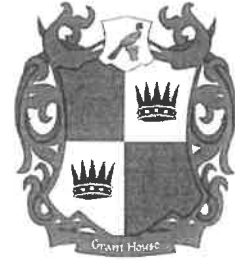


GRANTLEIGH



SENIOR BOARDING ESTABLISHMENT

DOC NO.	GL/JF/BOARDING/01	ORIGINATOR	
REVISION NO.	0	APPLICABLE TO	ALL BOARDING STUDENTS & STAFF
REVIEW CYCLE	2 YEARS	EFFECTIVE DATE	01 FEBRUARY 2020

SIGNATURES

NAME	DESIGNATION	SIGNATURE	DATE
JURIANA FILMALTER	HEAD OF COLLEGE / BOARDING	<i>Juriana Filmalter</i>	13/2/2020
RHOAN ABBOTT	HOUSE PARENT – GRANT HOUSE	<i>Rhoan Abbott</i>	13/2/2020
KAREN KRUGER	HOUSE PARENT – FOUNDERS HOUSE	<i>Karen Kruger</i>	13/2/2020

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BOARDING HOUSE CODE OF CONDUCT

Preamble:

As young ladies and gentlemen of the boarding establishment, students should at all times:

- guard against prejudicial attitudes, and respect the rights and dignity of others;
- have a sense of responsibility for the world we live in, respect the school, its grounds, equipment, its furnishings;
- develop a social conscience and be concerned for the welfare of others;
- be self-disciplined;
- allow equal opportunity for everyone in the boarding establishment;
- be honourable and honest, just and fair;
- show moral courage.

Students should:

- show respect for their property, that of others and the boarding establishment;
- not display insolence in any form to anyone;
- not settle disputes by physical violence, but go to arbitration;
- take advantage of the all opportunities the school has to offer;
- be well-groomed at all times;
- be punctual in arrival at school, lesson and in work due, meals times, prep and devotions;
- aim to achieve to the best of their ability;
- show sportsmanship at all times, avoid foul play and foul language;
- show grace in defeat, humility in victory, avoid arrogance;
- be committed to uphold the values of the school, in particular academic achievement;
- live up to their obligations to the school and the community.
- Students of the boarding establishment are bound by both the School's and Boarding Establishment's Code of Conduct.

SANCTIONS

In principle, if “rules” are broken that have **criminal** implications, this will be dealt with at the highest level. Such offences include but are not limited to, thieving, possession of/taking banned substances or drugs, physical violence, racism, crimenen injuria as per the school’s code of conduct.

The “rules” referred to above are obviously more serious than breaches of school and boarding rules and procedures such as: tardiness, messy rooms or not working during homework prep sessions. These latter infringements will be dealt with by the normal system of impositions, detentions and daily report.

It is **not our aim** to punish students. However, where necessary, the following **corrective measures** may be implemented:

- Revoking of free time and boarding entertainment.
- Revoking of House privileges.
- Writing out of House rule where such rules have been broken.
- Community service such as gardening, recycling or campus clean up.
- In House Staff members’ detention and early morning report detentions.
- Senior House Parents detention for not responding to other forms of sanctions.
- Temporary suspension from the boarding establishment.
- Expulsion from the boarding establishment once all other corrective measures have been exhausted.
- All sanctions will be guided by the school’s code of conduct.

The Grade 12 students assist with the boarding establishment. The functions performed by these students include but are not limited to:

- Roll call
- Room inspections
- Uniform checks

Students are encouraged to show the Grade 12’s respect and gratitude at all times as they play an integral part in the successful running of the house.

EVACUATION PROCEDURE

Please familiarise yourself sufficiently with the evacuation procedure.

1. Follow the red floor arrows according to the floor plan to the nearest exit.
 - First and second story rooms on the West wing are to exit through the side doors on the outside of the building or the doors leading into the common quadrangular area. Proceed towards the Vorster field and across the main road to the emergency meeting area at the Pavilion.
 - First and second story rooms on the East wing are to exit through the side doors on the outside of the building or the main entrance door of the building. Proceed directly across the main road to the emergency meeting area at the Pavilion.
2. Close all windows and cupboards.
3. Grade 12's to check that the rooms on their corridor have been evacuated.
4. In house duty staff to report to the Senior House Parent or Deputy House Parent.
5. In house duty staff to conduct a final sweep of the boarding establishment.
6. Duty staff/Assistant House Parent/Senior House Parent to alert Estate Manager. (The fire brigade to be contacted via Tony Roberts 0828217779) (Exec Head to be contacted)
7. Roll call to be conducted at the emergency meeting area. (This register needs to be taken by member on duty)
8. Await further instruction.

(Full report to be given to Exec Head and Mr Keet by the next working day, as this needs to be reported to Head Office)

(If any injuries/deaths no report may be given to any media establishment)

HOUSE RULES AND PROCEDURES

DAILY STRUCTURE – GRANT HOUSE

- Each student is responsible to make sure he/she is awake by 06:00. No excuses will be tolerated
- 06:00 - 06:45 - Laundry drop off.
- 06:00 - 06:30 - Shower time and room clean up.
- 06:30 - 06:40 - Room inspection conducted by Grade 12's. All students to be present in their rooms.
- 06:45 - Breakfast. All students to be present.
- 07:00 - 07:25 - Medical visits to the SAN.
- 07:10 - All students to have evacuated the Boarding Establishment.
- 13:00 - Lunch. (No food to be removed from the dining hall.)
- 13:00 - 13:25 - Medical visits to the SAN.
- 14:30 - 16:00 - Sport practices, culture, extra lessons, IT Lab or quiet time in the boarding establishment. No TV, or recreational games during this time.
- 14:30 - 17:00 - Laundry collection.
- 16:00 - 17:00 - Free time.
- 16:00 - 17:00 - Gym time. (Strictly under staff supervision).
- 16:30 - 17:00 - Bible study (Wednesdays only).
- 17:10 - 17:20 - Devotions (As per House weekly structure).
- 17:30 - Supper. All students to be present.
- 17:50 - 18:30 - House activities on the Astro turf/tennis courts.
- 18:30 - 19:00 - Shower time.
- 19:00 - 20:00 - Homework prep session.
- 20:00 - 20:15 - Coffee break.
- 20:15 - 21:00 - Homework prep session
- 21:30 - Grade 8/9 lights out.

- 22:00 - Grade 10 lights out.
- 22:30 - Grade 11-12 lights out.

DAILY STRUCTURE – FOUNDERS HOUSE

- Each student is responsible to make sure he/she is awake by 06:00. No excuses will be tolerated
- 06:00 – 06:25 - Laundry drop off.
- 06:00 - 06:30 - Shower time and room clean up.
- 06:30 - Devotions in common room.
- 06:45 - Breakfast. All students to be present.
- 07:00 - 07:25 - Medical visits to the SAN.
- 07:10 - All students to have evacuated the Boarding Establishment.
- 13:00 - Lunch. (No food to be removed from the dining hall.)
- 13:00 - 13:25 - Medical visits to the SAN.
- 14:30 - 16:00 - Sport practices, culture, extra lessons, IT Lab or quiet time in the boarding establishment. No TV, or recreational games during this time.
- 14:30 - 17:00 - Laundry collection.
- 16:00 - 17:00 - Free time.
- 16:30 - 17:00 - Bible study (Wednesdays only).
- 17:30 - Supper. All students to be present.
- 17:50 - 18:30 - House activities on the Astro turf/tennis courts.
- 18:35 - Devotions in common room.
- 19:00 - 20:00 - Homework prep session.
- 20:00 - 20:15 - Coffee break.
- 20:15 - 21:00 - Homework prep session
- 21:30 - Grade 8/9 lights out.
- 22:00 - Grade 10 lights out.
- 22:30 - Grade 11-12 lights out.

ROOMS

- While student requests for room allocations will be considered, not all requests will be possible to satisfy. Room allocations will be decided upon by the Senior House Parent and the allocation will be final.
- No students in a relationship will be permitted to share rooms.
- Personal/expensive items must be put away and cupboards must be locked at all times. The school will not be held responsible for any loss or damage to belongings.
- No kettles, cookers, microwaves or fridges or other electric appliances are permitted in rooms.
- Lights must be turned off when rooms are not occupied.
- Students may not appear naked outside the bathrooms, rooms or in the corridors.
- No towels or items of clothing may be draped out of any window or be visible from outside the boarding establishment.
- Students may not enter rooms other than their own without express permission.
- Grade 8/9 students are not permitted in senior rooms under any circumstances.
- No student may sleep in or share a bed or room other than the one allocated to him/her.
- Malicious damage to bathrooms, rooms or the house will be at the expense of the student responsible.
- Students must report all breakages, whether malicious or accidental to the senior House Parent or staff on duty immediately.

HOMEWORK PREP SESSIONS

- All students must attend both evening prep sessions.
- No music is permitted during this time.
- There must be total silence in the prep room and student rooms during this time.
- Late prep (after lights out) may only be conducted after explicit permission by the staff member on duty.
- Extra compulsory prep sessions will be allocated during examinations.
- Students not making use of prep session, talking and disturbing other students may face disciplinary action as per code of conduct.

BOUNDARIES

The following areas are out of bounds:

- All staff quarters as well as the kitchen.
- All swimming pools, unless accompanied by a staff member.
- The gym, unless accompanied by a staff member.
- The Vorster Field, Library and all school buildings after 16:00 and on weekends unless accompanied by a staff member.
- All areas outside the Boarding establishment after 19:00.
- Anywhere off the Grantleigh campus.

DINING HALL/MEALS

- Breakfast and dinner are **compulsory**. If a student cannot attend a meal on a particular due to school commitments, the kitchen must be informed by 07:00 to arrange a packed/late/no meal.
- Students must attend meals in school uniform, BE uniform or the Grantleigh green PT shirt with plain dark coloured pants.
- In Winter, students are to wear the Grantleigh school jacket. No 1st Team tracksuits, 'tour' or department hoodies may be worn.
- Students must wear smart sandals or closed shoes. No slippers/boots may be worn.
- No cutlery, crockery or food may be removed from the dining hall.
- Good table manners to be evident at all times and noise level must be kept to a reasonable level. No cell phones may be used in the dining hall.
- **NO** students may enter the kitchen under any circumstances.

DRESS CODE

- Students may only wear casual clothes, as per the school's code of conduct after supper every evening or if they are within the confines of the boarding establishment.
- Students frequenting the school area after school must be dress in sport's uniform, school uniform, BE uniform or the Grantleigh green PT shirt with plain dark coloured pants.
- School uniform must be worn when leaving from and return to the school premises. No exceptions will be made.

- Students must ensure that they have the correct number of each item of the school uniform prior to entering the boarding establishment.

LAUNDRY

- Boy weekly boarders may deliver dirty clothing to the laundry on a Wednesday morning and collect on a Thursday afternoon.
- Girl weekly boarders may deliver dirty clothing to the laundry on a Thursday morning and collect on a Friday afternoon.
- Boy termly boarders may submit dirty clothing to the laundry on a Monday and Wednesday morning and collect on a Tuesday and Thursday afternoon.
- Grade 10 – 12 Girl termly boarders may submit dirty clothing to the laundry on a Tuesday and Thursday morning and collect on a Wednesday and Friday afternoon.
- Grade 8 and 9 girls must take laundry on a Monday to collect on a Tuesday and a Wednesday to collect on a Thursday.
- Only termly boarders may have bedding, towels and one shirt washed at the laundry. This service is provided on a Friday only. The laundry closes at 14:00 on Friday.
- No blazers may be submitted for washing.
- All clothing must be clearly labelled with a name tag. Unmarked items will not be washed.
- Students may collect only their own clothing. Items belonging to other boarders will not be returned.
- Students must record all items submitted in the presence of the laundry staff and must provide the laundry slip when collecting clothing.
- Students are responsible for ensuring that all items recorded on the slip are present before they leave the laundry with the returned items.

SIGNING OUT

Parents and guardians must note that signing out rules are in the best interest of their child. It is for their protection and must be strictly adhered to at all times. There will be no exceptions in this regard.

- Weekly boarders leaving campus during the week, and termly boarder leaving over the weekends must obtain permission from the Senior House Parent. Parents must send a timeous exeat request to the Senior House Parent in writing.
- 'In Loco Parentis' the Senior House Parent reserves the right to deny leave if so required.
- Weekly boarders may only be signed out during the week by a parent or guardian.
- The Wednesday afternoon bus to town is reserved for **termly boarders only** to use under special circumstances. A written request from the student's parent/guardian must be sent to the Senior House Parent before permission will be granted.
- Weekly boarders using the school bus or other transport to leave campus on a Friday must inform the Senior House Parent of their arrangements. This will be communicated to all parents in writing so any discrepancies can be identified prior to the student leaving campus.
- Termly boarders wishing to attend events and parties off campus over the weekend may not return to boarding before **08:00** the following morning.
- All students not making use of the school bus to leave campus must have an exeat slip signed by their parent/guardian/driver in the presence of the staff member on duty.
- Weekly boarders must vacate the boarding establishment between 13:00 and 15:00 on a Friday.
- Students returning on a Sunday afternoon may not do so between 15:00 and 19:00.

WEEKENDS

- Weekly boarders may only remain in boarding due to school commitments and with the permission of the Senior House Parent. Permission must be requested writing no later than Wednesday by a parent to the senior house parent. It is the student's responsibility to inform the kitchen of all meals required during the weekend.
- Students may attend meals in casual clothing.
- If school sport is being played or any other activity is taking place on campus, students may not leave the boarding establishment unless they are in school or BE uniform.

- Students not involved in Winter Sport will be required to support both home and away fixtures during the season.
- All rules and regulations will remain in place during weekends, students who fail to comply to BE rules will be prohibited from remaining in the BE over weekends and will be required to go home every Friday and return on Sunday.
- Students are given an opportunity to attend church and visit the Boardwalk Shopping Centre on a Sunday. Students must wear full school or BE uniform for this outing.
- Students not wishing to attend church may remain at the BE under the supervision of a staff member.

MID-TERMS AND HOLIDAYS

- The boarding establishment will be closed for all mid-term break and holidays.
- All students must vacate the premises no later than two hours after the close of school at the start of a mid-term break or holiday and may return between 15:00 and 19:00 on the day preceding the start of school.

CHRISTIAN POSITION

- Our aspirations, decisions and actions are conducted with the Grantleigh motto in mind
To God be the Glory
- Our values are underpinned by Christian biblical principles
- We work and learn in an environment that is free and open to preach the Word of God
- We aim to honour God in all public assemblies through our worship, which includes the singing of hymns, prayer and the reading of Scripture
- We wish to provide a familiar and traditional Christian environment, underpinned by Christian moral values.
- We wish to cultivate a willingness to worship Christ as Saviour and Lord
- In accordance with the aims of the SA Constitution to embrace diversity in SA society, we wish to acknowledge and respect families of other faiths, without compromising or diluting our Christian beliefs.

BOARDING ENTERTAINMENT

Rules and procedures regarding Boarding House entertainment such as the use of television and games will be displayed in the respective houses and must be adhered to at all times.

OTHER

- Grade 12 students are required to vacate the boarding establishment on the last day of their final examination.

Please note that other than the rules and regulation stipulated in this document, all students residing in the boarding establishment are bound by school rules and the school's code of conduct at all times when on the premises.

