

NORTHERN ACADEMY

HOSTEL RULES

The hostel rules are compiled from the Hostel Policy. **The Hostel Policy** is available for viewing at either the **Hostel Assistant, Hostel Master or Boarding Master**. The following rules, regulations and routines apply:

1. GENERAL

- 1.1 It is expected of students to know the Hostel Rules. These rules will be visible on the notice board in the hostel. The Hostel Assistant will verbally convey the rules to the students on a regular basis. Each student and parent will receive a copy of the Hostel Rules. Students should sign, safeguard and keep these rules, to refer to whenever in doubt.
- 1.2 No criminal offence, as under S A Law, may be committed on our premises. These offences will lead to dismissal of students from hostel.
- 1.3 No alcohol, drugs or intoxicating substances may be brought into, or be used, on our premises. No student or any other person may enter or be on our premises whilst under the influence of such substances.
- 1.4 Only boarders may attend hostel functions. Only guests that are invited by the Boarding Master will be allowed to attend such functions.
- 1.5 Northern Academy is a smoke-free zone. We have a firm policy of non-smoking. No smoking will be allowed on our premises. Smoking may lead to dismissal from the hostel.
- 1.6 No fighting, bullying, intimidation or aggressive behavior will be allowed.
- 1.7 No form of initiation is allowed.
- 1.8 No sexual contact is allowed between students. This behavior may lead to a student's dismissal.
- 1.9 The Boarding Master will place a student in a hostel on arrival at Northern Academy. The student will remain in that position for his/her entire stay at our school. No student may move from his/her allocated place, without the written permission from the Boarding Master.
- 1.10 Monies, cell phones, radios and other valuable objects are brought into the hostel at the owner's risk.
- 1.11 The weekend during exams is a closed weekend for students. Students may not go home on these weekends unless it is declared an open weekend. We schedule extra study hours during these weekends to enable students to prepare for the exams. A student who fails on his/her report will be grounded.
- 1.12 Students may only stay in the hostels, if their boarding and lodging is paid up to date. Hostel fees are paid per annum, but charged monthly to assist parents with payments (divided by 12 equal installments).
- 1.13 No form of pornography will be tolerated – it will lead to dismissal from the hostel.

2. VISITORS

- 2.1 All visitors must report to the staff member on gate duty. The student will be called to receive the visitor at the allocated visiting area. Such meetings will occur under supervision.
- 2.2 The visitors fall under the Hostel Rules and must respect our way of doing.
- 2.3 Student will be held responsible for the behavior of their visitors.

3. VISITING HOURS

- 3.1 Schooldays 15h15 – 17h00
- 3.2 Non-schooldays 09h00 – 17h00

4. SICK REPORT

- 4.1 Sick students must report to the Hostel Assistant
- 4.2 Parents may not make appointments for student's medical treatment and expect the school to transport them.
- 4.3 Parents are welcome to communicate with the Hostel Office with regards to illnesses and treatments.

5. CLOTHING

All clothing should be:

- 5.1 Appropriate to the occasion
- 5.2 Non-provocative
- 5.3 Clean

6. STUDENTS MAY NOT:

- 6.1 Leave our premises without written permission from the Boarding Master or his/her delegates

- 6.2 Leave the premises through any other place as through the main gate. Jumping fence is strongly prohibited and shall be dealt with severely, it may lead to student's dismissal.
- 6.3 Enter areas that are **Out of Bounds** for students. (Offices, any other than own hostel, in class without permission).
- 6.4 Leave the premises on any other condition as instructed by parents on the Permission Letter.
- 6.5 Behave **unruly or loud** as to disturb the peace of others.
- 6.6 Enter any other hostel, than his/her own hostel.
- 6.7 Enter a hostel of the opposite sex.
- 6.8 Receive permission or instructions from parents to leave our premises. Such requests from parents should be directed to the Hostel Assistant, Hostel Master or Boarding Master.
- 6.9 Willfully withhold information from the staff members about wrongdoings, which they have witnessed – it may lead to their dismissal.
- 6.10 Give any false information about themselves to a staff member.
- 6.11 Undermine, mobilize, be rude, or be insolent towards a member of staff.
- 6.12 Be in possession, or bring any weapons, or objects that may be interpreted as weapons, onto our premises.
- 6.13 Be in possession of any other key than his/her own room and locker key.
- 6.14 Litter on the premises. All rubbish should be placed in a dust bin.
- 6.15 Act upon their dissatisfactions. Students must approach the appropriate staff member and lodge a complaint.
- 6.16 Solve arguments amongst themselves. Students should approach the appropriate staff member to facilitate an agreement.
- 6.17 Sabotage any hostel activity or school property.
- 6.18 Fiddle with gas, electricity or any dangerous objects.
- 6.19 Use any electrical appliance in their rooms.
- 6.20 Use taxi's with load music.
- 6.21 Use an iron in their room. All ironing must be done in the laundry.
- 6.22 Shower.
- 6.23 Make or receive phone calls after lights-out.
- 6.24 Involve themselves with any form of trading, other than at the tuck shop and/or official school business. **No other trading is allowed.**
- 6.25 Be outside their hostel, after the bell rang for being outside.
- 6.26 Use vulgar language, swear or be rude to someone else, whether staff member or fellow student.
- 6.27 Remove or move furniture in their rooms or from classes.
- 6.28 Wear school uniforms after school.
- 6.29 Visit or chat at hostel windows.

7. STUDENTS MUST

- 7.1 Sign in and out at the attending staff member on gate duty upon entering and leaving the premises.
- 7.2 Respect and obey the Hostel Rules, staff members, leaders and assistants.
- 7.3 Follow the prescribed channels of communication.
- 7.4 Adhere to house rules, as set by the Hostel Assistant.
- 7.5 Report themselves, if they have damaged any property, or if they committed a wrongdoing.
- 7.6 Report if they have witnessed any wrongdoing or mistake.
- 7.7 Bring their own bedding. We suggest a duvet, duvet cover, fitted sheet, pillow and pillowcase. During the winter an extra blanket may be necessary.
- 7.8 Keep their hostel, room and surroundings clean and tidy.
- 7.9 Adhere to the daily schedule, routine and program.
- 7.10 Go home during open weekends.

8. STUDENTS SHOULD:

- 8.1 Hand their monies and valuables to their Hostel Assistant for safeguarding.
- 8.2 Keep the combination of their lock, or spare key to their locker, with their Hostel Assistant.

9. PORNOGRAPHY

- 9.1 The school is implementing a zero tolerance policy towards any form of pornography on the school grounds.
- 9.2 The possession and/or the distribution of **PORNOGRAPHY** in whatsoever form, whether intentional or unintentional, is a serious transgression.
- 9.3 Immediate and severe disciplinary measures (of which expulsion is the most probable) will be taken against any person who transgresses.
- 9.4 It is also a transgression if you are aware of the possession or distribution of pornography on the school grounds and you do not report it to the authorities.

10. VALUABLES

- 10.1 Management takes no responsibility for valuables or money stolen or lost.
- 10.2 Valuables must preferably be left at home.
- 10.3 Make sure that lockers are secured at all times.
- 10.4 School and hostel fees must be paid by bank transfer / at the bank / debit or credit card / stop order.

11. FOOD

- 11.1 We prefer that students do not bring food to the school.
- 11.2 If food is brought to the school, it must be in containers that can seal. If not, the food will be confiscated.

12. WEEKENDS

- 12.1 The hostels will close on Fridays at 14:00 on hostel weekends.
- 12.2 **NOBODY WILL BE ALLOWED TO STAY IN THE HOSTEL.**
- 12.3 Students coming from far must make alternative arrangements, please.
- 12.4 Students must be back after hostel weekend(s) before 16:00 on Sunday.
- 12.5 Hostels will be open at 13:00 on the day the students are to return from a hostel weekend / school holiday.
The gate will
- 12.6 be locked at 16:00.
- 12.7 No student is **allowed to leave the premises** again after being dropped at the school.
- 12.8 No taxis with LOUD MUSIC. Students will immediately be sent back with the taxi in question.
- 12.9 If found smoking (or smell like smoke) students will not be allowed in the hostel and will face disciplinary actions.

13. BEHAVIOUR

- 13.1 Students will be subjected to a Disciplinary Hearing when they have accumulated too many demerits according to the Code of Conduct.
- 13.2 The parents will be informed of, and given the opportunity to attend the Disciplinary Hearing.
- 13.3 The hostels have a progressive disciplinary system which can lead to suspension and expulsion.
- 13.4 Serious transgressions **will lead to immediate suspension/expulsion.**
 - 13.4.1 These include the following but does not necessarily exclude others:
 - 13.4.2 bringing liquor/any illegal substances on to the school premises;
 - 13.4.3 using liquor/any illegal substances on the school premises;
 - 13.4.4 being under the influence of liquor/ illegal substances;
 - 13.4.5 not reporting any of the above transgressions while being aware of it;
 - 13.4.6 theft or assault or intimidation or any other invasive behaviour.
- 13.5 Students who are grounded, may not leave the premises under any circumstances. No postponements or alternative arrangements will be accepted. Failure to cooperate will lead to further disciplinary actions which might include suspension and / or expulsion.
- 13.6 and / or expulsion.
- 13.7 If a learner fails an exam, Hostel Management will determine a compulsory grounded period in relation to the number of subjects failed.

14. CORRESPONDENCE

Only faxes with copy of ID of parent/guardians will be accepted for arrangements.

SIGNED

DATE
