SCHEDULE A

(An **integral** part of the Declaration and Undertaking)

WARTBURG KIRCHDORF BOARDING ESTABLISHMENT RULES

1. GENERAL RULES

1.1 Pupils may only enter and leave the Hostel through main entrance.
1.2 Pupils may not leave the hostel grounds without permission from the office.
1.3 Pupils must sign out when leaving the Hostel grounds and must sign in when they return for daily activities. Must not go alone.
1.4 Pupils may only go to the shops at the specified times. Must not go alone.
1.5 No responsibility will be taken for lost money
1.6 **Staff lounge, staff room, kitchen, matric dormitories, prefect dormitories and staff houses/rooms** are out of bounds. Junior dorms are out of bounds except for authorized pupils.
1.7 Boy's quarters are out of bounds to the girls and the girl's quarters are out of bounds to the boys.
1.8 Pupils **must** attend church services of their respective churches, as reflected on their application forms or as discussed with the parents. Pupils must behave at church, show respect for church and the attendees.
1.9 The quiet time for meditation or reading must be observed. During quiet time on a Sunday from 12pm – 3pm, the gate bell will not be answered.
1.10 Pupils **may not** attend parties or discos etc., during the term, but permission **may** be granted to attend:
   a) Approved school functions
   b) Approved educational functions
   c) Other approved functions
1.11 No physical contact between opposite sexes is allowed on Hostel grounds or walking to and from school.
1.12 Smoking, alcohol and the unauthorized use of any drugs (including medicine) are strictly forbidden. Medicines must be handed in and will be dispensed during sick-bay.
1.13 No alcohol containers or any container which may look like an alcohol container is permitted on the hostel premises.
1.14 Prep is compulsory. Learners must get to and from prep quickly and quietly. Once prep is dismissed, learners must go quietly straight to their dorms.
1.15 Learners must have left the Hostel by 07:45 **SHARP** for school. Late leavers will receive a weekend detention.
1.16 <u>No shouting or unnecessary noise is allowed in the hostel</u>.
1.17 **All** Hostel property must be handled with care. Any damage will be paid for by the perpetrator.
1.18 All pupils are expected to obey all written rules or any other reasonable instruction given by any member of staff or prefect whether documented or not.
1.19 Pupils **must** return to the Hostel immediately after school or school sport.
1.20 **No** initiation whatsoever may take place.
1.21 Pupils are not allowed to get lifts to and from school, unless authorized by Hostel staff on duty.
1.22 Pupils are not allowed in dorms other than their own..
1.23 Only Girls are permitted to wear one pair of earrings, only one earring per ear.
1.24 Every hostel learner is expected to behave in such a way that the good name of the hostel is upheld.
1.25 No dangerous or sharp objects e.g. knives, screwdrivers, weapons of any form are allowed on the Hostel Property.
1.26 TV may **only** be watched during approved times specified by the office.

1.27 The Hostel will not be responsible for any damage, theft or loss of personal equipment or belongings.

2. MEALS

2.1 Attendance at **all** meals is compulsory for everyone
2.2 Pupils must be **on time** for meals, including matrics.
2.3 Pupils must dress properly and decently at Hostel for **all meals and at all times.** No vests to be worn by boys and no spaghetti straps to be worn by girls. No clothing is to be worn that is too revealing, too short, too tight or the underwear is clearly seen. No slippers, pajamas or gowns to be worn anywhere other than in the dormitories.
2.4 On school days school uniform must be worn at breakfast.

3. DORMITORIES

3.1 Inappropriate behavior eg ball games, running or horseplay is not allowed in the dormitories and passages.
3.2 Dormitories and lockers must be kept clean and tidy at **all times.** Regular inspections will be made.
3.3 Beds must be made **before** breakfast each day.
3.4 Beds may not be moved or pushed together without permission.
3.5 The use of flammable substances eg. candles, lighters or matches is prohibited on the property.
3.6 All Lights are to be switched off **promptly** at the prescribed time. No covering is to be put over the lights.
3.7 There is to be **absolute silence** after the quiet time bell has gone.
3.8 No pupil may leave his/her bed after lights out except for ablutions.
3.9 No self-erected extensions of the electrical network are allowed.

4 TELEPHONES

4.1 The telephones **may not** be used during mealtimes and prep. Incoming calls **will** not be accepted during these times. No cell phones are allowed in the dining hall.
4.2 Under **no** circumstances may the office telephone be used for private calls unless authorized by the office
4.3 Cell phone rules are as per annexure “A”.

5 WEEKEND-LEAVE

5.1 All boarders wishing to go away for weekends **must** fill in a weekend card showing the details of **where** they are going and means of transport.
5.2 These requests must be placed in the box provided by the office, no later than 17.00 (5pm) on the Thursday before the weekend.
5.3 Weekend cards **must be** signed at the Hostel by parents or hosts and must be placed in the box provided.
5.4 Pupils are to be dressed in their **full school uniform** when leaving and arriving at the hostel during all weekends and beginning and end of terms.
5.5 Pupils may only go visiting during weekend with the approval of the office. Such visits will only be allowed if parents/guardians have given permission and hosts have issued an invitation in writing.
5.6 Pupils **must** adhere to the times of returning/leaving as per the weekend card. The office must be advised immediately of any unavoidable delays..
5.7 **HITCHHIKING IS NOT PERMITTED.** No lifts will be permitted without prior written permission from a parent.

6 LAUNDRY

6.1 All clothing, sheets and pillowcases, etc. **must be clearly marked** with a name tag or waterproof ink (eg Laundry Marker).
6.2 **All** washing to be neatly laid out, with names clearly visible, and collected personally, at specified times.
6.3 **All** items handed in **must be entered** into the notebooks provided and the list must be checked when laundry is collected.
6.4 No responsibility will be accepted for any missing articles if the pupil does not comply with these rules.

7 VISITORS

a) M**ust obtain permission** from the staff on duty in the office to enter the Hostel to visit pupils.
b) They must abide by the hostel rules.
c) They are only allowed in the designated area and are not allowed in the dormitories
e) Must sign in and out of the visitor's book.

The Schülerheim Board reserves the right to alter these rules as required. (June 2015).

PUNISHMENT

1. **A**. **DRUGS – ALCOHOL – DAGGA ETC.**
To Committee
B. **OUT OF BUILDINGS AFTER LIGHTS OUT**
To Committee
C. **IN OPPOSITE SEX'S DORM**
To Committee
D. **RUNNING AWAY FROM HOSTEL**
To Committee
E. **THEFT (ANY THEFT, ON OR OFF HOSTEL PREMISES)**
To Committee
F. **BULLYING**
To Committee

2. **SMOKING AND/OR IN POSSESSION OF CIGARETTES ETC.**
1st Offence: 4 Weeks solitary confinement for smoking – letter to parents.
2 Weeks solitary confinement for possession of cigarettes etc.
2nd Offence: To Committee - 2 week possible suspension
3rd Offence: To Committee

3. **PHYSICAL CONTACT BETWEEN OPPOSITE SEXES**

1st Offence: 1 Week gated to dorms (includes no phone and no shops)
2nd Offence 4 Weeks gated to dorms and letter to parents.
3rd Offence: To Committee -2 week suspension
4th Offence: To Committee

4. **SWEARING (this includes Playing music with swearing)**

1st Offence: One weekend detention
2nd Offence 7 days detention
3rd Offence: To Committee

5. **CHEEK, INSOLENCE, BLATANT DISOBEDIENCE, DISRESPECT, DISRUPTIVE BEHAVIOR**

1st Offence: Discussion with House Parents (Gated to dorm or phone taken).
2nd Offence: Weekend Detention - letter to parents
3rd Offence: To Committee - 2 week suspension/solitary
4th Offence: To Committee

6. a. **MISBEHAVING DURING PREP**

1st Offence: Phone taken x 1 day
2nd Offence: Phone taken x 2 days
3rd Offence: Weekend Detention
4th Offence: To Committee

6. b. **MISBEHAVING AFTER LIGHTS OUT**

1st Offence: Weekend detention
2nd Offence: 7 days detention
3rd Offence: To Committee - 2 week suspension
4th Offence: To Committee

7. **UNIFORMS (Incomplete and slovenly)**

1st Offence: 1 week full uniform to supper and prep.
2nd Offence: 2 weeks full uniform to supper and prep.
3rd Offence: 1 month full uniform to supper and prep.
4th Offence: To Committee

8. **MINOR OFFENCES**

(Late for inspection, Untidy cupboard, area etc.)
1st Offence: Verbal warning
2nd Offence: Phone taken x 1 day or uniform to supper
3rd Offence: Polish Dorms shoes x 1 week
4th Offence: Weekend Detention
5th Offence: Rule No. 5 applies

9. **HAIRCUTS AND GIRLS HAIR**

When noticed: Verbal warning with time limit.
Refuse to go: Send home.

10. **LATE LEAVERS IN THE MORNING FOR SCHOOL**

1st Offence: weekend detention
2nd Offence: 7 days detention
3rd Offence: 1 month detention
4th Offence: To Committee.

DECLARATION BY PARENT/GUARDIAN AND LEARNER:

1. I _____ (FULL NAMES)
   the undersigned **parent/guardian** hereby confirm that I have read and understand the abovementioned Boarding Rules.

2. I _____ (FULL NAMES)
   the undersigned **learner** hereby confirm that I have read and understand the abovementioned Boarding Rules.

Signed and accepted at _____ on this the _____day of _____20 .

_____ _____

PARENT/GUARDIAN LEARNER