



## HUIS STERRIE MARAIS AND JAN PIENAAR

Dear Parent(s)/Guardian(s)/Foster parent(s)

Thank you for considering our schools and hostel as part of your child's school career. We believe there is sufficient information to assure you as parent, that HSDA, LDA and JPS are the right option for your child's school. Here your child is offered the opportunity to develop holistically, as a disciplined and independent person.

To make it easier for you, we have attached the following: Application form for entering the hostel, Code of conduct of the hostel and other information regarding the three schools. We trust that this will be of great value to you and your child.

A once-off fee of R500.00 (five hundred rand) **MUST** accompany this application. If your application is unsuccessful, your R500.00 (five hundred rand) administration fee will be paid back to you in your bank account within 90 days after the decision of the hostel committee. You are thus requested to also complete the attached section regarding the administration fee, and hand it in **TOGETHER** with the R500.00 (five hundred rand) and application form.

You and your child are bound, in writing, to the Code of Conduct of our hostel, as it is assumed that you have observed it in detail and are therefore familiar with it.

### **VERY IMPORTANT!!**

The following must accompany your child's admission form:

- A **copy** of **your municipal account (proof of address)** – It must be the account of the parent/guardian/foster parent that will be liable for the child's hostel fees.
- A **copy** of **the child's birth certificate.**
- A **copy** of **both parents' identity documents.**
- Application for admission to the hostel **MUST** be duly completed and signed by the legal parent/guardian/foster parent.
- R500.00 (five hundred rand) administration fee.
- Your application with the above mentioned information can be faxed to 053 631 0964 or e-mailed to [admin@hsda.co.za](mailto:admin@hsda.co.za)

Without these documents he/she will not be accepted at Huis Sterrie Marais/Huis Jan Pienaar.

Thank you for your support and co-operation. We trust that you and your child will enjoy your stay in our hostel.

Kind regards

Hostel Committee





## SECTION G: DECLARATION BY PARENT / LEGAL GUARDIAN

### 1. Residence Regulations and Rules:

- (a) I am aware that my child's admission is subject to the Departmental Residence Regulations and all Hostel rules as stipulated in the code of conduct, as well as punishment given to my child, should the learner make himself/herself guilty on any offence as stipulated in the code of conduct.
- (b) I am prepared to meet the above and undertake the following:
  - i) We accept full liability for all fees payable to Huis Sterrie Marais/Huis Jan Pienaar;
  - ii) Should this application be successful and my child does not make use of the hostel accommodation, I will be fully liable for the full hostel fees for one quarter, unless if the committee in charge of the hostel decide otherwise;
  - iii) I will give at least 30 days notice should I consider removing my child from the hostel, unless if the committee will accept a shorter notice period. Should I not give notice in the accepted time, I will be liable for the full hostel fees of the quarter;
  - iii) The administration fees must be paid immediately the day of acceptance and the hostel fees the first day of each quarter. The rule - **"You don't pay, you don't stay"** is valid.
  - iv) The superintendent will act as *loco parentis* for all learners in the hostel and has the authority to act in such manner in case of emergency-, medical or in any other circumstance which will require this action.

I agree to notify the responsible admin clerk immediately should there be any change in my marital status and/or residential- or work address or should I for some reason not require the hostel accommodation any more. I undertake not to put in any claim of compensation against the school, hostel or any member of the personnel, should my child be hurt in sport or any extra-mural activity attended with my permission.

- NOTE:**
1. The department/hostel accepts no responsibility for any loss or damage of private property of the learner, no matter how it was caused.
  2. Parents are required to mark all assets of their children, and also insure their children's property against fire, theft, etc.

I declare that all information is true and exact.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

## SECTION H: GENERAL INFORMATION

**Your application will not be considered if the following information is not attached:**

1. Copy of birth certificate or identity document of learner.
2. Identity documents of both parents/guardians.
3. Proof of address.
4. Proof of R500.00 (five hundred rand) payment.

**Only the legal parent(s)/guardian(s) (appointed by the court) may enroll learner.**

**SECTION I: FOR OFFICE USE ONLY**

The following information is attached:

<b>1. Copy of birth certificate or identity document of learner.</b>	<b>YES</b>	<b>NO</b>
<b>2. Identity documents of both parents/guardians.</b>	<b>YES</b>	<b>NO</b>
<b>3. Proof of address.</b>	<b>YES</b>	<b>NO</b>
<b>4. Proof of R500.00 (five hundred rand) payment.</b>	<b>YES</b>	<b>NO</b>

**SECTION J: ADMINISTRATION FEE OF R500.00**

<b>Name and surname of parent/guardian who pays the R500.00:</b>	
<b>Name of learner applied for:</b>	
<b>Receipt number:</b>	
<b>Bank details of person who paid the administration fee:</b>	
<b>Name of bank:</b>	
<b>Account holder:</b>	
<b>Account number:</b>	
<b>Branch code:</b>	
<b>Type of account:</b>	
<b>Date of Hostel Committee meeting:</b>	

**WITHHOLDING OF ANY INFORMATION, INCOMPLETE APPLICATIONS OR FAKE INFORMATION PROVIDED, WILL LEAD TO IMMEDIATE CANCELLATION OF THE APPLICATION.**



## HUIS STERRIE MARAIS AND JAN PIENAAR

### CODES OF CONDUCT

- Hostels
- Rules with regards to:
  - Rooms
  - Dining hall and kitchen
  - Hostel grounds
  - Study times
- General Rules
- Prefects
- Responsibilities of Staff
- Responsibilities of Parents
- Hostel Committee
- Grievance Procedures
- Penalties
- Disciplinary Action

The aim of the Code of Conduct is to promote an environment of mutual respect, self-discipline and responsible behavior.

The Code of Conduct is based on the following legislation: South African Schools Act 84/1996 and the Constitution of the RSA 108/1996.

# HUIS JAN PIENAAR AND STERRIE MARAIS

## HOSTELS:

This hostel is occupied by learners attending Junior Primary School, De Aar Primary School and De Aar High School who live within the feeding area of our schools, i.e. the Pixley ka Seme Education Region.

We make every effort to create a safe and sheltered environment for the children and for this reason discipline and the involvement of parents are naturally very important to us.

## DEFINITIONS:

### Boarders:

Learners who apply for admission to the hostel, either Sterrie Marais or Jan Pienaar, and are approved by the Hostel Committee, subject to the payment of hostel fees and acknowledgement of the Code of Conduct.

### Superintendent:

Boarding master of both hostels.

### Matrons:

Housemother of both hostels.

### Hostel mother:

#### Gr. 1-3

Supervisory "mother" to take special care of grade 1-3 children.

### Resident staff:

Teaching staff of one of the above-mentioned schools living on the premises. Also persons contributing to the development of the children who can and may do duty in the hostel.

### Duty staff:

Staff/persons doing duty in the hostel for example during study time, afternoons etc.

### Hostel fees:

A tariff stipulated by the financial committee each year after having a financial budget meeting.

## HUIS STERRIE MARAIS

Boarders from Grade 1–7 live here. The hostel is divided into two sections: the left side is for the boys and the right for the girls. A TV room is also available for the boarders.

Grade 1's is receiving special attention. The Hostel mother ensures that the little ones bath, dress properly for school and dress appropriately for the different seasons. After supper (19:00) Bible study is held in the kitchen for the little ones (Gr. 1-3) until bedtime. The Hostel mother sees to it that all is well with them at bedtime and provide the comfort or calm they may need.

JPS learners are transported from the Hostel to school in the morning and back in the afternoon, by minibus. They are also taken to and fetched from extra-mural activities in the afternoon, **except on Friday afternoons and the afternoon before a long weekend. Parents are then responsible** for transporting their own children. **Parents may not transport their children themselves unless the secretary of the respective school has been informed. If children are to be picked up by anyone else, written permission must always be submitted to the Hostel and JPS.** Should you have a crisis, notify the matron via sms at 083 743 1889 or e-mail at pliebenberg610@gmail.com.

De Aar Primary School is situated to the left of the Hostel, within walking distance. Boarders in Grade 4-7 study in the afternoon and evening under supervision. After study

in the evening (20:15) Bible study is also held for them and tea or cool drinks are provided afterwards, where after it is bedtime.

There is one incoming telephone line in the Hostel, which the children may use to receive calls. The number is 053-631 2942. **NO** cellphones are allowed for gr 1 to 3 pupils.

The Hostel also has a tuck shop where children can buy sweets, chips, cool drinks, pens, pencils and glue. The money is used for hostel necessities, e.g. the curtains in the dining hall were recently purchased from these funds.

**NOTABLE TIMES FOR BOARDERS OF HUIS STERRIE MARAIS**

	<b>SUMMER</b>	<b>WINTER</b>
<b>RISING TIME</b>	05:45	06:00
<b>INSPECTION</b>	06:05	06:20
<b>SILENT TIME IN DINING ROOM</b>	06:10	06:25
<b>MEAL TIMES</b>		
Morning	06:15 – 06:30	06:30 – 06:45
Afternoon	13:30	13:45
Evening	17:30 – 17:45	17:30 – 17:45
Late meal	<b>To be arranged with matron</b>	
<b>Wednesday</b> (Town day, only Gr. 7's)		15:00 – 17:00
<b>Study</b>	<b>Summer</b>	<b>Winter</b>
Afternoons	14:00 – 14:30	14:15 – 14:45
Evenings Gr. 4 – 7	19:00 – 20:00	19:00 – 20:00
<b>During exams and test series:</b> <b>Afternoon study times will be extended during test series and examinations, with an additional 30 minutes. Primary school learners may also study, together with HSDA learners from 16:00-16:30.</b> <b>NO PARENT VISITS ARE ALLOWED DURING MEAL TIMES OR STUDY HOURS.</b>		
<b>BATHTIMES</b>		
Grade 1 to 3	19:30	
Grade 4 to 7	18:00 – 18:45	
<b>TEA / COOLDRINK</b>	20:00	
<b>QUIET TIME (in dining room)</b>	20:15	
<b>LIGHTS OUT</b>	20:45	

**HUIS JAN PIENAAR**

Learners in Grade 8-12 live in this Hostel, which is situated behind Huis Sterrie Marais. The High School is situated directly adjacent to the Hostel grounds, within walking distance. Movements of learners are monitored on a daily basis via a system of signing in and out with the staff member on duty. It is the personal responsibility of the learner to report for this purpose.

A lounge with a TV is at the disposal of the learners to receive guests and/or to relax.

The dining hall and meals are shared with Huis Sterrie Marais.

## **NOTABLE TIMES FOR HUIS JAN PIENAAR**

	<b>SUMMER</b>	<b>WINTER</b>
<b>RISING TIME</b>	05:45	06:00
<b>INSPECTION</b>	06:05	06:20
<b>SILENT TIME IN DINING ROOM</b>	06:10	06:25
<b>MEAL TIMES</b>		
Morning	06:15 – 06:30	06:30 – 06:45
Afternoon	13:30	13:45
Evening	17:30 – 17:45	17:30 – 17:45
Late meal	<b>To be arranged with matron</b>	
<b>Wednesday</b> (Town day Gr. 8 - 12)		15:00 – 17:00
<b>Study</b>	<b>Summer</b>	<b>Winter</b>
Afternoons	14:00 – 14:30	14:15 – 14:45
Evenings	19:00 – 20:30	19:00 – 20:30
<b>During exams and test series: Afternoon study times will be extended during test series and examinations, with an additional 30 minutes from 16:00-16:30. NO PARENT VISITS ARE ALLOWED DURING MEAL TIMES OR STUDY HOURS.</b>		
<b>TEA / COOLDRINK</b>		20:30 – 20:45
<b>TELEPHONE</b>		21:00 – 21:15
<b>BATHTIME</b>		20:45 – 21:15
<b>QUIET TIME</b>		21:15
<b>LIGHTS OUT</b>		21:30

Extended lights out for studying: Ask permission (No chatting in rooms during extended study time).

## **RULES FOR ALL BOARDERS**

### **1. Rooms**

- a. Bedrooms **MUST** be kept neat and tidy at all times.
- b. **NO** games/running allowed in rooms or passages.
- c. When leaving bedrooms all lights and electrical appliances must be switched off. All lockers must be locked.
- d. **NO** pictures or other items may be fixed to walls, neither to exterior or interior of lockers.
- e. No furniture may be moved without permission.
- f. Learners must provide their own locks for lockers and duplicate keys with name tags must be handed in at the office.
- g. All personal belongings must be clearly marked.
- h. **NO** gas stoves or electrical kettles/elements for preparing food are allowed.
- i. No coffee, tea, hot chocolate or soup may be prepared or taken from the kitchen to rooms.
- j. Parents and learners take full responsibility for the condition of the rooms. At the beginning of the year learners get rooms which are neat, clean and in a good condition. Children and parents are responsible for any defects e.g. defects to bed bases, windows, lockers, towel rails etc.

- k. Each room may have one pedestal fan provided by learners and parents themselves. A standard roof fan may be installed by Wee Cee Electric, financed by the parent(s) themselves. It is used at own risk and responsibility. The hostel accepts NO responsibility for injuries or damage in this regard. The cost associated with a fan, should be paid in advance. The amount is determined annually.
- l. **NO** medication (prescribed/homeopathic/vitamins) is allowed to be kept in the locker of any learner, except if one suffers from asthma.

## 2. **Dining hall and kitchen**

- a. No learner may walk around in the dining hall during meals without permission.
- b. No cutlery, dishes or crockery may be removed from the dining hall or kitchen.
- c. No food may be taken out of the dining hall. If a learner is ill, the hostel staff will make the necessary arrangements.
- d. The head of each table is responsible for dishing out the food and for order and discipline at the table.
- e. Learners who want a late meal because of extra-mural activities must give their names to the staff member on duty during lunch.
- f. The late meal will be at 18:30 in the dining hall for **all learners**. If learners do not attend, they will have to pay for the meal.

## 3. **Study**

- a. Grade 1 – 3: It is the duty and responsibility of the Hostel to see to it that all learners do their homework properly and completely. Study time starts promptly at 13:30. Learners having extra-mural activities during this time will be excused. The hostel will accept **no responsibility** for learners that are absent for any other reason during study time. Should the learner's homework not be completed by 14:15, the learner complying with the above-mentioned rules will be given the opportunity to complete their homework at 16:15.
- b. Rest of learners:
  - i. Study may only take place in the study hall. Only learners in Grades 4-12 study according to the fixed study times.
  - ii. Only learners in Grades 10 – 12 will be allowed to study in their rooms according to fixed study times. No radios or CD players are allowed to be used during study time. Doors to all rooms must be open and learners must be properly dressed. Prefects are responsible to maintain a silence, order and discipline.
  - iii. An atmosphere conducive to study **MUST** be prevailing at all times in the study hall.
  - iv. No walking around, asking questions or borrowing will be allowed during study. Questions may only be asked to the staff member on duty during the afternoon study.
  - v. If any learner is absent from study, permission must be obtained from the Superintendent or the staff member on duty.
  - vi. No learner may make or receive any telephone calls during study times.
  - vii. **NO** cell phones are allowed inside the study hall. Staff on duty may take away cell phones and keep them until the end of that week. If this happens a register must be signed.
  - viii. All learners must be properly dressed during study. **NO** pajamas is allowed.

#### 4. Hostel grounds

- a. The learner must always stand up and greet adults in a friendly manner to show respect.
- b. No games may be played which are dangerous and may cause injuries.
- c. High school learners may not play near or with primary school learners.
- d. A cricket net has been provided for the use of all boys in the hostels.
- e. NO unauthorized persons are allowed on the grounds. Learners must report such incidents immediately to the staff member on duty, Matron or Superintendent.
- f. No children from town may visit learners of JPS or DAPS during the week.
- g. No learner may leave the hostel grounds, without permission.
- h. Before leaving the grounds the register for signing in and out must be filled in with the staff member on duty, Matron or Superintendent.
- i. Written permission (sms, WhatsApp, E-mail) must be obtained from parents if learner wish to attend activities or functions not organized or offered by school and also if learners want to visit other learners.
- j. Learners are not permitted to attend functions or gatherings without written permission (sms, WhatsApp, E-mail) from parent.
- k. NO learners may enter the hostel grounds with motorcycles or cars.
- l. When playing tennis on the courts of the High School only tennis shoes may be worn and not any other type of shoes or slip-ons.
- m. Primary school learners may play on the sport grounds on their own risk, should there not be organized sports.
- n. JPS learners may play on the sporting grounds with supervision, should there not be organized sports.

#### 5. General rules

- a. Boys must show respect for the female sex by allowing them right of way, allowing ladies to walk through doors first etc.
- b. Learners must behave courteously and with respect towards educators, people who are not educators, visitors to the hostel and all parents.
- c. If a learner damages any property of the Hostel he/she will be held liable for the replacement or repair thereof. If the learner fails to do so penalty points will be incurred, in addition to the costs.
- d. Inside the Hostel girls are confined to the girl's side and boys to the boy's side.
- e. No responsibility is accepted for money in possession of learners.
- f. Learners in Grade 1-3 may hand their pocket money to the Matrons for safekeeping.
- g. From Grade 8-12 learners may have radios/CD players in their possession, but they may not be switched on during quiet time/study time.
- h. Girls in Grade 7-12 will be allowed to keep hairdryers in their rooms.
- i. The Hostel accepts no responsibility for any damage or injuries which may be caused by defective hairdryers.
- j. No heaters are allowed.
- k. Learners in Gr. 7-12 may only go to town **on Wednesday afternoons**.
- l. No learner will be allowed to stay over with friends during the week unless parents have personally made arrangements in **writing (sms, WhatsApp, E-mail)** with the superintendent or matron.
- m. NO learner may visit the municipal swimming pool in the afternoon or evening without the written permission of parents.
- n. **NO learner from town** is allowed in the room of a boarder.

- o. If a boarder receives a visit, the staff member on duty or Matron **must** be informed and the visitor's register(s) **must** be signed during the visit.
- p. Visitors are only received in the lounge or entrance hall.
- q. Any injuries during sport practices or events or on the hostel grounds must immediately be reported to the Superintendent or Matron.
- r. All injuries must be recorded in the injury book.
- s. NO learners from town will be allowed on the hostel grounds after **17:30** without permission.
- t. NO learners may drive cars or motorcycles on the hostel grounds.
- u. Learners attending activities, not associated with the school, must return to the hostel immediately afterwards.
- v. All food for staff/learners is prepared in the kitchen by hostel staff and no special food will be prepared for individuals or groups.
- w. If a learner requires special food for health reasons, it must be confirmed in writing by a medical doctor.
- x. Cell phones are brought to the hostel at own risk and responsibility. The hostel accepts NO responsibility for any damage and/or theft of cell phones.
- y. No boarder may accept a lift. If it does happen and such a parent is involved in an accident, the parent will be held fully liable for any costs and/or damages. The Hostel accepts no responsibility for any learners who accept lifts, unless specific arrangements have been made.
- z. **NO primary school learner may sit/walk/run on the ledges in front of the hostel.**
- aa. Learners are obliged to comply with this Code of Conduct. If a learner breaks the Code of Conduct action can be expected to be taken against him/her.

## 6. Prefects

- a. Only the High School has a head boy and head girl assisted by a number of ordinary prefects.
- b. Prefects provide assistance to staff on duty ensuring that rules, order and discipline are maintained.
- c. The Hostel Committee reserves the right to remove possible candidates from the nomination list because of previous serious offences.
- d. Grade 4 to 12 learners participate in the elections of prefects.
- e. At the beginning of each new year all prefects **must** be introduced to all learners during lunch on the 1<sup>st</sup> school day. If new learners are admitted to the Hostel all prefects must be introduced to them during the 1<sup>st</sup> lunch.

### The role of prefects:

- To **report** to the staff on duty if any rules are broken by learner.
- To **report** any strangers on the hostel grounds or in the Hostel to staff member on duty, Matron or Superintendent.
- Assist with discipline when the staff members are busy in Huis Jan Pienaar.
- Prefects do some study duty.
- Prefects assist with discipline when the staff members are busy in Huis Sterrie Marais.
- Prefects ring the bells.
- Assist, if necessary, with register for signing in and out.
- Duty rosters will be prepared and handed to each one to ensure that he/she knows exactly what is expected of him/her.

## **7. Responsibilities of Hostel staff**

The staff consists mainly of the superintendent, Chief Matron, Assistant Matron, cooks in the kitchen, workers responsible for cleaning the rooms and halls as well as the worker responsible for the grounds. Some staff members live on the premises.

The Superintendent is boarding master and lives on the side of the high school section. He is responsible for the discipline, activities of all learners as well as workers in and around the Hostel. Parents are welcome to approach him for any assistance, requests and to resolve problems.

Snr. Matron is the housemother and lives in the primary school section right next to the grade ones. The Assistant Matron lives in the high school section (if she lives on the premises).

They are therefore responsible for the general organization and administration of the hostels as well as for the physical, emotional and psychological needs of all boarders. If parents make a doctor's appointment for a child, the Chief Matron will see to it that he/she keeps the appointment and receives the necessary medication. She or the doctor will complete a form with his diagnosis and the medication prescribed. They will render assistance where ever and to whom ever they can at all times.

Hostel mother (Grade 1 to 3) makes sure that the learners' homework are done, that they are cared after, provide help when necessary, organize Bible lessons, accompany them to functions.

There are approximately 8 workers who are employed in the kitchen. The worker responsible for the grounds sees to it that everything that is broken and requires attention is fixed. He is also in charge of the garden. If anything is broken or requires attention in a room, the Matron must be informed and she will in turn make arrangements with the workers for repair work. Parents may not personally give them orders to do any work.

The staff members, general workers and assistant matron excluded, all live on the premises. They are educators at the De Aar High School, De Aar Primary School and JPS and do duty in the Hostel. Their duties include, among others, they see to it that the doors are unlocked in the morning, ring the bells, read from the Bible at breakfast, ensure that the learners sign out and in the afternoons and to assist with study in the afternoons and evening. They are involved in maintaining discipline and order in the Hostel.

This Code of Conduct authorizes staff members attached to the Hostel to have any learner or his/her property searched for undesirable items in cases where there is reasonable suspicion or sufficient information. Control of Access to Public Premises and Vehicles Act (53/1985) and Drug and Drug Trafficking Act (140/1992).

## **8. Responsibilities of parents**

- Parents must attend parent meetings called by the Hostel Committee. If attendance is not possible they must make their apologies by telephone/in writing to the Matron.
- The register of attendance circulated at the parents meeting must be signed by all attendees.
- Decisions taken at the parent meeting must be discussed and approved at the very next meeting of the Hostel Committee and communicated to the parents in very next Hostel Circular.

- Hostel fees are compulsory and payable on the 1<sup>st</sup> day of each term. This payment is **compulsory**. The rule “**No Pay, No Stay**”, is applied strictly and **no exceptions** are made.
- Each parent is responsible for his/her child’s own plasters, ointments or pain tablets. The “kit” is handed in at the Matron’s office to be used in the course of the term.
- Parents may decorate; paint the rooms/bathrooms, provided that approval/permission have been obtained from the Superintendent.
- Parents must inform the learners about the absolute necessity of the Code of Conduct for maintaining order and discipline and ensuring the safety of our children. The support of parents will be greatly appreciated.
- If a learner may only use certain medication or suffers from allergies this should be brought to the attention of the Matron so that it can be recorded and the necessary arrangements made.
- **All medicine** used by learners, whether homeopathic, prescribed by a doctor or merely supplements must be handed to the Matron for safekeeping and to enable control of usage by the children. **NO medicine may be kept in the lockers of learners, except learners suffering from asthma.**
- Learners diagnosed with infectious diseases **MUST** leave the hostel immediately. If parents fail to remove the learners, they will be held responsible if other children contract the disease.
- No learner may leave the premises with parents before the signing out register has been completed and signed or the staff member on duty, Matron or Superintendent has been informed.
- If parents experience problems, it must be discussed with the Superintendent or Matron and not with any staff member or learner. The grievance procedure should be followed.

## 9. Hostel Committee

The Hostel Committee is a sub-committee of the Governing Body of De Aar High School. Decisions taken by the Hostel Committee regarding buildings and the grounds are subject to the approval of the Governing Body (Section 21 (1) (a), of the Schools Act, 84 of 1996). A member of the Governing Body must be the Chairperson of the Hostel Committee. (Section 30 (1) (b) of the Schools Act, 84 of 1996).

The Hostel Committee consists of parents of learners and the Principals of the different schools namely Junior Primary School, De Aar Primary School and De Aar High School. The Hostel Committee in turn has sub-committees to deal with all aspects of the Hostel. There is a Marketing Committee and Parent Liaison Committee. The latter is especially dedicated to promoting the interest of parents.

Composition of the Hostel Committee:

- Principals of the 3 schools involved
- Superintendent
- Chief Matron
- Representative of Governing Body from each school – the Chairperson must be from this group
- 3 Parents – elected on parent meeting (1 per school)

The purpose of the Committee is to look after the interests of the Hostel as a whole. Interests include, among others, the diet/menu of boarders, rules for the Hostel and grounds, improvements to the buildings and play ground, working relationships between staff, resolving relationships/problems between children and discussing the interests, concerns and input of parents,

to name only a few. Input of parents is therefore very important to provide a harmonious, disciplined and safe hostel environment for their children.

The Hostel Committee meets twice (2x) during a term. The Wednesday prior to the meeting all items for the agenda must be submitted in writing to the Secretary of De Aar High School. Parents are at liberty at all times to submit correspondence to the Committee regarding any grievances, appreciation and proposals which they wish to bring to the attention of the Committee. Minutes are kept of each meeting and at the end of term parents receive proper feedback on decisions via a newsletter. If the nature of a matter for discussions warrants it, parents receive immediate feedback by letter.

## **10. Grievance procedures**

### PURPOSE:

To provide an effective grievance procedure to enable parents, Matrons, Superintendent, learners, duty staff and hostel workers to lodge grievances regarding various processes, actions and persons in a structured manner.

### SCOPE

The procedures are specifically aimed at the persons mentioned above who feel aggrieved about specific issues or matters or actions relating to their children.

### TYPE OF GRIEVANCES

The procedure makes provision for the following types of grievances:

- a. Conduct of a learner with regard to another learner, staff member, workers or equipment/property.
- b. Conduct of all staff members/workers of Hostels with regard to other staff members, workers, learners, parents, equipment/property and environment/grounds.

### PROCESS

- a. A grievance must be submitted in writing as soon as possible.
- b. The complaint may be discussed informally with the Matron, Superintendent or Principal of De Aar High School in an attempt to resolve it.
- c. The aggrieved person hands his/her notice to the Superintendent, Matron or Principal DAHS.
- d. The aggrieved person must indicate in his/her notice against which he/she has a grievance and also briefly describe the grievance.
- e. If the grievance is against a learner, worker, or staff member the Superintendent will make an appointment with the aggrieved person and take down a full written statement. The Superintendent will question the person against whom the grievance has been lodged and make a recommendation on the action which should/may be taken (if necessary to the Hostel Committee or Principal DAHS).
- f. The Superintendent will call in the person against whom the grievance has been lodged and inform him/her of the outcome of the investigation. The seriousness of the charge as well as the duration of the offence will determine whether disciplinary action is warranted and a full hearing will then be conducted. If the grievance is of such a nature the Principal of DAHS and the Hostel Committee must be informed immediately.
- g. The aggrieved person (the one who lodged the complaint) will be informed in writing of the whole matter.

## 11. Penalties

For the purpose of maintaining order and discipline in the hostel the following points system has been devised to stipulate clearly precisely what is required of learners. Parents are also consulted in the matter and their cooperation is expected.

The Hostel Committee reserves the right to take disciplinary action against any learner for any misconduct not specified in the Code of Conduct for the purpose of restoring or maintaining order and discipline in the hostel. This also implies that the Committee will revise the Code of Conduct as and when necessary.

### TYPES OF OFFENCES

#### LEVEL 1 (Minor offences)

A few examples of conduct incurring 5 to 25 points:

1. Untidy bedrooms (5)
2. Playing/running in passages/rooms and bathrooms (5)
3. Talking/walking around during study and meals (10)
4. Being late e.g. meals, study, getting up (10)
5. Littering (10)
6. Moving furniture without permission (10)
7. Talking/walking around after lights out/quiet time (20)
8. Cell phones/Electrical appliances after lights out (20)
9. Sleeping in another room without permission (25)
10. Bullying/fighting (25)
11. Foul language/swearing (25)
12. Wasting of food (25)
13. Problems during quiet time (25)
14. Visit hostel/kitchen during school hours without permission (25)
15. Non-attendance of study or meals without permission (25)
16. Telephone calls made or received outside permitted times  
(After lights out/study time and meal times) (25)
17. Hot chocolate/soup or any other food taken to rooms (25)
18. Cutlery, dishes or crockery removed from the hall/kitchen/  
taken to rooms (25)

LEVEL 2 (Regular level 1 misconduct where disciplinary steps by educator is regarded as ineffective)

A few examples of misconduct incurring **50 to 99** points

1. Intimidation/victimization/disrespect (50)
2. Possession of a knife (e.g. pocket knife etc.) (50)
3. Entering flats/rooms of staff members without permission (50)

LEVEL 3 (Serious offences) **100 to 149** points

Regular repetition of level 1 and 2 misconduct resulting in the accumulation of up to 149 points.

LEVEL 4 (Very serious offences) Regular repetition of level 2 and 3 misconduct or

A few examples of misconduct incurring **150 to 199** points

1. Deliberate damage of property – hostel, co-learner etc. (150)
2. Theft of any kind inside or outside the hostel (150)
3. Deliberately ignoring detention (150)
4. Boys in girls' section and girls in boys' section/visitors (150)
5. Usage or possession of tobacco or related substances

- |   |       |
|---|-------|
| (E.g. cigarettes)   | (150) |
| 6. Usage or possession of “hubble-bubble”                   | (150) |
| 7. Leave hostel premises without permission                 | (150) |
| 8. Wandering around in town other than permitted afternoons | (150) |
| 9. Possession of suspected stolen property                  | (150) |

**LEVEL 5** (Repeated level 1 to 4 offences resulting in the accumulation of up to 200 points).

Any action/conduct which is not acceptable according to the Committee and which is detrimental to residents and staff members may lead to disciplinary steps.

**LEVEL 6** (Criminal offences in terms of rules as well as civil law).

A few examples of misconduct incurring 200 points:

- |   |       |
|---|-------|
| 1. Possession and/or use of prohibited substances e.g. Liquor/pornography   | (200) |
| 2. Possession of a dangerous weapon/firearm   | (200) |
| 3. Possession and/or use of drugs e.g. dagga, tik, meth etc.  | (200) |
| 4. Assault of residents, staff members, prefects and visitors   | (200) |
| 5. Learners guilty of serious sexual offences such as fondling, sex, pregnancy and sexual molesting ( <b>the assistance of the SAPS and parents are called in immediately</b> ) | (200) |

All misconduct will be kept on record and brought to the attention of the learners as well as their parents/guardian/foster parents. The record will serve as evidence in a possible disciplinary hearing.

## 12. **Disciplinary Action**

The action will depend on the category of the offence and may include the following:

**LEVEL 1** Verbal warning by the Superintendent/Matron

**LEVEL 2** Any level 1 disciplinary action – Detention Wednesday afternoons for 90 minutes

**LEVEL 3** Any of the above-mentioned disciplinary action – Written warning and interview with parents involving the Principal and Superintendent – Detention and community service for high school learners older than 14 years.

**LEVEL 4** Any of the above mentioned disciplinary action – Appearance before the Superintendent for preliminary investigation for a disciplinary hearing, with possibility of taking away a prefect badge.

**LEVEL 5** Disciplinary hearing to determine, among other things, whether he/she is still fit to live in the hostel, with the possibility of taking away a prefect badge and/or suspension.

**LEVEL 6** Disciplinary hearing with suspension and expulsion.

## 13. **Disciplinary procedure**

For the purpose of administrative law, the Hostels fall under the jurisdiction of De Aar High School. At times the actions/offences of learners are confined only to the Hostel or the school. Clarity must then be obtained whether it is a matter for the hostel or for the school and whether both institutions are involved. This is of critical importance for the purpose of the punishment to be imposed following a finding of guilty to the charge.

(An offence on the hostel premises or under supervision of hostel staff is a hostel matter. If both institutions are involved, each institution can consider

and institute its own disciplinary action on the merits or conduct a single hearing.)

**Process:**

Various people or bodies will be involved in the process of correcting unacceptable behavior, namely:

- The Superintendent
- The Principal of DAHS
- The Hostel Committee
- The Governing Body
- The Department of Education (in case of expulsion)

Before disciplinary action can be taken a preliminary investigation must be carried out. The purpose of the preliminary investigation is to determine whether there is sufficient evidence to warrant a disciplinary hearing on the offence. Everything must be put in writing. Possible questions to be answered include the following:

- Does the learner know that his/her conduct contravenes the rules, policy, regulations and procedures?
- Was the offence serious enough to warrant a disciplinary inquiry?
- What was the intention of the person's conduct/what did he/she want to achieve?
- What specific rule/regulation was broken?
- What is the impact of the misconduct on the Hostel/Mission?

If the answer to these questions provide sufficient evidence of the negative impact of the person's conduct on the hostel environment the matter may be referred to a disciplinary inquiry.

The preliminary investigation must be conducted by the Superintendent. If there are witnesses their evidence must be obtained in writing. A full written report must then be submitted to the Principal for a decision. Only the Principal may institute disciplinary action against a learner and only if there are sufficient facts at his/her disposal to indicate that the offence is serious.

The Governing Body will appoint the Disciplinary Committee to investigate the charges against the person solely on the advice of the Principal.

The Disciplinary Committee consists of 3 (three) members, namely: (1) Presiding Officer (Chairperson) (2) Member of Governing Body (3) Member of Hostel Committee. It is advisable that 1 member of the committee should have legal expertise for the sake of fairness. The other 2 (two) members may not be the Principal or a learner. The Committee may not be intimidating towards the learner. No one with any personal knowledge of the matter may be appointed to the Committee. The Governing Body may co-opt any person contemplated in Section 23(6) of 30(1) (b) of the Schools Act, 84/1996 for the purpose of any disciplinary action.

All learners accused of conduct contravening the Code of Conduct shall have the right to a fair, impartial and non-intimidating hearing where all charges against him/her shall be heard.

**A PERSON IS NOT GUILTY UNTIL HE/SHE HAS BEEN PROVEN GUILTY.**

As soon as the Principal decides, on the basis of the facts presented to him/her, to investigate the charge against the person, a written notice containing the following must be completed and handed to the accused:

- Date of offence
- Place where offence occurred
- Nature of offence

- Venue of hearing
- Rights of person with regard to the hearing (right of legal representation)

The notice must be served on the person by the Superintendent. This notice must be served on the accused person 5 (five) school days prior to the hearing and the accused must sign for receipt of such notice.

The accused must be preferably accompanied by his/her parents and/or a legal representative. The role of the representative is to represent the interests of the accused and handle the case on his/her behalf. In certain cases where learners are very young, intermediaries may be used during a hearing.

During the hearing all the necessary evidence/witnesses against the accused person will be examined. The Presiding Officer of the Disciplinary Committee will make notes or cause notes to be made and follow the steps set out below:

- Read the charge to the accused.
- Introduce the parties to one another, including all the witnesses along with their parents, accused and members of the Disciplinary Committee, explain their roles and have the register signed.
- Ensure that the accused understands the charge and that he/she has a representative of his/her own choice. If the accused does not want a representative this fact must be placed on record and signed.
- It must also be ascertained whether he/she had enough time to prepare. If there was not enough time to prepare the Presiding Officer should rather postpone the case for 24 hours and issue a further notice in this regard.
- Before the accused puts his/her case, the witnesses (accompanied by their parents) must leave the hearing.
- The Presiding Officer must first of all ascertain how the accused pleads to the charge and this must be recorded in the minutes. Even if the accused pleads guilty to the charge all parties must still put their case.
- The Prosecutor has the opportunity to put his/her case first. The accused can then respond and ask questions (All questions must be relevant).
- The witnesses of both parties must be called and heard. In both cases the other party may question the witnesses.
- Before the Presiding Officer makes his finding of whether the accused is guilty or not guilty, the witnesses must leave the hearing and the Prosecutor as well as accused, must be given the opportunity to make their closing statements.
- The Committee must decide whether the accused person is guilty based on the available facts. If there is any doubt the accused must receive the benefit of the doubt.
- Before the sanction is imposed the accused has the opportunity to inform the Committee of any mitigating circumstances which must be taken into account.
- The Disciplinary Committee must consider the following before making the finding known:
  - the prior record of the accused
  - the reason for the actions of the accused
- After the finding has been given the accused person's right to appeal must be pointed out. The appeal must be made in writing within 2 (two) days of sanction being imposed. The document must be handed to the Principal. The accused may appeal on the following grounds:

**Unfair hearing**

If the learner and his representative feels that the process of the hearing was unfair or that the Disciplinary Committee was intimidating towards the accused and witnesses, an appeal may be lodged.

**Suspension**

If the Presiding Officer finds that the outcome of the hearing is to be suspended, the parents must be informed in writing as well as of the period of the suspension.

Thereafter the parties must sign an agreement to the following effect:

- that the learner agrees with the punishment
- that he/she undertakes not to act in such a way again
- that if the offence is repeated, he/she runs the risk of being expelled from the Hostel
- that parents declare under oath that they will see to it that the learner will serve the punishment

**Expulsion**

In this case the following action must be taken:

- The parents must be informed in writing of the reasons for the expulsion.

**Appeal**

A learner has the right to appeal within 7 (seven) days to an Appeal Committee consisting of:

Remaining members of the Governing Body along with a member of the Hostel Committee, Superintendent and Principal involved. The members of the Disciplinary Committee may not be part of the Appeal Committee for the express purpose of ensuring the fairness and impartiality of such an Appeal Committee. At each appeal hearing, the Governing Body is entitled to legal representation.

- A learner has the right to appeal against his/her suspension or expulsion to the District Director.
- The District Director will hold a hearing within 14 (fourteen) days of receiving an appeal.
- The decision of the District Director on an appeal is final and binding.

The Code of Conduct was discussed and approved by the parents of all boarders at a meeting held on \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_.

**CODE OF CONDUCT APPROVED**

Chairperson : \_\_\_\_\_

Deputy Chairperson : \_\_\_\_\_

Secretary : \_\_\_\_\_

Date : \_\_\_\_\_

**HUIS STERRIE MARAIS/JAN PIENAAR**  
**TEL NO: 053 631 2763**  
**NEW HOSTEL RESIDENT**

**BEDDING**

Fitted towel, duvet, pillow and pillowcase.

Blankets during winter season.

Optional hot water bottle and small carpet in front of bed.

Winter sheets or blanket on top of mattress in winter time.

**TOILETRIES**

Bath sheet, Face cloth/Sponge, Soap/Shower gel, Shampoo, Conditioner (optional), Comb/Brush, Toothbrush, Toothpaste, Cream, Perfume

**CLOTHES**

Pajamas and Slippers.

Winter: extra warm top, to wear over pajamas.

School clothes and school shoes (as indicated by the school for each season), tackie and slip on shoes.

Polish and brush to clean shoes.

Civvies to wear at hostel. 4 shirts and shorts/pants, sweaters for winter.

Sport clothes for sport (extra mural).

**WASHING AND DIRTY CLOTHES**

A suitcase or washing basket to put all dirty washing in, that can easily be transported back home on a Friday.

**SWEETS**

Snacks for example: Sweets, chips, etc. Four days' provisions can be kept in locker in an airtight container. Perishable foods can be stored in an airtight container and kept in the fridge in the kitchen.

**POCKETMONEY ± R20 PER WEEK (OPTIONAL)**

Your purse with money can be handed in at the office or kept in your locker (that must be locked).

**LOCK**

- On locker = key on person self (around your neck)
- 1 key in office (spare) and
- 1 key kept by parent, or combination lock

**TRANSPORT**

Bus transports children going to school at JPS, to and from the hostel for school as well as extra mural activities in the afternoons, except on Fridays. **The school bus does not transport children on Friday afternoons, or the afternoon before a long weekend.**

Each parent is responsible to pick up their child(ren) at school, personally, on Friday afternoons/or long weekends.

**SANDWICHES**

Sandwiches are supplied for smaller learners on a daily basis, except Mondays. Please take note that ALL Primary and High school learners must prepare their own sandwiches before school, during breakfast.

**MEDICATION**

Should your child receive any medication it must be handed in at the Matron, so that it can be monitored and given to your child in the correct manner, as prescribed.

ALL medication MUST be handed in. NO medication may be kept in the locker.

(Prescribed medication, natural medication or supplements MUST be handed in.) Only asthma medication may be kept with the learner.

We look forward to your child's stay at our hostel and believe we will have a mutual understanding regarding our house rules.