

**TIGER KLOOF
BOARDING
HOUSE
PROCEDURES
AND
INFORMATION**

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BOARDING MANAGERS

Boys Boarding Managers:	Mr. Tumelo Masinga	053 928 7024/ 064 105 5069
	Mr. Thamsanqa Cebisa	053 928 7007 / 073 587 3172
Girls Boarding Managers:	Ms. Beatrice Shamabanse	053 928 7005 / 078 560 2712
	Ms. Onneile Inno	053 928 7004 / 078 110 0883

ARRIVAL TIMES AT THE START OF TERM

All boarders must be registered in their boarding houses by the Boarding Manager on duty by 17h30. An attendance register will be taken at the evening meal at 17h45.

All fees must be paid prior to admission into the hostel at the start of each term. Boarders will not be accepted into the hostel unless they have an admission pass from the Finance Office. For this reason, it is essential that boarder's return early in the afternoon in order to receive their admission pass from the Finance Office, and to pay outstanding fees if necessary. The Finance Office closes at 17h00 on the day boarders' return.

THE DORMITORIES

1. Each boarder will be assigned a room, a bed and a locker.
2. **Boarders must bring their own single bed bedding** i.e. mattress cover, bottom sheet, duvet and duvet cover, a pillow and pillow case, and a blanket.
3. **Boarders must bring a sturdy lock for their locker.** Spare keys to the lock must be submitted to the boarding manager on arrival.
4. All valuables, especially money, must be handed in at the Finance Office. Pocket money can be drawn in small amounts, as needed, from the Finance Office.
5. Boarding Managers and the Institution cannot be held responsible for theft. Belongings must not be left lying around negligently.
6. **Boarders must bring a rechargeable torch** clearly marked with his/her name. We experience electricity blackouts from time to time. Heaters, candles and kettles are not permitted, for health and safety reasons.
7. **Boarders must bring their own mug** for use at tea breaks.
8. No food is allowed in the dormitories, for health and safety reasons.
9. Keys for dormitory rooms are not provided to boarders. They are kept by the boarding managers. Boarders are expected to respect the rooms of others and the belongings therein.
10. The boarding houses are securely fenced, with a security guard on duty. The gates are locked during school hours and in the evening. Outsiders, including day scholars, are not permitted to enter the boarding houses.

LAUNDRY

1. Boarders' school uniforms can be washed by the school laundry.
2. All clothing items must be clearly marked.
3. **School shirts and blouses must not be marked on the outside. Please mark on the inside only.**
4. Boarders must wash their own underclothing, casual clothes and bedding.
5. Irons may only be used in the ironing room provided in the hostel. Under no circumstances are they to be used in the dormitories, for health and safety reasons.

MEALS

1. Attendance at all meals is compulsory. Registers are taken at meal times.
2. Punctuality is essential. Latecomers are to report to the Teachers on Duty.
3. Boarders are to be dressed in full school uniform for breakfast on week days.
4. Boarders are expected to help in keeping the tables clean and tidy, and to clear and wipe the table at the end of each meal. All crockery, cutlery and condiments are to be stacked on the trolleys provided.
5. Food and / or utensils may not be removed from the dining hall.
6. All boarders assist with the washing up of dishes at breakfast on a roster basis.
7. Cell phones are not allowed to be used for any purpose during meals.

SPECIAL DIETARY NEEDS

1. Vegetarians must inform the boarding manager who will make the necessary arrangements with the catering manager.
2. Food allergies must be reported and supported by a medical certificate.
3. Health conditions requiring a special diet must be supported by a medical certificate.

PREP TIMES AND QUIET TIMES

1. Supervised evening prep takes place daily from Monday – Thursday, from 18h45 – 20h00, in assigned study venues. There is also a supervised prep session on Sunday mornings from 10h00 to 11h00. Boarders are expected to be punctual and to work in silence.
2. Quiet time, during which boarders who are not involved in an afternoon activity are expected to rest or do homework in their dormitories, takes place daily for one hour immediately after lunch.
3. The IT facilities in the media center are available to boarders for research purposes in the late afternoon during the week, and for one hour on weekends at a time suitable to the teacher on duty.

ILLNESS

1. Parents must inform Boarding Managers if their child has a chronic illness or allergy, and if he/she is on special medication or health devices e.g. asthma pump.
2. Boarders who fall ill during school hours must report to the teacher who will send the boarder with a note to the boarding manager on duty.
3. Boarders who fall ill after school hours must report to the boarding manager on duty.
4. **Under no circumstances should Boarders who do not feel well contact parents directly. If a boarder is seriously ill, parents will be contacted.**

5. Boarders with infectious illnesses or who need several days to recover will be required to go home.

EXEATS (Leave passes)

1. Two weekend home exeats per term are permitted, provided boarders are not required for weekend activities.
2. **Weekend home exeats require a letter faxed by parents requesting permission for the child to go home, and stipulating the method of transport so that safety can be monitored. This must be received by the Boarding Manager by the Wednesday evening prior to the weekend. No late requests will be considered.**
3. The boarding manager on duty in each of the boarding houses is the only staff member who can grant permission for boarders to go home, or to town, after a request from a parent.
4. **The same procedure of faxes from parents is required on compulsory home weekends and at the end of term. This is to ensure that boarders do not go out to friends without the knowledge/permission of their parents. Again, the method of transport must be stipulated.**
5. Boarders must bring sufficient toiletries for the term. Boarders are not permitted exeats to go to town for shopping purposes.

VISITORS

1. Visitors should inform the security guard at the main entrance whom they have come to visit. The security guard will contact the boarding manager on duty who will inform the boarder concerned.
2. Visitors are not permitted in the boarding houses.
3. Visitors must take place in the designated area of the property near the main entrance gate.

TELEPHONES

1. Public telephones are not available.
2. Learners may not use school telephones for private calls.
3. Cell phones must be regarded as valuables and should be treated as such.
4. **Parents are requested not to buy expensive cell phones for their children.**
5. **Boarding Managers, the School or the Institution cannot be held responsible for stolen cell phones. Boarders must take the necessary precautions to safeguard cell phones.**
6. Cell phones may not be used during school hours, prep, meals or church.

AFTERNOON ACTIVITIES

1. Boarders are expected to participate in afternoon activities.
2. It is important that boarders participate in sports recreationally or competitively to promote a healthy lifestyle.
3. Cultural activities are available on two afternoons a week.
4. Boarders are expected to participate in community service activities.

WEEKENDS

1. Supervised entertainment is arranged for Friday and/or Saturday evenings.

2. Boarders may choose to remain in the boarding house. A register is taken at both venues.

CHURCH SERVICES

1. There are two church services each week, one with the whole school on Wednesday mornings, and a Boarders' service on Sunday evenings.
2. Attendance at these services is compulsory unless permission to miss the service has been granted by the Director/Principal.

COMPULSORY HOME WEEKENDS AND PUBLIC HOLIDAYS

1. If there is a long weekend, such weekends will be compulsory home weekends.
2. When public holidays are mid-week, the boarding house remains open.

THE FOLLOWING IS A HELPFUL CHECKLIST OF ITEMS NEEDED IN THE BOARDING HOUSE:

Clothes pegs	Facial soap
Clothes hangers	washing soap
A mug	WASHING POWDER
Roll-on deodorant	STAY-SOFT
Hair spray/gel	Iron
Shampoo and conditioner	Shoe polish (black)
Comb and hairbrush	Shoe brush
Face cloth	Plastic wash basin and bucket
Body lotion	Towels
Tooth paste	Needle and thread
Tooth brush	Bedding (sheet, duvet and cover, pillow and pillow sheet, blanket, mattress cover)

In addition to the above list, girls need to pack sufficient sanitary pads and/or tampons. The list is a guide. Each boarder will know what extra personal items he/she needs to bring.

Thank you

The Tiger Kloof Boarding House Team