



# Collegiate Girls ' High School

## HOSTEL ORGANISATION POLICY

---

### RULES OF WATERFIELD HOUSE

(Revised November 2022)

The following rules are set out to ensure the personal safety, comfort and happiness of everyone in the Hostel. Failure to obey rules and instructions will be dealt with by either Matrons or Hostel Prefects and could lead to SUSPENSION, DETENTION, GATING and/or WITHDRAWAL of certain OUT-TIMES. **(Repeated breaking of these or more serious offences will be more severely dealt with and may result in the Hostel Committee, at its discretion, asking that the boarder be removed from the Hostel. The final decision in this regard rests with the School Governing Body.)**

### FOUR GOLDEN RULES

1. **RESPECT EVERYONE.** Everyone – Collegiate and its traditions, the Hostel House Mother, Matrons, support staff, each boarder and yourself. Respect everyone's space, possessions, individuality and work ethic.
2. **THINK OF OTHERS FIRST.** This is regarding:
  - (a) noise levels, which must be kept to a minimum, even in your rooms
  - (b) informing people of your plans before you embark on them
  - (c) keeping Matrons and the Hostel House Mother updated in all matters.
3. **BE SAFE.** Never go anywhere on your own. Groups of three or more. Sign in and out.
4. **REMEMBER YOUR GOALS.** You are in the Hostel on your 'school journey. Your aim should be to make the most of your time here. Get involved, be busy, and leave here having gained much and having given much back to our beloved School.

### THE FOLLOWING MUST ALSO BE NOTED

1. The following are strictly forbidden and will have severe consequences and probably result in the boarder having to leave the Hostel.
  - a. Stealing
  - b. Possession of alcohol or any form of drugs
  - c. Being under the influence of alcohol or drugs. If there is a reasonable suspicion that a boarder is under the influence of alcohol, she'll be asked to perform a breathalyser test. Refusal to comply may be used as evidence in any possible disciplinary procedures.
  - d. Leaving the Hostel building or School grounds during the day or at night without permission from the Hostel House Mother or Duty Matron.
2. DISHONESTY, bullying, violence and/or vandalism will not be tolerated.

3. Possession or smoking of CIGARETTES/E-CIGARETTES in the Hostel is strictly forbidden.
4. **The Disciplinary Policy and Procedure** (found in the School Diary) apply to boarders at all times.
5. No boarder may leave the Hostel to board privately unless she has committed a serious breach of conduct, in which case she may be asked to leave the Hostel for a period as part of her discipline.
6. Boarders must always be SUITABLY DRESSED, whether uniform or mufti.
7. CHEWING GUM is not permitted in the Hostel.

### **RIGHTS OF STAFF**

Respect, which includes:

1. Common courtesy
2. To be greeted appropriately
3. To silence when addressing boarders
4. Use appropriate language at all times

It is impossible to list the behaviour required by boarders in every circumstance. However, it is required of all boarders to act, dress and behave sensibly, decently and following the codes of behaviour generally accepted in the community served by the School and Hostel.

### **Sanctions that could be imposed at the discretion of the Hostel House Mother, Matrons and Hostel Prefects.**

Note: completing these sanctions precedes any sport, society commitments, or weekday/weekend exeats.

1. Report in full school uniform for passage duty at 06h00. The number of mornings to report for duty will depend on the behaviour being addressed.
2. Friday or Saturday School Detention
3. Bunking out from the Hostel, including failure to follow the correct signing-out procedure, will result in gating for a minimum of **four** weeks.

### **PRIVILEGES GIVEN TO YOU ON TRUST**

You are permitted the following privileges, but remember, if you break the trust we have in you, you will lose the relevant privilege.

#### **1. FOOD**

- Upstairs. No food is allowed upstairs. You may have bottled water.
- A container is provided in each locker for the storage of dry goods only. No open food may be placed in the lockers.
- Downstairs. There is a tuck room where tuck may be stored.
- Keep the tuck room and fridges clean. Mark items stored in the tuck room and fridges.

#### **2. CELLPHONES**

- The Hostel **accepts no responsibility** for any cell phone which is misplaced, damaged, lost or stolen.
- Cell phones are to be on silent, discreet or vibrate-call mode so as **NOT** to be heard ringing. Use earphones when listening to your music.
- When talking on cell phones, make sure others are not disturbed.
- It is not used during prep, mealtimes, or after lights out.

- All boarders' cell phone numbers must be given to the Matrons at the start of the year. Please inform the Matrons of any changes in cell numbers during the year.
- Grade 8s and Grade 9s hand in their cell phones and tablets at night.

### 3. LAPTOPS/OTHER ELECTRONIC DEVICES

- Laptops may be brought to the Hostel, but owners are responsible for their safety.
- If connected to the School's network, laptops must be brought to the School's IT Department to verify that a suitable anti-virus package is installed.
- Use laptops appropriately; they must be switched off after the lights are out.
- **Under no circumstances may any networking hardware be connected to the School's network without prior authorisation from the IT Dept.**
- No private networks are to be used in the Hostel.
- The use of 3G is at the parents' discretion.
- Parents need to note that giving their daughter a laptop/electronic device means that you must monitor what she does with it. We cannot control using laptops/electronic devices outside of prep times.
- Boarders must adhere to the rules and conditions signed in our Internet User Policy.

### 4. COMPUTERS

There are computers in the Prep room for the boarders' use. No eating or drinking while using these computers. If there is pressure on the computers, you may have to book one, which gives you a half-hour slot. Money for printing is pre-loaded through the bursar and then loaded by the IT Department.

### 5. MUSIC ON DEVICES

Music may be enjoyed in rooms, but keep the noise level for your ears only.

### 6. ACRES SPAR CENTRE

Boarders may sign out to go over to the Acres Spar Centre in Perridgevale **ON CONDITION:**

- In groups of three or more (Grades 8 – 10) and two's (Grades 11 and 12).
- Boarders are dressed in School tracksuits or School uniforms.
- This outing should take no longer than 1½ hours in total. Sign in on return.
- Not after 15h30.
- All boarders are to be back by 16h30.
- The only route is through security at the main gate or the Henchie Gate.
- No walking to Spar or Greenacres after lunch on Sunday afternoons.
- **Refer to page 5, No. 8**

### 7. JOGGING

Boarders may jog around the school campus – not off campus - in groups of three. **School regulation** sports kits must be worn while jogging, and boarders must be signed out by the Duty Matron. Boarders wishing to jog on campus before breakfast must sign out and back in the 'On Campus Sign-Out Register'.

### 8. GYM

Boarders may join the Virgin Active Gym as long as they play one winter and one summer sport at School. They may walk to the Gym in groups of three (Grade 8-10) or groups of two (Grade 11 and 12) and must be back in Hostel within two hours. Parental permission in writing and proof of membership is essential.

### **GENERAL INFORMATION**

The School Principal is officially in charge of the Hostel. Still, the Hostel is under the management and general supervision of the Hostel House Mother, who is responsible to the School Principal and Governing Body (through the Hostel Advisory Committee) for the carrying out of the School's educational and disciplinary policy and must, therefore, be obeyed at all times **IN LOCO PARENTIS**.

The HOSTEL MATRONS assist the Hostel House Mother in running the Hostel, and their authority must be regarded. Their instructions obeyed in the same way as those of the Hostel House Mother.

The HOSTEL PREFECTS are responsible for carrying out specific duties and must receive the co-operation and respect of all boarders.

The accommodation of learners who live within easy reach of the School will normally not be considered, and any learners accommodated will be reviewed annually. Preference will be given to learners living outside the municipal area who cannot travel to School daily.

No boarder may hold a part-time job or run a business from/while in the Hostel.

#### **1. BEGINNING AND END OF TERM**

##### **(a) TIMES OF RETURNING TO HOSTEL AT BEGINNING OF TERM:**

**Proof of Hostel payment for the term is essential before arrival**

1 <sup>st</sup> Term:	All Grade 12s	between 11h00 and 11h30
	All Grade 8s and parents	between 12h00 and 12h30
	New boarders (Gr 9 – 12)	between 14h30 and 15h30
	Other Grades (9 – 11s)	between 16h00 and 17h00

2<sup>nd</sup>, 3<sup>rd</sup> and

4<sup>th</sup> Terms: All boarders **between 15h00 and 17h00**  
**except by special arrangement.**

**Please note boarders must return by 17h00.**

- (b) Late arrivals must report to the Bursar at School immediately upon return after the term has started.
- (c) Parents may assist boarders with their luggage to the dormitory only at the beginning of the year.
- (d) **We would ask all parents to assist us by booking your daughters' flights/bus trips etc., within the hours allocated.**

#### **2. TRANSPORT ARRANGEMENTS AT THE BEGINNING OR END OF THE TERM**

Boarders are required, by Departmental ruling, to observe FULL TERM DATES and may not leave before the end of the term unless they are making use of PUBLIC TRANSPORT, which necessitates their going before the last day.

- (a) Train/plane/bus tickets should be emailed to the Hostel well in advance. Hostel staff must be informed timeously of arrangements.
- (b) Private arrangements for boarders to be met from the bus/airport during the term must be made as far as possible. If there is a problem in doing this, then special arrangements must be made with the Hostel House Mother for the boarder to be fetched by a staff member **before** the transport is undertaken.  
**NB The Hostel can arrange to meet transport WITHIN HOSTEL HOURS.**
- (c) At the end of term, the School bus will transport boarders to the bus station/airport wherever possible, but private arrangements must be made for late-night flights or buses if these are used.
- (d) **At the start and end of term, boarders must leave and return in full school uniform.**

### **3. UNIFORM / CASUAL WEAR**

- (a) Boarders are expected to wear School uniforms, tracksuits or Phys. Ed kit when in the School building on a weekday afternoon or attending a formal School function. Full School uniform is to be worn when supporting sports events at Collegiate and Grey. A School tracksuit must be worn when going to Virgin Active Gym.
- (b) Blazers must be worn as part of the School uniform outside the grounds.
- (c) All boarders must wear full School uniform to and from the Hostel at the BEGINNING and END OF the TERM. On WEEKENDS out, boarders must leave in School uniform. You may return in civvies on a Sunday.
- (d) Neat casual wear may be worn by boarders taking days/afternoons out on weekends, weekday afternoons or when on block during the exam period.
- (e) School uniform is to be worn by boarders during a Friday shopping afternoon out.
- (f) Bikini costumes may be worn only on the sunroof. Only School costumes may be worn at the swimming pool during the week unless the Hostel House Mother permits other swimwear to be worn.
- (g) Boarders are to change out of School uniform as soon as they return to the Hostel in the afternoon, but regulation school wear must be worn if a boarder goes into the School during that time.
- (h) Slippers/casual shoes **may not** be worn with the School uniform.
- (i) Slippers, pyjamas and dressing gowns may not be worn to meals.
- (j) **At the start and end of term, boarders must leave and return in full School uniform.**

### **4. HOSTEL BOUNDS**

- (a) BOARDERS ARE NOT ALLOWED PAST THE FRONT ENTRANCE TO THE SCHOOL DURING WEEKENDS AND MUST NEVER WANDER AROUND THE GROUNDS ALONE.
- (b) A boarder attending sports practices or meetings at School must sign the OUT book giving details of her whereabouts in case of an emergency. On return to the Hostel, she must sign herself in again.
- (c) No boarder may leave the SCHOOL GROUNDS without the knowledge and permission of the Duty Matron.

## 5. VISITORS

HOSTEL TIMES must be adhered to at all times. VISITORS are permitted upstairs ONLY with permission from the House Mother (or the Matron in the absence of the House Mother).

- (a) All visitors must enter the Hostel through the Conyngham entrance and report to the Matron on duty.
- (b) The Hostel is out of bounds to the day learners. Day learners may not enter the Hostel through "Gate 8" at any time.
- (c) Boarders may sit in their PARENTS' car, if this is parked on the grounds, ONLY with the permission of the Duty Matron.
- (d) Boarders working on projects with day learners will be allowed to spend time in the afternoon with day learners if a letter of request is produced from the teacher concerned. The formal signing-out procedure is still to be followed.
- (e) Boarders may see unexpected visitors arriving at times other than the above with permission from the Hostel House Mother or Duty Matron.
- (f) No boarder may be excused from meals or prep to see a visitor except in the emergency and with the permission of the House Mother or Duty Matron.
- (g) Day learners are not allowed in the Hostel.

## 6. HOSTEL TELEPHONE

Please consider staff who are off duty. Staff private WhatsApp numbers are for emergencies only. The first point of contact must be made through the Matron on duty.

TELEPHONE NUMBERS: Operations manager	041 373-7709	from 07h00 – 15h00
Duty Matron	041 373-7709	from 06h30 – 21h30
Hostel House Mothe	041 373-7707	from 15h00 – 20h30

## 7. TIMES TO NOTE

Afternoons: 14h15 Study/rest in own rooms/silence upstairs/ quiet downstairs  
School extra-curricular programme  
16h00 Showers etc.

Evenings: 18h45 – 20h30 Compulsory Prep session Monday to Thursday

### Prep Times

18h45 – 20h30 all grades, with a 5-minute break at 19h45

- **No noise in the prep room and minimum noise in the chat room.**

**NB: Junior grades (Grs 8, 9, 10) may study in the prep room until 21h20 with permission from the Matron/Hostel House Mother. In examination times, they may study until 21h50. There is to be silence in the prep room.**

Weekend Prep Times: No set prep times, but there must always be silence in the prep room for those who wish to work.

### Lights Out Times

21h15 Silence in own dormitory (**be considerate of matrons and other boarders**)

21h30 Grades 8 and 9 lights out – in bed and not moving around in the dormitory.

22h00 Grade 10 lights out

22h30 Grade 11 lights out

Gr 12s No set time for lights out, but try to sleep by midnight.

### 8. TIME OUT – WEEKENDS & WEEKDAYS

- (a) This must be applied for through the Matrons in the duty room at least **24 hours** before the time of being taken out. Time out will be granted on condition that afternoon commitments (sports or cultural activities) are not compromised.
- (b) Supper out midweek will be given only to parents or immediate family for a special occasion.
- (c) Coffee out may be combined with either an afternoon or a supper out.
- (d) **Parents** may take their daughters out whenever they wish. This includes sleeping out during the week.

	<b>Term privileges</b>	<b>Weekday privileges</b>
Grade 8	1 supper out per term 1 afternoon out per term	2 x per week to Acres Spar In groups of 3.
Grade 9	1 supper out per term 2 afternoon outs per term	2 x per week to Acres Spar In groups of 3.
Grade 10	2 supper outs per term 2 afternoons out per term 1 coffee out per term	3 x per week to Acres Spar In groups of 2.
Grade 11	2 supper outs per term 2 afternoons out per term 2 coffee outs per term	3 x per week to Acres Spar In groups of 2.
Grade 12	2 supper outs per term 3 afternoons out per term 2 coffee outs per term (2 hours) "Takeaway Tuesday" after supper	3 x per week to either Acres Spar or to Greenacres. In groups of 2.
<b>NOTE TIMES</b>	Afternoons out: 14h15 – 17h00 Suppers out weekdays: 17h00 – 21h00 Suppers out weekends: Back by 21h30	Refer to: Page 2 No. 6

- (e) Boarders attending cultural activities/sports practices/matches/play rehearsals, on or off school premises, must sign out. School staff must confirm games or practices off school premises in writing or via email.
- (f) Requests for non-school extra-mural activities/additional training/extra tuition must be made to the House Mother in writing. They will be permitted only if parents make

suitable private transport arrangements and proof of attendance at the said lessons/training session is supplied. Permission will be granted only on the strict understanding that missed homework and study time are made up.

#### 9. **DAYS OUT – WEEKENDS**

- (a) Boarders may go out on Saturday **OR** Sunday each weekend, providing this does not interfere with sports practices, matches, or any other school or hostel function to which the boarder is committed.

SATURDAY: between 08h00 and 21h30 for Grades 8 – 12

SUNDAY: between 08h00 and 20h30 for Grades 8 – 12

- (b) The Hostel must be notified **24 HOURS before** the weekend when Time Out is requested.

**NB: NO BOARDER WILL BE RELEASED TO ANYONE OTHER THAN HER PARENT WITHOUT WRITTEN COMMUNICATION.**

- (c) Exeat forms must have the address, telephone number and ID number details and must bear the signature and printed name of the hostess.
- (d) Siblings may fetch their sisters if parents request this in writing.
- (e) Boarders **MUST** be signed out on leaving the Hostel. They may be signed out only by persons named by their parents in an email.
- (f) On returning to the Hostel, the boarder must report back to the Duty Matron, who will sign her in.
- (g) Mid-week Public Holidays – boarders may go out for the day between 08h00 – 20h00.

#### 10. **WEEKENDS OUT (night leave)**

- (a) The first weekend of the 1<sup>st</sup> term will be a compulsory stay-in weekend for all boarders. After that, each Grade is allocated one other compulsory in-weekend in the year.
- (b) The weekend out begins at 14h15 unless the School closes earlier.
- (c) Return time after weekends out:
- 20h30 **OR**
  - by **07h15** the following morning **in full school uniform** if this is more convenient for **BOARDER PARENTS** returning boarders by car and wishing to come to PE for business or shopping.
- (d) **BOARDERS ARE NOT PERMITTED TO LEAVE SCHOOL THE PREVIOUS DAY TO TRAVEL USING PRIVATE TRANSPORT FOR WEEKENDS OUT.**
- (e) Weekends may be taken on any weekend, **PROVIDING THAT THIS DOES NOT INTERFERE WITH SPORTS MATCHES OR OTHER SCHOOL OR HOSTEL ACTIVITIES TO WHICH THE BOARDER IS COMMITTED.**
- If a boarder is returned late to the Hostel for any reason, it would be appreciated if her hostess would explain the reason personally to the House Mother or Matron on duty.
  - If a boarder is ill and/or not returning at the end of a weekend, please inform the Matron on duty by ASAP or latest, 07h15 on Monday.



### **SPECIAL CONCESSION FOR PARENTS**

**Apart from 10(a) above, boarders may spend any weekend with their parents and must notify the Hostel by Thursday evening before the weekend out.**

#### **11. USE OF UBER/TAXI TRANSPORT**

Uber and taxis may only be used once permission in writing has been received by a parent and within Hostel rules. Times of departure from the Hostel, destination and time of return to the Hostel must be included in the written permission.

#### **12. SICK BAY:**

**ALL MEDICAL AID DETAILS MUST BE SUBMITTED TO THE HOSTEL AT THE START OF THE YEAR.**

(a) The Hostel is legally not permitted to dispense medication. We have a basic First Aid Kit and can only provide paracetamols and throat lozenges. Please provide your daughter with the medication you think she is likely to need. Our Matrons will, with your instruction, administer these to your child. The list below (also on the Clothing and General Requirement List) will give you an idea of the medication often requested by the boarders:

- Painkillers for headaches / period pain
- Cold / flu medication
- Cough syrup
- Nausea tablets
- Diarrhoea tablets
- Anti-histamine tablets / ointment
- Throat lozenges / spray
- Deep Heat
- Plasters
- Eye drops
- Ear drops
- Cotton wool
- Anti-bacteria ointment / cream
- Lip ice/Vaseline
- Hot water bottle (for cramps)

(b) If a boarder feels ill or has been hurt, she should immediately report to the Matron on duty.

(c) Medication should only be ordered by her parents.

(d) If you wish, you may have a pharmacy account at Provincial Pharmacy, Westbourne Road, 041-3737631 or Klini-Care Pharmacy, 97 Cape Road, 041-3731033. They deliver and are very helpful.

(e) Transport can be provided by the Hostel ONLY to medical practitioners within proximity to the Hostel (e.g. Greenacres Hospital, St Georges Hospital, Newton Park or Central) and parents are requested to make the necessary arrangements for transport with nominated "hostesses" to doctors/dentists in other areas.

- (f) Doctors/ dentist/physio appointments must be discussed with the Matron on duty so that transport can be worked around the Hostel schedule.
- (g) If a boarder feels ill during school hours, she must report to the Grade Head and the Hostel House Mother before going to Mrs Marriner. She must notify the duty room immediately if she is sent back to the Hostel.
- (h) No one may enter the SICK BAY without permission from the Duty Matron.
- (i) No visiting in Sick Bay.
- (j) If a boarder needs to be taken to the hospital, the parents will be notified immediately about their daughter's condition.
- (k) **FOR OUR RECORDS, WE REQUIRE A COPY OF THE MAIN MEMBER'S MEDICAL AID CARD, COPY OF ID and fully completed medical details on the Medical Information Sheet.**
- (l) Do not send a sick child back to Hostel after a weekend or break.

### 13. TUCK

- (a) Although it is not essential, this may be brought in SMALL QUANTITIES and kept in the tuck room or the plastic container provided in the lockers downstairs.
- (b) **NO FOOD may be kept upstairs.**
- (c) Only one tuck box – no larger than 35cm x 21cm by 20cm will be allowed in the tuck room. This must be lockable.
- (d) Parents are discouraged from buying their daughters "junk food" when the Hostel has catered for them.
- (e) Food deliveries may only take place on a Saturday lunchtime, half an hour before and up to half an hour after the scheduled meal time, i.e. 12h00 – 13h30.

### MEALS

- (a) Boarders are expected to partake of ALL meals in the Hostel unless the Hostel House Mother or Duty Matron excuses them. All boarders are to come down to roll call at meal times.
- (b) A boarder with an eating disorder diagnosis may be asked to leave the Hostel as the staff cannot assume responsibility for such a boarder.
- (c) We do not encourage dieting in the Hostel.
- (d) Any special dietary needs need to be discussed with the Hostel House Mother and backed up with a specialist's letter. The specialist/dietician requires to provide us with an eating plan. Please note that we advise the boarders to provide their own 'special' foods as our provision will be limited to a 'normal' diet.
- (e) Please provide your daughter with any special dietary items, e.g. Soya milk.

### 14. LAUNDRY

LAUNDRY DAYS: To be announced in the New Year. Notifications will be available on each floor.

- (a) **ALL CLOTHES MUST BE MARKED.** Unmarked laundry will be kept in the laundry to be claimed.  
PLEASE NOTE: We suggest that articles of clothing are marked as follows:  
 Shirts, dresses, blouses - inside, on the back collar (middle)  
 Panties, shorts, slacks, jeans - on the back waistband (middle)

- Sock - top edge - tape running down the rib
- Sock bags - on the outside on the bottom seam
- (b) Completed laundry lists must accompany the laundry; otherwise, it will not be washed.
- (c) Undies must be placed in a bag before handing them in. Do not overfill the bag – your washing will not be clean!
- (d) Laundry must be placed on the trolley in the foyer.
- (e) Boarders going home for the weekend are requested to take their laundry home to be washed.
- (f) Bedding and towels must be washed weekly.
- (g) The laundry is out of bounds unless special permission has been given to collect laundry.
- (h) If boarders choose to do their laundry, they may hang it on lines in the kitchen quad.

**LAUNDRY MAY BE BROUGHT DOWN AFTER BREAKFAST AND COLLECTED FROM 16h00, BEFORE PREP.**

**15. SHOWER TIMES AND GENERAL HYGIENE**

- (a) All boarders are encouraged to shower rather than bathe because this saves water.
- (b) Every boarder **MUST** shower at least once a day. Personal hygiene is most important. Hair must be washed regularly.
- (c) Shower before supper. However, if you are late because of sport or any extra-mural activity, you may shower after prep and before lights out, with permission of the Duty Matron.
- (d) Showers and baths are to be left neat and clean for the next person to use.
- (e) Tampons and sanitary towels will be placed in the sanitary bins supplied.
- (f) Ensure that you have a steady supply of deodorants etc.
- (g) Grade 11s and 12s may shower after prep.

**16. PROHIBITED ITEMS**

- (a) TVs, private irons, fans, heaters and electric blankets are NOT PERMITTED and must NOT be brought into the Hostel. It is a Grade 12 privilege to have a kettle in her room.
- (b) No responsibility will be taken for these if they are stolen, and these items will be CONFISCATED and returned at the end of the term if found.
- (c) Dangerous objects (such as large pocket knives etc.) which could cause harm to others are strictly prohibited.

**17. VALUABLES AND INSURANCE:**

- (a) The Hostel does not carry an insurance policy for boarders' possessions, and boarders are strongly advised against bringing valuable articles to the Hostel.
- (b) Parents are advised to make private arrangements to insure their daughter's possessions and ensure that ALL ITEMS ARE CLEARLY MARKED IN OBVIOUS PLACES.
- (c) No money may be kept in the dormitory but must be handed in for safekeeping.
- (d) Savings accounts/ATM cards should be used by boarders for pocket money whenever possible.
- (e) Boarders must supply their padlock (preferably a combination lock) to lock their cupboards.
- (f) Cameras have been installed for added security.

**18. FEES**

- (a) **Please refer to the school fee structure notification.**
- (b) **COMPULSORY HOSTEL BOARDING FEES** are payable at the BEGINNING OF EACH TERM. Boarders whose fees have not been paid (before arrival) will not be allowed to stay in the Hostel.
- (c) Statements/accounts will be sent out at the end of each term for the following term.
- (d) Boarders are allocated rooms only once boarding fees have been paid.
- (e) In the interest of security, parents **MUST** pay by electronic transfer before arrival.

Fees must be paid directly into the HOSTEL'S BANK ACCOUNT:

**COLLEGIATE HIGH SCHOOL HOSTEL  
STANDARD BANK GREENACRES  
CODE 050017  
ACCOUNT NO 280893558  
REFERENCE: DAUGHTER'S NAME**

Proof of payment must be sent to the school bursar.

A boarder will be permitted to return to the Hostel without paying her fees **ONLY WITH PRIOR ARRANGEMENTS** BEING MADE WITH THE BURSAR under exceptional circumstances.

- (f) **A TERM'S NOTICE IS REQUIRED IF BOARDING IS TO BE DISCONTINUED; OTHERWISE, A TERM'S FEES IN LIEU OF NOTICE WILL BE CHARGED.**
- (g) **Matrics are committed to spending the full four terms in the Hostel. Matrics must vacate the Hostel twelve hours after their final Grade 12 examination is written.**
- (h) Any wilful damage to furniture and/or equipment (not normal wear and tear) will be charged to the parents of the boarder(s) concerned.

---

**REPLY SLIP TO BE HANDED INTO THE MATRON ON DUTY on the 17<sup>th</sup> of January 2023**

I, \_\_\_\_\_ parent of \_\_\_\_\_

In Grade \_\_\_\_\_, confirm that the revised version of the Hostel Organisation and Policy (Rules of Waterfield House) has been read and noted.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Boarder: I, \_\_\_\_\_, confirm that the revised version of the Hostel Organisation and Policy (Rules of Waterfield House) has been read and noted.

Boarder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_