



SOUTH COAST ACADEMY

APPLICATION FOR BOARDING – 2024 GR _____

SCHOOL

E HESS
APPROVED/NO

Once the learner is accepted at the school and wish to join the Boarding facility, he/she is automatically accepted to the boarding facility if you do apply, you will not need to wait for an acceptance.

You are requested to pay the R400 registration fee for Hostel to finalise the application.

LEARNER INFORMATION

Surname:	Initials:	Nick Name:
First Name:		
Date of Birth: YYYY MM DD	GENDER: MALE FEMALE	
Race:	ID or passport number:	
Country of Residence:	Hometown:	
Physical Home Address:	Parents contact number:	
	In case of emergency: different to above	
	Learner cell:	

LEARNER MEDICAL – SUPPLY COPY OF CARD

IT REMAINS THE RESPONSIBILITY OF THE PARENT TO MAKE ALL MEDICAL ARRANGEMENTS – Hostel admin to assist

MEDICAL AID NAME:	MED AID NUMBER:
Medical Aid main member name:	DOCTOR NAME AND NUMBER:
MEDICAL CONDITIONS:	
SPECIAL CONDITIONS:	Please supply doctors letter for serious conditions

IN CASE OF EMERGENCY/DISCIPLINE ISSUES PARENT CONTACT INFORMATION:

Father/Male Guardian: Responsible Adult
Surname: _____ Name _____ ID NO: _____
Cell no: _____

PERSON RESPONSIBLE FOR ACCOUNT / COMPANY / TRUST FUND (MAIN CONTACT)

First Name: FULL NAME AS PER ID	Title: MR/MRS/MS	Initials:
Surname: FULL SURNAME AS PER ID	Preferred name:	
Date of Birth: YYYY MM DD	GENDER: MALE FEMALE	
Race: WHITE/INDIAN/BLACK	ID or passport number:	COMPULSORY
Country of Residence:	Citizenship:	
Marital status: Single Married Divorced Widow(er)	Relationship to learner:	Father Mother

Contact number: 0 _____ Compulsory	Physical Address:	Postal address:
Whatsapp number: 0 _____ Compulsory		

E-MAIL: PLEASE WRITE BLOCK LETTER BELOW

Home language:	
Employer:	Name of employer Tel no:
Occupation:	
Surname and Full name of Spouse:	WIFE/HUSBAND

Please note that this is a private institution and therefore school fees are compulsory, right to education at a government institution is free, but if you choose a private school, school fees apply. School fees are payable in advance before 15th of each month for total of 11 payments.

BOARDING FEES Gr 4 – 12 2024

Registration for BOARDING: (NEW)

R400 (non-refundable)

Re – registration for BOARDING (OLD 2023 learners):

R300 (non-refundable)

Payment options: R35 200 upfront or 11 instalments:

R3200 per month per child - Jan to Nov

(If not paid every month, the learner can't be accommodated in the Schools Boarding facility)

BOARDING BANK DETAILS

South Coast Academy Boarding

Bank: FNB Acc no: **62717128145**
 Branch: 220128, Margate
 Ref: CHILD's NAME AND SURNAME

Hostel Secretary: Marlize Parsons
 e-mail: sca1@lantic.net

CONTRACT WITH HOSTEL WITH REGARDS TO PAYMENT

Agreement between SOUTH COAST ACADEMY BOARDING and _____ (Name and surname of person responsible for the payment of fees) with regards to the payment of school fees.

- a. Accept responsibility for the payment of fees for above child before or on the fifteenth (15th) day of each month and for 11 payments:
- b. I agree to inform the DIRECTOR in **writing** if I am unable to pay the fees.
- c. I understand that the school will take the necessary **legal** steps to recover any outstanding fees.
- d. **I agree to give one (1) calendar month's notice should my child no longer attend school.** In the last term, I undertake to give notice in October as November doesn't serve as a notice month.
- e. I understand that boarding fees payable in advance by no later than the 15th of each month.
- f. I declare that the forms have been completed correctly. I have read and understand the acceptance requirements and school rules.
- g. I am aware that if I don't pay my child's boarding, the learner can't be accommodated in the boarding, and my contract will be cancelled.
- h. I / We the parents / guardian of _____ undertake to honour the agreement as set out above.

Signature person responsible for the account: _____ Date: _____

PARENT/GUARDIAN 1 (if not the same as above)

First Name:	Title:	Initials:
Surname:	Preferred name:	
Date of Birth: YYYY MM DD	GENDER: MALE FEMALE	
Race:	ID or passport number: COMPULSORY	
Country of Residence:	Citizenship:	
Marital status: Single Married Divorced Widow(er)	Relationship to learner: Father Mother	
Contact number: 0 _____ <i>Compulsory</i>	Physical Address:	Postal address:
Whatsapp number: 0 _____ <i>Compulsory</i>		
E-MAIL: PLEASE WRITE BLOCK LETTER BELOW		
Home language:		
Employer:	Name	Tel no:
Occupation:		
Surname and Full name of Spouse:		

WEEKEND RELEASE
 ONLY THE LEGAL PARENT / GUARDIAN WILL BE ALLOWED TO REQUEST PERMISSION FOR A CHILD TO LEAVE THE HOSTEL 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.
 EMAILS FOR YOUR & CHURCH AND FOR WEEKEND LEAVE HAS TO BE SEND TO SCA1@LANTIC.NET BY THE WEDNESDAY. E- WALLET REQUESTS WILL ONLY BE ALLOWED ON A FRIDAY.

HOSTEL POLICY

LEARNER-PROCEDURES AND HOSTEL 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 05H30 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 06H15.
- 3.5 Students must be ready for inspection by 06H30.
- 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 7:30.
- 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 22H00.
- 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 19H00 until 21H00 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 22H00.
- 5.6 The television is switched off at 22H00 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 HOSTEL PREFECTS - Duties

- 7.1.1 Ensure all students in your room wake up at 05H00 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 06H15.
- 7.4 Ensure all students are ready for inspection by 06H30.
- 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:
 - a) Taps must be properly closed.
 - b) Basins must be rinsed.
 - c) 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 19H00 and ends at 21H00.
- 7.16 Prefects are to assemble students 5 minutes before 19H00 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 22H00.
- 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 22H00 over weekends.
- 7.23 Report any damages to the hostel 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)

Application for Admission

1. I, _____ (full name of parent / guardian), do hereby certify that the information provided on this form is correct, to the best of my belief.
2. I undertake to advise the boarding Matron / Master / office immediately should I change my address or if there is any other significant change to the information provided on the application form.
3. I undertake to co-operate with the Boarding Master / School in maintaining good discipline and to read and adhere to the Boarding/School rules.
4. I accept full responsibility to ensure payment of fees before or on the 15th of each month, I understand that failing to do so will result in a breach of contract and the School's obligation to educate my child.
5. I agree to give thirty (30) days PAID notice in writing before withdrawing my child from this hostel or school.
6. I understand that my child must live with his/her parents or legal guardian or in the school hostel. My Child is not living in a private Boarding house.

Indemnity

I/We the parents of/I the guardian of _____ (name of learner) indemnify unconditionally and without restriction SOUTH COAST ACADEMY and/or the shareholders of SOUTH COAST ACADEMY or any person employed by SOUTH COAST ACADEMY or any person acting on behalf of SOUTH COAST ACADEMY against any losses, claims, injury or death that may be caused to the above learner by virtue of his or her use of any of the facilities provided by SOUTH COAST ACADEMY.

Signed at _____ on _____ day of _____ 20_____.