

St. Dominic's College

ST AGNES BOARDING HOUSE

Boarding Handbook & Code of Conduct

2019

**As amended
21/09/2018**

Welcome

Senior Housemaster

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 one of our Boarding Houses for 2019.

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 our journey 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 **Senior Housemaster** is responsible for the boarding at St Dominic's College – the boarders and the staff. He 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 Assistant Housemistress, he reviews the procedures in place in the Boarding House to ensure the welfare of boys, girls and staff.

He is also responsible for the enrolment of boarders, interviews each pupil before he or she is enrolled as a boarder. He is aided in his work by the Assistant Housemistress and House Matron who, along with him, take responsibility for the day to day running of the Boarding House and for the pastoral care of the boarders. He is also responsible for the budgeting, overseeing maintenance of the boarding house. The Senior Housemaster works closely with the Catering manager in the running of the kitchen. The Senior Housemaster acts in loco parentis (in the role of a parent) for all pupils of the boarding house. He is appointed by the Headmaster.

The Senior Housemaster will report to the Deputy Head: Pupil Affairs on pastoral matters, matters of discipline and on academic matters. He will work closely with the academic staff to ensure the highest possible standards are attained. He 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.

Assistant Housemistress

The Assistant Housemistress assists the Senior Housemaster as required and on occasions when he is not on duty or away at a sports fixture or school business. The responsibilities are one and the same in every instance.

External duty staff (Duty master / 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 06.30 until 07:15 or until the last boarder has left the dining hall;
- The **Evening Duty master** is on duty from 17:30 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, and incidents are noted in the Incident Book and reported immediately to the Housemaster/mistress.
- 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 21:30 (Juniors) and 22:00 (Seniors)
- The **Senior Housemaster or Assistant Housemistress**, whoever is on duty, will do spot checks at night and ensure that the Boarding house is secure after lights out every evening.
- If a boarder is absent without permission, then it is imperative that the Senior Housemaster and or Assistant Housemistress is informed immediately.

St Agnes Boarding House staff

Title	Name	E-mail
Senior Housemaster	To be confirmed	
Assistant Housemistress	To be confirmed	
House Matron	To be confirmed	
Duty staff	Sbu Zwane	szwane@dominic.co.za
	Sibongile Sephooa	ssephooa@dominic.co.za
	Lucy Thompson	lthompson@dominic.co.za
	Honey Boroto	
Additional duty staff	Bella du Toit	bdutoit@dominic.co.za
	Michelle Walters	mwalters@dominic.co.za
	Nicole Stevens	nstevens@dominic.co.za
	Kathie Fry	kfry@dominic.co.za
	Zane Gemmell	zgemmell@dominic.co.za
	Connie Molefi	cmolefi@dominic.co.za

The Tutor system

The system of tutors is widely practised in schools elsewhere, particularly in Britain and America. Those schools which have introduced it speak glowingly of its value. The purpose of the system is to provide personal attention for each pupil. The tutor-tutee ratio is such, that tutors should be able to give their tutees quality time and provide a valuable support system for the academic staff. The tutor should focus primarily on the pupils' educational progress and attitude, through the pupils' involvement in academic classes, sport, cultural activities and outreach.

It is to be hoped that the tutor will develop a relatively close relationship with his/her tutees and follow their progress with some interest and concern. The system should enable problems to be identified quickly and possible solutions embarked upon. A significant benefit should be an increase in pupils' motivation.

We have an opportunity through this system to inculcate some of the values we hold dear - a respect for learning, high standards, enthusiasm, and an appreciation of the variety of opportunities offered for involvement and development.

The external duty staff will be in charge of approximately ten boarders and will monitor their academic, sporting and pastoral well-being. Regular meetings between the above ensure that all boys and girls are well looked after at St Agnes Boarding House.

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. The Senior Housemaster and his 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.

- House parents must be notified of transport arrangements one week prior to the beginning and end of each term.
- 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 14:00 and 18:00. (Beginning of year arrival times will be announced.)
- All Unpacking must be done before the end 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:

Morning

05:40	Bell is rung	Rising Bell	
06:10	Bell is rung	Room inspection – Juniors (Grade 7 – 9)	(Level 1)
06:15	Bell is rung	Junior roll call	(Level 2)
06:20	Bell is rung	Breakfast – Girls	(Level 1)
06:30	Bell is rung	Senior roll call	(Level 2)
06:40	Bell is rung	Breakfast – Boys	(Level 1)
07:05	Bell is rung	Line-up roll call	(Level 1)
07:10	Bell is rung	All Boarders to leave the house	(Level 1)

Afternoon

14:00- 14:45		Lunch	
14:30 - 16:30		Sport / Cultural activities / Working on School Projects	
16:30		Clean routine	

NB: No relaxation or TV in the Boarding House before 16:30. If you are in the House you need to be doing work. (Level 1)
 Gr 7 boarders must be in homework class (Level 1)
 Gr 8's or 9's must be either at sport or extra lessons till 15:30 and may not be in the House (Level 1)

Evening (excluding Friday)

16:30 – 17:20	Bell is rung	Shower time - Juniors	
17:20	Bell is rung	Junior roll call	
17:25	Bell is rung	Supper – Girls	
17:40	Bell is rung	Senior roll call	
17:45	Bell is rung	Supper – Boys	
18:10	Bell is rung	Prep warning bell – All boarders to their Desks	(Level 1)
18:15	Bell is rung	First prep starts.	(Level 1)
		Only individual work. NO WALKING AROUND	(Level 1)
19:15	Bell is rung	First prep ends.	

19.15-19:45		Laundry (Level 1) (Laundry will only be open during this time)
19:45	Bell is rung	Second Prep starts (none on Friday)
20:45	Bell is rung	Second Prep ends.
20:50	Bell is rung	Roll call & closing in Dining Hall
21:00 – 21:25	Bell is rung	Juniors – confined to their dormitory (Level 1)
21:00	Bell is rung	Shower time – Seniors Juniors to dorms Cell phones to be handed in except for Grade 12s
21:30	Bell is rung	Lights out & passage lights switched off – Juniors
21:30	Bell is rung	Third prep starts – Seniors House in silence after 21:30 (This means <u>quiet time</u> for everyone) (Level 1)
22:30	No bell	Third prep ends
22:30		Lights out – Seniors (Level 1)
NO SHOWERING BETWEEN 21:30 and 05:00 (Seniors)		(Level 1)

Friday Evening

17:00	Bell is rung	Shower time – Juniors
17:40	Bell is rung	Girls roll call
17:45	Bell is rung	Supper – Girls
18:10	Bell is rung	Boys roll call
18:15	Bell is rung	Supper – Boys
19:00	Bell is rung	Laundry (Laundry will only be open during this time)
19:45	Bell is rung	First Prep starts
20:45	Bell is rung	First Prep ends
20:50	Bell is rung	Roll call (ALL) & closing in Dining Hall
22:00	Bell is rung	Juniors to Dormitory
22:30	Bell is rung	Lights out & passage lights switched off – Juniors
22:30	Bell is rung	Seniors to Studies
23:00	No bell	Lights out & passage lights switched off – Seniors

Daily Routine for Weekends

Saturday

07:00	Bell is rung	Rising bell – Sports teams
07:25	Bell is rung	Roll call – Sports teams
07:30	Bell is rung	Breakfast – Sports teams
07:20	Bell is rung	Rising bell for ALL in the House
07:45	Bell is rung	Park Run / Walk - COMPULSORY
09:25	Bell is rung	Roll call – Girls

09:45	Bell is rung	Breakfast – Girls
09:50	Bell is rung	Roll call – Boys
09:55	Bell is rung	Breakfast - Boys
10:30	Bell is rung	Town time (Grade 7-9) – meet at bus
10:35	Bell is rung	Bus 1 departs at 10:35 and boarders will be collected at 12:00 (Level 1)
10:45	Bell is rung	Bus 2 departs at 10:45 and boarders will be collected at 12:20 (Level 1)
12:45	Bell is rung	Roll call - ALL
13:00	Bell is rung	Lunch – Girls
13:20	Bell is rung	Lunch - Boys
14:45	Bell is rung	Senior boarders back in the house & roll call
15:00	Bell is rung	Activity for Grade 7-11 boarders
16:00	Bell is rung	All boarders back in the house & roll call
16:30	Bell is rung	Shower time – Juniors
17:20	Bell is rung	Junior roll call
17:30	Bell is rung	Supper – Girls
17:50	Bell is rung	Senior roll call
18:00	Bell is rung	Supper – Boys
21:00	Bell is rung	Junior roll call & closing
21:10	Bell is rung	Juniors to dormitory
21:30	Bell is rung	Junior – Lights out
21:30	Bell is rung	Senior roll call & closing
22:30	No bell	Seniors to dormitory
23:00	No bell	Senior – Lights out

**Town times may be changed at the discretion of the Senior Housemaster/
Assistant Housemistress**

Prep times to be arranged by Duty Masters during course of the weekend

Sunday

08:30	Bell is rung	Rising bell
08:45	Bell is rung	Room inspection – Juniors (Grade 7 – 11)
08:50	Bell is rung	Girls - roll call
09:00	Bell is rung	Breakfast – Girls
09:10	Bell is rung	Boys – roll call
09:15	Bell is rung	Breakfast – Boys
10:00	Bell is rung	Activity for Grade 6 – 11 boarders
12:50	Bell is rung	Girls – roll call
13:00	Bell is rung	Lunch – Girls
13:20	Bell is rung	Boys – roll call
13:30	Bell is rung	Lunch – Boys
14:00	Bell is rung	Siesta – Silence in the boarding house (Level 1)
15:30	Bell is rung	Rising bell
15:45	Bell is rung	Shower time - Seniors
16:45	Bell is rung	Shower time – Juniors

17:00	Bell is rung	All boarders to be back in the boarding House – Clean routine
17:40	Bell is rung	Roll call and line-up
17:45	Bell is rung	Walk to St Dominic’s Parish Church
18:00		Mass – Summer school uniform (Level 2)
19:00	Bell is rung	Roll call – Girls
19:10	Bell is rung	Supper – Girls
19:25	Bell is rung	Roll call – Boys
19:30	Bell is rung	Supper - Boys
19:45 – 20:10	Bell is rung	Laundry
20:15	Bell is rung	First Prep starts
20:45	Bell is rung	First Prep ends
20:50	Bell is rung	Roll call & closing
21:00	Bell is rung	Juniors confined to their dormitory
21:00	Bell is rung	Second Prep starts – Seniors
21:30	Bell is rung	Lights out & passage lights switched off – Juniors
22:30	No bell	Second Prep ends – Seniors
22:30	No bell	Lights out & passage lights switched off

Important policies

Approval of Leave

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

Procedure for Application for Leave for Weekend

Parents / Guardians must email the House Matron ggemell@dominic.co.za for weekend leave. Boarders must complete the weekend leave form by Wednesday evening (17:00). Late submission of the leave application form or leave slip may result in leave not being approved. Boarders must fill in leave forms accurately and clearly with full details. 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 Senior Housemaster and or Assistant Housemistress (regardless of the time of day or night) to notify him 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 fax/email for boarders visiting friends or relatives for the weekend. Contact numbers of hosts and reason for leave must accompany the request. Monday morning returns before 06:30 (report to the House Matron). Sunday evening returns before 17:00 (report to the Senior Housemaster or Assistant

Housemistress). Only your 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 Housemaster, Assistant Housemistress, Duty Master and or House matron.

Wednesday	Bus 1 departs at 15:00 and boarders will be collected at 16:00 Bus 2 departs at 15:30 and boarders will be collected at 16:30 (Level 1)
Saturday	Bus 1 departs at 10:00 and boarders will be collected at 12:00 Bus 2 departs at 10:15 and boarders will be collected at 12:15 (Level 1)

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, unless accompanied by a Matric pupil 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 HOUSEMASTER 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 – Full school uniform (Wednesday)
- d) Town time – Full school tracksuit (Winter) and School tracksuit pants and Boarding House golf shirt (Saturday)
- e) Mass – Full school uniform (summer / winter)
- f) Medical practitioner – Full school uniform
- g) 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 Senior Housemaster / Mistress' 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 Senior Housemaster / Mistress 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 Senior Housemaster / Mistress have the authority to overrule a parent's request in the above regard.**
- Weekend Exeats are granted by the **Senior Housemaster / Mistress** subject to the following conditions:
 - Permission may be granted after the receipt of a written request (e.g. e-mail by the boarder's Parent(s) / Guardian **or** after the submission of an exeat form 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 application 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 Senior Housemaster / Mistress 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 Sunday Mass 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 Senior Housemaster over the course of a week on his or her "Discipline Card". Based upon these infringements, the Senior Housemaster will assign sanctions based on behaviour during a week period. These range from duties such as linen collection and distribution, 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.

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 Senior Housemaster / Mistress or the Headmaster and/or the Assistant boarding house Master / 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 House Disciplinary Committee's (DC) intervention. The Senior Housemaster / Mistress 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) 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 Senior 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 Houses. (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 closed shoes.
- Always remove headgear upon entering the dining hall.
- No hoodies allowed for any boarder.

Exams

- When writing the day, a boarder must be dressed in school uniform.
- When it is a block day, meals are still compulsory, but boarders may 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)
- The Senior at each table must ensure that the table is cleared, and that all table members leave in an orderly fashion at the end of each meal. [All crockery and cutlery must be removed to the cleaning trolley.] (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 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 boarders approach the kitchen staff directly for special dietary requirements. This must be done in consultation with the Boarding House Matron. (Level 1)
- 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 Senior Housemaster / Mistress or the House Matron. (Level 3)
- No boarder may order or receive take away orders (e.g. pizza) without consent of the Senior 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, except over weekends for supper.
 - No cutlery or crockery to be removed from kitchen / dining room.
- **Dining Hall** (Level 1)
 - Everyone will sit in designated places.

- 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 will be allowed in the dining room.
- Tea, coffee and cold drink will only be served at meal times.
- After meals boarders on duty should clear and tidy tables and dining area and close windows after supper.
- 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 16:30, 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 Senior 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 / dormitory without his / her permission. (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 morning 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, especially when having a bath.
 - Clean the bath with cleaning agent provided, so that someone else may use it after you.
 - 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

1st 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)

2nd 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

- 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.
- **Supervised study:** (19:00 - 20:00 and 20:30 - 21:15)
- Cell phones to be handed in before prep. (Level 1)
- No phone calls to be made or received during prep. (Level 1)
- One hour compulsory unsupervised homework / prep per day from Monday to Thursday. (Level 2)
- Grade 12s may study until 24:00 and Gr 11 (prior arrangement with the Senior Housemaster / Mistress needed) until 22:30, but should not disturb other boarders. (Level 1)
- Grade 10s may obtain permission from the Senior Housemaster / Mistress 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 DECEMBER)

- All the aforementioned rules apply, except:
 - Study will take place in designated areas. (Level 1)
 - An extra two hours supervised study during the afternoons. (Level 2)
 - Everybody must be back in the boarding house by 12.45. (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 17.00. (Level 1)
 - During block days:
 - Get up at the usual time, shower, make your bed & tidy the room. (Level 1)
 - Breakfast at the usual time - don't be late. (Level 1)
 - Prep from 08.00 to 11.00 in your own bedroom. (Level 2)

- From 11.00 to 12.45 you may:
 - watch television or play games.
 - 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)
- No boarders allowed in bedroom areas unless they are busy studying. (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 in the laundry, not in the bathrooms. (Level 1)
- Boarders may not use the boarding house iron. (May bring own safety iron, but ironing must be done in laundry, not in bedrooms). (Level 2)
- White shirts and socks must be handed in every day.
- Do not pile up your washing. (Level 1)
- Civvies may only be handed in on Mondays.
- 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)
- What to hand in:
 - Every Monday 3 sets of civvies
 - 1 school shirt and or PT uniform
- Week days:
 - Sports uniform used and sock bag
- Wednesdays (by 17:30) school trousers & skirts
- Thursdays before breakfast:
 - Towels
- Friday after school:
 - jerseys & tracksuits

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 Senior Housemaster / Mistress 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)
- 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. (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 Senior 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 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) / overloading the wall plug's capacity with too many connections. (Level 3)
- Electric blankets may only be used with permission and caution 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 / horse play in the rooms and common rooms. (Level 2)
- Sliding down the staircase railing / passages. (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 room) and following the advice from staff and House prefects 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 Senior Housemaster / Mistress or without a permission slip which must be handed to the House Matron. (Level 3)
- Adult visitors, non-boarders and St. Dominic's pupils are only allowed in common areas of the House in the company of boarders or staff **after gaining permission** from the Senior Housemaster / Mistress. (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)
- **Visitors** (Level 2)
 - Boarders are allowed to have visitors in the Boarding House during the following times:
 - Friday afternoons 14:30 - 17:00
 - Saturday & Sunday morning 10:00 - 12:30 (not during prep time)
 - Saturday & Sunday afternoon 14:30 - 17:00 (not during prep time)
 - Senior Housemaster / duty staff must be informed beforehand.
 - All visitors will be required to sign the 'Visitor's Book'.
 - Visitors must wait in the foyer. Boarders on front door duty will call the person being visited.
 - Visitors may then accompany the boarder to the common room, lounge or quad area.
 - No visitors are allowed in bedrooms, dining room, kitchen or laundry.
- **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.

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 offense:

 1st level of offense  2nd level of offense  3rd level of offense

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

- Warning and recording incident on “Discipline Card”
- Linen collection and distribution
- 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
- Privilege of wearing civvies revoked
- Full inspection instituted

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

- Warning and recording incident on “Discipline Card”
- Linen collection and distribution (two days)
- 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)
- Privilege of wearing civvies revoked (one term)
- Full inspection instituted (one week)
- Internal Disciplinary Hearing (appropriate sanctions will be applied)
- 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 Senior Housemaster 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 Housemaster 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 on “Discipline Card”
- Linen collection and distribution (one week)
- 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)
- Privilege of wearing civvies revoked (one term)
- 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 Housemaster, in consultation with the Deputy Head: Pupil Affairs will convene a disciplinary hearing.

Matric privileges

- Matrics are entitled to a number of negotiated privileges, based on their number of years in the House and track record throughout the year.
- Matric privileges are not automatic rights. Permission for various activities can therefore be revoked or limited (at any time) by the Senior Housemaster / Mistress or Duty Master / Mistress after consultation with the Senior Housemaster.
- Matrics and prefects will have certain privileges but any of these privileges can be taken away if duties are not properly performed, rules are broken or if transgressions are not reported to the respective staff.
- Privileges include:
 - Going to town one extra afternoon per week - must inform Senior Housemaster - be back by 16:00 (Friday)
- Cell phones at night:
 - When on bell duty (may not disturb other boarders - vibration)
 - every night (may not disturb other boarders - vibration)
 - Extra television time (do duties first)
 - after Lights out until 22:30
- Extra Computer time (do duties first) after Lights out until 22:30
- Lights out (ensure other boarders are in bed first) 24:00 (from 22:30 in own bedroom)
- Music
 - may play in bedroom with closed door, but must not disturb others and not after lights out
- Meals (except where certain boarders have to leave earlier)
 - may dish up first

- **Duties: Prefects / Monitors / Seniors**

- 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:**
 - **BELL** - one long ring according to daily programme; 5 minutes before all study times.
 - **'SIGN OUT BOOK'** - check every day - make sure it is properly filled in and get person who hasn't done it properly, to do so.
 - **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.

- **COMMON ROOM** - check - no litter or belongings lying around, furniture & books neatly arranged, remotes on wall unit, windows closed before bedtime.
- **DINING HALL** - make sure everyone is there and pray before eating - check that tables are cleared & wiped, everything is neat & tidy, all windows closed after supper.
- Weekends: - evening meals set out before bell rings, take what's needed out of fridge and return afterwards (plus left overs), dishes rinsed & stacked, kitchen neat & tidy.
- **FRONT DOOR** - make sure front door is answered promptly by person on duty.
- **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 light 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.

General

- Although house parents are in the boarding house, they should not be disturbed, unless it is necessary. The duty staff will liaise with the Senior Housemaster / Mistress if needed and in case of an emergency. (Level 1)

- Pocket money left with the House Matron for safe keeping, must be collected on times announced by Senior Housemaster / Mistress. (Level 1)
- Computer usage:
 - Use your own password to log on and do not let anyone know what your password is. (Level 3)
 - Log off before leaving, otherwise someone else can access forbidden sites under your name. (Level 3)
 - Boarders who need to do research on schoolwork, as well as seniors, will be given preference (school computers).
- 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 bed 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, unless the occupant is present. (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 7 – 9 pupils.** (Level 2)
- **After prep, 21:30 (Monday - Thursday) all cell phones will be handed (Grade 7 – 9 (pupils) in to staff member on duty until the next morning at 06:00.** (Level 2)
- Boarders are allowed to make or receive phone calls (own cell phone) during the following times: (Level 1)
 - Monday – Thursday:
 - before breakfast 06:10 - 06:40
 - after school 14:00 - 17:50
 - after supper 18:30 - 18:50
 - during prep break 20:00 - 20:20
 - after prep 21:15 - 21:30
 - Friday:
 - before breakfast 06:10 - 06:40
 - after school 14:00 - 22:30
 - Saturday and Sunday:
 - from rising bell until half an hour before lights out, except during meals and study time.

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 _____ (full name and surname)

and

I, the undersigned _____ (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 _____