

# Prestige College

## Residence Rules and Information

(2018)

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

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## ETHOS

Prestige College is a Christian school where the Word of God is our foundation. We are people-focused, with firm discipline as our cornerstone. Prestigians respect other people and the environment in which we work and live therefore Prestige College is an environment where learners and staff can act safely. We are honest people with integrity who readily accept responsibility and accountability for our actions. Because we are results driven we continuously strive to improve ourselves and our environment. We expect all Prestigians to subscribe to these values.

## CODE OF CONDUCT

**IT IS AN HONOUR AND A PRIVILEGE TO BE A BOARDER AT PRESTIGE COLLEGE AND THEREFORE I PROMISE TO ADHERE TO THE FOLLOWING CODE OF CONDUCT AT ALL TIMES:**

- To honour God and his creation at all times
- To respect all staff, visitors and fellow boarders
- To make sure that I know and obey the rules of the residence
- To respect the property of others
- Not to intrude upon the basic human rights of others
- To be punctual
- To co-operate with the staff, monitors and fellow boarders
- To be honest and act with integrity
- To work hard and strive for high academic standards
- *To honour my parents and represent them well at PRESTIGE*

### 1. CORRECTIONAL PROCEDURE:

Every person starts the year with a specified number of points.

New learners who do not do what is expected of them will receive verbal warnings during the first 2 weeks before points will be deducted.

Boarders who have been living in the residences during the previous year will not receive any warnings. During the first week the boarders will go through all the rules and discuss the implications of these rules. Learners will then write a Rule Test - the pass mark is 80%. No one will be allowed to go home until they have passed their Rules Test. After the first week non-compliance with rules will no longer be tolerated and points will be deducted according to the system. Parents will be notified in writing or by SMS of points deducted.

- Boarders will be placed on detention for every 20 points lost.
- They will forfeit all privileges during the detention period.

- Learners on detention may not go home for the weekend.
- **Learners who misbehave before holidays or during exams may be kept back for holiday detention.**
- Students who are very uncooperative will also receive an **Official Warning**.
- **Once a learner has lost 60 points the parents of the learner will attend a meeting during which a re-interview will be done.**
- Should uncooperative behaviour persist, a student can be expelled after a third and **Final Warning**. This method will especially be applicable during the final exams; as from the first of November students will no longer lose points for unacceptable behaviour only, but will also get an **Official Warning**.
- After two **Official Warnings** and a **Final Warning**, uncooperative students will be expelled.
- Some offences are regarded in such a serious light that learners who commit them may be expelled from the residence with immediate effect. These offences are listed under the heading "Serious Offences" on page 29 of this booklet.

Residence Management has the right to refuse to readmit persons who have proven themselves to be uncooperative. Persons who re-apply will have their applications reviewed by a panel of residence staff and will be re-admitted only if a quorum decision allows it.

## 2. SUSPENSION

Boarders who are found to be a menace to other boarders during an investigation may be suspended pending a hearing. Boarders who are a danger to themselves, the school or other learners will be suspended pending an investigation.

Boarders who have lost half their points for habitually committing the same offence(s) may be suspended for up to a week, as it is obvious that detention does not act as a deterrent for the offence(s) committed.

Boarders who have been on Community Service and lose 20 more points may be suspended.

Boarders who are found guilty of serious misconduct may be suspended for a period of one to two weeks. The penalty will be decided upon in a formal hearing and the severity of the penalty will depend on the severity of the misconduct and the boarder's disciplinary record. While on suspension a boarder is still liable for fees as he/she is still formally enrolled as a boarder at Prestige College.

Boarders who ignore their suspension and still enter residences and use

residence facilities will make themselves liable for more serious action taken against them; those who cannot be discipline cannot live on the residences at all. (Refusal to be disciplined -100)

### 3. CURFEWS:

All curfews are instated to ensure the smooth, disciplined running of the residence and will be enforced vigilantly.

#### 3.1 Weekend Curfews:

Learners will be placed on weekend curfew when they are on **detention**. Boarders who fail more than 1 subject and those who get demerits for homework not done may be placed on **Residence Academic Probation (RAP)** so as to give them extra structured study times in which they can work on the subjects where the problems are. No negotiations will be made.

#### 3.2 Visitation Curfews:

All Pro Act and Sport boys will leave the campus at 16h00. Anyone found on the main campus after 16h15 will be regarded as being in a prohibited area and will be dealt with as such. Boys who are cooperative during the week will have the opportunity to visit the girls on the main campus on Saturday afternoons and if they were exceptionally well behaved they might also visit them on Sunday afternoons. All visits will be done between the dining hall and Block C and the Tuck shop and the terrace wall next to Nyathi. Nyathi and Bundu boys may not be seen walking around with girls and will be dealt with severely if found in isolated places on the campus.

#### 3.3 Gate Curfews:

The main gate on the R101, Gate 1, closes at 17h00 in the afternoon.

The gate at the admin office, Gate 2, closes at 16h15r Pro Act and Sport as well as day scholars.

Gate 3 consists of two gates; 1 for the use of delivery vehicles gaining access to the school premises and 1 next to the railway line. This gate may never be used by learners.

Pro Act gate opens between 07h00 and 7h20. It will be open again when the bell rings for break and close when the bell rings for the end of break. At 16h00 the gate will open for 45 minutes. Anyone who arrives at Pro Act after 16h45 without a valid excuse will be regarded breaking curfew.

### 4. POINT ALLOCATION FOR DIFFERENT GRADES:

Grade 5 - grade 8 start with 150 points

Grade 9 - grade 12 start with 100 points

Lost points will not be cancelled by points gained.

Points can be gained for extra help and good conduct.

5. RULES *(Most frequently used demerit codes are indicated in brackets)*

All rules have been divided into categories and have been allocated point values. The categories and values attached are the following:

5.1. IMAGE:

5.1.1 Personal Appearance:

Many people who represent outside companies often come to visit our school in order to give bursaries to deserving students or to invest in the school. Nobody will invest money in persons who can't even take care of themselves. It is therefore important that all boarders look neat at all times.

- a. Clothes must be clean and ironed.
- b. Shoes must be properly fastened and shirts must be buttoned up and tucked in.
- c. No tight, hip-hugging shorts or trousers may be worn without a shirt that hangs over and covers the buttocks.
- d. No short mini-skirts and see-through blouses are allowed.
- e. Boys' trousers must be pulled up to the hip and worn with a belt.
- f. Girls must wear proper underwear.
- g. Underwear may not show, e.g. hipsters that are cut lower than the underwear worn under them and boys with trousers that hang so low that their underwear show.
- h. No dagga leaves, satanic symbols or suggestive pictures/words are allowed on clothing worn at school.
- i. All boarders must be in full uniform by 06h00 every school day refer to guidelines under point r at the end of this section.
- j. Learners must change out of school uniform by 16h30.
- k. Sleep in pyjamas and wear dressing gowns over your pyjamas when moving out of your rooms. **No one may walk around in the residence naked!**
- l. **No pyjamas and/or slippers may be worn outside residences.**
- m. No cap may be worn in the dining room: it WILL be confiscated.
- n. Hair must be combed according to school rules.
- o. No dust-coats, leggings, torn denims and slippers may be worn to

church.

- p. Boarders who do not dress themselves decently for church will be regarded as being disrespectful.
- q. School uniform **must always** look neat: Shirt tucked in with polished school shoes and clean socks. No combinations with private clothes are allowed. The rules below also appear in the school diary.

### Uniform guideline for the Senior College and the Primary

#### Summer uniform:

- |       |   |
|-------|---|
| Girls | <ul style="list-style-type: none"> <li>- Yellow shirt (short sleeved and open collar).</li> <li>- Grey skirt (Prescribed length must be maintained - 10cm from the floor when kneeling, front and back).</li> <li>- White short school socks.</li> <li>- Black school shoes.</li> <li>- Tie with a 'tie-shirt' for Monday assembly.</li> <li>- Ties may be worn on other days with a proper tie-shirt</li> <li>- Blazers must be worn with tie.</li> <li>- Ski-pants, if worn, may not be visible below skirt hem.</li> </ul>   |
| Boys  | <ul style="list-style-type: none"> <li>- Yellow shirt (short-sleeved).</li> <li>- Grey school trousers or official grey school shorts. (no "skinny" or ill-fitting trousers that hang below the Waistline or shorts that have been designed by learners).</li> <li>- Blazers must be worn with a tie.</li> <li>- Grey socks, neatly folded over.</li> <li>- Black school shoes (No pointer shoes).</li> <li>- Black belt with plain buckle - no fancy big buckles will be allowed.</li> <li>- Tie on Mondays for assembly with a 'tie-shirt' and Trousers (all gr7 to 12 learners).</li> <li>- The school blazer may not be worn with a school short.</li> <li>- Blazer must be worn with a tie.</li> </ul> |

#### Winter uniform:

- |       |   |
|-------|---|
| Girls | <ul style="list-style-type: none"> <li>- Yellow long-sleeved shirt</li> <li>- Grey skirt.</li> <li>- Grey school trousers (may only be worn with blazer).</li> <li>- Grey knee socks / Grey school stockings.</li> <li>- Black school shoes.</li> </ul> |
|-------|---|



- Green school blazer
  - Green school jersey.
  - Green scarf (optional)/black scarf for head leaders.
  - Tie.
- Boys
- Yellow long-sleeved shirt.
  - Grey school trousers (no "skinny" or ill-fitting trousers that hang below the waist-line).
  - Grey socks.
  - Black school shoes and black belt with plain buckle.
  - Green school jersey (NO other jerseys or jackets will be allowed).
  - Green school blazer with Prestige College emblem.
  - Green scarf (optional)/black scarf for head leaders.
  - Tie.
- Optional
- Green pull-over - all seasons (Pull-over may not be worn over a jersey).
  - School cap: Available at school. May only be worn during break times and after school. NO caps or hats allowed in class. NO beanies allowed with school uniform - they will be confiscated.
- Matriculants -
- Matric pull-over : Prescribed grey pull-over with College emblem - all seasons.
  - Pull-overs may not be worn over jerseys at any time.
  - Matric ties : Specially designed MATRICULANT TIE all seasons.
  - Matrics may also wear the yellow and green coloured cord around the edges of the school blazer. Matric girls may wear black court shoe with heels no higher than 4cm. Very high heels (stilettos) with narrow points are not allowed; such shoes are inconvenient and not appropriate for school. Boys are similarly not allowed to wear the narrow pointer or slip-on shoes; only school shoes are allowed. Boys are also not allowed to wear "skinny" school trousers (which they usually cut and sew themselves).

## LEADERS : (Prefects)

- White shirt.
- Red tie as prescribed.
- Green blazer with coloured cord around all edges and a honours school badge.
- White pull-over and white jersey.
- Girls may wear white in their hair.

## HEAD LEADERS (secondary school)

- Black blazers with prefect uniform.

## UNIFORM - GROOMING GUIDELINES

## Boys

- Hair must be short, clean and well-groomed in a school haircut.
- No dread locks or Mohawks and no hair may touch the collar.
- No afro's - if the afro comb gets stuck, the hair is too long
- No decorative styles or fluffed hair.
- No steps/undercuts/pageboy styles
- Short back and sides/fades may be worn.
- Hair must be above the eyebrow.
- No hair may touch the collar.
- No colour on hair or eyebrows.
- No patterns in hair or eyebrows.
- No facial hair, beards and/or moustaches are permitted. Boys must be properly shaved at all times or they will be assisted to shave at school with clean, sanitized equipment.
- Sideburns may not grow lower than the middle of the ear.
- No earrings or studs are allowed.
- No facial piercings.
- No visible tattoos.
- No tongue rings.
- No rubber/leather/plastic bands around wrists/ankles or neck.

## Girls

- All hairstyles must be well kept, clean and neatly groomed.
- No colour treatment/bleach on any hairstyle.
- No dreadlocks or decorative styles.
- No weaves or wigs.
- Long hair must be tied back neatly, off the shoulders. No Unusual, big styles.

- No hair may hang loose over the collar or in the face.
- Only green or black hair accessories may be used e.g. Hair bands/ribbons and hair clips.
- Dry curl style must be worn with a hair band (green or black)
- Short hair that falls into the face must be tied back with a Hairband (green or black)
- Extensions are allowed under the following conditions:
  - Strictly black or dark brown colour to be worn that matches natural colour. No red or colour inserts.
  - Maximum 40cm from the scalp.
  - All hair must be tied back with elastic or some firm hair band and not with some hair.
  - The thickness of the extensions may not exceed 3mm. Thick braids are not allowed.
  - Plaits should be tied back in a pony and not hang loose on the shoulders or the back. Once it touches the collar it should be tied back.
  - The tied back hair should be tied against the head (no lower than the nape of the neck).
  - The tied back hair should not be thicker than 7cm in diameter at the tie point against the scalp.
  - Braids may be tied into a small bun. The bun should not be bigger than the head.
- Short Bob hairstyle is allowed as long as it doesn't hang on the collar or in the eyes.
- Long nails and nail polish are not allowed.
- Only one set of plain small round earrings are allowed in the earlobe - no ear-rings in upper ear.
- No earrings with semi-precious or precious stones.
- No facial piercings.
- No plaster covering over unauthorized piercings in the upper Ear or anywhere else on the face.
- No tongue rings / belly rings.
- No visible tattoos.
- No make-up.
- No glitter and/or coloured lip gloss.
- No rubber/leather/plastic bands around wrists/ankles or neck.
- No necklaces or large ornamental watches allowed

### MATRICES (after Matric Farewell)

- GIRLS**
- No coloured hair.
  - Weaves may be worn for one month if it is still neat, has no colour and otherwise comply with school rules.
  - Nails must be short without nail varnish within a week from the matric farewell.

### BOYS

- No coloured hair may be worn to school after the matric farewell
- Patterns should be shaved off before you go back to school after the farewell.
- All hairstyles have to comply with school rules.

Cap in dining room: (773) -5

Hair uncombed: (774) -5

Clothing untidy - unbuttoned, unlaced etc.: (777) - 5

Clothing not clean and \or ironed: (776) -5

Untidy school uniform: (775) -5

Unsuitably dressed: (778) -5

Undressed out of room: (780) -5

Outside in slippers/pyjamas: (778) -5

Not fully dressed by 6h00: (726) -10

Wearing uniform after 16h30: (523) -10

#### 5.1.2 Neatness of rooms and residences:

**All occupants of a room will be held responsible for the neatness and cleanliness of their room. No excuses such as: "It wasn't my turn to clean," will be accepted if all is not satisfactory.**

- a. Your bed must be made and your room must be clean **every weekday by 06h00**
- b. The bed must have a sheet on the mattress, duvet must be straight, and pillow must be puffed and neatly placed at the top of the bed.
- c. All linen must be changed weekly.
- d. Rooms must be properly swept (also under the beds) **every day** - dust and fluff that collect under beds can harbour disease.
- e. Nothing may be left lying on the floor or under the beds.
- f. Polish shoes outside - no polish marks allowed on the floors.
- g. Floors should be mopped regularly.
- h. Lockers must be neatly packed; biscuits etc. Must be kept in

containers that can seal properly. Only 1 piece of luggage may be placed on top of the locker.

- i. Please keep your lockers locked for safety reasons. You will, however, be asked by staff members to open your lockers for inspection and failure to do so will be regarded as disobedience.
- j. You may not have more than two days' dirty clothing in your locker and dirty clothing must be kept separate from clean clothing.
- k. **Nothing** may be stuck on lockers or walls with glue (this includes stickers).
- No posters may be put on walls, as they damage the paint.**
- l. Windows must be clean and nothing may hang on the burglar bars or on the curtain railings. Nothing may be put on windowsills.
- m. Curtains must be neatly drawn and may not be knotted.
- n. **Any rubbish that is found outside your window or door is your responsibility.**
- o. At least one window **must always** be left open - germs breed more easily in warm, humid rooms.
- p. Bathrooms/showers must be kept free of soap wrappers, toothpaste tubes etc. Floors must be dried so that the next person, who uses the facilities, finds it neat and clean.
- q. Toilets **must** be flushed and at least one window in the bathroom must be open.
- r. Laundries must be left neat and clean after use. No soap containers, wet tissues, etc., may be left lying around and floors must be mopped dry if water had been spilled.

Dirty room: (889) -5

Room untidy: (817) -5

No sheets on bed: (819) -5

Locker untidy: (820) -5

Curtains not hanging properly: (822) -5

Room untidy: (817) -5

Stickers \posters on wall: (828) -10

Dirty dustbin \mop: (829) -5

No dustbin \broom \mop: (830) -10

Electric appliance left on: (831) -10

Unauthorised electric appliances: (832) -10

Overloaded electric appliances: (833) -10

Washing in windows: (821) -5

### 5.1.3 Littering:

It is each person's right to live in a clean and beautiful environment. We can't expect other people to clean up after us and therefore you are responsible for keeping our premises litter free.

Littering: (772) -10

## 5.2 SOCIAL VALUES:

### 5.2.1. Punctuality:

It is bad manners and disrespectful to keep other people waiting for you.

- a. Be **seated** at all meals, study, church and meetings at least five minutes before the specified time. Boarders who are more than 15 minutes late for an event/study/meal/church etc. will be regarded as being absent.
- b. All learners must be back on the campus by 17h00. All visitors must be off the campus by 17h30 when the main entrance gate at the road locks. **Late-comers who have been warned previously about punctuality at the gate, will not be allowed onto the premises until 6h00 the following day, when the gates open again.**
- c. Boarders who are late for meals will forfeit their meals - the serving hatch will be open for only 30 minutes.
- d. **Regular late-comers will be given an official warning and will then be refused entry if they are not on time.**

Late for study: (786) -10

Late for meals: (788) -5

Late for church: (790) -10

### 5.2.2. Table manners:

Boarders will be seated according to groups in the dining hall and nobody may leave the area within the first 15 minutes of the meal.

- a. Always sit at the table allocated to you - your group is responsible for the tablecloth of your table's neatness.
- b. Food is collected table by table.
- c. You may not push into queue.
- d. Maximum of 6 slices of bread per person.
- e. Eat with the utensils provided - do not eat with hands.
- f. No bones and rubbish may be put on tables.
- g. Don't talk with a mouth full of food.
- h. **No shouting** or running in the dining hall; when we use the dining hall we use our in-door voices.
- i. You may not sit on tables or stand/sit on tables.
- j. Don't waste food - do not take anything you do not intend to eat.
- k. No "seconds" will be given until ALL the learners had gone through

the serving hatch.

- l. No food may be taken out of the dining hall.
- m. **ALL** utensils must be handed in - **NOTHING** may be taken out of dining hall.
- n. Every boarder is responsible for leaving the table clean and neat - table cloth straightened and chairs pushed in with no rubbish on floor.  
**Inform the HOD and the Guardian if it is a learners' birthday so that we can all sing together, we need order in the dining hall.**  
 Disruptive behaviour: (721) -10  
 Working carelessly with utensils: (707) -5  
 Wasting food: (708) -5  
 Dirty table: (709) -5  
 Throwing food in the dining hall: (850) -20  
 Food duties not done: (Bundu & Khaya) (729) -10  
 Duties/dishes not done: (730) -10

### 5.2.3 Shower times:

There are severe water restrictions country wide. At Prestige College we are given a quota of water by the government of 60 litres of water per person per day. This is 5 litres more per day than the prescribed quota of the United Nations (55litres per person per day). **YOU MAY NOT WASTE WATER.** It is impossible to have proper water pressure if all persons shower at the same time. In every hostel a time table with shower times will be set for all boarders to follow.

In times of water restrictions learners must ensure that all taps are closed even if there is no running water. Learners will be allowed to collect water from a tank on the premises, but nobody may open these water tanks without the explicit permission of a guardian, under supervision of the guardian.

- a. You may not 'book' a shower.
- b. You must shower in the time allocated for you.
- c. You may not shower for longer than 5 minutes.
- d. You may not let the shower run while you are still outside the cubicle.
- e. Don't let the tap run while brushing teeth.
- g. Boarders who waste water will lose points accordingly.  
 Waste of water: (864) -30 points

### 5.2.4 Study:

Written homework, group-work and research are done in the afternoons in your free time. The evening study session is divided into to 2 sessions: the

first session is for self-study and the 2<sup>nd</sup> session for group work and tutoring. Tutoring sessions should be booked with interns **and communicated** to the guardians on duty. Should learners be loud and uncooperative during the 2<sup>nd</sup> session they will be asked to sit on their own and do self-study again. During "Academic Weekends" learners will have extra study sessions which will focus on specific subjects, e.g. Mathematics and English - proof of learning must be submitted.

- a. Take everything you need with you to study, you may not return to your residence to collect books later.
- b. **You may not walk around during study.**
- c. You may not disturb other students during study; that means you may not talk to them, not even to explain something to them or to ask for something. You may not distract their attention by trying to be funny or pass notes /letters around.
- d. You may not eat during study.
- e. No group discussion or explanations will be allowed during 1<sup>st</sup> session of study at all.

Learners who participate in sport in the afternoon may request their staff on duty for time to research and discuss or seek assistance.

- f. **Absolutely no cellular phones/i-pods/headphones etc. will be allowed during study, devotions or church; it will be CONFISCATED when seen and a penalty will have to be paid before it will be returned.**
- g. Learners who need to do work on computers or internet will be monitored. Nobody may use any form of social media/movies/games during study.
- h. Learners who continuously disrupt study will be banned from study and will only be allowed back once their parents have seen the Residence HOD personally in his/her office.
- i. Disruptive learners will sit outside the dining room.
- k. Habitual offenders may be suspended/expelled.  
 Disruption of study: (732) -20  
 Not Studying: (736) -20  
 Sleeping during study: (734) -20

#### 5.2.5 Announcements:

All boarders are expected to keep quiet and listen to announcements.

Disturbance during announcements: (680) -10

Failure to respond to announcement: (681) -5

#### 5.2.6 Radios/speakers:

**Small** radios may be played **softly** in your room.



- a. Your radio/speakers may not be heard outside your room.
- b. Loud radios/speakers **will be confiscated**.
- c. No radios may be played after evening study.
- d. Music containing offensive language will not be tolerated in the hostels at all and such CDs/DVDs will be confiscated and destroyed.

#### 5.2.7 Cellular Phones, Tablets, Laptops and other electronic equipment:

We want to make it perfectly clear that we will **not be held responsible for loss, damage or theft of cell phones or any other electronic equipment.**

Learners must learn to treat expensive items like these with the necessary respect and care.

- a. No boarder may touch any other person's phone, tablet, laptop etc. Look with your eyes, not your hands.
- b. No boarder may play with another learner's electronic device(s).
- c. No boarder may borrow another learner's phone or any other electronic device.
- d. Boarders may not complain to staff if they have allowed any other person to handle their electronic equipment and found it broken.
- e. Boarders may ask their guardian teachers to charge phones/tablets for them in their rooms, if they are afraid of them being lost or stolen.
- f. Learners may not have their cell phone switched on during "official hostel times" e.g. study, church, meals, detention. Learners, who are found playing with their cell phones or tablets or using social media during study, church, detention or after lights-out, will have their phones/tablets confiscated and they will only be released to the learners once a fine of R100 had been paid.
- g. Phones/tablets/laptops which are misused at night may be confiscated - parents will be informed.

#### 5.2.8 Quiet-times:

We are a Christian school with Christian values. Boarders are expected to keep the hostel quiet at certain times so that Bible study can be done and prayers can be said without interference. Boarders who do not want to read the Bible or pray need to respect those who want to make use of the opportunity. From At 21h45 to 22h00 every learner must be in his/her room on his/her bed, reading Bible and praying. NO WALKING AROUND OR TALKING is allowed; no ironing or any other chores are done either.

Disruption of quiet times: (727) -10

### 5.2.9. Church:

Prestige College is a Christian school and therefore ALL church services are compulsory. However, we are a diverse society and therefore our church services do not favour any denomination. The message is Word orientated with the purpose of enhancing the learners' knowledge of Scripture.

Learners must dress neatly. No mini -skirts, leggings, low cut tops, sagging pants etc. are allowed. Learners must ALL have their Bibles with them - we do not accept digital Bibles. Learners sit in the areas allocated to them by their guardians and no talking, remarks, whistling and any inappropriate noises will be tolerated.

At the end of the service learners can make an offering which will be paid in The Residence Church Fund. This fund is used to assist places like Tswaraganang, an orphanage in Temba and other community service projects e.g. Boikanyo Old Age Home. Disrespect during a service will result in serious disciplinary action.

No learners may lay hands on any other learners without a request for that - we have many denominations and we need to respect other people's boundaries.

No learners are allowed to try and exorcise any other learners ever. This will be regarded as serious bullying/harassment.

### 5.2.10 Lights-out:

A tired brain can't learn and research has shown that learners need a minimum of 8 hours sleep every night. All learners are expected to go to bed at their prescribed times.

- a. No walking around after bed time (lights-out).
- b. No music/talking after lights-out.
- c. No lights on in rooms after lights-out.
- d. No tablets/cell-phones/gaming devices etc. on after lights-out.
- e. Learners who need to study later must first obtain permission to do so from the staff member on duty.
- f. Study lamps must be used for afterhours study so as not to disturb roommates.

Disturbance after lights-out: (727) -20 (walking around, talking shouting, in showers, at telephones, lights on etc.)

### 5.2.10 Borrowing and lending:

No borrowing and no lending is allowed. Get along with what you have.

Those who borrow and those who lend will lose 10 points for transgressing

this rule. Boarders who have lent things to others and do not get them back must solve the problem themselves, as **staff will not hold disciplinary hearings for cases like that. Taking something without permission is not borrowing, it is called STEALING and will be dealt with as such:** Borrowing/lending: (793) -10

You may not touch/play/interfere with any other persons' possessions without **clear/direct permission:** (843) -15

#### 5.2.11 Sleeping in your own bed:

You may not sleep in any other bed than the one that has been allocated to you. Apart from obvious hygienic reasons, it is important that you know that homosexual relationships in the residences will not be tolerated at all. Not sleeping in own bed: (751) -10

#### 5.2.12 Entering prohibited areas:

##### a. Girls' Residences:

The gutter, south of the paved pathway in front of the Girls' Residence, serves as a border for boys: (808) -50

No boys may be found at girls' bedroom windows or at the girls' residence gates: (808) -50

The side gates at the Girls' residences are exclusively for the use of the Staff. Learners who move in and out there will be penalised for prohibited area as well as illegal entry/exit: (723) -20

Boys may not enter the yard at Khaya: (808) -50

##### b. Boys' Residences:

Girls may not move around on the terrace on which Nyathi is built. They may not go to the east side of Nyathi or the staff homes there.

No girls are allowed in the area between Khaya and the northern palisade wall - no girls may go to Bundu.

Only Bundu boys may be in the area between Nyathi, the staff homes, Bundu and Khaya

##### c. After lights-out:

The showers, classrooms and lounges in the hostels are regarded as prohibited areas: (823) -20

##### d. After 16h00 on weekdays and during weekends:

All school buildings are prohibited areas after 16h00: (823) -20

The areas between the classes, behind M-Block, the MI centre (including the lockers at the MI centre) and the area west of the MI centre as well as the entire primary school and pre-school are prohibited areas.

All Pro Act boys have to be off the main campus by 16h30 during

week days.

Pro Act boys may not come to the main campus over weekends unless they are accompanied by a guardian for "visiting time". During "Visiting Time" learners may only visit in the designated 'visiting areas between block C and the dining hall: (808) -50

e. After supper:

Girls are restricted to the area between the dining room and Block C only - all girls who move away from this area in the evening will be regarded as being in prohibited areas: (823) -20

f. Pavilion and Sport grounds:

Non-athletes may support athlete friends during sport meetings. When there are no meetings and athletes need to practice, non-athletes may support them up to 16h00. At 16h00 all non-athletes return to their campus. Over weekends non-athletes are not allowed to attend practice. No athletes may be at the pavilion after 17h 25; coaches who keep athletes late must notify residence staff to keep their meals BEFORE the meal starts.

g. All DBs and generators are regarded as prohibited areas and so are all water tanks/installations. Learners who hang around these areas, throw stones and other objects at or into them or tamper with motors, pipes, cables, taps attached to them/leading to or from them will also receive a very serious written warning and may also be charged costs to repair damages because of interference.(808) -50

h. Kitchen:

The kitchen is a prohibited area and students who have complaints should take them up with the Residence HOD: (823) -20

i. Staff accommodation:

Learners must respect the privacy of resident staff members and may only enter staff quarters on invitation; staff quarters are regarded as prohibited areas' if you enter without being invited in: (808) -50

j. Other residences:

You may only enter another residence with the permission of the guardian: (823) -20

**Learners who enter the residences of the opposite gender will be Expelled: (804) -150**

j. Parking areas:

All areas where motor vehicles are parked must be regarded as prohibited Areas: (808) -50

k. Security offices:

No student may enter the security office at the gate or may sit in front of

- the gate for conversation with the security officers: (823) -20
- l. Workshop, stores, water plant, all areas west of MI building:  
 The store room/workshop and surrounding yard are strictly prohibited to all students: (808) -50  
 The water plant and the entire area west of the MI building and classes as well as next to the workshop are regarded as prohibited areas: (808) -50
- m. Laundry:  
 The laundry may only be entered when accompanied by guardian: (823) -20
- n. Windows and walls:  
 Pupils who are caught climbing through windows and over walls will lose points for being in a prohibited area, for abuse of facilities and illegal exit/entry: (823) -20
- o. Residences:  
 During school hours, meal times and church services, the Residences will be regarded as prohibited areas: (808) -50  
 Learners may not go into other residences without written permission from the guardian or the Res HOD. (823) -20
- p. Pro Act:  
 Only boys who live at Pro Act may go there - all others need permission from the HOD: (823) -20  
 Western boundary - No one may go past staff quarters; No visits to the mountain or the dam  
 Southern boundary - The road leading to the Sport Academy; no visits to the bush  
 Northern boundary - The road north of lapa; no visits to the waterworks/sewage dams  
 Eastern boundary - Gate to railway line; no walks along the railway line - it is VERY dangerous there.  
 Lawns - learners must use pathways provided to access the Lapa and the Residences: (823) -20  
 The mountain at Pro Act is dangerous and learners who cross the boundaries and go there will lose points (808) -50 and be given a written warning and lose points.  
 All Pro Act boys need to be off the main campus by 16h15.  
 All Pro Act boys must be back on Pro Act campus by 17h15 all must be seated at 15h25 in the lapa for supper. Boys found on the main campus after 16h15 without specific written permission will be regarded as being in a prohibited area. (823 -20)
- q. Bundu, Khaya and Sport

After supper learners who live in Bundu, Khaya and Sport may not leave their enclosed yards: (823) -20

- r. All undeveloped areas are regarded as prohibited areas. We are living in the bush and there are snakes here. Several of the species we have are poisonous. Stay out of the bush/field. (808) -50
- s. Day Scholars  
No day-scholar may be allowed into the hostel; boarders who allow them to enter will lose points for failing to report unauthorized person in the residence. Learners need to be alert and notify staff of ANY strangers they find moving about on the campus: (740) -10
- t. The main campus is a prohibited area for Pro act boys after 16h15 during weekdays and outside visiting hours over weekends. (823 -20)
- u. Non-athletes may go to the pavilion/sport fields to support friends who do sport. When there are no matches/meetings at the sport fields all non-athletes **must be back on the main campus by 16h15**. Over weekends only athletes who practice may be at the pavilion and sport fields. **Over weekends and after 16h15 on weekdays the pavilion and sport fields are regarded as a prohibited area to non-athletes** and learners who are not back on the campus by 16h15 will be regarded as having been in a prohibited area.

#### 5.2.13 Abuse of facilities and Hazardous behaviour:

Students who behave negligently with regards hostel facilities will lose points. E.g. Riding chairs; sitting/jumping on tables and other furniture; kicking/hitting balls indoors; running indoors etc. which can cause serious damage or injuries etc.: (130 ) -20

Learners who wilfully commit any act that may cause the loss of life or limb or cause serious damage to property will lose points for Hazardous behaviour - example but not limited to: attempting to climb over electric fence - and such a learner may be expelled depending the circumstances surrounding the incident and the learner's record. (749) -150

Learners who are found with keys to classrooms and other venues on Prestige College premises are regarded as a serious breach to security and will be dealt with at a disciplinary hearing. The circumstances of the transgression will determine to outcome of the hearing.

#### 5.2.14 Damages:

- a. The people who live in a room are responsible for the room and the damages in it. If the person who caused the damage cannot be pinpointed, all the inhabitants will assume full responsibility for damages.

- b. Damages will be deducted from deposits.
  - c. Persons who cause damage on purpose will be given an official warning and lose points for vandalism. They will also do detention.
  - d. Persons responsible for accidental damage will also lose points and be placed on detention.
  - e. Persons responsible for regular damage will be issued an official warning, may be suspended and /or placed on a special contract. Their parents will be responsible for any repairs/replacements. If their destructive behaviour continues they may be expelled.
  - f. All learners will share the cost of any damage done school property where the perpetrator is unknown.
  - g. Marks on the walls are regarded as damage - do not sit with hair touching walls; it leaves a fatty residue which can't be washed off and can only be removed by repainting. This will be done at the cost of the inhabitants.
- Accidental damage: (697) -10 points  
 Careless with property: (693) -15  
 Vandalism (damaging property on purpose): (853) -50  
 Setting off of fire extinguisher: (756) -50  
 Interfering with fire hydrant/extinguisher: (758) -50

#### 5.2.15 Graffiti and stickers:

Stickers and graffiti cause damage to school property and are therefore not allowed at all. You are responsible for the condition of your room and for the furniture you use. Graffiti is seen in the same light as damage and will be dealt with as such.

Stickers: (828) -20

Graffiti: (865) -50

#### 5.2.16 Petting \inappropriate body contact:

- a. You may not touch each other in any area that a bathing costume would cover.
- b. You may not sit with legs overlapping one another.
- c. Students who are found clinging to each other improperly will have their parents contacted and will be given an official warning.
- d. No 'twerking'. We regard this form of dancing as vulgar and promiscuous and will not allow such tasteless sexualised form of dancing in our school which promotes Christian values.

**Promiscuous behaviour:**

**Intimate physical contact: (258) -80**

**Embracing: (813) -20**

**Kissing: (254) -20**

**Sexual intercourse: (815) -150**

**Sexual assault: (814) -150 (This is also a criminal offence)**

**Sexual intercourse with a minor: (816) -200 (This is also a criminal offence and perpetrators will be handed over to government authorities for prosecution.)**

**Indecent/ inappropriate sexual behaviour:**

#### 5.2.17 Smoking:

Smoking is not only bad for your health, but also for those who have to breathe in the smoke that you exhale. Students caught smoking will immediately lose points; **no warnings will be given. If you are the only person coming from an area where a thick cloud of smoke is hanging in the air we will regard you as the person responsible and you will consequently lose points.**

Please note that Hubbly Bubbly and E-pens (hooker pens) are not harmless and will not be allowed - these items will be dealt with as with cigarettes.

Accompanying smokers: (839) -10

Smoking on premises: (840) -20

Possession of cigarettes/hubbly bubbly: (841) -20

Selling cigarettes: (842) -20

#### 5.2.18 Gambling:

It is illegal for a minor to gamble. Students may not get involved with any gambling games.

Gambling: (746) -20

#### 5.2.19 Unauthorised business:

No learner may buy or sell or do anything else to gain personal profit from other learners. Learners who want to raise funds for school/residence projects must apply to do so. Prefects will give guidance regarding the procedure to follow to obtain the necessary permission. Learners who disregard this will lose points for selling contraband and have their 'stock' confiscated until they go home.

Unauthorised Business : (803) -20

#### 5.2.20 Fireworks:

Fireworks are dangerous and may not be brought onto the premises at all. A special permit to set off fireworks is also needed according to the law.



Possession of fireworks: (760) -20

Setting off of fireworks: (761) -50

## 6. DUTIES:

### 6.1 Not fulfilling cleaning-duties:

It is absolutely important that every person does his/her duties to ensure that we live in harmony.

- a. You must always help to clean your room. If your name is on the duty list for a specific day, you are responsible for the specified area for the entire day.
- b. You have to make sure that everything is satisfactory in time for inspection, as well as after lunch and evening study. Failure to do so will be regarded as 'not fulfilling duties' and will result in a warning or, ultimately in the loss of points.

Cleaning duties not done: (737) -10

### 6.2 In bed after wake-up time:

It is your duty to wake up at the prescribed time and to get out of bed, so that you can prepare for the day ahead. Failure to do so will result in a warning or the loss of points.

In bed after wake-up time: (738) -10

### 6.3 Changing rooms without permission:

You may not change rooms without permission from your HOD.

Changing rooms without permission: (752) -10

### 6.4 Moving \removing furniture without permission:

- a. No person may remove furniture from any residence or school building.
- b. No one may change the arrangement of furniture in any residence or school building without permission from a staff member on duty.
- c. Outside furniture may not be carried around, or turned upside down.

Moving \removing furniture without permission: (750) -10

### 6.5 Keys:

- a. Carry your key on lanyard around your neck.
- b. NEVER give spare keys/ lock codes to roommates or friends and NEVER leave keys under your pillow, on top of your locker or in a bag under your bed.
- c. Hand spare keys to your guardian. These keys will be placed in envelopes,

- that you will seal yourself, to be kept in case you lose your key.
- d. Replace lock at earliest convenience for security purposes and hand spare keys to guardian.
  - e. Learners who do not comply with these requirements will not only lose points, but will also have to pay R100.00 to have their locks cut open. Please note that the auxiliary staff who can cut open locks keep strict hours and there may be a delay as result thereof.
  - f. Learners **MAY NOT** break open lockers - damage to lockers will result in replacement of entire locker at the parent's cost.
  - g. Learners may not handle/carry staff keys and learners who are found in possession of keys to buildings on the premises will be regarded as being in possession of stolen goods. They are also regarded as a serious security risk and may be suspended and/or expelled. Hazardous behaviour:(749) - 150
  - h. Not handing in spare keys: (739) -10

#### 6.6 Sick students:

- a. The school is responsible for medical emergencies.
- b. All staff members have first aid training and The Head of Residences is a qualified ambulance assistant and First Aid instructor; thus the staff is able to analyse and categorise injuries and medical emergencies. Minor cuts, bruises and burns are not regarded as emergencies and will be dealt with at school. Basic medication is essential as it avoids unnecessary trips to the doctors which deplete medical aids very quickly.
- c. Specialists, dentist and optometrist appointments are not emergencies and appointments must be made for Exeat Weekends or Holidays.
- d. Learners with contagious diseases like flu, measles, chicken pocks etc. are not emergencies; however, learners who have it must go home until they are better to avoid the disease from spreading.
- e. Parents living within the Tshwane Metropolitan area, including Pienaars River and Makapanstad (the 012- dialing code area) will be taken to the doctor by their parents.
- f. Parents are responsible for Doctors' fees and all administrative responsibilities regarding outstanding medical accounts.
- g. Parents will be charged per kilometre for trips to doctors.
- h. Parents without medical Aid must pay an additional R500 fee to cover any possible medical emergencies.
- i. Sick learners are taken to the doctor at 09h00 in the morning and if necessary a 2<sup>nd</sup> trip may be taken at 14h30 in the afternoon.
- j. Doctors are not available in the evening and those who become sick will be

- made comfortable till we can take them to the doctor in the morning.
- k. Doctors are not available on Sundays and the same procedure will be followed as in point 9 above.
  - l. Fractures, deep cuts/wounds that cause a lot of bleeding which will require stitches are regarded as an emergency.
  - m. All breathing problems are regarded as serious - learners who have asthma MUST have their basic medication and their guardians must know of their condition - breathing difficulties are regarded as an emergency. We need a Doctor's report with regards this condition together with a prescription for medicine in case necessary.
  - n. Learners who suffer from epilepsy and heart disease MUST ensure that their guardian knows of their conditions and also ensure that the guardian knows where medicines are kept. These conditions are regarded as serious and will be treated as emergencies. We need a Doctor's report with regards this condition together with a prescription for medicine in case necessary.
  - o. Rashes are not regarded as emergencies and will be taken to the doctor at the scheduled times.
  - p. Serious allergies which may results in breathing difficulties MUST be made known to guardians and learners who suffer from these conditions must have an Epi-Pen or similar medication. We need a Doctor's report with regards this condition together with a prescription for medicine in case necessary.
  - q. Learners with food allergies must submit a pathologist's report on the allergy which will be shared with the kitchen so as t prevent unnecessary contact with the allergen. Without a pathologist's report no allergy will be taken into consideration.

#### 6.6.1 Medicine

- a. Learners MUST have basic medicines; something for headache, something for flu, something for nausea and for diarrhoea and a few plasters. Girls must have painkillers for period pains. Learners who suffer from hay fever and seasonal allergies and sinus must ensure that they have the relevant medicine.
- b. Leaners who suffer from medical conditions MUST come to school WITH their medicine.
- c. Parents who are uncomfortable with medicine kept with the child may request that the guardian keeps the medicine in a safe place.
- d. The school accepts NO RESPONSIBILITY if a learners decides to drink all their medicines at the same time.

- e. According to law only a health care practitioner with a dispensing license may administer medicine. A child's parent or guardian may administer medicine. The school does not of a dispensing license.
- f. Parent's need to sign an agreement with Residence Life Staff that they act as legal guardians in the absence of parents so that we may assist learners who have headaches, flu, diarrhoeia etc.

#### 6.6.2 When learners feel sick:

- a. They must report to their **GUARDIAN, in person.** Guardians are in the residences every morning and easily accessible.
- b. Guardians assess the situation and call parents. Kids who need to see the doctor are booked for transport or arrangements are made for parents to collect the child.
- c. Learners with contagious diseases are kept away from other learners as far as possible; however, we do not have quarantine facilities and therefore we expect such learners to go home.
- d. Learners may only drink medication that was prescribed for them - no learner may receive/use medication from other learners.
- e. Learners must complete medication prescribed by the doctor - no medicine works after only one dose and no one will be taken to the doctor again before the whole course of medication has been completed.
- e. Learners who act irresponsibly with medication may be asked to leave the residences as we cannot take responsibility for irresponsible people.
- g. Learners may only enter the sickroom with permission from the HOD of the Girl's residence or the Head of Residences.
- h. Learners who bunk classes by pretending to be ill will lose points for dishonesty.

#### 6.6.3 Avoid getting sick:

- a. Wash your hands after you went to the toilet and before eating.
- b. Make sure there is always an open window (also in the winter). In winter it can be only one window opened small - germs thrive in warm/moist air and that is why people get sick in the winter. If all windows are closed and everyone is inhaling/exhaling the same air, germs are just being circulated - the perfect recipe for flu etc.
- c. Eat lots of fruit and vegetables.
- d. Cut down on sugar.
- e. Get active.
- f. Sleep - your body can only repair and replace damaged cells while you are sleeping.

- g. Don't share clothing, towels or washing rags.
- h. Don't share medication.

7. MANNERS - 20 points:

We value good old-fashioned manners here at PRESTIGE COLLEGE.

7.1 Disobedience:

Any student who does not obey a direct order from a staff member makes him\herself guilty of disobedience. Ignoring rules is also regarded as disobedience: (718) -20

Not following instructions: (692) -10

7.2 Disrespect

We recognise God as our creator and respect all people and things that He has created; respect is one of our principal values at Prestige College.

- a. No animal or plant life may be disturbed or harmed.
- b. All people must be treated with respect, this means everybody must be greeted and spoken to in a respectful way.
- c. Boys must act like gentlemen and girls must act like ladies **at all times**.
- d. Inappropriate noises, whistling and laughing during church services and meals are regarded as a gross form of disrespect and will not be tolerated at all.
- e. Disrespect/back-chatting towards a staff member: (719) -20

7.3 Dishonesty:

We expect of everybody to be honest at all times. There is no sin in admitting a mistake, but a lie to cover up a mistake only makes the situation worse.

Dishonesty in verbal statement: (716) -50

Dishonest in written statement: (717) -50

7.4 Fighting:

It is natural that we will not always agree on everything, but the way in which we disagree is important. We must learn to talk about our problems. If you have a problem with someone else, discuss it with him/her, if necessary, in the presence of your guardian. No problem can be solved by physically attacking another person.

Punching/slapping: (683) -30

Assault with weapon or in a gang: (686) -150 (This is also a criminal

offence)

#### 7.5 Bullying:

Bullying is regarded in a very serious light and a bully may be suspended or expelled.

Bullying is defined as: repeated harmful acts and an imbalance of power. It involves repeated physical, verbal or psychological attacks or intimidation directed against a victim who cannot properly defend him/herself because of size or strength or because the victim is outnumbered or less psychologically resilient.

Bullying includes assault, tripping, intimidation, threatening behaviour, rumour-spreading and isolation, demands for money and other's property, destruction of property, theft of valued possessions, destructions of another's work and name-calling. This includes text messages on social networks which make other persons look bad and humiliates them.

Harassment: (763) -50

Bullying of Junior: (687) -50

Bullying of peer: (688) - 50

#### 7.6 Bad language:

To swear at other people is a bad reflection of who you are. Bad language will not be tolerated: (717) -20

Abusive language is not only bad language, but is regarded as bullying/harassment and will be treated as such.

#### 7.7 Xenophobia:

Prestige College is a multi-cultural school where all staff and learners, regardless race, are welcome and we strongly condemn any racial discrimination. Any person who shows intolerance of other racial groups by calling them names, threatening them and bullying them in any way will be held liable and disciplinary action will be taken against him/her, which may result in suspension or expulsion.

### 8. ABSENTEEISM - 20 points:

#### 8.1 Not attending meals, study or church:

Everybody must attend all meals, study and church services. It is very important that no persons are in the hostel when all other inhabitants are else-where, as it is during these times that theft takes place.

- Absent from meals: (671) -10
- Absent from study: (672) -20
- Absent from church: (675) -20

### 8.2 Not arriving for detention if placed on detention:

- a. You forfeit all privileges when you are on detention.
- b. Absence from detention will result in loss of additional points: (673) -20
- c. You may not be late for detention - latecomers will be marked as being absent.
- d. Poor cooperation during detention will result in the detention time extended and an **Official Warning. You may also be expelled.**
- f. You may not go home when you are on detention.
- g. **First time detainees with fixed sport/cultural commitments need to get a letter from the teacher involved and take it to the HOD before the start of detention.** Arrangements like this will only be made for first time offenders if there is a very good reason.

### 8.3 Sick students who stay in bed without permission:

- a. Report to your guardian or the **STAFF MEMBER ON DUTY in person** if you are ill.
- b. You may not stay in bed without permission. (783) -10
- c. No one will be allowed to stay away from school or study without a doctor's letter.
- d. Sick students have to go to the sickbay during school hours.

## 9. SERIOUS OFFENCES - EXPULSION\SUSPENSION:

Students who are found guilty of the following offences may be expelled:

- a. Leaving the premises without written permission from guardian, Hostel HOD or Head of Hostels (Expulsion or suspension, depending on the circumstances of the offence) Obtaining permission to go out by having friends etc. phoning, pretending to be parents or lying about where you are going are also regarded as leaving without permission, because **permission is only given in response to parent instructions:** (673) -150
- b. Possession of alcohol or drugs (Liquids like benzene, spirits, turpentine, thinners, petrol etc. are also regarded as drugs). (Expulsion): (678) -150  
alcohol; (742) -150 drugs  
Prescription and over-the-counter medicines, steroids and stimulants which are used carelessly or for recreational purposes are also regarded as drugs.
- c. Empty alcohol containers will be regarded as proof that alcohol had been

used. Rizlas or any other items associated with the use of drugs e.g. hubbly bubbly, will be regarded as proof that drugs are being used.

**Learners may be asked to submit to an alcohol or drug test. This may include tests done at an independent pathologist or home screening tests.**

- d. Coming onto the premises under the influence of alcohol or drugs.  
(Expulsion): (679) -150; (745) -150 drugs
- e. Using drugs/alcohol on the school premises
- f. Selling drugs or alcohol and / or carrying/holding drugs or alcohol onto the premises for anyone else is a criminal offence and will be dealt with as such. ( Expulsion) -150
- g. Possession of pornography. (Expulsion): (805) -150
- h. Possession of weapons. (Expulsion): (686) -150
- i. Possession of Prestige College keys
- j. Intimidating behaviour. If you bully and frighten other students and/or staff and make them fear for their own safety, you will be asked to leave the premises permanently (Expulsion): (806) -150
- k. Vandalism means to damage things on purpose and will not be tolerated at all. Learners who are guilty of vandalism may be expelled: (853) -50
- l. No boy may enter the girls' residences at all and no girl may enter the boys' residences at all. (**Immediate Expulsion - no appeal**): (804) -150
- m. Sex on the premises (Expulsion): (815) -150
- n. Indecent/sexual behaviour (Expulsion):
- n. Girls who fall pregnant on the premises will be expelled with immediate effect, as well as Boys responsible for the pregnancy. (Immediate expulsion- no appeal)
- o. Sexual assault/intimidation (Expulsion): (814) -150
- p. Theft is a criminal offence and we do not have room for thieves in this residence. Being in possession of stolen items will be regarded as being an accomplice to theft and will be dealt with as such. (Expulsion): (844) -150
- q. Any criminal activity not mentioned here will also lead to immediate expulsion. Criminal activity will be reported to the police for further investigation and may lead to a criminal record. (Expulsion)
- r. Gross disrespect towards staff members. (Suspension)
- s. Uncooperative during detention is regarded a refusing to be disciplined.  
(Suspension or expulsion, depending on seriousness of the offence): (724) -30
- t. Illegal exit/entry from/in residences (suspension or expulsion, depending on the circumstances and the learner's record): (723) -50
- u. Hazardous behaviour where a learner wilfully does something which may



cause loss of life or limb or cause serious damage to property. This includes any behaviour which compromises the security of the school, the learners and the staff of the school: (749) -150

- v. **Attempting suicide:** may be suspended or expelled: (800) -150
- w. Xenophobia

### **CRIMINAL CHARGES MAY BE LAID AGAINST ANY LEARNER WHO TRANSGRESSES THE LAW.**

#### 10. FINES:

Certain offences cost the school a lot of money and will be punished by paying a fine in addition to points lost:

- a. Damage of property
- b. Misuse of electrical appliances
- c. Wasting water
- d. Wasting electricity

The fine will be determined by the cost incurred to do repairs or additional fees on the bill.

#### 11. LIST OF NECESSITIES

You **must** have the following with you:

- Bible (hard copy - not digital)
- alarm clock
- wristwatch
- good quality lock **with 2 spare keys** or combination lock
- hangers
- 5 school shirts
- 5 school trousers/skirts
- 5 pairs of school socks
- 1 pair of black school shoes
- shoe polish + brush
- 5 sets of casual clothes (no designer clothes please)
- umbrella and/or raincoat
- pyjamas and gown
- 2 towels
- swimming costume (as prescribed by the school)
- bathing cap
- soap, toothpaste and toothbrush
- soap and fabric softener for clothing (not needed by juniors)
- iron and ironing board

- study lamp (clamp type will work well)
- basic medicines (plasters, headache tablets, disinfectant and prescription medicine if necessary - to be handed in to guardian for safe-keeping)
- MOSQUITO REPELLANT for the summer
- coffee mug and teaspoon
- duvet and duvet cover
- 2 fitted sheets and pillow and pillowcase (plus a continental pillow if you are in the junior primary phase)
- toys if you are in the junior primary phase
- sport equipment, e.g. a tennis racquet, takkies, balls etc.
- torch (to be used in case of power failures)
- adaptor to charge electronic equipment
- sling bag for tablet
- Water bottle
- wet-wipes/waterless sanitizer

**EVERYTHING YOU BRING TO SCHOOL MUST BE PROPERLY MARKED WITH YOUR NAME AND SURNAME**

You **may** have the following with you:

- small portable radio
- kettle
- hair dryer
- curling tongues
- small desk fan
- duvet
- board games e.g. Monopoly or Scrabble
- coffee/tea, coffee creamer, cold drink mix}
- biscuits/rusks } provided it is kept in
- fruit } containers that can seal
- peanuts/chips/sweets } properly
- bicycle
- skate board

You **may not** have the following with you:

- Any weapons of any kind; that includes 'knuckle dusters' and 'nun-chucks'
- Any drugs; that includes prescription medicine not prescribed to you
- Steroids, stimulants and performance enhancers that contain amphetamines or other substances classified as drugs.
- Alcohol
- Benzene, paraffin, turpentine, thinners, spirits, petrol or any other

- substance that may be used as a drug
- cigarettes, hubbly bubbly, e-pen (hooker pen)
- offensive music
- DVDs without guardian's approval; DVDs found in your Possession will be destroyed
- Fire-crackers; these are regarded as dangerous weapons
- cigarettes }
- e-cigarettes/hooker pen}
- tinned food } **All such items as these will be confiscated**
- breakfast cereal }
- Two-minute noodles }
- processed cheese }
- any other groceries not mentioned on the list above}
- chewing gum }
- Any big electrical appliances like fridges, big fans/air conditioners or heaters.
- A motor vehicle/ motor cycle without the necessary permit. You may not drive any vehicle around on the premises. Once a vehicle has been parked it stays put until the owner has permission to go home again. Non-compliance with vehicle rules will lead to withdrawal of permit.

## 12. OFFICIAL RESIDENCE TIMES:

- 5H00 Monday to Friday; wake-up **and** get-up time
- 6h00 Monday to Friday; inspection time; then you must be **fully dressed**, your bed must be made and your room must be clean; general cleaning starts
- 6h20 Monday to Friday; you must be out of the hostel **with your book Case and sports attire**, hostel gates will lock at this time **and will not be opened before 16h00**
- 6h25 Monday to Friday; daily devotion in dining room and breakfast
- 6h30 Breakfast is served up to 7h10
- 7h10 Serving hatch closes
- 7h15 Dining room is locked
- 11h15 Lunch (break) serving hatch will only be open for 30 minutes
- 14h30 Fridays; be seated for lunch by 14h25 - 30 minute serving time
- 1600 Residences open except on Fridays when it will open after school
- 7h00 Saturdays and Sundays; wake-up **and get-up** time
- 7h40 Saturday and Sunday; be dressed and have your room tidy, start with general cleaning
- 7h55 Saturday and Sunday; be seated for breakfast

- 8h00 Breakfast served on Saturdays and Sundays up to 8h30
- 8h30 Serving hatch closes all utensils handed in by 8h45
- 10h00 Must be seated for church services (according to weekend Programme - it may be held in the evening; consult weekend programme)
- 9h00 up to 11h00 Saturday; study for all pupils
- 13h00 Saturdays and Sundays; be seated for lunch and roll call will be Taken. Serving hatch will be open for 30 minutes.
- 14h30 All learners who do not participate in sport or other extra-mural activities must be seated in the dining room for afternoon study on weekdays
- 16h00 Study out
- 16h30 Change out of uniforms
- 17h15 Pro Act boys leave main campus and head back to Pro Act
- 17h25 Mondays to Sundays; be seated for supper
- 18h30 Fridays to Sundays; all girls are in their residence - gate is locked.
- 18h30\* up to 21h000 Sunday to Thursday; study for all gr 8 - 12
- 18h30\* up to 20h00 Sunday to Thursday study for gr7 and all lower grade
- 1830 - 19h30 Sunday to Thursday for 5 and 6
  - \* Sport Academy learners may start at 19h00 only in the season during which they participate in their particular sport. During exams and in the rest of the year normal times apply.
- 19h00 Sundays; be seated for church service (as per programme)
- 20h30 up to 20h45 Sunday to Thursday; Cleaning of dining room
- 21h45 Sundays to Thursdays; Quiet time - No one may walk around at this time, no radios may play, every person is sitting on his \ her bed busy with devotions.
  - Persons who do not want to do devotions must be in bed.
- 22h00 Sundays to Thursdays; Lights-out Grade 8 -12
- 21h00 Sundays to Thursdays; Lights-out for Grade 7
- 20h30 Sundays to Thursdays; Lights-out for all lower grades
- 23h00 Friday and Saturday; Lights out

During meals, study, church, quiet-times and lights-out you may not receive phone calls or visitors. You may not organise any other activities without the approval of the Residence HOD.

Boys who live at Pro Act have to familiarise themselves with the gate times for Pro Act as it appears on the notice board. These times will be strictly observed and disregard for these time will lead to loss of points: late at gate (796) -20

### 13. SWIMMING POOL POLICY:

The swimming pool is managed by the sport department.

- a. **No student may enter the swimming pool area without the supervision of an appropriate staff member.**
- b. When you enter the pool area you must have a towel, wear a PRESTIGE COLLEGE costume and a **swimming cap.**
- c. **No food, sweets, bottles, cans, etc. may be taken into the pool area.**
- d. **No lotions or oils may be used as they leave an oily residue on the surface of the water.**
- e. **You will not be allowed to swim without a swimming cap.**
- f. No student may push anybody else into the water.
- g. No one may play with swimming pool equipment.
- h. The area around the pool must be left neat and clean after use.
- i. You may not dive into the pool or do summersaults into the water.
- j. Please do not urinate in the pool. Urine cancels the chlorine that is supposed to keep the water clear and consequently the water will turn green.
- k. All rules apply as stated in the school diary.

### 14. WHAT MUST I DO IF I NEED PERMISSION TO GO OUT?

#### 14.1 Day trips:

- a. Your parents need to phone/e-mail/fax your guardian at least 24hours before the time.
- b. Your guardian will give you a "Day pass" note.
- c. Your guardian will determine the time you may leave and the time you must be back.
- d. If no return time is indicated regard 17h00 as the default time.
- e. Take note and show it at gate 2 (at the admin office) where you **sign out** and the security officer signs your note.
- o. At gate 1 (at the road)the security officer keeps your note until you return.
- p. When you return you collect the note from gate 1 and submit it at gate 2 from where it will be collected by your guardian and filed in the office.

#### 14.2 Weekend trips

- a. Your parent needs to phone/e-mail/fax your guardian at least 24 hours before the time to arrange for you to stay in or go out. Your name will be then be placed on the weekend-out list.  
If no arrangements have been made you will have to stay in for the

weekend.

- b. Your guardian places your name on a list at gate 2.
- c. Sign out on the list with the security at gate 2.
- d. No food will be prepared for you for duration of the weekend - that includes Sunday evening.
- q. Return before 17h00 on Sunday evening so that you have time to say goodbye to your parents before 17h30.
- r. Late-comers will lose 20 points and be placed on special detention for 1 day.

**If you are dishonest in obtaining permission or if you should give your permission slip to someone else, you will be taken to a disciplinary hearing and you may be expelled.**

The HODs or Head of Residences will only give permission if your guardian is not available and if your parents have contacted them to give the necessary permission. **NO CONTACT FROM PARENT - NO PERMISSION. Parents ask for permission between Monday and Thursday for their children to come home and to go shopping on weekend only-NO TELEPHONIC PERMISSION OVER THE WEEKEND, especially not over a learner's phone.**

No permission requests via SMS or whatsapp will be granted.

**15. WHAT HAPPENS IF I AM BULLIED/HARRASSED BY SOMEONE?**

Report the matter to your guardian or the HOD of the Residence. The guardians will discuss the matter with the HOD and a plan of action will be put together. If nothing is done or if the intervention is not successful, report the matter directly to the Head of Residences.

The person who harasses others may be suspended and be taken to a disciplinary hearing. The outcome of such a hearing may include expulsion.

**16. WHAT HAPPENS IF SOMETHING IS STOLEN FROM ME?**

- a. Avoid being placed in this situation: lock away your valuables and deal responsibly with your keys; ensure all your property is properly marked; have serial numbers for technical equipment; use neutral areas to visit with friends from other rooms.
- b. As soon as you become aware something has gone missing you **MUST REPORT** it to your guardian/the guardian on duty without delay.
- c. Write a statement: what is stolen; where was it before it got stolen; who had access to your locker; where were your keys; how is the item marked; who do you suspect. Hand the statement to the guardian on duty.
- d. The guardian will arrange that cctv footage may be viewed and you will have

- to accompany him/her to identify visitors to the room.
- e. Write a complaint - the guardian will help you. Submit the complaint form.
  - f. You will be notified of a date for a hearing. You will be acting as the complainant and may have your parent or a guardian with you.
  - g. Be prepared, mention facts and if necessary have your witnesses ready to testify what they know.

#### 17. WHAT HAPPENS IF I AM PLACED ON DETENTION?

You will be placed on detention for every 20 points you lose. Your guardian will inform you of the detention period which you will acknowledge by signing the list. **When you are placed on detention you may not participate in any other activity at all and you MAY NOT GO HOME.**

- a. Change into private clothes and report to the staff member on duty in front of the dining room at 15h00 on a Friday afternoon. (Learners on 3<sup>rd</sup> detention will report at 15h00 during weekdays. Weekend detention will be on the weekend programme.)
- b. 20 points = 1 day detention + Psalm 119 copied once  
40 points = 3 day detention + Psalm 119 copied 3 times  
60 points and more = 1 week detention and official warning + Psalm 119 copied 5 times  
80 points = 1 week detention and final warning (gr 9 - 12) + Psalm 119 copied 5 times  
100 points (gr 9 -12) = expulsion  
(gr 5-8) = 2<sup>nd</sup> warning and 1 week detention  
130 points (gr 5 -8) = 1 week detention and final warning  
150 points (gr5 -8) = expulsion
- c. When on detention you are then responsible for the emptying and cleaning of the dustbins and other cleaning chores.
- d. If you are on detention a 2<sup>nd</sup> time you will study rules on Friday afternoon and do chores during the given times for the rest of the weekend.
- e. If you are placed on 3<sup>rd</sup> detention you will study rules on a Friday and write a rule test on Saturday evening.
- f. Those who fail the residence rules test will sit detention again on Sunday at 14h00. Should you fail the residence rules test on Sunday evening, you will automatically place yourself on detention for the following weekend as well.
- g. If you are late you will be marked as being absent. Being absent from detention is regarded as a very serious offence and may lead to suspension or expulsion. If you are absent from detention, you will also lose points for absenteeism and therefore do an additional week's detention.

- h. If you are uncooperative during detention you will be suspended or expelled. Learners who refuse to be disciplined will not be allowed to live on the premises at all.
- i. Learners who do not cooperate during exam times will be given study time during weekends for the duration of the exam, but will do their detention (**Holiday Detention**) when the school closes and will leave for their holiday a few days later than their friends.  
Absent from detention: (673) -20

18. **WHAT MUST I DO IF I HAVE A PROBLEM WITH A STAFF MEMBER?**

- a. Do not confront the staff member in the heat of the moment.
- b. Obey instructions and be respectful.
- c. Wait until you have both cooled down, then make an appointment to see him/her and discuss the problem.
- i. If you still feel that you have been treated unfairly or that you were not given the opportunity to have your side of the story heard, make an appointment with the HOD or Head of Residences who will then discuss it with you and the staff member concerned.

19. **WHAT HAPPENS DURING EXAMS**

During exams we will not give demerits only, but we will also give you an **official warning** if your behaviour is not satisfactory.

**NB: Breakfast is compulsory for all learners at 6h25 and all residences should be spotless clean by 6h00 as the rules prescribe.**

Grade 10 to 12 learners may remain in their rooms to study if they are not writing. This is a privilege which may be withdrawn if learners are uncooperative or cause damage in the residences.

**During exams all boarders are bound by the following agreement**

I agree that:

1. I will keep my room neat and clean at all times;
2. I will be responsible for the condition of the desk that I am using;
3. I will leave bathrooms and showers in a 100% satisfactory condition after I have used it (floors will be dry, no soap wrappers, soap etc, will be lying around, toilets will be clean and flushed and windows will be open);
4. I will not enter other rooms at all;
5. I will study in my room and only leave the hostel during break;
6. If I leave the hostel during school hours, I will be dressed in **full school uniform**;
7. I accept that the bedrooms, TV-rooms and foyer are the only other areas



that I may use for study purposes **during school times**;

8. I will be present and **on time** for lunch, supper and church;
9. I will not cause disturbance to other boarders;
10. All residence rules are applicable to me, should I be uncooperative I accept that I will do my detention as a special Holiday Detention .
11. I will receive **only two Official Warnings** during the final exam for unacceptable behaviour
12. I will leave the residence immediately if I am uncooperative and my behaviour is still unacceptable according to residence rules and regulations, after two Official Warnings;
13. I will leave the residence immediately if I commit any serious offences as stated in the residence rule booklet.

As soon as all the learners are finished writing their final exam, **they must leave the premises.**

Please note that this agreement is only a repetition of the rules and regulations you and your parents have already agreed to when you were accepted into the residence.

## 20. WHAT HAPPENS ON THE LAST DAYS OF SCHOOL TERMS?

- a. To leave the campus you need a **PASS-OUT slip**
- b. Before you leave the residence your room must be 100% clean and all your luggage must be packed, except for a clean set of clothing for the next day and pyjamas to sleep in during your last night on the premises.
- c. Before you leave your room a staff member will check the room to see if all is in order. The floor, walls, windows and lockers must be clean. The lockers must be open, the windows must be closed and the curtains must be drawn. The broom and mop must be clean.
- d. You will only receive a **PASS-OUT** slip if all the conditions mentioned above have been met and all luggage have been removed from the room.
- j. Hand in your completed and signed Pass-out slip at the main gate.
- k. Non-compliance with cleaning responsibilities will also lead to a deduction of R200 from hostel deposit.

Leaving without the pass-out: 50

## 23. WHAT HAPPENS DURING LOADSHEDDING?

When the power goes off it will take 3 minutes for the generator to register that it is off. It usually takes another 3 minutes for the generator to switch on the power on the main campus. At Pro Act there are rechargeable LED

lights installed in rooms and bathrooms and a smaller generator to ensure that there is sufficient light in the lapa for study. Nobody may scream and shout when the power goes off. Wait patiently for the generator to do its work. Should the generator fail to switch on wait for the guardian to give the order to get up and move to your room. Stay in your room till further notice. Make sure you have a torch - no candles or paraffin lamps are allowed. Treat all plugs and electric equipment as live.

#### 24. MORE ABOUT MEALS

Breakfast consists of a protein and carbohydrate e.g. oats and fried egg or soft white porridge and fish fingers etc.

Lunch is a light sit-down meal during break. It replaces a lunch-box .e.g. noodles and mince or a hamburger etc.

Dinner is a heavier cooked meal which includes vegetables e.g. chicken, rice, gravy and green beans or beef goulash, rice and baked butternut etc.

On Sundays lunch is a large main meal with desert and on Sunday evenings learners construct their own sandwiches with different fillings. Soup may also be given in winter.

WE DO NOT CATER FOR INDIVIDUAL LIKES AND DISLIKES.

Learners who suffer from allergies need to submit a PATHOLOGIST report (not a letter from your friendly family doctor) regarding such allergies.

Vegetarians need to indicate during their res interview of their preference.

We do not serve pork - boerewors is pork-free. When Viennas/polony are served there will always be a pork-free option.

#### 25. LEARNERS FROM FOREIGN COUNTRIES

- a. All learners from foreign countries must have valid passports and study permits.
- b. All parents of learners from foreign countries must submit copies of their passports.
- c. Study permits must be applied for well ahead of time and expiry dates must be noted.
- d. It is unacceptable to keep learners out of school because of invalid documents.
- e. Learners who leave the school for extended periods to re-apply for study permits will be removed from the roll.
- f. It is not fair to expect children to produce good results if parents fail their administrative duties.
- g. The school also cannot secure spaces for those who do not have a legal

right to be in the country.

### 23.1 Study permits

- a. Foreign pupils should apply at any regional office of the SA Department of Home Affairs for a Study Permit before the school year starts.
- b. Individual Study Permit application letters will be prepared upon your request after registration payment has been received. Apply as soon as possible. Parents are requested NOT to keep children from attending school at the beginning of the year for this purpose.
- c. Submit your application for a permit as soon as you have registered to avoid disappointment.
- d. Permit re-applications must be done at least 3 months before they expire to prevent children from losing precious school time.

### 23.2 Passports

- a. **Law requires that passports (not copies of passports) of all foreign learners are submitted;** they will be kept by the Residence Administration staff for safety purposes. Passports are signed in and out as necessary. Learners who return from home **MUST** sign in their passports with guardians **BEFORE** they go to their residences.

### 23.3 Checks

The Department of Home Affairs may visit the school from time to time to check on the documents of our learners from foreign countries. Verified copies of parents' passports, learners' original passports and study permits must be kept on file for these purposes. The school is liable for VERY large fines if all documents are not in order - we are not willing to take such risks and therefore urge parents to take the necessary measures to ensure that their children and the school are not placed in uncomfortable situations in this regard.

### 23.4 Fees

Accounts are paid in advance per term as arranged by the finance department. Every boarder pays a maintenance deposit which is refundable; however, all damages where the responsible person cannot be traced will be repaired/replaced from this fund.

### 23.5 Necessities and permission to go out

- a. Ensure that learners have all the requirements on their list of necessities.
- b. If a parent doesn't intend to see the child during Exeat Weekends enough

provision should be made so that the child doesn't run out of toiletries etc. before the parent can collect him/her.

- c. Learners who stay on the campus during Exeat Weekend will be accompanied to a shopping centre by resident staff. Staff will arrange safe transport and wait at an agreed meeting place in the centre for learners who are shopping.
- d. Please accept that learners who make use of this service do so at own risk as staff cannot be held responsible for accidents on the road and incidents orchestrated by other people.
- e. Inform the Residence office at least 3 days in advance of any special transport arrangements, e.g. bus trips etc.

**IMPORTANT DATES:****January**

16 Res opens at 08h30 for New-comers  
 Res opens @ 12h00 for other boarders

17 School opens

**February**

2 Exeat weekend - School comes out at 14h15

4 Boarders back on campus before 17h00

23 Inter-high athletics @ Pilditch

**March**

2 Exeat weekend - School comes out at 14h15

4 Boarders back on campus before 17h00

28 School and boarding close at 12h00

**April**

9 Residence opens @12h00 for learners whose accounts are paid up to date  
 No outstanding accounts will be allowed and NO ARRANGEMENTS will be made.

10 School opens

26 Exeat weekend - School comes out at 14h15

27 Freedom Day

30 School Holiday

**May**

1 Workers' Day - Boarders back on campus before 17h00.

25 Exeat weekend - School comes out at 14h15

26 Open Day

17 Boarders back on campus before 17h00

29 Exams start

**June**

22 School closes at 12h00

**July**

16 Residences open at 12h00 for those whose accounts are up to date.

17 School opens

**August**

8 Exeat weekend - School comes out at 14h15

9 Women's Day

10 School Holiday

12 Boarders back on campus before 17h00.

31 Exeat weekend - School comes at 14h15

**September**

- 1 Family day and school birthday celebrations
- 2 Boarders back on campus before 17h00
- 28 School closes at 12h00

#### October

- 8 Residence opens at 12h00 for those whose accounts are up to date.
- 9 School opens

#### November

- 2 Exeat weekend - School comes at 14h15
- 4 Boarders back on campus before 17h00
- 7 Final Exams start

#### December

- 12 School closes

#### IMPORTANT NUMBERS

School Reception 012 711-8600

FAX 012 711 -8645

HOD of Girls' Residence: Ms M Thage: 012 711-8614 (office)  
071 868 9997 (cell)

E-mail address: [malenyalo@prestigecol.co.za](mailto:malenyalo@prestigecol.co.za) (use this e-mail address for weekend-out arrangements and correspondence regarding medical accounts)

HOD of Boys' Residences: Mr J Musi: 072 705 7523 (cell)  
071 868 9998 (cell)  
081 278 7956 (cell)

E-mail address: [joe@prestigecol.co.za](mailto:joe@prestigecol.co.za)

**Mrs S Badenhorst is the Head of the Residences and can be reached at:**

**Office: 012 711-8612                      Cell: 083 572 4810**

**E-mail address: [Stephanie@prestigecol.co.za](mailto:Stephanie@prestigecol.co.za)**

#### GUARDIANS:

Block A (primary girls): Mrs E Malungani	081 247 2771 or 071 426 2613
Block B (gr8 & 9 girls): Mrs P Kgoathe	081 273 8655 or 084 486 3032
Block C (gr9 &10 girls): Mrs S Khunoana	081 890 7436 or 076 197 1338
Block D (gr11 &12 girls): Ms T Matjila	081 284 4665 or 072 240 6010
Nyathi Up (gr8 boys): Ms J Matjene	081 247 1909 or 079 740 5900
Nyathi Down (gr9 boys): Mr S Nkwe	081 284 3340 or 071 584 1330
Bundu (Primary boys): Mr G Malungani	081 251 6060 or 072 670 0360
Pro Act (gr10 - 12 boys): Mr L Hlongwane	081 267 8037 or 082 866 5256
Pro Act (gr10 - 12 boys): Mr G Malatji	081 266 7207 or 072 213 7269
Pro Act Mr F Ngwenya	076 597 0864

Khaya Mr Sibeko  
Khaya Mr Shongwe

084 080 7360  
079 610 5016