

D.A. MÜLLER HOSTEL

HOSTEL RULES

A. GENERAL RULES FOR PUPILS

1. **Bedrooms**

- 1.1 Bedrooms must be kept tidy at all times.
- 1.2 Towels must be hung over the top of the bed.
- 1.3 Cupboards must be kept clean and tidy. They are inspected daily by the teacher on duty.
- 1.4 Pupils must stay in their own rooms.
- 1.5 No pupil may move to another room without prior permission from the hostel father or teacher responsible for the allocation of rooms.
- 1.6 On Thursdays children are given opportunity to pack for the weekend.
- 1.7 Quiet time may be held individually or in a group.
- 1.8 You must provide a plastic cover for the bed if your child have a bladder problem. Ensure that the correct medicine is handed to the matron.

2. **Bath time**

- 2.1 Shoes must be polished outside before bath-time. If it rains, the shoes may be polished in the bathroom.
- 2.2 The bathrooms must be left clean and tidy after use.
- 2.3 Pupils are only allowed to shower, only in a emergency, with permission, they will be allowed to bath.
- 2.4 Girls are allowed to bath at night. Baths will be locked and only the teachers are allowed to open it.

3. **Laundry**

- 3.1 Only pupils staying during a weekend, may hand in one sheet and one pillow case to be washed. It is very important that it is **marked clearly, otherwise it will not be washed.**
- 3.2 All washing is done in the laundry. Only socks and underclothes may be washed by the children during bath-time.
- 3.3 Laundry is to be handed in on Sunday afternoons.
- 3.4 Children remaining in the hostel over the weekend must hand one set of uniform in to the laundry on Friday. Other dirty uniform must be handed in on Sunday afternoon.
- 3.5 Only children remaining in the hostel over the weekend may hand overalls in to the laundry.
- 3.6 Washing may not be hung in the bathrooms or out of the windows to dry.

4. **Meals and study time**

- 4.1 No talking is permitted during meals or study time. Pupils may not leave the study or dining halls during these times. They must visit the toilet beforehand, if necessary. If a child is in the dining hall on a Friday afternoon, parents must wait until after lunch to sign them out.
- 4.2 Please keep study hall and dining room neat.
- 4.3 No pupil will be allowed in the dining room with bare feet.

5. **Clothing**

- 5.1 At all times, and especially on Sundays, clothing must fit neatly. Pupils returning after a weekend must be neatly dressed. Girls — NO shorts.
- 5.2 Sunday clothes are changed **AFTER LUNCH.**
- 5.3 Shoes must be worn by everyone in the evenings.
- 5.4 All clothing must be clearly marked.
- 5.5 Under no circumstances may clothing be swapped or borrowed.
- 5.6 No provocative clothing are allowed.

6. Weekends

- 6.1 Only parents or persons authorized by the parents may sign a child out for weekends or holidays. **No telephonic authorization will be accepted.** A fax message is acceptable. Bus pupils will be signed out by staff.
- 6.2 Hostel pupils may use the Secunda, Evander and Ermelo busses over weekends – contact the office for further information.
- 6.3 All pupils in the hostel over weekends must attend church. Should parents have a problem with the church attended, parents must make arrangements for their children to be fetched for their preferred church before 09:00 on Sunday mornings, otherwise the child will accompany the teachers to church.
- 6.4 Pupils going home weekends may not be returned to the hostel before 14:00 on Sunday, unless previously arranged.
- 6.5 On Sunday afternoons, all hostel residents rest from 13:00 until the bell rings.
- 6.6 Children need written permission from both sets of parents if they want to visit friends during the weekend. This rule will be strictly adhered to.
- 6.7 Children leaving for the weekend after 13:15 on Fridays, must have lunch in the dining room first. No child is permitted to wait outside for parents. If the parents arrive after 13:15, they must wait for the child to finish lunch, then sign them out.
- 6.8 Weekend arrangements must be completed early. On Thursday the number of children staying in is ascertained, and all messages passed on to children. **Please make sure that the deposit slip for stay-in money is faxed through to us with your child's name, before 12:00 on Thursday..**

7. Sick room

- 7.1 Pupils who are ill must remain in the sick room.
- 7.2 No pupil is allowed to keep medicine – this must be handed in to the matron.
- 7.3 Matrons keep a register of children who report ill, medication administered, and possible diagnosis. If a child is seriously ill, he/she will be taken to a doctor. If a child has a contagious disease, he/she must be fetched without delay by the parents. The hostel father or head matron will inform parents personally if the child must be fetched from school. Please, you can not always believe your child telling you that they are sick because they want to go home.
- 7.4 Do not send your sick or hurt child back to the hostel.
- 7.5 We will only take a child to the doctor if a parent made an appointment with the doctor.
- 7.6 No child will be allowed to go home during the week if you did not make the necessary arrangements with the principal or the hostel father. We will not take a child's word for arrangements like this.

8. General

- 8.1 Smoking / Alcohol : No cigarettes, matches, lighters or alcohol are permitted in the hostel. Such articles will be confiscated. Smoking is prohibited in the hostel or on school property. Strict disciplinary measures are applied to ensure that this ruling is adhered to. A new disciplinary system, approved by parents, is in force, in which positive and negative points are allocated. Should a child be caught with dagga or drugs, we will immediately contact the police and such a child will be expelled from the hostel.
- 8.2 Initiation : State regulations prohibit initiation in any form. Fighting, bullying and intimidation is strictly forbidden. No child may take away sweets, cookies, etc. from another child. Immediately report it to the teacher on duty.
- 8.3 Staff and prefects:
Staff, prefects, room captains and table prefects are to be obeyed without question. Only prefects may answer the telephone during call times. Problems are to be discussed with the teacher on duty or the guardian teacher. No prefect are allowed to hit a child.
- 8.4 Keys
Duplicate keys for locks must be handed in at the hostel office. Keys must be clearly labeled.
If your child does not have a lock for the cupboard or refrains from locking it, your child will be held responsible for any loss.

- 8.5 Pocket money
Pocket money must be paid in during tuck shop times, and entered into the register. Failure to do this releases the staff from responsibility should any losses occur. **You are not allowed to pay any pocket money into the school or hostel's account.**
- 8.6 Conservation
Taps must be tightly closed after use. Do not use lights unnecessarily.
- 8.7 Vandalism
Hostel property may not be willfully damaged. Should this occur, parents will receive an admission of guilt form and will have to pay for repairs or replacement. Should parents refuse to pay for damages or fail to make arrangements for payment, further accommodation for the child may be refused.
- 8.8 Personal property
Only battery operated radios or tapes are permitted, as well as cell phones. Prior consent is needed and hostel or school staff accept no responsibility for the safekeeping of these articles. Please do not allow your child to bring expensive shoes, clothes or any other expensive articles to the hostel/school. We can not be responsible should it get lost.
No bicycles, roller skates or skateboards are permitted.
- 8.9 Visitors
Only parents or family members may visit pupils during the week or weekend, after obtaining permission from the senior hostel father. No boyfriends or girlfriends may visit children in the hostel.
- 8.10 Dangerous weapons
No knives or firearms are allowed at the hostel or school. If this should happen, a complaint will immediately be done at the S A Police Department. Such a weapon/knife will be confiscated.
- 8.11 General
- 8.11.1 Running or playing in the buildings is not permitted.
- 8.11.2 Children are not permitted to leave the grounds without permission.
- 8.11.3 No visits to town are permitted during the week.
- 8.11.4 Prompt reaction to bells and instructions is expected
- 8.11.5 If a child runs away, parents will be contacted immediately. Parents must then inform the police. The school and hostel staff accept no responsibility for children who run away from school. We are not a school for children with behavior problems, but for pupils that is mild mentally handicapped.

B. GENERAL RULES FOR PARENTS

1. Admission
- 1.1 An application for admission must be completed every year, as well as application for a bursary (if you qualify), before the closing date.
- 1.2 Before admission, the child's hostel fees for the term must **be paid in advance**, or alternative arrangements made for payment.
- 1.3 Parents of children returning to the hostel by bus must make prior arrangements for payment with the hostel secretary.
- 1.4 Please pay attention to the regulations contained in the application form regarding the following: hostel fees; damage to property, transport; outside activities.
- 1.5 Once a child has been admitted to the hostel, the parents must renew the application for admission annually. The application form will be sent to you and must be returned to the school before the end of September. Please give early notice should your child no longer need hostel accommodation.
2. Illness
- 1.1 Please advise the senior housemaster if your child has come into contact with a contagious disease during his/her visit home.
- 1.2 Hostel staff provide home nursing to the best of their ability. If a child becomes seriously ill, parents will be notified immediately and the necessary arrangements made for medical treatment. Parents are responsible for the speedy payment of medical accounts from the doctor and chemist.

3. Clothing

- 3.1 A list of required clothing is issued together with the hostel rules, and is available at the office.
- 3.2 School uniform is imperative during school hours as well as for excursions.
- 3.3 Uniform is available from Pep Stores, Ackermans and Jasworth Sport, Bethal.
- 3.4 Sufficient clothing is needed to ensure that your child is always neatly dressed.
- 3.5 Pupils staying at the hostel over weekends must have neat church clothing.
- 3.6 It is the parent's responsibility to ensure that the child has sufficient clothing (and especially enough warm clothing during the winter months.)

4. Weekends / Absence

- 4.1 If at all possible, children must spend the weekends at home.
- 4.2 Weekend fees are payable in advance. If parents deposit this money into our bank account, the deposit slip must be faxed to the school before 12:00 on a Thursday.
- 4.3 The card/list at the hostel office must be signed when children leave for holidays or weekends. We can not take any responsibility for a child if he/she was not signed out. We do not lock up the children.
- 4.4 If parents give permission for other people to sign their children out, a letter of authority must be handed to the senior housemaster. Faxes are also acceptable. Letters of authority must be renewed annually. **NO** telephonic approval will be accepted.
- 4.5 Children elected as hostel prefects must do hostel duty during weekends according to a roster.
- 4.6 If you take your children out during the week, the teacher on duty must be informed.
- 4.7 Hostel doors and exterior gates are locked at 20:00 and unlocked again at 06:00 in the mornings. Children must be returned within these times. If you have any problems, please contact the senior housemaster in order to make alternative arrangements – only in emergencies.
- 4.8 Staff living outside the school grounds sometimes request children to help them with various tasks. Written permission from the parent is needed for the children to participate in these activities. Permission must be renewed annually.

5. Meals.

- 5.1 Children receive three well balanced meals per day. The first meal after a holiday or a long weekend is served the evening before school re-opens. The last meal of the term is served the evening school closes.
- 5.2 On Sunday evening the amount of children for breakfast on Monday morning is determined. If your child returns on Monday morning, please ensure that he/she has breakfast at home first.
- 5.3 Children returning on Sunday evening after dinner, will not be permitted to go into town to buy food. Please provide the necessary before they leave home.
- 5.4 Children returning from a weekend home and arriving back before Sunday lunch, must make arrangements for lunch with the teacher on duty before leaving on Friday.

6. Holidays and long weekends

- 6.1 The hostel is closed during long weekends and holidays. Hostel re-opens at 15:00 the day before school starts and closes at 20:00 the day school closes. Please take note of these times when making arrangements for transport. Remember hostel fees.
- 6.2 Please make early arrangements for long weekends and holidays. The hostel is not responsible for arranging transport or alternative accommodation for your child.
- 6.3 Children will not be permitted to hitch-hike home on weekends or holidays.

7. Pocket money

- 7.1 Pocket money must be handed in at the tuck shop. This is entered into a register, and the children may make withdrawals when needed. No responsibility is accepted by teachers for loss of money which has not been handed in.
Children in the hostel over weekends, must be provided with church collection

8. Punishment and discipline

- 8.1 Children are supervised by the senior housemaster and teachers on duty.
8.2 Internal rules must be adhered to.
8.3 Teachers are strict, yet sympathetic.
8.4 Approved disciplinary system is in use at the hostel.
8.5 Children may forfeit privileges as punishment.
8.6 For serious offences such as liquor, drugs, running away, theft, vandalism, serious assault, a child will be expelled from the hostel immediately.

9. General

9.1 *Telephone*

Children may use the telephone as per roster (copy attached). We ask that parents please keep to the roster when phoning in. If children and parents neglect to adhere to the set roster, children will be refused permission to use the phones.

If you cannot phone during the set times, or if you have a serious problem, please phone the senior housemaster at (017) 647 2606 and leave a message. In this instance, children will not be called to the phone.

Pupils are allowed to have cell phones, but the school or hostel, not any of the personnel is not taking responsibility should anything happen to it. Cell phones may not be used after 20:30 in the evening, or during study times or mealtimes.

9.2 *Toiletries*

Please supply your children with the necessary toiletries on a regular basis. Children will not be permitted to go to town in order to purchase toiletries. Please also ensure that your child has sufficient toilet paper.

9.3 *Study times*

Children have sufficient opportunity for study. Staff are available for help when necessary.

9.4 *Vandalism*

An acknowledgement of guilt will be given to parents when children damage hostel property. Cost of repairs or replacement will be claimed from parents. If not paid soon, your child could be expelled from the hostel until the account is settled.

9.5 *Personal property*

Battery operated radio's and tape players, as well as cell phones are conditionally accepted. The staff will not be held responsible for loss or damage. No bicycles, motor bikes, roller skates and skateboards are permitted in the hostel. Refer to 8.8 under General.

9.6 *Quiet time*

Please provide your child with a Bible. Quiet time is an institution at the hostel.

9.7 *Visitors*

Friends from outside the hostel are not permitted to visit. The hostel programme is very full and visits could cause disruption. In an emergency, you can contact the hostel master for permission.

9.8 *Excursions*

Staff accompany children on all excursions. Children are only permitted to go to town if it is really necessary. Children are allowed to go to town on Saturday mornings. If a child is caught stealing, the parents of such a child will have to come and bail him/her out at the Police Station.

9.9 *Smoking / Alcohol*

Under no circumstances is smoking allowed at the hostel. Cigarettes, lighters and matches will be confiscated. This ruling is strictly adhered to. Refer to 8.1 under General. If a child is found with dagga or drugs, the staff at the school or hostel will immediately make a complaint at the SAPD against the pupil.

9.10 *External Sports Clubs*

Children may belong to a sports club on condition that the parent has given written permission for membership, and authorizes someone at the club to fetch the child at the hostel and return the child before 20:00.

9.11 Problems

If you have a problem concerning your child/ren, please contact the Senior housemaster. We would appreciate it if parents will encourage children to discuss any problems at the hostel with the prefects, teacher on duty or senior housemaster before discussing it with their parents. We will give immediate attention to any problems we are aware of, but are unable to help unless we are informed of the problem.

9.12 Weapons

No dangerous weapons, i.e. knives or firearms are allowed on the hostel or school grounds. If we do find it, we will contact the SAPD immediately. Such a weapon/knife will also be confiscated.

9.13 Personal Details

If any of your details, e.g. address, telephone numbers, medical aid numbers, etc change, please let us know immediately. This is of utmost importance, especially in an emergency.

BENODIGHEDE VIR KOSHUISINWONERS / REQUIREMENTS FOR HOSTEL INMATES **TOILETWARE / TOILETRIES**

Tandeborsel en tandepasta / Toothbrush and toothpaste	Seep / Soap
Sjampoe / shampoo	Kam en borsel / comb and brush
Handdoek en waslap / Towel and face cloth	Skeermes (seuns) / Razor (boys)
Waspoelier vir onderklere / Soap powder for underclothes	Persoonlike benodigdhede (dogters) / Personal articles (girls)
Toiletpapier / toilet paper	Reukweerder / Deodorant

KLEREDRAG / CLOTHING

KLERE MOET ASSEBLIEF DUIDELIK GEMERK WEES, ANDERS KAN DIT NIE IN DIE WASHUIS GEWAS WORD NIE!

CLOTHING MUST BE CLEARLY MARKED, OTHERWISE IT WILL NOT BE LAUNDERED!

Seuns skooldrag / Boys school wear

3 grys skoolhemde / 3 grey school shirts	3 paar swart sokkies / 3 pairs black socks
5 onderbroeke / 5 underpants	
1 paar swart skoolskoene / 1 pair black school shoes	1 swart skoolbaadjie (opsioneel) 1 black school blazer (optional)
1 swart skooltrui en/of 1 swart Drimac 1 black school jersey and/or 1 black Drimac	2 grys skoolbroeke (langbroeke vir winter) / 2 grey school pants (trousers for winter)
3 sakdoeke / 3 handkerchiefs	

L.W. Slegs ons finale jaar seuns mag wit hemde met 'n swart das skool toe dra.

N.B. Only our final year boys may wear a white shirt with a black tie to school.

Seuns ontspanningsdrag na skoolure / Boys leisure wear after school hours

3 stelle klere met warm trui en baadjies 3 sets of clothing with warm jerseys and jackets	1 paar gemaklike skoene (tekkies) 1 pair comfortable shoes (tekkies)
3 paar kouse / 3 pairs socks	1 stel warm slaapklere/ 1 pair warm pyjamas

Dogters skooldrag / Girls school wear

2 grys skoolrompe met 3 wit skoolhemde / 2 grey skirts with 3 white school shirts	2 grys skoollangbroeke, 2 paar gebreide kouse 2 grey school slacks and 2 pairs knitted tights
5 stelle onderklere / 5 sets underwear	1 skoolsweetpak / 1 school tracksuit
1 paar swart skoolskoene / 1 pair black school shoes	1 swart skooltrui en/of 1 swart Drimac 1 black school jersey and/or 1 black Drimac
3 paar wit sokkies, 2 paar swart kouse 3 pairs white socks, 2 pairs black socks	3 sakdoeke en/of 1 doos snesies per maand 3 handkerchiefs and/or 1 box tissues per month

Dogters ontspanningsdrag na skoolure / Girls leisure wear after school hours

3 stelle klere met warm trui en baadjies 3 sets of clothing with warm jerseys and jackets	1 paar gemaklike skoene (tekkies) 1 pair comfortable shoes (tekkies)
3 paar kouse / 3 pairs socks	1 stel warm slaapklere/ 1 pair warm pyjamas

BEDDEGOED / BEDDING

1 kussing met sloop / 1 pillow with pillowcase	1 duvet en 2 komberse / 1 duvet and 2 blankets
2 lakens / 2 sheets	

EETGEREI / CROCKERY

1 beker vir koffie/tee / 1 mug for coffee/tea.

Geen messe mag koshuis toe gebring word nie! / No knives may be brought to the hostel!

SLOTTE / LOCKS

1 slot met 3 sleutels – 1 sleutel vir leerling, ander twee met naamplaatjie na diensdoende onderwyser

1 lock with 3 keys – 1 key for child, other two with name tag to teacher on duty.

SKRYFBEHOEFTES / STATIONERY

1 skooltas (nie sak nie / 1 school case (not bag)	Penneblikkie of sakkie / Pencil case
3 blou penne / 3 blue pens	2 potlode (HB) / 2 HB pencils
1 Pritt gom / 1 Pritt glue	1 skêr / 1 scissors
1 stel kleurkryte / 1 set coloured pencils	1 liniaal / 1 ruler
1 Uitveër / 1 Eraser	1 Bybel (vir stiltetyd) / 1 Bible (for quiet time)
1 sakrekenaar (Gr.8-10) / 1 calculator (Gr.8-10)	

AANHANGSEL A / ADDENDUM A

TELEFOONTYE VIR KOSHUISLEERLINGE / TELEPHONE TIMES FOR HOSTEL PUPILS

Daar sal baie streng by hierdie tye gehou word. U is welkom om mnr. Du Plessis by Tel.no. 017 647 2606 te skakel in geval van dood of ernstige siekte. Indien mnr. Du Plessis nie beskikbaar is nie, kan u 'n boodskap op die antwoordmasjien laat. Onbenullige boodskappe sal egter nie na leerlinge oorgedra word nie!

These times will be strictly adhered to. You are welcome to phone Mr. du Plessis at (017) 647 2606 in an emergency. If Mr. du Plessis is not available, you could leave a message on the answering machine.

Unimportant messages will not be carried over to the children.

Maandag / Monday Slegs oproepe ontvang / Calls received (Inbeldag/ Phone in day)

Van/from 14:00 tot/to 16:20

Van/from 18:00 tot/to 18:30

Dinsdag / Tuesday Leerling mag oproepe maak / Children make calls (Uitbeldag/Phone out)

Van/from 14:00 tot/to 16:20

Van/from 18:00 tot/to 18:30

Woensdag/Wednesday Slegs oproepe ontvang / Calls received (Inbeldag/Phone in day)

Van/from 14:00 tot/to 16:20

Van/from 18:00 tot/to 18:30

Donderdag / Thursday Leerling mag oproepe maak / Children make calls (Uitbeldag/Phone out)

Van/from 14:00 tot/to 16:20

Van/from 18:00 tot/to 18:30

Vrydag / Friday Leerlinge maak en ontvang oproepe / Children make and receive calls

Van/from 14:00 tot/to 16:20

Van/from 18:00 tot/to 20:00

Saterdag / Saturday Leerling maak en ontvang oproepe / Children make and receive calls

Van/from 11:00 tot/to 12:30

Van/from 13:00 tot/to 16:20

Van/from 18:00 tot/to 20:00

Sondag / Sunday Leerling maak en ontvang oproepe / Children make and receive calls

Van/from 15:30 tot/to 16:20

Van/from 18:00 tot/to 20:00

TELEFOONNO. / TELEPHONE NO. :

Munt telefoon/ *Coin telephone*: SEUNS/BOYS: (017) 647 1458
DOGTERS/GIRLS (017) 647 1470

Kaarttelefoon/ Card telephone: SEUNS/BOYS (017) 647 1424
DOGTERS/GIRLS (017) 647 1463

Elke oproep mag slegs 3 minute duur, sodat ander ook 'n kans kan kry by die telefoon. Ons sal dit hoog op prys stel indien u ons in hierdie saak sal ondersteun en hou by die bogenoemde telefoontye.

Each call may last only three minutes, so that others can also get an opportunity to speak on the phone. We will appreciate it if you will support us in this matter and keep to the above times.