

**CONTRACT OF ENROLMENT - ANNEXURE B
 GRATTON HOSTEL RULES**

This document forms an integral part of the Contract of Enrolment for boarders only.

GENERAL

It is expected that the behaviour and appearance of boarders will always bring credit to the school and hostel. There is to be no talking:

- a) Before the rising bell
- b) After lights out
- c) When lining up for meals
- d) When leading in and out at mealtimes
- e) During prep
- f) Reasonable quietness must be observed in the bathrooms, dormitories and at mealtimes.

CLOTHING

Before boarders are admitted to Gratton Hostel it is important that they be provided with all the items, stated as essential, on the clothing list. All boarders must be dressed in full school uniform for all school functions.

NB All clothing must be marked with the boarder's name and the laundry number allocated to him/her. Unmarked clothing will be returned to parents.

WASHING

No dirty washing should be left in the lockers. Dirty clothes must be placed in the laundry bags.

DORMITORIES

- a) During the day, all clothes must be kept in the lockers or in the laundry bag if soiled. NO CLOTHES are to be left lying around.
- b) No furniture of any kind may be kept in the dormitories. If any found it will be confiscated and the culprit punished.
- c) There should never be more than one boarder in a bed.
- d) Boarders are not to play or jump on beds or go to other dormitories.

BOUNDS

The following areas are out of bounds:

- a) The area around the staff garages, staff quarters, kitchen, matron's quarters, resident staff quarters and washing lines.
- b) The roadway leading into the Gratton Hostel and all parking areas.
- c) No girls and boys allowed in each other's respective sections of the hostel.
- d) Forest and sugar cane.
- e) Such other areas as may be designated by the head of school from time to time.

VISITORS

Must report to the hostel mother or the senior staff member on duty.

EMERGENCY VISTS

The parents must call the school to give permission for the specific visitor/s.

INITIALS

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SLEEPING OUT

No boarders may go to friends unless the hostel mother has received a written invitation from the friends concerned and a letter from the boarder's parents. No telephone messages will be taken.

COMPLAINTS

If there are any complaints, please approach the hostel mother.

SHOES

All boarders will clean their own shoes and learners must provide their own polish and brush.

GAMES

Ball games are not permitted inside or close to buildings.

APPEARANCE

Boy's hair must be worn short, and girl's hair must be a manageable length. No extensions and weaves allowed.

PUNISHMENT

Punishment meted for infringements will be as set out in the Gratton School Disciplinary Code.

TELEPHONE CALLS

Private calls to your boarder/boarders are only allowed between 16.00 – 17.00.

HOMEWORK

Please check and sign your boarder's homework every weekend. All notices will be in the homework book.

MONEY, CELLPHONES AND VALUABLES

Money and valuables must be handed to the hostel mother for safe keeping.
Cell phones are **not** allowed.

TUCK

It should be noted that learners are provided with a comprehensive, healthy diet from the hostel kitchen, and the school also operates a daily tuck shop where drinks, snacks and fast-food items can be purchased at competitive prices.

Nevertheless, boarders are welcome to bring a small quantity of non-perishable, personal food items on condition that such food items are the sole responsibility of the boarder concerned who must take responsibility for the security and storage of his/her tuck.

TRANSPORT

Please arrange all weekend and end of term transport for your boarder before Wednesday of each week.

COLLECTING TIMES

Weekends: All boarders must be collected before 15h00 on Fridays.

Boarders can return on Sundays from 16h30 - 19h00 and Monday mornings from 06h15 - 06h45.

Any learners who are collected after 15h00 on weekends or after 12:00 at end of term will incur a fine of R100 per learner.

If parents collect their learner/s late on a regular basis, they may be requested to find other accommodation for their learner/s.

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End of term

All boarders must be collected before 12h00.

First day of term and after end of month break:

Boarders can return the day before school starts from 16h30 to 19h00.

The first school day of a new teaching year:

The hostel will open at 14h00 the day before the school opens.

ALL BOARDERS MUST BRING:

1. **Laundry bag:** to keep dirty clothes in (can also be an old pillowcase.)
All clothes and shoes must be marked with the boarder's laundry number.
2. **Pillow:** please supply your own.
3. **Linen:** Please supply a pillow, sheet, duvet -inner and blanket.
We will supply 1x pillow protector, 1 pillowcase, 1 duvet cover, 1x mattress protector and 1 sheet.
4. **Towels:** Each boarder must bring his/her own bath towel and face cloth.
5. **Clothes:** please bring enough play clothes and school clothes for the week. All clothing must be washed over the weekend at home. Monthly boarders will have their clothes washed 3 times every month.
6. **Underwear:** boarder's underwear and socks will be checked every Monday night. They need enough for the week. Please supply sanitary pads if applicable.
7. **Toiletries:** soap, tooth paste and toothbrushes – will be checked every Monday night.
8. **Medicine:** all medicine must be clearly marked with the boarder's name and dose on it.
9. **Toilet paper:** Boarders to bring two rolls per week or 8 rolls per month.
10. **Tuck:** If a boarder brings tuck, he/she must ensure that it is non-perishable and securely stored in a sturdy sealable container.

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