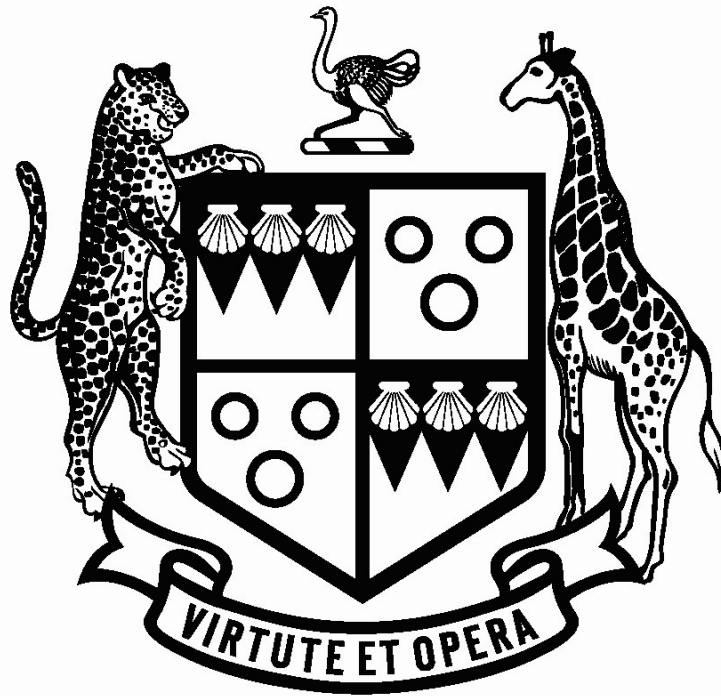


# VICTORIA GIRLS' HIGH SCHOOL



## HOSTEL CODE OF CONDUCT

2022 – 2024



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## PREAMBLE

Any hostel is unique in that we try to create a home away from home for the boarders in an environment where many people are thrown together through force of circumstance.

It is therefore essential we all strive for consideration, tolerance and sound values in our dealings with each other. We should all have a desire to be kind to ourselves, to others and to our environment. Respect for ourselves, each other, the school, hostel and property will help create a mutually beneficial environment. Parents, boarders and staff should be committed to give of their best at all times to ensure that the hostels are a happy and safe space.

Boarders should participate in the many opportunities created by the school and hostel for their holistic development. They have to participate in at least one sport and one cultural activity. Community Service is encouraged.

The school and hostel do not permit any initiation whatsoever. We encourage helpfulness, but do not allow a big sister practice that could lead to exploitation and coercion. The hostel supports the concept of progressive maturity and privileges, therefore a senior boarder may have more privileges than a junior boarder. Similarly, more responsible behaviour will be expected from seniors.

This booklet contains many, many rules (not comprehensive and not including the full daily programme of the boarders), but we trust that you understand the reasons and wisdom behind them. It is accepted that enrolling your daughter/ward at a VGHS hostel implies that you and your daughter/ward have accepted the rules and promise to adhere to them.

Please note that Renfrew House fall under the umbrella of Eleanor Brown House. Denise Long House falls under Beaufort House.

*All references to parents include legal guardians and sponsors. We reserve Right of Admission to our campus.*

# STANDARDS, RULES, CODES OF PRACTICE

## 1. BEGINNING AND END OF TERM

- 1.1 At the beginning of the first term, boarders must be in between 10:00 and 17:00 on the day before school re-opens.
- 1.2 At the beginning of the second, third and fourth terms, boarders must be in between 14:00 and 18:00 on the day before school re-opens, unless a reasonable, timely arrangement has been made with the staff member on duty.
- 1.3 No one leaves hostel before the official time, nor may return after the start of the term (except in emergencies).  
*Boarders who do so will be severely gated for double the school time missed and until the hostel staff are satisfied that all school work has been caught up.*
- 1.4 At the end of the term, sign out is in full school uniform, accompanied by the person (even if a parent) who is fetching the boarder.
- 1.5 Boarders must sign in and out in full school uniform, with the staff on duty, after which they may not leave again without the permission of the staff.
- 1.6 All travelling in full school uniform.
- 1.7 **An amount per hour will be charged for boarders not being collected by 18:00 on the day school breaks up for holidays or on the day that a leave-out weekend starts.**

## 2. VISITS AND OUTINGS

- 2.1 All visiting and outing privileges are subject to
  - ✓ the correct procedure being followed
  - ✓ all documents being submitted

- ✓ not having school, hostel or punishment commitments. If gated, the boarder will not be allowed out for the period of the gating.
- 2.2 Written permission by parents must be given to the Matron if a person other than parents will be signing and taking boarders to parents. Their names must be on the Visitors' List or sent via e-mail or fax. Matrons will confirm telephonically that any e-mails sent are from parents.
- 2.3 No one will be allowed to spend a weekend or visiting day at a home other than their own unless the Matron has written permission from the host and boarder's parents. Matrons will confirm any e-mails sent are from hosts telephonically.
- 2.4 All weekend arrangements must be made with the Matron by Thursday evening (e.g. permission and invitations). No cards will be signed on Friday, Saturday or Sunday unless an emergency occurs.
- 2.5 Hostel staff will only transport to and from the bus stop over leave-out weekends and at the start and end of school holidays. At other times boarders will have to organize their own reputable taxis.
- 2.6 Boarders are responsible for ensuring that permissions are granted by the correct time. Failure to do so will mean that the boarder cannot go out.
- 2.7 Boarders must have signed permission by the Matron before they are allowed out.
- 2.8 Boarders must be fetched before the duty room closes at 19:00. Thereafter no one will not be allowed out.
- 2.9 All to travel in school uniform, except when parents fetch their children for an outing/travelling.

- 2.10 The Matron must be informed of any changes to permission arrangements after permission has been granted.
- 2.11 Over Leave Out weekends, boarders must be out by 17:00 and in between 14:00 and 18:00.

***Bunking out, i.e. being off the campus without permission, is a very serious offence and will result in severe gating or suspension. The boarder could be asked to leave the hostel. Any boarder who is absent from the hostel without permission during the night, will not be allowed to remain in the hostel.***

### **3. VISITORS' LISTS**

- 3.1 If people other than parents may be visited, it must be indicated on the Visitors' List at the beginning of every year. Consent will need to be given from all parties for using their information as per POPI Act.
- 3.2 Only people on the Visitors' List may sign out boarders. This includes during the compulsory leave-out and the end of term.
- 3.3 Only adults over 21, on the Visitors' List, may sign boarders out. They must show their ID. Matrons' discretion may be applied to brothers and sisters, in consultation with parents, if the under 21 brother or sister is transporting the boarder home.
- 3.4 No telephonic changes or additions to the list will be accepted.
- 3.5 During the year, additions to the Visitors' List must be done by parents/guardians in writing e.g. a signed fax or letter. The parents' and additions' Identity Numbers must appear on the fax or letter. The Matron will confirm the received letter telephonically.

### **4. WEEKENDS AND OVERNIGHT VISITING**

- 4.1 Each term, with the possible exception of the fourth term, these will be:

- 4.1.1 *One Fixed Leave-Out Weekend*, from the closing day at 13:45 to the day before returning at 20:00, or the day school reopens at 07:00. The hostel closes on the day of closing at 18:00 and opens on the day before school reopens at 15:00. Collection from the bus must be arranged with the Matrons on the day before leave-out starts.
- 4.1.2 *Sleepovers*: One sleepover a term. The sleepover begins at 12:00 on Saturday and ends at 18:00 on Sunday.
- 4.1.3 Senior Staff concerned about a sleep out venue or visit will be expected to contact parents to share their concerns.
- 4.2 Examination weekends, tri-varsity weekends or any weekends deemed an unnecessary risk (including dance and social weekends) may not be spent with anybody other than own parents. No boarder may sign out on the night of any school dance.
- 4.3 There is no restriction on going home to own parents, or being visited by own parents, except for the first weekend of the year, provided boarders are settled in the hostel and have met all school and hostel commitments (e.g. sport[s] matches, society meetings, etc.). There are also some restrictions on weekends where dances/socials are held.
- 4.4 The school advises the use of reputable bus companies with a good safety record and individual seat belts.
- 4.5 Sleepovers at other VGHS Houses are not encouraged, however, all boarders may have it once a term (subject to bed space and subject to all the House staff agreeing to the sleepover and subject to good behaviour over the course of the year).
- 4.6 When it is not an official Leave Out Weekend parents/guardians are responsible for organising transport to and from hostel for their daughter/ward.

- 4.7 All travel and lift arrangements must be completed at least two days before Leave Out starts (this includes lifts organised with Matrons to the bus stop).

## 5. RECEIVING VISITORS AND/OR GOING OUT FOR A BRIEF PERIOD

*Boarders may go out with own parents or approved hosts (see VISITORS' LISTS) over weekends at suitable times. If on punishment, boarders may only go out with own parents.*

- 5.1 Visiting hours are:
- |                    |                                       |
|--------------------|---------------------------------------|
| Mondays – Fridays: | 15:00 – 17:00 (Interhostel/day girls) |
| Saturdays:         | 10:00 – 12:00; 14:00-17:00            |
| Matrics only:      | 18:30 – 21:00 (Saturdays)             |
| Sundays:           | 15:00 – 17:00                         |
- 5.2. During exams, no visiting is allowed during prep times, which are: 14:00-15:00 in the afternoons and 9:00-11:00 (Gr 12s 9:30-11:30) on Saturday mornings.
- 5.3. Visitors must be received in the visitors' lounge, on the front lawn of Beaufort House or Music School lawn after the staff on duty have given permission, and on the lawn at the back of Eleanor Brown House or the visitors' lounge room after the staff on duty has given permission.  
**Never in out of bounds areas.**
- 5.4. No sitting in cars with anyone other than own parents, and only after permission has been obtained from the staff on duty.
- 5.5. No receiving lifts to and from functions from anyone other than a staff member or assigned driver without written permission from the Matron.
- 5.6. No parents or other visitors (e.g. day girls), are allowed into rooms except at the beginning and end of term to help carry luggage.



- 5.7. No boarder is allowed out of the dining room, during silence or prep to receive visitors or to take telephone calls. In case of an emergency, parents are requested to phone the duty room.
- 5.8. Whenever visiting, sign out and in at the duty room by the staff on duty, and be accompanied by own parents or the host concerned.

*We encourage parents to visit their daughters, but at times restrictions may apply. Please note that hostel staff may, on reasonable grounds, ban people from visiting the hostels.*

## **6. SPECIAL OUTINGS / FAMILY VISITS**

- 6.1 Cards must be signed the day before boarders wish to go out. (Weekends by Wednesday evening). Detailed explanations must be given on a separate slip of paper attached to the card. Parents must send an email to the school office giving permission. Hosts must send a written, signed invitation.
- 6.2 At all times boarders must leave hostel, and return, in school uniform, except on special outings or family visits on Sundays when suitable casual clothes may be worn. (Whenever parents take their children for an outing, they may wear suitable casual clothes).
- 6.3 School uniform is worn when attending an inter-schools function, or any other function where school uniform is required.
- 6.4 School uniform is worn when boarders need to go to the Johan Carinus Art School. Written permission for such a visit must be received from the JCAC in good time.
- 6.4 Details for special outings e.g. to rugby, will be given at the time.
- 6.5 To attend an organised school outing a list signed by a staff member is received by the hostel *(It is up to the*

boarders to ensure that these lists are signed and given to the hostel staff member).

## **7. WALKS & RUNNING**

7.1 Walks over the weekends –

Saturday: from 14:00 – 17:00

Sunday: from 15:00 – 17:00

7.2 Matrics have one walk per day – that includes going to town – from 16:15 – 17:15.

7.3 Walk in groups of at least two. Never go alone.

7.4 When going on walks, be exact about the destination. Take the shortest, safest, most direct route from and to hostel, which may not include out of bounds areas.

7.5 Do not visit homes or other school hostels during walks.

7.6 Running at unofficial times only takes place after there is a contractual agreement established with the hostel.

7.7 Boarders are expected to wear full school sports uniform (a white golf shirt or VG team shirt) when walking or running.

## **8. CHURCH ATTENDANCE**

8.1 Attend church escorted and with the necessary permission.

8.2 Boarders must wear school uniform to church.

8.3 If gated, church attendance is at the Matron's discretion.

8.4 Boarders may not attend evening services, unless special permission is granted by the Superintendent of Hostels.

## **9. DANCES & SOCIALS** – *also refer to the rest of the school and hostel Codes of Conduct*

9.1 Grades 10, 11 & 12 boarders may go to their parents under certain circumstances for the weekend of a dance or a

formal social. No girls may stay at a B&B on the night of the dance, not even with parents or parental permission.

- 9.2 Grade 8s may not attend any dances or formal socials except for the Graeme College Boarders' Dance, Junior dances at schools that follow the VGHS permissions codes and VG Boarders' Social.
- 9.3 Grade 8 and 9 boarders attending school/hostel socials will be expected to do clean up.
- 9.4 Grade 9s may attend matric farewells, the VG Boarders' Social, Junior dances (as for Gr 8s) and the Graeme College Valentine's Dance if they go with Graemians.
- 9.5 Gr 12s have 'free time' on the Sunday after the Matric Farewell Dance, when they may go to town in uniform for breakfast. Restrictions apply.
- 9.6 Sign in promptly after a dance.
- 9.7 If gated, no going out or attending any social function will be allowed.

## **10. PARTIES**

- 10.1 Leave to attend birthday parties or dinners, will be given at the Matron's discretion, and with the necessary permissions. This applies to weekends only.
- 10.2 Grades 8, 9 and 10s must be back from the party at 21:30.
- 10.3 Grade 11 & 12 must be back from the party at 22:00.

## **11. GOING OUT ON DATES**

Permission to have dinner with a friend in town, requires a written invitation from the host parents and written permission from the boarder's parents obtained timeously, and all other applicable rules must be followed.

## 12. TOWN OUTING

- 12.1 School uniform must be worn on all town outings. No tracksuits, sports' uniform or civvies may be worn to town.
- 12.2 When walking in front of the school or in town, always talk softly to one another and make way for others.
- 12.3 On Friday afternoons boarders may go to town if all school and hostel commitments have been met, but never before 14:00. Boarders need to be back by 17:00. For safety, walk in groups of two or more and never be in areas that are out of bounds.
- 12.4 If, for some reason, going on a particular Friday is not possible and some other time is needed (e.g. for hair appointments, or because of sports commitments), put in the card to be signed, together with a sheet of paper giving details. Cards must be filled in for all outings by no later than 1<sup>st</sup> break. Once permission has been given by the Matron, appointments may be made.
- 12.5 If permission to go to town for a special reason has been granted, the Matron will decide who may accompany the boarder.
- 12.6 If there is an appointment with a doctor or dentist, cards must be signed by the Matron.

***We advise boarders to leave their cell phones and valuables locked away at hostel.***

## 13. ADDITIONAL OUTINGS

- 13.1 During the term in which their birthday falls, the boarder may have a three-hour outing. This is to be timeously organised with and determined by the Matron, in accordance with other established procedures and rules.
- 13.2 Christmas Hours are awarded for good behaviour and may be taken as per the Matron's invitation in Term 4.

These outings must be taken at a time that is convenient to the hostels.

- 13.3 In case of continual transgression, or if poor behaviour is displayed, these “hour” rewards may be forfeited.

***Please note that visiting rules apply to all partners and visitors, regardless of their gender.***

#### **14. EXCURSIONS & GROUP ACTIVITIES**

*Staff and boarders are encouraged to interact socially outside the hostels, usually at no, or little, extra expense.*

#### **15. TELEPHONES**

- 15.1 No use of cell phones or any phones when gated, unless own parents/guardians phone the hostel office phone.
- 15.2 Cell phones and electronic equipment (including laptops and electronic tablets) are brought to the hostel at own risk.
- 15.3 The hostel can be reached by 046 636 1550 and then selecting the appropriate extension as per voice instruction.
- 15.4 All electronic equipment, including cell phones, computers, radios and i-pods (or anything similar), may not cause a disturbance.
- 15.5 The hostel phone may only be used by boarders in case of emergencies as determined by the Matron.
- 15.6 Each hostel may have additional cell phone/electronic devices rules as per requirement.

#### **16. ILLNESS**

- 16.1 *It is vitally important that Medical Aid forms are completed fully, at the beginning of the year.*

- 16.2 A Medical Aid card or a certified copy of the card, and a certified copy of the member's ID must be submitted with boarding forms.
- 16.3 If a boarder is booked off sport by a doctor, a doctor's certificate is required to be faxed to the school or handed in at the school before the boarder will be excused from sport.
- 16.4 In case of illness, report immediately, in person, to the Matron on duty, regardless of the time of day or night.
- 16.5 The Matron will make appointments for the doctor or dentist after school hours, unless there is an emergency.
- 16.6 Leave the hostel in good time to be on time for the doctor's appointment. In serious cases, transport will be arranged.
- 16.7 If in the sick bay, the hostel staff will call an ambulance if necessary.
- 16.8 If boarders are very ill, parents shall be contacted immediately, otherwise parents will be sent a note/SMS telling them that their child was/is in the sick bay.
- 16.9 Hand all medication and tonics in to the matron for safe keeping and issuing. Boarders may not keep own medicines or supplements. **Any boarder who keeps any medication in her room or who issues any medication or supplements or appetite suppressants, etc. to another person will face disciplinary action.** When on any medication or supplements, report daily to the Matron until told otherwise.
- 16.10 The hostel will supply medical first response, but prescribed medicines will be for the parents' account. Dispensing will be monitored.

- 16.11 If due to illness, church or any entertainment is left early, the boarder must report to the staff member on duty immediately when she arrives at hostel. The boarder may not leave any place without prior permission from the staff member on duty at that particular function.
- 16.12 Boarders may not make an appointment with a doctor or dentist without consulting parents or matrons. If parents make an appointment to visit either the doctor or the dentist, please give the Matron the relevant details immediately.
- 16.13 On school days, if not well by first break, boarders will be taken to a doctor.
- 16.14 Once in sick bay, the Matron may decide that the boarder should spend the night in sick bay.
- 16.15 Boarders may not visit a patient in sick bay without permission from the Matron on duty.
- 16.16 Only the Matron may discharge someone from the sick bay.

## **17. TUCK**

- 17.1 No tuck in rooms.
- 17.2 Boarders must keep tuck lockers neat, clean and tidy at all times.
- 17.3 Boarders may not eat tuck for at least an hour before mealtimes.
- 17.4 Boarders may not eat or chew gum.
- 17.5 *Confiscated tuck may not be eaten by anyone. It will be sent to St Raphael's AIDS Centre in Dundas Street.*

## **18. LEAVING THE SCHOOL OR HOSTEL GROUNDS**

- 18.1 Boarders may never go out of the school or hostel grounds without permission. During school hours permission must be obtained from the Grade Head or Principal (or Hostel Administrator, if the staff are not available).
- 18.2 Boarders may only go out of the hostel if cards have been signed by the Matron. The staff member on duty will sign boarders in and out of the hostel.
- 18.3 Girls may not sign another girl out from the hostel or back into hostel.
- 18.4 Boarders may not enter the hostel during school hours without the permission of the staff on duty.
- 18.5 Should a boarder desperately need to come back to hostel, a note from the Principal or Grade Head is required.
- 18.6 Boarders may not go to another hostel without permission from the staff on duty.
- 18.7 From 17:00 boarders must be at their hostels and not in the grounds unless at official school activities. This includes the gardens and/or safe areas around the house/hostel and is determined by the staff of the house/hostel.
- 18.8 The following are out of bounds - Boarders may never be there at any time unless supervised by staff or own parents:
- ✓ The grounds and buildings of the Primary School (unless with written permission from the Matron on duty).
  - ✓ Lower part of Beaufort Street (to the east of Hill Street).
  - ✓ The entire Rhodes University campus, unless permission is granted by the Principal.



- ✓ Vicky's, Vicky's field and the lower sports' field when with visitors or when alone.
- ✓ The netball and tennis courts, unless permission is granted for a specific activity.

## **19.SILENCE & QUIET TIMES**

- 19.1 *Silence means no talking and no noise; quiet means whispering softly.*
- 19.2 Silence times are:
- ✓ From silence bell at night until wake-up bell in the morning
  - ✓ On Sundays from 13:00 to 15:00 (apart from Grade 12 Drama girls during final practical rehearsal times)
  - ✓ Prep times
- 19.3 Quiet times are:
- ✓ The week preceding exams and exam times, including Gr 12 exams when the rest are not writing exams
  - ✓ 15 minutes before silence
  - ✓ May be invoked by a staff member when noise levels are inappropriate and inconsiderate
- 19.4 Music may be played quietly until the silence bell. Earphones may be used until the lights go out.
- 19.5 After lights out no music or earphones or cell phones are to be used.
- 19.6 During all silence times, boarders should be on their own bed and then reading or some other activity may be done quietly, but there may be no talking.
- 19.7 When walking in front of the school or in town, boarders should always talk softly to others and make way for other people.

- 19.8 Be quiet in the foyers and Duty Rooms, as it is difficult to speak on the Duty Room phone when others are noisy. Be silent on the staff dining room stairs at EB.

## 20. DORMITORIES

- 20.1 Dormitories and rooms are tidied, floors swept and beds must be made before boarders leave for school.
- 20.2 The following is checked daily:
- ✓ Bed made correctly (no night frills allowed), duvet shaken, bottom sheet straightened, extra blankets folded neatly and left at bottom of bed.
  - ✓ Nothing left under beds, e.g. no shoes, bags, litter.
  - ✓ Mirrors cleaned.
  - ✓ Windows opened and fastened properly.
  - ✓ Broom, dustpan and bins stored neatly in dorm.
- 20.3 Keep cupboards and lockers tidy. Nothing should be on the floor or placed on top of cupboards, except one sports bag and/or suitcase (EB).
- 20.4 Spare games kit and tuck are kept in lockers.
- 20.5 Boarders must be in their own dormitories after the silence bell and before the rising bell has been rung. No one may ever share a bed or put beds together.
- 20.6 Boarders must not shout or play roughly in the dormitories (e.g. playing with balls, hockey sticks, skipping, etc.). All broken lampshades, windows, furniture, etc. must be paid for by the girl/s responsible for the damage.
- 20.7 Suitable posters and photographs on cupboards only (with Prestik only).
- 20.8 Boarders must never keep inflammable liquids or substances in the dormitories, or in lockers, or anywhere else in the hostels. ***This will be regarded as Serious Misconduct.***

- 20.9 Boarders must keep cupboards locked and give the duplicate keys to the Matron. *If, for any reason, and in exceptional circumstances, a matron must open a boarder's cupboard, the lock will be cut if no duplicate keys have been handed in.*
- 20.10 Clothes lying around or dirty coffee mugs in dorms or anywhere else will be confiscated.
- 20.11 Boarders must hang towels neatly on the towel rail and stack toiletries on clean shelves.
- 20.12 Boarders must stack books neatly on shelves with the spines facing forward.
- 20.13 Boarders must put rubbish into bins. Bins are placed outside the dorm before leaving for school.
- 20.14 Boarders must hang wet undergarments on the wash line in the drying rooms/bathrooms provided and remove them as soon as it is dry. They may never hang laundry on or out of the windows or on balcony walls.
- 20.15 Music is played at a level that is considerate to all.
- 20.16 Report any breakages e.g. towel rail off, windows cracked or broken, window latches, fused light bulbs, to the Matron.

## **21. BATHROOMS**

- 21.1 Boarders should be conscious of the environment and use every opportunity to save water and electricity.
- 21.2 Boarders must leave showers, toilets and basins clean and tidy.
- 21.3 Cleaning materials and sanitary bins are supplied.

- 21.4 Boarders must never shower before 05:00 (in the morning) or after silence in the evenings. Please see each hostel's schedule for evening times
- 21.5 Boarders must adhere to shower lists, where applicable.

## **22. DINING ROOM & MEALS**

- 22.1 Before each meal boarders must sanitize hands and screen for temperature if pandemic measures in place.
- 22.2 Universally acceptable manners apply, such as the use of cutlery, sitting upright and not speaking and eating at the same time.
- 22.3 During the week boarders must be in the dining room by 13:55 and stay until after grace/thanks has been said. A boarder may only be absent from lunch if a form/letter has been submitted by a school staff member.
- 22.4 A boarder must stand at her table until grace/thanks has been said and notices have been read.
- 22.5 Then boarders line up per table quietly. They must file into the serving area and greet and thank staff.
- 22.6 Boarders must dress neatly for all meals and may not wear sleep wear, including slippers. Hair should not be covered (i.e. no hats, caps, hoods, etc.).
- 22.7 Boarders may never miss a meal without prior permission from the staff on duty.
- 22.8 Boarders do not change allocated places in the dining room without permission from the Matron. During the meal, they may talk quietly, but do not walk around until allowed to go.
- 22.9 Seconds may be requested when the meal is finished and all the other boarders have been served.

- 22.10 Tables must be left tidy, clean and with the chairs pushed in.
- 22.11 Late meals may only be ordered if there is a school commitment or with the permission of the Matron.
- 22.12 *Dietary requirements other than the food served normally to all the boarders will only be catered for upon receipt of a doctor's certificate or a letter from a minister of religion.*
- 22.13 Boarders may bring own coffee mug and plastic mug for juice (optional).
- 22.14 No food or drink may leave the dining hall.

### **23. PREP**

- 23.1 Silence is expected during prep time to allow everyone to use the time effectively. ***It is generally accepted that learners should spend at least ½ hour per subject per day on consolidating the work done that day and on homework.*** No learner can ever have “no homework”.
- 23.2 No borrowing or lending books or writing materials, etc. should happen during prep.
- 23.3 Do not ask questions without permission. If permission is granted, sit together for no longer than five minutes outside the prep room. For group work, there needs to be a note from the teacher.
- 23.4 Certain practical subjects sometimes need extra space, and permission and a suitable work area will be given.
- 23.5 Boarders may not leave tables at all except if given special permission before prep starts or during the prep break.

- 23.6 Boarders may never be absent from prep unless the official school documents have been filled in or if the matron has given her permission.
- 23.7 Staff will only dismiss boarders when the prep rooms are tidy.
- 23.8 At EB all Grade 8 boarders do prep in the dining room.
- 23.9 No eating during prep.
- 23.10 Boarders *may* be allowed to do evening prep in their sleep wear and gowns in their rooms only – not in the Duty Room.

#### **24. TELEVISION, NEWSPAPERS AND GAMES**

- 24.1 Watching television is a privilege and not a right and subject to permission from the matrons. Boarders are encouraged to watch the news daily.
- 24.2 Games such as *Thirty Seconds* are available for signing out in all the hostels.

#### **25. COMMON AREAS**

To be kept neat and tidy at all times. Windows and curtains must be opened daily.

#### **26. SWIMMING AND SUNBATHING**

- 26.1 All swimming sessions must be supervised by two members of staff.
- 26.2 Boarders may wear suitable coloured full costumes over weekends and must wear swimming caps. Bathing costumes (with or without towels) may not be worn in the hostel or on the grounds.
- 26.3 **Sunbathing is not encouraged because of the risk of cancer and may only be done within the swimming pool**

**walls. Sun protection cream and hats should be worn at all times.**

26.4 Boarders must wear footwear to and from hostel, and never walk with only a towel around the waist.

## **27. COMPUTER ROOM**

27.1 Computers and printers are available at school in the afternoons.

27.2 Book times at hostel well in advance on the computer time schedules provided on the doors. Only one person at a time may use a computer.

27.3 Do not use the computers to play games, play music, change computer settings and add / remove any programs. Computers should be used for academic purposes only.

27.4 Boarders may not use their own memory sticks/electronic devices in the computers without doing a virus check.

27.5 No food and drink are allowed in the computer room at any time.

27.6 Boarders must keep the computer room neat and tidy at all times and leave no papers, books, stationery behind.

27.7 When finished with the computer, boarders must shut the computer down.

27.8 Should a computer freeze, or not function at any time, call the Matron/person on duty.

## **28. ELECTRICAL APPLIANCES**

Boarders may not bring personal electrical appliances, except hair driers, tongs, laptops, cellphones and audio equipment, to the hostel or use it anywhere in the hostel. (Please see confiscation rule on pg. 28)

## 29. HAIR WASHING

- 29.1 Boarders may never go to meals or prep with (dripping) wet hair. Hair must be towel dried and tied back neatly when returning from swimming and showering.
- 29.2 Boarders may never go to meals or prep with wet hair, with the exception of boarders returning from swimming. Their hair must be tied neatly.
- 29.3 Clean the basin or shower and remove all hair when done.

## 30. LAUNDRY AND IRONING

- 30.1 ***For as long as the hostel laundry is operational, bed linen and selected items of clothing must be sent to the laundry once a week. The hostels accept no responsibility for damage to laundry, nor will a boarder be held responsible if she accidentally caused damage to the laundry of others. Should the laundry no longer be operational, boarders will be charged extra for laundry.***
- 30.2 Laundry pads must be collected from the matron at EB & BH.
- 30.3 All items of clothing must be clearly marked with names and laundry numbers. Unmarked clothes may not be washed by the laundry.
- 30.4 Laundry will only be collected by staff if all items are folded with names and laundry numbers are clearly visible and the correct laundry pad is used.
- 30.5 Only special items may be washed in designated areas. These items are hung on the lines provided or on laundry bins and not over the walls, windows, balconies or in dormitories.
- 30.6 Irons and ironing boards may only be used in special areas.



***Please be aware that the hostel laundry may not be operational for much longer due to machine failure and insufficient staff. Outsourcing the laundry or installing slot machines could mean additional costs for boarders and parents.***

**31. LINEN AND TOWELS**

Bring own marked linen (*please see the list*) and own marked coat hangers.

**32. MARKING OF CLOTHES**

All clothes must be clearly marked with names and laundry numbers. *Woven nametags are better than printed ones & should be sewn on by machine. Nametags must be sewn onto clearly visible places on the inside of the clothes.*

**33. VGHS UNIFORM – see School Rules**

As learners of Victoria Girls' High School, learners wear the school and sports' uniform with pride. Never wear only part of our uniform, or wear slops with the school or sports uniform. Casual tops and anoraks are not worn with our school tracksuit pants, nor may school tracksuit tops be worn with casual wear. The winter uniform requires a blazer or padded jacket.

**34. CASUAL CLOTHES**

- 34.1 Boarders must dress with pride over weekends and may not draw negative attention.
- 34.2 Do not wear clothing carrying unsuitable adverts, logos or pictures. (The same applies to any other articles e.g. bags).
- 34.3 Check the inserted list for what is considered sufficient clothing.
- 34.4 Shoes must be worn on the ground floor of the hostel for safety and hygiene reasons.
- 34.5 Suitable underwear must be worn with all clothing.

### **35. SECURITY MEASURES**

- 35.1. The security of boarders and staff is of paramount importance at all times, therefore the rules of the hostel must be adhered to as they come with the wisdom of experience.
- 35.2. The hostels have alarm systems and panic buttons, but staff and learners must take reasonable precautions at all times.
- 35.3. The hostel staff will have regular evacuation drills, at times in the middle of the night, during which all boarders are expected to cooperate.
- 35.4. Boarders may never apprehend suspicious looking characters, but report the person(s) immediately to a staff member. The security company must be contacted immediately.
- 35.5. In a hostel situation, theft unfortunately occurs, therefore every boarder needs to bring four padlocks and keys for cupboards. Place duplicate keys in an envelope and give them to the Matron for safekeeping.
- 35.6. Boarders may never “borrow”, use or take a possession belonging to any other person. This will be regarded as theft and will result in the boarder having to leave the hostel if found guilty.
- 35.7. When traveling in a school vehicle or the vehicle of a staff member, boarders must fasten the seatbelt and lock the door, regardless of the distance.
- 35.8. Should a boarder know the code of any gate on the school property, she may never give this information to anyone.
- 35.9. Boarders must always follow signing in and out procedure whenever leaving the hostel building or entering it.

35.10. Hostels have some security cameras in place. Footage from cameras will be accessed, if necessary, to determine actions of people involved.

35.11 **Any boarder who is found to have placed the lives of other boarders or staff members at risk will be expelled from hostel.**

### **36. HOSTELS FOR FUNDRAISING**

To keep Hostel Fees as low as possible, the hostels provide accommodation for outsiders during the National Arts Festival, Scifest, etc. Therefore, boarders must clean their rooms properly before they may go home and must take their belongings with them.

### **37. COMMITTEE RESPONSIBILITIES (not a comprehensive list)**

37.1. The hostels encourage the development of leadership and management skills in all boarders.

37.2. Every hostel will have the following committees: House Proud, Entertainment, Discipline and a Department & Health Committee.

37.3. Committees will have specific duties assigned to them and may elect a chairperson. A student supervisor will oversee a committee.

37.4. Every boarder will have an opportunity to apply to serve on a committee, thereby assisting in creating a home away from home.

37.5. Committees may consist of boarders from various grades.

## **DISCIPLINARY MEASURES**

1. SEARCHES, BREATHALYSER AND DRUG TESTS
2. FINES
3. CONFISCATION
4. GATING PUNISHMENT AND DUTIES
5. SEVERE GATING & SUSPENSION, PENDING A DISCIPLINARY HEARING
6. PUNISHMENT AND DUTIES OF A SEVERELY GATED BOARDER
7. DISCIPLINARY PROCEDURE

### **1. SEARCHES, BREATHALYSER AND DRUG TESTS**

- 1.1 The Principal or any other hostel staff member, in the presence of a Matron, upon reasonable suspicion, has the authority to conduct a search of any boarder or property in the possession of the boarder or reasonably suspected to be the property of the boarder for dangerous weapons, firearms, drugs, harmful or dangerous substances, stolen property or pornographic material. During a search, human dignity shall be observed and boarders shall be searched in private (where possible) by persons of their own gender, in the presence of at least one other person of the same gender. The search and the outcome must be recorded by the hostel staff member.
- 1.2 The hostel has the right to administer breathalyser tests should there be a reasonable suspicion that the learner has consumed alcohol or taken any other substance or as a pre-requisite for admissions to functions.
- 1.3 The hostel has the right to have drug tests administered by a medical practitioner, after the parent(s) has been notified personally and/or telephonically.

### **2. CONFISCATION**

- 2.1 Radios, cell phones and any other electronic equipment will be confiscated for up to 28 days, if
  - ✓ The equipment causes a disturbance (e.g., volume too high) – either in a building or on the grounds.
  - ✓ The equipment is used at incorrect times.

- 2.2 Unauthorized electronic equipment such as heaters may be confiscated indefinitely.

### **3. PUNISHMENT & REWARDS**

This system, together with fines and confiscation, is the instrument used to reward, correct and punish behaviour. Hostels may use their discretion but any deviation from the system must be negotiated and approved at a Hostel Staff meeting and by the Principal.

#### **3.1 Rewards:**

- ✓ Rewards would be given for e.g. service to the hostel community, showing initiative, good behaviour, improvement, healthy habits, etc.
- ✓ Rewards could be town hours on a Saturday, a Personality of the Week Award, a brief, free phone call home.

#### **3.2 Punishment:**

- ✓ Must, where possible, be immediate and in line with the misdemeanour, e.g.
  - someone who litters could be given cleaning
  - someone who is rude will be given time-out/removed from situation
  - someone who is frequently late may have town hours revoked
  - someone who refuses to do her punishment will lose her cell phone privileges and/or TV privileges and/or town hours and/or will be gated until the punishment has been completed.
- ✓ Punishment must be justifiable and recorded.
- ✓ Punishment may be recommended by a Discipline Committee member but must be approved and recorded by a staff member, and signed for by the boarder.
- ✓ Hostels (boarders, together with staff) are encouraged to formulate their own punishment and rewards systems, but staff discretion will always be applicable.

3.3 A boarder's file will show whether she is flouting the system or not acting in the best interest of herself, other people and the environment. Should that happen, her parents will be called by the matrons and asked for assistance.

3.4 If a boarder continues to refuse to cooperate, the Principal will be informed. Documentary evidence, including a written response from the boarder, will be forwarded to the Principal who will discuss this with the Chairperson of the School Governing Body. The boarder could be severely gated or suspended, pending a Formal Meeting with the parents, or a Disciplinary Hearing.

#### **4. RECOURSE**

A committee consisting of the Hostel Representatives, a Matron and the Principal will review any written queries regarding Fines, Confiscation, Punishment and Rewards. The punishment/reward will be suspended until the Committee has made a decision if the query is received within 24 hours. The matter must be dealt with within 24 hours.

#### **5. GATING PUNISHMENT AND DUTIES**

In addition to the duties and punishment previously received, the following will apply:

- ✓ Being gated for 7 full days, i.e. no town during the week, on Friday or weekend;
- ✓ No visitors;
- ✓ Cell phones handed in for the duration of gating; No making of outgoing phone calls or receiving calls from friends;
- ✓ No boarder may attend a social function, only official school functions;
- ✓ Boarders will not be allowed to attend social activities. Church attendance is at the matron's discretion.
- ✓ The parents of a gated boarder are encouraged to visit her at hostel.

## 6. SEVERE GATING & SUSPENSION, PENDING A DISCIPLINARY HEARING

A boarder will be severely gated or suspended immediately if she continues to refuse to cooperate or commits one or more of the following offences:

- ✓ Any action that impacts negatively on the dignity of a person.
- ✓ Insolence, inappropriate behaviour towards any person. This includes spreading rumours and victimizing any one.
- ✓ Threatening behaviour.
- ✓ Being in possession of medication or supplements.
- ✓ Viewing, circulation and possession of indecent or sexually explicit videos, magazines or books, including e-mails, SMSs and internet usage.
- ✓ Being in areas that are out of bounds outside the VGHS perimeter.
- ✓ Being in a place that serves alcohol without being accompanied by own parent(s)/legal guardian.
- ✓ Breaking or destroying or damaging or being in possession of property not belonging to the boarder.
- ✓ Being in possession of any illegal substances or smoking, using alcohol, drugs or weight loss products or distributing such substances to any other learner.
- ✓ Dishonesty or fraudulent behaviour.
- ✓ Obstructing or misleading an investigation.
- ✓ Withholding information that could be harmful to self or others.
- ✓ Absence from the hostel without permission.
- ✓ Any action endangering her own life or the lives of others.
- ✓ Any criminal transgression.

*(This is not a comprehensive list of offences.)*

***Such behaviour cannot be tolerated in a hostel situation as it is to the detriment of all. The boarder and her parents will be called to a Disciplinary Hearing. It is unlikely that a boarder convicted of Serious Misconduct will be allowed to remain in the hostel.***

## **7. PUNISHMENT AND DUTIES OF A SEVERELY GATED BOARDER**

Severe Gating carries the same restrictions and duties as Gating, as well as: Boarders sit for three hours on a Friday afternoon (until 17:00), in full school uniform, in the dining hall; they sit in the duty room from 9:00 to 17:00 over weekends and from 14:30 to 17:00 during the week (reasonable breaks excluded) in full school uniform; they sign in every half an hour; sometimes being allowed the freedom of the hostel, but they report to the duty room at specific times; they are not allowed on the computer unless permission is granted by the Matron for school related work to be done and proof should be provided.

Boarders will not be allowed to attend social activities (including church) should they be severely gated.

- a. The boarder will remain severely gated until the Disciplinary Hearing which must be attended by the parents / guardians of the boarder.
- b. Any costs incurred because of the suspension of a boarder will be to the account of the parent(s).

## **8. DISCIPLINARY PROCEDURE**

- ✓ Parents will be informed telephonically, SMS or by fax or e-mail of the investigation, severe gating/suspension, the charge and Formal Meeting or the Disciplinary Hearing. Telephonic notification will be followed by written confirmation which will be posted or faxed to the address given by the parent(s) to the school office.
- ✓ The Disciplinary Hearing must take place as soon as possible.
- ✓ Please note that the boarder will remain severely gated or suspended from hostel for a period of 14 days or until the parent(s) or their representative attends the hearing.
- ✓ If the parent(s) or representative has not attended a disciplinary hearing within 14 days, the boarder will be suspended from hostel with immediate effect and at the cost of the parent(s) or her suspension from hostel will be prolonged.



- ✓ The Disciplinary Committee will consist of: the Principal, a Matron, a parent member of the School Governing Body, and/or a parent of the school and the Head Prefect of hostel or any learner representative.
- ✓ No person other than the members of the Disciplinary Committee, the transgressor, her representative and her parent(s) may be present during the hearing.
- ✓ Witnesses may be present for the purposeful duration of their input.
- ✓ All parties and members must be free to ask questions and comment in a non-threatening manner.
- ✓ The Disciplinary Committee has the right to video tape or audio tape proceedings.
- ✓ The Disciplinary Committee shall impose / recommend sanctions to the School Governing Body. Sanctions could include compulsory counselling, expulsion from hostel, etc.
- ✓ The boarder has the right to appeal to the School Governing Body, but if suspended or expelled from hostel, will not be allowed back into hostel until the finalization of the appeal. An appeal must be lodged, with the Principal, within five (5) school days of the minutes of the School Governing Body meeting being given to the boarder.

<b>GRIEVANCE PROCEDURE</b>
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No complaints regarding a staff member, a learner or a department should be dealt with in a public forum. First try to deal face to face with the person and resolve the problem amicably. Listen attentively.

## **1. COMPLAINT AGAINST A BOARDER**

Listen

Advise / Mediate / Refer

Should the problem persist, or no apparent action\* be taken within ten school days, the boarder may take the matter to another staff member or could write to the Principal.

Should the Principal take no action\* within ten school days, boarders may report matter to SGB; thereafter to District Office who will investigate the matter and take appropriate action.

## **2. COMPLAINT AGAINST A STAFF MEMBER OR THE PRINCIPAL**

Against a staff member: parents and boarders must be advised that they should put the complaint in writing and address it to the Principal, and that the listener will also inform the Principal. In the event of a complaint against the Principal, it should be addressed to the Councillor, the Senior Management Team or the SGB. Complaints will be handled by the Principal (or the SGB in the case of the Principal), on an inclusive basis.

If no action\* had been taken within 10 school days, the matter must be reported to the SGB or District Office

Disciplinary procedures as per Labour Law.

*\* action: The response may be to say how the investigation is progressing, not necessarily that the matter is resolved.*

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Please note the new e-mail and fax information below:

Superintendent of the Hostels – [principal@vghs.co.za](mailto:principal@vghs.co.za)

EB Matron – [rmichaels@vghs.co.za](mailto:rmichaels@vghs.co.za)

BH Matron – [sdampies@vghs.co.za](mailto:sdampies@vghs.co.za)

Hostel Administrator – [lmarechal@vghs.co.za](mailto:lmarechal@vghs.co.za)

Fax: 086 2436 484

Landline: 046 6361 550