

Eddie East Hostel

Application for admission to School Hostel

APPLICATION FOR ADMISSION

Surname of learner _____

Full names of learner _____

Name of preference _____

Date of birth(copy of birth certificate) _____

Cell number of pupil _____

Full name and surname of parent/Guardian _____

ID Number of parent/guardian (attach a copy of ID) _____

Relationship to pupil _____

Cell no of parent(s) _____

Residential address _____

Medical aid and number(copy of medical aid card) _____

General practitioner's name and number _____

I agree to comply with the conditions for admission.

Signature Parent/Guardian

Date

Conditions for Admission

1. The prescribed boarding fees of R4350.00 per term must be paid strictly in advance at the beginning of every school term
2. Parent and Learners must submit to all instructions, rules and regulations applicable to residents of the Hostel
3. Parent must notify the Housemaster without delay of change of particulars.
4. Parents must inform the Housemaster in writing a month before the end of the term if a learner do not want to stay in the hostel anymore

5. WEEKENDS

- a. No boarders are allowed to stay over weekends. The Hostel is closed.

6. HOSTEL FEES

- a. All boarders must pay the term fees on entering the hostel at the beginning of the term. No exceptions to these rules will be allowed. Money must be paid on the day of arrival at the pay office at the school.
- b. Parents who cannot afford to make a once of payment must make a written arrangement with the Hostel committee. All outstanding amounts must be paid the next month. If not the boarder will be asked to leave the hostel. No extensions will be granted.
- c. The Hostel is privatised. We need your money to run the hostel
- d. No Pay No Stay

Payment agreement. (Tick one)

Once of per term	Three instalments per term
R4350.00 on 9 th January 2019	R1450.00 on 9 January 2019
	R1450.00 on 01 February 2019
	R1450.00 on 1 st March 2019
R4350.00 on 02 April 2019	R1450.00 on 2 nd April 2019
	R1450.00 on 01 st May 2019
	R1450.00 on 1 st June 2019
R4350.00 on 09 July 2019	R1450.00 on 9 th July 2019
	R1450.00 on 01 st August 2019
	R1450.00 on 01 st September 2019
R4350.00 on 01 Oct 2019	R1450.00 on 01 October 2019
	R1450.00 on 1 st November 2019
	R1450.00 on 1 st December 2019
Total	R17 400.00 for total Year
	R86.00 per day

I understand that my child will not be allowed in the hostel if my account is in arrears

Signature parent

Date

EDDIE EAST HOSTEL RULES

Many of the rules may, for a prospective learner, appear negative and restrictive; this is not the case. Rules are enforced to promote co-operation between and respect for fellow students and staff. The smooth running of the hostel, a decent study atmosphere and a happy, well-adjusted learner is what we strive for.

IT IS IMPERATIVE FOR ALL EDDIE EAST HOSTEL BOARDERS TO BE FULLY ACQUAINTED WITH THE RULES OF THE HOSTEL.

1. RETURN TIMES

- 1.1 Between 16:00 and 19:00 on the day before school starts at the beginning of each term. No learner will be allowed in after 19:00 without special arrangement having been made with the Hostel Manager. These times will also apply to the weekends.

2. GENERAL RULES

- 2.1 Learners in the hostel are expected to maintain the buildings and the grounds in a neat and tidy condition at all times. Damage to the hostel property will not be tolerated. Any damage incurred due to negligence or disobeying the rules will be paid for by the parent/guardians of the culprit/s.
- 2.2 Respect of both hostel property and the possessions of other hostel learners are crucial to the smooth running of a hostel. Learners who do not respect this basic value do not belong in our hostel.
- 2.3 Respect for people renting at the hostel is important – keep noise at an acceptable level.
- 2.4 No soccer or ball games are allowed on the hostel lawns; please use the adjacent soccer field.
- 2.5 Sitting on stairs at the front doors is not allowed. Please use the facilities available.
- 2.6 No learner may leave the hostel or school grounds without the specific permission (written) of the Hostel Manager OR teacher on duty
- 2.7 Learners may go to town on **Wednesday in school uniform**. Permission slips must be signed by the educator on duty.
- 2.8 Eddie East prefects are vital links in the chain of discipline. They must be respected.
- 2.9 **Smoking/Taking of drugs/Consumption of alcohol will lead to immediate expulsion.**
- 2.10 Permission to attend extra classes or extra mural activities must be obtained from the educator on duty and the correct permission forms are to be completed. The educator who taught the extra classes must sign the form as well
- 2.11 Learners who break any of the hostel rules will sign in the Behaviour Disciplinary Book. Three entries will mean being gated on Wednesday and THREE gated Wednesdays will lead to suspension for one week. Severe cases may lead to **EXPULSION** from the hostel.

- 2.12 A learner found to have absented herself/himself from the hostel/school grounds without permission would be viewed in a serious light. The hostel staff will not be held responsible for such learner/s and parents will normally be asked to make alternative arrangements for them as soon as possible.

3. ROOMS AND CORRIDORS

- 3.1 From Monday to Friday the first bell will ring at 6h00. Inspection will be at 06h45 and breakfast at 7h00
- 3.2 For inspection all beds must be made, floors swept and lockers are to be tidy. All washing must be removed from the bathrooms. Dustbins must be emptied in the mornings.
- 3.3 No posters are allowed on walls. Posters are allowed on the cupboards and may only be attached with Presstik. No sexually explicit or abusive slogans or pictures are allowed. Nothing may ever be written on any furniture or on the mirrors. Such actions will lead to punishment.
- 3.4 The use of extension-leads and electrical equipment is not, allowed. Only hairdryers, hot brushes and irons are allowed. Radios are only allowed if battery operated. Music should not to be heard in the passage. ~~We do allow~~ for the charging of cell phones.
- 3.5 Learners will be held responsible for any damages to their rooms or the furniture. Report any damages to the Matron or the Hostel Manager
- 3.6 Pupils are not allowed to visit other bedrooms after the inspection bell or if the occupants are out of their rooms.
- 3.7 **BOYS ARE NOT ALLOWED IN THE GIRLS QUARTERS AND GIRLS ARE NOT ALLOWED IN THE BOYS QUARTERS**
- 3.8 Cupboards must be locked at all times. Money and cell phones must be locked away or brought to the Hostel Master for safe keeping. The Hostel cannot be held responsible for loss of property.
- 3.9 Curtains must be closed after dark when lights are on.
- 3.10 Please switch of lights when you are not in your room.
- 3.11 Please refrain from shouting and screaming in rooms, bathrooms and corridors.

4. STUDY TIMES AND CONDITIONS

- 4.1 Normal term
- | | | |
|------------------|---------------|----------------------|
| 4.1.1. Afternoon | 17:00 – 18:00 | } Monday to Thursday |
| 4.1.2. Evening | 19:00 – 20:00 | |
| 4.1.3. Break | 20:00 – 20:15 | |
| 4.1.4. Evening | 20:15 – 21:15 | |

- 4.2 Examination
- | | | |
|--------|-----------|---------------|
| 4.2.1. | Afternoon | 14:30 – 15:30 |
| 4.2.2. | Afternoon | 17:00 – 18:00 |
| 4.2.3. | Evening | 19:00 – 20:00 |
| 4.2.4. | Break | 20:00 – 20:15 |
| 4.2.5. | Evening | 20:15 – 21:15 |
- } Monday to Thursday

- 4.3 Grade 12 Learners who are passing with at least 50% may study in their rooms.
Other learners passing with 70% may study in their rooms

5. MEALS

- 5.1 Mealtimes are as follows:

- | | | |
|--------|------------|---------------|
| 5.1.1. | Breakfast: | 07:00 - 07:15 |
| 5.1.2. | Lunch : | 14:00 -14:30 |
| 5.1.3. | Supper: | 18:00 – 18:30 |

- 5.2 Learners must be punctual for meals. **No food will be kept out for any learners without prior arrangements been made with the Matron.**

6. WEEKENDS

- 6.1 No boarders are allowed to stay over weekends. The Hostel is closed.

7. HOSTEL FEES

- 7.1 All boarders must pay the term fees on entering the hostel at the beginning of the term. No exceptions to these rules will be allowed. Money must be paid on the day of arrival at the pay office at the school.

- 7.2 The Hostel is privatised. We need your money to run the hostel

- 7.3 No Pay No Stay

I..... agree to adhere to the above mentioned rules. I will also accept the punishment if I transgress any of the rules above

Signed Learner

Date

Dealing with hostel (Eddie East) misconduct:

MISCONDUCT	PROCEDURES	SANCTIONS
LEVEL 1 Late for meals, study, inspection, lights off Prohibited areas (in- and outside) Not studying Running in hostel Indecently dressed and naked in corridors Noise (shouting) Room dirty	<p><u>Responsible:</u> Supervision staff involved</p> <ol style="list-style-type: none"> 1. Misconduct and sanction on social register. 2. Send report form to Hostel Guardian. 3. If the same misconduct happens for the third time, request a meeting with parents and the relevant supervision staff member. <p><u>Responsible:</u> Hostel Guardian</p> <ol style="list-style-type: none"> 1. Letter to parent. 2. Chairs hearing assisted by supervision staff. 3. If misconduct continues, treat as Level 2. 	<p><u>First time:</u></p> <ol style="list-style-type: none"> 1. Counselling. <p><u>Second time:</u></p> <ol style="list-style-type: none"> 2. Punishment: additional work/cleaning of room/dishes/toilets/gardening etc. after school, extra study, no town, confiscate radio till end of term. <p><u>Third time:</u></p> <ol style="list-style-type: none"> 3. Probationary hearing with parent and learner (date to be at least 2 days after letter is given).
LEVEL 2 Dodging Lying Swearing Rudeness Disruption Littering Not sleeping in own bed	<p><u>Responsible:</u> Supervision staff</p> <ol style="list-style-type: none"> 1. Put misconduct on social register. 2. Supervision staff reports misconduct to Hostel Guardian who decides on sanction. 3. Detention: Name must appear on notice board for control. <p><u>Responsible:</u> Hostel Guardian</p> <ol style="list-style-type: none"> 1. Detention grids handed out by Hostel Guardian. 2. Hearing (notice to parents) Hostel Guardian chairs. Assisted by supervision staff and Hostel Prefect of relevant corridor. 3. If misconduct continues, treat as Level 3. 	<p><u>First time:</u></p> <ol style="list-style-type: none"> 1. Punishment: Detention 1 week (if learner does not arrive, detention extended for one more week). <p><u>Second time:</u></p> <ol style="list-style-type: none"> 2. Probationary hearing with parent and learner and written warning.
LEVEL 3 Dishonesty Racism Smoking	<p><u>Responsible:</u> Supervision staff</p> <ol style="list-style-type: none"> 1. Put misconduct on social register. 2. Report to Hostel Guardian but referred to Hostel Committee who decides on sanction. 	<p>Probationary Hearing with learner and parent and final written warning.</p>

Permission to leave the Hostel

Grade: _____

No learners are to leave the hostel without this slip being signed by the educator on Duty:

Parents/ guardians must keep this copy

Conditions for Admission

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9. Parent must notify the Housemaster without delay of change of particulars.
10. Parents must inform the Housemaster in writing a month before the end of the term if a learner does not want to stay in the hostel anymore

11. WEEKENDS

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12. HOSTEL FEES

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- b. Parents who cannot afford to make a once of payment must make an written arrangement with the Hostel committee. All outstanding amount must be paid the next month.
If not the boarder will be asked to leave the hostel. No extensions will be granted.
- c. The Hostel is privatised. We need your money to run the hostel

No Pay No Stay

Signature of Parent Guardian

Date

Proven theft Fighting Pornography Intimidation/threats/initiation Leaving hostel ground without permission	Responsible: Hostel Guardian 1. Detention grids handed out by Hostel Committee. 2. Notice to parents about hearing. 3. Chairperson of Hostel Committee chairs hearing. 3. If misconduct continues, treat as Level 4.	
LEVEL 4 Stabbing/Assault Arson Possession of weapons In possession or under influence of dagga/drugs/alcohol Slipping out (boys vs girls) Staying in the Hostel without permission Sexual harassment Any other criminal offence	Responsible: Supervision staff 1. Put on social register. 2. Report to Principal immediately. Responsible: Principal SGB 3. Suspension letter. 3. Notice of hearing.	1. Suspension till hearing after 5 days. 2. Final hearing. 3. Recommend expulsion.

GENERAL:

1. Detention will start immediately at the hostel. It will be run by the Hostel supervision staff on a daily basis. No learner will be excused from detention for any extra-mural activities.
2. A level 4 misconduct can lead to immediate suspension and expulsion from the hostel. All meetings must be scheduled after school. Minutes must be recorded on form and filed.
3. All correspondence and forms/documents must be given to Hostel Guardian to be filed.
- 4.

EDDIE EAST HOSTEL

EMERGENCY PLAN

AND PROCEDURES

Compiled by: Mr P Mile

BELL SIGNALS:

TAKE OVER: CONTINUOUS RINGING
OF BELL

(EARTHQUAKE)

EVACUATE: THREE SHORT RINGS

(BOMB THREAT)

ALL PEOPLE TO MEET
ON THE FAR SIDE OF
THE SOCCER FIELD

ROLL-CALL MUST BE
TAKEN

EVACUATE: THREE LONG RINGS

(FIRE)

ALL PEOPLE TO MEET
ON THE FAR SIDE OF
THE SOCCER FIELD

ROLL-CALL MUST BE
TAKEN

IN TIMES OF EVACUATION THE
FOLLOWING MUST BE TAKEN WITH EACH
PERSON:

- YOUR OWN ID DOCUMENT/BOOK
- YOUR OWN CELL PHONE
- A BLANKET OR DUVET

MR. MILE AND THE DUTY-DOING
EDUCATOR WILL TAKE ROLL-CALL AND
PHONE THE EMERGENCY SERVICES

EDDIE EAST HOSTEL

GENERAL RULES

IN CASE OF EMERGENCIES

1. Keep calm and quiet
2. All people to take the shortest and safest route
3. All people must walk in straight lines and must not run
4. Enforce control at staircases
5. Make sure that your room-mate is with you.
6. No-one is allowed to turn back for anyone or anything
7. Strict discipline must be maintained at all times
8. **DO NOT PANIC**
9. In case of fire, DO NOT WALK, but crawl