

JAN KRIELS SCHOOL: KIEWIET HOSTEL: HOUSE RULES

1. TIMES

1.1 Day program

6:20 – 6:55	Wake up, shower, shave, dress, clean rooms.
6:55	Line up for breakfast in dining hall
7:00 – 7:25	BREAKFAST in dining hall
7:30 – 7:40	Leave hostel for school – hostel doors close at 7:50
7:45 – 14:15 7:45 – 13:15	School – Mondays to Thursdays School – Fridays <i>No learner allowed in hostels without permission (in writing) from Headmaster, Deputy or House Master</i>
14:30 13:30	Mondays to Thursdays : Lunch in dining hall Fridays : Lunch in dining hall
15:15 – 16:15	Mondays & Thursdays Study in study hall
16:15 – 17:15	Wednesdays Town visit (with permission card/letter)
16:00 – 17:30	Recreation (Preferably outside) and Gym
17:45	Line up for supper in dining hall
17:50 – 18:20	SUPPER in dining hall
19:00 – 19:40	Study in study hall
19:40 – 20:00	Study break and medication
20:00 – 20:30	Extra Study (according to need)
20:30	Tea
20:45	Cleaning and clearing
20:55 – 21:10	Quiet time
22:00	Lights out (Juniors)
22:30	Lights out (Seniors)
CHANGES DURING EXAMINATIONS	
Lunch: 13:00	Afternoon Study: 14:00 – 14:45; break; 15:00 – 15:30
Supper: 17:30	Evening Study: 19:00 – 19:45; break; 20:00 – 20:30

Weekend times and arrangements

Closing times: The hostel closes on Fridays at 18:00.

Arrival in times: Sundays: 17:00 – 19:00 (5:00 pm to 7:00 pm); Mondays: before 7:20.

1.2.3 All weekend arrangements must be completed by Wednesdays.

1.2.4 A responsible adult who has been delegated in writing by parents must sign out the learner before he can leave the hostel.

1.3 Deviation form normal times

1.3.1 **Examinations:** More study sessions will be fitted in to the day's program.

- 1.3.2 Sport and other outings: Please arrange in advance with the house mother and kitchen, especially where meals are involved.

2. GENERAL RULES

2.1 Behaviour

- 2.1.1 Golden Rule: Learners always speak and act **politely and respectfully** towards staff members and co-learners.
- 2.1.3 Bullying, fighting, racist or degrading remarks and foul language are totally unacceptable.
- 2.1.4 Ball games are not allowed in the passages or rooms. No running in the passages.
- 2.1.5 Loud music and other disturbing noises are not allowed.
- 2.1.6 Learners must always be neatly dressed when they come to the office, go the dining hall or leave the hostel.
- 2.1.7 Sexual harassment is not allowed.
- 2.1.8 No pornographic or even erotic material is allowed.
- 2.1.9 No running will be allowed inside the hostel.

2.2 Neatness

- 2.2.1 Personal: Learners must maintain their personal neatness and hygiene. Use set time slots to shower.
- 2.2.2 Hostel: Always keep rooms, wardrobes, desks, passages and recreational areas clean and orderly. Don't let clothes and other items lie around.
- 2.2.3 Cleaning: The day program makes provision for a timeslot where learners help with the cleaning of rooms and other areas in and around the hostel.

2.3 Personal belongings

- 2.3.1 **Mark** all personal belongings clearly with the learner's name.
- 2.3.2 Learners must only bring the necessary items to the hostel.
- 2.3.3 Expensive items, like cell phones, CD-players, sport equipment and other electronic items must be declared to the house mother and be locked away at all times in the learner's wardrobes or the office safe when they are not in use. **The hostel father may or may not give permission for this. 'n New form must be completed and handed in every term .**
- 2.3.4 The hostel staff will not accept responsibility for personal items.
- 2.3.5 **Duplicate keys of wardrobes and cell phone boxes must be handed in by the office.**

2.4 Study times

- 2.4.1 When the bell rings (5 minutes before time), learners must get their books and all necessary items ready for study.
- 2.4.2 Learners must report punctually at the study hall. If a learner reports late or misses a session, he must catch up on the lost time on the same day where possible.
- 2.4.3 Homework books must be on the desk during study for verifying.
- 2.4.4 All learners in gr. 9 to 11 study in the study hall. Grade 12-learners study in "Die Mol".
- 2.4.5 In exceptional cases, on the recommendation of a psychologist or medical person, a learner may study in his room.

- 2.4.6 No disturbances, like cell phones or irrelevant conversations, are allowed in the study hall.
- 2.4.7 Learners may not listen to music in the study hall.
- 2.4.8 The teacher in charge will keep the order; give assistance where necessary and make adjustments where needed.

2.5 Quiet time (20:55 – 21:10)

- 2.5.1 The purpose of quiet time is to practise religion.
- 2.5.2 The hostel must be quiet during that time.
- 2.5.3 Learners may read out of the Bible or any religious source and pray together as a group; as long as it is of no disturbance to other learners.

2.6 Cell phone policy

- 2.6.1 Cell phones must be switched off during study time, quiet time, and in the dining hall.
- 2.6.2 Cell phones must be locked away in lockers before 07:30 and before 21:45.
- 2.6.3 The hostel does not take any responsibility for lost or stolen cell phones.
- 2.6.4 In cases where learners breach cell phone rules, the supervisory teacher may confiscate (take in) the cell phone and lock it away in the hostel's safe for a minimum of 3 days.

2.7 Smoking-, alcohol and drug policy

- 2.7.1 Smoking, use of alcoholic drinks and drugs are prohibited in and around the hostel and school premises.
- 2.7.2 When a learner is found in possession of a prohibited substance, the substance will be confiscated immediately and the necessary disciplinary procedures will be followed.
- 2.7.3 The possession of alcoholic drinks and drugs or suspicions about it must be reported immediately to the supervisory teacher on duty. He will report it as soon as possible to the house master and senior supervisor.

2.8 Socialising and recreation

- 2.8.1 Die Mol: All indoor recreational activities will take place here.
- 2.8.2 The following are available in Die Mol:
TV, Video/DVD, *Play Station*, Table tennis and Snooker.
- 2.8.3 The TV in the study hall will be used only for the watching of TV-programs.
- 2.8.4 Apparatus are kept in the office and must be signed out and signed by the person who takes responsibility for it.
- 2.8.5 Damages to apparatus and equipment must be reported immediately to the house mother who will record it in a file / book.
- 2.8.6 Learners who damage apparatus will pay compensation.
- 2.8.7 Other outdoor recreational areas: grass area between Kiewit and Disa Hostels, soccer field, rugby field, cricket nets and swimming pool (only during summer).
- 2.8.8 Learners may only go to the swimming pool under supervision.
- 2.8.9 Hostel prefects will help with supervision in recreational areas.

2.9 Special permission: Card system

- 2.9.1 Learners will be granted permission to go to town ONCE a week on Wednesdays between 16:00 and 17:00.
- 2.9.2 Special permission will be granted in terms of a permission card or letter. Learners must keep the card or letter with them until they report back at the hostel.
- 2.9.3 Learners that take part in sport and other activities outside of school and need to leave the hostel at certain times must hand in a permission letter signed by their parents and school principal. **This permission letter must be renewed every term.**

2.10 Handling and reporting of injuries and illnesses

- 2.10.1 Learners who are injured or ill must inform the house mother immediately.

2.11 Laundry

- 2.11.1 Learners must take their laundry home on weekends.
- 2.11.2 In exceptional cases parents may arrange with laundry on the school's premises to do their child's laundry. The parents will take responsibility for the costs.

Principal

Hostel Father

Date