



# Your Home Away From Home

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*Boarding Guide*

*Rules, Routines and Procedures*

**Essential information for students and their parents**

**CONTENTS**

CONTENTS ..... 2

MY INFORMATION: ..... 3

NOTE TO PARENTS AND STUDENTS ..... 4

CONTACT INFORMATION ..... 5

INTRODUCTION ..... 6

    Mission Statement ..... 6

    Values ..... 6

    Vision Statement ..... 6

COMMUNICATION ..... 7

MANAGEMENT STRUCTURES ..... 7

    Housemaster ..... 8

    Matron ..... 8

    Tutors ..... 8

    House Prefects ..... 8

WEEKLY ROUTINE ..... 9

    Monday – Thursday Routine ..... 9

    Exam Routine (Sunday night to Saturday lunch) ..... 10

GENERAL RULES ..... 11

    Daily inspections ..... 11

    Meals ..... 12

    House Meetings and Activities ..... 12

    TV, Digital Games ..... 12

    Common Room & Kitchen usage ..... 12

    Dress Code ..... 12

    Illegal substances ..... 13

HEALTH & MEDICAL ..... 14

SAFETY & SECURITY ..... 15

    Unknown Visitors ..... 15

    Restriction of Access ..... 15

    Fire / Emergency Drills ..... 15

    Emergency Alarms ..... 16

HOUSE PROCEDURES ..... 17

    Academic Excellence ..... 17

    Prep Time ..... 17

    Sport Facilities ..... 18

    Breakage ..... 18

    Laundry ..... 18

Motor Vehicles .....19

Pocket money .....19

Lights Out .....19

Use of Technology .....19

PRIVACY & RESPECT .....20

    In their rooms:.....20

    Visitors .....21

    Access during School Times .....21

EXEATS AND LEAVE .....22

    Exeats .....22

    Leave .....22

    Term Holidays and Mid-term breaks.....23

    Sports and other School Trips .....24

    Leave after a sport trip or excursion .....24

IMPORTANT INFORMATION FOR NEW ADMISSIONS .....25

    Equipment requirements.....25

        Personal goods .....25

        Personal Toiletries / Health kit List.....26

    Interview and New Arrival .....26

        Administration required for admission:.....27

NOTES:.....28

**MY INFORMATION:**

First Name and Surname	
Preferred name	
Admission number	
Register teacher	
Boarding Mentor	
Boarding buddy	

## NOTE TO PARENTS AND STUDENTS

### To the Boarders:

A very warm welcome to Mitchell House's Boarding House!

You will be entering the House amongst the new boarders of our fourth year since starting in January 2014.

The boarders have already started to make their mark on the school. Living on the campus is a wonderful privilege, and a unique opportunity to participate one hundred percent in the life of Mitchell House College. You will soon be comparing notes with day scholars, and finding you get so much more out of it. Welcome to this special brand of student!

However, boarding is no magical kingdom – things do not happen on their own. You will find you are challenged in many ways that will be new to you. Adapt and grow, and make use of the opportunities, for they are many. Academically, it is still up to you – no one else can do the stuff for you, but we will remove the obstacles you may find elsewhere, and create an environment conducive to excellent academics. If you take advantage of your privileged position, you will grow like you never expected.

### To the Parents:

Our goal is to give your children a "Home Away from Home". Nobody can replace you, the parent, but we aim to provide a safe, nurturing and caring environment that is as "home" as it can be.

I look forward to getting to know you and your children well over the next few years, while your children are with us, and welcoming them back to visit us after they have moved on. Please keep my cell number on your phone so you know when I am calling you, and you can call me when needed.

Much depends on co-operation from the students and support from the parents. Please keep in contact with them – at least once a week. It really means so much to them. I look forward to working with you.

Sincere regards,

*Doug Friedemann*

Housemaster

## CONTACT INFORMATION

	What do you need?	Who/Where to contact	Contact
1	Housemaster:	Mr Doug Friedemann	082 562 3597 (SMS, WhatsApp) <a href="mailto:d.friedemann@mitchellhouse.co.za">d.friedemann@mitchellhouse.co.za</a>
2	Matron:	Mrs Pitcairn Uniform Shop (Mon/Wed/Fri)	015 296 0865 072 699 1497 <a href="mailto:uniformshop@mitchellhouse.co.za">uniformshop@mitchellhouse.co.za</a>
3	Admissions – Accounts –	Precious Motimele Pam de Bruyn	015 296 0865 <a href="mailto:reception@mitchellhouse.co.za">reception@mitchellhouse.co.za</a>
4	Updates and general info, reports of activity, etc	D6 Communicator EdAdmin	Download to smart Android / IOS / Windows devices. Online
5	Electronic copy of this booklet.	Mitchell House website	<a href="http://www.mitchellhouse.co.za">www.mitchellhouse.co.za</a>
6	Student Leave application form	Mitchell House website, “Boarding” tab; click on <b>electronic form</b> .	

Note: Parents will be able to access their own child’s records using the EdAdmin programme with effect from 2017. Parents will be informed when this becomes available.

## INTRODUCTION

Welcome to the Mitchell House Boarding House. We strive to make your experience here a memorable one that is guided by the school's Mission Statement, Values and Vision.

This booklet has been created to outline the routines, activities, responsibilities and expectations that the House has of its boarders.

This document is the boarding policy of Mitchell House and has been approved by the governing body. This policy was drafted in accordance with the relevant provisions of the Constitution of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 (SASA); the Norms and Standards for School Funding and applicable provincial legislation.

Boarders are bound by the school's Code of Conduct, as well as the Boarding House policies and rules, and are expected to know and obey these policies and rules.

### Mission Statement

The House is guided by the school's Mission Statement:

*“With the help of Almighty God and founded on the high ideals of English Christian culture, Mitchell House strives to help its pupils to develop to the best of their ability, and guide their growing minds towards high ideals.”*

### Values

At Mitchell House and at the Boarding House, we are committed to upholding the following values:

- **Personal Integrity**  
To be honest, truthful, loyal and fair, and to recognise the difference between right and wrong.
- **Respect for Ourselves and Others**  
To respect ourselves, others and their beliefs, those in authority, and to care for and protect our environment.
- **Discipline and Responsibility**  
To practise self-control, and to take responsibility for the things we say and do.  
To behave appropriately at all times and to conduct ourselves as good ambassadors of our school.
- **Kindness and Empathy**  
To always take time to care for those around us.
- **Striving for Excellence**  
To do, and be, the best we can, in all we undertake.

### Vision Statement

Underpinned by the school's core values – striving for excellence, personal integrity, respect for ourselves and others, discipline and responsibility, kindness and empathy – Mitchell House is committed to maintaining itself as an educational centre of excellence.

## COMMUNICATION

Communication with parents will be primarily by means of the **D6 Communicator**. Please ensure you have the D6 Communicator installed on your computer and/or mobile. Look up [www.school-communicator.com](http://www.school-communicator.com), click Downloads, then select Mitchell House on the drop down menu. After it has installed, go to Personalise and select “Boarding” as well as your child’s grade and activities. It will automatically activate at the start of each day or whenever you connect to the internet. Information and updates will be communicated through this medium.



**SMS notifications** will be used to communicate information that you need to know as soon as possible. It is assumed that the number on the school records is correct and that you will receive the sms within 6 hours of a message being sent.

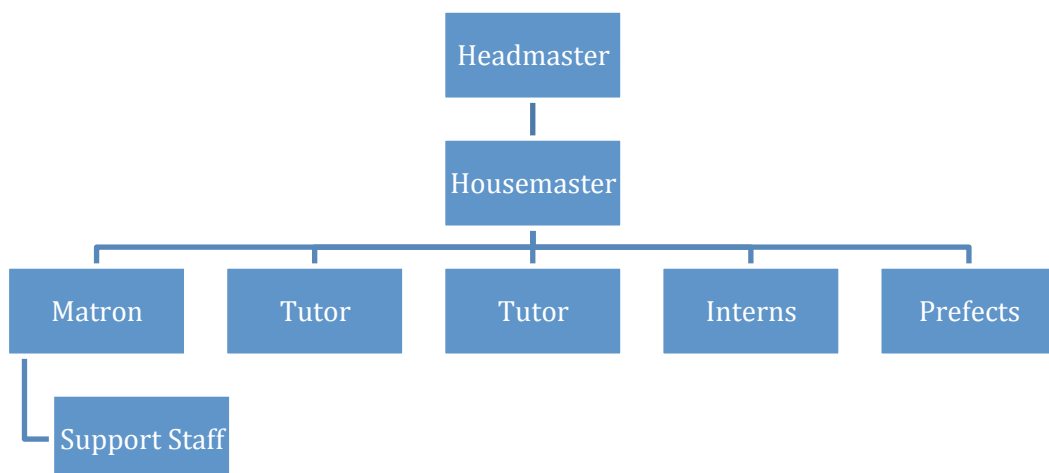
If your child is unavailable on his/her cell phone (for example during prep or after lights out) and it is urgent, please phone the Housemaster. Please note that should your child use his/her cell phone (receive or make a call) during restricted times, it will be confiscated.

**Please ensure we have updated cell and email addresses as soon as they change.**

## MANAGEMENT STRUCTURES

The Housemaster in the Boarding Establishment acts *in loco parentis* to boarders. The following members form the BODY of the Boarding Establishment:

1. Housemaster
2. Matron
3. Tutors
4. Boarding Prefects
5. Pupils



### Housemaster

The Housemaster is the most senior member of staff in the Boarding Establishment and reports directly to the Headmaster on all Boarding matters.

The Housemaster takes overall responsibility for the management of the Boarding House including communication with School Management, Boarding Staff, Parents and Pupils.

### Matron

The Matron reports to the Housemaster and is responsible for the well-being of students and all matters of daily **housekeeping**, **laundry** and **health care** in the Boarding House. Please also communicate any health issues directly to her.

### Tutors

The Tutors report to the Housemaster and the Headmaster on matters pertaining to the **pastoral care** of the boarders. They will assist the Housemaster with the running of the House, including matters of **discipline**. They will offer **academic assistance** to students. Interns or other staff staying in the House will also assist the Housemaster with maintaining routines, discipline and duties.

### House Prefects

Leaders are selected from the senior students annually and serve as House Prefects.

House Prefects are responsible for the day-to-day routines in the House and the general welfare of the students. Prefects will have particular roles and every corridor will have a prefect overseeing it.

#### Prefects' Daily Responsibilities

- Maintaining daily routine for their corridor
- Mentoring the younger students
- Managing the general well-being of students
- Assisting with emergency drills

#### Prefect on Duty's responsibilities

- Checking on attendance at meals & meetings.
- Oversight of prep times and attendance, under the Tutor.
- Overseeing distribution of snacks and drinks at break time.
- Regulating visitor activity.
- Performing breakfast devotions.
- Maintaining performance of "Community Service" for minor House infringements.



## WEEKLY ROUTINE

### Monday – Thursday Routine

06.00	Prefects wake corridor.	
06.05	Out of bed. Dress & tidy room.	
06.30	Fully dressed & ready for school Room Inspection. Device return.	
06.45	Breakfast: Registration, Devotions, Announcements.	
07.00	Matron & ToD available.	
07.15	All out of the House	
Break	Snack available in the Pavilion – boarders only.	
14.00	Lunch	
14.30 – 16.30	Culture, Sport, Extra lessons, voluntary prep time.	
15.45 – 16.00	Matron in attendance	
16.30 – 18.00	Free time, Shower, Social.	TV
17:00 – 18.00	ToD in office	
18.00	Supper, medication.	
18.30 – 19.20	Prep I (50 minutes) Prep room. (Silence. Own work only)	
19.30 – 20.15	Prep II (45 minutes) Prep room. (Limited group work)	
20.15 – 20.45	Snack Break. Device hand-in. ToD for exeats. <b>Mondays:</b> House Devotions & meeting. <b>Thursdays:</b> Family night. <b>Monday, Thursday:</b> Prep laundry – hand in before b'fast.	
20.45 – 20.55	Duty group tidy up. Gr.8 & 9 prep for bed.	
21.00	Gr 8 & 9 Lights out.	
20.45 – 21.30	Prep III Gr. 10-12. Silence.	
22.00	Lights Out Gr 10 & 11.	<i>Permission required for extension to Lights Out.</i>
22.00 – 23.00	Gr12 only, voluntary work period. Own room only. Lights Out	

- No TV after 18:00 Sunday to Thursday, or before 16:30 Monday – Thursday.
- Weekend leave applications in by WEDNESDAY AFTERNOON or 48hrs in advance.
- Exeats Issue times on notice board.

### Weekend (Friday after school – Sunday 18:00)

8.00	Rise, Tidy rooms, room check	<b>Sunday Night:</b> Weekday routine from 18:00 incl. prep. All on leave must be back by 18:00  Meal times & venue may change according to sport/events.	TV
8.30	Breakfast		
8.50 – 9.00	Exeats, medication		
10.00 – 12.00	Saturday Prep unless exempt.		
12.30	Lunch		
12.50 – 13.00	Exeats, medication		
	Community Service (prefects)		
18.00	Supper		
18.20 – 18.30	Exeats, medication		
22.00	Lights out all		

## Exam Routine (Sunday night to Saturday lunch)

→ 06.00	Early riser study time – No music / noise	<b>Saturday</b>		
06.00 – 07:30	STANDARD MORNING ROUTINE	09.00 – 09.50 10.00 – 10.50 11.00 – 11.50 12.00 – 12.50		
07.30 – 08.20	Study period			
08.30 – 09.20	<i>Your best concentration is now!</i>			
09.30 – 10.20 (2:30 hours)	Break – Snacks – <b>Get active!</b> Make appointments.			
10.20 – 11.00	Study period			
11.00 – 11.50	Lunch, Siesta	Voluntary, but quiet.		
12.00 – 12.50 (1:40 hours)				
13.00	Study period / organised group sessions			<b>TV</b>
14.30 – 15.20 15:30 – 16.20 (1:40hrs)	<b>GET ACTIVE!</b>			
16.20	Supper			Free / voluntary
18.00	STANDARD EVENING ROUTINE Incl Sunday evening			
18.30 – 19.20 19.30 – 20.15 (1:35) (Jnrs) 20.45 – 21.30 (+0.45) (Snrs)	Get to sleep on time. No e-media. Check with ToD if you need to study past lights out.			
<b>The above accounts for about 7,5 hours study.</b>				

## GENERAL RULES

No accommodation will be provided over the **mid-term breaks**.

**Rooms need to be emptied** over the vacation periods.

There will be compulsory “Non-exeats” when no leave or exeats will be granted because of compulsory “In House” activities. Notice will be given via the usual communication methods.

Mitchell House is a school based on “English Christian culture”. Church attendance and participation in Christian Youth Groups is encouraged but is not compulsory. Participation will be facilitated wherever possible.

### Daily inspections

Pupils must be in their rooms for the morning inspection and may only leave for school once the room has been cleared by a staff member or prefect. The rooms will be serviced but you are responsible for your own mess.

- Rooms may be checked anywhere, anytime.
- Rooms must be kept neat and tidy at ALL times.
- Clothes are to be packed away in the cupboards.
- Desk top to be neatly organised.
- Cupboards must be tidy.
- Nothing may be left on the floor. Floors will be swept but litter must be placed in a bin.
- Beds must be made.
- Only bedding may be on the bed.
- Nothing may be attached to the walls. Use the pin board in the room.
- Ablution areas must be tidy.
- All lights must be switched off whenever a boarder leaves a room.
- Uniform and personal grooming will be checked.
- Weekends: Rooms tidy before breakfast.

## Meals

- All students are to be present at all meals (even if food is not eaten), unless a student has been excused by the Teacher on Duty ahead of time.
- Meal times, especially the evening meal, are House “family” times. It is a time to connect with other boarders and a time when short announcements are made.
- Boarders must adhere to the meal times and behave in a civilised manner, showing respect for other pupils and staff, and the kitchen staff.
- No crockery, cutlery, food or drink may be removed from the dining area.
- When a meal is finished, the table must be cleared, leaving the area neat and tidy.
- Junior students will take turns to assist the kitchen staff with cleaning up and packing away.
- The meals provided are part of a healthy-living style. Action will be taken against those who consistently refuse meals.
- Meals or snacks may not be passed on to day scholars or anyone else.
- See the [Dress Code](#) section for what may be worn.
- Halaal meals can be prepared but the school does not have a Halaal kitchen.

## House Meetings and Activities

Regular House meetings will be on the set night as per the Routine. This is a compulsory meeting attended by all. Other communications may occur during meals, and it is expected that all students are aware of the matters communicated.

Whenever possible, activities will be arranged such as a House braai, outings, a sporting activity, movie nights, or a guest speaker.

## TV, Digital Games

“TV time” is severely restricted on school days, according to the Routine. TV and digital games are not to be seen as an alternative to healthy activity and interaction during day time. Mitchell House has a beautiful outdoor environment and a well provisioned sporting campus to enjoy & benefit from.

## Common Room & Kitchen usage

These areas are for the use of House residents. Boarders are expected to wash crockery and cutlery that they have used and leave these areas tidy.

Keep all the living areas neat, clean and tidy. Put chairs back where they belong and games equipment ready for the next person to use.

## Dress Code

The school dress code must be adhered to. Boarders must take pride in their uniform.

School-time: Refer to the Uniform Regulations in the Code of Conduct.

School days - Breakfast and Lunch: Full school uniform is to be worn. No casuals outside of the House before 5.00pm.

From Supper onwards and on weekends, boarders may wear their own casual wear (civvies).

All residents must be modestly dressed when moving beyond their rooms and in the corridors. They must be aware that any member of staff may enter their corridor at any time, and may enter their room after knocking. Security cameras are operational in the corridors and common areas.

No sleepwear, slippers or dressing gowns may be worn outside of the House, and sleep wear must be sufficiently covered with a tracksuit or dressing gown anywhere inside the House beyond your own room.

Weekends and evenings: If there is a school function (sport, outing, etc) the appropriate uniform must be worn, otherwise civvies may be worn.

Off campus: Full Mitchell House uniform must be worn every time students leave the campus. A full tracksuit / sports uniform or the House uniform is acceptable, but no civvies under the tracksuit.

On leaving and returning to the House over weekends and school holidays, formal uniform must be worn.

Only Grade 12s may wear civvies when leaving the campus on weekends, including leave.

Civvies: Clothing that is revealing, overly tight, has writing or graphics in poor taste or that exposes the underwear may not be worn at any time.

Civvies may be worn to church and youth meetings, unless it is a formal function where the school is being represented.

### **Illegal substances**

Disciplinary procedures will be followed should you be found guilty of the possession, use, or trading in tobacco, stimulants, alcohol, steroids, drugs or any other harmful substance. Refer to the School Code of Conduct.

This also applies to items and products associated with illegal, inappropriate or restricted behaviour for minors and students of Mitchell House. Please note that even if boarders are of legal age, alcohol, tobacco products, etc, are prohibited.

“Possession” includes your circle of personal influence, e.g. in your room, or in a group setting of which you are a part.

These rules also apply to a student returning to the campus under the influence of alcohol or drugs, or with any indication of tobacco usage. Please refer to the school Code of Conduct.

## HEALTH & MEDICAL

**All medication must be handed to the Matron.  
Please see the Matron concerning this.**

Although some medicines need to be kept by a student, such as an asthma pump or an epipen, the majority will be kept by the Matron and administered under supervision to avoid non-compliance or abuse. **Please discuss any medicinal needs with the Matron.** She must be informed of all medical conditions as soon as possible.

### **If Unwell:**

- Boarders who are not well must report to the Matron. Students may not stay in bed unless instructed to do so by the Matron who will inform the Housemaster and the School office.
- Boarders who need to leave class because they are not well, are to report to the Director of Studies, who will refer them to the Matron, who will decide on further action to be taken.
- Boarders not well enough to attend class are not well enough to attend afternoon activities or leave the campus.
- Arrangements to go home due to illness are to be made through the Matron and Housemaster and may not be arranged privately.
- Should the Matron feel that a doctor needs to be consulted regarding a Boarder's health, the parents will be informed and an appointment made. The doctor will submit the account directly to the parents. Please note that the school plays no role whatsoever in the payment of medical accounts.
- No medication may be given to fellow students.

### **Medic Alert Bracelets/Velcro bands**

These should be worn by all students suffering from a serious chronic condition or allergy and can be ordered through pharmacies or your GP. See [www.medicalert.co.za](http://www.medicalert.co.za) for more information.

Medic Alert bracelets **MUST** be worn for any life threatening conditions.

## SAFETY & SECURITY

To enable the security guards to effectively patrol the grounds, no student may move beyond the House building after the start of prep until daylight the next day.

Similarly, the fire doors may only be used to exit the building in an emergency since opening the doors will activate the fire alarm.

Outer doors will be locked at night and when the House is unoccupied. The only legitimate entrance and exit for Boarders is the front entrance.

Maintenance of the House will be carried out under the supervision of the Estate Manager, and may entail our own workmen and/or contractors in the House during the day. Valuables should, as a matter of course, be locked in the cabinets provided when the rooms are not occupied.

### Unknown Visitors

Please be aware of any strangers or non-residents in or around the House. No non-resident may be in the House without a valid reason. All guests must be accompanied by the Teacher on Duty or other House staff. Unattended guests must wait at reception until the Teacher on Duty arrives to assist them.

### Restriction of Access

The House is for residents only. **No one** is allowed beyond the Duty Office without permission from the Housemaster. This includes parents, family, friends and day scholars. This is to ensure a safe environment for your children. Remember other people may not know who you are. Please do not be offended at this. Please contact the Housemaster should you be coming in and we will gladly call the boarder down if it is an appropriate time.

Boarders' visitors may be received in the outside quad or at the Reception area at the office.

### Fire / Emergency Drills

Fire/Emergency practise drills may be conducted by the Housemaster at any time with or without prior warning. Practisedrills are conducted to ensure students are aware of the procedures.

An emergency alarm is always to be treated as a real event. An alarm may not necessarily be a result of fire. It will never be used to assemble the House without a real emergency or practise drill.

## Emergency Alarms

### Evacuation

“ — — — — — — — — — — ”  
Continuous short sounds

Once the Alarm has sounded, carry out the following actions even if the alarm stops.

1. Put on closed shoes and sufficient clothing and take a blanket or duvet.
2. Take a torch.
3. DO NOT RUN. Move out of the room, ensuring that all occupants are out.
4. Moving away from the fire/emergency, exit via the quickest exit.
5. Move quietly so instructions can be heard.
6. Avoid spreading anxiety. Be an agent for calm and assist others. This includes not phoning / messaging anyone outside of the House.
7. Line up in the emergency assembly area with your corridor prefect / senior.
8. Wait for further instructions from the School Personnel or a Fire Services Officer.

### Prefects

All the above applies, in addition:

1. Move out with the students in your corridor, checking that no one is in the bathroom and each bed as you pass.
2. DO NOT ENDANGER YOURSELF. You cannot be of help if you are injured.
3. In the assembly area check that everyone in your corridor is present and report any missing or injured persons.
4. Keep everyone calm – this is where one can help the most.

### Lock Down

“ ————— ”  
Continuous LONG sound

### Action

1. Proceed to your allocated room and lock the door.
2. Close the blind and remain quiet.
3. Await instructions from duty teacher.

### Prefects

All the above applies, in addition:

1. Before lockdown in your room, quickly check that your corridor has followed instructions, and is quiet.
2. Follow lockdown procedure above.
3. Await instructions – the Housemaster / authorities will probably ask Prefects to co-ordinate further action.



## HOUSE PROCEDURES

### Academic Excellence

Being in a boarding facility gives a child a distinct advantage. Boarders will have constant access to sporting, social and academic facilities. They must ensure that they take advantage of the opportunities afforded to them. We expect them to be committed to their academic work and to reach their full potential.

***Nil Cedendum!*** Surrender nothing worthy!

### Prep Time

Prep time is allocated to complete homework. The first session (Prep 1) is for solo personal work. Assistance may only be sought during Prep 2. Prep is to be completed in silence to allow everyone to concentrate.

The following rules apply. Privileges will be removed if rules are not adhered to.

1. Silence at all times.
2. No headphones or cell phones for any reason. Confiscation the first time.
3. Group work can be arranged in a separate venue.
4. No eating, chewing or drinking.
5. Daily homework takes precedence over test preparation, and test preparation over projects/assignments or any other tasks.
6. If all homework is completed and marks are satisfactory, the Teacher on Duty may allow a book to be read during prep.
7. The computer lab will be made available if it is essential for the work required of you. A note from your teacher may be requested. The above rules apply there.
8. “Extra lessons” even with tutors may not happen in Prep periods.

Self-discipline during this time will hugely contribute to academic success.

Only Grade 12 students may study in their rooms with an open door. If this privilege is abused the student must revert to doing prep with the juniors. Grade 10 and 11 students are permitted to work in their rooms on a case by case policy, if they have shown they can work independantly.

Gr12 Extension study.

Lights out remains 10.00 pm, but Grade 12s may study in their rooms until 11.00pm under the following conditions:

- It is personal STUDY TIME only.
- No walking around.
- No conferencing, messaging, phoning, even with other Gr12s.
- No visits to the kitchen.
- No showering during or after.
- No casual reading, watching movies. Personal study only, in your own room.
- If you are not studying, “Lights Out” applies.

Abuse it and you lose it. No warning.

Late Study: Students must apply to the Housemaster for extra study time after lights out. Students are encouraged to rather get up early to study rather than stay up late.

### **Sport Facilities**

All normal rules and procedures apply for use of the sports facilities. However, please note the following:

- Care must be taken with the turf cricket wicket.
- No one may be in the pool area alone, at any time, for any reason.
- Leisure activities may not interfere with sport training (e.g. swimming lengths) in any discipline.
- Participation in regular sport off-campus may be arranged with the permission of the Housemaster.

### **Breakage**

Any breakage or malfunctioning equipment must be reported to the Housemaster as soon as it is observed. Should it be found that a resident or his/her visitor was responsible, the full cost thereof will be billed to the resident's account.

### **Laundry**

Laundry is done twice a week on a Monday and a Thursday and is usually returned by lunchtime the next day, at which time boarders may collect it from the laundry room. You need to have sufficient clothing for a full week to allow for wet weather or excessive use.

A written **laundry list** needs to be completed the night before and placed in the laundry bag provided by the Boarding House. Only listed and **marked** items will be laundered.

The **removal of tissues**, notes, and any other objects from pockets is the students' responsibility. Be aware that non-removal may stain or affect the quality of the wash, including other boarders' laundry. New items where colours could run, like denim, must be specified on the laundry list.

Laundry bags should be left at the designated place on laundry days, before going to breakfast.

**Bedding**: Top sheet, bottom sheet and pillow cases are to be submitted at the specified days for the individual corridors on a roster. This laundry day is compulsory, but boarders may submit bedding on other days if necessary. The bed must be made immediately with a clean second set of bedding. The provided mattress cover is only submitted if it is soiled, but a clean one will be issued at the beginning of each term.

There will be no laundry service on the first laundry day after a mid-term break or quarterly school holiday.

All items MUST be marked with the allocated label or number. Labels must be collected from the Matron and all clothing must be labelled before entering the Boarding House. Unmarked items will not be laundered.

Unclaimed unnamed laundry and lost property from the House will be disposed of after two weeks.

### **DIY laundry:**

- The laundry room is out of bounds to students. A sink is available outside the laundry for personal use.
- No laundry may be hung out of the windows or in the bathrooms. A drying line is provided for girls in the small quad off the students' West kitchen, in the bathrooms, or use the washing lines at the laundry.
- Ironing may not be done in the rooms. Boarders should ask the Matron if they need assistance.

### **Motor Vehicles**

Students may apply for permission to keep a vehicle on the school property under the following conditions:

- The Housemaster must be given a letter from the parents, and a copy of their driver's licence for the school records.
- The keys and the original driver's licence must be handed to the Housemaster on arrival.
- No other student may accompany the driver unless letters of permission are received from parents of both students.

### **Pocket money**

It is recommended that every student must open a bank account into which pocket money can be deposited and easily withdrawn. Only a minimum amount of money should be kept on the campus and should be locked in the locker provided in the rooms.

Should it be necessary to temporarily keep a large amount of cash on campus, this **MUST** be handed in for safe-keeping at the school's finance office.

### **Lights Out**

- No electronic media whatsoever may be used after lights out. Phone calls may not be made or received. The device in use will be confiscated immediately without discussion.
- Phones are taken in at night. This may be extended to other devices should it prove necessary.
- No movement outside of the rooms will be permitted except in an emergency or to visit the bathroom.

### **Use of Technology**

Cell phones/computers/tablets and other ICT tools play a significant role in our educational programme. However, they need to be used responsibly and may be used in the House provided that the following conditions are followed:

- The device and its content remains the responsibility of the pupil. Mitchell House takes no responsibility for the loss or damage of any device brought to the Boarding House.

- Technology must be used to enhance the learning process in an appropriate way. It may be used for research purposes or to produce 'written work'. Activities must be done in silence or with headphones should sound be required.
- Headphones are not permitted during Prep unless the student can show that it is curricular work. A note from the teacher should be obtained.
- At no time may any device disturb other boarders.
- Red electrical outlets for IT equipment are provided in rooms. They will require special plugs which are available from electronic goods retailers. These are on a separate circuit from the general earthed plugs so will not be subject to demand dips and surges. They will be powered up by the UPS / generator in case of power failure.
- Phones may not be used to receive or make calls during restricted times. In an emergency, parents must contact the Teacher on Duty.
- Any access or storage of content with sexually explicit, indecent, gratuitously violent, politically or racially inflammatory, prejudicial, hate speech, etc, may result in the removal of this privilege and disciplinary action. This includes movies, music, social media, websites, messages, images, etc.
- Students need to be aware that any media posted on any social network effectively moves beyond your control and is effectively in the public domain.
- Media posted by students showing the school in a negative light will not be tolerated, and may lead to disciplinary or legal action against the student.
- The Boarding or school management of Mitchell House may demand access to any material item, electronic device or programme for verification purposes.
- Misuse of the device will result in confiscation, and possibly other disciplinary action.
- Parents are urged not to provide students with cellular data connected iPads. These are usually too much temptation for boarders at night.

## **PRIVACY & RESPECT**

Boarders must respect each other's personal space. No one may enter a room without the resident's permission. Out of courtesy, please knock and request permission before entering someone else's room.

Under no circumstances are boys allowed into the girl's wing and girls are not allowed into the boy's wing.

No student may hug, kiss or touch another student intimately. No holding of hands, embracing, lying with or any form of caressing is allowed. Couples spending time together may only do so in public view. Relationships between junior and senior students are discouraged.

Any kind of indecent exposure, foul, lewd, or suggestive language or body movements, or any action that contravenes respect and dignity, may not take place in the House.

### **In their rooms:**

- Each student will occupy a room with a maximum of one other person

- The cleanliness of a room and the corridor bathroom is a mutual responsibility.
- No food preparation may be done in a room – ONLY in the common room kitchen.
- All foods must be in a sealed airtight container, in a cupboard, at all times.
- Consumption is permitted in the room and that privilege will be allowed as long as no scraps, spills, crumbs or other mess is made or not immediately cleaned up.
- Any decor that a boarder wishes to add must be in good taste. If deemed inappropriate, the Housemaster retains the right to confiscate or request you to remove any offensive items.
- An optional café-style curtain may be brought and hung on the rail provided. This is a new installation for 2017. The specifications will be placed on D6 Communicator during December. It is not essential, but will aid in light and air in the room. All rooms have a roll-down blind.
- Pictures may only be hung on the **pin board** provided. NO “Prestik” may be used on the walls, or pins stuck into the wooden surfaces. Do not deface the furniture.
- Only information and communication technology (computer, iPad, phone, etc) **electrical apparatus** may be used in a boarder’s room. No electric irons, heaters, fridges, blankets, kettles, immersion heaters, etc.
- Boarders are provided with a **mattress and mattress cover**. The condition and cleanliness of both are their responsibility.
- Boarders are required to keep the mattress cover fitted on the mattress, and covered by a bottom sheet. Boarders may not sleep directly on the mattress cover or the mattress.
- **Linen** must be laundered at least once every two weeks.
- At the beginning of the term, before a boarder moves in, he/she will be given a **check list** to confirm that everything in their room is in a good condition.
- At the end of each term the room will undergo a full check and the boarder will be held responsible for any damages or missing items not reported at the beginning of the term.

### Visitors

- Anu visitors, even parents of boarders, may only enter the House with an adult staff member after checking with the Housemaster or Teacher on Duty.
- Non residents may not go beyond the Reception area.
- Visitation may take place in the outer quadrangle.

### Access during School Times

There will be no access to the House by Boarders from 07:15 until after the last period of the day. Permission needs to be obtained from the Housemaster if access is necessary. The House is not staffed during the school day, and the same limitations would apply to day scholars who have forgotten something at home.

## EXEATS AND LEAVE

### Summary

- At **ANY** time or any reason that the student leaves the school campus, including school-organised and sports trips, an **EXEAT** must be obtained from the ToD. This is checked out and in at the top gate, carried with the student and spiked at the reception on return.
- For overnight leave, or at anytime that a student will be going into the care of another adult, a **Leave form** must be completed by the parent and submitted 48 hours before departure.

- All Exeats/Leave are granted at the Housemaster's discretion.
- Exeats/Leave may be refused or withdrawn for errant behaviour or unsatisfactory academic performance.
- Students on Exeat passes must leave and return to the campus, through the top gate only and must be dressed in school uniform.
- There will be compulsory "Non-exeats" when no leave or exeats will be granted because of compulsory "In House" activities. Notice will be given via the usual communication methods.

### Exeats

- Exeat: this is an agreement between the student and the Housemaster that "he/she may leave". Unless a parent has disallowed general permission, students will be permitted off campus during their free time once the necessary steps have been taken.
- An exeat is generally only granted until the next meal time.
- The exeat slip may be requested off campus for inspection by any member of school staff.
- Should the pupil need to leave the campus regularly for the same reason e.g. extra lessons, extramural activities, etc, a letter from the parent must be given to the Housemaster/mistress to cover the entire period relevant. An exeat will still be needed each time.
- An exeat slip is needed at any time that the student leaves the school campus - even for official school trips.

### Leave

- A leave form is required if the student wishes to be off campus overnight, implying that they will be in the care of another adult, not the school.
- The leave form may only be completed by the parent/legal guardian.
- It is completed online and submitted (see instructions below).
- The leave form must be received and cleared with the Housemaster 48 hours before expected departure. Confirmation that leave has been granted will be sent to Parents by SMS.
- The student must still obtain an exeat so that House staff are aware of the students location.

- Students may only be signed out on a week night for exceptional reasons.
- All students on weekend leave must be back by 17.00 on a Sunday night unless pre-arranged with the Housemaster.
- If lessons are to be missed, permission must additionally be granted by the Director of Studies.
- **Completion of the Leave Application form:**
  - a. Open the Mitchell House website in your browser.
  - b. Hover your cursor over the “Boarding” tab; a drop down menu will appear.
  - c. Click on Application for Leave (Electronic Submission)
  - d. Complete the name and time/date information requested. Click on “Continue”.
  - e. On the second page type the security code into the block and click on “Agree and Submit”.
  - f. A third page will appear saying “Thank You”. This indicates a successful application submission.
  - g. A day or two before the leave, an SMS will be sent confirming the receipt of the application. You do not need to respond unless no leave application was made.

## **Term Holidays and Mid-term breaks**

### **Before term holidays**

- The rooms need to be packed up the night before, and then the room emptied and inspected before breakfast on the day of departure. Bags are then collected from the Common Room after end of school.
- The doors will be locked at 2:00pm (12.30 school end) unless otherwise advertised or arranged, by which time all baggage must be removed.
- Parents take over responsibility for the children from the end of school, unless arrangements are made with the Housemaster ahead of time.
- Baggage storage will only be permitted for students travelling a long distance on public transport.
- Lunch on the last day is not provided.
- A lift may be arranged ahead of time to get to the local airport or bus stop (Mall of the North, Railway station or airport). Only parents may make these arrangements with the Housemaster.
- No accommodation will be provided over the mid-term breaks.
- Rooms need to be emptied over the vacation periods.

**On return**, Boarders are required to sign in between 14:00 and 17:00 on the day before the school term begins unless pre-arranged with the Housemaster.

- The first meal provided will be a light supper on this day.
- Boarders are required to wear school uniform when leaving and returning to the campus.
- All students must vacate the House for mid-term breaks.

### **Sports and other School Trips**

- Students are responsible for informing the Housemaster of sport or school trips that they are attending. An exeat is required.
- For formal school events, the Housemaster will sign forms of consent, indemnities and payment authorities on behalf of the parent. This may entail billing of the parents' account.
- When the trip entails an exceptional expense or circumstance and is optional, the Housemaster may require confirmation from the parent. This may be an email, SMS or WhatsApp sent directly to the Housemaster, ahead of time, from the email address or phone number of a registered guardian.

### **Leave after a sport trip or excursion**

If the student will be going on “Leave” directly from a School excursion, the Leave form from the parent needs to be submitted at least 48 hours before departure from the Campus, not the leave.



## IMPORTANT INFORMATION FOR NEW ADMISSIONS

### Equipment requirements

#### Personal goods

✓	Item – All marked with laundry number or name (# = non-essential)	
Bring on the First Day	Duvet inner	
	Pillows x2	
	2 sets of single bed linen	
	<ul style="list-style-type: none"> <li>• Duvet cover x1</li> <li>• Flat top sheet x2</li> <li>• Fitted Bottom sheet x2</li> <li>• Pillow cases x4</li> </ul>	
	2 bath towels and 2 swimming towels	
	At least 4 sets of school uniform	
	At least 2 sets of sports uniform	
	Leisure wear	
	Shoes (school, track and leisure)	
	Dressing gown / Bathrobe	
	Swimwear	
	Toiletries & personal first aid – see separate list	
	Shoe polish (wax not liquid), brush, cloth (all in a bag)	
	Airtight box in which to store snacks	
	Adaptor/extender plugs for chargers	
	Desk lamp (Grade 10-12 rooms with desks) #	
	Small Torch #	
	Clothes hangers	
	Small bedside mat (Floors are tiled throughout) #	
	Clothes pegs	
	Electric rechargeable hot water bottle #	
	Laundry marker pen	
	Alarm clock (cell phone not permitted at night)	
	Personal Mugs and glasses	
	Small dustbin for your room	
	Curtains (According to specifications – see D6 for update in December) #	
		<b>Provided</b>
		Mattress protector
		Chair in senior rooms with a desk.

## Personal Toiletries / Health kit List

Bring on the First Day	<b>Personal Toiletries / Health kit including:</b>	
	• Personal bodysoap in a soap box	
	• Deodorant	
	• Toothpaste & brush	
	• Hair shampoo	
	• Brush / comb	
	• Flannel / face cloth	
	• Personal hygiene products	
	• Paracetamol	
	• Arnica rub / muscle pain relieving gel	
	• Throat lozenges	
	• Plasters for minor cuts & grazes	
	• Nail clippers / scissors	
	• Sun Block: High factor water proof sun block e.g. factor 30.	
	• Vitamin supplements #	
• Water bottle with lid. Headaches, nausea and dizziness can be caused by dehydration, both in the summer and the winter.		

## Interview and New Arrival

- A formal **interview** with the boarder-applicant and one of his/her parents will be needed as part of the application procedure. This is an essential part of enabling the Housemaster to get to know you and your particular concerns. You will also be able to see the House where, if accepted, you will be leaving your child.
- When possible, this interview is done together with uniform fitting and the medical interview with the Matron. Please allow sufficient time for all the arrangements. If you are from far, it may be best to arrange to stay overnight in Polokwane.
- **FIRST DAY:** New boarders are required to come in (usually the day before the other boarders return) for an **induction period**, familiarisation and getting to know the House leadership.
- On this first day, parents are invited to a lunch, meet their House mentor and prefects, and to assist their children to set up their rooms. Arrival is between 11:00am and 12:00 midday for all new boarders. Family members leave by 1.30pm.
- Thereafter parents may not visit their children in their rooms unless there is a particular need, and only by special arrangement with the Housemaster.
- On the first or second weekend the House has a Welcome to the Family weekend of fun and getting-to-know-you for all residents. This is a compulsory closed weekend.

**Administration required for admission:**

<b>Preparation</b>	Bank account	
	Medic Alert registration if necessary	
	Tetanus inoculation	
	School Financial requirements	
	Laundry name tags / number collected from the Matron and all items labelled	
	Install D6 Communicator on parents' computer and cell phone.	
	Make interview appointment with the Housemaster and Matron as part of the application process (both parents with child, approx 1 hour)	
	Forms needed:	
	<ul style="list-style-type: none"> <li>• Excursion consent / account debit authorisation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Code of Conduct agreement</li> </ul>	
	<ul style="list-style-type: none"> <li>• Parent / student contact &amp; background information</li> </ul>	
	Information / certificates needed	
	<ul style="list-style-type: none"> <li>• Medical Aid card or copy</li> </ul>	
	<ul style="list-style-type: none"> <li>• Tetanus certificate</li> </ul>	
	<ul style="list-style-type: none"> <li>• Relevant Medical Prescriptions</li> </ul>	
	<ul style="list-style-type: none"> <li>• Medical reports where appropriate</li> </ul>	
<ul style="list-style-type: none"> <li>• Copies of child's passport and/or Birth Certificate (the child and parents should keep copies, and the original kept in the school safe until needed.)</li> </ul>		

*Please ensure that all the relevant forms are filled in correctly and updated with any change. The health of your child may depend on the information you provide.*

*Inform the House and school of changes to your address, telephone numbers and Medical Aid. Send any Health Professionals' reports to the Matron so that these may be filed and referred to if necessary.*

