



## **HARRISTON**

# **BOARDING ESTABLISHMENT RULES**

(Amended January 2020)

### **BOARDING ESTABLISHMENT RULES**

Rules and regulations are in place to ensure that the BE (Boarding Establishment) offers boarders a friendly, safe and comfortable environment in which to live and to study. The school's policy on discipline is one of positive reinforcement of the rules and regulations, for the benefit of all boarders.

The school welcomes and encourages parents to be constantly involved in their children's welfare and happiness at the BE. Problems encountered should be reported immediately without fear of recrimination or victimisation.

Disciplinary problems are to be reported immediately to the Head of School. In the event of any serious disciplinary problem, the Head of School will consult with parents so that appropriate action may be taken.

### **VISITORS & VISITING**

- Members of the BE may receive visitors at any time that is convenient to the daily schedule. Pupils' leisure time will, however, be best for this purpose.
- Visitors are not allowed into bedrooms. Visitors may see the boarders either outside, or in the common room. Visitors must obtain permission to be on the premises.
- Visits should be pre-arranged with the House staff member on duty.
- Pupils will only be allowed to go out during the week if these outings fall within the BE routine. Pupils need written permission from their parents for outings.
- Town visit – High school pupils will be allowed to go to town on Wednesdays from 15h30 – 16h45. Pupils must sign out and back after a town visit. (Parents should give written notification if they do not want their child to be allowed to go to town.) Pupils must wear school uniform and walk to town and back in a group. Whenever pupils go out as a group, they should wear their "Step-Outs".
- Boarders may obtain permission to go out and visit friends, provided the parents give written permission and fax it to the House staff member on duty. This will include:
  1. written permission from parents stating the name and contact number of the person to be visited.
  2. the name and contact number of the adult who will be responsible for the welfare of the child during the period of absence from the BE.
  3. the expected time of leaving and returning to the BE.

Once permission has been granted, the responsible adult will be required to:

1. sign the register when collecting the boarder
2. return the boarder at the stipulated time and sign him/her back in.
3. report to the House staff member on duty.

## **STUDY**

- There are three study sessions during the following times:  
16h00 – 17h00  
17h30 – 18h15  
19h15 – 20h15
- Wednesdays are “social” days which include town visits. Study, therefore, will be at 17h00 – 18h30 only on a Wednesday.
- An extra half hour will be allowed if boarders have been unable to complete their homework on time.
- Grade 12 pupils may study in their rooms.
- Once homework is completed, boarders should do general reading.
- If there is an arranged evening outing, study must be done in the afternoon at arranged times.
- Use of computers are for academic purposes only – no downloading, watching of DVDs or social media activities.
- **Grade 12 Pupils may use laptops for study purposes.**

## **LEISURE TIME**

- Leisure time is indicated on the daily schedule, when pupils are not required for any formal activity.
- This is an ideal time to play, make and receive phone calls and have friends visiting.

## **MONITORS**

- A senior pupil(s) will be appointed as a Monitor on a roster system.
- Duties will be done from Monday to Friday
- Duties will include:
  - keeping general discipline
  - assisting with discipline at meal times and study
  - waking of pupils in the morning and making sure that they are ready for the day on time
  - making sure that lights are out at bedtime.

## **PUPIL INTERACTION**

Boarders share accommodation and should therefore:

- respect one another
- help one another
- be an example to one another
- co-operate
- create a “home from home” atmosphere,
- respect one another’s space.

## **BATHROOMS and BEDROOMS**

- These are to be kept neat and tidy at all times. Inspections will be held on a daily basis.
- Personal hygiene is very important. A bath / shower is to be taken daily.
- Care should be taken not to spend too much time in the shower and to ensure that there is enough hot water for everybody.
- No electrical appliances such as heaters, fans and electrical blankets are allowed. Cell phones chargers and hair driers are allowed. Matric pupils may bring a kettle.

## **PROHIBITED AREAS**

- Any classroom or foyer after school.
- The kitchen area.
- Dormitories during school hours.
- Other pupils' rooms and lockers.
- Boys may not enter the girls' rooms and girls may not enter the boys' rooms.

## **LANGUAGE**

- No swearing or offensive language may be used.
- English is the language of instruction at Harriston and all pupils are encouraged to make use of English at all times.

## **DRESS CODE**

- Casual dress should always be appropriate.
- Parents are asked to check clothes that are packed for the week.

## **CONTRABAND**

- Pupils may not be in possession of items such as cigarettes, drugs, pornography, alcohol or prescribed medication.
- If such items are found, the matter is to be reported to the Head of School immediately.

## **CELL PHONES AND ELECTRONIC DEVICES**

- Cell phones may be used during free time, but must be turned off during study, meal times and evening devotions.
- Cell phones must be handed in during study sessions.
- Cell phones and all other electronic devices must be handed in 15 minutes before lights out. Pupils may collect their phones after breakfast.

## **LAPTOPS**

- **Grade 12 pupils (only)** may bring a laptop to the BE. These are only for study purposes and not to be used to watch DVDs, social media, games etc.
- All other pupils must have permission from the Boarder Mother / Master to bring a laptop to the BE. This should be handed in for safekeeping.

## **TRIPS TO TOWN**

- Pupils will be allowed to go to town on Wednesday afternoons from 15h30 to 16h45. Grade 10 - 12 pupils must travel in groups of no less than 2, while Grade 4 - 9 pupils must be in groups of at least 4.
- Students are to keep within the designated routes. To Spar – down Greyling Street and past the sports grounds. To town - via Mauritz and Stuart Streets.

## **ARRIVAL AND DEPARTURE**

- Pupils are not allowed to leave the BE without permission from the House staff member on duty.
- Parents will be required to sign children out on a Friday, unless alternative arrangements have been made in writing.
- Pupils must wear their school uniform when leaving the BE on Fridays and when they return on a Monday morning, ready for school.
- The BE will be open from Mondays at 07h00 until Friday at 13h30.

## **RESPECTING SCHOOL/ BE PROPERTY**

- Always respect property.
- Damage to property should be reported immediately.
- Repairs / replacement of such property will be for the account of the respective parents.

## **MINOR OFFENCES**

A demerit will be allocated for transgressions such as being late for meals and study or not signing out when leaving the school property. Three demerits will result in a “late” at school on a Friday afternoon from 13h00 – 14h00. Three lates will result in a detention which will be from 13h00 – 16h00 on a Friday.

## **SERIOUS OFFENCES**

Serious offences include:

- theft
- racism
- malicious damage to property
- leaving the BE without permission
- bad / vulgar language
- smoking
- possessing contraband
- inappropriate physical contact