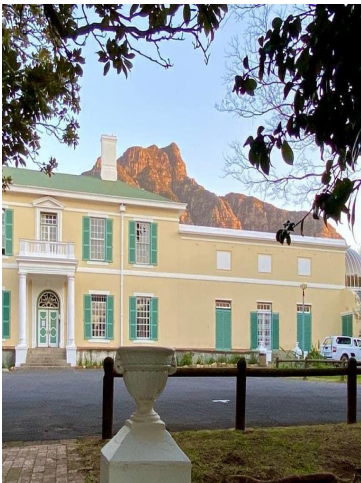




South African College High School



Boarding House Handbook

Foreword

Welcome to Rosedale and we trust that all boarders will enjoy their stay in our boarding houses, De Villiers (Grade 8), Michaelis (Grade 9) and Rosedale (Grades 10-12). This handbook will serve as a guide to life in boarding for boys, parents and guardians, but you must always feel comfortable to come and ask when in doubt. By reading this handbook, we hope you will gain a better understanding of boarding life and what is expected of boarders whilst 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 share a space with others. His actions are not only a reflection on himself, but also have an impact on those 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 develop mindfulness of how to ensure everyone he lives with feels comfortable and safe. Boarding at Rosedale thus fosters the development of one's self in the areas of responsibility, accountability, self-discipline, independence, leadership, organisation, teamwork, mindfulness and care.

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 young man that he, his family and his school can be proud of. Boarders have a large and extensive support network at their disposal to assist with their academic, cultural, sporting and servant 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 peers. Visitors to Rosedale often comment on the exceptional manners and respect shown by boarders, showing the values of kindness, honesty, fairness and social justice that we uphold.

Boarders play an active part in bringing spirit not only in the boarding house, but to the greater school community. It is expected that all boarders will attend school events to display pride in their school and be good hosts to our visitors.

We encourage parents and guardians to be involved in their son's stay at Rosedale. Please feel free to contact me or any member of the hostel staff team should you have any questions or concerns, our doors are always open.



Dawn Siso
Head of Boarding
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SACS High School Mission Statement

Rosedale boarders are at the heart of our School and are committed to living the School's values and embracing its Mission:

The South African College High School seeks to promote excellence within an all-round education, to prepare learners to play a constructive role as compassionate, thinking individuals in society.

We expect every boarder to make a contribution to the happiness and well-being of all people living at Rosedale.

Rosedale Ethos & Values

Rosedale provides full boarding to approximately 185 learners in Grades 8-12 at SACS High School. SACS is a traditional boys school, upholding traditional values within a modern context. At Rosedale, we value respect, integrity, kindness, safety and social justice and expect all staff and boarders to demonstrate these values in their interactions within Rosedale and the wider school community.

We do not tolerate bullying, racism, homophobia or any discrimination on the basis of race, gender, class or sexual orientation.

The Aims of Rosedale

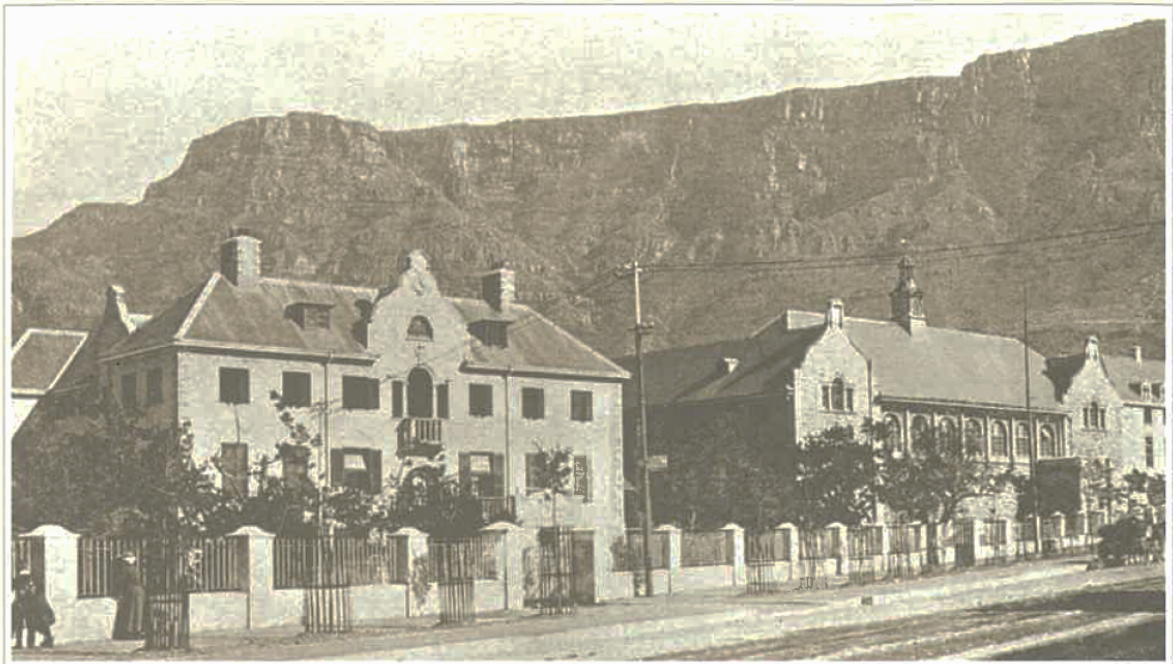
At Rosedale we seek to assist parents in the academic, physical and social development of their sons by:

- 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.
- Providing an environment in which each boarder 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.
- Promoting and nurturing emerging leadership talents.
- Providing facilities and resources to promote a healthy physique and mental well-being.
- Promoting good manners and etiquette.
- Creating house spirit with the emphasis on teamwork and belonging.

History of Rosedale

Each learner at SACS is affiliated to one of the four school houses, Baxter, Shaw, Russell and Rosedale. All boarders belong to Rosedale.

The current Rosedale House is the third that has accommodated boarders at our school. The first Rosedale was purchased in 1894 when SACS was located on Orange Street in Cape Town. It was an old Dutch building adjoining the College and was originally intended to house the first professor of Geology. In 1895, the College changed its plans and converted the house into boarding accommodation for school pupils.



An early photograph of Rosedale (left) with the school building behind it on Orange Street

By 1900, the original Rosedale was inadequate as a boarding house and it was knocked down and a new bigger hostel was built to house 60 boys. Although the second Rosedale took 2 years to build, it became the true heart of SACS for the next 60 years. When SACS moved from Cape Town to Newlands, the third and current Rosedale was built. Rosedale now has room for up to 100 boys in Grades 10-12.



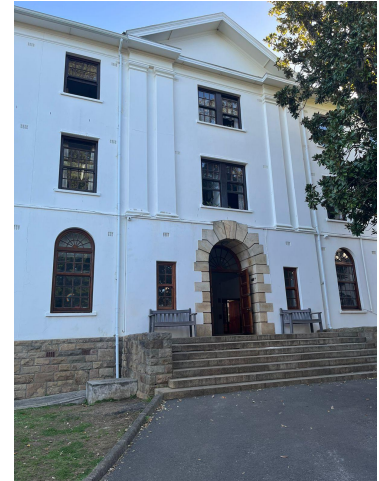
The third Rosedale, in Newlands, in the final stages of construction in the late 1950s

Michaelis House is a grand building being the former home to Sir Max and Lady Michaelis after the First World War on the Montebello Estate. In 1953 the house was converted into a hostel to welcome boys in 1954. The school was still in Cape Town at that point so the boarders went to school by bus until 1959 when the construction of the school was completed at Montebello. Michaelis currently accommodates approximately 40 boys in Grade 9.



Michaelis House

De Villiers House, named after Judge JE de Villiers, is located by the entrance to the SACS campus on Main Street. De Villiers House was opened in 1959 to house Junior School Boarders, but by the early 1990s the number of Junior School boarders began to decline and its purpose became multi-faceted. It is currently used for Grade N, Grade R, aftercare and Grade 7 boarding and Grade 8 boarding since the start of 2024.



De Villiers House

Boarding Staff

We have two staff teams at Rosedale, the Duty Staff Team and the Housekeeping Team. We work closely together to ensure all boarders are safe, comfortable and happy. The [Hostel Staff Structures](#) document outlines the roles and responsibilities of staff at Rosedale.



The 2024 Rosedale and Michaelis Housekeeping Teams with the Head of Hostel

Each boarding house has their own Duty Staff Team, although we often help out where necessary. Each Duty Staff Team comprises a Superintendent who is assisted by a team of SACS High School teachers and university students.

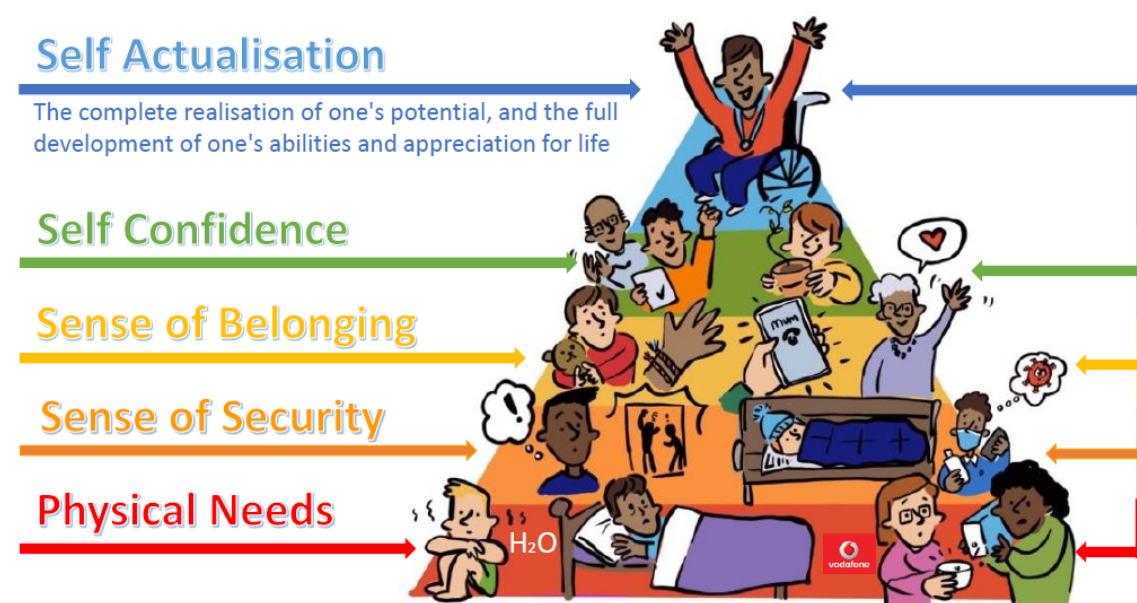
We encourage parents, guardians and boys to contact staff as and when the needs arise. Contact information can be found on the documents below:

[Rosedale Staff](#)

[Michaelis Staff](#)

[De Villiers House Staff](#)

The Duty Staff are responsible for the day-to-day running of each boarding house ensuring that all boarders adhere to the [Hostel Code of Conduct](#). Not only are we responsible for the pastoral care of each boy, we facilitate the all-round development of them according to the School mission statement and aims. Each member of the Duty Staff Team acts in the role of *in loco parentis* (in the role of a parent) for all boarders, when on duty and at other times as necessary. Together with parents and guardians, the Duty Staff Teams work towards meeting every boarder's needs, as laid out in 'Maslows' Hierarchy of Needs'. Regular meetings are held to ensure the boys in our care are well looked after and can thrive in the hostel environment.



Meeting the Needs of Boarders based on Maslows' Hierarchy of Needs

Induction to Rosedale

Starting at High School can be daunting, but starting as a new boarder can be particularly challenging. At Rosedale, we want to make sure that our new Grade 8's have an opportunity to experience boarding prior to the school year starting. We hold a 'New Boarders' braai towards the end of Term 4 of the previous year. This gives the new cohort an opportunity to have another look around the boarding houses, meet peers and for parents and guardians to meet each other. The boarders play games with prefects, have supper at Rosedale and have the opportunity to ask any questions they might have about life in the hostel or life at SACS in general.

In 2021, we moved away from a Grade 8 camp off-campus and held an Orientation Day at SACS. During this time, new boarders will stay overnight to give them time to adjust to the rules and routines of hostel life before the other grades return.

On the day before school starts all boarders arrive at the hostels by 5pm. A light supper is served after boys have been allocated into their respective dorms. The Superintendent along with the Duty Staff Team are given the opportunity to go through all procedural matters as well as all safety procedures, rules and regulations, including fire and evacuation drills.

At the start of the academic year we hold a "Bring and Braai" in the Rosedale gardens for parents and guardians on the first weekend of the school year. This is a great opportunity for parents and guardians to meet each other, as well as the Rosedale staff and their families. This is an induction weekend for all boarders who stay in on the first Friday of the year.

Many activities are organised for Friday and Saturday to build house spirit, such as a hike on the mountain and a sing-song around the fire.

The Rosedale Prefects and Duty Staff Teams check with the new boarders after the first few evening meals to make sure they have settled in and to iron out any minor issues that have arisen. Staff are mindful that new boys are under pressure due to:

- learning new routines, rules and expectations
- adjusting to the new 'Rosedale family' with its customs and traditions
- coping with new academic demands
- making new friends
- learning to trust
- coping with homesickness and loneliness
- coping with a lack of privacy

For new boarders in Grade 9-12, the induction process is similar, but unfortunately lacks the social integration events that occur for grade 8's before the academic year begins. We link up a current boarder with a new boarder to help them navigate life in the hostels, helping them to adjust to the new routines.

Typical Day in the Life of a SACS High School Boarder

DAILY ROUTINE

Monday - Thursday

6.30 - 7.00am

Wake up and Roll Call

7.15 - 7.45am

Breakfast

7.55am - 3.00pm

Attend classes at the High School, returning for break and lunch in the Rosedale dining hall

3.00pm

Boarding House staff on duty to welcome boys home. Attend sports / cultural activities or make use of High School and Rosedale grounds and facilities for academics or leisure purposes

6.00pm

Dinner

6.45/7.00pm – 9.00/9.15pm

Supervised prep sessions (two sessions of 45 mins). All boarders use the designated prep spaces for prep sessions, except Matrics who have space available in their dorms for prep.

9.00 pm

Bedtime for Michaelis & De Villiers Houses.

9.45 pm

Quiet time in dorms in Rosedale House. Roll Call in dorms

10.00 pm

Lights out (10.30 pm for Matrics)

More detailed instructions on the daily routine per boarding house can be found on the documents listed below.

[Rosedale Daily Routine](#)

[Michaelis Daily Routine](#)

[De Villiers House Routine](#)

Accommodation

Accommodation consists of dormitories which vary in the number of occupants depending upon grade and the number of boarders per grade. In each dormitory, boarders get their own bed and cupboard. Matrics also get a desk and bedside table.

De Villiers House typically accommodates 40 grade 8 boys in 13 dormitories varying from 3-4 boys per dorm. There are 2 prefects who share a room to provide leadership and assist duty staff with maintaining rules and routines.

Michaelis House typically houses 40 grade 9 boys in 6 dormitories varying from 6-9 boys per dorm. There are also 2 prefects who share a room to support duty staff.

Rosedale currently houses up to 100 boys in 16 dormitories. Typically Grades 10 and 11 share 8-12 boys to a dorm and Matrics share 4-6 boys to a dorm. The prefects (6 in total) share 2 boys per dorm.

Dorms are allocated by staff and whilst preferences are listened to, we also acknowledge that sharing a space with people from different backgrounds allows huge personal growth. In a country such as South Africa, the huge diversity of cultures, languages and religions brings great richness and it is our duty at Rosedale to help all boys develop skills such as mindfulness and empathy by living closely with a variety of different people. We often find that there are many similarities, particularly in ethos and values, that different cultures share and this knowledge is invaluable whilst at Rosedale and beyond.

In addition to the dormitories and prep rooms, there are TV and Games rooms, and other spaces where boys can relax or work quietly. In warmer weather, boys can also enjoy the Rosedale lawns where the large trees provide plenty of shade. There are two ablution blocks at De Villiers House, one at Michaelis House which was newly refurbished in 2020 and three ablution blocks in Rosedale (one per grade).

Dorms are to be kept clean and tidy and prefects do a daily room inspection during the week. Acceptable posters and pictures of families and friends may be put on the inside of cupboard doors with Prestick. Bins are to be left outside the door every morning for the housekeeping staff to empty and all items must be in cupboards and not left under beds or on windowsills to allow the dorms to be vacuumed and dusted.

All valuable items must be locked in cupboards using padlocks purchased and maintained by each boarder. Cupboards are to be kept tidy with clothes folded or hung up and towels left on hooks to dry, as opposed to hanging out of the windows! Suitcases which are too large to be stored in cupboards may be placed on top or in a store cupboard as arranged with the Superintendent. Lights are to be turned off when boarders leave the dorms.

There are electrical plug sockets in all dorms and to avoid overloading the system, heaters, toasters, microwaves and kettles are not allowed in dorms. Matrics are allowed a fridge in their dorms and all boys may bring a fan if required for those warm summer nights. However, all electrical items are left at the risk of the owner and Rosedale will not take responsibility for items lost or damaged whilst at the hostel. For obvious reasons, no ball games whatsoever are permitted in the bedrooms or corridors.

Dorms should be a quiet space where individuals can expect their privacy to be respected. For this reason, only boarders who occupy a dorm will be allowed to enter and boarders wishing to socialise with others from different dorms should use the common areas. Running, shouting and playing loud music is not appropriate especially in the evenings. During the school day, access to the dormitories is not allowed and boys wishing to do so must ask permission from a member of staff or prefect.

The boy's area is his **alone** and all others in the Boarding House **must** respect his privacy and his personal items and we all must adopt the policy of 'do not touch what is not yours'. Borrowing without permission is unacceptable and will be treated as theft. 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.

Dining and Meals

The kitchens provide a nutritious and varied menu for the boys and all efforts are made to accommodate specific dietary requirements. We have a Halaal caterer who delivers Halaal meals to the hostel daily. Having a healthy and well balanced diet is important to growing boys. Three cooked meals are provided daily and supplemented with fresh fruit and hot and cold drinks. There is also a water cooler in the dining hall where boys can fill their own bottles as desired.

Boys at De Villiers House receive breakfast and supper in their boarding house Monday-Friday. All other meals are catered for at Rosedale in the dining hall, with boys in Michaelis and Rosedale Houses. During the week, full school uniform is the required dress for breakfast and lunch. At supper time, boys may wear their hostel kit (see 'Dress and Appearance') or SACS sports kit with closed toe lace up shoes. We encourage good table manners and etiquette to ensure a pleasant and enjoyable meal experience. Boarders collect their meals from either of two serving stations on a rotational basis. Drinks may be collected at the same time as collecting meals or clearing plates back into the kitchen to avoid congestion around the serving area. All cutlery and crockery must remain in the dining hall and not removed without permission from a member of staff.

We budget for a plate of food per person to avoid wastage, but also recognise that growing boys require substantial amounts of food. There are often seconds available and if any boarder finds himself still hungry after a meal, he should not hesitate to speak to our housekeeping manager who will provide something extra. In addition, we welcome suggestions from boys on meals they enjoy to help us cater for their needs.

All boys are expected to be present at mealtimes unless they have a pre-arranged academic, sport or cultural activity (see 'Leave'). If a boarder requires a meal upon returning to the hostel from the approved activity, they can sign for a late meal using the book in the kitchen. Meals will be plated up and left either in the kitchen or the dining hall to be heated up as required. Early meals can also be arranged with the kitchen.

Dress and Appearance

All boarders are required to arrive and leave the hostels in either their full school uniform, school sports kit or their hostel kit. The hostel kit consists of a Rosedale branded hoodie, tracksuit pants, shorts and T-shirt. These can be purchased from the SACS High School sports shop, open daily after school and at specified times prior to the school year commencing. Civvies may only be worn in the hostel building from after sport on Saturdays until after lunch on Sundays. As soon as a boarder leaves the hostel, even to remain on the SACS campus, school uniform or hostel kit must be worn.

Please refer to [Hostel Requirements](#) for items of clothing and other general requirements for a hostel boarder

In addition to toiletries, other accessories boarders may require are:

- Shaving Kit (when necessary)
- Nail clippers
- Sun block / cream
- Shoe cleaning materials in a bag

Rosedale boarders must also follow SACS uniform regulations especially with respect to jewellery and bracelets / wristbands, which are not allowed at any time. We also require boys to be clean shaven before breakfast and follow appearance regulations as stipulated in the [SACS High School Code of Conduct](#).

We also remind parents, guardians and boarders that there are certain items that may not be brought into the boarding house to maintain high standards of health and safety for all boarders and staff. Please refer to the [Prohibited Items](#) list for more detail.

Prep

Prep is conducted quietly and assists boys with their academic needs. Hence, as little movement and noise as possible provide conditions to allow each boarder to work independently and with little distraction. Boys are not allowed to listen to music which is audible to others, watch movies, play games or make or receive phone calls during Prep.

Each boarder is allocated their own Prep desk in the Michaelis and Rosedale Prep rooms where they may store books and schoolbags when not in use. These areas must be kept tidy, making use of the bins provided and placing chairs on desks when not in use. Please read the [‘Prep Rules’](#) carefully and ensure they are followed.

Most boys will use a prep desk in the main prep room, however those making good academic progress in Grades 10-11 are allocated desks in the ‘Think Tanks’(cubicles in small rooms adjoining the Rosedale Prep room). Each term these prep desks are reallocated depending upon those who have achieved academically. In De Villiers House, prep is carried out in the dining hall and boys are encouraged to leave the space clean and tidy after multiple different activities take place.

External tutors (not employed by SACS or SACS Hostels) are welcome to come and work with boarders after school and during prep time. The hostel keeps a list of [External Tutors](#) for boys requiring extra help, but they must also make use of the staff that live in the hostels, teachers and students alike. We are happy to accommodate them at the hostel and boys can walk down to Master Maths / Science in Claremont if signed out by a parent / guardian (see ‘Leave Requests’). All parents / guardians who engage external tutors for their sons must complete an indemnity form to the Superintendent of the hostel, along with a copy of the tutor’s ID and a Police Clearance Certificate.

We appreciate that sometimes boys may require to stay up after lights out to complete homework / projects or to study for tests and exams. Whilst we don’t encourage this, we do allow ‘Late Prep’ in Rosedale if boys have informed the member of staff on duty by the end of second prep. Boys doing late prep must be in bed by 11pm.

Communication

As a school we use the Google Suite of Apps to communicate with learners and share information with parents and guardians that is related to academics, culture, sport and pastoral care. Your son is affiliated to one of six Rosedale Tutor groups and for all matters related to school please use his tutor teacher as your first point of contact. At the start of each academic year, you will receive an email from your son's tutor teacher and it's a good idea to have this contact saved to notify the school of any issues that arise (e.g. sickness, family matters, academic concerns etc).

Whilst all Rosedale tutor teachers live within the boarding houses, it might be easier to communicate directly with the Superintendent of the boarding house in which your son resides for all matters relating to boarding issue. This can be done either by email, WhatsApp, phone (see [Rosedale Staff](#), [Michaelis Staff](#) or [De Villiers Staff](#)) or via our 'Leave' system. Communication between parents and guardians 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. For non-urgent communication, email is the preferred method of communication and we will endeavour to respond within 24 hours during working hours (8am-4pm).

Your son will have his own SACS Google profile and email address whilst a learner and for matters of safety and security, he is only able to email other members of the school network i.e. peers and staff. This means he will not be able to email you from his school email account. The Google profile will enable your son to access Google Classroom and Google Meet, as well as Apps associated with Google Drive (e.g. Docs, Slides, Sheets etc). For this reason we allow boys to have access to their cellphones and other devices in the hostel and provide WiFi for academic purposes. SACS does not have insurance to cover the theft or damage of a personal device so please ensure it is adequately insured and locked away when not in use.

The WiFi access is restricted to ensure boys are able to sleep for at least 8 hours each night. The WiFi is available from 5.45am daily until lights out on Sunday-Thursday and until 11pm on Friday and Saturday evenings. WiFi access is monitored and boarders are expected to follow the school's [Computer and Internet Acceptable Use Policy](#).

We aim to develop personal responsibility around cellphones and other personal devices. This includes appropriate usage of material viewed, created or shared as well as responsibility surrounding screen time. Inappropriate use of any personal device will result in it being confiscated and devices should be available for inspection at any time by either the Superintendent or IT Department staff in the presence of the student.

We encourage boys to turn off devices when not in use and after lights out. Each learner is provided with a Yondr pouch, where cellphones are locked during the

school day, but kept on their person. In the boarding houses, cellphones are to be placed in Yondr pouches at bedtime roll call and boys are able to access them from breakfast the next morning. For more information on cellphones at school, please refer to the [Student Cellphone Policy and Guidelines](#).

During prep, devices may only be used for academic purposes and failure to do so will result in confiscation of the item. Boys are responsible for the safekeeping of their mobile devices and the hostels will not take responsibility for items lost or stolen, including charging devices. Labelling all items (especially chargers and adapters) is a good habit to adopt when living in any boarding house.

Leave

Most boarders at SACS go home for weekends, but all are welcome to stay in, especially to support their attendance at school events or for extra work on academics etc.

At Rosedale we operate a very liberal leave policy, however we reserve the right to deny leave if:

- a boarder's behaviour has been unacceptable
- a parent / guardian has not given permission for the leave or signed their son out
- if we feel as a Duty Staff team that leave would be unwise because of particular circumstances
- if leave details have not been verified

Boarders may only go on leave with authorised hosts. Please note that another learner at SACS may not be named as a host.

De Villiers, Michaelis and Rosedale Houses use an on-line management system called Orah (formerly Boardingware) to track the whereabouts of all boys who stay with us. We use the system for roll call as well as for leave requests and to provide personal pastoral care to your son. Orah enables us to create a safe and secure environment by connecting staff, learners and parents/guardians under one platform. This system is web-based and also has an App for use via a Smartphone or Tablet which can be downloaded from Google Play or the IOS App Store. If any parent / guardian is unable to use Orah, they are welcome to email or WhatsApp leave requests to the Superintendents who will complete the leave request on Orah on their behalf.

At the boarding houses, we use Orah on a daily basis to take roll calls (at 7am, 6pm and 9/10pm), to manage where learners are when they leave the hostel, to inform our catering team of meal numbers and to allow staff to log any incidents that might occur. For parents and guardians, Orah will mostly be used to request permission for leave and to inform us when your son will be returning to the hostel after a period of leave. For learners, Orah will be used to sign in and out of the hostel (either via the App or website), informing us of their whereabouts on or close to campus. Thus the system allows a sense of freedom at the same time as allowing us to track locations of learners.

In order to start using Orah, an invite will be sent to you and your son from the system by email upon joining the boarding houses. After setting up your account, you can view your son's profile and read the parent guide via the following link:

<https://success.orah.com/en/articles/1882711-getting-started-parent-guide>

Once familiar with Orah you can use the system to request a 'pass' for your son to leave the hostel for a range of reasons. There are different types of pass that have different levels of permission attached:

1. **After school exit*** (to leave campus for a short period of time) - this is where your son may need to go to a shop nearby (e.g. Cavendish) for an academic or personal reason (e.g. to buy materials for a project or soap). Before leaving he needs to ask for permission from a member of the Duty Staff team and log this on Orah as he exits the hostel
2. **BP Shop*** - similar pass to 1, but only to visit the BP garage on Newlands Avenue. During terms 1 and 4, visits to BP can only occur before 7pm and during terms 2 and 3, visits to BP may not occur after 6pm.
3. **Off Campus Sports or Cultural Activity** - this is similar to 1 and 2, but is a pass for a longer period of time where the learner may require a late entry (e.g. during prep time) or a late supper due to a school activity
4. **On Campus School Activity** - this pass is also requested by the learner even though he is not leaving campus and allows him to indicate if he requires a late supper e.g. if the learner has a waterpolo, hockey, band or choir practice that takes place over a meal time
5. **Sick Leave** - this is where a parent or guardian needs to request leave for their son due to illness or injury
6. **Special Leave** - this is where a parent or guardian needs to request leave for their son for another reason other than them being sick e.g. to attend a Master Maths / Science session, or Club Sport or to go home during the week for an immediate family member's birthday
7. **Weekend Leave**** - this is where a parent needs to request leave for their son to go home at the weekend (from Friday after school or after a school activity on a Saturday). This must be requested by 10pm on the Wednesday prior to the weekend for catering purposes.

*Boys must not walk to BP / Cavendish alone and must adhere to the dress regulations. Failure to do so will result in gating.

** Boys staying in on weekends must be in the hostel from 6pm on Friday and Saturday evenings.

Please note that other than visits to BP or Cavendish, parents / guardians must request leave for their son to leave campus 24 hours prior to their son leaving the boarding houses.

Once leave has been requested by a parent or guardian a member of the Duty Staff team will 'approve' the pass and leave a comment if applicable. The leave pass once approved only gives permission for the boarder to leave the boarding house and not for school absence. Permission to be absent from school must be sought via the

Headmaster or Senior Deputy Headmaster prior to submitting a leave request. Proof that this permission has been obtained may be requested by the Superintendents. This ensures that all school commitments (including sport, cultural and leadership) have been met by all boarders.

Late Back from Leave

Boys must return to the boarding house at the designated time on their leave request and by 9pm at the latest, unless they have prior permission from the Superintendent. If they are to be late they must inform the member of staff on duty. If delayed, parents, guardians or the responsible adult must contact the member of staff on duty (regardless of the time of day or night) to notify him of the boy's late return. This expectation must be fulfilled or the boy will be treated as Absent Without Leave (AWOL).

Night Supervision

The member of staff on duty will carry out roll call using Orah at bedtime (9/10pm) and at the same time check that boys are settled for the night, make sure all lights are off (other than the exit and security lights) and secure the boarding houses overnight. They will randomly check the boarding houses during the early morning hours to ensure boys are in their dorms. If a boy is missing and cannot be found in the boarding house, the Superintendent is informed, who will follow up with staff and boys in the dorm and inform parents / guardians.

You can manage your contact details in Orah. For help and guidance please see the article on Orah:

<https://success.orah.com/en/articles/1882695-updating-your-account-information>

Travel and Transport

Once boys have been signed out of the hostels by their parents / guardians, their health and safety becomes the responsibility of the parent or guardian. This also applies to boarders returning to the hostel from leave. On the leave request, parents and guardians indicate the mode of transport their son will take to travel to and from the boarding house. We do not recommend Uber as a form of transport for learners, especially after daylight hours and do not take responsibility when parents have requested an Uber to transport their son to or from the hostel.

Only adults permissioned by parents / guardians may transport their son to and from the boarding houses by car. We do not allow boarders to be transported in a car driven by another learner at SACS or another school.

In the past, boarders have been allowed to drive a car onto campus following strict regulations. However, the WCED and [SACS Code of Conduct](#) clearly states that 'Boarders are not permitted to have a car'(section 2.8.6). For the safety of all learners on the SACS campus, please ensure your son adheres to this regulation.

At times, members of the duty staff team may be required to drive boarders to bus or train stations or to the airport or as part of a medical matter. In these instances, permission will be sought from the parents / guardians by the member of staff on duty.

Medical Matters

Upon arrival at SACS and / or the boarding house, parents and guardians are asked to complete a [Medical Questionnaire](#) indicating any medical conditions or allergies that their son may have, and permissioning the hostel to provide first aid in the form of remedies and treatments (e.g. for headaches, stomach cramps etc). 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 Orah. Without the signed completed medical questionnaire, the hostel is unable to administer medication. In addition to the form, parents / guardians are contacted to double check that suggested medication should be given.

We do not allow boarders to keep their own medication (except Ventolin puffers) in their rooms unless permission has been given by the Superintendent who has been informed via parents or 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. If your son requires any daily prescribed medication such as Ritalin or Concerta please inform the Superintendent to discuss how parents / guardians would like their son to have their medication administered. We require permission in writing, detailing the dosages along with the medication which will be securely stored. Please ensure medication is clearly marked with your son's name.

Sickness Procedure (whilst at hostel)

If a boarder is not feeling well before he leaves the hostel to go to school on a weekday morning or after returning from school in the afternoon or over the weekend, he needs to tell the member of staff on duty. We will then assess his symptoms and inform parents / guardians of the next steps based on this assessment. We often find that boys will message their parents first and should this be the case, we ask that all parents remind their sons of the need to tell a member of duty staff. Once we have made contact with parents / guardians, please then complete an Orah 'Sick Leave' request.

If boys are not well enough to go to school and it is deemed appropriate for him to stay in the hostel, he must move to the sick bay in Rosedale. Boys may not stay in their own dorms when sick.

Sickness Procedure (whilst at school)

If a boarder falls ill whilst at school, he needs to tell his teacher. The boarder then needs to see the Superintendent of his boarding house. If they deem it necessary for the sick boarder to return to the hostel, the boarder should go to reception to sign out and then go straight to the sick bay at Rosedale Hostel. Reception will inform the Head of Hostel and the Assistant Housekeeper. The school or the hostel will then contact parents / guardians to collect him if necessary. If parents / guardians are asked to collect their son, they need to complete an Orah 'Sick Leave' request so all

staff can check his location. Again should a boarder contact parents / guardians before a member of staff to say he is sick, we ask parents / guardians to check that he has informed reception. If a boarder is unable to go home, arrangements will be made to care for them in the sick bay.

Doctor's Visits

After an assessment of the boarder's condition by a member of the duty staff team it is suggested that a doctor's visit is necessary, parents / guardians will be informed. If permission is granted for the hostel to make a doctor's appointment, we will organise to take him to Collinton Surgery (Newlands).

For minor illnesses, boarders are cared for in the sick bay at Rosedale. For serious sickness or infirmity, it may be deemed necessary to send the boy home or to his guardian's residence until he has recovered. Boarders presenting symptoms associated with an infectious disease (such as Covid-19) are isolated immediately and arrangements made for them to be sent home. Where circumstances do not allow for isolations or quarantine at home, we are able to make arrangements to care for boys in the hostel.

Pharmacy

We suggest opening an account with Newlands Pharmacy as medicine can be delivered to the hostel or collected in the Dean Street Arcade.
(<http://newlandspharmacy.co.za>).

Other Items

Bullying and Other Forms of Harassment

Bullying and other forms of harassment at Rosedale 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 and outlined in the [SACS High School Code of Conduct](#).

Should a boy feel that he is subject to bullying, there is an extensive list of people who can help:

- Rosedale Prefects
- Duty Staff (including Superintendent and Deputy Superintendent)
- Tutor Teacher
- Housekeeping Manager
- SACS School Counsellors

Code of Conduct

In addition to the [SACS High School Code of Conduct](#) the [Rosedale Code of Conduct](#) outlines our expectations of all boarders.

Contribution to Rosedale

This is an award presented to those boarders who have shown commitment to the ideals of Rosedale. Duty staff and Rosedale Prefects nominate boarders for this award and it is presented at the end of year Rosedale Dinner.

Discipline

Our primary aim is to create a positive, supportive and safe 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 purpose of the discipline 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 in some situations. 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. Certain actions will not be tolerated and no second chances will thus be granted. (refer to [Rosedale Code of Conduct](#) and [Hostel Levels of Consequence](#))

Emergency Evacuation Procedures

Each hostel has its own emergency evacuation procedure. At the start of each term, the procedure is reinforced and a drill takes place to ensure all boarders are prepared in case of an emergency (refer to [De Villiers House Emergency Evacuation Procedure](#), [Michaelis Emergency Evacuation Procedure](#) and [Rosedale Emergency Evacuation Procedure](#)).

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 SACS High School sports facilities after hours, including the gym and basketball courts.

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 member of staff on duty.

Hostel Fees

Please note that hostel fees are due within the first two weeks of a term. All parents and guardians are to kindly note that fees are for four terms as 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. At the end of each academic year, a letter is sent to hostel parents and guardians from our Finance Department detailing the fees for the forthcoming year.

Hygiene

As well as morning showers, boys are encouraged 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 brushing of teeth after breakfast and before going to bed is also essential to maintain healthy gums and teeth.

Laundry

The hostel laundry service is available for boarders who are not able to take washing home at weekends. The laundry service is only for hostel kit or school uniform. All articles of clothing and linen are to be clearly marked with pupils initial and surname. These items are sent to an outside firm who washes them in batches. It is therefore imperative that these are clearly marked. Please note that iron-on labels are not recommended for marking clothing. Boarders place all items of laundry in a bag marked with their name on it and leave it with the Assistant Housekeeper in Rosedale hostel between 3pm and 5.45pm Monday to Wednesday. Boarders also complete a form to indicate what items are included in the bag. The washing is collected on Tuesday, Wednesday and Thursday mornings. Items are washed, dried, ironed and returned by 12pm the next day and available for collection by boarders after school from the Assistant Housekeeper. Please note shoes, duvets, pillows and blankets may not be submitted to the laundry service. For more details, please see ['Laundry Rules'](#).

'Leave Out' and 'Stay In' Weekends

There are certain weekends in the academic year when the hostel is closed. These 'Leave Out Weekends' fall over long weekends which include public holidays and / or school holidays. The dates of Leave Out Weekends are published in the school Google calendar and are also communicated to parents / guardians via email at the start of each term. On these weekends, all staff in the hostel take leave and the WCED does not allow us to have boarders in the hostel unsupervised. We appreciate that for some boarders and their families that live far from Cape Town,

this arrangement can be inconvenient and we therefore ask you to reach out to us to help find a host family for such weekends.

We sometimes request that boys stay in for some weekends to support our home Derby sports matches. These 'Stay In Weekends' usually happen during the winter sports season and boarders enjoy taking the spirit to the hockey matches on a Friday evening and the rugby matches on a Saturday.

Policies

For a full list of policies and other documents pertaining to the rules and governance of the hostels, please click [here](#).

Prefects

Boarders in Rosedale acknowledge that being given the right to lead brings its responsibility to serve the community. Many opportunities are available to boarders to develop their leadership skills over their time in Rosedale. Ultimately, each Matric has the opportunity to be elected as a Rosedale Prefect. We have 8-10 members of the Prefect Body including a Head and Deputy Hostel Prefect, who assist the Duty Staff and the Housekeeping Staff in ensuring the hostel remains a safe and homely space for all boarders. The Hostel Prefects undertake to uphold the [Rosedale Code of Conduct](#) and to create an atmosphere of mutual respect where consideration and compassion for others is exhibited (refer to [Hostel Prefect Duties](#) for a list of duties and responsibilities of Hostel Prefects).

Risk Management

The Superintendent/Deputy Superintendent of Boarding and Housekeeping Manager / Caretaker will inspect all boarding facilities at the end of each term following the [Hostel Health and Safety Checklist](#). The report generated from these checks allow the hostels to develop a replacement and maintenance schedule to replace, repair and improve any areas, facilities or equipment which is deemed a risk. Regular maintenance checks are also carried out throughout the term. The housekeeping staff also report maintenance problems on a daily basis.

Senior Boarders

Senior boarders (Matrics) have a huge part to play in helping to set a positive tone in Rosedale. 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. Seniors also rely on younger Rosedale boys to be thoughtful of their needs for a quiet study and living environment, especially around the time of exams. In return for their leadership, Matrics are able to use the stairs next to the kitchen and the path across Rosedale lawn to get to school and back. Matrics are also allowed to stay awake until 10.30pm and sign themselves out during the week to BP without requesting permission from a member of staff.

Showering and Ablutions

We encourage all boarders to shower daily and all ablutions must be completed before 8.45pm in Michaelis and De Villiers Houses and 9.45pm in Rosedale House (except Matrics, which must be completed before 10.15pm). To conserve electricity

and water, leisure showering is not permitted. To acknowledge and respect the shared facilities, clothing (including underpants) must not be left in the ablution block area and toilets must be flushed and kept clean at all times. In order to prevent the restriction of the usage of the ablution blocks, please ensure the areas are left clean and hygienic after use.

Skateboards

If boarders choose to bring a skateboard (or other similar item such as a longboard) to the hostels, they do so at their own risk and must adhere strictly to rules pertaining to its use. Skateboards may only be used by the owner, on campus during quiet times and daylight hours and whilst wearing a helmet. Failure to comply with this safety regulation will result in the skateboard being confiscated by Duty Staff.

Swimming Pool

The swimming pool is out of bounds to all boarders unless they are attending a sports practice with a coach / teacher of that sporting code present. There are some times in summer when we can allow boarders to use the pool, but there are strict guidelines which must be adhered to:

1. A teacher must be present to take responsibility. The maximum number of boys with one teacher is 15.
2. Another member of staff (teacher or student) may bring up to another 15 boys so there is a ratio of no more than 1:15 (staff : boarders). If the teacher leaves the pool enclosure, all boarders must also leave.

Theft

Theft is a problem that periodically raises its head and one which, perhaps more than any other, poisons the community atmosphere of Rosedale. Boys are advised to:

- Keep all valuables under lock and key using the cupboard in their dorms
- Label ALL items (including chargers)
- Passports or any extremely valuable item or money in excess of R200 should be given to the Superintendent for safekeeping
- Boys should report the suspected theft of any item to the member of staff on duty immediately after its loss is discovered.
- Boys are responsible for their own belongings. If a boy wishes to bring expensive personal items to the hostel he does so at his own risk. The School and Boarding Houses will not replace missing or damaged personal items.
- The personal belongings of boarders are not covered under the hostel insurance policies and we suggest that parents / guardians ensure valuable items belonging to their sons are covered under their own insurance policies.

The only people who have authorised access to the hostels between 8.00am and 4.00pm are hostel staff and maintenance contractors who are supervised at all times by hostel staff. Boarders are not allowed to bring day boys or friends from other schools to the hostels.

TV and Games Rooms

The TV and Games rooms are provided for the enjoyment of all boarders and the shared space must be respected. The last person to leave the room must turn off the TV as well as the lights and any moved furniture must be put back in its place

Special permission from the Superintendent may be given to watch sport after the silence bell.

Visitors

Visitors to the hostels (including parents and guardians) must wait outside the hostel front doors and only entry to the dining hall or foyer is allowed after permission has been granted by a member of staff prior to arrival. Guests must be accompanied by a boarder or member of staff at all times whilst in the designated areas.