



BISHOP GRANDIN
HOUSE



22 November 2018

Dear New Boarder Parent

It is with a great deal of pleasure that I write to you, the first of many such communications you will be receiving from me over the course of the next five years. I will endeavour to make all letters concise and clear, thereby communicating with you as effectively as possible.

You will find enclosed the **Boarding Procedure and Rules** for your sons' perusal before January. He need NOT learn these, nor is he to be frightened by the list of do's and don'ts, but rather they act as a guide to acceptable behavior, thereby making communal living more pleasant.

Security and **Dress** are detailed and for your information, **Medical** and **Academic Matters**. You will find a guideline to the **Daily Routine** of the boarding house so that you are aware of what your son is and is not allowed to do. You will therefore be familiar with his day to day movements. As well as this, it gives you the opportunity to assist us in instilling in him the virtues of responsible behavior.

Lastly, you will find the **Laundry Forms, Boarding Inventory, Staff Contact Details** and **Medical Aid Form**. The boarding house and school clothing can be purchased at Edendale Outfitters, 32 8th Ave Edenvale 011 453 8467. The Medical Aid form needs to be completed and handed in upon arrival on Monday 14 January accompanied by a copy (front and back) of your **Medical Aid Card**, without which Bedford Gardens Clinic will not treat patients. Lastly you will find the staff contact details. If you have any queries, concerns or questions or would simply like some points of clarity on any issues, please feel free to contact me. I look forward to hearing from you.

The **Arrangements for the Start of the Academic Year** in 2019 are as follows.

- ALL new boarders to report to the boarding house on Monday 14 January at 4:00pm.
- Parents to assist with unpacking and settling in.
- Meeting for all boys and their parents at 5:00pm in the school auditorium (main office block).
- Dinner for ALL boys AND parents in the boarding house at 6:00pm. Parents depart for home and boys remain in the boarding house.
- Boys are to dress in their full (winter) school uniform.

Please note that these are compulsory activities to facilitate a smooth integration into the boarding house.

To you and your son, enjoy the end of grade 7 and 2018. Have a blessed festive season and a happy new year. My staff and I look forward to welcoming you into the boarding house community of St Benedict's College in January 2019.

Yours Sincerely



Mr T Craig
Deputy Headmaster

Boarding PROCEDURE and Rules

1. Arrival, Departure and Leave

Executive Headmaster:	André Oosthuysen, BA (Hons), HDE
Headmaster:	David Jeffrey, BEd (Hons), HDE
Deputy Headmaster:	Toby Craig, BA, HDE, BEd (Hons)

- 1.1 At the start of a new term, all boarders must arrive on the day before school begins.
- 1.2 Weekly boarders are expected to leave the house on the Friday by 6pm. Exceptions are made for compulsory school activities on the Friday evening and/or Saturday morning. If a weekly boarder wishes to stay in for the entire weekend, written application must be made. The Weekly Boarder - Weekend Application needs to be completed and submitted before 5:30pm Thursday prior to the weekend in question.
- 1.3 All boarders leaving the boarding house for the weekend are to sign out. This is done either on Friday afternoon or Saturday morning prior to departing from the boarding house.
- 1.4 Weekly boarders have the option of returning either on the Sunday before 6:00pm (dinner), 8:00pm (roll call) or on the Monday morning before the start of school. They may only remain in the boarding house with permission from the Senior Housemaster.
- 1.5 Boarders must use the Kings Road gate when arriving or leaving the premises. Strict adherence to times is a must. If for any reason a boarder will be arriving late, the staff must be notified well in advance. On arrival, latecomers must report to the staff member on duty immediately. Boarders arriving at the boarding house before 6pm may arrive in Bishop Grandin House Uniform. Boarders arriving after 6pm must wear full school uniform. No exceptions.
- 1.6 Parents of Termly Boarders must complete and submit the Termly Boarder – Leave Application before Friday 8:00am if the boarder wishes to stay out or go out for an evening over the course of a weekend.
- 1.7 Casual Leave refers to a boy leaving the school property after 6pm and/or making use of public transport whilst unaccompanied by his parents/guardians. Boarders are permitted leave from the school property but only with the consent of their parents. The Casual Leave Application Form needs to be completed at least 24 hours before the date in question.
- 1.8 Boys returning from either Termly or Casual Leave must be back in the boarding house before 22:00 and may be required to submit to a breathalyzer test. If found to be under the influence of alcohol, they will be disciplined according to the St Benedict's Code of Conduct.
- 1.9 Boarders leaving the boarding house during the week for urgent private affairs must obtain leave from the master on duty, sign out and sign in on his return to the boarding house. Parents need to contact Mr Craig before permission may be granted for any boarder to leave the boarding house overnight. Boarders must leave and return in full school uniform.
- 1.10 Leave to go over the road to the garage will only be given on Tuesday and Thursday between 17:00 and 18:00.

2. Security and Valuables

- 2.1 The dormitories are not locked during the school day. Boys may only enter their dormitories during the school day when permission has been provided. Boys may change into their sports kit in their dorms on days when they have integrated day.

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- 2.2 All clothing, linen (boys are to supply their own linen), caps, shoes, sporting equipment etc. must be clearly marked with labels or a permanent marker.
- 2.3 Computers are provided in the recreation room. PC's and laptops may be brought to the boarding house for study purposes only. This privilege may be suspended if the use of these PC's is abused. Gaming is prohibited.
- 2.4 Cell phones are allowed but these are strictly for use during their free time and in a private space. They must be switched off during Mass, prep, meals, meetings and after lights out. These phones are their own responsibility. Abuse of this rule may result in it being confiscated for a period of time or at specific times during the day.
- 2.5 In the event of a cellular phone being misplaced, the boarding house will not become involved in subsequent searches for the device. The same applies to accidental damage to cell phones by other boys. The boarding house can not become involved in reparation discussions. This particularly applies to times when it has been left unattended on a desk, under a pillow or in an open locker. In the unlikely event of a locked trommel/locker being broken into and a phone stolen, then the boarding house will intervene and investigate.
- 2.6 Electronic devices such as routers, tablets and phones, left unattended (including charging, "hidden away" or simply left lying around) may be confiscated for up to two weeks. This demonstrates irresponsible behaviour and is an unnecessary temptation to people less fortunate than the owner.
- 2.7 For safety and security reasons, boarders may not leave the perimeter of the school after 18:30 without the necessary consent from the housemaster. They are also not allowed out of the boarding house after lights out. Contravention of these rules is a serious offence.
- 2.8 Permission to bring a motor vehicle to school will be granted only by Mr Craig. These keys will be kept by Mr Craig. Lifts in vehicles driven by other scholars are not allowed. The vehicles must be parked in the gym parking area.

3. Dress and Uniform

- 3.1 School uniform (summer & winter), PE kit and Boarders' kit is the only clothing permitted. Termly boarders are allowed civvies for Mass on Sundays. *Remember to label all items of clothing.*
- 3.2 PE kit or boarding kit is the only clothing to be worn after school hours. Caps may not be worn in the house and shoes are to be worn at all times.
- 3.3 Boarders must take pride in their appearance at all times. They must keep their hair neat and according to school regulations. Facial hair is to be regularly shaven and school shoes must be polished regularly.
- 3.4 Boarders must dress in school uniform or boarders' kit for all meals. The wearing of slops or sandals at meals is not permitted.
- 3.5 Jewellery must comply with school regulations i.e. crucifix/chain.

4. Medical

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- 4.1 If a boarder is sick he must report to roll call and then sick bay followed by breakfast. The Sister will decide whether he must miss school and/or sport. She will make the necessary doctor appointments if deemed necessary. A boarder may not miss school without the necessary permission. Such behaviour will be dealt with as a disciplinary matter.
- 4.2 If a boarder is sick at school he must report to Mr Craig who will sign him out. Boarders are not allowed to absent themselves from lessons and just go to their dormitories. This behaviour will be treated as a serious disciplinary matter i.e. bunking.
- 4.3 Prescription medication must be handed in to Sr Kohler. Boarders are not allowed to keep any medication in their dormitories.

5. Academic Matters

- 5.1 Study periods must be strictly adhered to and a boy may only be absent from prep if they are attending extramural activities.
- 5.2 Prep sessions are to be conducted in silence and work is to be taking place. All boys are to be seated for the duration of prep.
- 5.3 Laptop computers may only be used for study purposes during prep sessions. This will be strictly monitored.
- 5.4 Failure to complete homework is unacceptable. This is a serious offence.

6. Meals

- 6.1 Attendance at all meals is compulsory. Adhere strictly to the meal times.
- 6.2 Book a meal if you going to be late. Once a boy has booked a late meal, he must eat the meal and not leave it to waste.
- 6.3 The weekend meals list must be accurately completed before Thursday dinner. Failure to complete accurately or arrive for a booked meal will result in disciplinary action.
- 6.4 Order takeaway meals (sport) timeously.
- 6.5 Show respect for other boys and staff.
- 6.6 No crockery or cutlery may leave the dining areas and all food must be consumed within the dining areas.
- 6.7 Eat what you take and do not waste food. Boys are to clear up whatever mess they make and are to clear their own cutlery and crockery off the table.

7 General

- 7.1 Boys exit their dormitories after school. A grade 12 boy may spend the afternoon in his dormitory. All other boys may only be in their dormitories if they are doing school work at their desks. The recreation room is out of bounds until 5pm unless a boy is doing school work on the computer terminals (he may not be gaming).
- 7.2 Any form of initiation is not permitted. Any boy found guilty of bullying and/or initiation will be severely dealt with and may face suspension and/or expulsion from the boarding house.

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- 7.3 Dormitories and lockers are to be kept neat and tidy at all times. Beds are to be made up before breakfast, including weekends. Dormitories and lockers may be inspected at any time.
- 7.4 Damage to property must be reported to the staff member on duty. Ball games are not permitted in the boarding house premises.
- 7.5 No heaters, electric blankets, kettles, fridges or TV's are permitted.
- 7.6 No posters or pictures are to be stuck on the walls or on the outside of the lockers. Posters and pictures may be stuck on the inside of the locker doors. No offensive material will be tolerated.
- 7.7 Punctuality must be strictly observed. Disrespect towards staff is a serious offence.
- 7.8 The boarding house reserves the right to test any boy at any time for the use of drugs (recreational or steroid) or alcohol. If a boy is found to be under the influence of either of the aforementioned substances, he will be dealt with according to the Code of Conduct. Any person who refuses to provide a testing sample will be considered to be under the influence of alcohol and will be sanctioned accordingly.
- 7.9 The boarding house reserves the right to conduct random dormitory inspections. This sweep of the boarding house is an inspection of every locker and every bag within the boarding house. Items such as alcohol, drugs (steroid and recreational) and tobacco (cigarettes and ecigarettes) products are forbidden in the St Benedict's Code of Conduct.
- 7.10 Any form of dorm raiding is specifically forbidden. Boys may only be out of their dormitories after lights out to make use of the toilet, to see a master or in the event of an emergency. Boys caught dorm raiding will receive a letter of warning. A repeat offence may result in the boy being asked to leave the boarding house.

8 Dot System

- 8.1 Transgressions of boarding house rules are dealt with according to a dot system.
- 8.2 One dot is awarded per transgression.
- 8.3 The first dot will result in a boy being given EMR (Early Morning Rising). A boy is expected to report to the duty master/leader at 5:00am dressed in school uniform. During the course of the next hour he may be required to write out the boarding house rules.
- 8.4 The awarding of a second dot will result in a boy being given afternoon gardening. During this time he would be expected to sweep leaves or perform a similar manual labour task.
- 8.5 The awarding of a third dot will result in a boy being placed on Friday afternoon gardening with takes places from 3:00pm to 5:00pm.
- 8.6 The awarding of a fourth dot will result in a boy being grounded for weekend. He is not permitted to go home or to take any form of leave. During the course of the weekend he is expected to perform tasks that are manual labour in nature.
- 8.7 Dots are wiped clean at the beginning of every week. Weeks run from Thursday morning to Wednesday night.

9 Daily Routine

06h00 Siren	Wake up, make bed, tidy room etc.
06h20	Inspection
06h30	Roll call
06h30	Breakfast
07h30-15h00	School, Tea & Lunch
15h00-17h00	Free Time, Sport, Homework, Study
15h30 - 17h00	Boys exit the boarding house (Wednesday at 14h45 boys exit the house)
17h00	Roll call
18h00	Supper
18h45-21h15	Prep Supervised.
21h15	Night Prayers
21h30	Lights Out (Grade 7-9) Silence.
22h00	Lights Out (grade 10-12) Silence.

Saturdays

06h30	Wake up
07h00	Breakfast (depending on daily programme)
13h30	Lunch
18h00	Dinner
18h30	Roll Call. No boy may leave after roll call without permission. Evening routine at the discretion of the staff on duty.

Sundays

09h30	Depart for Mass(9h45)
11h15	Brunch
15h00	Tea
18h00	Supper
19h00	Prep
20h00	Roll call
21h30	Lights Out (Grade 7-9)
22h00	Lights Out (Grade 10-12)

10. KIT REQUIREMENTS

SCHOOL

- 1 x School blazer and Formal Hat
- 5 x Summer School white shirts
- 5 x Winter long sleeved shirts
- 5 x Pairs grey school socks
- 1 x School grey jersey
- 1 x School tie
- 1 x Belt (black)

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2 x Long grey trousers
 1 x Pair school black lace-up shoes
 1 x School bag

BOARDING

4 x Boarding House shorts **AND** 2 x blue/red PE shorts
 4 x Boarding House T-shirts **AND** 2 x blue/red PE shirts
 1 x Boarding House hooded top (winter)
 1 x Boarding House tracksuit (winter) **AND** 1 x School tracksuit
 2 x Bath towels
 2 x Pairs pyjamas
 1 x Pillow
 1 x Fitted sheet
 1 x Duvet/blanket (additional for winter)
 1 x Laundry bag
 1 x Sports bag
 1 x Toiletry bag containing hairbrush/comb, tooth-brush, toothpaste, soap, face cloth, foot powder, shampoo, deodorant, tissues etc.
 1 x Shoe polishing kit
 8 x Hangers
 1 x Permanent marking pen
 1 x Metal trunk (small or medium sizes **ONLY**) available from Mega Mica
 4 x Combination Padlocks (spare keys on name tag if not combination)

GENERAL

1 x Sports cap (compulsory)
 4 x Pairs sports socks
 1 x Pair running shoes
 1 x Swimming costume
 Sporting equipment

11. STAFF CONTACT DETAILS

Mr Toby Craig	Housemaster	0832850588	craigt@stbenedicts.co.za
Mr Gary Davies	Grade 8 Tutor	0822103098	daviesg@stbenedicts.co.za
Sr Sandy Kohler	Nurse	0824555227	kohlers@stbenedicts.co.za
Mr Frank Masiya	Catering Manager	0732622211 0114503749	masiyaf@stbenedicts.co.za

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