



---

# Blue Hills College Boarding Policy

---

Welcome to Blue Hills College. This document contains guidelines, policies and principles within which you are to conduct yourself in the boarding school. If followed to the word, this will ensure your peaceful stay throughout the year.

## 1. WORSHIP

The school is run along S.D.A (Seventh Day Adventist) principles and doctrines. All boarding students are expected to attend everyday morning devotions, prayer meetings on Wednesdays and Fridays and all services on Saturday. A learner/boarder who because of any reason will not attend the Friday and Saturday services has to leave the school premises before sunset on Friday. Learners are expected to be neatly dressed in their church uniform. Church uniform is compulsory.

## 2. ACCOMODATION

Upon admission each student will be allocated a room to share with others. No one is allowed to swap rooms without permission from the boarding master/mistress. Students should not paste poster/pictures on walls. Graffiti on walls is not allowed. This includes toilets. All keys to the rooms should be handed to the boarding master/mistress at the end of each term. Learners are to report any breakages (no matter how minor) to the hostel prefect/room captain.

## 3. UNIFORM/CLOTHING

Uniforms, clothing, blankets etc should be clearly marked (the blazer, skirts, shirts etc) should not be overlooked. Learners should put on complete school uniform (as prescribed in the prospectus) during school hours. Any time after school and during weekend students are allowed to put on their casual. Mini skirts and stomach outs are not allowed at school. Learners are advised against bringing a lot of unnecessary clothing as this leads to loss of such.

## 4. POCKET MONEY

All learners should have some pocket money to cover for their daily needs. The school cannot dictate the amount but believe that much difference between one child and another is undesirable at the boarding. Each learner is urged to open an account and should learn to manage his/her account effectively. Learners should not keep money in their trunks because such an act encourages theft.

## 5. MEALS

Meals times are as follows:	Breakfast	06H00 – 06H30 <b>Compulsory</b>
	Tea-break	10H15 – 10H30 <b>Not Compulsory</b>
	Lunch	12H20 – 13H00 <b>Compulsory</b>
	Supper	19H00 – 19H30 <b>Compulsory</b>

Hats, slippers and stomach-outs are not allowed in the dining hall. All learners are expected to be seated in the dining hall as soon as the bell rings. Food should not be taken out of the dining hall. All learners should be dressed in school uniform before they go for breakfast. Students are to practice proper/accepted table manners at all times.

## 6. STUDY

All boarders are expected to attend the afternoon and evening studies. These studies are monitored by the boarding master and mistress.

## 7. EXEATS

Boarders will be allowed to exit the school once per month. Dates for such exits are indicated on the calendar of events for each term. Boarders are to exit with their parents or when necessary consultation has been done between the parent and the boarding master / mistress. A parent who brings his/her child late will find the gate locked. Boarders have to bring enough toiletries to last them a month because no permission to go shopping will be given to any learner.

Boarders have to be picked before sunset on Friday and brought back by 16H30 on Sunday. Each boarder has to keep an exeat card which has to be signed by the boarding master / mistress on exit and the parent on return. It is compulsory that all boarders check in on Sunday as they are not allowed to be dropped off on Monday morning. If returning on Monday it has to be after school.

## 8. VISITORS

Parents/Guardians only can visit the child on Sunday from 12H00 to 16H00 by appointment and during such visits the parent should first report to the matron/boarding master. Visits during school hours are not allowed. No other people may visit a learner other than family members.

## 9. WAKE UP AND PREPARATION TIME

All students should wake up at 5:00am, make their beds, bath and dress in complete school uniform before going for breakfast. Students should not bath in their rooms. They must strictly use the bathrooms. All boarders are expected to be out of their rooms 15 minutes before school commences.

## 10. LESSON ATTENDANCE

Every boarder has to attend all lessons without failure. If one is not to attend lessons for whatever reason this has to be reported to the boarding master/mistress.

## 11. CLEANING/ROOM INSPECTION

Boarders have to sweep their rooms and make up their beds everyday. Rooms will be inspected daily at any time. Rubbish should be dumped in the incinerator/rubbish bin.

## 12. MEDICAL MATTERS

All boarders are supposed to have medical aid to guard against all forms of illness. A boarder who doesn't have medical aid should have money put aside to guard against emergencies. It is not the responsibility of the school to meet students' medical expenses because the school fee doesn't cover this. A learner who is ill has to report to the boarding master/matron immediately. If a learner becomes ill while at school, he/she should report to the Vice Principal who will then send hi/her to the office. The office shall call parents to come and pick up learners to see a doctor. If the school pays for consultation, administration fee will be added upon reimbursement.

## 13. CONDUCT

Boarders are expected to behave at their best both at school and in their rooms. No unbecoming behavior will be tolerated. Any breach of the code of conduct will lead to severe punishment / immediate expulsion from the boarding or from school.

## 14. ARRIVAL AND DEPARTURE

All students are supposed to be at the boarding before sunset the day before opening. If a child is likely to arrive late, parents should inform the Principal in writing stating the reason. A child will not be permitted to go home for exits if in doing so they will miss any schooling days through inadequate transport arrangements. Parents are requested not to ask for an early release of their child as there is learning until the day before last day. Boarders must leave the boarding house before 12:00 noon closing day and must obtain a clearance from all departments first.

## 15. BOARDING REQUIREMENTS

Every learner has to bring the following:

1. Bible and Adventist hymnal
2. Complete school uniform (2 sets) and a set of church uniform (**Girls:** black flared skirt, pink blouse / shirt, black jacket / jersey, black coat shoes (manageable heel) **Boys:** Black formal trouser, pink shirt, black jacket & black formal shoes.)
3. 2 pairs of shoes
4. 2 pair of sneakers ( white )
5. 2 sets of Bed linen (including duvet, mattress protector and pillow) **fitted sheets are compulsory**
6. Dinner plate, bowl, spoon fork and knife and a cup.
7. Toiletry
8. Own snacks
9. Camp chairs (1 each)
10. Lock ( for locker at school )

N.B. 1. Learners are only to bring lockable trunks and a small bag that can fit into the trunk

When emptied.

2. Other than uniforms, learners are limited to 3 more items of clothing

#### 16. **RADIOS AND HEATERS**

Radios, heaters and kettles are **NOT ALLOWED** in the boarding house.

#### 17. **CELLPHONES**

Cellphones should not be used during lessons and in church, and boarders are strongly advised to guard against theft of their cellphones. The school is not going to get involved in issues pertaining to careless loss of cellphones. A learner found using a cellphone in church/assembly/classroom will have it confiscated and fined R300.00. Cellphones with the following features are not allowed; video, camera and music. I-pods and mp3s are not allowed.

#### 18. **BREAKAGES**

Students are advised against breaking school equipment or windowpanes on purpose. If this happens, replacement has to be done immediately. A learner who breaks school equipment on purpose may be suspended / expelled from school.

#### 19. **IMPORTANT POINTS TO REMEMBER**

1. You may not have friends visitors
2. You must not throw solids e.g. pads into the toilet (they block the drainage system).
3. You may not eat supper or breakfast from your rooms – use the dining hall.
4. You are not allowed to receive phone calls after 6:30pm, only parents can phone you through the boarding master/mistress line.
5. You must not swear at other students.
6. Always be in time for meals, lessons and church services.
7. Keep your rooms clean at all times, they will be inspected at any time.
8. You may do your laundry on Sundays and after school during the week. **NO LAUNDRY ON SATURDAY, IT IS THE SABBATH DAY OF THE LORD.**
9. Girls should not put on mini skirts or trousers in church. Boys should not bring hats or put on baggy jeans or muscle-out T-shirts in church. On Saturdays all learners must be dressed in church uniform.
10. **WORK HARDER – YOU WILL ONLY GET AS MUCH AS YOU PUT IN.**

#### 20. **CONCLUSION**

To make sure that you are always on the safe side, the motto is: **ALWAYS BE AT THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT THING.**

**ENJOY YOUR STAY AND YOUR CLASSES.**