



Collegiate Girls ' High School Hostel

HOSTEL ORGANISATION AND POLICY

RULES OF WATERFIELD HOUSE

(Revised January 2019)

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 Superintendent, Matrons, support staff, each boarder and yourself. Respect everyone's space, possessions, individuality and work ethic.
2. **THINK OF OTHERS FIRST.** This is in regards to:
 - (a) noise levels, which must be kept to a minimum, even in your own rooms
 - (b) informing people of your plans before you embark on them
 - (c) keeping Matrons and the Superintendent 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 very serious 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 girl 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 Superintendent or Duty Matron.
2. DISHONESTY, bullying, violence and/or vandalism will not be tolerated.
3. Possession or smoking of CIGARETTES/ECIGARETTES in the Hostel is strictly forbidden.
4. **The Disciplinary Policy and Procedure** (found in the 2019 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 for a period of time as part of her discipline.
6. Boarders must be SUITABLY DRESSED at all times whether in 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 of appropriate language at all times

It is not possible 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 in accordance with 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 Superintendent, Matrons and Hostel Prefects.

Note: the completing of these sanctions take precedence over any sport or society commitments or weekday/weekend exeats.

1. Report in full school uniform for kitchen duty at 06h00. The number of mornings to report for duty will depend on the behavior being addressed.
2. Community service. (As listed in the duty room)
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 vibra-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 to be used during prep, or mealtimes, or after lights out.
- All boarders' cell phone numbers must be handed in to the Superintendent at the start of the year. Please inform the Matrons of any changes in cell numbers.

3. LAPTOPS/OTHER ELECTRONIC DEVICES

- Laptops may be brought to the Hostel but owners are responsible for their safety.
- Laptops, if connected to the School's network, 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 lights out.
- **Under no circumstances may any networking hardware be connected to the School's network without prior authorization from the IT Dept.**
- No private networks are to be used in the Hostel.
- The use of 3G is at parents' discretion.
- Parents need to note that giving your daughter a laptop means that you have to monitor what she does with it. We are unable to control the use of laptops outside of prep times.
- Rules and conditions, signed in our Internet User Policy, must be adhered to.

4. COMPUTERS

There are computers in the Prep room for the girls' use. No eating or drinking while using the 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, in conjunction with the IT Department.

5. MUSIC ON DEVICES

These may be kept 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 in two's (Grades 11 and 12).
- Girls are dressed in School tracksuit or School uniform.
- This outing should take no longer than 1½ hours in total. Sign in on return.
- Not after 15h30.
- All girls are to be back by 16h30.
- The only route is through security at the main gate.
- No walking to Spar or Greenacres after lunch on Sunday afternoons.
- **Refer to page 5 No. 9**

7. JOGGING

Girls may jog around the school fields and around the block but may **not cross Cape Road**. Follow one of the prescribed routes. Keep in groups of three or more if you are leaving the campus. Grade 8s and 9s may only jog off the campus with a Grade 10, 11 or 12 in the group. **School regulation** sports kit must be worn while jogging and must be signed out by the Duty Matron. Boarders wishing to jog on campus before breakfast, need to be signed out and back in by the Duty Matron in the kitchen.

8. GYM

Girls may join the Virgin Active Gym as long as they are playing one winter and one summer sport at School. They may walk to the Gym in groups of three or more and must be back in Hostel within two hours. Parental permission in writing and proof of membership is essential.

10. GRADE 12 DAY GIRL FOR LUNCH

Once a term, a Grade 12 Hostel girl may bring a day girl for lunch. Please confirm this with the Duty Matron the morning of the intended luncheon. The Matron will notify the kitchen.

GENERAL INFORMATION

The School Principal is officially in charge of the Hostel, but the Hostel is under the management and general supervision of the SUPERINTENDENT, 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 Superintendent in running the Hostel and their authority must, therefore, be regarded and their instructions obeyed in the same way as those of the Superintendent.

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

The accommodation of pupils who live within easy reach of the school will not normally be considered and any that are accommodated will be reviewed annually. Preference will be given to those pupils who live outside the municipal area and who cannot travel to school on a daily basis.

No girl may hold a part-time job 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 st Term:	All Grade 12s	between 11h00 and 11h30
	New boarders (Gr 9 – 12)	between 14h30 and 15h30
	All Grade 8s and parents	between 12h00 and 12h30
	Lunch for new parents	12h30
	Registration of new boarders	from 14h00
	Other Grades 9 - 11s	between 16h00 and 17h00

2nd, 3rd and

4th Terms: All boarders

between 15h00 and 17h00
except by special arrangement.

Please note boarders must return by 17h00.

(b) Late arrivals, after term has started, must report to the Bursar at School immediately on return.

(c) Parents may assist girls with their luggage to the dormitory only at the beginning of term.

(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 BEGINNING OR END OF TERM

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

(a) Train/plane/bus tickets should be handed in to the Matron for safekeeping. **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 Superintendent for the boarder to be fetched by a member of staff, **PRIOR** to the transport being undertaken.

NB The Hostel can arrange to meet transport WITHIN HOSTEL HOURS.

(c) Pupils using bus transport from far afield should use the overnight bus – arriving in the morning of the day prior to the opening of term.

- (d) At the end of term the School bus will transport girls to the bus station/airport etc. wherever possible but private arrangements must be made for late night flights or buses, if these are used.
- (e) **At start and end of term, girls must leave and return in full school uniform.**

3. UNIFORM / CASUAL WEAR

- (a) Boarders are expected to wear **School uniform, School track suit or School 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) Full School uniform must be worn by all boarders to and from the Hostel at the BEGINNING and END OF 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 girls 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 sun roof. School costumes only may be worn at the swimming pool during the week unless the Superintendent gives permission for other swimwear.
- (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 School uniform.
- (i) Slippers may not be worn to meals.
- (j) **At start and end of term, girls 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 girl 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

VISITING TIMES must be adhered to and VISITORS are permitted UPSTAIRS only with permission from the SUPERINTENDENT (or Senior Matron in the absence of the Superintendent).

- (a) Official visiting times are:

WEDNESDAY	15h00 – 17h00
SATURDAY	15h00 – 17h00
SUNDAY	15h00 – 16h50
- (b) Not more than **TWO** visitors per Hostel girl. Do not leave your visitors unattended during this visiting period.
- (c) All visitors need to enter the Hostel through the Conyngham entrance and must be noted in the visitors' book by the Matron/Senior on duty.
- (d) The Hostel is out of bounds to the day girls and day girls may not enter the Hostel through "Gate 8" at any time.
- (e) Boarders may sit in their PARENTS' car, if this is parked in the grounds, ONLY with permission of the Duty Matron.
- (f) All other visitors, during visiting times, must be entertained in the TV room or the Hostel garden. Behaviour must be respectful and appropriate.
- (g) Boarders working on projects with day girls will be allowed to spend time in the afternoon with day girls if a letter of request is produced from the teacher concerned. The normal signing out procedure is still to be followed.
- (h) Boarders may see unexpected visitors arriving at times other than the above with permission from the Superintendent or Duty Matron.
- (i) Farewells to young men may not be said outside the front door.
- (j) No boarder may be excused from meals or prep to see a visitor except in the case of emergency and with the permission of the Superintendent or Duty Matron.
- (k) No day girls are allowed in the Hostel at any time, unless arrangements have been made with the Duty Matron. They need to be signed in and out in the visitors' book.

6. HOSTEL TELEPHONE

TELEPHONE NUMBERS:	Housekeeper	041 373-7707	from 07h00 – 15h00
	Superintendent	041 373-7707	from 15h00 – 20h30
	Duty Matron	041 373-7709	from 12h00 – 21h30

7. TIMES TO NOTE

<u>Afternoons:</u>	14h15	Study/rest in own rooms/silence upstairs/ quiet downstairs
	15h30	Afternoon tea
	16h00	Showers etc.
<u>Evenings:</u>	18h45 – 20h30	Compulsory Prep session

Prep Times

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

- **No noise in prep room, minimum noise in chat room.**

NB: Junior grades (Grs 8, 9, 10) may study in the prep room until 21h20 with permission from the Matron/Superintendent. In examination times they may study until 21h50. There is to be silence in the prep room. Prep room rules are to be strictly adhered to.

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 dorms (**be considerate of matrons and other girls**)

21h30 Grades 8 and 9 lights out

22h00 Grade 10 lights out

22h30 Grade 11 lights out

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

9. **TIME OUT – WEEKENDS & WEEKDAYS**

- (a) This must be applied for in the usual way (Hostel Exeat Form) at least **24 hours** prior to the time of being taken out. Time out will be granted on condition that afternoon commitments (sport 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.

	Term privileges	Weekday privileges
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) 1 Day girl to lunch per term "Take-away Tuesday" after supper	3 x per week to either Acres Spar or to Greenacres. In groups of 2.
NOTE TIMES	Afternoons out: 14h15 – 17h00 Suppers out weekdays: 17h00 – 21h00 Suppers out weekends: Back by 21h30	Refer to: Page 2 No. 6

- (e) Pupils attending cultural activities/sports practices/matches/play rehearsals whether on or off school premises, must sign out. Matches or practices off school premises must be **confirmed in writing or via email by school staff.**
- (f) Requests for non-school extra-mural activities/additional training/extra tuition must be made to the Superintendent in writing by parents and will be permitted only if suitable **private** transport arrangements are made by parents 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 is made up.
- (g) Returning to Hostel later than 21h30 over a weekend, needs to be communicated to the Matron on duty beforehand. In these instances, it would be better to rather arrange to sleep out.

10. DAYS OUT – WEEKENDS

- (a) Boarders may go out on Saturday **OR** Sunday each weekend providing this does not interfere with sports practices or 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 PRIOR** to the weekend when Time Out is requested.

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

- (c) Exeat forms must have details of address, telephone number and ID number and must bear the signature and printed name of the hostess.
- (d) Siblings may fetch their sisters provided this is requested in writing by parents.
- (e) Boarders **MUST** be signed out on leaving the Hostel. They may be signed out only by persons named by their parents. The parent or host **must** come into the duty room to sign her out.
- (f) Confirmation candidates may attend a camp arranged by their church in this connection. A letter from the organiser is required.
- (g) On returning to the Hostel the boarder must report back to the Duty Matron who will sign her in.
- (h) Public Holidays – girls may go out for the day between 08h00 – 20h00.

11. WEEKENDS OUT (night leave)

- (a) The first weekend of the 1st term will be a compulsory stay-in weekend for all boarders. Thereafter, 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:
- 21h00 **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 IN ORDER 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 girl is returned late to the Hostel for any reason whatsoever, it would be appreciated if her hostess would explain the reason personally to the Superintendent or Matron on duty.
 - If a girl 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 11(a) above, pupils may spend any weekend with their parents and must notify the Hostel by Thursday evening prior to the weekend out.

12. USE OF UBER/TAXI TRANSPORT

Ubers 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.

13. SICK BAY:

IT IS IMPORTANT THAT ALL MEDICAL AID DETAILS 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 available and are able to provide paracetamol and throat lozenges only. 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 medication often requested for by the girls:
- Pain killers 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

- (b) If a boarder feels really ill or has been hurt, she should report to the Matron on duty immediately.
- (c) Medication should only be ordered by the 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 close 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 etc. appointments to be made in the afternoon preferably on a Tuesday, Wednesday or Thursday unless there is an emergency. If you make an appointment, we suggest you use Medicross, 041 3918700.
- (g) If a boarder feels ill during school hours, she must first report to the Grade Head before going to Mrs Jooste. If she is sent back to the Hostel, she must report to the Caterer or Housekeeper immediately.
- (h) No-one may enter the SICK BAY without permission from the Duty Matron.
- (i) No visiting in Sick Bay.
- (j) If a girl needs to be taken to hospital, the parents will be notified immediately as to their daughter's condition.
- (k) **FOR OUR RECORDS, WE REQUIRE A COPY OF THE MAIN MEMBER'S MEDICAL AID CARD AND COPY OF ID.**

14. TUCK

- (a) Although it is not essential, this may be brought in SMALL QUANTITIES and kept in the tuck room 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 take place over the weekend, half an hour after the scheduled meal times in the Hostel (Friday – Sunday). Deliveries may not be made after 20h00.

MEALS

- (a) Boarders are expected to partake of ALL meals when they are in the Hostel unless they are excused by the Superintendent or Duty Matron. All girls are to come down to roll call at meal times.
- (b) A pupil who has a definite eating disorder diagnosed may be asked to leave the Hostel as the staff cannot assume responsibility for such a pupil.
- (c) We do not encourage dieting in the Hostel.
- (d) Any special dietary needs, need to be discussed with Mrs Jooste and backed up with a specialist's letter. The specialist/dietician needs to provide us with an eating plan. Please note, we advise the girls to provide their own 'special' foods as our provision will be limited to that of a 'normal' diet.

15. LAUNDRY

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

- (a) **ALL CLOTHES MUST BE CLEARLY 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 back collar (middle)
Panties, shorts, slacks, jeans - on back waist band (middle)
Sock - top edge - tape running down rib
Sock bags - on outside on 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 in. Do not overfill the bag – your washing will not be clean!
- (d) Laundry must be placed on the Grade shelf.
- (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 courtyard is out of bounds. Girls may only go there to take and fetch laundry.
- (h) If girls choose to do their own laundry, they may hang it out on lines in the kitchen quad.

LAUNDRY MAY BE TAKEN AFTER BREAKFAST AND COLLECTED BEFORE PREP or from 06h00.

16. SHOWER TIMES AND GENERAL HYGIENE

- (a) All girls are encouraged to shower rather than bath because this saves water.
- (b) Every girl **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 extramural 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 are to 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.
- (h) No showering before 06h15.

17. PROHIBITED ITEMS

- (a) TVs, DVD players, private irons, 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.

18. 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 for the insurance of their daughter's possessions and to ensure that ALL ITEMS ARE CLEARLY LABELLED IN OBVIOUS PLACES.
- (c) No money may be kept in the dormitory but must be handed in for safe keeping.
- (d) Savings accounts/ATM cards should be used by boarders for pocket money whenever possible.
- (e) Boarders are required to supply their own padlock (preferably a combination lock) so as to be able to lock their cupboards.
- (f) Cameras have been installed for added security.

19. FEES

- (a) **Please refer to the school fee structure notification.**
- (b) **COMPULSORY HOSTEL BOARDING FEES** are payable at the BEGINNING OF EACH TERM. No pupil, whose fees have not been paid either by cheque or by electronic transfer (prior to arrival), will 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 prior to arrival.

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

**COLLEGIATE GIRLS' HIGH SCHOOL
STANDARD BANK GREENACRES
CODE 050 317
ACCOUNT NO 280 916 841
REFERENCE: DAUGHTER'S NAME/HOSTEL FEES**

Proof of payment must be sent to the school bursar.

A boarder will be permitted to return to the Hostel without her fees having been paid ONLY WITH PRIOR ARRANGEMENTS BEING MADE WITH THE BURSAR under very special 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.**
 - (h) Any wilful damage to furniture and/or equipment (not normal wear and tear) will be charged to the parents of the girl(s) concerned.
-