

# MARTIE DU PLESSIS SCHOOL

## HOSTEL INFORMATION

P.O. BOX 31895

FICHARDT PARK

9317

DU PLOOY CRESCENT 91

FICHARDT PARK

9317

Tel.: 051 522 6801/Fax: 051 522 6865

E-mail: [mdupschool@mdup.co.za](mailto:mdupschool@mdup.co.za)

Hostel E-mail: [koshuis@mdup.co.za](mailto:koshuis@mdup.co.za)

Website: [www.martieduplessis.co.za](http://www.martieduplessis.co.za)

### Hostel Telephone Numbers

Boys (Gr 8-12) : 072 900 4785 (Kiewiet)

Girls (Gr 1-12) : 076 796 6209 (Kosmos)

Boys (Gr R-7) : 076 697 0599 (Cheetah)

# **HOSTEL POLICY AND RULES**

## **A. HOSTEL POLICY**

### **1. INTRODUCTION**

This document is the hostel policy of Martie du Plessis School, as approved by the governing body. The policy was drawn up under the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ("the Schools Act"); the Norms and Standards for School Financing, and relevant provincial legislature.

### **2. GENERAL**

- 2.1 It is expected of learners to **know and obey the hostel policy and rules.**
- 2.2 Every hostel learner is, **except for this hostel policy and rules, also bound by the school's code of conduct for learners.**

### **3. ADMISSION**

- 3.1 Admission to the school does not imply **automatic admission to the hostel.**  
**There is no such thing as a constitutional right to hostel admission.**
- 3.2 The **governing body exclusively regulates and controls admission to hostels.**
- 3.3 Application for admission to the hostel must be done at the same time as application for admission to the school, except if the governing body decides otherwise.
- 3.4 The **governing body reserves the right of admission to hostels.**

### **4. HOSTEL FEES**

- 4.1 **A deposit is payable** upon approval and confirmation of the learner's application for admission to the hostel by the governing body.
- 4.2 The **deposit is not refundable** and will be appropriated to cover the hostel fees for the first term.  
**OR**  
The deposit is refundable at the end of the learner's hostel stay, after deduction of all necessary and reasonable amounts for any damages that may have been caused by the learner.
- 4.3 Every **hostel parent is responsible for the total amount of hostel fees.**
- 4.4 Hostel fees are **payable in advance** every term, or as arranged in writing with the governing body.
- 4.5 **Learners may stay in the hostel only if their hostel fees are fully paid.**
- 4.6 **Hostel learners must give a term's notice** if they will be leaving the hostel at the end of a school year. Matriculants are considered to be leaving the hostel at the end of their matric year. Matriculants who want to or have to repeat their matric year have to reapply for admission to the hostel.
- 4.7 All payments received for hostel fees will first and foremost be used for the settlement of any unpaid school fees, regardless of any instruction regarding allocation of the payment by the person making the payment.

## B. HOSTEL RULES

### 1. CODE OF CONDUCT AND DISCIPLINE

- 1.1 **The head of the hostel, his/her staff and hostel leaders are responsible for enforcement of discipline in the hostel. Zero tolerance policy towards disrespect for rules, people and/or staff will be followed.**
- 1.2 **No form of initiation will be allowed.**
- 1.3 **No fighting or physical handling of learners will be allowed.**
- 1.4 **Hostel staff will make the decision on who is in which room. No parent/guardian will be allowed to make any decision or dictate this.**
- 1.5 **Learners may not smoke, use any alcoholic beverage or be in possession of tobacco, alcoholic beverages and related substances such as drugs, on the school premises or any other place where they may be identified as learners of the school/learners of the hostel.**
- 1.6 **No boomboxes will be allowed in the hostel.**
- 1.7 **Hair styles must comply with the school's code of conduct.**
- 1.8 **Motor car/Motorcycle:** The parent/guardian must ask permission for an occupant to keep a motor car/motorcycle at the hostel. Motor car/motorcycle may ONLY be used during weekends with permission of the parent/guardian and the keys will be handed in at the senior hostel master/matron during the week.
- 1.9 **Any sexual or inappropriate physical contact between learners (or learners that are in a relationship) on the school or hostel premises is strictly forbidden.** Parents will be contacted to fetch the learner and a suspension period will be implemented.
- 1.10 **Clothing**
  - 1.10.1 Attached to hostel application documents
- 1.8 **No learner may enter/leave the hostel through any window or any hostel roof other than through the designated doors.**
- 1.9 **No learner may enter a hostel room other than his/her own, except with the necessary permission, or accompanied by the occupant of the specific room.**
- 1.10 **Learners will treat all persons, including hostel staff, fellow learners and visitors, with respect and dignity at all times.**
- 1.11 **All rules in the school's code of conduct will be considered to be included in this.**

### 2. VISITORS

- 2.1 **All visitors must report to the housekeeping supervisor on duty. The specific learner will be called to receive the visitor at the assigned visitors' area.**
- 2.2 **Visitors are subject to and have to respect the hostel rules.**
- 2.3 **Learners will be held accountable for the conduct of their visitors.**
- 2.4 **Visitors may not enter any hostel room without permission from the staff member on duty.**

### 3. MEDICAL CONDITION/ILLNESS/INJURIES

- 3.1 **Learners who are unwell/ill during school hours will be treated in the sick bay by the school nurse. Should it be necessary to send the learner home the parent will be notified by the school nurse.**
- 3.2 **Medical conditions in the hostel influencing learners in the same room, such as measles, will be communicated to parents in person by the school nurse, who will also communicate the symptoms to them.**
- 3.3 **Should a learner have to be taken to hospital during a weekend or after school hours for an emergency, the staff member on duty will take the learner immediately in order to save time until the school nurse arrives. The parent/guardian will be notified immediately. The school nurse will be contacted, who will then notify the parent of the seriousness of the incident. The staff member will stay with the learner as long as necessary until the school nurse or a family member**

arrives to support the learner or until admission has taken place. The staff member will also fetch the necessary prescription/medication should it be available immediately. Should it only be available the next day the school nurse will fetch it.

3.4 The staff member on duty will assess the situation and seriousness of the injury:

Serious	Less serious
<ul style="list-style-type: none"> <li>• Staff member on duty takes learner to hospital and takes the learner's file with to hospital.</li> <li>• Contact the school nurse and inform her about what is done.</li> <li>• Contact the parent/guardian and inform them about the incident.</li> <li>• Make sure that the learner is taken care of.</li> <li>• In case of a young child the staff member stays with the child until he/she is calm, admitted or treated.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff member on duty contacts the school nurse and asks her advice.</li> <li>• The school nurse determines whether the child needs her help and advises the person on duty to wait until the following day, or school nurse will come to the hostel, if necessary.</li> <li>• The person on duty contacts the parent/guardian and informs them about the incident.</li> </ul>

3.5 It is the responsibility of parents to ensure that learners have enough medication available for optimal care and functioning in the school system. Medication must be marked clearly: learner's name, name of medication and dose/amount as recommended by doctor.

3.6 No learner will be taken for appointments after school hours. It is the parent's responsibility to make alternative arrangements for transport to and from such appointment. Should an emergency appointment be made, the staff member on duty will accompany the learner if it is NOT during study time.

3.7 The school nurse may be contacted telephonically on the school telephone number or parents are welcome to make an appointment with her.

#### 4. SIGNING IN AND OUT

4.1 The purpose of the signing-out policy is to protect the learners and the school and hostel.

4.2 Weekends:

4.2.1 **Exeats:** During an exeat all learners must leave the hostel and it is not necessary to notify the head of the hostel. However, should the learner not go home, the parent has to notify the head of the hostel in writing of the address where the learner will be spending the weekend.

4.2.2 **Learners MUST be fetched before 15:00 on the day on which the exeat begins. The hostel opens again at 16:00 on the day on which the exeat ends.**

4.2.3 **Optional weekends:** These weekends begin after sports activities on Saturdays or directly after school on Fridays if no sports activities take place. Parents have to notify the hostel a day beforehand if they want to fetch their child for the weekend.

4.2.4 **Weekends during exams:** Extra study times are arranged for these weekends to help learners prepare for the exams.

4.3 **Holidays:** The same procedures applying to exeats also apply to signing in and out during holidays.

4.4 Every hostel has a signing-out book. Should a learner go home for a weekend or leave the hostel for any other non-school related reason, he/she has to be signed out in the presence of the staff member on duty, either by his/her parents or a person who is in possession of a permission letter from the parent.

4.5 **Signing in:** Learners, together with their parent(s) or the person responsible for the learner during the weekend or holiday, report to the staff member on duty upon the learner's return to the hostel.

## 5. STUDY TIMES

- 5.1 The following rules apply during study times:  
Learners **may not speak to each other.**  
Learners **may not eat and/or drink.**  
Learners **may not get up from their desk or walk around.**  
The furniture may not be moved.  
Learners may only leave the room with permission from the staff member on duty.  
Phone calls may only be made/received in emergencies.
- 5.2 Study times are as follows:  
**Afternoon study is compulsory for those not participating in sport.**  
**18:00 – 19:00 Gr 4 – 8**  
**19:15 – 20:15 Gr 9 – 12**  
**20:30 – 21:00 Gr 11 – 12**
- 5.3 Study rooms must be cleaned after every study time.  
All papers and rubbish must be put in the rubbish bins.  
Windows must be closed.  
Chairs must be pushed in under the tables.  
Staff member on duty is responsible to ensure that the study room is left in the above-mentioned condition after study.

## 6. MEALS

- 6.1 Mealtimes are as follows:

### WEEK DAYS

<b>Breakfast:</b>	<b>06:50</b>
<b>Lunch:</b>	<b>13:50</b>
<b>Supper:</b>	<b>17:00</b>

### WEEKENDS

<b>Breakfast:</b>	<b>08:00</b>
<b>Lunch:</b>	<b>12:00</b>
<b>Supper:</b>	<b>17:00</b>

- 6.2 The hostel leaders are responsible for discipline in the dining room.  
6.3 Learners must enter the dining room quietly and orderly.  
6.4 No learner may be deprived of a meal for any reason.  
6.5 No learner may be forced to eat or drink anything against his/her will.  
6.6 Learners must clear the tables after every meal. No food may be swiped onto the floor. The plates and cutlery must be put in the allocated containers.  
6.7 No food, plates, cutlery, glasses or any other kitchenware may be removed from the dining room.  
6.8 Should a learner not be able to attend a meal or if he/she is going to be late for a meal, he/she must notify the housekeeping supervisor on duty timeously.  
6.9 No cell phones may be used in the dining room.

## 7. TELEPHONE

- 7.1 **Cell phones** are brought into the hostel at own risk.
- 7.2 **No calls may be made or received during meal times or study times.**
- 7.3 All cell phones must be **switched off at lights out time.**
- 7.4 Every room has a safe and the key is kept by the matron on duty. **By lights out all cell phones must be locked up** in the safe and the learner may get it again the following day after lunch.
- 7.5 **A learner's cell phone may be taken away from him/her if he/she does not obey the rules.** In such a case the learner will sign a written admission of guilt in which the learner admits that he/she knows the provisions of the hostel rules and the punishment option that his/her phone may be confiscated.
- 7.6 Should a learner have a second (or more) cell phone in his/her possession **en does not hand it in by lights out time, ALL cell phones of the learner will be taken away immediately and be locked up in the safe.** Then only the parent of the learner may fetch the cell phone from the office.

## 8. WASHING

- 8.1 Every learner's clothes must be **marked** clearly.
- 8.2 Every learner is personally responsible to sign up his/her washing.
- 8.3 No learner may **fetch another learner's washing without the necessary permission.**

## 9. DAMAGES

- 9.1 Damages must be **reported to the staff member on duty immediately.**
- 9.2 **Intentional damage** to hostel or school property will lead to **disciplinary action.**
- 9.3 Learners must handle all hostel property with the necessary care.

## 10. HOSTEL LEADERS

- 10.1 Every hostel must elect its own hostel leaders. For this purpose the learners must participate annually in a democratic election. **Bad disciplinary behaviour in the hostel or school may lead to the learners involved not being eligible for leader positions.**
- 10.2 Hostel leaders are responsible for general hostel discipline and have to assist the head of the hostel and other staff members in enforcing discipline.

## 11. LIGHTS OUT AND WAKE-UP TIMES

- 11.1 Lights out is at 21:40, and will be indicated by a bell. No learner may leave his/her bed within **30 minutes after lights out.**
- 11.2 Silence must be maintained after the ring of the lights out bell. All radios and cell phones must be switched off. Cell phones will be locked away in a safe and the safe will be opened again the following day after school.
- 11.3 Wake-up time is at 06:00, which will also be indicated by a bell, after which learners must get up immediately.
- 11.4 Learners may only get up before the morning bell rings **with permission from the head of the hostel or the staff member on duty.**
- 11.5 **Learners may ask permission from the staff member on duty for extra study time in the morning and/or evening.** The person may refuse permission if he/she is of the opinion that the learner had not used the normal study time optimally.

## 12. TYPES OF TRANSGRESSIONS AND HANDLING THESE

12.1 Transgressions are not limited to those mentioned and include any transgression named in the general school rules.

TYPES OF TRANSGRESSIONS	LESS SERIOUS TRANSGRESSIONS	SERIOUS TRANSGRESSIONS
Who handles it?	<ol style="list-style-type: none"> <li>1. Will be handled by staff member on duty</li> <li>2. Recorded in register</li> <li>3. Parents are contacted if the transgressions are repeated a third time</li> <li>4. Should the behaviour continue after this, it will be escalated to a serious transgression immediately and brought to the attention of the hostel master/matron</li> <li>5. The hostel master/matron then contacts the parent and it is handed over to the Principal for further action.</li> </ol>	<ol style="list-style-type: none"> <li>1. Will immediately be recorded by staff member on duty.</li> <li>2. Will immediately be reported to the hostel master/matron for further action.</li> <li>3. The hostel master/matron will immediately investigate the incident.</li> <li>4. The hostel master/matron will then contact the parents or, in very serious cases, the Principal will be notified of the behaviour as soon as possible to investigate before the parents are contacted.</li> <li>5. The Principal will gather the information and then decide upon the necessary sanction.</li> <li>6. The Principal may involve the Hostel staff to discuss possible sanctions with them or contact the Governing Body Representative or Governing Body Chairperson to discuss possible sanctions.</li> <li>7. The Principal or a delegate will then contact the parents to inform them about the sanctions.</li> <li>8. Suspension from the hostel is always a possibility for serious transgressions.</li> <li>9. Applications for re-admission after suspension is a privilege and not a right. Every case will be considered on its own merit. Should a learner be suspended from the hostel, he/she may only be re-admitted after six months provided the behaviour at the school improves significantly and the Governing body agrees to re-admission.</li> </ol>

<p>List of transgressions</p>	<ul style="list-style-type: none"> <li>● <b>Inappropriate hair styles</b> (must comply with code of conduct)</li> <li>● <b>Inappropriate clothing</b></li> <li>● <b>Enter or leave the hostel</b> in any other way than using the designated doors (e.g. climbing through hostel window or roof)</li> <li>● <b>Trespassing in any hostel room</b> other than his/her own room, <b>except if permission is given or accompanied by room occupant</b> involved</li> <li>● <b>Showing disrespect</b> towards hostel staff, fellow learners, parents and visitors</li> <li>● <b>Disregarding rules</b> (hostel and study room)</li> <li>● <b>Cell phone use</b> during meal times and/or study times</li> <li>● <b>Running, shouting, whistling or unnecessary noise</b> in passages and/or dining room</li> <li>● <b>Untidy room and/or wardrobe</b></li> <li>● <b>Indecent language</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Repeated less serious transgressions</b></li> <li>● <b>Fighting/physical handling/abuse and bullying</b> of fellow learners</li> <li>● <b>Smoking</b>, using any <b>alcoholic beverage</b> or even just <b>being in possession of tobacco, alcoholic beverage</b> and/or related substances such as <b>drugs</b> on school or hostel premises</li> <li>● <b>Sexual or inappropriate physical contact</b> between fellow learners on school or hostel premises</li> <li>● <b>Pornography or the request</b> to somebody to <b>take and/or make available improper and indecent photos</b> of themselves or others</li> <li>● <b>Behaviour endangering others and/or violation of the rights of others</b></li> <li>● <b>Threatening or possession/use of dangerous weapons</b></li> <li>● <b>Possession, use, trading or visible proof of narcotic or unauthorised drugs, alcohol and/or narcotics</b> of any nature</li> <li>● <b>Immoral behaviour</b></li> <li>● <b>Assuming a false identity</b></li> <li>● Any form of <b>hate speech, sexism, racism</b> or other <b>antisocial behaviour</b></li> <li>● <b>Theft or possession of stolen goods</b></li> <li>● <b>Wrongful behaviour and/or vandalism, destroying or damaging</b> of school property and/or other's property (includes graffiti)</li> <li>● <b>Disrespect, offensive behaviour</b></li> <li>● <b>Verbal abuse</b> aimed at educators or other school and hostel staff or learners or any other learners;</li> <li>● <b>Intentional and conscious furnishing of false information</b> or the forging of documents, for the purpose of obtaining an unfair advantage</li> </ul>
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13. This policy may be adapted, supplemented, changed or adjusted by the governing body.

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