



GROOTE SCHUUR HIGH SCHOOL

MONORGAN HOUSE



BOARDERS' RULE BOOK

This Rule Book compliments the school's Code of Conduct for Learners.

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BALL GAMES:

1. No ball games may be played in the hostel – balls will be confiscated if this rule is broken
2. Ball games are only allowed on the fields
3. Any ball game played on the parking area will result in the ball being confiscated.

BATHROOMS

1. Please be considerate when using the bathrooms
2. Make sure the curtain is inside the shower
3. Flush the toilet
4. Clean out the bath after use – cloths and Handy Andy are provided
5. Make sure the taps are properly closed
6. No music to be played in the bathrooms / showers. The device will be confiscated if this rule is broken.

COMPUTERS

1. No eating or drinking in the computer rooms
2. No speakers may be used on the computers – headphones only
3. Boarders wanting to use computers during prep are to make use of the computer booking forms to reserve their session
4. Computers may only be used for school work during prep
5. No computer use after prep (21.00)
6. No computer use before school without permission
7. Printing is done by staff member only
8. Boarders to provide their own paper for printing

DAILY ROUTINE

(Monday to Friday morning)

- 06.30 Wake up bell
- 06.55 Warning breakfast bell
- 07.00 Breakfast
- 07.45 Leave for school
- Lunch – As per school's timetable
- 15.30 End of school day, hostel open
- 17.30 Dinner time
- 18.55 Warning bell for prep
- 19.00 Both hostels get locked
- 19.00 Prep session 1 starts
- 19.50 Session 1 break
- 20.10 Prep session 2 starts
- 21.00 End of prep



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21.25 Warning bell for lights out

21.30 Lights out.

Lunch times are staggered (GET and FET) at present.

Rules are based on respect and consideration for everyone living and working in Monorgan House

DINING ROOM

1. Boarders must be punctual for all meals
2. Boarders arriving late for meals must excuse themselves from the boarder master/mistress on duty
3. Order marks will be given to late-comers
4. No pyjamas may be worn at mealtimes – this includes onesies and dressing gowns
5. You must be dressed in school uniform for breakfast
6. All meals must be attended unless special consent has been granted by a staff member
7. Any crockery or cutlery which is taken out of the dining room must be returned by the following meal time
8. Nobody is allowed to sit on the tables. Chairs are provided
9. You may not go to your rooms during lunch break
10. No one may be in school uniform during dinner, unless they have to attend a school function in the evening
11. No boarders are allowed in the kitchen
12. No boarders are allowed in the laundry room without permission
13. Cell phones are to be switched off or on "silent"
14. No earphones during meals – they will be confiscated
15. Boys may not wear hats, caps, hoodies or beanies (even school beanies)
16. No sunglasses are to be worn in the dining room – they will be confiscated.

DISCIPLINE

1. Discipline is in line with the school's Code of Conduct
2. Boarders must take responsibility for their behaviour
3. Order marks are given when rules are ignored
4. Three order marks will result in an hour's community service in and around the hostel or the withdrawal of privileges
5. Slates are wiped clean at the end of each term
6. Bad behaviour and disrespect will be dealt with by the Matron or Principal.

END OF TERM

1. Your rooms need to be completely packed up by the morning of the last day of term
2. All cupboards must be cleared and bedding taken home



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3. School books may be left in the lockers in the dining room during the holidays, except for the end of the year
4. Rooms to be completely vacant for pest control, which is scheduled for the last day of every term
5. All your luggage needs to be in the hostel foyer by school time on the last day of term
6. Hostel reopens the day before the 1st day of term – you may book in between 16.00 and 20.00.

FELLOWSHIP

1. Every second Thursday we have Christian Fellowship i
2. Fellowship is held after the first prep session, from 20.00 – 21.00
3. Attendance at Fellowship is optional
4. Boarders who do not want to attend will continue with prep in their rooms
5. Those who continue with prep in their rooms are supervised by the staff who are not attending Fellowship.

GENERAL

1. No boarder may open the electronic gates under any circumstances
2. No boarder may make announcements over the intercom
3. No boarder may be off the school premises during school hours without written permission from the school
4. No-one may enter the hostel during the school day (07:45 – 15.30)
5. Communal areas are to be kept clean and tidy
6. Failure to keep the TV area clean will result in the TV remote being removed
7. Music may ONLY be listened to through earphones, even in common areas
Devices will be confiscated if this rule is ignored.
8. Please use the rubbish bins provided, and if necessary, empty them when they are full into the black bins in the parking area
9. Any learners found damaging/vandalising hostel property will be reported to the school Principal for disciplinary action
10. Boarders may receive phone calls on the office phone provided they are not during prep or meal times
11. No noise before the wake-up bell, especially when showering
12. There is to be no **excessive** noise – shouting in the passages and slamming of doors
13. Any form of verbal or physical bullying is strictly prohibited. This is a serious offence and will be reported for disciplinary action

HOSTEL LOCK-UP TIMES

<u>Monday – Thursday:</u>	19:00 to 07:15
<u>Friday and Saturday:</u>	19:00 to 08:30
<u>Sunday:</u>	19:00 to 07:15



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After supper and before prep during winter, when it gets dark early, no boarder may wander beyond the paved area of the hostel.

PREP

1. There is compulsory study each weekday from 19.00 until 21.00
2. Boarders must be on time when the prep bell rings at 19.00
3. Boarders to sit at their desks during prep
4. All bedroom doors have to be open during prep
5. No sleeping during prep
6. No noise during prep
7. Music etc. to be listened to only through earphones
8. You need to get your tea and coffee only during the break.
9. No pizza deliveries are allowed during prep
10. No talking or disturbing others during prep
11. If you are found using your cell phone, tablet or laptop for anything other than school work, it will be confiscated until the end of prep
12. No group or pair work to be done during prep sessions.
13. Late study for seniors is allowed until 22.30. A bed lamp has to be used in order not to disturb the other person in the room.

Quiet Time (afternoon prep time during exams)

The objective of "quiet time" is to create an environment for boarders to do some extra studying in the afternoon in preparation for the exams.

During exams school dismisses early; the following rules then apply:

1. 14.00 – 16.00 is quiet time
2. You need to either be in your room or outside on the field
3. You may not have visitors in your room
4. Conditions in hostel need to be quiet and conducive for those who want to make use of the long afternoon to prepare for exams
5. No TV
6. Music only through earphones
7. No bathing or showering
8. No running or noise in the passages
9. The hostel is locked during quiet time
10. No movement in and out of hostel during quiet time (you are either in or out)
11. If you feel it not necessary to make use of this study time; you may stay out on the field or sleep/rest in your room. The main condition is that it is quiet in hostel.

ROOMS:

1. Rooms must be kept clean and tidy



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2. Room checks are regularly conducted by the matrons
3. Carpets must be vacuumed and furniture kept clean and free from dust.
4. Lights must be switched off when you leave your room
5. No personal heaters, irons or toasters are permitted in the rooms
6. Each boarder may only sleep in his or her allocated room
7. No learner may enter any room without the permission of the occupant
8. There will be no talking or visiting other rooms after lights out at 21.30. Order marks will be given for this offence.
9. Any electrical appliance other than a hairdryer must be cleared by the Matron before it may be used
10. If you are using your cell phone after lights out it will be confiscated for two nights

SWIMMING

1. No swimming unless there is a qualified life saver present
2. Swimming caps must be worn when swimming.

SUBSTANCES

1. No smoking is permitted
2. No incense or any other similar substances may be burned in hostel
3. No boarder is permitted to use, or have on the premises, any alcohol or any illegal substance
4. No boarder may be in possession of matches or lighters
5. No boarder may arrive back at the hostel "under the influence" of any of the above-mentioned substances

SHOPPING

For health and safety reasons under the present COVID-19 regulations there is no shopping during the afternoons.

SIGNING IN AND OUT

There is no signing in and out during the afternoon at present because there are no after-school activities.

STUDY DURING EXAMS

Learners who stay home from school during exams are expected to adhere to the following rules:

1. Breakfast is compulsory at the normal time
2. After breakfast, go to rooms to study
3. Music is only allowed using headphones
4. No TV



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5. No showering between 08.00 and 13.00 (your presence should not interfere with the normal hostel routine cleaning by the staff)
6. Break from 10.00 – 10.30
7. Back to study after break
8. Please be in your own rooms; socializing is allowed during the break only
9. No leaving the hostel premises during school hours for whatever reason
10. Anyone causing a disturbance will be required to study in the duty room
11. Hostel computers may only be used for studying.