



WELKOM HIGH SCHOOL

Eddie East Hostel

EEH Account number (For Office use only)

Application for Admission to School Hostel 2024

Conditions for Admission

1. The prescribed **boarding fees of R5 450.00** per term must be paid strictly in **advance** at the beginning of every school term OR as selected. Should you **not pay the fees** as stipulated, your child will be asked to leave the hostel and the account will be handed over to our lawyers for collection. You will be responsible for lawyer fees.
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 does not want to stay in the hostel anymore. Should you fail to put it in writing, the learner will be invoiced for another term.**

APPLICATION FOR ADMISSION (Pay office)

Surname and full name of pupil _____

Grade of pupil _____

Gender _____

School account number _____

Full name and surname of parent/Guardian _____

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

Cell no of parent 1 _____

Cell no of parent 2 _____

Residential address _____

Work address of parent/guardian _____

Work place telephone number _____

I agree to comply with the terms and conditions for admission.

Signature Parent/Guardian

Date

RULES AND REGULATIONS ON PAYMENT

1. WEEKENDS

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

2. HOSTEL FEES

- b. 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.
- c. **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.
- d. The Hostel is privatised. We need your money to run the hostel
- e. **No Pay No Stay**

Payment agreement. (Tick one)

| | | |
|--|------------------|--------------------------|
| | | |
| Once of per term | | Two instalments per term |
| R5 450 on 17 Jan | | R2 725 on 17 Jan |
| | | R2 725 on 15 Feb |
| R5 450 on 3 April | | R2 725 on 3 April |
| | | R2 725 on 16 May |
| R5 450 on 9 July | | R2 725 on 9 July |
| | | R2 725 on 15 August |
| R5 450 on 1 October | | R2 725 on 1 October |
| | | R2 725 on 15 November |
| <u>OR R 1 817 per month for 12 Months</u> | | |
| Total | R21 800 per year | R21 800 per year |

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

Signature parent

Date

APPLICATION FOR ADMISSION (Hostel Office)

Surname of pupil _____

Full name of pupil _____

Date of birth _____

Cell number of pupil _____

Full name and surname of parent/Guardian _____

Relationship to pupil _____

Cell no of parent 1 _____

Cell no of parent 2 _____

Residential address _____

Medical aid and number _____

House doctor name and number _____

Chronic medication _____

Allergies _____

Extra mural activities _____

My child agrees to comply with the hostel rules and regulations.

Signature Parent/Guardian

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, respect for fellow students and staff, the smooth running of the hostel, a decent study atmosphere and of a happy and healthy liaison between the staff, prefects and friends.

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 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 levels 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 door is not allowed it leaves a bad impression
- 2.6 No learner may leave the hostel or school grounds without the 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 rising bell will ring at 6:00 Inspection will be at 06:45 and breakfast at 7:00
- 3.2 For inspection all beds are to be made, room floors swept cleaned 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 other 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 at all.**
- 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 Shouting and screaming from rooms and in bathrooms and corridors are not allowed

4. STUDY TIMES AND CONDITIONS

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

- | | | | |
|--------|--------------------|---------------|----------------------|
| 4.2 | During Examination | | |
| 4.2.1. | Afternoon | 14:30 – 15:30 | } Monday to Thursday |
| 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 | |

- 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. (Applicable after March Controlled Tests)**

5. REGISTER AND MEALS

- 5.1 Register 06:45 - 07:00 AND 17:45 - 18:00
 COVID Screening 06:45 - 07:00 AND 17:45 - 18:00
- 5.2 Time for meals:
- 5.2.1. Breakfast: 07:00 - 07:15
 5.2.2. Lunch : 14:00 -14:30
 5.2.3. Supper: 18:00 – 18:30

- 5.3 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. Learners must wear face masks at all times.

8. HOSTEL FEES

- 8.1 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 of the school.
- 8.2 The Hostel is privatised. We need your money to run the hostel
- 8.3 **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 | <u>Responsible:</u> Supervision staff involved 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. <u>Responsible:</u> Hostel Guardian 1. Letter to parent. 2. Chairs hearing assisted by supervision staff. 3. If misconduct continues, treat as Level 2. | <u>First time:</u> 1. Counselling. <u>Second time:</u> 2. Punishment: additional work/cleaning of room/dishes/toilets/gardening etc. after school, extra study, no town, confiscate radio till end of term. <u>Third time:</u> 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 | <u>Responsible:</u> Supervision staff 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. <u>Responsible:</u> Hostel Guardian 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. | <u>First time:</u> 1. Punishment: Detention 1 week (if learner does not arrive, detention extended for one more week). <u>Second time:</u> 2. Probationary hearing with parent and learner and written warning. |
| LEVEL 3 Dishonesty Racism Smoking | <u>Responsible:</u> Supervision staff 1. Put misconduct on social register. 2. Report to Hostel Guardian but referred to Hostel Committee who decides on sanction. | Probationary Hearing with learner and parent and final written warning. |

| | | |
|--|---|--|
| 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.
3. All meetings must be scheduled after school. Minutes must be recorded on form and filed.
4. Copies of all correspondence and forms/documents must be given to Hostel Guardian to be filed.

EDDIE EAST HOSTEL EMERGENCY PLAN AND PROCEDURES

BELL SIGNALS

PLEASE STAY CALM AND LISTEN TO YOUR SENIORS

SIGNAL

CONTINUOUS RINGING OF BELL

WARNING AND STEPS TO TAKE

EARTHQUAKE

Wait for tremors to pass while taking cover (under the bed or table or desk) and then use the shortest and safest route out of the hostel. Do not panic.

THREE SHORT RINGS

BOMB THREAT

All people to walk in a straight line down the stairs and evacuate to the Assembly point as indicated. Please ensure that your room-mate is with you. If someone is missing report to the duty doing teacher.

THREE LONG RINGS

FIRE THREAT

Walk or crawl as close to the wall as possible. Move as quickly as you can down the stairs but do not run. If thick smoke is present, stay as close to the ground as you can. Once again evacuate to Assembly point as indicated.

The Hostel management and the duty doing educator will take roll call and inform the necessary authorities. Please try and stay as calm as you possibly can. Always walk quickly but do not run. Report any injuries to the relevant educators. Do not walk away from the scene until the hostel management or the duty doing teacher releases you.

Eddie East Hostel

Permission to leave the Hostel

Learner Name and Surname _____

Grade: _____

[illegible]

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

Learners must keep this copy