

HOSTEL CODE OF CONDUCT

In order for any community to function effectively and exist in harmony, all members of the community need to be aware of and to abide by the rules governing that community.

The rules of the hostels of St Michael's School for Girls aim:

- To provide a safe, orderly and caring environment;
- To promote the development of self-discipline;
- To give individuals the opportunity to achieve academically and participate extra-murally;
- To foster a culture of respect for and acceptance of others.

The onus is on each hostel girl to familiarise herself with these rules and to ensure that she abides by them. The rules are regularly revised to ensure that they remain fair and relevant.

A system of punishments for the infringement of rules will be utilized to maintain the aims of the rules of the hostel.

HOSTEL RULES

1. SIGNING IN and OUT

LEARNERS MUST SIGN OUT ON LEAVING THE HOSTEL AND SIGN IN IMMEDIATELY UPON RETURN. NO EXCUSES WILL BE ACCEPTED FOR FAILURE TO SIGN IN AND OUT.

- **Signing in and out:** Each learner leaving the hostel must be signed out by her parents or legal guardian, at the front desk of the hostel. Also, either the student or house mistress on duty MUST sign the learner out. The parent must be seen by the students or house mistress. Identity document should be produced on request.
- **Standard faxes:** Parents must send any standard faxes in the first week of the new school year with ALL the relevant and necessary information. This must include any churches learners may attend, any extra classes learners must attend, information regarding who may fetch the learner from the hostel etc. These faxes will be kept in a separate file, and NO learner will be allowed out without one.
- **A double fax system** is now imposed when someone other than the parent/guardian signs out a boarder. Learners must have two faxes: one from their parents and one from the host family's parents. Also, fax forms, in general, must be filled in completely, with all the relevant information, otherwise the fax will be regarded as incomplete and will be disregarded.
- Any learner attending **extra classes** MUST have a permission slip from the house mistress on duty.
- Learners going home via **bus, aeroplane or any other form of transportation** must have a fax stating the form of transport being used.

1.1 SIGNING OUT TIMES:

- ON campus from 14:00–17:00: sign out in file, no permission needed.
- OFF campus from 14:00–17:00: sign out in file, student on duty must sign; permission must be given by house mistress on duty.
- ON and OFF campus after 18:00: permission required from house mistress - arrangements to be made a day in advance.
- Only matrics may visit another hostel after 18:00.
- Special permission slips must be signed by the house mistress on duty.
- All requests must be made in writing

NO ONE MAY SIGN OUT FOR A FRIEND.

1.2 WEEKENDS, SLEEP OUTS.

- Only a parent or guardian may give permission for a learner to be signed out of the hostel by the person whose name appears on the fax form.
- **If a parent or guardian cannot be present they must send an official fax form to the hostel before Thursday 14:00 or the day before the start of the weekend, with the name and contact details of the person who will be assuming responsibility for their child, giving permission for their child to accompany or visit this person. It is the responsibility of the parent or guardian to determine the suitability of the host family. The house mistress reserves the right to reject any faxes.**
- All girls should return by 17:00 on Sunday unless they have special permission from the house mistress to return on Monday morning.
- All girls must leave in school uniform and return in school uniform except at the beginning and end of exeat weekends and school holidays.
- Girls who are signed out for day visits must also have a fax from their parents and must return by 17:00. School uniform is to be worn when leaving and returning.
- **If a girl is going to return later than expected she must let the house mistress know. This is only good manners and will avoid unnecessary concern.**
- Girls may not sleep in hostels or rooms other than their own.
- Over compulsory exeats and at the beginning of term, the hostel will only be open from 13:00 for returning learners.
- Over compulsory exeats and at the end of term, the hostel will be locked at 17:00. Parents should please make timeous arrangements for learners to be fetched.

2. MEALS: ATTENDANCE OF ALL MEALS IS COMPULSORY

- Girls must be dressed in school uniform for breakfast during the week. No pyjamas or slippers will be allowed. Neat dress is required for all other meals. No see-through and revealing outfits are acceptable.
- Only eight girls are to be seated per table. NO unnecessary walking around and visiting at other tables is allowed.
During the week each girl is required to dine at her specific place, no changing is permitted.
 - If there is unnecessary noise, meals will be held in silence.
 - Silence must be kept immediately after the bell has been rung for grace. Girls must remain seated until after grace before clearing tables.
 - Until grace has been said no girl may leave the dining hall without the permission of the student on duty.
 - Please do not disturb the students and house mistress unnecessarily during the meal. Wait until after grace.
 - **NO girl may go to Mimosa during meal times over the weekends. NO girl is allowed upstairs during mealtimes.**
 - During the week, girls may make sandwiches to take to school. Containers should be provided by learners.
 - Girls are required to line up in silence for all meals except before lunch during the week.

Meal times:	Weekdays	Saturday	Sunday
Wake-up bell	06:00	08:00	08:00
Inspection	06:20		
Breakfast Line-up	06:25	08:30	
Silence	06:30		
Grace	06:45	08:45	
Lunch	13:45	13:00	11:15 brunch
Grace	14:00	13:15	11:45
Supper Line-up	17:30	17:30	17:30
Silence	17:35		
Grace	17:50		

3. BEDTIMES

3.1 Week nights and Sundays

Grade 4 – 6:	Phone calls till	20:00	Lights out	20:30
Gr 7 & 8:	Phone calls till	21:00	Lights out	21:30
Gr 9:	Phone calls till	21:15	Silence and upstairs	21:30
	Lights out	21:45		
Gr 10:	Phone calls till	21:30	Silence and upstairs	21:30
	Lights out	22:00		
Gr 11:	Phone calls till	22:00	Silence and upstairs	22:00
	Lights out	22:00		
Gr 12:	Phone calls till	22:00	Silence and upstairs	22:00
	Lights out	22:00		

3.2 Weekends

- Lights out at 23:00 on Fridays and Saturdays.
- No phone calls after 22:00.
- Girls may watch the 20:00 movie on Sunday if it is suitable. Must go to bed quietly straight after the movie.

During silence:

NO visiting between rooms; NO running around
NO cell phones; NO radios

4. PREP

Mon – Thurs: 18:30 – 19:30 Grade 4 - 6
18:30 – 21:00 Grade 7 - 12
Grade 11 and 12 silence and optional prep till 23:00. No TV.
Saturday: 09:00 – 11:00 All Grades
Additional prep will be arranged if necessary

4.1 Normal prep arrangements

- Gr 11 and 12: prep in rooms. Under-achievers will do prep in dining room.
- Gr 4 – 9: prep in the dining room. Top achievers may prep in their rooms at house mistress's discretion.
- Gr 10: prep in rooms. Under-achievers will do prep in dining room.
- NO moving around.
- NO noise, eg NO radios or cell phones
- Gr 9 to do front door duty, gate must be closed
- There must be absolute silence in the hostel during prep time.
- Girls leaving for and returning from activities outside the hostel must do so in silence.

4.2 Late prep arrangements as arranged with dorm proctor

Time: 21:00 – 23:00 for Gr 8 - 11

- Gr 8 - 10 in pyjamas in the dining hall.
- Gr 11 and 12 in their rooms, doors closed. NO radios.
- NO later than 23:00
- NO late prep on Sundays
- Girls who abuse the privilege of doing prep in their rooms will be moved down into the dining hall.

4.3 Exams and test week arrangements

- Additional prep one week before and during the exam period

14:00 – 16:00. No girl may go out of the hostel during these times without house mistress's permission. This applies to all Grades.

- Normal prep rules apply.
- Evening prep: normal times.
- Silence from 21:30.
- Over weekends, extra prep times will be organised as necessary.
- Girls who have block days must attend breakfast and morning assembly and then remain in their rooms until 11:00. NO television. Silence must be kept. NO visiting other hostels. Art girls may have permission to work in the art room. If girls need to see a teacher they may do so at 11:00.

5. SILENCE

SUNDAY: 13:00 – 15:00 compulsory silence – All Grades

NO television, radios, phone calls, visiting between rooms or cell phones.

NO girl is allowed to leave or enter the hostel during this time.

NO girl may disturb the house mistress or student unless for an emergency.

NO girl is allowed to go to the movies unless signed out for the day.

NO visitors

6. VISITORS

Visiting hours Wednesday: 16:00 – 17:00 (Grade 12 only)

Saturdays: 13:30 – 17:00

Sundays: 15:00 – 17:00

NO visitors are allowed during the week. Permission to be asked for a special occasion.

- NO boyfriends in the foyer or congregating at the front door.
- NO congregating at the school gate.
- NO public show of affection, especially not while in school uniform; learners are expected to behave as ladies at all times.
- Decent behaviour at all times is expected. Girls are expected to take responsibility for friends' behaviour.
- Visiting may take place in front of the hostel, but away from the front door.
- NO visitors allowed on hockey fields, in the tennis hut or on the squash courts.
- The noise levels must be kept to a minimum.

7. WEEKEND ARRANGEMENTS

- ONLY the student or house mistress may sign a girl off campus.
- Special permission is needed from house mistress if a girl wishes to go anywhere other than Mimosa. A written request or fax is required from the parent as well, **to be sent before Thursday 14:00 otherwise permission may be withheld.**
- Girls may only visit Mimosa during the following times:
 - All Grades Friday between 14:00 – 17:00 in school uniform
 - Gr 9 –11 Saturday between 13:30 –17:00 in school uniform
 - Gr 12 Saturday between 13:30 – 17:00 in appropriate civvies
Wednesday between 14:30 – 15:30 in school uniform
for school projects (permission required from house mistress)
- Evening arrangements to be made with House Mistress.
- Girls may attend a church of their choice on a Sunday morning. Parents must send a special fax at the beginning of the year giving permission and stating who will transport their daughter. No hostel transport will be provided. Girls are to wear school uniform.

8. SWIMMING

- No bikinis allowed, only regulation school costume.
- Boarders may use the pool on a Saturday and Sunday. The house mistress must give permission.
- Swimming pool is out of bounds to boarders for recreational swimming during the week unless house mistress gives special permission.
- No groups of less than 5 are allowed at the pool without adult supervision.

9. TELEVISION

- Girls may watch TV only after 16:00 until 17:30 on weekdays.
- Friday from 16:00 till Sunday after movie.
 - NOBODY may touch the video machine or the M-Net / DSTV, except the hostel prefects and the students.
 - The common rooms will be locked if they are left in a mess.

10. PHONES and FRONT DOOR

- Grade 8 girls will do telephone duty as arranged by the proctors.
- Grade 8 must answer the telephones at all times even if not on duty.
 - Punished girls will be required to do telephone and front door duty over the weekends. Proctor on duty will arrange times.
 - Phones must please be answered politely within three rings.
 - Please write all messages and place them on the respective message boards.
 - Girls may only use the phones for a maximum of 10 minutes. If there is a problem please call the student or proctor on duty.
 - See BEDTIMES for the phone times as well.
 - The front door will be locked during school hours, prep, meals, chapel and rest.

11. TRANSPORT

Transport will only be provided for school- related activities to learners who provide transport tickets when the booking is made.

- All transport must be written in the book before or after supper on the previous evening.
- Girls must specify where they are going, what time they wish to leave and return.
- NO private transport will be provided.
- Girls must wait at the entrance to Hildegarde House for their transport. The driver will not look for learners.
- Transport will be provided only for girls who have transport tickets for legitimate appointments as indicated in the transport policy.
- Transport for take-aways or group entertainment by arrangement only.

12. INSPECTION

- Girls are expected to keep their rooms tidy and clean at all times.
- Proctors will do room inspection every morning before breakfast/school.
 - **Spot checks can be done at any time by the proctors, students or House Mistress**
 - Cupboard inspection is done every Sunday. Girls MUST be in their room during this inspection.

13. LUGGAGE

- NO empty bags or trunks may be left in bedrooms – they must be put in the trunk room by the first Friday of the term.
- ONLY over night bags are allowed in bedrooms or passages.
 - Any bags that are left downstairs are done so at the owner's risk. Bags should be left in bedrooms; this includes school bags and gym bags.

- Trunk room must be kept tidy at all times. ALL items must be in a bag or a trunk. NO loose items may be left in the trunk room.
- The trunk rooms will be locked during the term.
- All school bags must be removed from the foyer by 14:00 every week day.

14. LAUNDRY

- NO laundry may be done in the bathrooms. Please use the laundry room.
- The laundry room must be kept tidy at all times.
- No washing may be removed from the washing lines by anyone other than the owner of the clothes
- Unclaimed clothing will be removed at the end of every term and given to charity.

15. INFIRMARY

Times: Infirmary Manager will be at the Infirmary directly before and after each meal
 EMERGENCIES ONLY: See Infirmary Manager or House Mistress on duty.

- Only the Infirmary Nurse may admit a girl to or discharge her from the infirmary.
- If you are unable to do gym you must hand in a medical certificate.
- If you stay in the infirmary during school hours, you must stay there for the afternoon and sleep there overnight. If you have been admitted to the Infirmary on a Thursday you may only go home with your parents and may not be signed out to friends, neither may you go to the mall.
- NO VISITORS OR RADIOS ALLOWED IN THE INFIRMARY.
- No leave of absence letters will be given for minor ailments.
- All doctor and dentist appointments must be made through the Infirmary Manager. If parents make an appointment, they must please contact the Infirmary Manager.
- NO MEDICINE IS ALLOWED IN CUPBOARDS – HAND ALL MEDICINE TO INFIRMARY MANAGER.
- ANY VITAMINS etc. MUST BE SIGNED BY THE INFIRMARY MANAGER.
 Any learner who has seen a doctor or received medication whilst at home must report to the Infirmary Manager on returning to the hostel
 MEDICINE: All hostel learners MUST hand in the prescribed medication on the first full school day to the infirmary nurse in a marked container. Failure to do so will result in parents being billed on their hostel account if medication is purchased for the learner.

16. CELL PHONES

- Hildegard learners to hand in phones after evening prep. Phones will be given back to learners after lunch the following day.
- All cell phones must be switched off during mealtimes, prep, meetings and after lights out. Cell phone will be confiscated if a girl is found using it after lights out.
- Please be polite when answering the phones.
- Housemistresses and students reserve the right to confiscate any learner's cell phone when deemed necessary, and as an appropriate form of punishment.

17. SAFE GUARDING YOUR POSSESSIONS

- All items must be clearly marked.
- Carry your cell phone with you at all times. Never leave it unattended.
- Always keep your cupboard locked, even if you are out of your room only for a short while.
- Keep your cupboard keys with you at all times. Do not hide them in your room.
- Do not keep large amounts of money with you.
- It is advisable to leave valuable items at home.

18. KEYS

A key must be purchased at the beginning of each year for rooms for R50,00. A lost key will cost R50.00 to replace. Lost keys must be reported to the house mistress immediately.

19. GENERAL

- No girls will be allowed in the hostel during school hours.
- When downstairs, girls are to be appropriately dressed and hair should be neat.
- NO girl may lock her room when she is in it.
- Hand in any valuables to the house mistress for safe-keeping. This includes money and passports.
- Girls must open rooms, cupboards, trunks, bags when requested to do so by student or the house mistress.
- Nobody is allowed to leave the campus in groups of less than five.
- Swimming: NO groups may be smaller than three.
- If a learner is going to leave the hostel, her parent / guardian must give a term's notice in writing to the office.
- **Learners who bunk out of the hostel could be suspended immediately pending a disciplinary hearing at which permanent hostel suspension may be considered.**