



BOARDERS

POLICY

VERSION 1.1

1. INTRODUCTION

St Andrew's School for Girls ("St Andrew's") provides boarding facilities.

All St Andrew's boarders have the right to privacy and security in the environment in which they live on the St Andrew's campus. To ensure that this privacy and security is enjoyed and that their education at St Andrew's is supported, it is the responsibility of boarders to conduct themselves with respect for the rights of other boarders and to adhere to the provisions of this policy and procedures supporting this policy.

2. PURPOSE

The purpose of this policy is to establish the principles applying to the conduct of boarders at St Andrew's are understood and adhered to. Further, to ensure that if the policy is breached, the necessary disciplinary action is properly and fairly administered.

3. SCOPE

This policy applies to both full and weekly boarders at St Andrew's in the normal course of the school day as well as after hours and on weekends.

4. POLICY STATEMENTS

Structure

- 4.1 The person responsible for boarders is the Deputy Head of Student Affairs, who resides on the St Andrew's campus as Head of Boarding.
- 4.2 The Head of Boarding shall be responsible for overseeing the running of the boarding houses and the boarders' well being and safety.
- 4.3 The Head of Boarding, in consultation with the Executive Head, shall, if required, appoint Deputy Heads of Boarding and assign responsibilities to the Deputy Heads of Boarding.
- 4.4 The Head of Boarding, in consultation with the Executive Head, shall appoint matrons and relief matrons who shall be responsible for the day-to-day running of the boarding houses and the boarders' conduct, well being and safety.

4.5 The matrons and relief matrons shall also be accountable for maintaining records of the whereabouts of boarders and if necessary, reporting the absence of boarders to the Head of Boarding.

4.6 The matrons and relief matrons shall report to the Head of Boarding.

Boarding House Behaviour

4.7 In addition to adherence with the provisions of the St Andrew's Acceptable Conduct Policy, which applies to all learners at St Andrew's, boarders shall respect the right of other boarders to privacy.

4.8 Boarders shall adhere to the provisions of this policy and/or procedures or standards supporting this policy and published by the Head of Boarding.

4.9 Boarders shall, unless expressly excused by a person with the authority to do so, ensure that they are present at the boarding house or on the campus, as the case may be, at all times that their presence is compulsory.

4.10 Boarders shall adhere to all procedures relating to the operation of the boarding house including, but not limited to, lights out, meals, registration, use of telephones and cell phones, visitors to boarders, visits by boarders to third parties, security, boarding house departures and arrivals, prep sessions and any other procedures or standards which may be published by the Head of Boarding.

4.11 Boarders shall show respect towards the teaching staff of St Andrew's, matrons, relief matrons and/or any other staff employed by St Andrew's in the day-to-day running of the boarding house.

4.12 Boarders shall adhere to all instructions given to them by persons appointed by St Andrew's and duly authorised to give the instructions.

4.13 The Head of Boarding may empower Grade 12 boarders to carry out certain responsibilities, including the monitoring of behaviour and the administration of appropriate punishment (strikes) for offences committed by girls residing in the boarding house.

Prep Sessions

4.14 Prep Sessions are (save where indicated to the contrary in writing by the Head of Boarding) compulsory and all boarders shall attend the prep sessions applicable to their year group unless they have been excused from the prep session by the Head of Boarding or a person designated, in writing, by the Head of Boarding to do so.

- 4.15 Unless a prep session allows for group work which necessitates communication between boarders and/or third parties, silence shall be observed during the prep session.
- 4.16 Boarders shall not be allowed to bring food and drink into prep sessions. Neither shall cell phones nor any other device which may be used to play music be allowed to be used during the prep session.
- 4.17 Boarders shall arrive at prep sessions properly prepared and with all materials they require for the prep session.
- 4.18 Boarders shall not be excused from the prep session in the normal course.
- 4.19 Access to computers, for school work is provided in the boarding house for use by boarders. Boarders must adhere to the policy statements as outlined in the Communications and Information Security Policy.

Facilities and Restricted Areas

- 4.20 The Head of Boarding may publish restrictions relating to the use of facilities at St Andrew's or restrictions from attending places or activities outside of the St Andrew's Campus.

Meal Times

- 4.21 Boarders must attend all meals while they are in residence in the boarding house.
- 4.22 Grace shall be said at all meals except weekday lunches.
- 4.23 Silence shall be observed in the dining room until the Head of Boarding, or a person assigned by her to do so, has said grace. Boarders may not leave the dining room until grace has again been said after dinner.
- 4.24 Boarders may not eat in their dormitories and no cutlery, crockery or food may be removed from the dining room.

Visitors

- 4.25 All visitors must report to the Matron.
- 4.26 Venues for receiving visitors shall be restricted to the drawing room, the boarders common room, the tea lawns, the lawn outside the new wing or such other areas on the campus specified in writing by the Head of Boarding.

Restriction on Visitors to the Boarding House

- 4.27 Neither men nor St Andrew's day-girls are permitted entry into the boarding house without the prior written consent of the matron or Head of Boarding.
- 4.28 Boarders shall report the presence of any unauthorised person in the boarding house to the matron, immediately or as soon as reasonably possibly.

Absence from St Andrew's

- 4.29 Boarders are prohibited from leaving the St Andrew's campus without the authority of the Head of Boarding or the matron. The boarders must provide full details of their intended whereabouts, time of departure and expected time of return to the campus.
- 4.30 Boarders shall not be permitted to leave the St Andrew's campus with a person other than the boarder's parent/s without the prior written consent of the Head of Boarding.
- 4.31 Permission to leave the campus with a person other than the boarder's parent/s shall be granted by the Head of Boarding, or a person assigned by her to do so in writing, in the form directed by the Head of Boarding.
- 4.32 The form stipulated by the Head of Boarding shall include, without limitation:
- 4.32.1 the identity of the person responsible for the boarder while absent from the campus;
 - 4.32.2 details of authority granted by the boarder's parent/s to the boarder leaving St Andrew's with the host/hostess;
 - 4.32.3 full names and contact details of the host/hostess;
 - 4.32.4 the time of collection of the boarder;
 - 4.32.5 the expected time of return of the boarder.
- 4.33 A copy of the permission, duly signed by the Head of Boarders shall be provided to the matron or relief matron who shall file the permission with the register indicating the boarder's absence from the campus.

Security and Precautions

- 4.34 The burning of candles or incense in the boarding house is a fire hazard and is prohibited.
- 4.35 Boarders shall not use any plugs or electrical appliances until they are checked by St Andrew's maintenance staff.
- 4.36 Boarders shall not bring heaters or electric blankets into the boarding house. Hot water bottles are permitted.

- 4.37 The Head of Boarding shall ensure that regular fire drills are held and all boarders shall participate in the fire drills.
- 4.38 The fire drill procedures shall be provided to all boarders on arrival at the boarding house and the Head of Boarding shall ensure that they are prominently displayed in each dormitory and other common boarding house areas.
- 4.39 The Head of Boarding shall ensure that all boarders are familiar with the fire drill procedures.
- 4.40 Boarders shall report any incident of theft to the matron as soon as reasonably possible.

Shopping and Delivery of Goods to St Andrew's

- 4.41 The Head of Boarding shall establish and publish procedures to be followed relating to:
 - 4.41.1 boarders leaving the St Andrew's campus for the purpose of shopping;
 - 4.41.2 the delivery of any goods to St Andrew's for or on behalf of a boarder.

Registration of Boarders

- 4.42 On arrival and enrolment at St Andrew's boarders shall be subject to the registration procedures stipulated and published by the Head of Boarding.
- 4.43 The Head of Boarding and persons assigned by her to do so shall establish and maintain a register of boarders.
- 4.44 The Head of Boarding shall publish the procedures relating to the maintenance of the register and the grant of permission to boarders:
 - 4.44.1 to be excused from being present at meals;
 - 4.44.2 to be excused from being present at prep sessions;
 - 4.44.3 to be excused from being present from the boarding house in the normal course;
 - 4.44.4 to leave the St Andrew's campus.
- 4.45 Boarders who are absent from meals, prep sessions, the boarding house or the campus without permission shall be subject to disciplinary action in terms of the provisions of the Enforcement of Policy contained in the St Andrew's Acceptable Conduct Policy.
- 4.46 If a boarder is absent from a meal, prep session, the boarding house or campus without prior permission, or fails to return to the boarding house and campus, or report her arrival to the matron, the person responsible for keeping the register shall immediately report the boarder's absence to the matron.

- 4.47 The matron shall make due enquiry as to the boarder's absence within a reasonable time period as may be appropriate in the circumstances.
- 4.48 If, after making due enquiry as to the boarder's absence and a satisfactory explanation for the absence cannot be established within 1 (one) hour of the boarder's absence being established, the absence of the boarder shall be reported to the Head of Boarding.
- 4.49 If the Head of Boarding is unable to establish the whereabouts of a boarder or an acceptable reason for the boarder's absence she shall, with due expedition, report the boarder's absence to the Executive Head.

Boarding House Departures and Arrivals

- 4.50 The Head of Boarding shall establish and publish procedures relating to the arrival at the boarding house of boarders at the commencement of a term, half-term, or week, alternatively the departure of a boarder at the end of a term, half-term or week.
- 4.51 The provisions of this policy or any procedures established under this policy, shall apply to the arrival and departure of a boarder from the boarding house.

Acceptable Conduct Policy

- 4.52 This policy is complementary to the Acceptable Conduct Policy which applies to learners and educators at St Andrew's.
- 4.53 To the extent that there may be any conflict in interpretation of the Acceptable Conduct Policy and the Boarder's Policy the Head shall resolve any inconsistency and her decision is final.

5. ENFORCEMENT OF POLICY

- 5.1 This policy shall have the force of a contractual agreement between St Andrew's, and the boarder, duly assisted by her parent/s.
- 5.2 The enforcement of this policy shall be conducted in the same manner as provided for in the Acceptable Use Policy.

6. RELATED POLICIES, STANDARDS, PROCEDURES AND GUIDELINES

- 6.1 Acceptable Conduct Policy;
- 6.2 Communications and Information Security Policy;

- 6.3 Procedures for dealing with Problems of Drug Use and Dependency;
- 6.4 Procedures for dealing with Bullying;
- 6.5 Guidelines on Life Threatening Diseases;
- 6.6 Acceptable Use of Electronic Communication Devices Policy;
- 6.7 All procedures and standards published by the Head of Boarding in terms of this policy.

7. GLOSSARY OF TERMS

Unless inconsistent with the context, the expressions set out in this policy will have the meanings assigned to them in the glossary of terms applicable to all policies, procedures, standards and guidelines adopted and published by St Andrew's. The Glossary of terms shall be available on the St Andrew's website, www.standrews.co.za , or from the personal assistant to the Head, in either physical or electronic form.