

**St. Dominic's College**

**ST AGNES  
BOARDING HOUSE**

**Boarding Handbook & Code  
of Conduct**

**2022**

**As amended 06/01/2022**

## **Welcome**

Dear Boarding House Member and Parents

It is our belief that the Boarding House at St Dominic's College plays a central role in the holistic education of children and in their development into well-rounded young adults. Every boarder will be encouraged to uphold the traditions of those who have gone before him/her and follow the values of discipline, respect, integrity, compassion and responsibility.

The code is intended not only to define the boundaries between what is acceptable and what is not acceptable in the college community, but also to name the values by which members of this community try to live. It offers to all the boarders a set of ideals to live up to, together with concrete ways in which to do this through constructive behaviours and habits.

By accepting the declaration at the back of this document every boarder and his/her parent(s) acknowledge that they understand the information contained in this document and that they, individually and collectively, undertake to abide by these rules and other arrangements. The completed declaration will entitle every boarder to receive a place in our Boarding House for 2022.

Boarders, as a proud member of St Agnes Boarding House, are expected to uphold and support the rules and regulations in this document.

Our best wishes for your success as we start 2022 together.

## **Aims of the boarding house**

We seek to assist parents in the academic, physical and social development of their sons and daughters by:

- a) Creating a happy, harmonious and safe environment where individual differences are recognised, respected and welcomed and where a sense of community is encouraged through creating a family environment in the boarding house.
- b) Providing an environment in which each boy / girl is encouraged and assisted to reach his / her full potential.
- c) Promoting and nurturing emerging leadership talents.
- d) Promoting good manners and etiquette.
- e) Creating house spirit with the emphasis on teamwork and working together.

## **Staff Roles within the Boarding House**

The **Housemistress** is responsible for the boarding at St Dominic's College – the boarders and the staff. She meets regularly with the boarding house staff and spends time in the Boarding House monitoring the welfare of the boarding house family and is available for boys, girls, parents and staff to discuss any issues that they might have in relation to boarding. In collaboration with the Headmaster and her other role, Deputy Head: Pupil Affairs, she reviews the procedures in place in the Boarding House to ensure the welfare of boys, girls and staff.

She is aided in her work by the House Matron and multiple Duty masters, who, along with her, take responsibility for the day to day running of the Boarding House and for the pastoral care of the boarders. She is also responsible for the budgeting and overseeing maintenance of the boarding house. The Housemistress works closely with the staff in the running of the kitchen. The Housemistress acts in loco parentis (in the role of a parent) for all pupils of the boarding house. She is appointed by the Headmaster.

The Senior Housemistress will report to the relevant academic staff on pastoral matters, matters of discipline and on academic matters. She will work closely with the academic staff to ensure the highest possible standards are attained. She will be expected to undertake training when required in areas such as Health and Safety and Child Protection in support of St Dominic's College broader educational objectives.

### **External duty staff** (Duty masters / mistresses)

On a daily basis, Duty masters will be allocated various responsibilities that include, but are not limited to:

- Being the first point of contact for boys and girls within the Boarding House;
- to ensure that the Boarding House routine is maintained and that every boy and girl is looked after and is accounted for;
- The **Breakfast Duty master** is on duty from 06:20 until 07:15 or until the last boarder has left the dining hall;

- The **Evening Duty master** is on duty from 17:25 until 22:00 when the Boarding House is shut down for the evening;
- The **Evening Duty master** will ensure that all record keeping, including roll call, screening and incidents are noted and reported immediately to the Housemistress.
- The **Evening Duty master** is expected to see boys and girls are actively engaged in study during the stipulated prep sessions;
- The **Evening Duty master** will monitor senior pupils who are doing academic work in their studies;
- The **Evening Duty master** will ensure that boarders are in bed and lights out after 21:00 (Juniors) and 22:00 (Seniors);
- The **Housemistress** will do spot checks at night and ensure that the Boarding house is secure after lights out every evening, they will be on the premises in their houses, but available on cellular phone;
- If a boarder is absent without permission, then it is imperative that the Housemistress.

### St Agnes Boarding House staff

Title	Name	E-mail
Housemistress	Renee Monaghan	rmonaghan@dominic.co.za
House Matron	Nadia Marinovich	nmarinovich@dominic.co.za
Duty Staff	Honey Borotho	hnborotho@gmail.com
	Kari Motingoe	kmotingoe@dominic.co.za
	Vanessa Nel	vnel@dominic.co.za
	Sibusiso Zwane	szwane@dominic.co.za
	Ntobeko Ngwenya	nngwenya@dominic.co.za
Additional duty staff	Nicole Stevens	nstevens@dominic.co.za
	Kathie Fry	kfry@dominic.co.za

## **Induction, Beginning and End of term**

**It's important to note that all Boarding House pupils must complete the medical consent form as required and furthermore, parents must provide the College with proof of medical aid cover or hospital plan for their child. Pupils who do not have medical aid cover, recognised by South African medical practitioners and medical care centres will not be able to stay in the Boarding House until such time as this cover is presented to the College.**

All new boarders are required to be at St Agnes Boarding House on the Monday preceding the commencement of the new academic year unless specific arrangements have been made. The Housemistress and her staff will familiarise the new boarders with all the procedural matters relative to the Boarding House, including but not limited to all safety procedures, rules and regulations, fire drills and safety procedures. Furthermore, learning new routines and traditions, rules and expectations, coping with academic demands, making new friends, coping with homesickness, amongst others will be addressed at the outset.

- Boarders may not be late for the beginning of term or leave before the last day of school.
- Boarders should arrive the day before school starts between 12:00 and 16:00. (Beginning of year arrival times will be announced.)
- All Unpacking must be done before the start of week 1 and suitcases stored under the bed or on top of the cupboard.
- School shirts / uniform must be handed in immediately if it needs to be ironed.
- Boarders should be out of the boarding house by 16:00 on the day school closes.
- Dirty laundry should be taken home to be washed and not left for service staff to do at the beginning of the following term.

**Dirty laundry from home will NOT be washed.**

## **Daily Routine for Weekdays (Monday to Thursday)**

In developing a well-rounded citizen in our House, the values of discipline, responsibility and respect must be reflected in our daily routine:

## **BOARDING HOUSE DAILY TIME SCHEDULE 2022:-**

### **Monday - Thursday**

06h20-06h40	Junior screening and breakfast Seniors finish in rooms
06h40 – 07h00	Seniors screening and breakfast Juniors finish in rooms
07h00	All boarders report for roll call on outside veranda and depart for school Head prefects to assist
14h00	Lunch (13h00 during examination time)
14h30	Laundry Grades 5-9 Monday and Wednesday Grades 10-12 Tuesday and Thursday
15h00-16h00	Field time for all
16h00-17h00	Prep for all
17h30-17h50	Junior screening and supper Seniors shower/bedroom time
18h00-18h20	Seniors screening and supper Juniors shower/bedroom time
18h30-19h15	Prep
19h30-20h15	Prep
20h20	Chapel
20h45	Dorms
21h00	Juniors lights out Seniors Prep
22h00	Seniors lights out

### **Friday**

06h20-06h40	Junior screening and breakfast Seniors finish in rooms
06h40 – 07h00	Seniors screening and breakfast Juniors finish in rooms
07h00	All boarders report for roll call on outside veranda and depart for school Head prefects to assist
14h00	Lunch
14h30	Laundry All
15h00-17h00	Field/rest time
17h30-17h50	Junior screening and supper Seniors shower/bedroom time
18h00-18h20	Seniors screening and supper Juniors shower/bedroom time
19h00	Activity
21h30	Doors locked
22h00	Juniors lights out
22h30	Seniors lights out

**Saturday**

09h00-09h20	Junior screening and breakfast Seniors finish in rooms
09h20-09h40	Seniors screening and breakfast Juniors finish in rooms
09h40-10h30	Deep clean rooms
10h30-12h00	Town time
13h00	Lunch
14h00-16h00	Field/rest time
16h00-17h00	Prep for all
17h30-17h50	Junior screening and supper Seniors shower/bedroom time
18h00-18h20	Seniors screening and supper Juniors shower/bedroom time
19h00	Activity
21h30	Doors locked
22h00	Juniors lights out
22h30	Seniors lights out

**Sunday**

09h00-09h20	Junior screening and breakfast Seniors finish in rooms
09h20-09h40	Seniors screening and breakfast Juniors finish in rooms
10h00	Church – all to attend
10h45	Sunday tea – all to attend
13h00	Junior lunch
13h30	Senior lunch
14h00-16h00	Field/rest time
16h00-17h00	Prep for all
17h30-17h50	Junior screening and supper Seniors shower/bedroom time
18h00-18h20	Seniors screening and supper Juniors shower/bedroom time
18h30-19h15	Prep
19h30-20h15	Prep
20h45	Doors locked
21h00	Juniors lights out Seniors Prep
22h00	Seniors lights out

**Town times may be changed at the discretion of the Housemistress  
Prep times are subject to change**

## **Important policies**

### **Approval of Leave**

Parents, Guardians and boarders should be aware that all leave is granted at the Boarding Housemistress' discretion. It is not to be seen as an automatic right.

### **Procedure for Application for Leave for Weekend**

Parents / Guardians must email the Housemistress for weekend leave. Late submission of the leave application email may result in leave not being approved. Parents / Guardians are required to use the sign out book in the foyer on collection and this must be accompanied by a staff member's signature. Signing out may only be done by an adult. (Level 3)

Boarders must return to the Boarding House at the time on the leave slip and by 17:00 at the latest. If delayed, Parents, Guardians or the responsible adult must ring the Housemistress (regardless of the time of day or night) to notify her of the boarder's late return to the Boarding House. This expectation must be fulfilled or the boarder will be treated as absent without Leave (AWOL). (Level 3)

Weekend leave will only be granted with written consent of a Parent / Guardian. Consent must be given via email for boarders visiting friends or relatives for the weekend. Contact numbers of hosts and reason for leave must accompany the request. Sunday evening returns before 17:00 (report to the Senior Housemistress or Assistant Housemistress). Only the Parent / Guardian or adult, to whom your Parent / Guardian gave consent may sign you out in the presence of the Duty Master/ Matron. (Level 3)

All Sport, Co-curricular, School and Boarding House commitments must be met before approved leave is taken. Any outstanding Boarding House sanctions will need to be fulfilled prior to departure for approved leave. Before departure, boarders must have their areas tidy to "inspection standard". Leave from the Boarding House does not mean leave from School activities. The House Matron must assist the boarders in arranging travel as required. All travel details are to be recorded by the House Matron on the form provided.

(Level 2)

**Town time** is approved by the Senior Housemistress, Duty Master and or House matron.

Bus 1 departs at 10:30 and boarders will be collected at 12:00

Bus 2 departs at 10:40 and boarders will be collected at 12:10

Bus 3 departs at 10:50 and boarders will be collected at 12:20



Booking a place on the bus is the responsibility of the boarder and failure to do so will mean that no visit to town will be possible. Boarders must not walk to these areas, and must adhere to the dress regulations.

Failure to do so will result in gating.

(Level 3)

**WARNING: BOARDERS WHO LEAVE THE CAMPUS WITHOUT THE EXPRESS PERMISSION OF THE HOUSEMISTRESS IS A LEVEL 3 OFFENCE**

**Regulations regarding dress:**

- a) School – full school uniform (summer / winter)
- b) To sport – full school tracksuit (winter) or full physical education kit (summer)
- c) Town time – Boarding House Step Out (Boarding House Shirt, jeans and tekkies)
- d) Mass – Full school uniform (summer / winter)
- e) Medical practitioner – Full school uniform
- f) Extra lessons – Full school tracksuit (winter) or full physical education kit (summer)

**Exeats**

It is the responsibility of each boarder to have self-discipline to respect the following when leaving the boarding house premises:

- Completing the signing out book in full when leaving the boarding house
- **School Outings:** These exeats are granted at the Housemistress' discretion and must be recorded in the appropriate manner (book / slip) before a boarder's departure from campus. [This is for off campus outings like Theatre Club, Choir events, sport, etc.] (Level 3)
- **Other evening exeats:** Certain exeats may be given, well in advance of the event, at the sole discretion of the Housemistress or staff member on duty. [This is for birthday meals with parents and the like. They are not a right, but a privilege subject to very specific conditions.]
- **Please note that the Housemistress has the authority to overrule a parent's request in the above regard.**

Weekend Exeats are granted by the **Housemistress** subject to the following conditions:

- Permission may be granted after the receipt of a written request (e.g. email by the boarder's Parent(s) / Guardian by Wednesday evening at 17:00.
- The exeat must not clash with arrangements for an "in-weekend" / an "in-Friday" or any detention commitments of the boarder or a test or exam. (Level 2)
- The boarder must go home or to a venue / person (and with the appropriate mode of transport) for which parents have given earlier written consent earlier.

- (Level 3)

• Accurate and complete information about the boarder (e.g. contact numbers) and his adult escort must be filled in on the sign out form.

(Level 3)
- The boarder must adhere to the specific house arrangements with regards to sign-out procedures (e.g. signatures / telephone call / . . .)

(Level 3)
- **Parental consent** (in writing) is required for boarders to use public transport or taxis. Parents may also, at their discretion, allow the Housemistress / Matron to make decisions with respect to exeats and transport and this is done in writing.

(Level 3)
- All boarders must return to the House in time for dinner at **17:00**.

(Level 2)
- If a boarder's academic progress or behaviour is not satisfactory, he / she may be compelled to attend prep sessions on a Friday evening and will only be allowed to leave the Boarding House after breakfast on Saturday.

(Level 1)
- Any boarder who does not follow correct procedure (i.e. excuse him / herself timeously) for, or returns late from an exeat will lose privileges or be gated for a period of time as determined by the Housemaster / Mistress / Disciplinary panel.

(Level 2)

## Discipline

Our primary aim is to create a positive, supportive and safe boarding environment where boarders are able to work towards achieving their potential in all areas. We encourage and expect all boarders to follow the rules of our community. To this end, our focus is on good behaviour. At times adolescent boarders require sanctions as they must be educated that, when living in any community they are accountable for their actions. Ultimately, we wish to enjoy our free time together and to support one another in all our endeavours.

## The Boarding House Discipline System

The purpose of this system is to deter poor behaviour and habits. We recognise that no one is perfect, that everyone makes mistakes and that everyone deserves a second chance. However, if one continues to offend or makes a major breach of the rules of our community, it is clear he / she has not learnt from his / her previous actions and will be held accountable.

## Boarders Infringements and Duties

A boarder's infringements are recorded by the Housemistress and Duty Staff. Based upon these infringements, the Housemistress will assign sanctions based on behaviour during a week period. These range from duties such as cleaning the

dining room tables, assisting cleaning staff in the afternoons or on weekends, or cleaning the grounds of the Boarding House, amongst others. These duties do not conflict with sport or cultural activities. Recommendations for the recording of infringements can be made by the St Agnes Boarding House Prefects and Monitors.

### **New rules and regulations**

The right to formulate, and implement new rules and regulations at any time of the year to ensure the smooth running of the Boarding House remains at the discretion of the Housemistress or the Headmaster and/or the Assistant boarding house Mistress. Such rules or regulations may not require consensus and/or negotiation with the Duty Masters / mistresses and Prefects.

The aim of the disciplinary system in the House is to instil in every boarder a sense of responsibility and accountability for the choices that he/she makes in his/her interactions with others. This is done through **positive discipline**: clear rules, specific consequences, a due process and an appeal opportunity. In this way every boarder is treated equally, fairly and with the necessary support and compassion.

Serious transgressions might warrant a formal disciplinary hearing, which will result in the St Dominic's High School disciplinary committee taking appropriate action with suspension or expulsion from the boarding house a very real possibility.

Not all transgressions will warrant a formal disciplinary hearing. The Senior Housemistress will impose consequences for minor offences on any boarder who transgresses any of the House rules, code of conduct or acts in such a way to disrupt the smooth running of the House. These consequences will be in accordance with the published list and will be noted in an appropriate record book for future reference.

The list below is by no means an exhaustive list and rules and regulations are not limited to those highlighted below.

### **Privacy and other Human rights**

- All actions or interventions in the Boarding House will respect and uphold every boarder's Human rights, especially his / her right to privacy (e.g. his / her medical condition / his / her sexual orientation / his /her socio-economic background, etc.) as long as it does not pose a threat to other boarders' safety or well-being. (Level 3)
- In such cases this right, or other rights, may be limited after proper consultation with the Headmaster and the Pastoral Care department at the school. (Level 3)
- A boarder suffering from a contagious condition that is a threat to the health of other boarders or staff (e.g. Mumps / German measles / Covid 19) must be isolated from the rest of the boarders and receive the necessary medication from a qualified doctor. He/she may be required to leave the Boarding House and only return to the Boarding house once a doctor's note or certificate to this effect is given to the Housemaster / Mistress.

- No boarder (or guests) in the Boarding House may engage in acts of sexual harassment against (or intercourse with) anyone else on the premises of the Boarding House or the College. A transgressor will be deemed as endangering the well-being and safety of other boarders, and will immediately be suspended from the Boarding House until a School Disciplinary Hearing takes place. He / She may, immediately upon being found guilty at a School Disciplinary hearing, permanently lose his / her lodgings as a boarder in the Boarding House.

(Level 3)

## **Dress Code**

The appropriate dress is a reflection of who you are and who you represent.

(Level 2)

## **Meals**

- Boarders must wear appropriate clothing (summer / winter) including shoes.
- Always remove headgear upon entering the dining hall.

## **Exams**

- When writing the day, a boarder must be dressed in school uniform.
- When it is a block day, meals and screening are still compulsory, but boarders should be dressed appropriately.

## **General**

- Always dress appropriately and with dignity within the ethics and ethos of St Dominic's College.
- Respect your uniform by not mixing it with casual clothing.
- Only an approved school cap may be worn with the school uniform and/or tracksuit.
- No slippers nor sleepwear in the common areas.
- The staff on duty or House prefects will enforce the dress code, and be within their rights to send a boarder to the Dorms to dress correctly if he / she should be incorrectly dressed.

## **Dining Hall**

As the dining hall is the heart of the House, this is where we need to focus on our family values and truly have compassion for one another by respecting the following:

## **Routines**

- The daily and weekend proceedings in the Dining Hall will be organised, tabled and supervised by the House Prefects and Duty Staff.
- No boarder may miss any meal without the permission of the staff member on duty. (Level 2)
- Late-comers or early-leavers must report to the staff on duty before joining or leaving the meals. (Level 1)

- Good table manners, and appropriate behaviour must be exhibited at all times in the Dining hall and kitchen area. (Level 1)
- Grace will be said at the start and end of every meal.
- Food and drinks may only be collected by boarders once their table has been called. The appropriate line-up procedures must be followed at the serving points or the transgressor(s) will be sent to the back of the line. (Level 1)
- Meal times may be altered (e.g. due to sporting fixtures) by the staff on duty when it becomes necessary.
- Under NO circumstances may a boarder remove food / drink from the fridges or take bread (except for lunch to school) unless otherwise instructed by the Housemaster / Mistress or the House Matron. (Level 3)
- Except for on Saturdays, no boarder may order or receive take away orders (e.g. pizza) without consent of the Housemaster / Mistress or the House Matron. (food delivered will be confiscated without compensation and additional consequences may be imposed.) (Level 2)
  
- **Kitchen**  
(Level 2)  
Out of bounds for all boarders.  
No cutlery or crockery to be removed from kitchen / dining room.
  
- **Dining Hall**  
(Level 1)
  - Everyone will sit in designated places separated by plastic screens.
  - Food will not be kept out without prior arrangements with the House Matron.
  - Telephone calls may not be made or received during meals.
  - All boarders must be properly dressed for meals.
  - No hats, caps or pyjamas or slippers are permitted in the dining room.
  - After meals boarders should disinfect and wipe their own area.
  - Boarders may make sandwiches for school during breakfast and for study break during supper.

## Living areas and rooms

In the hope that it will foster self-discipline, respect and compassion for others and our environment, the House encourages the following in our living space and rooms:

### Television rooms

- The television in the Common room may only be used during free time after 17:00, unless by prior arrangement with the Senior Housemaster / Mistress. (Level 1)
- No boarder may be in a Common room during a prep session, unless by prior arrangement with the staff on duty. (Level 2)
- The use of a Common room and its equipment is a privilege that is subject to its daily maintenance (cleanliness and tidiness) by everyone in the house. (Level 1)
- Educational as well as national & provincial sport programmes will take preference.
- The light should always be on when watching TV in the evenings. (Level 1)
- Sexually explicit movies and music channels may not be watched. (Level 2)
- Age restrictions apply. Boarders may not interfere with the TV parental control arrangements. (Level 2)

### Rooms: Allocation, Posters, Substances, Entertainment, Security, and Inspection

- Rooms are allocated by the Housemaster / Mistress after consultation with the Deputies and the Duty Masters / Mistresses and Senior Prefects. Boarders are not allowed to re-assign themselves to other rooms. (Level 2)
- Boarders have the right to personalise their rooms, in accordance with the school policy and ethos and on condition that it does not damage the paint on the walls or cupboards. (Level 3)
- No Graffiti / art work is permitted on the walls or furniture (e.g. any place on or in the cupboard). (Level 3)
- Rooms must always be tidy. This means that . . .
  - beds have to be made,
  - clothing and shoes have to be neatly stored in the cupboard / underneath the bed, towels must be on the towel hook,
  - desks and the bookshelf should be presentable, refuse must be in the dustbin and any equipment or possessions stored underneath the bed or on top of the cupboards must be stacked in an orderly manner. (Level 1)
- The Duty Master / Mistress or Prefect will do a daily walk-through inspection (including on Saturdays and Sundays) before breakfast to verify that all rooms, cupboards and bathrooms are tidy. (Level 1)

- A boarder has to tidy his/her room and lock away his / her possessions before leaving on a weekend exeat or at the end of a term. Failure to do this, will result in disciplinary steps (e.g. early rising or remedial inspections). (Level 2)
- Bedding must be handed in for washing once a month on allocated days. Ensure the boarder has an extra set of bedding.
- No laundry (e.g. towels or clothing) may hang from the windows of the Boarding House. Washing personal items (e.g. underwear) may only be on the washing rack and must be removed as soon as it is dry. (Level 1)
- The storage and use of non-prescription drugs (e.g. flu medicine) and/or prescription drugs (e.g. Ritalin / Insulin) **is not permitted**. The House Matron must store these items and make them available to the boarders when necessary. Remember that uncontrolled access to drugs is a safety issue and may result in disciplinary steps against a boarder who transgresses and suspension from the Boarding House is a very real possibility. (Level 3)
- Items that are not permitted in rooms are pornography (either in picture, book, magazine or software form), tobacco products, weapons, illegal chemical substances, alcohol or non-permitted electronic equipment. (Level 3)
- Loud music / computer games / unacceptable cell phone use / disruptive behaviour (e.g. talking or walking around) that disrupts other boarders in dorms or other rooms during normal House time / prep / and especially after 21:30 is unacceptable, and the transgressor will incur severe consequences, which may include the limitation of his privileges in the House. (Level 2)

**NB. Sound systems, Hi-Fi sets, computers, etc. may not be connected to sub-woofers or any bass units as these cause disruption to the other members of the house, even if played softly.** (Level 2)

- Boarders rising early must ensure that they do not disturb anyone else. (Level 3)
- No boarder may be in another boy's room or girl's room respectively at all. (Level 2)
- Boarders should only keep small amounts of money in their rooms or on their person. Large sums of money should be placed in a banking account and boarders should make use of a savings card to draw small amounts of money as and when they need it. (Level 2)

- Reasonable care must be taken by everyone to safeguard their belongings; in particular cell phones, ipods, ipads DVD players, CD's, passports etc. by locking it in their cupboards and safes or handing it in to the House Matron for safekeeping. This is the sole responsibility of the boarder and is kept at own risk. (Level 1)
- Matrics must move out of the House on the afternoon of the day that they finish their last exam in November **after inspection** by the Matron.
- They are part of the House until they move out and as such **must adhere to all the rules**, and specifically attendance at all roll calls, and meals, adhering to the correct dress code, keeping to prep time arrangements and tidying up before they depart. Any transgressions will result in immediate suspension from the Boarding House (and subject to conditions that the Headmaster alone will set). (Level 2/3)
- All boarders must vacate the House during holidays. There could be visiting groups using the House during these periods and special cleaning or fumigation will also periodically have to be done.

#### **Ablution facilities** (Level 1)

- Leave the bathroom as you would like to find it.
- Bathroom, showers and toilets must be kept clean, neat & tidy.
- Use dustbins provided for empty toilet rolls, containers, etc.
- No clothes or toiletries should be left in bathrooms.
- Do not waste water. Use only what is necessary.
- Use only showers allocated to your grade.
- Make sure the floor in dressing room is dry after showering.
- Flush and clean toilets after use, do not waste toilet paper.
- Close all taps properly.
- Underwear washed by boarders to be hung on pegs provided and not left in basin.
- No other washing to be done in bathrooms – use the laundry.
- Do not leave wet clothes in bathroom – use outside washing line.
- Going to and from bathrooms - boarders should be properly dressed (not only with towels).

#### **Prep**

##### **1<sup>st</sup> Prep**

- All boarders must work at their own desks or allocated desks for the entire duration of the prep session. (Level 1)
- Doors to all rooms / dorms must be left open, including Grade 12s (Level 1)
- The House will be in total silence. (Level 1)



- Any disruption of others / any misbehaviour / use of electronic games will result in serious disciplinary action. (Level 2)

## **2<sup>nd</sup> Prep**

- Co-operative work may take place during this session in a previously arranged venue and at the discretion of the staff member on duty.
- Doors to all rooms / dorms must be left open, unless by arrangement with the staff member on duty. (Grade 12s achieving according to the expected academic standard may leave doors closed)
- Muted conversations will only be allowed in co-operative learning sessions.
- The House must still be in silence for the duration of prep. (Level 1)
- Any disruption of others, any misbehaviour, use of electronic games or non-academic related media, will result in serious disciplinary action. (Level 2)

## **General**

- Pupils are required to wear a mask at all times. (Level 1)
- The privilege of 'Flexi-Prep' (free time during prep) may be granted to a boarder who excels academically or is awarded academic commendations.
- He / She must however, maintain silence and orderliness within the House during prep times and respect the academic needs of others. Bedroom doors should be left open during study times.
- Cell phones to be handed in before prep for juniors and before bedtime for all other boarders up to and including Grade 11. (Level 1)
- No phone calls to be made or received during prep. (Level 1)
- One hour compulsory unsupervised homework / prep per day.
- Grade 12s may study until 24:00 and Gr 11 (prior arrangement with the Senior Housemistress needed) until 22:30, but should not disturb other boarders. (Level 1)
- Grade 10s may obtain permission from the Senior Housemistress to have extra
  - study time for tests or during exams. (Level 1)
  - Juniors (Grade 8 and 9) will not have extra prep time at night. (Level 1)
- **All boarders should have their homework written down in homework books.** (Level 1)
- Duty staff will check the homework and sign homework books for juniors.
  - Silence should be maintained during study.** (Level 1)
- No walking around, borrowing things or asking questions from other boarders during this time. (Level 1)
- Boarders must use the bathroom before prep and during the break. (Level 1)
- Boarders should be quiet in the bedrooms, corridors and quad area during the afternoons when unsupervised prep takes place. Use the common room / lounge / areas outside boarding house to chat. (Level 1)

- No listening to music during prep. (Level 1)

## **PROCEDURE DURING EXAM TIME (JUNE and NOVEMBER)**

All the aforementioned rules apply, except:

- Study will take place in designated areas. (Level 1)
- An extra hour supervised study during the afternoons. (Level 2)
- Everybody must be back in the boarding house by 12:00. (Level 1)
- Lunch will be served at 13.00.
- During the afternoons (after your laundry has been handed in) you may watch television and play games until 10 minutes before prep time and after prep until 10 minutes before supper. (Level 1)
- Everybody must be back in the boarding house by 16:00. (Level 1)
- During block days:
  - Get up at the usual time, shower, make your bed & tidy the room. (Level 1)
  - Breakfast and screening at the usual time – don't be late. (Level 1)
  - Prep from 09:00 to 11:00 in your own bedroom. (Level 2)
  - You may not leave the school grounds. (Level 3)
  - Show respect to others who want to study during free time and block days. (Level 1)
  - Silence must be maintained in areas where boarders are studying. (Level 1)
  - If you want to chat, make use of the grounds outside the boarding house. (Level 1)

## **Laundry**

Our boarders need to be responsible when it comes to laundry and therefore adhere to the following:

- All clothing must be marked with your name. Unmarked laundry will not be washed. (Level 1)
- Laundry bags need to be taken to, and collected from, the laundry (behind the Dining hall). (Level 1)
- Laundry slips need to accompany all labelled laundry in the basket. (Level 1)
- All underwear must be in a separate laundry bag. (Level 1)
- Underwear, washed by the boarder, may only be on the drying rack and only for one day (Level 1)
- Clothes, bedding, towels must be clearly marked with laundry pen / name tag. (Level 1)

- Anything handed in without a name or not written on your list will not be washed. (Level 1)
- No clothes, towels to be left in bathrooms or hung over walls in quad. Use outside washing lines. (Level 1)
- Each boarder will have a laundry basket in which dirty laundry must be handed in.
- Any delicate items unsuitable for normal washing should be washed by yourself. (Level 1)
- Boarders may not use the boarding house iron, but must hand it in to the laundromat to be ironed. (May bring your own iron). (Level 2)
- White shirts and socks must be handed in every day.
- Do not pile up your washing. (Level 1)
- Keep strictly to the laundry schedule. (Level 1)
- School blazers can be sent to the Laundromat at your own expense.
- If you hand in more items than on the list per day, it will not be washed. (Level 1)

Procedure:

- Hand in at prescribed times according to daily programme. (Level 1)
- Check your name on all items every time before handing in. (Level 1)
- All dirty laundry handed in must be properly ticked on laundry form. (Level 1)
- Check that you've received all your clean laundry according to your list.
- Ensuring you take all clothes handed in, is your responsibility.
- You may not collect laundry for a friend. (Level 1)

**Use of electronic / digital communication or entertainment devices in the Boarding House, especially during Prep sessions:**

The House is trying to foster an environment where sound learning and mutual respect for one another can be instilled and adhered to according to our core values, thus:

- No incoming or outgoing telephone calls, texting or gaming on cell phones are allowed during prep, roll call or chapel sessions. To clarify: Cell phones may not be used during these times; they must be switched off. (Level 2)
- iPods and other entertainment devices may only be used with the permission of staff AND then only when earphones are used or if the volume does not bother neighbours. (Level 1)
- **NO** technology may be used in the **Dining hall** without the permission of the Housemistress and **never during the first session**. (Level 2)
- The above mentioned devices will be confiscated by the seniors on duty or the staff member on duty for an initial period of one week. (Level 2)
- Wifi is available to all boarders and gives them access to the schools IT network.

- The IT department must approve all PC's or laptops before they are connected to the school's network. The use of computer connections is a privilege subject to the same conditions set for every user in the school. It is also a conditional privilege for boarders based on their responsible actions and/or academic progress. Misuse / abuse of computers and other electronic devices may mean the confiscation and removal of the device(s) or suspension of certain user rights for certain periods of time. (Level 3)
- Pupils may not download on the network. (Level 3)
- The use and safekeeping of computers is the responsibility of each boarder personally. The school will not be liable for any damages whatsoever in this regard. (Level 2)

### **Matrics with Driver's Licenses**

The use of cars and motorcycles are, as a general rule, not permitted whilst the pupil is a boarder at St Agnes Boarding House. (Level 3)

### **Illness or Injury**

Any medical procedure can only be taken after the medical consent form has been completed by the parent and a copy of the ID (and where appropriate medical aid card) is submitted. This must be completed annually and is over and above any documentation filled in at the High School.

### **Maintenance work**

We take pride in our Boarding House and respect the expense and hard work that goes into providing and maintaining it. We express this by:

- Never littering and picking up litter found and dropping it into the bins provided; (Level 1)
- Leaving our rooms and living areas clean at all times, leaving them in the state we ourselves want to find them – and reporting what we cannot put right ourselves. (Level 1)
- Never having ball activities in the building and corridors. (Level 2)
- Writing down requisitions for maintenance work in the appropriate book in the foyer where the Matron will see to it the following day.
- Reporting all breakages, without delay, to the Matron and in the maintenance book so that repairs can be made. In some cases the cost of these repairs can be charged, in part or in full, to a boarder's School account. (Level 2)

**NB: Boarders may, for various safety reasons, not do any maintenance work. (Level 3)**

### **Peace, Safety and Respect in the House**

Naturally we want everyone to feel safe and secure within our House. We therefore commit ourselves to avoiding the following:

- Any kind of victimization – including, but not limited to bullying, fighting, intimidation; (Level 3)
- Any form of initiation; (Level 3)
- Any form of racism or religious intolerance; (Level 3)
- Any form of sexual harassment; (Level 3)
- Behaving, at all times in the House, in such a way as not to endanger themselves, other boarders, staff, guests or the integrity of the building / safety systems in the building; (Level 3)
- Any security problems (e.g. fights, power failures) or cases of theft (or other criminal actions) must be reported to the Housemaster / Mistress or any staff on duty.
- No heaters and electric blankets are allowed as they present a fire hazard. The underfloor heating is more than sufficient during cold winter months. (Level 3)
- The aforementioned actions may result in a boarder being suspended or expelled from the Boarding House.

The following actions would constitute serious misconduct, and will result in a School Disciplinary Committee hearing with the possibility of suspension or expulsion from the Boarding House:

- Bypassing the access points to the House. (Including bunking out after 17:30 or entering the House without permission during the School day). (Level 3)
- Not following safety drills / procedures. (Level 3)
- Tampering with / disabling any part of the Fire Alarm system. (Level 3)
- The unauthorised opening of the Fire doors (side doors of the House). (Level 3)
- Blocking passages / fire escapes. (Level 3)
- Tampering with / abusing the magnetic access system (including the cameras of the House). (Level 3)
- Making illegal / unsafe electric connections. (Level 3)
- Playing with fire hoses / fire extinguishers. (Level 3)
- Removing emergency equipment (e.g. torches / emergency numbers). (Level 3)
- Locking boys / girls into rooms / dorms. (Level 3)

- Vandalising House property (e.g. damaging the under floor heating system) and creating safety hazards in the process. (Level 3)
- Entering someone else's room with or without his / her permission. (Level 2)
- Tampering with someone else's electronic equipment. (Level 2)
- Any threatening / bullying / abusive behaviour (whether verbal, physical or emotional) towards other boarders, staff or guests in the House. (Level 3)
- The possession, use or distribution of illegal substances, alcohol or weapons in the House or on the school grounds (e.g. private car). (Level 3)
- Leaving / not returning to the Boarding House and /or Campus without permission (also known as bunking / truancy / AWOL). (Level 3)
- Use of unauthorised electric equipment (e.g. kettles / irons / toasters in rooms / heaters) or overloading the wall plug's capacity with too many connections. (Level 3)
- Electric blankets may only be used with written permission from the House mistress and must be switched off when leaving the room. (Level 2)
- The following actions have resulted in injuries in the past, and are examples of misconduct that will lead to a House Disciplinary hearing depending on the seriousness of the incident:
  - Running / playing boisterous games in the passages. (Level 2)
  - Ball games in the House. (Level 2)
  - Wrestling / horseplay in the rooms and common rooms. (Level 2)
  - Climbing on roofs. (Level 3)
  - It is every boarder's obligation to ensure his/her own safety, and the safety of his/her possessions by taking the correct preventative steps (e.g. providing his/her own padlock and locking his/her cupboard) and following the advice from staff and House prefects and monitors at all times. (Level 2)

### **Access to the House and Rooms**

No boarder may come to the House during school hours (i.e. after 7:15 in the morning) without permission from either the Housemaster / Mistress or without a permission slip which must be handed to the House Matron. (Level 3)

Jamming a door in the open position, or illegally opening a (fire) door will be forms of serious misconduct, and result in severe disciplinary steps (including possible suspension from the House) against the perpetrators. (Level 3)

## Areas out of bound

(Level 3)

- Staff living areas.
- Swimming pool. **It is a serious offence to be in the pool area without adult supervision.**
- Boys may not be around, enter, or poke their heads through windows in the girls' section.
- Girls may not be around, enter, or poke their heads through windows in the boys' section.
- Areas outside the Boarding House and Primary School grounds.
- Boys may under no circumstance enter the girl's common room / dormitory.
- Girls may under no circumstance enter the boys' common room / dormitory.

## Swimming

No boarder may, at any time, swim without a member of staff, a qualified lifesaver or adequate adult supervision being present at the Aquatic centre. (Level 3)

Bunking out to go swimming (at night / without supervision) is considered serious misconduct (as it can be life threatening) and will result in suspension from the Boarding House for a certain period of time as well as other consequences following a formal Disciplinary Hearing. (Level 3)

## **Level of offence:**

**Level 1** – These sanctions include, but are not limited to:

- Warning and recording incident in misdemeanor book
- Assisting cleaning staff in the afternoons or on weekends
- Cleaning grounds of the Boarding House, including litter clean up
- Extra prep session (1 hour)
- Pupils confined to their rooms / beds
- Silence throughout the Boarding House
- Confiscation of radio, laptop, ipad, cell phone, ear phones, devices or electronic equipment
- Full inspection instituted

**Level 2** – These sanctions include, but are not limited to:

- Warning and recording incident
- Assisting cleaning staff in the afternoons or on weekends (two days)
- Cleaning grounds of the Boarding House, including litter clean up (two days)
- Extra prep sessions ( 2 hours)
- Pupils confined to their rooms / beds (two days)
- Silence throughout the Boarding House
- Confiscation of radio, laptop, ipad, cell phone, ear phones, devices or electronic equipment (one week)
- Full inspection instituted (one week)
- Early rising
- Housemaster's Gating
- Headmaster's Gating

### **Early rising**

May be used for breach of boarding house rules and or poor attitude and behaviour.

Early rising can be:

- From 06:00 (Monday to Friday)
- Boarder reports to the Housemistress or Assistant Housemistress in full school uniform by no later than 06:00
- Boarders report to the Headmaster or delegated authority at 06:45

### **Gating**

May be used for serious attitudinal and behavioural breaches. This sanction is the sole prerogative of the Senior Housemistress and or Assistant Housemistress.

Gating can be:

- From 14:30 – 17:30 (Monday to Friday)
- Friday evening
- Whole weekend



**Level 3** – These sanctions include, but are not limited to:

- Warning and recording incident in misdemeanor book
- Assisting cleaning staff in the afternoons or on weekends (one week)
- Cleaning grounds of the Boarding House, including litter clean up (one week)
- Extra prep sessions ( 2 hours for one week)
- Pupils confined to their rooms / beds (one week)
- Confiscation of radio, laptop, ipad, cell phone, ear phones, devices or electronic equipment (one month)
- Full inspection instituted (one month)
- Early rising (two weeks)
- Housemaster's Gating (two weeks)
- Headmaster's Gating (one month)
- Suspension from the Boarding House (parents forfeit fees paid in advance) \*
- Expulsion from the Boarding House (parents forfeit fees paid in advance) \*

### **Suspension/Expulsion from Boarding**

If a boarder in the Boarding House continually displays anti-social behaviour, is persistently un-cooperative, is caught smoking, or drinking alcohol, is belligerent or is caught stealing, he or she may be suspended from the Boarding House. In situations where a boarder's anti-social or un-cooperative behaviour is very disruptive to the good order of the Boarding House, he or she may be expelled from the Boarding House. For expulsion, from the Boarding House, the Senior Housemistress, in consultation with the Deputy Head: Pupil Affairs will convene a disciplinary hearing.

## **Duties: Prefects**

Seniors will have certain weekly duties to perform according to a duty roster.

Ensure boarders' duties are performed properly.

Ensure that all rules and regulations are upheld at all times.

Liaise with staff and boarders and help build an atmosphere of trust and co-operation.

## **Duties:**

**COMMON ROOM** - check - no litter or belongings lying around, furniture neatly arranged, game pieces & games put away, windows closed before bedtime.

**PREP ROOM** - check - no litter or belongings lying around, furniture neatly arranged, windows closed before bedtime, switch computers off. Ensure no electronics are used and that pupils in the prep room do their work.

**DINING HALL** - make sure everyone is there and pray before eating - check that tables are sanitized and wiped by each boarder before they leave and that everything is neat & tidy, all windows closed after supper.

**LITTER** - check for any litter lying around anywhere in Boarding House and front door area.

**CELL PHONES** - collect all phones 5 minutes before study as well as 10 minutes before lights out, count them and check with list.

**BEDROOMS** - inspection to be done daily before breakfast - check beds made, bins emptied, desks tidy, cupboards closed and locked and no litter lying around, all clothes and shoes put away, bags & suitcases neatly arranged.

**LIGHTS** - switch all lights on after rising bell & make sure everybody is up, check – all lights off at bed time, everyone in own bedrooms & beds, bedroom doors open after lights out.

**NOISE** – be conscious of noise levels, loud voices or music anywhere in the Boarding House and at all times

**PUNCTUALITY** - always be punctual yourself - check punctuality for any specified times - meals, study, wake-up, bed-time.

**BATHROOMS** - inspection daily before breakfast - check that they are neat and tidy, no empty containers, soap in drains, no belongings lying around, rubbish in bins, taps closed.

**LAUNDRY** - remind boarders of the time and what to hand in every day - check laundry at designated time and get offenders to bring dirty washing in immediately, hand in list of continuous offenders to matron, see that clean laundry is packed away.

**BEHAVIOUR** - be conscious of bad behaviour anywhere and at all times.

Seniors should know: the rules, when they are on duty, which boarders are responsible for their section for the week.

Seniors must always: be alert to any of the above even if it is not their duty for the week, be right themselves - they cannot expect others to do what they don't do, be friendly and helpful.

**REPORT** any incidents, breakages, consistent breaking of rules.

### **WIFI**

No downloads of any description, (music, songs, movies or similar) except school projects related academic information. (Level 3)

Only school or project related websites may be accessed.

### **INSPECTION**

The following must be done daily and be ready for inspection

- Before breakfast by prefects / seniors:
- Make your bed. (Level 1)
- Empty your bin. (Level 1)
- Tidy your desk and pack away all clothes & shoes. (Level 1)
- Tidy your cupboard and lock it. (Level 1)
- You must stand next to your desk dressed and ready for school. (Level 1)

### **BEDROOMS**

- Untidy rooms will not be cleaned by service staff. (Level 1)
- Boarders are not allowed in another's room. (Level 2)
- Sleeping, dressing, using hand basins or any equipment in someone else's room is not allowed. (Level 3)
- Posters are allowed to be put on walls with prestik only. (Level 2)
- No sexually explicit or abusive posters to be put up. (Level 3)
- No writing on walls, doors, cupboards, mirrors. (Level 3)
- Do not sit on top of desks. Use chairs provided. (Level 1)
- Occupants will be held responsible for any damages to their rooms or furniture. (Level 3)
- All damages to be reported to the House Matron. (Level 1)
- Cupboards must be kept locked (own lock) at all times (except for inspection times). (Level 1)
- Curtains must be closed while getting dressed and when it gets dark. (Level 2)
- No talking to visitors through windows. (Level 1)
- Switch bedroom light off when leaving. (Level 1)

## **CELL PHONES AND PHONE CALLS**

All boarders are required to have their own cell phone.

Phone calls should not be made or received during meal times or prep times. (Level 1)

Cell phones will be handed in during prep times from Monday to Sunday for all Grade 6 – 9 pupils. (Level 2)

Before lights out, 21:30 (Monday - Thursday) all cell phones will be handed (Grade 5-11) in to prefect on duty until the next morning at 06:00. (Level 2)

**Acceptance of St Agnes Boarding House Handbook and Code of Conduct.**

For sake of brevity, the St Agnes Boarding House Handbook and Code of Conduct must be read as incorporating the College’s Code of Conduct.

It is important to note that all boarders will be required to re-apply for a position at St Agnes Boarding House on an annual basis and as such, they will be assessed on a year to year basis.

I, the undersigned \_\_\_\_\_ (Parent 1 full name and surname) and

I, the undersigned \_\_\_\_\_ (Parent 2 full name and surname),

the Parents / Guardians of \_\_\_\_\_ (full name and surname),

hereby certify that we are acquainted with the St Agnes Boarding House Handbook and Code of Conduct and hereby undertake to support the College in the implementation of the said Code of Conduct and the rules and regulations found in the St Agnes Boarding House Handbook.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Signature of Father / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Headmaster \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

I, the undersigned \_\_\_\_\_ (Pupil full name and surname), hereby certify that I am acquainted with the St Agnes Boarding House Handbook and Code of Conduct and hereby undertake to support the College in the implementation of the said Code of Conduct and the rules and regulations found in the St Agnes Boarding House Handbook.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_