



# South African College High School



## Rosedale and Michaelis Boarding House Handbook 2017

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## FORWARD

Firstly, welcome to Rosedale and we trust that you will enjoy your stay in the hostel. This handbook will serve as a guide to life in Rosedale, but you must always feel comfortable to come and ask when in doubt. The handbook is there to help boys, parents and guardians gain a better understanding of boarding school life and what is expected of you whilst you are under our care. For those boarders and their parents who have been in Rosedale before, it is always useful to take another glance of this handbook to familiarise yourselves with all the policies and procedures.

Boarding is a unique experience for a young man. Not only does he learn how to cope with living away from his family and friends, but also how to make decisions whilst being taught how to live within a community composed of a variety of different people. His actions are not only a reflection on himself, but also have an impact on others who live with him. Hence, he may need to give away some of his individual freedoms for the good of the whole as he learns to recognise the rights of others and thus continue to acquire tolerance and understanding of them. Boarding at Rosedale can then foster the development of one's self in the areas of self responsibility, accountability, self-discipline, independence, leadership, organisation, teamwork, personal care, and growth.

A boarder at Rosedale has the unique situation of having all SACS has to offer on his doorstep. It is up to the individual to grasp all he can to develop himself into a fine SACS Gentleman. The Boarders have a large and extensive support network at their disposal to assist with their sporting, academic, cultural and leadership development, which enables them to do their best in all endeavours.

It is an expectation that all Boarders will display good manners and be polite to all staff and fellow Boarders. Poor manners and lack of respect for others is not tolerated in the Boarding House. Students should always remember to treat others as they like to be treated, and always be welcoming of visitors and new boys to the Boarding House.

Finally, parents and guardians are encouraged to be involved in Boarding House life and all Boarders are urged to be proactively involved in the running of the Boarding House this year and in the coming years. Should parents, guardians or the boys of the Boarding House wish to make their thoughts known there are a number of avenues for this to occur which are explained in this Handbook. However, my family's door is always open should parents, guardians and boys wish to pop in for a short visit.

Barry van Selm  
Superintendent



## CONTACT INFORMATION FOR ROSEDALE

TITLE	NAME	CONTACT
Superintendent	Mr Barry van Selm	082 550 9246 021-689 2933 (answer machine) vanselmb@sacollege.org.za
Deputy Superintendent	Mr Graeme Wepener	072 843 9024 wepenerg@sacollege.org.za
Catering Manager	Mr Martin van Staden	082 896 7947
Senior Housemaster	Mr Ettiene Grobler	082 775 6271
Senior Housemaster	Mr Warren Patentia	072 372 6320
Housemaster	Mr Levi Alexander	
Housemaster	Mr Joshua Smallbones	079 966 9605
Housemaster	Mr Cornel vd Westhuizen	072 222 1277

## CONTACT INFORMATION FOR MICHAELIS

TITLE	NAME	CONTACT
Superintendent	Mr Wayne Parsons	072 170 4079 parsonsw@sacollege.org.za
Housemaster	Mr Brendan Kleynhans	076 542 1714 kleinhansb@sacollege.org.za

## History of SACS

SACS is the oldest high school in South Africa, founded in September 1829. It is arguably the most magnificent setting at the foot of Table Mountain and Devils peak. The school prides itself on the balanced education it provides, the world-class facilities on offer, the fact that SACS men strive for excellence in all spheres of school life and that it places a strong emphasis on high moral values.



Far from resting contentedly on its 183 year-old record of growth and excellence, SACS in the 1980s and early 90s, led the Open Schools' Movement, making it possible, without the formal sanction of the Nationalist Government, for the integration of South African schools. Boys 'of colour,' Muslim and Christian, had been enrolled at SACS throughout the 19th century but, segregated for 85 odd years by the Cape School Board's Act of 1905 and the subsequent blight of Apartheid, the school had the unusual satisfaction of *re-opening* its doors in 1992 to boys of all races.

With many headmasters and teachers of Scottish extraction, the school has enjoyed too, a reputation from its earliest days of academic rigour and thoroughness. This was undoubtedly a factor which attracted to the school Jewish immigrants settling in the Cape in the first decades of the 20th century, so many of whose sons went on to make huge contributions to the development of South Africa as well as gaining international renown. Justice Albie Sachs, Lord Solly Zuckerman and Lord Leonard Hoffman have been a few of those who, in the words of the School Song, have 'swelled the fame...'



One of only four schools world-wide privileged enough to possess its own Rhodes Scholarship, SACS has attracted to itself pupils possessing the calibre, academically, culturally and in the sporting sphere to qualify for consideration for this, 'our greatest prize.'

The former home of the mining magnate Sir Max Michaelis, Montebello today gives SACS boys the privilege of studies and sport within the precincts of one of

the loveliest properties at the Cape, if not the country. On it, by 1960, had arisen what the writer Alan Paton described as 'the grandest school buildings in South Africa.' His larger point, however, being that, notwithstanding the magnificence of the school's amenities, the fact that SACS counted Jan Hendrik Hofmeyr as its most famous Old Boys, made it the grandest of all South African schools.

**Rosedale Mission Statement**

The mission of Rosedale Boarding House is to provide an all-round education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. Being able to make a contribution to the happiness and well-being of every boarder at Rosedale.

**The Aims of the Boarding House**

In the Boarding House we seek to assist parents in the academic, physical and social development of their sons by:

- a) Creating a happy, harmonious and safe environment where individual differences are recognised, respected and welcomed and where a sense of community is encouraged through creating a family environment in the boarding house.
- b) Providing an environment in which each boy is encouraged and assisted to reach his full potential. This is cultivated through exposure to an educational experience, which promotes a genuine self-respect in the endeavour and a sense of triumph in the achievement.
- c) Promoting and nurturing emerging leadership talents.
- d) Providing facilities and resources to promote a healthy physique and mental well-being.
- e) Promoting good manners and etiquette.
- f) Creating house spirit with the emphasis on teamwork and working together to be the best hostel in South Africa

## **Rosedale House Administration and Staffing**

### **Mr Barry van Selm – Superintendent of Rosedale**

Barry started his teaching career as a Housemaster in Rosedale in 1996 whilst he was completing his Degree. He then spent 18 months teaching in England before returning to SACS for two years from 1999 – 2001. He once again headed north taking up a job in Bristol at Colston's Collegiate School. Here he was the Senior Housemaster in the Lower Sixth Boarding house. After 3 and half years in Bristol, he and his wife Alex, along with their first son Gregory returned to teach at SACS in 2005. Alex is currently an Assistant "Housemaster" at Bishops in Kidd House. Barry and Alex have 2 boys, Gergory and Pierre who are both at SACS.

### **Mr Graeme Wepener – Deputy Superintendent of Rosedale**

Graeme started his teaching career after moving from Personal Trust in 2005. He is currently teaching EMS and Economics. He has been a Rosedale Tutor Teacher since 2005. He is married to Claire who is a nurse at Vincent Palotti Hospital. Claire grew up in a boarding environment at Bishops where her father was a Housemaster. Graeme Currently coaches Cricket and the 1<sup>st</sup> XV Rugby team. He has two children, Sarah who is at Springfield and David who is at SACS.

## **Staff Roles within the Boarding House**

### **Superintendent of Rosedale**

The Superintendent of Boarding is responsible for the Boarding at the School – its boys and staff. He meets regularly with the Boarding Housemaster and other boarding staff, and often spends time in the Boarding House monitoring the welfare of the boarding community. He attends all major functions of the Boarding House and is available for boys, parents and staff to discuss any issues that they might have in relation to Boarding. In collaboration with the Boarding Housemaster, he reviews the procedures in place in the Boarding House to ensure the welfare of boys and staff. He is also responsible for the enrolment of Boarders and with the Boarding Housemaster, interviews each boy before he is enrolled as a Boarder. He is aided in his work by the Deputy Superintendent and Boarding Housemaster who, along with him, take responsibility for the day to day running of the Boarding House and for the pastoral care of the Boarders. He is also responsible for the budgeting, overseeing maintenance of the boarding house. The Superintendent works closely with the Catering manager in the running of the kitchen. The Deputy Superintendent works closely with the Superintendent in all of the above matters.

### **The Senior Boarding Housemaster**

The Boarding Housemaster is responsible for the day to day running of the Boarding House. He is also responsible for the pastoral care of each boy and the guidance of each Boarder's all round development according to the School mission statement and aims. The Boarding Housemaster acts in the role of *in loco parentis* (in the role of a parent) for all students of the Boarding House. He is appointed by the Head Master. Boarder's parents and the Boarding Housemaster act as a team in caring for the boys.

### **Housemaster**

Assists the Boarding Housemaster as required and on occasion he may be the Acting Boarding Housemaster when the Boarding Housemaster is not on duty or away at a sports fixture.

The Superintendent, Deputy Superintendent, Senior Housemasters and Housemasters will be in charge of approximately ten boarders and will monitor their academic, sporting and pastoral well-being. Regular meetings between the above ensure that all boys are well looked after at Rosedale.

The Housemaster of Rosedale/Michaelis (a boarding house for boys aged 13-18) has a vital role in leading the Pastoral, Academic and Extra-curricular development of the boys in his care. The post-holder will be responsible for:

- the health, academic, social and pastoral welfare of each boy in his care;
- encouraging and inspiring the members of the house not only to achieve excellence in academic and extra-curricular activities, but also to develop their social skills by living harmoniously with others. He will help the boys mature into confident, mature, civilised and successful young people;
- the smooth running, ethos and general discipline of the House and compliance with SA College and Rosedale/Michaelis Rules;
- actively promoting the SA College's anti-bullying policy;

- The primary concern of the Housemaster is the care and welfare of all students in their Boarding House. In the case of boarding students he is considered to be *in loco parentis*. It is essential for the Housemasters to work in partnership with the other members of the House Team to support the Superintendent in this task.

Effective communication with the Superintendent must be maintained at all times. Under the direction of the Superintendent, it is the responsibility of the Housemaster to undertake the following:

- to participate in maintaining a well organised and disciplined Boarding House
- to be familiar with the appropriate Student Handbook, and to participate in maintaining standards of appearance and behaviour expected of students
- to participate in fostering the physical, social, cultural and spiritual development of students

The Housemaster of Rosedale/Michaelis will report to the Superintendent and Deputy Superintendent on pastoral matters, matters of discipline and on academic matters. He will work closely with other Housemasters to ensure the highest possible standards. He will be expected to undertake training when required in areas such as Health and Safety and Child Protection and support the Rosedale's/Michaelis aims and objectives for teaching and learning.

### **Master on Duty (MOD)**

On a daily basis, the MOD is the first point of contact for boys within the Boarding House. The MOD can be the any one of the Boarding staff and usually is 2 members of the Hostel staff (A teacher and a student)

It is the responsibility of the MODs to ensure that the Boarding House routine is maintained and that every boy is looked after and is accounted for. The MOD is on duty from 8.00am until 11pm or once the Boarding House is shut down for the evening after this time. The MOD will ensure that all record keeping and incidents are noted on the Boardingware software.

MOD are expected to see boys who are not doing academic work in silence are in bed and lights out after 10:00 (Gr 9 – 11pm) and 10:30pm (Matrics)

MOD are expected to do spot checks at night and to ensure that the Boarding house is secure after lights out.

If a boarder is missing, please inform the Superintendent immediately (Mr van Selm) or Deputy Superintendent (Mr Wepener). This must also be logged on the Boardingware software.

## **Induction to Rosedale**

The day before school starts all boarders must be at hostel by 5pm. A light supper will be served. Boys may not arrive at hostel before 4pm.

The night before school starts, the Superintendent along with his staff are given the opportunity to go through all procedural matters as well as all safety procedures, rules and regulations, including Fire Drills and safety procedures.

The first weekend of the year Rosedale host a "Bring and Braai" in the Rosedale gardens. Braai's are provided and parents are given the opportunity to meet other parents, as well as the Rosedale staff and their families. This is an induction weekend for all boarders and you may only go home after the braai on Saturday.

Many activities are organised for Friday and Saturday and gives the boarding house an opportunity build some house spirit. Saturday morning will be a long hike on the mountain, followed by other relaxation activities and a braai on Saturday evening.

The Boarding House Prefects and MOD will check with the new Boarders after the first few evening meals to make sure he has settled in effectively.

The MOD will spend time with new boys every evening for the first few weeks. Staff should remember that new boys are under pressure due to:-

- learning new routines
- adjusting to the new "family" of School House with its customs and traditions
- learning new rules and expectations
- coping with new academic demands
- making new friends
- learning who to trust and confide in
- new demands relating to organisation and independence
- coping with homesickness and loneliness
- coping with a lack of privacy

**Boarding House Daily Routine: Monday – Friday morning and Weekend**

06:30	Wake up Bell except on Tuesday morning where bell goes at 7am
06:40	Second Bell – all boys must be out of their beds
06:50	Dorm inspection
07:00	Roll call in foyer for breakfast
07:05	Breakfast
07:45	All boys are to be out of the hostel and on their way to school
13:00	Lunch
17:55	Roll Call
18:00	Supper
18:55	Prep warning Bell – must be in Prep before 19:00
19:00	Prep – 1 <sup>st</sup> Session
20:00	Break
20:30	Prep second session
21:30	End of prep
21:45	Silence Bell
22:00	Lights out (Rosedale)
<b>Saturday</b>	
7:30	Wake up and Breakfast bell
8:30	Breakfast ends
13:00	Lunch
18:00	Supper
<b>Sunday</b>	
09:00	Breakfast
13:00	Lunch
18:00	Supper
19:50	Roll Call in Prep Room
20:00	1 hour prep session

NO Boarders are allowed upstairs during break and lunch time.

## Leave Policy Details

### Approval of Leave

Parents, Guardians and boys should be aware that all leave is granted at the Boarding Housemaster's discretion. It is not to be seen as an automatic right. Shop and Sport / School Leave is approved by the MOD

### **NB\*\*\*\*\*Procedure for Application for Leave for Weekend \*\*\*\*\***

Parents / Guardians will receive a link to register with software called "Boardingware". This has a leave application and data recording facilities. All information is kept on the cloud for future reference if required. Parents need to complete this by Wednesday evening at 10pm to enable your son to go home for the weekend. This is because we need to place food orders on Thursday morning for the weekend and following week.

Boys must fill in Leave forms accurately and clearly on the computer/using phone.

### **Signout in foyer using the computer**

Procedure for Taking Leave from the SACS Campus for short periods

Boys must return to the Boarding House at the time in logged and sign back in.

### **Late Back from Leave**

Boys must return to the Boarding House at the designated time on their Leave form and by 9pm at the latest – unless they have prior permission from the Superintendent.

If delayed, parents, guardians or the responsible adult must ring the MOD (regardless of the time of day or night) to notify him of the boy's late return to the Boarding House. ***This expectation must be fulfilled or the boy will be treated as Absent Without Leave (AWOL).***

### **Sport, School, Boarding House Commitments and Leave**

All Sport, Co-curricular, School and Boarding House commitments must be met before Approved Leave is taken.

Any outstanding Boarding House sanctions will need to be fulfilled prior to departure for Approved Leave. Before departure, boys must have their areas tidy to "inspection standard".

Leave from the Boarding House does not mean leave from School activities.

The MOD/Boarding Housemaster assist the boys in arranging travel as required. All travel details are to be recorded by the MOD on Boardingware.

### **Leave for Boarders**

Shop Leave – BP/Pick n Pay Express

This is for the purpose of refreshments or personal bathroom supplies.

The duration is outlined in the Daily Routine Section and is for a maximum of 2 hours.

Boys must not walk to these areas alone and must adhere to the dress regulations. Failure to do so will result in gating.

**Monitoring Student Whereabouts**

The role is marked by the MOD at Breakfast and at Supper Roll call. One-off roll calls can be done at any time.

For school functions and events including sport all students are to sign out with the on Boardingware.

The MOD records the estimated time of return, actual time of return, activity, leaving time, mode of transport, etc on the daily role. Boys should see the MOD the evening before to record these details.

If a student does not return within half an hour after the Time of Return the MOD is to ring the boy's mobile or host and try to contact other boys or staff who might be at the function or event.

The Superintendent/Deputy Superintendent needs to be contacted if an hour has lapsed and the boy has not returned to the Rosedale.

**Night Supervision**

The MOD and the Boarding Housemaster check to ensure that boys are settled for the night and that there are no lights on other than the exit and security lights. They will randomly check the House during the early morning hours and when they suspect that the boys might be sneaking out of the House. This is all captured on Boardingware.

If a boy is missing and cannot be found in the boarding house – then the MOD is to follow the “What to do in an emergency” procedure

## **Exeats - all completed on Boardingware**

### **A. (Weekly)**

(a) Parents/Guardians permission by Boardingware/email

1. Medical reasons
2. Extra Lessons
3. Religious reasons
4. Funerals
5. Any other.

(b) Superintendent discretion (Only under extreme circumstances)

**NB:**

(c) :

1. The signing out must be done at lunch on the same day of exeat.
2. All exeats must be back at hostel before supper roll call unless by prior arrangement with the superintendent.
3. Without the consent of one of your hostel masters, exeats will not be granted. Prefects can only give you permission to go to BP

### **B. Weekends - This leave has to be applied by the parents/guardians using the Boardingware.**

- a) Weekend exeats will only be granted with application for leave using Boardingware by the parent/guardian.
- b) Application using Boardingware for boarders visiting friends or relatives other than regular weekend exeats. Contact numbers of hosts and details of exeat to accompany request.
- c) Monday morning returns before 07h30 (Full school uniform)
- d) Sunday evening returns before 19h45
- e) Boarders staying in may request daily exeats from the superintendent /duty master.
- f) Exeats will only be allowed to sign out from 15 minutes after the 1<sup>st</sup> teams Derby games on Saturday during In-weekends in presence of duty master.

**NB. Any D.T. (Friday night and/or Saturday night) for disciplinary reasons will take priority over any weekend exeats. (Half gating and full gating).**

**BP (Pick n Pay Express): (Book in foyer or at duty prefects)**

- a) With prefects permission you may go to BP for 15 minutes. Sign out in BP book in presence of prefect.
- b) No going to BP after supper.
- c) No seniors may send juniors to the BP.
- d) Matics sign themselves out.

**WEEKEND LEAVE – what to do in case of emergency**

- a) The Master on Duty should regularly check Weekend Leave Board to establish return times for students.
- b) The Master on Duty should attempt to contact the Host and the boy on his Cell Phone if he possesses one. Cell Phone numbers and Host Lists can be obtained from the files kept in the superintendants office or from the list provided with details of each Rosedale Boarder,
- c) If the Master on Duty is unable to contact the Host or the student, he should quickly attempt to establish whether the student has returned to the House without reporting to the MOD.
- d) Should this not establish the whereabouts of the student, the staff member should inform Superintendent of Boarding, Deputy Superintendent of Boarding, or Senior Housemasters.
- e) Superintendent of Boarding, Deputy Superintendent of Boarding , Housemasters should confirm steps taken in Point (b) and (c), and then endeavour to contact the Host and the boy. Contact parents to inform them of the situation. It will be suggest that police will be contacted. Establish with parents when this procedure will take place.
- f) Superintendent of Boarding, Deputy Superintendent of Boarding rings police and reports student missing.
- g) Constant communication with parents should be maintained.
- h) Superintendent of Boarding, Deputy Superintendent of Boarding should then inform the Headmaster of the situation.
- i) A report shall be written outlining the situation and the outcome. This will be kept on that boarders file on Boardingware.

### ***Boarders Travelling in Cars and other Transport***

Only adult designated drivers should transport a Boarder by car. **No SACS** student or student still at school/ college may transport a boarder

The following points should be noted as far as Boarders are concerned:-

**No Boarder is permitted to have a car or motorcycle at school.**

### **Boarders Travelling by Public Transport**

Parents/Guardians must be aware that their son/ward may need to travel by public transport from time to time in order to get to and from sport. Ideally boys need to travel in no less than pairs when travelling by public transport.

### **Communication**

Communication between parents and the boarding staff is essential and it would help us if we are kept informed about home life, changes of employment, address, phone number, relationships, significant bereavements or any new development which may influence a boy's progress.

The MOD may contact parents/Guardians if they are not happy with the transport arrangements.

## **Discipline**

Our primary aim is to create a positive, supportive and safe Boarding environment where boys are able to work towards achieving their potential in all areas. We encourage and expect all Boarders to follow the rules of our community. To this end our focus is on good behaviour. At times adolescent boys require sanctions as they must be educated that, when living in any community they are accountable for their actions. Ultimately, we wish to enjoy our free time together and to support one another in all our endeavours.

## **The Boarding House Discipline System**

The purpose of this system is to deter poor behaviour and habits. We recognise that no one is perfect, that everyone makes mistakes and that everyone deserves a second chance. However, if one continues to offend or makes a major breach of the rules of our community, it is clear he has not learnt from his previous actions and will be held accountable.

## **Boarders Infringements and Duties**

A Boarder's infringements are recorded by the MODs over the course of a week on the his "Discipline Card". Based upon these infringements, the Housemaster will assign consequences based on behaviour during a week period.

Recording of infringements are made by the Superintendent, MOD and Boarding Housemaster only. Recommendations for the recording of infringements can be made by the Rosedale Prefects

## **Gating**

May be used for serious attitudinal and behavioural breaches. This sanction is the sole prerogative of the Superintendent and Deputy Superintendent.

Gating can be for a Friday night or a whole weekend

## **Suspension/Expulsion from Boarding**

If a boy in the Boarding House continually displays anti-social behaviour, is persistently uncooperative, is caught smoking, in possession of an electronic cigarette (and refill fluid), or drinking alcohol, is belligerent or is caught stealing, he may be suspended from the Boarding House for a night to a week or longer. In situations where a boy's anti-social or uncooperative behaviour is very disruptive to the good order of the Boarding House, he may be expelled from the Boarding House. For expulsion, from the Boarding House, the Superintendent, in consultation with the Head Master and the Senior Housemasters, imposes this sanction.

## ROSEDALE CODE OF CONDUCT

### Dress

Rosedale Clothing or SACS branded clothing to be worn in hostel and on campus

### Times

- All times must be adhered to. Failure to be punctual will be punished

### Prep

- There will be absolute silence and minimal movement
- No listening to I-Pods during prep
- Cell phones are not permitted during prep
- No phone calls may be received or made during prep
- No visitors allowed during prep (make sure your parents know this!)
- Only homework and revision may be done during prep
- Project and group work must be done outside normal prep times
- No questions may be asked during prep – these can be done during the break or after prep
- No communicating during prep
- Books must be out on the desks before the bell goes for the start of prep
- Laptops/ipads may be used for academic work only during prep

### Late Prep

- Boys doing late prep must inform the duty master by prep break.
- Boys doing late prep must be in bed by 23h00 (later prep may be requested from the duty master).

### TV

- No TV during prep
- No food or drinks are allowed in the TV room
- All vacate TV room before 21h45
- Boarders abusing the TV room will be banned from entering it.

### Movement in Rosedale

- Nobody allowed in dorms during school hours.
- No running, and chasing allowed in hostel
- No loud music, shouting, excessively loud singing, swearing etc in hostel
- No ball games are allowed inside hostel
- No boarders upstairs during lunch and break.

## **Duties**

- Duties must be fully completed before the silence bell – 21h45  
(Explanation of duties to follow)

## **Prefect's Study Room**

- This is for the Prefects use only and Matrics by invitation.

## **Visitors**

- a) No visitors during prep
- b) No visitors in dorms or anywhere upstairs

## **Dorms**

- a) No food or drink is permitted
- b) No fridges or heaters are allowed in dorms
- c) Litterbins must be emptied before breakfast in the bins in the passage
- d) Dorms must be tidy before breakfast
- e) Dorms must remain tidy throughout the day
- f) Cupboards must be locked at all times
- g) No graffiti or defacing of the hostel is allowed
- h) No talking is allowed after the silence bell
- i) Anything broken must be reported to the prefect on duty
- j) Nothing to be hung out of the windows of the hostel
- k) Beds must be made neatly
- l) Bags must be on top of cupboard or neatly under the bed
- m) Footwear must be in cupboard.
- n) Clothes must be neatly folded or hanged in closet.
- o) Dirty laundry must be in laundry bag.
- p) No litter in dorms.
- q) Dorms must be neat before weekend exeats.

## **Showering & Ablutions**

- a) All ablutions must be completed before 21h45 (except Matrics)
- b) Matrics ablutions must be completed before 22h15
- c) No clothing or sports kit is to be left in the ablutions
- d) Everyone must shower daily with soap
- e) No showering is allowed after silence
- f) Toilets must be flushed and kept clean at all times
- g) No leisure showering is allowed (conserve electricity and water).
- h) Ablutions must be kept hygienic and spotless at all times.
- i) Clean bathtub; washbasins yourself after using.
- j) Any transgression of the above will be strictly dealt with.
- k) Report all defaults and breakages immediately.

## Meals

- a) No talking is allowed in the foyer when the bell has gone and grades must be lined up in straight lines
- b) Boys not attending supper must book a late/early meal at lunch
- c) Late Meals must be cancelled if they are not going to be taken
- d) Meals for the weekend are automatically filled out on Wednesday when completing the boardingware booking
- e) No telephone calls may be taken during meals
- f) No cell phones may be used during meal times
- g) You must be fully dressed before entering the foyer (shirt tucked in) with footwear
- h) No running or walking fast allowed when you enter the dining room
- i) Seniors take food before juniors
- j) Juniors must wait for seniors when leaving the dining room
- k) No pushing/pushing in – be patient
- l) Noise level down to acceptable level.
- m) Table manners must be exemplary

## Valuables

- a) Valuables must be kept on your person or under lock and key
- b) They may be handed to Mr. van Selm for safekeeping; all your possessions must be clearly marked.

## Swimming

- a) Rosedalians swim after hours in costumes
- b) You will not be allowed to use the pool without supervision or without the consent of your parents.
- c) Others only swim when a duty master is present.
- d) No diving from walls, roofs or balconies.
- e) No ducking each other in the swimming pool.
- f) The Junior School swimming pool is out of bounds.

## Cell Phones

- a) Cell phones turned off after silence
- b) No phone calls or SMS's during meals & prep times
- c) Cell phones must be locked away during school hours

## Downstairs

- a) Shoes must be worn in the dining room
- b) No shirts may be taken off downstairs
- c) No feet may rest on chairs during prep or in the TV room
- d) When given BLITZ you are downstairs from 07h10 till 21h45 (after prep!)

### Matrons & Laundry

- a) Matrons and staff must be treated with great respect
- b) Laundry must be handed in on Monday morning before breakfast, between 07h00 & 07h40
- c) Collected after supper on Wednesday without fail!
- d) Clothing must be clearly marked with your name

### LAUNDRY REGULATIONS

Control of items handed in to the laundry remains a demanding task. Boys have to fill in three lists when handing over laundry, one for the laundry, and one for the matron and another for the boy's personal record. The matron checks all laundry handed in and signs each list – a tedious operation but hopefully one that will improve the control. Please assist us here by ensuring that all your son's clothing and linen items are **clearly marked**. We cannot take responsibility for any items that are not marked

Boys that get their laundry done at the hostel **MUST** hand in all laundry between 06:45 & 07:30 on Monday morning before breakfast!

All laundry **MUST** be clearly marked. Two laundry lists must be used (With your name on both lists)

- One for the outside laundry company
- One for the internal laundry (hostel)

All clean laundry **must be collected immediately** after supper on Wednesday. You are the only person who may collect your laundry. Laundry is handed in weekly. Unmarked laundry **will be kept** until the end of the term. Repeat offenders will be dealt with accordingly. Any queries concerning laundry, speak to the Matron on duty or Dalene

### Punishment

- a) If given before 17h00 must be completed by Roll call on that day
- b) Blitz rules must be adhered to otherwise you will redo it the next day

### Matric Path

- a) No walking over Matric lawn/ Matric path
- b) No using the Matric stairs
- c) No non-Matric is allowed past Dorm 3 & 4

### Motor Vehicles

- No motor cars or motor cycles may be kept at the hostel or on school property

## **PUNISHMENT AND CONSEQUENCES**

### **SERIOUS MISCONDUCT**

Serious misconduct regarding bunking out, vandalism, alcohol, and the use of and distributing of drugs, drinking, smoking, use and possession of electronic cigarettes and storing of alcohol on the premises or being under the influence or smelling of alcohol on the premises will result in immediate suspension until a hearing is held with the superintendent, headmaster/SACS Governing body.

Bullying and fighting will not be tolerated at Rosedale or SACS and could result in immediate suspension followed by a hearing, with the Superintendent, Headmaster and S.G.B. Any serious misconduct outside the premises that results in bringing and school and hostel name into disrepute will result in suspension/expulsion after a hearing.

Misconducts, to the discretion of the Superintendent, the offender will be placed on Superintendents D.T. on a Friday night (2 hours) half gating and or a Saturday night (3 hours) full gating.

**Half Gating:** Leave Sunday Morning

**Full Gating:** In for the whole weekend

### **Prefect Punishment**

#### **2 If's**

- a) Late for anything without proper reason
- b) Wrong dress
- c) Late out of the hostel (07:50)
- d) Talking in lines and at silence
- e) Out of your dorm between silence and 22:30
- f) Not signing in
- g) Exit dining room before seniors and masters
- h) Using the matric stairs
- i) Talking in prep
- j) Cell phones in prep (confiscation)
- k) Magazines in prep for the first session (confiscation)
- l) Throwing things around in prep
- m) Duty not done
- n) Leaving the light on in dorm
- o) Dorm not clean at inspection
- p) Walking in prep without shoes and top

**4 If's**

- a) Lying to prefects
- b) Ball games in the hostel
- c) Using senior bathrooms
- d) If 2 if's have not been completed

**Blitz (early waking and dress in uniform)**

- a) Continuous offence
- b) Not signing out to leave premises
- c) Bunking prep
- d) Vandalizing.

**Rosedale Friday DT**

- a) 2 or more blitz's per week
- b) Any serious offences
- c) If half or full gated
- d) At masters or prefects discretion.

Staff will make decisions regarding matters of indiscipline in a manner that affords procedural fairness for boys who are accused of misbehaviour. In all cases, staff will act without bias and ensure that investigations occur without undue delay, providing early and effective provision of pastoral support and disciplinary action where necessary.

**Rules and Social Etiquette****Appearance**

- a) Keep your general appearance neat. No jewellery to be worn.
- b) Do not chew gum.

**Conduct**

- a) Wherever you are as group, whether waiting outside a hall or dormitory, or even just strolling along a road, keep the noise level down.
- b) Do not litter – look for a bin.
- c) Stand up when adults pass your group or team, and stand up when an adult enters a room in which you are sitting.
- d) Never wander off on your own off campus. Always in THREES. We must ALWAYS know your whereabouts.

**Communication**

- a) Always shake hands with someone who is introduced to you personally and look them in the eye.
- b) Greet others wherever you are. A smile, a nod, or a “Good morning/afternoon/evening” will do. You are part of a SACS group. Others will judge your behaviour. Be polite. Promote goodwill.
- c) Always thank organizers of a function, whether a meal/tour/tea. Use the word “Sir” or “Ma’am”.

**Accessories Boarders may require**

Toiletries

Hair brush and/or comb Shaving Kit  
(when necessary)Toothbrush and toothpaste Shampoo  
and conditionerNail clippers Soap and container  
and/or body wash

Tissues Deodorant

Sun block cream Wet Bag

Shoe cleaning materials in a bag

**Boarding Housemaster Awards – “Contribution to Rosedale”**

The Award is presented to those Boarders who have shown commitment to the ideals of the Boarding Community throughout the Term. Boarding House Staff and Rosedale Prefects nominate students for this award is presented at the end of term at Boarding House Dinners.

### **Bullying and Other Forms of Harassment**

Bullying and other forms of harassment in the Boarding House are unacceptable. The School's policy towards bullying, the forms it may take and the School's response is clearly articulated and taught during Life Orientation Lessons. Boys must learn to distinguish between happy banter and healthy 'rumbling' and abusive, aggressive words or actions that are unnecessary, unwanted and damaging. Should a boy feel that he is subject to bullying, there is an extensive list of people who can help:-

- Rosedale Prefects
  - Senior Housemasters
  - Housemasters
  - Masters on Duty
  - Superintendent
  - Housemother
- Mr Parsons and Ms du Toit

### **The Role of Senior Boys (Matrics) in Helping to Set a Positive Tone**

Matric Boarders must be wise and gentle in their dealings with younger members. They may need to be firm, but certainly not physical. They should never threaten or intimidate the younger boys'. The Seniors' role is to support and assist members of Rosedale to become confident, caring and supportive members of the Boarding House.

The Seniors have a great deal of responsibility for the present and future atmosphere of the Boarding House.

Grade 9-11 members of the Boarding House must remember that the Seniors have a great deal of pressure on them a lot of the time. They have been given certain responsibilities within the Boarding House whilst contending with important exams and assessments that will impact greatly upon their futures. They need ready co-operation on the part of the Grade 9 - boys and a willingness from them to comply with the reasonable requests made of them. Seniors also rely on Grade 9 - 11 Rosedale boys being thoughtful of their needs for a quiet study and living environment.

### **Homework and Study (Prep) – As explained earlier**

We aim to provide an environment in which a boy can realise his academic potential. To do this we require our Boarders to understand how to structure their time and organise their work. Prep time is set aside for them to do their homework and to revise and summarise their notes, complete assignments, do extra reading, and for study. We believe it is study, not homework alone that creates the foundation for strong academic progress.

Prep time is compulsory for all students. No Boarder may be late or absent from Prep without the permission of the MOD. Books and stationery required for Prep should be obtained, organised and ready so that Prep begins efficiently and on time. Prep is conducted under conditions of silence.

### **Academic Mentoring**

Each boarder will be assigned a Master as a mentor. It is his role to ensure the well-being of the boarder. He will enquire on a regular basis about his academic, sporting and cultural progress, including his happiness in the boarding house. If his academic

progress is not good, he can, place the student in Academic DT. This will mean that the student will need to do an hours extra prep on twice a week when he is not involved in other formal school activities. Although this may be seen as a punishment, it is there to improve his academic progress and as soon as we see this, he will be taken off Academic DT

### **External Academic Tutors**

Some Boarders may wish to seek private tutoring from an external academic tutor. The following is to be done for this to occur:-

- the Parent/ Guardian must give their permission for their son/ward to have tutoring. This can be indicated in an e-mail to the Superintendent.
- the Boarder consults the Boarding Housemaster regarding the help that is needed.
- the Boarder's Parent/Guardian is responsible for payment of the tutor.

**Bookings with tutors should not occur at meal times.**

### **Mobile Phones**

All Boarders are encouraged to have mobile phones for ease of contact with the MOD and Boarding Housemaster when on leave. All boys are to have both the MOD and Boarding Housemaster mobile phone numbers saved in their phones. Likewise the Superintendent, MOD and Boarding Housemaster mobile phones are to have all boys' phone numbers in their phone or similar.

Mobile phones are to be turned off and not used during lessons, prep times, dinner and after 10pm.

Boarders are to use Mobile phones responsibly. Failure to do so will result in confiscation of the item. Boys are responsible for the safekeeping of their mobile phones.

### **Dress and Appearance**

School Uniform

Only SACS kit or Rosedale kit may be worn on campus from Monday afternoon to Saturday morning.

The School Uniform must be worn to all functions in the School and when leaving the school premises.

Normal School Rules apply to Boarders travelling to their Sport.

Jewellery and Shaving

It is a School rule that no jewellery is to be worn and all students are to be clean-shaven each day whilst at School. Boarders are shave before breakfast. Those failing to do so will be denied into the dining room and sent to shave before eating breakfast. A Rosedale Prefect is entitled to ask boarders to go and shave before breakfast.

Appearance Generally

All students with the assistance of the Boarding House staff and Rosedale Prefects will need to become familiar with these rules and traditions for the wearing of School uniform and dress in general, particularly with regard to formal occasions and the passage of the seasons from winter and summer uniform. We want Rosedale to set the example for the rest of the school to try and meet our high standards of dress and appearance.

Boarding House staff will assist students to care for and correctly wear their uniform and generally cast an eye over the boys' personal appearance frequently. The School requires boys' hair to be neat, well-groomed with a cut to the satisfaction of the Boarding Housemaster and the Superintendent. Long hair, dyes, 'steps' and bleaches of any kind are not permitted. Excessive gel and grooming products are also not permitted. A "Number 4" is the shortest you may cut your head.

### **Hygiene**

All boys are to shower twice per day. Boys are to shower before dinner if they have had sports training in the afternoon. Furthermore boys are to wash their hands after using the toilet and prior to meals and snacks.

The boys are to clean their teeth after breakfast and prior to going to bed.

### **Boys' Accommodation**

Suitcases and bigger items may be stored in a storage cupboard. The wardrobe is big enough to keep the uniform and a limited number of personal clothes and there is ample drawer space. The desk in the prep area has a small bookshelf and a nest of drawers for stationery and other items.

### **Socialising in Bedrooms**

Boys are encouraged to socialise in the public areas of the House and not in their bedrooms. You may not enter a dorm without permission.

### **Other Room Guidelines**

No ball games whatsoever are permitted in the bedrooms or corridors.

Due to the nature of the paint on the walls no poster is to be stuck, glued, or placed on any wall. Suitable posters may be "blu-tacked" onto cupboards.

The range of personal "decorations" permissible in the Boarders' Area is limited to "good taste" and non-permanent items. Adhesive stickers are expressly forbidden. Tampering with the configuration of the Area or carving initials, however obscure, is also not acceptable.

The Area is to be kept clean and tidy at all times, but especially in preparation for Inspection.

There is to be no food kept in the Area. No knives or other "dangerous implements" are to be kept in the Areas.

It is very important to keep the Area dust and litter free, particularly beside the walls and beneath desks and beds. Regular inspections of these places occur.

Before boys go on Leave, Areas must be tidy.

### **Duties**

#### **END OF NIGHT DUTY LIST**

(All grade 9's and 10's – Duties to be completed by 21h50)

#### **Think Tank Cubicles**

- a) All papers to be binned
- b) All windows to be shut
- c) All matric bags placed neatly on floor or chair
- d) Be quiet at all times as matrics might be studying

**T V Room**

- a) All rubbish to be binned
- b) All chairs straightened
- c) Windows to be closed and locked
- d) Any cutlery to be returned to kitchen
- e) Remote to be placed on the decoder box and TV to be turned off

## Games Room

- a) All rubbish picked up
- b) Any cutlery to be returned to kitchen
- c) All pool balls to be put in pockets, cues placed on table
- d) Windows and shutters locked
- e) Lights turned off and door closed.

## Prep Room

- a) All papers to be binned
- b) All bags placed on chairs
- c) Desks straightened
- d) Room shutters locked.

## Downstairs Junior Ablutions

- a) Duty done after silence bell – 21:45
- b) All rubbish picked up and binned
- c) All toilet seats put down and flushed
- d) Any lost property to be taken to prefect
- e) Lights turned off
- f) Junior on duty must have done their own ablutions prior to duty

## Upstairs Junior Ablutions

- a) Duty done after silence bell – 21:45
- b) All rubbish picked up and binned
- c) All toilet seats put down and flushed
- d) Any lost property to be taken to prefect
- e) Lights turned off
- f) Junior on duty must have done their own ablutions prior to duty

## Upstairs Senior Ablutions

- a) Duty done after silence bell – 21:50
- b) All rubbish picked up and binned
- c) All toilet seats put down and flushed
- d) Any lost property to be taken to prefect
- e) Lights turned off
- f) Junior on duty must have done their own ablutions prior to duty

### Clock and Foyer

- a) Foyer must be tidy at all times
- b) All rubbish to be picked up and roll call stand to be in order
- c) Bags lying around to be returned to prep room
- d) Shutters and windows locked
- e) Clock wound up when necessary
- f) Front door and both side doors to be locked
- g) Lights to be turned off in foyer
- h) Lights in the dining room turned off.

### Bell Duties

- a) Bells must be on time
- b) Hostel relies on your punctuation
- c) NB know bell times off by heart and go according to the clock in prep room.

### Valuables

Parents should ensure that all valuable and portable items (e.g. laptops, mobile phones) are privately and adequately insured. The School's policy does not cover private items.

### Theft

Theft is a problem that periodically raises its head and one which, perhaps more than any other, poisons the community atmosphere of the Boarding House.

Boys are advised to:-

- Keep all valuables under lock and key. All boarders have a locked cupboard in their dorm
- Passports or any extremely valuable item or money in excess of R200 should be given to the Superintendent for safekeeping in the Boarding House safe.
- Boys should report the suspected theft of any item to the MOD immediately its loss is discovered.
- Boys are responsible for their own belongings. If a boy wishes to bring expensive personal items into the Boarding House he does so at his own risk. The School will not replace missing personal items.

Please note that the combination locks on the outside doors reduce the risk of theft from outsiders. The only people who have authorised access to the Boarding House between 8.00am and 4:00pm are Boarding staff, cleaning staff, catering and maintenance.

**The boy's Area is his ALONE and all others in the Boarding House MUST respect his privacy and his personal items – do not touch what is not yours.**

Borrowing without permission is unacceptable. Wallets and the other valuables must be locked away in these places at all times. Boys are encouraged to take great pride in cleanliness and hygiene of their Areas and Rooms, as they are an integral part of Boarding House life.

## **Laptops and Internet Access using SACS Computers**

If boys wish to use the Internet they can do so using the School Computers provided in the Boarding House Computer Room, using personal devices on the SACS wifi, School IT Centre or the Library.

Whilst boys are permitted to use their own laptops in their areas. Boys should use the Internet for mainly **educational purposes**.

Boarders use of the internet will be tracked by the SACS Information Technology Department and a log will be kept of the sites visited by boarders.

Boys should not allow anyone else to use their computers (or username and password) whilst the computer is connected to the school network. All work that is tracked or saved on your profile will be deemed yours and thus you are accountable for it.

## **SACS Internet Policy Statement**

### **Network Internet Policy Statement**

SA College acknowledges that the use of the Internet is a very valuable resource and can make a positive contribution to education and learning. However, all of those who access on-line services through the College's network must be aware of the legal consequences attached to the inappropriate use of those services.

SA College is committed to responding promptly to unacceptable use. The staff will monitor the network for unacceptable use, and any offensive material will be removed and appropriate action will be taken against those involved.

All users should take reasonable precautions to prevent viruses or other unacceptable material from finding its way on to the college network. They must not download programs or other material for use on the colleges equipment without prior consent.

### **Unacceptable Use**

The Sa College Network, Internet facilities including Email and file sharing may not be used for any of the following:

1. the creation, internal or external transmission or downloading of any offensive, obscene or indecent images, or unlawful data or material
2. the creation, internal or external transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety
3. the creation, internal or external or transmission of defamatory material
4. the internal or external transmission of material that this infringes the copyright of another person
5. the internal or external transmission of unsolicited commercial or advertising material
6. deliberate unauthorised access to facilities or services
7. deliberate activities with any of the following characteristics:
  - installation of unauthorised software

wasting staff effort or networked resources

- corrupting or destroying other users' data

violating the privacy of other users

- disrupting the work of other users

• using the network in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment)

- continuing to use an item of networking software or hardware after requests to cease

- other misuse of networked resources, such as the introduction of "viruses"

## **PERSONAL COMPUTER POLICY**

Whilst accepting that personal computers give more flexibility of contact through email and can also be advantageous for student's work we need to adopt guidelines so all members of our community are considered.

- Boarders may possess personal computers in Rosedale.
- Personal computers must not be used at inappropriate times or for inappropriate purposes. eg. Email during prep time, storage of undesirable pictures/Movies
- Personal computers are the sole responsibility of the individual student i.e. loss, lending.
- Passwords should be used for security reasons.

It is recommended that any computers be secured in a locked area when not in use and that it should not be taken to school during the day. SACS does not have insurance to cover the theft or damage of a personal laptop.

Inappropriate use of any personal computer will result in it being confiscated.

Students are not allowed to connect to the SACS Network at any time.

Computers should be available for inspection at any time by either the Superintendent or IT Department staff in the presence of the student.

Specific requests to use personal computers outside the above guidelines need to be discussed with Superintendent directly.

### **School Facilities**

One of the bonuses of being a Boarder is that boys have greater access to the School's fantastic facilities. The Boarders frequently have access to School sports facilities after hours, including "Rosedale Active" Gymnasium and Pool.

The rules applying to Day boys also apply to the Boarders after hours and failure to observe the regulations concerning the use of facilities has, in the past, led to certain boys being denied access to those facilities for a period of time.

Any damage or other problems should be immediately reported to the Boarding Housemaster or MOD.

### **Visiting Rights**

Family members and friends may visit boarders and should be entertained in the foyer of the Boarding House.

As the bedroom area of the House constitutes the main living area and the home of all boys, this is **not an appropriate place** to entertain.

All visitors for the boys in the Boarding House are expected to see the MOD or Boarding Housemaster when they arrive. The boy will then be told that he has a visitor. In order to care for our Boarders, we need to know whether the visit is appropriate. Visitors, *including relatives*, may not enter the room areas or recreational areas without permission.

All visitors are welcome to use the entrance foyer, the Dining Room if not in use or the gardens to meet with the boy they are visiting. A visitor need only contact the MOD when he/she arrives so that the boy can be advised. No day boy is allowed in the boarding house apart from accessing "Rosedale Active" through the foyer

## **COMPUTER ROOM RULES**

### **Usage of the Computer**

- a) The computer is to be used for constructive means only during the week.
- b) You must book the computer room in a book, which the master on duty will have, immediately after supper
- c) The master on duty will open the computer room at the start of the 1<sup>st</sup> prep session and will be locked at the end of the 2<sup>nd</sup> prep session
- d) Note from your subject teacher
- e) Discretion of Duty Master.

### **Behaviour in the Computer Room**

- a) No fighting
- b) No eating or drinking
- c) No touching the screen or vandalizing any of the computer equipment
- d) No printing of unnecessary items.

### **Concerning Security of Computer**

- a) No deleting or copying of files onto the hard drive
- b) No changing of the settings

- c) No fiddling with hardware setup
- d) If you want to save items you should supply your own disks or flash drives
- e) Do not remove any of the computer equipment from the computer room.
- f) Report any damage as you see it (otherwise unwanted assumptions could be made)

### **T.V ROOM RULES**

- a) Juniors can be asked to give up their chair by anyone in a higher grade
- b) NO FOOD Cutlery and Cups!
- c) Last person to leave the room must turn off the T.V as well as the lights, and lock the door
- d) Seniors have preference over the choice of channels
- e) Any moved furniture must be put back in place
- f) Special permission from Superintendent to watch sport after silence bell.

### **MATRIC PRIVILEGES**

- a) Allowed awake until 22:30
- b) Matric stairs
- c) Matric ablutions
- d) Matric path
- e) Sign themselves out during the week to B.P. only (other exeats at lunch time)
- f) Priority of others especially at meal times and standing in queues
- g) Allowed to watch TV after prep.

## Emergency Evacuation Procedures

### Fire Escape Plan

In the event of fire or any other emergency requiring evacuation of the Boarding House, the signal for immediate evacuation will be the 5 Rings of the fire alarm. Fire drills will take place several times each year.

When the alarm is sounded, the following procedures must be followed:-

### DAY

1. **Wake sleeping roommates if applicable**
2. **Evacuate** through nearest exit and move to basketball court
3. **Line up** in dorm groups
  - Dorm 1 closest to mountain
  - Dorm 15 closest to pool
4. **Silence** during role call

### NIGHT

1. **Wake sleeping roommates**
2. **Move** in an **orderly fashion** to the allocated staircase/exit
  - **Dorms 1- 7** leave via **senior stairs** and **side door**
  - **Dorms 8 - 15** leave via **junior stairs** and **side door**
3. **Evacuate** through nearest exit and move to basketball court
4. **Line up** in dorm groups
  - Dorm 1 closest to mountain
  - Dorm 15 closest to pool
5. **Silence** during role call
6. **Inform** masters of absentees

- All boys are to assemble on the Basketball Court, where a roll call will be taken. The Boarding Housemaster, MOD or Superintendent is responsible for bringing a House Roll, which will accurately indicate the location of all boys and staff.
- The Boarding Housemaster and MOD or Superintendent will co-ordinate the evacuation.
- The MOD is responsible for ensuring all boys are out of the Boarding House and that the Housemasters have vacated their rooms.

- The Superintendent is the Fire Chief or, in his absence, the MOD, or Housemasters this role.
- The Head of Rosedale is the Assistant Fire Chief.
- The Boarding Housemasters is responsible to ensure that all new Boarders are fully briefed on the evacuation procedures.

**Evacuation drills are carried out each term within the boarding facilities and no prior warning will be given to students or staff. The Headmaster will be informed in writing (email) when an evacuation procedure has occurred.**

### **Lock Down Procedure**

In event of an emergency and a “Lock Down” is needed the following will occur to ensure the safety of all boys:-

- The MOD will ring one continuous bell and call out repeatedly “Lock Down – Secure the Boarding House”
- All boys will lock their windows.
- close shutters or draw curtains
- The House Prefects and Housemasters are to ensure that all external doors are shut and locked.
- All boys are to shelter under their beds in silence until the Boarding Housemasters or Superintendent tells them that the lockdown is over.
- All boys will then report to the Foyer for Roll call and debrief.

### **Care of Sick Boarders**

All medical records are held on the School's database and at Rosedale, which is available to all staff members. Boys with serious health problems are noted on Boardingware Software and the school should be made aware of these.

### **After School Hours**

Should a boy fall ill, he should first consult the Master on duty and weekends he should consult the MOD, Superintendent or the Boarding Housemaster who can administer basic care. Should the boy continue to feel ill, or is seriously ill the Housemaster will ring the School Doctor or take him to the MediClinic. On Friday and weekends this is done by the MOD, Superintendent or the Boarding Housemaster.

For serious sickness or infirmity, the Boarding Housemaster may send the boy home or to his guardian's residence until he has recovered. For minor sicknesses, Boarders are cared for in their dorms on at Rosedale during class time. Medications are located with Sister Wepener. All Boarders' personal medications are held by themselves and if need arises, may be held by the MOD or Superintendent. The Superintendent and Boarding Housemaster can be contacted by knocking on their door to ask for medical assistance.

Boys have 24hour access to the MOD, who can call on the Superintendent, Deputy Superintendent (Mrs Wepener is a Sister at Vincent Palotti) or Housemasters seven days a week.

Boarders with an infectious disease are then sent home to their parents/guardians residence to be looked after provide.

If a boy contracts a contagious illness he can be isolated from the other boys in the

isolation room in the Boarding House or is to go on leave to his guardian's house.

#### Distribution of Medication

All Boarders' parents fill in the Medical form before ANY SACS staff and their spouses may administer medication.

No drugs of any kind (except Ventolin puffers) may be kept by Boarders in their rooms unless permission has been given by the Superintendent who has been informed via the boy's parents/Guardians. Any medication discovered by House staff that has not been authorised to be in a boy's room, may be confiscated and the matter referred to the Superintendent. Any boarder on Ritalin or Concerta – this must be made aware to the Superintendent.

A staff member will accompany the Boarder to the appointment if the Boarder is unwell. The School Doctor (Colinton Surgery) can also be called to come to the School or the Boarding House as required.



You would have also filled in this form

(Please Print)

**GENERAL INDEMNITY**

I, \_\_\_\_\_ being the parent/guardian of \_\_\_\_\_

Give my permission/do not give my permission for my son/ward to have access to the hostel kitchen to fetch more food, use the microwave oven, to use the kettle to make tea/coffee/cocoa or to fill a hot water bottle or to use the dishwasher

**SIGNED (Parent/Guardian)** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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Yours sincerely

**BARRY VAN SELM**  
SUPERINTENDENT: ROSEDALE HOUSE HOSTEL

## HOSTEL FEES

Please note that boarding fees are due within the first two weeks of a term. **Matric parents are kindly to note that boarding fees are for four terms** – we are not able to function on part payments. Further, a request and reminder to please pay the Voluntary Building Levy – this is the only way improvements can be made. A letter will be sent to you from the Finance Department detailing school fees for 2017.

## RISK MANAGEMENT

The Superintendent/Deputy Superintendent of Boarding and Catering Manager will inspect all boarding facilities at the end of each term and have a replacement and maintenance programme in place to replace, repair and improve any areas, facilities or equipment which is deemed a risk.

A report will be compiled by the Superintendent and this will be forwarded to the Headmaster, the Property Manager and the Maintenance Manager. Regular maintenance checks are also carried out throughout the term. The cleaning staff in Rosedale also report maintenance problems on a daily basis. Any ongoing maintenance requirements are emailed to Mr van Selm and cc to Mr Giliomee