

Owner: Mr CH Parsons
Boarding Secretary: Marlice Parsons
Boarding Master: Andries Matthyssen
Boarding Matron: Nadia Mans



South Coast Academy
PO Box 371 Ramsgate
4285
Tel: (039) 312 0162
e-Mail: sca1@lantic.net
Cellphone number:
076 991 2136

BOARDING POLICY

LEARNER-PROCEDURES AND BOARDING RULES

1. DRESS CODE FOR HOSTEL STUDENTS

- 1.1 When not in school uniform, students must be fully dressed at all times. Pajamas and dressing gowns may not be worn in public.
- 1.2 **Students are not allowed to run naked from the bathrooms to their dormitories. All students must be fully dressed.**
- 1.3 No student is allowed to go to meals in their pajamas, without underwear or with towels wrapped around them.
- 1.4 Boys are not allowed to go to meals with caps, hats etc. on their heads. Girls' hair must be combed neatly, can be covered, but not with big hats.
- 1.5 As soon as the lights are switched on in the hostels, all curtains must be closed. Students are not allowed to dress in front of open windows or curtains.

2 GENERAL BEHAVIOUR

- 2.1 Use of alcohol, smoking and use of drugs will not be tolerated.
- 2.2 No intimidation of fellow students or physical confrontation (fighting) will be tolerated.
- 2.3 Weapons (knives, clubs or firearm's) or any other similar objects are not allowed.
- 2.4 The Boarding Master is authorised to carry out the following as required:
 - a) bag and / or body search.
 - b) drug / alcohol test.
- 2.5 Visitors have to report to the Boarding Master before contact may be made with any hostel student.
- 2.6 No day scholars may visit hostel students without permission from the Boarding Master.
- 2.7 Open weekends will be once per term, usually from Thursday afternoon to Sunday. Students may only leave the hostel for a weekend if a parent / guardian faxes a letter of consent and includes a contact number.
- 2.8 Students of the opposite sex are not allowed in one another's rooms.
- 2.9 Students may not go to rooms other than their own.
- 2.10 No student may change rooms or beds without the Boarding Master / Matron's consent.
- 2.11 No furniture may be removed from rooms.
- 2.12 Areas that are off limits for hostel learners are: Bottom hall, workers dormitories F and H Block bathrooms.

3 DORMITORY RULES

- 3.1 Students are woken up at 05:00 on school days.
- 3.2 Students must make their beds and ensure their rooms are neat.
- 3.3 Students must go and shower, brush teeth etc.
- 3.4 Students must be out of showers by 06:00.
- 3.5 Students must be ready for inspection by 06:50.
- 3.6 Students must be dressed for school timeously.
- 3.7 Dormitories must be clean and tidy.
- 3.8 Bathrooms must be clean and tidy.
- 3.9 Students must be out of the hostels before the bell rings for school at 7:10.
- 3.10 Prefects will check whether students are dressed and wearing the correct school uniform.
- 3.11 No irons may be kept in Student's rooms. A lockable cupboard in the kitchen is allocated for storing irons.
- 3.12 Lights-out is at 21:00.
- 3.13 No activities are allowed after lights out, e.g.no jumping on beds or noisemaking.
- 3.14 Cellphones/laptops left on charge without owners supervision, will be confiscated

4 BATHROOM RULES

- 4.1 Must be clean and tidy at all times in order to maintain hygiene standards.
- 4.2 Taps must be properly closed.
- 4.3 Basins must be washed.
- 4.4 Toilets must be flushed.
- 4.5 No showering during meals or study allowed

5 GENERAL RULES

- 5.1 Bath time is after supper.
- 5.2 **All meals are compulsory for learners to attend.** Students have to attend the dining hall even if they are not eating.
- 5.3 Students are not allowed to do homework during breakfast.
- 5.4 Study:
 - a) Study time is from 19:00 until 20:00 daily and is compulsory for all students. Grade 12's are required to study 4 hours per day during exam times.
 - b) No cell phones are permitted during study time.
 - c) No eating and drinking during study.
 - d) No walking around or talking allowed during study.
 - e) Students must tidy the hall after every study session.
- 5.5 Lights-out is at 21:00.
- 5.6 The television is switched off at 9:30 over weekends.
- 5.7 **Students may never leave the school grounds without the Boarding Master's consent and signing of the leave register.**

- 5.8 Students who are sick must report to the Boarding Master before breakfast. If a student is sick and needs to lie down during school hours they must report to Mrs. Marlize Parsons (Hostel Secretary) where a permission letter must be obtained and given to the Hostel Matron. Should a student need to go to the Doctor during school hours, a parent / guardian will be contacted and permission letter given. All permission letters must be given to the Hostel Matron.
- 5.9 No ironing clothes in dormitories. Students may iron in the hall. Any irons found in hostel rooms will be confiscated and a R10 fine is payable to get the iron back, this applies to any cellphones etc.
- 5.10 **Town leave will only be allowed once per month.** This is the first weekend of the new month.
Saturday 9:00 – 12:30 in full school uniform (no shopping trolleys must be brought back to the hostel)

6 MEALS AND DINING HALL PROCEDURE

- 6.1 Students must line-up outside the hall.
- 6.2 Students must be seated at the tables allocated by the Boarding Master.
- 6.3 Students are not to make a noise during dining-hall sessions.
- 6.4 Each table has a table leader.
- 6.5 **All meals are compulsory, ie breakfast, lunch and supper.**
- 6.6 Students are not allowed to remove cutlery or crockery (plates, knives, forks and spoons) from the table and may only leave once their eating areas are neat.
- 6.7 Each table leader is responsible for the cutlery and crockery at his / her table. Leaders must collect cutlery.
- 6.8 Cutlery must be handed over to the general assistant responsible for washing up.
- 6.9 All left-over food is thrown away in a dustbin placed outside the kitchen door.
- 6.10 **Doors will be locked 10 minutes after the bell rings. Latecomers will not be allowed to enter.**

7 BOARDING PREFECTS - Duties

- 7.1.1 Ensure all students in your room wake up at 05:00 when the bell rings.
- 7.2 Ensure all students in your room go and shower, brush teeth etc.
- 7.3 Ensure all students are out of showers by 06:00.
- 7.4 Ensure all students are ready for inspection by 06:50.
- 7.5 Ensure all students are dressed for school.
- 7.6 Ensure dormitories are clean and tidy.
- 7.7 Check whether students are wearing the correct uniform.
- 7.8 Bathroom inspection - must be clean and tidy, ie:
- Taps must be properly closed.
 - Basins must be rinsed.
 - Toilets must be flushed.
- 7.9 Arrangement of students outside the dining hall.

- 7.10 Check that students are seated at the correct tables.
- 7.11 **Students are not to make noise during dining-hall sessions.**
- 7.12 Students are not allowed to do homework during breakfast.
- 7.13 Ensure students do not remove eating utensils from the dining hall.
- 7.14 **Ensure all students attend breakfast, lunch and supper, even if they are not eating.**
- 7.15 Study time starts at 19:00 and ends at 20:00.
- 7.16 Prefects are to assemble students 5 minutes before 19:00 to leave the dormitories and line-up in front of the study hall.
- 7.17 Prefects are to report students that are ill and cannot attend study to the Boarding Master.
- 7.18 Ensure that students clean after study sessions.
- 7.19 **Maintain order during study.**
- 7.20 Lights-out is at 22:00.
- 7.21 No activities are allowed after lights-out, e.g. no jumping on beds or noisemaking
- 7.22 The television is switched off at 22:00 over weekends.
- 7.23 Report any damages to the boarding or furniture within to the Boarding Master.
- 7.24 Prefects are on duty during weekends as well.
- 7.25 Prefects to be evaluated by Boarding Master and Matron on duty.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ELECTRONIC EQUIPMENT (CELLPHONES/LAPTOPS). IF YOU DECIDE TO LET YOUR CHILD HAVE THEM AT BOARDING, IT IS THEIR RESPONSIBILITY TO LOOK AFTER THEIR BELONGINGS

ALL LEARNERS ARE TO REPORT ANY IRREGULARITIES TO THE BOARDING MASTER IMMEDIATELY (BULLYING/MISCONDUCT)

WEEKEND RELEASE

ONLY THE LEGAL PARENT / GUARDIAN WILL BE ALLOWED TO REQUEST PERMISSION FOR A CHILD TO LEAVE THE BOARDING FOR A WEEKEND. THIS REQUEST HAS TO BE IN WRITING AND HAS TO BE SENT TO THE SCHOOL BY WEDNESDAY, PRIOR TO THE WEEKEND. IN CASE OF A RELATIVE (ETC) FETCHING THE CHILD A WRITTEN LETTER OF APPROVAL HAS TO ACCOMPANY THE REQUEST. WHATSAPP FOR YOUTH & CHURCH AND FOR WEEKEND LEAVE HAS TO BE SEND TO 076 991 2136 BY THE WEDNESDAY. E- WALLET REQUESTS WILL ONLY BE ALLOWED ON A FRIDAY.