



1863

ST ANDREW'S SCHOOL
BLOEMFONTEIN

HOSTEL

CODE OF CONDUCT
2022

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'Cor Scholae'
The Heart Of The School

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IMPORTANT CONTACT DETAILS

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1. INTRODUCTION

The Boarding Houses play a very special role in the life of the school. The Boarders have always considered themselves to be the **"Heart of the school"** and a **"cut above the rest"**. All at the school admire the Boarders' spirit. The Boarders set an example to the rest of the school in terms of behaviour, dress and appearance.

What is expected of a Saints Gentleman Boarder?

The following are the expectations of any Boarder who resides in a Saint Andrew's Hostel. These expectations are the basis on which all rules and regulations have been founded.

- Uphold the rules, regulations and traditions of the House.
- Treat all other members of the house with respect.
- Show self-discipline.
- Be loyal to the house and its members.
- Be honest and show integrity.
- Be well mannered.
- Be helpful to my fellow Boarders.
- Help maintain House spirit.
- Wear my uniform with pride and be smart in my appearance.
- Show sportsmanship on the sports' field and give of my best in all that I do.
- Take pride in all that I do.
- Honour all relationships.
- Strive towards academic excellence.
- Participate in House activities and the Inter House Competition.

All Boarders in Grade 1-11 must be involved in a team Summer and Winter sporting activity for the school. In Grade 12 a Boarder must be involved in a significant activity all year round.

2. VISITORS AND PERMISSION TO GO OUT

- 2.1. Boarders may receive visitors at the hostel between 15:00 and 17:30 on weekdays if they do not miss a school activity. Visitors are not allowed beyond the foyer of the hostels. There are recreational areas outside the building for all visitors. Only these areas are to be used for visitors. In the event of a day boy entering the hostel, permission must be granted by the Duty Master to be inside the building. Week visits may not happen after supper.
- 2.2 Visitors are permitted over weekends; however visiting times are restricted to 9:00 – 12:30 or 14:00 – 17:00.
- 2.2. On special occasions, such as birthdays, during the week Boarders may sign out with their parent/guardian, but must be back at the hostel by 21:30, or by the pre-determined time. Permission for this must be obtained from the Housemaster.

3. LAUNDRY

The St Andrew's Hostel laundry is currently on three days of the week, with each hostel being allocated a day. On laundry day boarders are expected to place their labelled laundry bags in the foyer of the hostel by 07:30, it will then be returned the following day. All laundry items are to be marked with the boy's surname. Laundry bags are provided by the matron upon arrival of a new boarder, and are labelled and colour coded.

Laundry Days: Storey - Monday ; Chandler - Tuesday ; Twells - Wednesday.

4. ARRIVALS AND DEPARTURES

- 4.1. On arrival at the hostel for the first time in the year, all Boarders must report to their Housemaster who will allocate a room to him. All Boarders must be in by 17:00 on the day before school starts.
- 4.2. **Full school uniform must be worn when leaving the hostel and returning to the hostel.**

This includes:

- 4.2.1. leaving the hostel for the weekend.
- 4.2.2. returning to the hostel after the weekend.
- 4.2.3. going to town.

The reason Boarders are required to leave and return to hostel in full school uniform is to ensure that learners will have their full uniform over the coming week and not forget a clothing item at home. The uniform must be neat at all times. If there is a valid reason for not wearing school shoes, the appropriate shoes must be worn within days of defaulting. Any deviations of the uniform must be presented to the Duty Master to obtain a defaulters slip.

Hair must be short and neat at all times, and haircuts must not draw attention to Boarders in any way. As per the school's hair regulations, stepped hairstyles are not acceptable and will result in a Boarder having his blazer and tie removed. The excessive use of gel and any hair dye is not permitted.

4.3. WEEKENDS

- 4.3.1. All Boarders must return to hostel by 17:00 on Sunday evening. By arrangement with the housemaster, returning to school on Monday morning will also be permitted.
- 4.3.2. Once signed out for the weekend, boarders must report to or notify the Master on duty if returning to the hostel at any stage over the weekend.
- 4.3.3. Before leaving hostel over the weekend boarders must ensure that they have completed the Meals & Destination Form and that the information reflected on the Meals & Destination Form is accurate and true.
- 4.3.4. The Meals and Destination Form must be completed weekly by Wednesday evening 18:00.

4.4. END OF TERM ARRANGEMENTS

- 4.4.1. If it is necessary for a Boarder to leave the hostel before the end of a term, a timeous request, preferably in writing, to miss school must first be directed to the Headmaster & Housemaster. As a matter of course, arrangements are not to be made for Boarders to leave before the last day of term. If transport arrangements NECESSITATE this, Boarders may be given permission to leave on the penultimate day of term.
- 4.4.2. If a bus / plane / lift leaves during school time, a Boarder may leave the school one hour before he is due to leave from the hostel. He must have permission from the Housemaster allowing him to leave school early.
- 4.4.3. Any Boarder who leaves the hostel before the end of term without permission will be treated as if he has "bunked" and it will be regarded as a Headmaster's offence.
- 4.4.4. Misbehaviour on busses or other forms of transport will be regarded as a serious offence and disciplinary action will be taken if necessary.

5. BOUNDS

For the **general safety of all pupils** the following 'bounds' must be observed.

- 5.1. The hostel boundaries are within the school campus.
- 5.2. Should you wish to go to Mimosa Mall, St Michael's, Eunice, etc, during the day, you will need the permission of the **DUTY MASTER and sign out using the correct procedure.**
- 5.4. If you wish to go further than Mimosa etc, during the day, then the permission of the **HOUSEMASTER** (not a student Master or prefect) is needed. If you cannot find the **HOUSEMASTER, YOU DO NOT GO!**
- 5.5. All daily sign outs must be done at lunch, requesting so by using the correct sign out procedure (see point 14).
- 5.6. Being out of bounds without permission will be treated as a **Headmaster's** offence.
- 5.7. If you are in any doubt – **ASK!**
- 5.8. No Boarder is allowed out of the hostel building after 18:00 without previously having obtained permission from the **HOUSEMASTER.** On his return he must report back to the **DUTY MASTER.**
- 5.9. The hostel is out of bounds during school hours without the permission of the Housemaster (You may only return to the hostel after 13:45 on weekdays).
- 5.10 **All hotel and bar premises are out of bounds unless Boarders are accompanied by their parents** (see separate school rules).
- 5.11. Breaking of bounds at night will be treated as a very serious offence and will result in serious disciplinary action being taken, and possibly expulsion from the hostel.
- 5.12. Boarders are allowed to go to Mimosa (see 5.3 above) during the week. All pupils must return by 17:00. No Boarder may go to Mimosa alone. Boarders are only allowed to go to Mimosa in groups.
- 5.13. For the benefit of clarity Mimosa is limited to: Mimosa Mall, Caltex and Brandwag Mall.

6. VISITING

- 6.1. No Boarder is to visit any home in town without permission from the Housemaster and using the correct sign out procedure.
- 6.3. If girls visit a Boarder the visitation will take place in the recreational area only. (No female visitors are to be taken into the hostel or up to the fields.)
- 6.3. The recreational areas are Oom Frikkie se Akker (Matrics only) and the benches outside the tuckshop.

7. WEEKEND LEAVE-OUTS

- 7.1. Every Boarder must complete the 'Meals and Destination' Form every week by Wednesday evening 18:00 to indicate where he is going for the weekend. This information must be true and correct. All parents are requested to be in contact with their sons weekly to confirm arrangements.
- 7.2. **Those leaving:**
 - 7.2.1. **will leave and return in school uniform.**
 - 7.2.2. will not enter the hostel during the weekend without the permission of the Duty Master.
 - 7.2.3. (returning on Sunday) will be in the hostel by 17:00. Roll call will be held at 21:10.
- 7.3. **Those staying:**
 - 7.3.1. No Boarder may sleep in another room without the permission of the Housemaster.
 - 7.3.2. Any Boarder leaving the hostel building must have permission of the Duty Master and have used the correct sign out procedure.
 - 7.3.3. Boarders staying in for the weekend for official school activities **are expected to attend every meal.**
- 7.4. **Out Weekend:**
 - 7.4.1. During the year there may be various out weekends at the Headmaster's discretion. The Boarders will be informed of these dates and it will entail that all Boarders find alternate accommodation for the weekend.

8. DRESS

- 8.1. Summer or winter uniform will be worn **as prescribed by the hostel.**
- 8.2. Civvies are not to be worn outside the hostel.
- 8.3. Casual school clothes may be worn to meals over the weekend and to supper during the week.

The acceptable standard for dress for these meals is as follows:

- 8.3.1. Closed shoes with socks or flip-flops without socks. No slippers.
- 8.3.2. Neat blue jeans, without holes or Saints tracksuite pants or Earned Saints sports pants – Grade 1 - 11
- 8.3.3. Earned Saints sports shirts.
- 8.3.4. Saints winter clothing is permitted.
- 8.3.5. Hair is to be neatly combed.
- 8.3.6. Bashers are part of the Boarder's uniform and are worn to town and when supporting school events.
They are not worn to school in the mornings.
- 8.3.7. It is the prefect on duties responsibility to ensure that his hostel is dressed correctly.
*Earned clothing refers to clothing earned in an activity that the boy participated in himself.

9. COMMON ROOM AND MEDIA ROOM

Each hostel has a common room. These Common Rooms will be for the use of boys from that hotel only. The behaviour in the common room must be of an exemplary standard.

- 9.1. No ball games other than pool, snooker or table tennis.
- 9.2. No standing on chairs.
- 9.3. No shoes on chairs.
- 9.4. No 'riding' of chairs.
- 9.6. No throwing of snooker balls or abuse of the cue.
- 9.7. No abuse of any equipment in the Common Room.
- 9.8. No sitting on the pool table.
- 9.9. No rough games to be played.
- 9.10. The TV's are to be kept to an acceptable volume.
- 9.11. No screaming and shouting - noise is to be kept to a minimum.
- 9.12. No device may be plugged into the TV without permission from the Duty Master.
- 9.13. No abuse of any common room equipment whatsoever.

Deviation from any of these rules may result in the withdrawal of Common Room privileges for a period.

10. MOTOR VEHICLES / CYCLES

- 10.1. No Boarder will be allowed to go motoring with anyone except his parents or other responsible persons, who are approved of by the House Master or Headmaster.
- 10.2. No Boarder may drive a motorcar or motorcycle without permission of the Headmaster/Housemaster, and parents.
- 10.3. A letter of consent must be handed to the Housemaster/Headmaster signed by parent/guardian accompanied by a copy of valid driver's licence.
- 10.4. Boys will only be allowed to use your vehicle to arrive at hostel and leave for homes. Special permission may be given for boys to use their vehicle to attend tutor sessions as agreed by the Housemaster and parent/ guardian.
- 10.5. At no stage may you transport any St Andrew's school Pupil.
- 10.6. Vehicles are to be parked in the Hickling Field Parking area.
- 10.7. Keys are to be handed to the House Master upon arrival and can be collected the day of departure again.

11. ELECTRICAL APPLIANCES

- 11.1. Music may be played in the hostel up to the prep bell only (**NOT during prep**) and thereafter they may be played up until the lights out bell. Boarders should respect those around them and should ensure that their music cannot be heard outside their room.
- 11.2. All radios, etc, must be locked away when not being used.
- 11.3. No kettles, heaters, toasters or other electrical appliances may be used in the corridors or rooms, unless the Housemaster has given permission.
- 11.4. Failure to comply with the above will result in confiscation for a period determined by the Housemaster.

12. ELECTRONIC DEVICE POLICY

All Boarders at St Andrew's are required to have a laptop for academic use. The use during Prep sessions is only allowed for academic purposes. The hostel has WIFI hotspots and Boarders will be able to access WIFI at various points throughout the hostel. The WIFI will be turned off after 10:00 in the evening.

Electronic devices may be used for non-academic purposes during non-prep times. However, devices may never be used during meals or after lights out.

Every Boarder must ensure that all electronic devices are locked away when they are not being used. Leaving your device on your desk is not locking it away. Any Boarder found using an electronic device for non-academic purposes during prep hours or after lights out will have that device confiscated until parents have been contacted. Thereafter the device will only be handed back on guarantee that further abuse will not happen.

The hostel will not be held responsible for any electronic device that is stolen or goes missing. Boarders bring their electronic devices to hostel entirely at their own risk.

12.1. ELECTRONIC DEVICE CODE OF CONDUCT

You must:

- 12.1.1. Use the device to enhance your learning experience.
- 12.1.2. Allow parents or teachers to view all content on your device at any time.
- 12.1.3. Respect other's privacy when recording audio or video.
- 12.1.4. Respect other's intellectual property.
- 12.1.5. Backup your work on a regular basis.

You must not:

- 12.1.6. Put yourself or others at risk in cyberspace.
- 12.1.7. Access inappropriate material.
- 12.1.8. Undertake any activity that diminishes the dignity of yourself, or another person or of the school.
- 12.1.9. Use your device after lights out or during meals.

13. GENERAL RULES

- 13.1. Great care must be taken at all times to avoid damaging or defacing hostel property. Any Boarder seeing/ causing damage, slight or serious, **must report it immediately**. Any Boarder who has damaged any hostel or other Boarder's property will be required to replace the damaged item/s. This is regarded as a Headmaster's offence and appropriate disciplinary action will be taken.
- 13.2. No boy may swim unless a **Master** is present. Normal swimming rules apply. (No running around the pool, no throwing boys into the pool, no violent games in the pool, etc i.e. **NO HORSEPLAY**)
- 13.3. **The removal of cutlery / crockery / food** from the dining room is **forbidden**.
- 13.4. Beds and rooms must be **kept tidy at all times**, including weekends.
- 13.5. **Posters in rooms**
 - 13.5.1. No pictures may be stuck on to the roof of the rooms.
 - 13.5.2. Each Boarder may stick a maximum of 2 posters on his wall.
 - 13.5.3. No inappropriate or offensive posters will be permitted.
 - 13.5.4. Posters must be removed from walls when the room is no longer occupied.
 - 13.5.5. If, when removing a poster, the wall is damaged the boarder will be charged for the repairing of the wall.

14. GENERAL PROCEDURES - SIGN OUTS

14.1. WHEN TO SIGN OUT – DURING THE DAY

- 14.1.1. Signing out is done in the Signing-out Book when the boarder is leaving the hostel.
- 14.1.2. The prefect on duty must bring the Signing-out Book to lunch where the Master on duty must authorize all signing out. It is the boarder's responsibility to request authorization from the Master on duty.
- 14.1.3. **WHENEVER** you leave the school campus, or if you leave the hostel after supper, you must sign out using this procedure.
- 14.1.4. When leaving the hostel, but remaining on school campus, signing out is not required **unless** it is after supper then you follow the procedure above.
- 14.1.5. Boarders need the Duty Master's permission to go out beyond the boundaries of the school. If the Duty Master is not around to ask, then you **DON'T GO!**
- 14.1.6. Boarders must return from town **before 17:00**. If unable to make it back in time, boarders must obtain permission from the Housemaster to be late or phone the relevant Housemaster.
- 14.1.7. If intending on going out with parents during the afternoon you will need the permission of the Housemaster.
- 14.1.8. Full School **uniform** is to be worn when going out during the afternoon.
- 14.1.9. You will be allowed to cycle to town. At all times relevant safety gear must be worn.
- 14.1.10. Permission from the Housemaster is needed to keep a bike at the hostel. This permission will only be given once a letter is received from your parents.
- 14.1.12. No Boarder is to visit any home in town without permission from the Housemaster. This applies also to a Boarder whose home may be close to the hostel or even within the bounds of the school.

14.2. WHEN TO SIGN OUT – AT NIGHT

- 14.2.1. When going **ANYWHERE** after 18:00 you must sign out, unless indicated otherwise by the Housemaster.
- 14.2.2. When going out after 18:00 you must have the Housemaster's permission and sign out using the correct procedure (15.1.1. to 15.1.4.)
- 14.2.3. On returning to the hostel boarders must report to the Duty Master, and **sign themselves in**.
- 14.2.4. Should you wish to go out for your birthday, or another special occasion, communication of request needs to be received from parents, addressed to the Housemaster. This should be received at least **24 hours in advance**. Written permission is required.
- 14.2.5. Full School uniform is to be worn when going out at night.
- 14.2.6. **Within 20 minutes** of the end of a school function all Boarders are to report back in the boarding house.
- 14.2.7. Should you not be able to make it back by the stipulated time you are to contact the Duty Master.
- 14.2.8. Failure to sign back in is a Master's offence.
- 14.2.9. Failure to arrive back in the time stated is a Master's offence.

14.3. WHEN TO SIGN OUT – WEEKENDS

All the above rules apply, except authorisation can be granted at breakfast or lunch.

15. EVENT SUPPORTING

It is expected that Boarders must support 1st team events on certain "nominated ALL IN" Friday evenings and Saturday mornings. If boarders are involved in playing a sport on a Saturday morning and will be unable to support in the morning you must inform the Head of House timeously.

16. PROCEDURE FOR REPORTING SICK

- 16.1.1 A Boarder wishing to report sick must report to the SAN Sister before 06:45. If a Boarder is ill and it is deemed necessary for him to see a doctor, parents will be phoned, and the necessary arrangements will be made by the Sister. Parents are responsible for the payment of medical accounts. Dental treatment and specialist appointments, such as physiotherapy, will only be made in the case of an emergency.
- 16.1.2 SAN call will take place before each meal. During SAN call medicines will be dispensed, and Boarders will be able report any minor issues that they might have.
- 16.1.3 Should a learner feel ill, they are to contact the sister immediately.
- 16.1.4 Certain medications may be kept in rooms with the SAN Sisters permission only.
- 16.1.5 Should there be a medical emergency the sister is to be contacted immediately.
- 16.1.6 For Non-medical emergencies after hours boarders can report to their respective Housemaster.

16.2. IF YOU ARE GIVEN PERMISSION TO STAY OFF SCHOOL, BOARDERS:

- 16.2.1. must remain in SAN.
- 16.1.3. may only leave SAN with the Sister's permission.
- 16.1.4. may not dismiss yourself from SAN.
- 16.1.5. may not receive any visitors in SAN.

16.3. WHEN REPORTING SICK:

- 16.3.1. No Boarder will be dismissed from SAN before 18:00 on any day. This is at the Sisters discretion.
- 16.3.2. If taken to the doctor, boarders do so in their school tracksuit.
- 16.3.3. If you wish your parents to come and fetch you, please phone them after consultation with Sister.
- 16.3.4. On returning to the hostel after being away ill you **must report to the Sister/ Housemaster**.
- 16.3.5. In the case of an emergency Medi-Clinic will be used. All families are required to complete the necessary Medical Aid Information Sheet. Please provide a copy of the medical aid card, front and back as well as a copy of the principal member's ID Document. This will be kept on file for use in case of Emergencies.

The school is contracted to Oneschools through Onesure Insurance. They provide insurance cover that will guarantee that your son will be transported and admitted to a hospital in case of an emergency.

The policy will cover all medical costs until your son is stabilised. If your son is moved into the general ward or requires further medical assistance after being stabilised, the costs will be for your account.

17. MEALS

- 17.1. **LATE/PACKED SUPPERS** must be requested before 14:00 on the day – as indicated in the Kitchen meal request book. Permission must be sought from the Master on duty. If you order a meal, you are expected to eat it and are responsible for clearing your area. Failure to do this is regarded as a Master's offence.
- 17.2. **EARLY BREAKFAST** requires the Duty Master's permission as well as giving prior notice to the Kitchen Manager. This permission needs to be obtained at supper on the evening prior to the day you need early breakfast.

18. ST ANDREW'S HOSTEL DISCIPLINARY PROCEDURE

At Saints the following are Non-Negotiables i.e. They are expulsion/suspension offences at the discretion of the Headmaster and Housemaster.

- 18.1. Stealing
- 18.2. Bullying / Fighting
- 18.3. Vandalism
- 18.4. Bunking Out / Not signing out correctly
- 18.5. Drugs/Alcohol/Smoking
- 18.6. Sexual Misconduct

Level 1	Hostel Warning (HW) 2 order marks (Prefect & Duty Master)	Electronic Device abuse; poor hygiene; untidy dorm space; hair defaulter; uniform defaulter; disruptive; shower abuse; unruly behaviour; food wastage; location transgressions; talking during prep; littering; lights out infraction; late for inspection/meals; Ball games in hostel etc.
Level 2	Hostel Warning (HW) 4 order marks (Prefect & Duty Master)	2nd offence Level 1 offenders; swearing.
Level 3	Hostel Warning (HW) 6 order marks (Duty Master)	Disregarding hostel duties; Walking on Cops Path, pattern offenders Level 1 and 2; computer/internet abuse; punishment not done; defiance; rudeness/ disrespect; teasing; name-calling; damage to property; not reporting; missing meals/ roll-call.
Level 4	Referral to Housemaster/ Headmaster. Parents contacted.	Pattern offenders Level 3; serious defiance; interfering with others' property; graffiti; immoral conduct; socially unacceptable behaviour; out of bounds on campus. Pattern 4 offences may be escalated to a Disciplinary Hearing at the discretion of the Housemaster/Headmaster.
Level 5	Non-Negotiables Referral to Housemaster and Headmaster and/or Hostel or School Governing Body. (Suspension or Expulsion from hostel at the discretion of the Headmaster).	Pattern offenders Level 4 and Non-Negotiables but also including out of bounds off-campus; socially inappropriate behaviour; smoking of any substance (e.g. cigarettes, vape, Hookah-pipe, etc.); testing positive for drugs; malicious damage to property; repeated interference/ bullying; bunking out; bunking prep; not signing out; stealing, pornography, drugs. Non-Negotiable offenders will immediately be asked to leave the boarding house. Parents/ Guardians will be requested to collect their son and remove him from the boarding house at the discretion of the Headmaster after having investigated the matter initially pending - a hearing with the Headmaster and Housemaster or a governing body hearing – at the discretion of the Headmaster.

**ST ANDREW'S HOSTEL DISCIPLINARY – OPERATING PROCEDURE AND ACTION:
ALL OFFENCES TO BE RECORDED (HOSTEL WARNINGS)**

STEP 1:

Offences stand for one week (Monday to Monday). Order Marks read out on Monday evenings. Boarders have an opportunity to query order marks with the House Master by Monday 21:00. Consequences come into effect as of Wednesday morning.

STEP 2: CONSEQUENCES:

Full school uniform to all meals, No signing out (unless school activity) and work party around hostel.

10 order marks – Wednesday 06:45 until Saturday 07:45.

12 order marks – Wednesday 06:45 until Saturday 18:30.

14 order marks – Wednesday 06:45 until Monday 06:45 (full weekend).

The following still remain as standard Gating punishments:

1. Full School uniform throughout.
2. Assisting in dining hall duties (washing dishes, clearing plates etc.) provided you wake up early in the morning and staying behind after supper.
3. Lose all common room privileges and may not enter without permission or unless 6 bells are rung.

STEP 3:

Repeat offences. Disciplinary Action at Hostel. This is a Masters Warning. Parents will be informed (phone call or email) every time from when there are more than 14 Order marks. Must include parental meeting to discuss way forward. Suspension the likely outcome!

STEP 4:

When a Boarder has accumulated 14 order marks or more for three weekly cycles over a term the Boarder will be suspended from hostel (externally) for a period of two weeks.

Should a Boarder on his return to hostel after being suspended for 2 weeks externally again accumulate over 14 order marks in a weekly cycle and thus now have 4 weekly cycles worth of 14 or more order marks in each, the Boarder will be asked to leave hostel immediately i.e. will be expelled. At the end of the school term, the cycle restarts.

STEP 5: NON-NEGOTIABLES:

Parents/Guardians will be requested to collect their son and remove him from the boarding house at the discretion of the Headmaster after having investigated the matter initially - pending a hearing with the Headmaster or a hostel governing body hearing or a school governing body hearing – at the discretion of the Headmaster.

The aim of this system is to prevent serious disciplinary action and focus on mentoring and improving, before escalation occurs. Parents are to be kept informed of escalation in disciplinary offences.

A prefect may at no stage give a Boarder more than 4 order marks. The prefect has to escalate the matter to a Master for a repeat offence. The prefect is expected to engage with boys around any disciplinary matter when an order mark is given.

It should at all times be noted that whilst a learner has the right to schooling and attendance at school, boarding is not a right rather a privilege. At the recommendation of the Housemaster the Headmaster may remove a boy from the hostel.

19. PREP RULES

- 19.1. When the prep bell is rung, all Boarders are to be already seated at their desks. No movement in the passages after the bell has rung.
- 19.2. During prep there is to be absolute silence – no communication or going to the toilet.

- 19.3. Laptops/cell phones may only be used for academic purposes during prep. Electronic device abuse will result in an automatic 6 order marks and possible withdrawal of the privilege.
- 19.4. Other than academic purposes Cell phones may be used to listen to music. Abuse of this privilege may result in confiscation for 3 weeks. Permission must be sought to listen to music prior to the start of prep.
- 19.5. Permission to move around during prep is to be obtained from the Duty/House Master **ONLY**.
- 19.6. All lockers must be shut.
- 19.7. Room doors must be open.
- 19.8. No reading, other than setwork books, until 3rd prep.
- 19.9. Permission for Late Prep must be obtained from the Duty Master.
- 19.10. If any Boarder wishes to work with another Boarder during prep permission must given before the start of prep by the Duty Master.

20. INSPECTION RULES

To be prepared for inspection the following must be done:

- 20.1. You will need to be standing outside your room ready for inspection.
- 20.2. Shoes must be polished with a suitable polish.
- 20.3. No buttons to be missing from blazer or shirt.
- 20.4. Tie must be done up properly.
- 20.5. Clean shirt to be worn.
- 20.6. Blazer to be clean and neat.
- 20.7. Correct socks to be worn.
- 20.8. Hair to be combed, tidy and neat.
- 20.9. Face to be washed.
- 20.10. Bed to be made (Bed to be neat and tidy).
- 20.11. Floor of dorm to be clean with nothing lying around. No wet towels or clothing on floor at **any time**.
- 20.12. Lockers to be neat and tidy clothes must be neatly packed.
- 20.13. Bashes to be placed on bookshelf every Monday & Friday.
- 20.14. Must be shaved.
- 20.15. Diary must be available.

21. RULES FOR WEARING OF BASHERS

- 21.1. Bashes to be on your desk for every Monday & Friday morning inspections.
- 21.2. Bashes are to be worn to town and to all other supporting events except when supporting evening functions.
- 21.3 Never wear bashes inside buildings.
- 21.4 Touch your basher on the right-hand side brim in greeting
- 21.5 On exiting the memorial gates tip your basher as a sign of respect to those Old Andean's who lost their lives during the wars.
- 21.6 Bashes may only be worn without blazers when supporting events and it is hot – prefects' discretion.
- 21.7 The bashes must always be parallel to the ground.
- 21.8 No hair must be showing below the front of the basher.
- 21.9. Never wear basher when it is raining. (Head Prefects Discretion)
- 21.10. Do not leave bashes lying around.
- 21.11. All bashes to be marked.
- 21.12 You may remove your basher once you enter the campus and carry it under your arm.

22. FIRE EVACUATION PROCEDURE

REFER TO FIRE EVACUATION PROCEDURE.

23. DUTIES OF RESPECTIVE GRADES

If any of the duties are not done you will receive Level 3 consequence.

23.1 GRADE 8 DUTIES

- Ringing bells before Meals
- To ensure dining room table is left clean.
- Do duties for their Matric Buddy
- the raising and lowering of flags
- Stacking of Bun Table
- Ensuring that outdoor quad is neat and tidy.

23.2 GRADE 9 DUTIES

Duty - Boarders:

- Ensuring that the common room is clean and tidy
- Ensuring that kitchenette is clean

23.3 GRADE 10 DUTIES

- Ensuring that the common room is clean and tidy
- To ensure dining room table is left clean.
- Prep bells

23.4 GRADE 11 DUTIES

- Ensure that kitchenette is clean

23.5 GRADE 12 DUTIES:

- Every Grade 12 is expected to meet with his Buddy once a week on a pastoral basis. This will include checking of diary, homework, goals, commitments to school and general well-being.
- Every Grade 12 is expected to check the weekly disciplinary list (School DT's, CHWS, Order Marks) and have conversations with their Buddies.
- Every Grade 12 is expected to watch his Buddy over "All In" Weekend Derbies.

24. HOUSE PRIVILEGES

MATRIC PRIVILEGES

Welcome to being a Matric in Saints. One of the things most looked forward to about being in Matric is the fact that you have more privileges than the rest of the house. Privileges that Matrics have are all clearly laid out below.

Along with privilege goes responsibility. A large amount of trust goes into giving you these privileges. Because of this we do not expect any of these privileges to be abused.

The only privileges Matrics' have are the ones laid out below. There are no "unwritten" privileges. Should any Matric break the trust by abusing these privileges or adding any of their own – then some or all of these privileges laid out below may be withdrawn. **They are a privilege – not a right.**

24.1 Dinner every month with Masters.

24.2 Matrics are allowed to come to meals in earned festival/tournament shirts.

24.3. Matrics will be inspected in the mornings at the discretion of the Duty Master or hostel staff.

24.4. Matrics do not have to be out of the boarding house during the afternoon but need to set an example and ensure they partake in sport and cultural activities. During this time matrics will only be allowed to be in their own rooms and may never be in any other room when it is unoccupied.

24.5. May take first at supper, braais, bun-table, etc. – but make sure there is enough to go around.

24.6. Watch TV until 22:30 or later but **with permission in the common room only** for valid reasons – important sport matches etc. (not movies or series).

24.7. Matrics are allowed to shower outside of shower times, excluding during prep and after lights out.

These are ALL the Matric privileges at Saints. If it does not appear above then it does not happen. There are no "unwritten" privileges that Matrics have. If you are unsure of anything then ASK!!! Remember that these are privileges and not rights and may be taken away if deemed necessary by the hostel staff.

25. GENERAL

25.1. All grades are allowed to walk around hostel in bare feet.

25.2. All grades are allowed to wear civvies inside the hostel building. No civvies to be worn outside hostel building.

25.3. For evening meals, Grade 8-10 boys can wear casual school shirts with blue jeans (No holes or tears, and no skin tight jeans, this is at the discretion of Housemaster) but no vests. Only closed shoes in the dining hall except for matrics. Grade 11's are allowed to wear school shorts.

25.4. Grade 8-11 will be inspected every morning.

25.5. Grade 8-11 are to be out of their rooms from 14:30 until 17:00.

25.6. Grade 8-11 are allowed to shower from 17:00 till 17:40.

25.7. If boys wish to shower in the mornings, they can do so but must still be ready for inspection at 06:30.

25.8. Any boarder wishing to shower outside of these times must have permission from duty master

25.9. Grade 8s are not responsible for the tidiness of the dining hall after supper.

25.10. Each Boarder is responsible for his own area in his dorm and at mealtimes.

25.11. Grade 11s to make sure that Boarders behave in the common room.

26. BOARDERS WHO HAVE MOTOR CARS

The following rules are not negotiable:

- 26.1. Application for having a car has to be emailed to the headmaster by a parent/guardian for consideration.
- 26.2. Each case will be considered on merit. If the application is successful, the following conditions will prevail:
- 26.3. A copy of the driver's licence has to be handed in to the housemaster for filing.
- 26.4. Keys have to be handed in to the housemaster for safe keeping.
- 26.5. May only be used if signed out to go home.
- 26.7. No one else is allowed to drive the car or be a passenger in the car under any circumstances.

If any of the above conditions are broken, the vehicle has to be returned home and may not be used at hostel again.

Date: _____

Owner of vehicle: _____

Headmaster: _____

27. SPORT/ACTIVITIES

- 27.1. All Boarders are expected to be involved in a Summer and Winter activity.
- 27.2. No meals or prep are to be missed due to gym sessions unless special permission is given in advance for official school sessions.

28. LOCKERS

- 28.1. All Boarders are provided with a locker. It is essential that Boarders ensure that lockers are locked at all times. All valuable items should be placed in the locker.
- 28.2. The hostel will accept no responsibility for any lost or stolen items.

29. BELL TIMES

BELLS MUST BE ADHERED TO AT ALL TIMES

MONDAY TO THURSDAY	
TWELLS & CHANDLER	STOREY
06:00	Rising Bell
06:30	Inspection by Prefects & DM
06:45	Breakfast (Double Bell)
07:25	School Roll call
07:30	Chapel
07:45	School Begins

10:45	Break – bun table – compulsory		
13:45	School Finishes		
13:50	Lunch (Double Bell)		
14:30	Out of Dorms		
17:00	In dorms Shower time begins Common rooms open		
17:50	Supper (Double Bell)		
18:30 - 19:20	1 st Prep		
19:20 - 19:30	1 st Prep Break		
19:30 - 20:20	2 nd Prep		
20:20 - 20:30	2 nd Prep Break		
20:30 – 21:20	3 rd Prep	20:30-21:00	3 rd Prep
21:40	Bible Study	21:20	Bible Study
21:50	Quiet Time	21:30	Quiet Time
22:00	Lights Out	21:40	Lights out

FRIDAY	
TWELLS & CHANDLER	STOREY
06:00 – 21:20	Normal Weekday Routine
22:00	Roll Call
22:20	Quiet Time
22:30	Lights Out

SATURDAY	
TWELLS & CHANDLER	STOREY
07:30	Breakfast (Double Bell)
13:00	Lunch (Double Bell)
17:50	Supper (Double Bell)
22:00	Roll Call
22:20	Quiet Time
22:30	Lights Out

SUNDAY

TWELLS & CHANDLER		STOREY	
08:30	Breakfast (Double Bell)		
13:00	Lunch (Double Bell)		
17:50	Supper (Double Bell)		
18:30	Chapel		
19:30 – 20:20	2 nd Prep	19:30-20:20	2 nd Prep
20:20 – 20:30	2 nd Prep Break	20:20-20:30	2 nd Prep Break
20:30 – 21:20	3 rd Prep	20:30-21:00	3 rd Prep
21:50	Quiet Time	21:30	Quiet Time
22:00	Lights Out	21:40	Lights Out
22:20	Quiet Time		
22:30	Lights Out		

MAP OF ST ANDREWS CAMPUS

