

ANNEXURE B

RHENISH BOARDERS' HIGH SCHOOL

HOSTEL RULES

THESE RULES EXIST TO ENSURE THAT THE HOSTEL FUNCTIONS HARMONIOUSLY AND EFFICIENTLY AND TO SAFEGAURD THE INTERESTS AND RIGHTS OF ALL THE BOARDERS.

THEY MAY BY NOTICE BE AMENDED FROM TIME TO TIME AND AS HOSTEL CIRCUMSTANCES MAY DEMAND.

THEY ARE NOT EXHAUSTIVE AND ANY CONDUCT NOT SPECIFICALLY MENTIONED HEREIN, BUT WHICH IN THE REASONABLE OPINION OF THE HOSTEL COMMITTEE MAY BE DEEMED INAPPROPRIATE WILL ALSO BE DEEMED INCLUDED HEREIN.

1. BEGINNING AND END OF TERM

- 1.1 At the beginning of the **first term** all new Grade 8 boarders must be in on Monday 16:00. All new grade 9-12 boarders must be in on Tuesday 17:00. Other boarders must be in by 19:30 on Tuesday, the day before school re-opens.
- 1.2 At the beginning of the **second, third and fourth terms**, hostel opens at 12:00 and all Boarders must be in by 19:30 on the evening before school starts or by 7:20 the following morning.
- 1.3 Every boarder must sign in and report to the staff on duty, after which she may not leave again without permission from the Principal and/or Superintendent.
- 1.4 at the **end of term** each boarder must be signed out by the designated person fetching her.

2. WEEKENDS AND SUNDAYS

2.1 Leave-out weekends

Two per term from 14:15 on Friday until 19:30 on Sunday or 7:25 Monday morning. When a leave-out ends or starts on a Public Holiday, the days adjust accordingly. **All boarders must leave the hostel, which is closed from 18:00 on Friday until 16:00 Sunday. No supper will be prepared on the Sunday evening but meals will resume from Monday morning.**

2.2 **Other weekends**

2.2.1 Boarders may go home from 14:15 on Friday until 19:30 on Saturday or Sunday from 8:30 onwards and may return on Sunday by 19:30 or 7:25 on Monday morning. **The hostel will be open for all pupils who opt to remain in over the weekend.**

2.2.2 Boarders going out for weekends may be fetched only by parents or family or friends whose names are on the exeat form signed by parents / guardians for this purpose. Parents can call upon the Principal or Superintendent's discretion if they wish to do so. Names of people in lift clubs must also be provided.

2.2.3 Boarders need not wear school uniform for outings on Saturdays unless they are attending sports matches, and they must always sign out and back in the daily file. Outings may be organised by the Duty teacher or Learner Council. Boarders may go out for the day with signed exeat form from their parents / guardians and by arrangement with the Superintendent. Boarders must be in by 19:30.

Boarders may go to the cinema on a Saturday afternoon, by special arrangement with the staff on duty.

Boarders must be signed out and back in, in the weekend file.

2.2.4 All Boarders in residence are allowed to attend Church on Sunday mornings. They may also attend Church services and functions on Sunday evenings, at the Superintendent's discretion, provided that they are collected from the Hostel and brought back by adults from the Church concerned. This may not be used as an extension of a leave-out. Boarders must be signed in first and then leave the hostel.

2.2.5 Hostel Rest Time on Saturdays and Sundays between 13:30 and 15:00. During this time Boarders may not enter or leave the hostel.

2.3 **Public holidays**

When public holidays fall during the week, boarders may leave the previous afternoon, but must be back by 19:30 on that day or by 7:20 the following morning.

3 LEAVING OF HOSTEL PREMISES ON WEEKDAYS

- 3.1 At no time may any Boarders leave the school grounds (even if accompanied by a parent / guardian) for any purpose or go anywhere without prior arrangement with the Superintendent. A permission slip must be signed by the Principal or Superintendent in these cases.
- 3.2 Any girl leaving the school grounds at any time for any purpose must sign out and sign back in on her return. This includes for school functions and sports events in the evenings.
- 3.3 Leaving the school grounds without the necessary permission is deemed: "bunking out".
- 3.4 **Any pupil found "bunking out" of the hostel will be asked to leave the hostel within 24 hours and will remain suspended from hostel pending a disciplinary hearing as the Hostel or School cannot accept responsibility for the safety of anyone who breaks this rule.**
- 3.5 When Boarders leave the school grounds, they are to be dressed in school uniform or in suitable clothes for art and gym. We require the Boarders to go out in pairs but advise Boarders to go out in groups of at least three, when they leave the premises.
- 3.6 All Boarders are allowed to go to town, within the defined boundaries as confirmed on their acceptance, on Wednesday and Friday afternoons, but must be accompanied by at least one other boarder.

Friday: Grade 8-12 must be in by 17:15

Saturday: 9:00 to 12:30

The Grade 12 boarders are excused from wearing school uniform to town but must be dressed appropriately for town.

- 3.7 When a boarder has a birthday, she may be taken out by her parents or by special arrangement with the Superintendent, after signing out.

4 VISITORS

- 4.1 Visitors are welcome at the following times:

Saturdays and Sundays: 11:00 to 12:00 and 15:00 to 17:00
Weekdays: 14:30 to 17:00

- 4.2 No parents or outside visitors are allowed into the dormitories except with special permission.
- 4.3 Rhenish day Boarders may not visit boarders in their dormitories on school afternoons. All visitors to the hostel are to be entertained only on the verandah (incubator) or in the grounds in front of the hostel. Boarders' behaviour when entertaining visitors is to be appropriate at all times.
- 4.4 The receiving of, or participating in (actively or passively) the receiving of and / or the entertaining or otherwise of any visitors, in out-of-bounds areas on school property or in any area (including permitted areas) outside of the designated times, is strictly prohibited.
- 4.5 Without categorisation or limitation of any of the other rules, a contravention of the above will result in the boarder being requested to leave the hostel within 24 hours and will remain suspended from hostel pending a disciplinary hearing.
- 4.6 No boarders are to sit in cars outside the hostel.
- 4.7 No boarders will be allowed to receive visitors or telephone calls during meal times and study times.

5 ILLNESS

- 5.1 **Any girl not feeling well is to report, or be reported to the Matron immediately. If the Matron is not available, the Superintendent or relevant Duty Teacher is to be informed.**
- 5.2 Doctor and Dentist appointments are to be made **after school hours** only, unless it is an emergency.
- 5.3 If a girl is ill the Matron will make an appointment with the Doctor, named by parents / guardians, if it is considered necessary. If you have no preference, a School Doctor will be contacted.
- 5.4 Parents / guardians are requested to provide details of their medical aid schemes. Rhenish Hostel does not take responsibility for any medical expenses on behalf of boarders.
- 5.5 If a boarder is very ill we will contact the parents immediately.
- 5.6 No boarder may take or keep prescribed medicines in her dormitory without the knowledge of the Matrons / Superintendent.

- 5.7 No food may be taken from the dining room to Boarders who are not feeling well. The Matron on duty will take care of them.
- 5.8 Parents must consult the Matron or the Superintendent if they wish to take their daughter home.
- 5.9 On the boarders' return to the hostel, after an absence from school for illness, a medical certificate must be supplied and the boarder **MUST REPORT TO THE MATRON AND TEACHER ON DUTY** on her return.

6 VALUABLES AND MONEY

- 6.1 **All valuables and money must be locked in a girl's own cupboard.**

Parents are strongly advised to insure their daughters' possessions against theft, fire etc. **The hostel cannot accept responsibility for lost, missing or damaged articles from the hostel.**

- 6.2 All possessions must be clearly labelled if possible.

7 ELECTRONIC DEVICES

- 7.1 No boarder is allowed to receive or make calls during meal time, study time, during quiet time or after lights out.
- 7.2 Cell phones must be **switched off** during meals, study and quiet time. Breaking this rule will lead to the cell phone being confiscated for a seven day period.
- 7.3 Cell phones may not be used in study to listen to music.
- 7.4 Grade 8 and 9 Boarders' cell phones shall be handed in for safe keeping at the duty teacher's office at 21h00 on weekdays and may be collected after breakfast the next morning.
- 7.5 After lights out no electronic devices may be used other than an ipod. Breaking this rule will lead to the electronic device being confiscated for a seven day period.
- 7.6 Boarders are expected to act responsibly when using electronic devices and shall under no circumstances infringe the rights or privacy of others when using such devices.

- 7.7 Boarders shall under no circumstances participate in the distribution of any information or pictures or otherwise of any other person unless such person has specifically consented thereto and shall at all times ensure that they apply the concept of not doing to others, which they would not like done to them.
- 7.8 The general electronic device policy which is applicable to the school, shall also apply to the boarders.

8 DORMITORIES

- 8.1 Dormitories and dormitory cupboards must be kept tidy at all times and cupboards must be kept locked.
- 8.2 Before going down to school in the morning:
 - 8.2.1 Dormitory lights are to be switched off.
 - 8.2.2 Windows and curtains are to be opened, unless it is raining in which case windows should be closed.
 - 8.2.3 Nothing is to be left on the floor, under or on the beds.
 - 8.2.4 All electrical devices must be turned off.
- 8.3 No pets are allowed to be kept in the dormitories.
- 8.4 No furniture may be moved without special permission from the matrons.
- 8.5 No boarder may be in her dormitory during school hours, meal times or study without permission from the Superintendent or Duty Teacher on duty.
- 8.6 Boarders must be ready for bedtime when quiet time begins:

Grade 8 :	21:15	Grade 9 :	21:15
Grade 10:	21:45	Grade 11:	21:45
Grade 12:	22:00		
- 8.7 No visiting in the dormitories during quiet time in the evenings.
- 8.8 Dormitory lights are switched off at the following times:

Grade 8 :	21:30	Grade 9 :	21:30
Grade 10:	22:00	Grade 11:	22:00
Grade 12:	23:00		

- 8.9 Boarders are permitted to have electronic music devices. They may not be played after quiet time, or during meals or study times. Volume is to be kept within acceptable limits at all times.
- 8.10 Boarders are not allowed to have kettles, heaters or electrical blankets in their dormitories. Matrics may use kettles in their common room.
- 8.11 Boarders are permitted to have one fan per room during the summer months in excessive heat. No air conditioners will be allowed.
- 8.12 Juniors must remember that matrics may continue to study until 21:00 in their Learner Council's dorms and the annexe and that they must not cause any disturbance in these areas.

9 BATHROOMS

- 9.1 Showers and bathrooms are to be kept tidy and clean at all times. No papers, sanitary products, cotton wool, hair products etc., are to be left in the bathrooms.
- 9.2 Baths and showers must be taken before quiet time or before breakfast time. Boarders must be ready for breakfast should they wish to shower in the morning.
- 9.3 No laundry may be done in the bathrooms, only in the washroom and may not be hung out of the dormitory windows but only in the laundry areas provided for this purpose.

10 LAUNDRY

- 10.1 Items for laundry must be clearly marked and must be brought to the Duty Teachers Office at the times indicated on the door.
- 10.2 Laundry services are provided twice weekly.

11 DINING ROOM

- 11.1 Good behaviour and good table manners are required of all Boarders at all times.
- 11.2 Boarders must line up on time.
- 11.3 There is to be silence before grace is said for Breakfast

- 11.4 No food, crockery or cutlery may be taken from the dining room, kitchen or pantries without permission from the Matron on duty.

12 COMMON ROOM/INCUBATOR

- 12.1 The Common Room/Incubator is to be left tidy after use.
- 12.2 No cushions or furniture may be taken out of the Common Room/Incubator.
- 12.3 Television – Boarders may watch television from 15:30 to 17:10 on weekdays. No boarders may watch television on Saturday mornings if sports matches are taking place, as they should support Rhenish activities. Permission to watch educational programmes or videos may be given by the Superintendent during week time.

13 STUDY ROOMS

- 13.1 Study rooms must be kept tidy at all times.

- 13.1 Study times are as follows:

Monday to Thursday :	Grade 8 & 9 :	14:30 to 15:30
		18:00 to 19:50
	Grade 10 & 11 :	14:30 to 15:30
		18:00 to 19:50
	Grade 12 :	14:30 to 15:30
		18:00 to 21:00

An additional study time for those needing to study will be from 20:00 to 21:00.

Over weekends there is no organised study. Boarders must do their homework in their own time.

- 13.2 Study rooms may be used at other times for purposes of schoolwork, reading and writing, but there shall be quiet in the study rooms at all times.
- 13.4 Boarders must be on time for study sessions.
- 13.5 No boarder may be excused from study except by the Duty Teacher.

- 13.6 **Each boarder shall work on her own during study hours, at her own desk and there is to be no talking and no leaving of rooms during study hours. No eating and drinking is allowed in the Study rooms. No cell phones are permitted in study.**
- 13.7 Grade 10, 11 &12 boarders may study quietly in their own dorms.
- 13.8 Boarders may go to late study from 20:30 until 22:30 with permission from the Duty Teacher, and they must get ready for bed first.

14 THE FOLLOWING ARE “OUT-OF-BOUNDS” FOR BOARDERS

- 14.1 Duty Teacher corridor and rooms.
- 14.2 Grounds immediately in front of the Duty Teacher wing.
- 14.3 Juniors are not allowed to use the senior corridor, basins and stairs and laundry stairs.
- 14.4 Grounds in the front of the school, near the school entrance and around the prefabs/new wing (except during School hours).
- 14.5 Grounds behind the hostel (C Hockey field).
- 14.6 No sunbathing is allowed on school property other than at the swimming pool and only with staff supervision.

15 QUIET IN THE HOSTEL

- 15.1 There is to be no loud shouting or screaming and no undue noise anywhere in the hostel at any time.
- 15.2 On Saturday and Sunday afternoons there is to be **quiet** in the hostel between 13:30 and 15:00.**(No boarders are permitted in or out of hostel at this time).**

16 DRESS

- 16.1 Boarders are not allowed to go barefoot in the dining room or outside the hostel.
- 16.2 The acceptable dress code for meals requires that Boarders be neat and tidy. Swimming Costumes and nightwear are not to be worn to meals.

- 16.3 Boarders taking Art are permitted to wear blue/white t-shirts and blue/black shorts or pants only.
- 16.4 Every article must be clearly marked with the boarder's full name e.g. **R JONES RGHS**. A large accumulation of unmarked items remains unclaimed at the end of each year.

17 SPORT

- 17.1 One winter and summer school sport or cultural activity is compulsory **for all boarders.**
- 17.2 All Boarders must wear acceptable sportswear when playing or practising sport.
- 17.3 **Boarders may not enter the swimming pool enclosure unless accompanied by a Rhenish Staff member.**
- 17.4 Only Grade 10-12 Boarders may attend extra mural activities eg. Gym provided that:
 - 17.4.1 the Boarder has actively and regularly participated in a summer or winter sport; and
 - 17.4.2 the Boarders' parent has in writing consented thereto and has in writing informed the Hostel Superintendent accordingly.
 - 17.4.3 the Principal/Hostel Superintendent may in their discretion permit exceptions to this rule.

18 GENERAL

- 18.1 Boarders are expected to behave in a courteous and considerate manner.
- 18.2 The use of uncouth, foul, blasphemous, sexist or racist language is not permitted.
- 18.3 No physical or verbal bullying or intimidation of any nature will be tolerated anywhere in the Hostel, and any instance will be severely dealt with.
- 18.4 The hostel is to be kept tidy at all times.

- 18.5 Boarders must leave the hostel by 07:35 on weekdays. They may **never** be late for school.
- 18.6 If in the discretion of the Principal and Superintendent and Boarder (offending Boarder) poses an actual or potential harm or injury to themselves, or to the health and safety of the Hostel or to any other Boarder, the Principal may request the parent/guardian of the offending Boarder to remove her immediately as neither she, the Principal, nor the School, nor the Department would be able to guarantee the safety, health and security of such and offending Boarder nor any other Boarder.
- 18.7 Rules cannot be written to cover every aspect of hostel life and boarders are expected to use common sense and to conduct themselves in a manner that will bring credit to the hostel.