

INKAMANA HIGH SCHOOL

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Incorporating: St Scholastica's Girls' and St Joseph's Boys' Hostel

St. Scholastica: Telephone: 0736080653, St Joseph's Telephone: 0784070850



ST JOSEPH AND ST SCHOLASTICA- HOSTEL RULES & REGULATIONS

1. Introduction

St Joseph's Private Boys'- and St Scholastica's Private Girls' Hostel provide compulsory private accommodation to all the learners of Inkamana High School (IHS). In order to achieve harmonious community life at IHS, every learner is required to abide by all the hostel rules, to carry out imposed duties and to be punctual for all gatherings. The hostel should be a place where individual learners are happy and free to reach their full potential. It is important that every learner plays a role to maintain and build this special Benedictine ethos to which the hostels ascribe. St Josephs and St Scholastica hostel are an integral part of the education program at IHS and provide opportunities for personal, intellectual and spiritual growth, as well as the development of leadership.

2. General Behaviour and Discipline

- The hostel boundaries are to be observed at all times.
- Learners may only go to the school area over weekends by prior arrangement of the principal with the boarding authority.
- The keeping and use of cannabis, smoking, drugs and alcohol are STRICTLY forbidden.
- Learners will be tested for substances according to the contract signed, if deemed necessary by the boarding / school authorities.
- Learners must use their own educational and personal materials at all times. To borrow is not an option.
- Stealing is completely unacceptable – even of small items.
- All bullying, including physical, verbal and emotional bullying, breaches the culture of IHS and is not tolerated.
- Bullying must always be reported to the Boarding Staff or Principal.
- Bad language and swearing is not acceptable.

3. Arrivals and Departures of Learners, Parents and Visitors

- All learners must arrive between 13:00 and 17:00 at the beginning of each term. Thereafter the gates will be locked and learners will have to return the next day.
- Every visitor, including parents, must report to the hostel office and sign in and out every time.
- No learner is allowed to have contact on premises with a visitor who has not reported and signed in at the hostel office.
- Only an authorised parent is allowed to sign a learner out to go to town or for the weekend.
- Should a parent wish for someone else to fetch a learner, he or she must arrange this beforehand with the boarding authority in writing – every time. The letter should be signed by the parent/guardian.
- No visitor and parent may visit the hostels after 16:00 during the week and 16:30 over weekends. If there is an emergency/challenge parents should first phone the hostel staff to confirm that the parent needs to see their child after these times.

4. Home visits

- It is compulsory that every learner – grade 8 - 12 should visit home at least once or twice a term – Parents are requested to plan accordingly.
- Learners going home for a weekend are available to be signed out at 14:00 on Fridays only with the permission of the principal and hostel authorities.
- Learners must be signed back by 16:30 on Sundays.

5. Dormitories

- Juniors are only allowed in the area allocated for juniors and seniors in the area allocated for seniors.
- Learners are only allowed to enter their own dormitory. All other dormitories are off limits – unless permission is granted.

- All dormitories must be kept clean and tidy and beds should be neatly made and cupboards well organised.
- Dirty clothing must be kept in a material washing bag.
- Banging on doors and windows is prohibited.
- Respect for both hostel and private property is required.
- Every dormitory member is expected to play a role in the well-functioning and pleasant atmosphere of his / her dormitory.
- Broken items are to be reported immediately to the boarding master / mistress.
- The learner is responsible of the cost incurred should anything be broken on purpose or by accident or due to negligence, like leaving a window open.
- No food may be kept inside the dormitory - ever.
- Eating in the dormitory is strictly forbidden.
- No pictures may be hung on the walls of the dormitory.
- All learners must be quiet and in bed by the correct time.
- Learners must always and only sleep in their own beds.
- Learners are not allowed to sleep together in the same bed.

6. **Study**

- Learners are only allowed to enter their own study rooms.
- All learners must study in the allocated study times at their allocated study places.
- Learners must keep their individual study area neat at all times.
- No talking is allowed during study time.
- No walking around is allowed during study – learners are requested to attend to all their needs before study time.
- Learners are allowed to keep their time tables on their desk in the study room.
- Nothing may be hung on the walls of the study room.
- Cellphones are not allowed in the study room.

7. **Washing and Ironing of Clothing and Bedding**

- **All clothing** must **have the name and surname** of the student. This will be checked regularly for clothes brought to Inkamana later during the year.
- Every Learner is responsible for his or her own washing and ironing with his / her own soap, bucket and iron.
- Washing may only be done on Thursday, Friday afternoons and Saturday mornings. –□
- Ironing may only be done on Friday afternoons, Saturdays and Sundays until 16:00.
- No learners may instruct or require or allow other learners to do his or her washing and ironing or duties. This is bullying and will not be tolerated.

8. **Prayers and Church Services**

- Attendance of the daily prayer meetings and regular church services, as laid down in the daily order are compulsory for all learners, regardless of their religion or denomination.
- All prayers offered at stipulated times are to be offered in unison – and attendance by all learners is compulsory.
- Punctuality should be 100% observed.

9. **Radios, Walkmans, Ipods, MP3s, Computers and TVs**

- The use and keeping of Music Devices and the like, are not allowed other than during free time, provided earphones are used. NEVER DURING STUDY TIMES, meals, duties at school. The first time it is used, it will be confiscated.
- Computers are available at the hostel as well as the school.
- Power Banks are not allowed at the hostel.
- Learners may only watch TV at stipulated times.
- Learners are not allowed to watch their own movies on the hostel computers.
- No speakers are allowed.
- If these rules are not complied with, the equipment will be confiscated with the first offence.

10. **Cellphones**

- The one and only cell phone must be registered by the parent on arrival, every term.

- Parents are requested to check that the phone registered is the phone used by the student.
- If no phone is brought along, parents must register - none- and sign.
- Parents are required to ensure that their children do not arrive with 2 phones or sim cards so that only one phone is submitted by the learner and one phone is kept.
- No power banks are allowed.
- Unless the parents notify the school in writing IHS shall assume that the learner has a phone to hand in on Sundays.
- Learners may not use the air time of other learners. This is considered to be bullying.
- Cell phones must have the owner's name on a sticker – that will be supplied by the school.
- Cell phones shall be kept with the Boarding Authority from Sundays at 16:00 to Fridays at 14:00.
- For emergencies, learners may request the principal to use his / her phone. The learner may only use his / her cellphone during the week, when the principal has given written permission.
- Parents should phone the hostel or school for emergencies during the week.
- If these rules are not complied with, the equipment will be confiscated with the first offence.

11. Dining Hall

- Each learner must have his / her own neat plate, cup and utensils to eat with, and may not borrow this from other learners. A small plastic basket with his / her name and a number lock that fits the basket – to place his / her personal things used in the dining room ± 35 cm long, 25 cm wide and 25 cm high.
- A learner may have no more than 2 sauces, e.g. tomato sauce, if they wish to keep this in his / her basket. Please buy healthy sauces and not too much.
- No learner may use the belongings – including the sauces – of another learner – this will be considered as bullying.
- Attending all meals is compulsory for all students.
- Students must sit at an allocated place at the grade table for every meal.
- Learners sit according to their grades in the dining room.
- It is compulsory for all learners to be inside the dining room and to be seated for all meals.
- Each learner fetches his / her own food.
- Each learner is responsible to clean his / her own plate after every meal.
- The dining room should be a pleasant place to be during meals.
- Good table manners are part of the education and should be practiced.
- The utmost respect for the kitchen staff is required.
- All food is to be kept in the dining hall or box room and never in the dormitories.
- It is undesirable to bring additional food from home as balanced meals are provided.
- Food allergies will be observed by the kitchen only – if registered at the principal's office at the beginning of every year - and supported by a laboratory report not older than 12 months.
- No foods that requires a fridge should be brought to the hostel.
- **No food may be consumed in the dormitories or study rooms at any time.**

12. Hostel Computer Room

- Computers are available in the hostel with Cami Programs that are syllabus based.
- All students, grades 8 – 12, must spend 1 hour every week on Cami to practice Mathematics.
- Progress reports are printed every term to update parents on the time a student spent on Cami Revision program as well as the level in subjects that was practised on Cami.
- Students may **NOT** add or take the programmes available on the hostel computers – ever.
- **NO** devices may be inserted in any part of the school / hostel computers – not even to charge the phone.
- The computers are meant to enhance the education of students – please don't mess with it.

13. Medicine and Sick Learners

- **All medicine and other medicinal product brought to the hostel must be registered by the parent.**
- A sick learner should report to the boarding authority as soon as possible, who will send the student to the clinic sister.
- If a learner is sick in the mornings before school, such a learner should first report to the principal to be assessed if it is needed to see the clinic sister. Only if the clinic sister sees it fit for the child to see a doctor, an appointment will be made.
- Learners are not allowed to keep medicine – parents must register it on the form provided – every time.

- All medicine must be submitted to the boarding authority for daily dispensary with the boarding master / mistress.
- Self-medication and the sharing of medicine can be dangerous and are accordingly definitely not allowed.
- Should a learner have been exposed to contagious diseases this must be reported to the boarding authority as soon as possible.

14. **Boundaries**

- The boundaries for the boys are: the Monastery wall, the gravel road between the junior school and top soccer field, the gravel road between the school and the top soccer field.
- The boundaries for the girls are the fenced area, volleyball, tennis and netball fields at the girls' hostel.
- No learners are allowed to move beyond the designated boundaries, without permission and doing so constitutes a serious offence.
- Boys may not accompany girls to the girls' hostel after school.
- The Monastery is always out of bounds for all learners.
- The kitchen and farm area is out of boundaries for all learners.
- The school area may only be visited after hours or over the weekends if such a visit was pre-arranged by a teacher and the principal with the boarding authority.
- No learners may visit people who live at Inkamana.
- Learners are not allowed to run to the main gate or use the top athletic field without being accompanied by a hostel staff member or teacher.
- Learners are obliged to ask permission every time to: Go to the vegetable garden, farm or kitchen area or any place in the monastery. Use the top sport grounds (by girls).
- The "old" Abbey road is totally out of bounds for any learner, especially the girls. **Parents / Guardians / Friends may not use this road to gain access to the girls' hostel or to meet the girls.**

15. **Sport and afternoon activities**

- All Learners must take part in sports and other activities from 15:00 to 16:00.
- Punctuality is important and shows respect.

16. **Clothing**

- Parents are responsible to buy clothing from the IHS stockist in Vryheid.
- **Learners must wear decent and modest clothing at all times – and never overly expensive clothing.**
- Learners must limit the clothing brought to Inkamana according to the guidelines of the hostel.
- Only one pair of **simple** earrings (**and no stones**) - is permitted for girls.
- No jewellery (and that includes earrings) may be worn by boys.
- Girls are not allowed high heel shoes, fancy dresses, indecently short skirts and revealing tops and should not bring it along.
- Every piece of clothing must be clearly identified with the name and surname of the owner – this will be monitored on arrival each term.

17. **General**

- All damages of any sort must immediately be reported to the boarding authorities.
- Selling of anything is not allowed in the hostels.
- All learners participate in duties and no learners are allowed to instruct other learners to do his / her duties.
- The principal may adapt the rules and regulations when needed.

18. **Parental Involvement**

Parents are required to regularly maintain contact with their children, IHS and the Boarding Authority.

19. St. Joseph and St. Scholastica Hostels are an integral part of Inkamana High School and the Code of Conduct applies also in the hostels.

20. Level of offences – refer to 12. Discipline in the Inkamana School Code of Conduct.

Signed by Parent(s) / Guardian:

Name Signature Date

Name Signature Date

Signed by Learner:

Name & Surname of Learner Student number Grade

Name Signature Date