

Graeme College



Grant House Daily Routine

2017

INDEX

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STANDARDS, RULES, CODES OF PRACTICE

1. BEGINNING AND END OF TERM

- 1.1 At the beginning of the first, second, third and fourth term all boarders must be in between 10h00 and 17h00 on the day before school re-opens, unless a reasonable, timely arrangement has been made with the staff member on duty.
- 1.2 No boarder may leave Grant House before the official time, nor may they 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 Grant House staff are satisfied that all schoolwork has been caught up.*
- 1.3 At the end of the term, boarders must sign out in full school uniform or school tracksuit, accompanied by the person who is fetching them.
- 1.4 Boarders must travel in full school uniform or school tracksuit.

2. RISING TIMES

MONDAY - FRIDAY

First Bell	:	06h15	:	Wake up
		06h20	:	All boys out of bed (shower)
Second Bell	:	06h35	:	Warning
Inspection Bell	:	06h40	:	All boys to stand quietly beside beds

WEEKENDS

First Bell	:	08h15	:	Wake up
Second Bell	:	08h25	:	Warning

3. DINING ROOM & MEAL TIMES

- 3.1 During meal times, universally acceptable manners apply, such as the use of cutlery, sitting upright and not speaking and eating at the same time.
- 3.2 During the week boys must be in the dining room at the set meal times, and stay until after grace has been said.
- 3.3 No boarder may miss a meal without permission from the staff on duty.
- 3.4 Boarders must dress neatly for all meals and no flip-flops or sleepwear (including slippers) are allowed.
- 3.5 Boarders are encouraged to eat vegetables and/or fruit with every meal.
- 3.6 Boarders may go for seconds when the 'seconds' bell rings, starting from Gr 12, Gr 11, and so on.
- 3.7 Late meals may only be ordered if boarder have a school commitment or with the permission of the Matron. Late meal slips must be collected from the Administration/Matron's office and handed in to the kitchen.
- 3.8 Dietary requirements, other than the food served normally to all boarders, will only be catered for upon receipt of a doctor's certificate or a letter from a minister of religion.

4. VISITS AND OUTINGS

- 4.1 All visiting and outing privileges are subject to:
- ✓ the correct procedure being followed
 - ✓ all documents being submitted
 - ✓ a boarder not having school, hostel or punishment commitments. If a boarder has been gated, he will not be allowed out for the period of the gating.
- 4.2 Boarders will know before Wednesday evening prep time whether or not punishment has been completed, which will allow adequate time to make weekend arrangements.
- 4.3 In the event that a boarder needs to be signed out by a person, other than their parents, permission must be obtained from the Superintendent in writing/email.
- 4.4 All weekend arrangements must be made with the Superintendent, or the Matron on Duty, by Thursday evening (e.g permission and invitations).
- 4.5 Grant House staff will only transport boarders to and from the bus stop for leave-out weekends, and at the start and end of school holidays. At other times boarders must arrange their own reputable taxis.
- 4.6 Boarders are responsible for ensuring that permission is granted before the correct time. Failure to do so will mean that boarders may not go out.
- 4.7 Boarders must travel in school uniform or sports' uniform except when being fetched by their parents for an outing.
- 4.8 Boarders are encouraged to have cell phone access while travelling so that the Grant House duty staff can be informed of buses delays, etc.

BUNKING OUT, I.E. BEING OFF SCHOOL GROUNDS WITHOUT PERMISSION, IS A VERY SERIOUS OFFENCE AND WILL RESULT IN SEVERE GATING, OR EVEN EXPULSION. ANY BOARDER THAT IS ABSENT FROM GRANT HOUSE, WITHOUT PERMISSION DURING THE NIGHT, WILL NOT BE PERMITTED TO RETURN TO GRANT HOUSE.

5. LEAVE-OUT & SIGNING OUT ARRANGEMENTS

- 5.1 Irrespective of where a boy goes, school uniform is to be worn. This includes leaving and returning to Grant House.
- 5.2 A note, telephone call, fax or email is required from a boarder's parents to allow him to spend an evening / weekend with a friend. The friend's parents are also required to supply a note, telephone call, fax or email inviting the boy to their home. This is to be done BEFORE 21h00 on a Thursday evening. This arrangement is at the discretion of the Superintendent or Senior House Master.
- 5.3 Leave-outs can be granted by the Superintendent.
- 5.4 No boarder (from Grade 8 – 12) may sign out to spend the weekend with a dayboy in Grahamstown without permission from his parent/s.

5.5 Weekdays

- Individual town leave-out is granted by the Master on Duty for urgent business only.
- Matrics are allowed the privilege of signing out to town on any weekday.
- All boarders must be signed out by the Master on Duty
- All boarders are to sign out if they are going to leave the school premises or if they will not be back from sporting / school-related activities before supper.
- Boarders must sign back IMMEDIATELY and PERSONALLY upon their return.
- Signing out must be done before 14h30 on the Daily Signing Out Sheet.
- Full school uniform must be worn when boarders go to town.

Friday Afternoon

- General town leave-out is granted by the Duty Master before 14h00
- Full school uniform is to be worn
- Boarders must return by 17h30
- Boarders must sign out and in

Saturday Afternoon & Sunday

- Individual leave-out is granted by the Master on Duty
- Full school uniform is to be worn
- Signing out is to take place immediately after meals.
- Return by 17h30
- Boarders must sign out and in

Weekend – Out

- Three per term for the first three terms, and possibly one in the fourth term.
- The date for one of these weekends will be set, while the other weekends (floating weekends) may be granted by the Superintendent on request.
- Parents may sign boarders out on the Friday, after school commitments have been met, and boarders must report back and sign in by 17h30 on Sunday.
- If a boarder returns on Monday morning, he must arrive in time for school.
- If, for any reason, a boarder returns earlier the 17h30 on Sunday, he must report in and may only leave the premises with the permission of the Master on Duty.
- A light meal will be served for boarders returning by 17h30 if it is not an official leave-out weekend.

Leave-Out weekend & Holiday Arrangements

- A leave-out weekend will be from Friday afternoon after school to Sunday 19h00, or Monday before inspection. Grant House closes on Friday at 16h00 and opens on Sunday at 17h00.
- Boarders will only be fetched from the bus if arrangements were made before the start of the leave-out weekend.
- Boarders must ensure that the Matrons have both the departure and arrival dates and times before the leave-out or holiday begins.
- Grant House will not be obligated to fetch any boarder who has not made the necessary arrangements beforehand.

***SCHOOL, ACADEMIC AND SPORTING COMMITMENTS TAKE PRECEDENCE OVER ALL
THE ABOVE LEAVE-OUT ARRANGEMENTS.
GRANT HOUSE OFFICE NUMBER: 046 622 3530***

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

During the exam period, no visiting is allowed during prep times. Prep times are as follows:
08h00 – 10h00, 11h00 – 12h45, 14h30 – 15h30 and normal evening prep times

- 6.1 Boarders may receive visitors in the Library, or the front garden of the hostel, after permission has been obtained from the staff member/s on duty. Boarders may not be in 'out of bounds' areas.
- 6.2 Boarders are not allowed to sit in cars with anyone, other than their parents, and only after permission has been obtained from the staff member/s on duty.
- 6.3 Unless written permission is obtained from the Superintendent, boarders may not receive lifts, to and from functions, from anyone other than a staff member or assigned driver.
- 6.4 At no time are parents, or other visitors (including day scholars), allowed upstairs to the dormitories unless assisting with carrying luggage at the beginning and end of term.
- 6.5 Boarders are not allowed to receive visitors or telephone calls during prep times. In the case of an emergency, parents are requested to phone the duty room.
- 6.6 Whenever boarders go visiting, they must be signed out and in by the staff member on duty in the duty room and must be accompanied by their parents or the host concerned.

Parents are encouraged to visit their sons but, at times, restrictions may apply.

7. TIMES : PREP / INSPECTION / QUIET TIME / LIGHTS OUT

	VENUE	PREP TIMES	HAND PHONES IN	QUIET TIME	LIGHTS OUT
Juniors (Gr 4 – 7)	Dining Hall	18h30-19h10 (1) 19h20-19h45 (2)	20h15	20h20 – 20h30	20h30
Seniors (Gr 8 – 12)	Prep Room	18h30-19h10 (1) 19h20-20h00 (2) 20h10-20h45 (3)	21h15	21h20 – 21h30	21h30

PREP BREAKS

Mon - Thurs 19h10 - 19h20 and 20h00 - 20h10

LATE PREP (SENIORS ONLY)

Special permission from duty masters – No longer than 45 minutes and no later than 22h15

**Grade 12 Between 21h30 and 22h00 the grade 12's must either be in the Matric Coffee Room or in their own dorms.
(NO POOL PLAYING OR WANDERING IN PASSAGES)**

LIGHTS OUT TO BE STRICTLY ADHERED TO AND NO MOVING AROUND OR TALKING. NO CELL PHONES ARE ALLOWED TO BE ON - THEY WILL BE CONFISCATED FOR TEN (10) DAYS.

8. DORMITORIES

- 8.1 Boarders must ensure that the dormitories and rooms are tidied and each boarder's bed is made before leaving for school.
- 8.2 The following will be checked daily:
 - Bed made correctly, duvet shaken, bottom sheet straightened, extra blankets folded neatly and left at bottom of bed.
 - Boarders must leave nothing under their beds e.g. no shoes, bags, litter.

- Mirrors must be cleaned.
 - Windows opened and fastened properly.
 - Bins emptied.
- 8.3 Lockers and cupboards are to be kept tidy at all times. There should be nothing on the floor or placed on top of the cupboards, except one sports bag and/or suitcase.
- 8.4 Spare games' kit and tuck need to be kept in lockers.
- 8.5 No boarders are allowed in any rooms, other than their own. Boarders may request permission, from the occupants of a room, before entering that room.
- 8.6 No pictures are to be stuck on dormitory walls or on the outside of lockers.
- 8.7 No Grant House property in dormitories is to be defaced in anyway.
- 8.8 No boarders may hang any articles of clothing out of dormitory windows.
- 8.9 No boarder may be allowed to sit on window sills.
- 8.10 Lights are to be switched off upon leaving dormitories.
- 8.11 Under no circumstances may the fanlight above the door be covered.
- 8.12 Doors are to be left open at all times.
- 8.13 Only Matrics are allowed to be upstairs during afternoons or during prep.
- 8.14 Boarders are to obtain permission from the Matron on duty to be upstairs during the afternoon.
- 8.15 No shouting or rough play are permitted in the dormitories or hall ways (e.g. playing with balls, cricket bats, etc). Any broken lampshades, windows, furniture, etc must be replaced at the expense of the boarder/s responsible to the damage.
- 8.16 Boarders are not allowed to keep flammable liquids or substances in their dormitories, or in their lockers, or anywhere else at Grant House. **This will be regarded as Serious Misconduct.**
- 8.17 Lockers must be locked at all times and a duplicate key handed to the Matron on duty or Senior House Master. *If, for any reason, and in exceptional circumstances, a matron has to open a boarder's cupboard, the lock will be cut if no duplicate key has been handed in.*
- 8.18 If boarders leave clothes, or any cutlery from the dining hall, lying about in their dorms, or anywhere else in Grant House, the items will be confiscated. The items will only be returned to the boarder upon payment of a fine.
- 8.19 Boarders are to hang towels neatly on the towel rail and must stack their toiletries on clean shelves.
- 8.20 Radios/music to be played at a level that is considerate to all.
- 8.21 Any breakages e.g broken towel rails, cracked or broken windows or latches, fused light bulbs must be reported to the staff member on duty.

8.22 No boarders may be in possession of the following: (**Grade 12's included**)

- ✓ Desktop computers
- ✓ Heaters
- ✓ Play stations
- ✓ Fridge
- ✓ Kettle, or any similar item.

8.23 Junior dormitories are inspected by the Masters on duty at 19h30 on Sunday evenings.

9. LOCKERS

- All clothes are to be kept in lockers
- Intensive locker inspections shall be held each morning and evening.
- Matric lockers will be inspected by the Senior House Master each Monday.
- Dirty washing must be kept in a linen (laundry) bag at all times.

10. BATHROOMS

- 10.1 Boarders are encouraged to be conscious of the environment and to use every opportunity to save water and electricity.
- 10.2 Boarders may only use the bathroom in their own wing.
- 10.3 No robust play or horseplay will be tolerated.
- 10.4 Boarders must ensure that their bodies are completely dry before stepping out of the shower.
- 10.5 Boarders are expected to wear a dressing gown, pair of shorts or tracksuit bottom when walking to or from the bathroom.
- 10.6 Boarders are to leave showers, toilets and basins in the condition in which they would like to find them: clean and tidy!
- 10.7 Shower times during the week are from 06h15 – 06h30 and from 17h00 – 17h20.

11. ILLNESS / SICK BAY

- 11.1 It is vitally important that Medical Aid forms are completed in full annually.
- 11.2 A Medical Aid card or a certified copy of the card, and a certified copy of the member's identity document must be submitted with boarding forms.
- 11.3 If a boarder sees a doctor while away from Grant House, and can no longer do any sport, a doctor's certificate must be faxed / emailed to the school before boarders will be excused.
- 11.4 When boarders feel ill they must report, in person, to the Matron on duty, regardless of the time of day or night.
- 11.5 Should it be necessary to summons a doctor to attend to a boarder who has been admitted to sick bay, the Grant House staff will summons the doctor stipulated by the parent.
- 11.6 Doctor and dentist appointments **MUST** be arranged, through the Grant House staff on duty, and must be scheduled for the afternoon. Should a parent schedule a doctor's/dentist's appointment on behalf of their son, please always advise the Grant House staff. Excluding emergencies, school activities take preference.
- 11.7 Boarders must hand all medication and tonics in to the Matron for safekeeping – these will be administered as required. Boarders are not allowed to keep their own medicines. ***Any boarder who keeps any medication in his room, or who issues any medication or supplements, etc to another person, will face disciplinary action.*** When boarders are on any medication or supplements they must report daily to the Matron until told otherwise.

- 11.8 Boarders are not permitted to schedule a doctor or dentist appointment without consulting their parents or the matrons.
- 11.9 If boarders feel unwell and are admitted sick bay, they may **ONLY** be discharged by a Matron. Boarders may not discharge themselves from sick bay.
- 11.10 No visitors are allowed in sick bay without permission from the Matron on duty.
- 11.11 Pyjamas must be worn in sick bay.

12. LAUNDRY

- 12.1 Laundry will be done once per week. Each boarder must have enough clothing to last for two weeks.
- 12.2 Only reasonable quantities of laundry may be submitted. Only a limited amount of civvies will be laundered.
- 12.3 All articles of clothing must be clearly marked with proper name tags. Laundry numbers must appear on the name tags, next to the name. Marking pens have proved most unsatisfactory.
- 12.4 Please ensure that names tags are sewn onto garments in a conspicuous place i.e. not on shirt tails or seams. Name tags must be sewn onto the top part of socks, not the toe.
- 12.5 Laundry must be handed in **ON SUNDAY EVENINGS.**
- 12.6 A laundry slip must always be completed for any laundry being handed in. Should a boarder fail to complete a laundry slip, that boarder's laundry will not be sent away. A fully completed laundry slip includes ticking the item as well as the filling in the amount of each item.
- 12.7 White school shirts will be laundered on Wednesdays and must be handed in before 07h30 on a Wednesday morning.
- 12.8 All boarders must own a sock bag. Socks will **ONLY** be sent to the laundry if they are inside a sock bag. Boarders will be fined if they hand socks in without a sock bag.

13. PAYMENT OF GRANT HOUSE FEES

Grant House fees are to be paid in full on or before the START of each term. Boarders will **ONLY** be permitted entry into the boarding establishment once they are in possession of an Entrance Voucher which is obtained from the School Finance Office.

14. PREP ROOM & LIBRARY

- 14.1 These facilities are available for the convenience of all boarders and should be kept neat and tidy at all times.
- 14.2 **No robust play, horseplay or ball games are permitted.**
- 14.3 No mobile devices or I-pods are allowed to be switched on or used during prep times.
- 14.4 Matrics who are not in their rooms during study times will be obliged to do prep in the Prep room.

15. INSURANCE

It is the responsibility of parents to see that the personal effects of boarders are covered by insurance.

16. TELEPHONES

- 16.1 Boarders may receive telephone calls at the following times only:
- *Monday to Friday* : 14h30 to 18h30
 - During prep breaks
 - During *week-ends* these times are extended to 08h30 to 21h30.
- 16.2 CALLS MAY NOT BE MADE OR RECEIVED DURING MEAL OR PREP TIMES.
- 16.3 Calls at other times disrupt the hostel routine, but please do not hesitate to contact the following in cases of emergency:
- The Matron / Administrator.....046-6223530
Senior House Master..... 082-4363084
Superintendent046-6228530 or 071-2549058

THE BOARDER'S TELEPHONE NUMBERS ARE **(046) 622-2130 and (046) 622-7037.**

- 16.4 The grade 8 boarders must answer all incoming calls.
- 16.5 Cell phones:
- Cell phones are allowed at owner's risk. Grant House staff will not be held liable for the loss of, theft or damage to cell phones.
 - All boarders will be expected to declare all cell phones to the staff in the duty room.
 - Not declaring a cell phone/s (or additional sim cards when a cell phone is confiscated) could be regarded as severe misconduct.
 - All boarders (excluded Grade 12s) must sign their cell phones in and out as follows:
 - Sunday – Thursday : Sign in by 21h20
 - Monday – Friday : Sign out from 14h00 – 14h30
 - In the event of any transgressions, a boarder's cell phone may be confiscated for up to a period of two weeks.

17. PREP

- 17.1 Silence is expected during prep time to allow everyone to use the time to their advantage. No learner can ever have "no homework".
- 17.2 At the start of prep time, boarders are allowed two minutes to get their belongings together before commencing with prep in earnest. Thereafter, boarders may not communicate or leave their desks until prep break.
- 17.3 During prep sessions boarders may not ask questions without permission. If permission is granted, boarders may sit together outside the prep room for no longer than five minutes. Permission for group work will only be granted upon receipt of a note from the relevant teacher.
- 17.4 Certain practical subjects sometimes require additional space. Permission for a suitable work area will be granted in cases of this nature.
- 17.5 Boarders may only leave their prep desks if special permission has been obtained before the start or prep or during the prep break.
- 17.6 Boarders may only be absent from prep after obtaining permission from the Master on Duty or Superintendent.
- 17.7 Staff will only dismiss boarders once the prep rooms are tidy.
- 17.8 Boarders are not allowed to eat during prep.
- 17.9 Boarders are allowed to do evening prep in their sleepwear and gowns.

18. TELEVISION AND NEWSPAPERS

18.1 Watching television is a privilege, and not a right, and is subject to permission from the staff on Duty. Boys are, however, encouraged to watch the daily news.

18.2 We hope to make the daily newspaper available to boarders from 2017.

19. COMMON AREAS

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

20. SWIMMING POOL

20.1 The swimming pool is available at stipulated times, but its use may not interfere with the basic routine of Grant House.

20.2 Swimming times will be determined by the Master on duty.

20.3 No boarders are permitted in the swimming pool area unless accompanied by a Master or two prefects (as approved by the Duty Master).

21. COMPUTER /DUTY ROOM

21.1 Computer times must be booked well in advance (on the schedules on the door). Only one person will be allowed to use a computer at any one time.

21.2 Boarders may not use the computers to play games, play music, change computer settings, or add or remove any programs. Computers may only be used for academic purposes.

21.3 No food and drink is allowed in the computer room at any time.

21.4 The computer room must be kept neat and tidy at all times. No papers, books, stationery, etc may be left there.

21.5 Should a computer be found to be non-functional at any time, this must be reported to the Master on Duty. Boarders should refrain from trying to solve the problem themselves.

21.6 Boarders are generally not allowed to use Grant House printers and have to pay for copies.

22. CHURCH ATTENDANCE

Boarders are to wear formal school uniform to church, if church is attended off campus. *Only the superintendent or Master on Duty can grant permission for boarders to wear civvies when attending a church service off campus.*

23. PARTIES

23.1 Leave to attend birthday parties or dinners, will be given at the Superintendent's discretion, and with necessary permission. This applies to weekends only.

23.2 Grades 8 & 9 boarders must return to Grant House by 22h00.

23.3 Grade 10, 11 & 12 boarders must return to Grant House by 23h00.

24. LEAVING THE SCHOOL OR HOSTEL GROUNDS

24.1 Boarders may not leave the school or hostel grounds without permission.

24.2 Boarders may not enter Grant House during school hours without the permission from the hostel staff on duty.

24.3 Should a boarder desperately need to return to Grant House during the school day, a written note (including an explanation) is required from the boarder's teacher.

25. **GRAEME COLLEGE UNIFORM – see School Rules**

As learners of Graeme College, boarders are expected to wear their school and sports' uniform with pride. Boarders are not permitted to wear only part of their uniform, or wear slops with their school or sports' uniform. Casual tops and anoraks are not to be worn with their school tracksuit pants, nor may school tracksuit tops be worn with casual wear. During winter terms boarders must wear a blazer to school.

26. **SECURITY MEASURES**

26.1 *The security of boarders and staff is of paramount importance at all times, therefore the rules of Grant House must be adhered - they come with the wisdom of experience.*

26.2 Evacuation drills will be held regularly, often in the middle of the night. All boarders are expected to cooperate during every evacuation drill.

26.3 Boarders are urged against apprehending suspicious looking characters, but must immediately report the person(s) to a staff member. The security company will be contacted immediately.

26.4 It is unfortunate that, in a boarding facility, theft occurs. For this reason, every boarder must have four (4) padlocks (and keys) for their cupboards. Duplicate keys must be placed in a marked envelope and handed to the matron for safekeeping.

26.5 Boarders may never “borrow”, use or take another person’s possession/s without permission. Such an action will be regarded as theft and, if found guilty, the boarder will be ordered to leave Grant House.

26.6 Should a boarder be privy to the code of any gate on the school property, this information may not be shared with anyone.

26.7 Boarders must follow ‘signing in and out’ procedure whenever they intend leaving or entering the Grant House building.

26.8 **Should it be found that any boarder has placed the lives of other boarders or staff members at risk, he will be expelled from the hostel.**

27. **GENERAL**

27.1 Hitch hiking, smoking, use of addictive or prohibited substances, breaking of bounds, drinking of alcohol or alcoholic beverages and theft are treated as *SERIOUS* offences and could lead to possible exclusion from Grant House.

27.2 Boarders are not permitted to use, or have, any form of private transport at Grant House, or at the homes of relations or friends in town, for use during the school term.

27.3 Boys may not walk to school via the tarred road in front of the staff flats. Boarders must walk to school via the cement pathway between the pre-school and pavilion.

27.4 The staff wing is out of bounds for all boys.

27.5 Neither food nor large amounts of money may be kept in the dormitories. These items must be handed in to the Master for safekeeping. No food is to be taken out of the dining room after meals. Fines will be levied for hostel utensils found in boys’ dormitories.

27.6 Only **portable-type** radios and CD players are permitted. During weekends radios/CD-players are allowed. Please consider others when playing your music. The playing of incessantly loud music will lead to confiscation for term.

- 27.7 BREAKAGES, due to robust play, etc., will be for the account of boarders' parents.
- 27.8 School-related clothing must be worn on campus until 16h30.
- 27.9 The Master on Duty must be informed of the whereabouts of boys at all times.
- 27.10 In cases where boarders do not go to their parents' home during leave-out weekends or on Saturdays and Sundays, they may not travel in vehicles driven by young or inexperienced drivers.
- 27.11 On Monday mornings parents wishing to help their sons unpack, may only do so during Breakfast.
- 27.12 The use of skateboards is only permissible at the Graemian Centre car park.
- 27.13 Pocket money can be drawn from Mrs Bradfield between 14h00 and 15h00 on Monday to Thursday.
- 27.14 Possession of unauthorized key (s) may lead to a disciplinary hearing and the possible exclusion from Grant House.

28. COMMITTEE RESPONSIBILITIES (not a comprehensive list)

- 28.1 The Grant House staff encourage the development of leadership and management skills in all boarders.
- 28.2 Grant House has the following committees: Hostel Improvement, Entertainment, RCL and a Food Committee.
- 28.3 Committees will have specific duties assigned to them, and may elect a chairperson. A student supervisor will oversee each committee.
- 28.4 Every boarder will have an opportunity to apply to serve on a committee, thereby assisting in creating a home away from home.
- 28.5 Committees may consist of boarders from various grades. Grade 8 boarders may only serve on committees from the middle of the first term.
- 28.6 Committees will be announced at the Hostel Banquet.

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