



# Somerset College

## INFORMATION FOR THE PARENTS OF BOARDERS

### GENERAL

There are two Boarding Houses at Somerset College. Founders House for girls and Vineyard House for boys. The Heads of Boarding are responsible for the children in their care. Students are encouraged to enjoy themselves within the parameters of acceptable, respectful behaviour. The Heads of Boarding are assisted by Boarding House Assistants who help to manage the day-to-day running of the houses.

Juniors (Grade 8 & 9) share cubicles for between two and four in an eight to twelve bed dormitory. Seniors (Grade 10, 11 & 12) have rooms for two or three with a bathroom shared between four pupils. Each house has a common room with a small kitchen area and television facilities. All boarders bring their own bedding in order to create a more homely environment and are responsible for keeping their rooms tidy. Cleaning of the houses is managed by a team of cleaning staff.

A nursing sister is responsible for taking care of the sick and administering daily medication. There is a sick bay where two girls and two boys can be kept in isolation from the rest of the house. Parents must inform the Nursing Sister if their children are using prescription medication.

All meals are provided in the dining room. Catering is managed by our own team of caterers. On-going meetings between the Heads of Boarding, Heads and Deputy Head students of both houses and the kitchen manager ensure that good standards are maintained and that necessary changes are introduced quickly and smoothly.

Each member of the boarding house staff is committed to supporting the students and engendering an atmosphere in which every student feels comfortable and cared for in a homely environment.

Boarding allows for personal growth and social integration and for the development of neatness, punctuality, respect and an appreciation for the caring nature that has become synonymous with Somerset College.

### Boarding Staff:

#### Head of Founders' House (Girls)

**Ms Jeanna Wessels**

Tel: 021 842 8084

Email: [j.wessels@somcol.co.za](mailto:j.wessels@somcol.co.za)

Cell: 072 600 1199

#### Head of Vineyard House (Boys)

**Mr Mark Pickering**

Tel: 021 842 8051

Email: [m.pickering@somcol.co.za](mailto:m.pickering@somcol.co.za)

#### Founders' House Staff

Ms Paige Alcock

Ms Susan Brits

Ms Megan Hutton

#### Vineyard House Staff

Mr Craig Boonzaaier

Mr Gareth Greenwood

Mr Anthony Smith

Mr Rian Stone

## Sister

**Lezanne Niemand**

Tel: 021 842 8026

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## BOARDERS' DAILY ROUTINE

06h30	Rise and shine! (Rising bell – Grade 8)
06h50	Room / cubicle inspection by the Boarding House Assistan and matric students <i>No students may leave their room/ cubicle until this inspection has taken place</i>
07h00	Breakfast
07h25	Depart boarding house for School <i>The boarding house is out of bounds during the school day. Students may only return to the boarding house with permission from the house parents.</i>
09h40	Sandwiches in Dining Hall
12h15	Lunch in Dining Hall
14h30 - 15h15	Lesson 8/ Prepare for sport
15h15 - 17h45	Sport / Prep / Leisure Time
18h00	Supper in Dining Hall
18h45 - 19h00	Roll call
19h00 - 20h00	1 <sup>st</sup> Prep (silent) Grades 8 and 9 in classrooms
20h00 - 20h15	Break
20h15 - 21h00	2 <sup>nd</sup> Prep Grade 8 and 9 in classrooms
21h25	All students to rooms / dormitories
21h30	Grades 8 & 9 - lights out
22h00	Grade 10 - lights out
22h30	Grade 11 - lights out
23h00	Matric - lights out

### 1. ARRIVAL AND DEPARTURE

- 1.1. At the start of each term boarders are required to be in residence between 16h00 and 17h30, on the day prior to the first day of the new academic term.
- 1.2. They will be permitted to leave at the end of a term only when their living space has been left in the condition in which they found it at the start of term.
- 1.3. Flight / bus details for pupils' return / departure must be communicated to the relevant Head of Boarding at least 5 days before their flight so that the necessary transport can be arranged.

### 2. MEALS

- 2.1. All meals are compulsory and students must be punctual.
- 2.2. Supper is a formal meal at which announcements may be made. Grace is said at the beginning of the meal.
- 2.3. Students are to be respectably dressed for meals. Footwear must be worn at all times. No hats or caps may be worn in the dining hall. No pyjamas or slippers may be worn to mealtimes.
- 2.4. Students who have played sport prior to supper must try and shower before supper.
- 2.5. Students who, with prior permission, miss supper for a valid reason, will be able to eat their meal in the common room.
- 2.6. No food or utensils are to be removed from the kitchen or dining hall for any reason at all.

2.7. Food may not be kept in bedrooms or cubicles.

2.8. Parents of those requiring vegetarian meals, special diets (for medical reasons only) should give notice of this at the beginning of the year.

### **3. HOMEWORK (PREP)**

3.1 There will be a homework period (Prep) each evening (Monday to Thursday) from 19h00 to 20h00 and 20h15 to 21h00 during which silence must be kept.

3.2 Both homework sessions are sacrosanct; i.e. no phone calls, interruptions etc. Grades 8 and 9 have supervised prep.

3.3 All Grade 8 and 9 students must have an up-to-date homework diary which the duty staff can check at any time. Students requiring computers to complete work will be able to do so under supervision during prep time and must sign up to use the computers in the boarding computer room. Owning a personal laptop is recommended.

3.4. Music prep will also be available during some evenings for students to practise.

3.5. Students requiring to work late may do so provided they have informed and received permission from the staff on duty.

### **4. LAUNDRY & CLOTHING**

4.1. There is the availability of three washing machines and three tumble driers - the washing of a reasonable number of uniform items, sporting clothes will be done twice-weekly.

4.2. Students must have a marked laundry bag and a sock and underwear bag.

4.3. It is imperative that all items of clothing have a name tag or are marked.

4.4. A Laundry slip must be completed for each bag of laundry handed in.

#### **Laundry days**

Girls: Tuesdays and Thursdays

Boys: Mondays, Wednesdays and Fridays

Laundry bags must be handed in at the laundry on the days concerned. Bed linen must be washed at least every alternate Friday. Laundry is to be collected immediately after school from the laundry room and no later than 16h00. Missing laundry is to be reported immediately to the staff member on duty.

### **5. RECREATION / LEISURE / TELEVISION**

5.1 After school hours, boarders will be free to change into sensible and appropriate casual clothing and will be encouraged to do homework, play games or watch television.

5.2 Television with full DSTV and a DVD machine will be provided but the Heads of House will set the hours and content that may be watched. Television may only be watched between 16h00 and 17h45 (Monday to Thursday).

5.3 No portable TV sets are allowed. No private videos or DVDs are allowed to be watched without the prior consent of the duty staff. No gaming consoles are allowed without the permission. TV times will be restricted on weekends. Only programmes with the appropriate age rating may be watched.

5.4 Laptops, iPads with wireless compatibility are allowed. The use of all electronic devices are monitored.

5.5 A daily newspaper will be available.

5.6 No 'outside' activities will be permitted inside. No ball games are permitted in the areas adjacent to the boarding houses. All sporting activities must take place on the sports fields.

5.7 The common rooms are to be kept clean and tidy so that all may benefit from them. Students using plates and /or mugs must ensure that these items are kept clean.

5.8 No boarder is allowed beyond the Vineyard Field after school sport hours.

5.9 Any common property damaged by a student will be charged to the individual's school account.

## **6. MEDICINES AND MEDICAL TREATMENT**

- 6.1 Boarders are not permitted to keep medicines of their own in their rooms and they may not, under any circumstances, supply any medicines or medication to others. All prescribed medicines or those supplied by parents must be handed to the Nursing Sister for safe-keeping and she will arrange for them to be dispensed.
- 6.2 Dr Haasbroek & Partners are the official College doctors and students requiring medical attention will be referred to them in the first instance.
- 6.3 It will be necessary for parents to provide copies of their medical aid cards (front and back) so that payment for any visit can be made.
- 6.4 Before making a doctor's appointment for your child, please always consult with the Sister. Transport will be provided for these appointments if necessary.
- 6.5 Students feeling ill in the morning must ensure that they inform the member of staff on duty no later than 07h00 or report to the clinic sister immediately after breakfast.
- 6.6 The clinic will be open twice a day. However, in the event of a student requiring medical attention outside these hours, the student must inform the relevant Head of House.
- 6.7 Students taken ill during the school day must obtain permission from reception to report to the Nursing Sister. No student may report directly to the Sister during the school day.
- 6.8 If a boarder is booked off sick from school by the sister, they must either remain in the clinic or their own room for the rest of the day.
- 6.9 Any special appointments, orthodontic etc. are encouraged to be made on a Friday afternoon so as to least disrupt the school routine.

**NB: Parents who do not have medical aid, must arrange with the Head of House at to how payment for emergency medical services rendered will be paid.**

Parents are urged to communicate any important information about their child's health to the Nursing Sister, especially information about allergies.

## **7. WEEKEND EXEAT**

- 7.1 Boarders will be able to go home after the end of the official school day on a Friday and return on either the Sunday evening (16h00 – 19h00) or Monday morning (06h00 – 06h45).
- 7.2 Those required to remain behind for disciplinary reasons will only be able to go once they have completed the tasks allocated to them. It remains the responsibility of the boarder to inform parents of any change in plans regarding lift times etc.
- 7.3 Weekly boarders are also required to fulfil any College commitments over weekends and, if they go home on a Friday, will need to be brought back to attend events. If they wish to stay in over a weekend, they are welcome to do so.
- 7.4 Boarders may only go out with people, other than their immediate families, if the respective Heads of Boarding have been informed, by e-mail, by their parents in advance.
- 7.5 Heads of Boarding need to know the students' plans for the weekend by Wednesday evening prior to the exeat. Students must sign the Leave-Out book by Wednesday evening declaring their weekend destination and times of departure and return. Parental permission must be granted by this deadline if students are going somewhere other than home. Parents MUST supply the Head of House with a list of the adults permitted to collect their children.
- 7.6 All students must sign themselves out prior to any departure from campus.

- 7.7 Students going out for the weekend must not expect the boarding houses to be open for them to return unannounced / without prior arrangement.
- 7.8 Should there be changes to return times the respective Heads of Boarding or Boarding House Assistant must be informed as soon as possible.
- 7.9 All students must sign themselves in immediately upon return.

## **8. LEAVE-OUTS DURING THE WEEK**

- 8.1 All exeat during the week must be recorded in the daily sign out list in the house foyer and students must sign themselves out on departure and sign themselves in on arrival. Permission must be granted for all exits from the College grounds.
- 8.2 If there is a need for students to leave the campus, permission needs to be requested from the respective Heads of Boarding as early in advance as possible. Students are limited in terms of these outings and the decision as to whether or not they may go lies ultimately with the Heads of Boarding.
- 8.3 Students who are required to leave the campus for extra curricular activities such as dance, extra maths lessons etc. may only do so after written details indicating dates and times, have been provided by their parents and permission has been granted by the relevant Head of Boarding.
- 8.4 Students must report to the adult on duty in person and sign the sign out list on return from any outing.

## **9. POCKET MONEY & PASSPORTS**

Boarders should not keep large amounts of cash in their rooms and they should hand-in any money to their Head of Boarding for safekeeping. Should parents wish to lodge money with the Heads of Boarding for weekly distribution, they should discuss this with them. Pocket money should not be dealt with through the school account.

## **10. INSURANCE**

Parents are requested to make their own arrangements to insure the property of their children while at the College. It is not covered by the College's own policy.

## **11. WHAT TO BRING**

Boarders must bring their own pillows, duvets, bedding and towels.

- refer to attached uniform list
- Padlocks for cupboards – labelled spare keys to be handed to respective head of boarding
- Torch with students name
- Coat hangers
- Marking pen
- Clothes and toiletries as per personal requirement

## **12. SECURITY**

- 12.1 The safe keeping of personal items such as jewellery, digital cameras, cell phones, iPods, iPads, laptops etc remains the responsibility of the student.
- 12.2 Where a student proves to be negligent in this regard, the privilege of having such items in the boarding may be denied.
- 12.3 There are security cameras which face the fire escapes, for security reasons.

### **13. BOARDING ACCESS CONTROL**

For the boarders' safety, the College makes use of a fingerprint access control system. Students' finger prints will be captured by the IT Department in the first week of their arrival at the College.

The Access Control will only allow boarders of the specific boarding house in and out of the appropriate boarding house. The door will only disengage if an enrolled finger print is successfully submitted in prescribed time slots. Any access outside of the designated access times will have to take place by the submission of the finger print of a boarding staff member or relevant Head of Boarding.

We request the following from visitors (parents and family members):

1. All visitors are at all times to be accompanied by a student when inside the boarding house.
2. The student will have to present their finger print at the door to let the visitor in and out of the boarding house.
3. Visitors are to ensure that they have the student's cell phone number so that they can phone them when they are at the door in order to expedite entry.
4. Under NO circumstances may the locking system of the door be tampered with to gain access or egress
5. Under no circumstances may the emergency exit button at the door be pressed simply to exit the building. These are alarmed and under surveillance and an investigation will follow after any such alarm has been triggered.

Please note that this access control system is fully integrated with the fire alarm and therefore doors will automatically disengage if the fire alarm is triggered.

### **14. TELEPHONE**

14.1 Cell phones are permitted, but may only be used outside of formal school hours, prep times, and before lights out.

14.2 Students who abuse this privilege will have their cell phones confiscated.

14.3 Cell phones must be secured when not being used. Students are reminded that the safekeeping of cell phones is their responsibility.

14.4 No calls may be received or made during formal school time and during prep times.

14.5 Students are required to hand their phones in during both prep sessions and overnight.

### **15. MUSIC**

15.1 No music may be played before 06h30, during prep or after lights out.

15.2 Unnecessarily loud or anti-social music will not be tolerated. Music should not be heard outside of the room in which it is playing.

### **16. SHOWERING**

16.1 All students must shower at least once a day.

16.2 Water must be used wisely.

16.3 Students may not shower after / during evening prep without prior permission.

16.4 No showering before 06h00.

### **17. DRESS CODE**

17.1 All students must wear the appropriate Somerset College uniform to school.

- 17.2 Students must be fully dressed by 06h50 inspection each morning. Boys must shave, and their hair must be neatly combed. Girls must also have their hair neatly combed and tied back if necessary. No make up may be worn with the school uniform.
- 17.3 School uniform must be worn correctly and appropriately. After formal school commitments school uniform is either worn fully or civvies must be worn.
- 17.4 Students must wear school uniform or school tracksuits when in the area of the school buildings after school hours during the week.
- 17.5 Students must always have their Number One uniform available in the boarding house.

## **18. CUBICLES/ ROOMS**

- 18.1 All students are required to ensure that their cubicles/rooms are in a proper neat and tidy state during and at the end of term. They will be held responsible for any damages.
- 18.2 Any major cubicle/rooms damage must be reported immediately. Minor maintenance and repairs must be recorded in the maintenance book immediately.
- 18.3 Private property must be secure at all times and missing items must be reported to the adult on duty immediately.
- 18.4 Personal items such as pictures, photos may only be pinned or stuck to the pin boards. No marking of the cubicle/rooms walls, cupboards, beds or desks is permitted.
- 18.5 Valuable items such as passports and large amounts of money must be handed in to the house parents for safe keeping. Large amounts of money should preferably be kept in a bank account.
- 18.6 Clothes not being worn must either be in the laundry basket or in a cupboard.
- 18.7 Cubicles/rooms must be kept clean and tidy at all times.
- 18.8 No boarder may climb into or out of a window at any time.

## **19. FIRE & ELECTRICAL APPLIANCES**

- 19.1 In the event of a fire the procedure is as follows:
- 19.1.1 Shout "Fire!"
  - 19.1.2 Close windows
  - 19.1.3 Evacuate the rooms as soon as possible and leave by the nearest exit.  
(See procedures attached in wing)
  - 19.1.4 All boarders are to gather on the Vineyard field.
- 19.2 A fire extinguisher is available in each wing in the event of a small fire.  
Emergency exits are strategically positioned throughout the boarding houses and are of the push-bar variety, only to be used in an emergency.
- 19.3 No boarder may have in his or her possession any matches or lighters.

## **20. STUDENT CONCERNS**

Students are encouraged to voice any concerns or complaints and should do so to the boarding staff.