and all clothing packed away before a learner leaves his or her hostel to go to school.

Possessions

All possessions kept in a learner's room/dormitory is kept at the sole risk of the learner. Lockers must be locked at all times. Valuables such as computers and cellular phones should preferably be left at home.
Curro Holdings, its partners, subsidiaries, staff or agents take no responsibility for the loss or theft of any valuables or money.

Electrical equipment

Learners should not be allowed to bring appliances, such as heaters, hot plates, kettles, fans, irons and similar electrical appliances into the hostel facilities. Electrical equipment allowed in rooms should be restricted to hairdryers, cellular phones and chargers. The use of candles and other gas-operated lights should be avoided at all costs. Learners must not touch the electrical mains or use any electrical appliances that are not properly wired. All electrical repairs must be done by a qualified electrician. Learners should be encouraged to report all electrical-related problems, or any object that might be harmful to other learners, to the prefects or hostel assistants.

Food

Limited non-spoilable snacks will be allowed. Open snacks in the learner's locker will be confiscated. No food, for example, 2-minute noodles, porridge, cans etc. No drinks, no cutlery etc. The tuck shop is open on a daily basis.

Walls

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

Illness

Reporting

Learners who are sick must report to the hostel assistant or the supervisor on duty. It is the responsibility of the Hostel Manager to control the situation further.

Appointments

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

Chronical illness

If a learner suffers from chronic illness and needs special care or medication, parents must arrange this with the Hostel Manager before the learner may take up his or her place in the hostel.

Hospital visits

Parents must ensure that their children are on a medical aid or have access to funds that will allow for treatment at a hospital where necessary. Once the child is admitted in hospital, parents must take responsibility for his or her child. Hostel staff is under no obligation to arrange payments, transport for a child to or from the hospital. Curro Holdings will take no responsibility for the payments of such fees.

Visiting hours

School days	Monday to Friday	16:00 to 17:00
Non-school days	Saturday and Sunday	11:00 to 16:00

Please respect our visiting hours. No quick visits between school out, lunchtime and study hours. Parcels may be dropped off at security or the hostel office.

Clothing

Dress code

Clothing should be clearly marked to avoid any losses. Learners must always dress neatly and appropriately for the occasion. Only age-appropriate and decent clothing should be worn in the hostel. A change of clothes is necessary immediately after lunch.

Laundry

Laundry will be done at the hostel laundry room. Laundry is done according to a schedule once a week. The cost of having laundry done is included in the hostel fees, but the amount of laundry per learner is restricted. Laundry may not be hung from windows, showers or beds.

Good order

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

Dining room facilities	No shouting or screaming when entering or exiting the dining room
Study times	For maximum benefit, learners should study quietly during this time
Hostel times	Be punctual and on time
Playgrounds and entertainment areas	No vandalism

The following is not allowed at the hostel:

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

Disciplinary code

The objectives of the hostel disciplinary code are to:

- encourage learners to comply with hostel rules and regulations;
- establish the possible consequences of contravening hostel 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 the hostel, and
- implement procedures taking into account the principles of natural justice, substantive and procedural fairness.

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 hostel 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 hostel when the offence is committed for the first time.

If learners receive a final written warning, any subsequent offence will be treated as a serious offence.

Serious offences

Criminal conduct

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

Dishonesty

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

Possession, use or distribution of prohibited substances or items:

Prohibited substances and items at the hostel are:

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

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

Antisocial conduct

Antisocial conduct includes but is not restricted to initiation, violence, fighting, bullying, intimidation, swearing and aggressive behaviour. These actions can be physical or verbal.

Sexual conduct and materials

- No sexual contact between learners is allowed. This includes but is not restricted to hugging, holding hands and kissing.
- Boys and girls must use permitted outside furniture to visit one another with supervision.
- Sexual harassment of any kind towards anybody is not allowed.
- No pornographic materials are allowed on the school and hostel premises.

Less serious offences

General and specific rules

Disobeying any of the general or specific rules in this document will be treated as a less serious offence.

Hostel property

All learners are expected to treat school and hostel property and property belonging to others with respect. Vandalism shall not be tolerated. Learners, who damage or destroy property or the property of others, must be disciplined in accordance with the sanctions stipulated in the school's and hostel's code of conduct. All areas that are out of bounds to learners should be indicated as such and brought to the attention of all learners. Learners must always treat hostel property with respect and must never interfere or tamper with installations such as water and electricity.

Disciplinary procedures

Disciplinary steps will be taken within a reasonable period after hostel 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 four (4) levels are:

- First written warning
- Second written warning
- Final written warning
- Disciplinary hearing, at which a learner could be expelled from hostel

Any learner can be suspended with immediate effect from the hostel for inappropriate behaviour.

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.

Written warning procedures (all levels)

These procedures are followed for all written warnings. Written warnings may only be issued by the Hostel Manager. The Hostel Manager, a second staff member, and the learner representative must be present when a written warning is issued. The learner representative could be another learner living in the hostel or another hostel staff member and is at the discretion of the learner receiving a warning.

- The Hostel Manager will discuss the nature of the offence with the learner in the presence of the persons mentioned above.
- Learners are to be given an opportunity to state their case.
- If the Hostel 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 Hostel Manager.
- The Hostel 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.

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:

- Learners 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 hostel 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 my assign the position, at his own discretion
  - The Hostel 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 choose
  - 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 Hostel Manager and the learner or his/her representative will have the right to call witnesses and to cross-questions any other witness called by the other parties.
- The witnesses 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 case. Such verdict needs to 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 Hostel Manager will also be given the opportunity to bring aggravating circumstances and/or other relevant factors to be 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 measures may include community type service at the hostel, improvement 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 to a copy of the minutes.

Disciplinary hearing appeal

The following steps constitute the hostel 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 three (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.

Grievance code

The objectives of the hostel grievance code are to:

- enable learners to bring any grievance or dissatisfaction to Curro Mahikeng's attention;
- resolve and/or prevent conflict in the hostel, taking into account the interest of the hostel and learners;
- grant learners the opportunity to discuss and resolve any complaint or grievance, and
- 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 that pertains to their boarding in the hostel. The grievance procedure does not serve as an appeal mechanism against any disciplinary action and will not be converted into a disciplinary process.

Grievance procedures

- All grievances must be recorded by completing the Grievance submission vorm.
- All grievances lodged shall be kept on the learner's 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 in the hostel.

Level 1 Grievance procedures

Resolution time: 3 working days

Learners submit the grievance to the Hostel Manager. The Hostel 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, and
- proceed to level 2 if he/she cannot resolve the grievance.

Level 2 Grievance procedures

Resolution time: 5 working days

The Hostel 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.

Grievance procedure for a group of learners

- If the same grievance affects more than five (5) learners, they may not appoint more than two (2) spokespersons who may institute the grievance on their behalf.
- The names and signatures of all 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.

Hostel contact details:
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