

*TLHOKOMELO RESIDENCE (Pty) Ltd
Affiliated to CORNERSTONE COLLEGE*

2021 HOSTEL REVISED PROCEDURES BROCHURE, NEW DATES



MISSION STATEMENT

"The education of the whole person, in an atmosphere of excellence and integrity, to the glory of God"

School Scripture

Phil 4:8

Finally, fill your minds with those things that are good and that deserve praise: that are true, noble, right, pure, lovely and honourable. Put into practice what you have learnt.



**Mrs S Hurlin
Principal**



**Ms D Moatshe
Hostel Manager**

TLHOKOMELO RESIDENCE (Pty) Ltd
2021 HOSTEL PROCEDURES BROCHURE
NEW DATES

Affiliated to CORNERSTONE COLLEGE (Grades 7 to 12)

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1. INTRODUCTION

The hostel accommodation is an exciting extension of Cornerstone College life. We aim to make Tlhokomelo Residence a place of safety for all, and we uphold the values of integrity, hard work, respect and perseverance.

The hostel is supervised by adults all day every day. Most boarders are placed in dormitories with between 6 - 12 boarders per venue. Each boarder is provided with a bed, a mattress and a lock-up cupboard/locker. Venues are provided for dining, study and recreation. Three tasty and nutritious meals are provided daily. Crockery and cutlery are provided. Boys and girls are lodged separately.

Laundry facilities are available on a rota system, with detergents provided by the boarders. Please note that hostel is run on a strict routine, and boarders are expected to be consistently co-operative, considerate and well-behaved. There is a daily system of Christian-based devotions, and there are two academic study sessions in the hostel timetable each day. These are conducted in silence and overseen by a hostel staff member. Ablution, tuckshop, vending machines, sickroom, laundry and recreational facilities are available.

You are urged to read this document carefully before registering your child and before you sign a contract with us. SHOULD YOU NOT BE COMPLETELY SATISFIED WITH OUR POLICIES AS SET OUT IN HERE, WE WOULD ADVISE THAT YOU DO NOT REGISTER YOUR CHILD AT THIS HOSTEL.

The submission of an application for enrolment shall not in any way create an expectation that the hostel will enter into a contract with the applicant. The hostel may in its sole discretion decide not to accept any application for enrolment and is not obliged to furnish any reasons for refusing any application for enrolment.

We are a policy-driven organisation. Our policies will be consistently applied. Should boarders and parents/guardians not comply therewith, this may result in the boarder being deregistered from the hostel or the relationship being terminated at the end of the year. This document is updated every year, so please read it again each year.

To find Cornerstone and Tlhokomelo on the internet:

School and hostel web site: www.cornerstonecollege.org.za

Facebook: Cornerstone College, Pretoria SA

Twitter: CornerCollegeSA

E-mail: admin@corncol.co.za

2. TERM DATES AND HOLIDAYS IN 2021:

1st Term: Monday 18 January – Wednesday 31 March

2nd Term: Tuesday 13 April – Friday 2 July

3rd Term: Tuesday 27 July – Thursday 30 September

4th Term: Tuesday 12 October – Friday 10 December

School Holidays:

Friday 26 February

Monday 26 April

Friday 6 August

Compulsory Exeats:

Thursday 25 Feb (after school) – Sunday 28 Feb

Thursday 5 Aug (after school) – Monday 9 Aug

Primary School new parents' orientation and new learners' welcome party: Monday 18 January 2021 at 9:00am in the primary school hall.

High School new parents' orientation (Grades 8 – 12): Friday 15 January 2021 at 2:00pm in the high school hall.

For first term, existing boarders report to the hostel on Saturday 16 January (1pm – 5pm) and new boarders report on Sunday 17 January (12am - 5pm). For second, third and fourth term boarders must report to the hostel the day before school starts between 2pm - 5pm. Boarders who are late will not be admitted and will have to be brought back the next day.

Boarders must be collected between 2pm - 5pm on the last day of school. Boarders will remain for at least 2 hours after school closes to enable hostel staff to complete administrative matters. A supervision fee of R200 per hour, or part thereof, will be charged to the parent's account of boarders who are collected after 5pm. No accommodation will be offered during the holidays, unless the boarder is required to attend extra classes/study.

3. HOSTEL FEES AND ADMISSION PROCEDURE

HOSTEL FEES ARE PAYABLE STRICTLY IN ADVANCE, i.e. on the first day of the month. Please note that the hostel fee does not include the school fees.

We regret that non-payment of fees will result in the boarder not being able to stay in the hostel until the fees are paid in full.

*Application fee	R500
sibling (i.e. brother or sister)	R400
Monthly x 11 (Grades 8-11)	R4 450
Sibling Monthly and Grade 7	R4 020
Monthly x 10 (Grade 12)	R4 920
Sibling monthly	R4 420
Biannual (January & June)	R23 600
Sibling Biannual and Grade 7	R21 250
Annual (January)	R46 100
Sibling Annual and Grade 7	R41 520

***THE APPLICATION FEE IS NOT REFUNDABLE.**

*2020 boarders will be charged R500.00 as a booking fee which will be deducted from the first month's payment.

The sibling rate is applied to the fees of the older sibling. Children of past Matriculants of Tlhokomelo Residence also qualify for the sibling rate, on application. It is the parent's/guardian's responsibility to inform the hostel of a sibling in order to qualify for the discount.

Please note that **ALL FEES ARE PAYABLE STRICTLY IN ADVANCE, i.e. on the first day of the month.** Please note that the hostel fee does not include the school fee.

Expenses (medical, outings, pocket money, etc.) are payable by the end of the month in which they are incurred.

Once the school preliminary application process is successful, application may be made for admission to the hostel. Admission is conducted primarily through the school registrar. The application form and contract must be completed and signed by a parent or the legal guardian. Identification and proof will be required upon request.

The hostel only accepts a court-appointed guardian as a legal guardian. Representatives, relatives or friends do not qualify unless they have been appointed by the courts. The legal guardians will need to provide the hostel with a copy of the court papers proving their status as legal guardians. The word "guardian" in this document means a court-appointed legal guardian only and does not refer to any other relative or associate.

On application for admission, the following are required:

- A fully completed original application form (Please ensure that you inform the admin staff of any changes in your personal details during the year). If fees are to be paid by a fund, trust or agency other than the person signing the contract, this must be stated on the application form under "Payment Scheme."
The person signing the contract remains responsible for the payment of fees and expenses and must pay the fees and expenses on time until the person or agency responsible for paying the fees settles the account. Once the fees and expenses are paid in full by the third party, the person who paid them in the interim will be refunded, upon written application.
Fees and expenses must be paid on time even if a third party is contributing. The hostel retains the right not to accept an application if a third party is paying fees. Failure to disclose the involvement of a third party in the payment of fees will render the application or registration null and void. Refunds to third parties must be requested in writing and will be made directly to the third party and not to the parent/guardian. The parent/guardian is responsible for obtaining a letter from the third party requesting the refund, with the reference and bank details.
- The application fee. The application fee covers administrative expenses and is non-refundable.
- Two original contracts with Tlhokomelo Residence, properly signed and initialled on each page by the parent/legal guardian and a witness in black ink. In brief, this **1 YEAR CONTRACT**:
 - Must be signed by the parent or court-appointed guardian (not by an associate, friend or relative). Court-appointed guardians must please include a copy of their document of appointment. The contract will not be valid and the application will not be accepted unless the contract is initialled on each page and signed on the last page by the witness and the parent/legal guardian.
 - Binds the parent/legal guardian to payment of fees and expenses on time and acceptance of the hostel rules and policies included in this document. The contract also binds the parent/legal guardian to payment of 3 months' notice if the child is withdrawn for any reason or if the contract is terminated according to clauses 8.1 or 8.3.
 - Forbids any negative political activity; cyber-bullying; drug, alcohol or sexual abuse; and criminal and violent behaviour, and
 - Obliges a parent/guardian to pay the hostel (at the Director's discretion) for damage to School/Hostel property by the parent's/guardian's child.

- Allows for notice to be given for an earlier termination by either party.
- The parent's/legal guardian's original identity document. The hostel will make a copy and return the original on the day of application.
- The boarder's original identity document. The hostel will make a copy and return the original on the day of application.
- A copy of the boarder's medical aid card/membership. All boarders must have medical aid which is valid in South Africa.
- Residence permits/study permits if the boarder is not an SA citizen. **South African law demands that foreign learners submit up-to-date study permits BEFORE schooling commences. Residence permits must be endorsed for study at Cornerstone College. Please note that an application is not successful and we will not reserve a place for an applicant, nor will we be able to accommodate a boarder on the school or hostel premises, until he/she is in possession of a valid study permit. No absenteeism in this regard will be accepted.**
If the applicant has missed more than one week of hostel while waiting for a study permit, the application will be cancelled and a place will not be kept for the applicant. The hostel will not carry any liability regarding residence/study permits.
- School fees and all amounts owing to the previous school/hostel must be settled before application.
- Attendance of the Orientation presentation by the parent/guardian and boarder. Attendance of the Orientation presentation is a requirement for registration. The boarder is not registered until the presentation has been attended.
- Signature of the hostel's COVID-19 Health and Safety Protocol document.

Please note that submission of the above documentation does not mean that the application has been accepted or finalised. Faxed or e-mailed documents are not accepted in place of originals.

Applications for the following year by boarders already in the hostel must be received in full by 31st October each year. Late or partial submission of the required original documentation will disqualify the application. Submission of the application forms does not mean that the application is successful. Admission for a new contract for the following year is entirely at the Director's discretion.

The application is not complete, and the boarder is not registered and does not have a place at the hostel under any of the following conditions:

- The application fee has not been paid
- The parent/legal guardian has not attended the orientation presentation
- The boarder has not arrived within five days of the first hostel day of the year or within five days of the due date of arrival
- There is an unpaid debt at the previous hostel or school
- Any of the documents listed above have not been submitted to the hostel or are not accepted by the Director.
- The documentation is found to be incomplete, incorrect, inadequate or misleading in any way
- The parent/guardian is not prepared to be fully committed to the hostel's COVID-19 Health and Safety Protocol and/or refuses to sign the document.
- A valid study permit or permanent residence document has not been submitted to the hostel if the applicant is not a South African citizen
- The contract has not been properly signed by the parent/legal guardian, the witnesses and the hostel. The contract is not valid and the boarder is not registered at the hostel if the contract is signed by a representative, friend, relative, or guardian. It can only be signed by a bona fide biological/step parent, or a court-appointed legal guardian.

The Principal may allow a boarder to attend classes temporarily until 31 January, or for 10 hostel days, while registration requirements are being finalised. This does not mean that the boarder's application is successful or that the boarder has a place in the hostel.

If any of the above conditions have not been resolved to the Director's satisfaction, or the waiting period for documentation has expired, the registration is not successful and the contract is null and void. In this case the boarder must be removed from the hostel with immediate effect, the account must be settled and the school's textbooks must be returned. There will be no refunds for uniform or stationery or any other costs if the registration was not successful.

Please note that the parent/guardian is required to notify the hostel on the application form of any existing or previous health issues, educational issues, substance abuse, psychological issues, behavioural issues or an expulsion/exclusion. Details of any medication or treatment required must also be disclosed on the application form.

The hostel must also be notified on the application form if an applicant has been diagnosed with a condition that requires emergency treatment, such as asthma, epilepsy, diabetes, etc. In such cases the hostel must be provided with emergency medication and instructions for its application. The parent/guardian is also required to notify the hostel if the boarder is married or is pregnant.

In all the above cases an interview may be required to establish if the hostel is able to consider the application. More information may be requested from the relevant medical professionals. The hostel reserves the right not to enter into a contract in such cases, or to enter into a contract with limitations or extra requirements (such as a reduced contracting period, extra therapy or treatment), at the sole discretion of the Directors. Failure to disclose a health condition, educational condition, behavioural condition, pregnancy or married status will render the application, registration or contract null and void.

A non-refundable R500 booking fee will be levied on boarders who wish to reserve a place for next year. It will be deducted from the January fees upon return.

Boarders not arriving within 5 days of the first day of term will forfeit their registration.

If the parent/guardian wishes to withdraw the child from the hostel, 3 months' notice must be given in writing and the notice payment is due immediately. A verbal notice of withdrawal is binding at the sole discretion of the Director. If the Director accepts the verbal notice, the same procedures will apply. The boarder may continue to remain in the hostel for the three month notice period (or part thereof) at the discretion of the Director. Any property belonging to the hostel must be returned so that the amount owing (including any damages) can be finalised. Once the account is settled the school documentation will be completed. References or testimonials will be completed at the Director's discretion and sent directly to the receiving school. The school is under no obligation to complete any references or testimonials and will only consider such requests when written notice has been received and the account has been settled.

Once notice of withdrawal has been given by the parent/guardian, it cannot be reversed or rescinded and the parent/guardian must re-apply if they change their mind. Re-application after a withdrawal or de-registration follows the same process as above. The hostel is not obliged under any circumstances to accept the re-application.

Please note that only a parent/guardian whose details are given in full on the application form will be accepted as a representative. The hostel will not communicate with, or accept messages from, any other parties. The hostel will only consider accepting a representative if the contracting parent/guardian has made application in writing and the proposed representative and parent/guardian have been interviewed. If the representative is accepted, it may only be for certain interactions such as collecting the child from hostel. The person may not act as a representative until the hostel has communicated its decision to the contracting parent/guardian.

If a person whose details are given on the application form is not a parent or court-appointed legal guardian of the boarder, the hostel is not obliged in any way to accept the person as a representative. If such a person signs the contract, the contract is null and void, unless application is made in writing and the hostel agrees in writing to enter into the contract with that person. It is the responsibility of the person involved to make a proper application to the hostel.

If a person who is not a parent or court-appointed legal guardian wishes to enter a child into the hostel, he/she must make application in writing to the Directors to be accepted as a representative. The hostel reserves the right, at the sole discretion of the Directors, not to accept such an application. The application may also be accepted with conditions or limitations, such as a shorter contracting period. If the hostel signs the contract without an application being made and without agreeing in writing to accept the person as a representative, the contract is null and void.

If the person who has been recorded as being responsible for fee payments on the application form is a parent or court-appointed guardian, and is registered on the application form as such, the hostel will accept that person as a representative. If not, the hostel is not obliged to accept that person as a representative or communicate with them in any way. They will only be considered for acceptance as a representative if application is made in writing to the Directors by the contracting party, according to the process described above. The person may only act as a representative once they have been accepted by the hostel in writing.

The hostel reserves the right, at the sole discretion of the Directors, to limit or exclude a representative's access to the hostel. This might be necessary if the representative damages the relationship with the hostel, does not cooperate with the staff, is a negative influence on the boarder, commits a breach of contract, has limited access to the boarder due to a court order or does not cooperate with the hostel's policies and procedures.

Parents/guardians are required to inform the hostel of the details of how the boarder will be transported to the hostel and collected from the hostel. This information must be supplied on the application form. The hostel must be notified of any changes to these arrangements immediately. The hostel retains the right to ask parents/ guardians to change transport arrangements if the transport driver is not following the school or hostel transport policy, is not cooperating with staff or is endangering the safety of boarders/learners or staff in any way. The hostel will refer all matters affecting the safety of boarders/learners and staff to the appropriate authorities. Failure to cooperate with the hostel on these matters will be regarded as a breach of contract.

We regret that non-payment of fees and expenses will mean that the boarder will not be able to stay in the hostel until the fees and expenses are paid in full. If the fees and expenses are not paid within five school days of the due date, the boarder

will be de-registered and the 3 months' notice payment will become due. The onus is on the parents/guardian to ensure that this expulsive action is avoided. Habitual late payers will be required to sign a stop-order or debit order.

R200 maintenance fee is payable (not refundable).

Parents/legal guardians are responsible for arranging residence/study permits if the boarder is not an SA citizen. **South African law demands that foreign learners submit up-to-date study permits for Cornerstone College BEFORE schooling commences. Residence permits must be endorsed for study at Cornerstone College. Please note that we will not be able to accommodate a learner on the school or hostel premises until he/she is in possession of a valid study permit. No absenteeism in this regard will be accepted. All passports must be handed to the Hostel office for safekeeping.** The hostel will not carry any liability regarding residence/study permits.

PLEASE ALLOW FOR AT LEAST TWO HOURS TO REGISTER YOUR CHILD ON THE FIRST DAY, WHERE THE CONTRACTING ADULT MUST BE PRESENT. BOARDERS ARRIVING AFTER 4pm WILL NOT BE ADMITTED. THE PARENTS/GUARDIANS MUST ALSO ATTEND AN ORIENTATION SESSION ON THE ARRANGED DATE AND TIME. THE APPLICATION OR REGISTRATION IS NULL AND VOID IF THE ORIENTATION SESSION HAS NOT BEEN ATTENDED.

THE DIRECTORS MAY, AT THEIR SOLE DISCRETION, DECLINE TO ADMIT AN APPLICANT TO THE HOSTEL.

4. BEHAVIOUR

The boarders are to set a standard for the rest of the school in all aspects of school life. Their participation, support, attendance, uniform, appearance and attitude must be of the highest standard. Their appearance at all times should portray a positive, clean image.

Boarders must participate in school extra study, extra homework and extra-mural activities. The very nature of boarding demands that the boarders give full support to the school and its extra-academic and extra-mural programmes.

Each boarder is expected to show mutual respect, courtesy and tolerance, and respect for property. Parents/guardians will be invoiced for property which is lost, stolen, damaged, destroyed or broken.

Probably most important is the attitude of the boarders to the school and life in general. We foster a positive, healthy lifestyle and anything which attempts to break this down will not be allowed. Boarding is about living with others and about tolerance. Respect for other people and their property and a consideration of others are foundations on which the hostel is built.

5. BASIC HOSTEL RULES

- No boy will be allowed on the girls' premises and vice versa.
- Boarders are not allowed in rooms or dormitories other than their own. Boarders may not share a bed and may not be on or in a bed with another boarder or person.
- Boarders must stick strictly to the hostel timetable and be on time for all activities.
- Boarders may not bring food onto the premises or have it delivered. Food or dirty containers/utensils may not be kept in lockers or in the dormitories.
- Boarders will treat the management and staff of the hostel and kitchen and others with complete respect and co-operation. Disrespect or attempted intimidation or bullying will not be tolerated.
- Boarders must be in the dining room for all meals. Boarders must behave in a quiet and dignified manner during meals and may not waste food.
- Boarders must be fully and neatly dressed at all times. Boarders may not be partially dressed in school uniform.
- Boarders may not leave the premises without permission. Boarders must sign out under the supervision of Hostel staff when leaving the premises. Boarders who do not sign out will be absent without leave. Boarders must also sign in under the supervision of Hostel staff when they return. Boarders who are absent without leave will be suspended and called for an expulsion level disciplinary enquiry.
- Boarders will be expected to do light orderly duties on a rota system.
- No boarder may enter the hostel office.
- No boarder may enter other school areas (e.g. classrooms) without permission after official school hours.
- No entrance into the opposite gender's dormitories/bathrooms is permitted.
- No loitering outside the hostel/school premises or businesses in the Silverton area is permitted.
- Boarders may ask the staff at the hostel office if they may use the office phone to make transport arrangements. The phone call may be made by the boarder under the supervision of a hostel staff member, or by the hostel staff member at his/her discretion.
- Boarders may bring cell phones to the hostel, but they must be handed in immediately at the office for safe-keeping. They may be fetched and used during designated times, and must then be returned to the office. They are not permitted in class or any school/ hostel event or activity. If they have not been handed in and are found, they will be handed over for safe-keeping and will be returned at the end of the term.

- **Boarders may not play music on their cell phones, tablets, computers or any other device while on the school premises or at a school event/function. Boarders may also not provide WiFi or data services to other boarders without permission from the hostel manager.**
- **Boarders may not take photographs or videos of any kind with a camera, cell phone, tablet or computer or any other device while on the school or hostel premises, or at a function/event identifiable as a school or hostel function/event, without written permission. The camera lens of a boarder's cell phone, tablet, computer or any other device must be taped closed while it is on the school or hostel premises, or at a function/event identifiable as a school or hostel function/event.**

Application must be made in writing to the Principal to take photographs or videos at a school or hostel function/event. Photographs or videos may only be taken if the Principal gives permission in writing, and then only under the conditions specified by the Principal.

- All hostel and school property must be treated with the utmost care.
- Lockers must be kept locked at all times with the lock provided by the hostel. Lockers may not be shared with other boarders or learners.
- No swearing or derogatory, prejudiced or racist language is allowed.
- No running indoors is allowed.
- Boarders may not eat, drink or chew gum in the hostel/school buildings (excepting for meals served in the canteen). Chewing gum (or sweets that include chewing gum) may not be brought onto the school or hostel premises or used anywhere on the school or hostel premises. A fine will be imposed on any boarder found chewing gum.
- The entire hostel/school property is a no smoking zone. No smoking or e-smoking whatsoever is permitted anywhere on the hostel/school premises. Boarders are not permitted to smoke on hostel/school premises, or in school uniform, or at hostel/school-related occasions.
- No littering is allowed.
- The hostel/school is a weapon free zone. No dangerous toys or weapons may be brought to the hostel/school.
- Boarders must stay together in groups of 4 or more in the Silverton shopping area on Saturday or Sunday exeats, for safety reasons. Boarders may only visit KFC, Uitkyk and the Spar, and no other shops or venues may be entered. Boarders must stay on Fountain Road or Pretoria Street between these venues and the hostel and may not go to any of the parks in Silverton. Boarders may not allow their cell phones, or any other electronic devices (including earphones or wires), to be visible or used while in the Silverton shopping area. This is for their own safety.
- Boarders may not go near staff members' cars.
- No boarder with a negative disciplinary record may go on hostel/school outings or claim any privileges.
- Boarders may be expelled for *inter alia* trespassing, sexual misconduct or harassment, accumulation of eight (8) formal detentions, attempts or threats of suicide or self-injury, any criminal behaviour, theft or shoplifting, negative political agitation, instigating or participating in unrest or protest action, unexplained absence from the hostel or hostel sessions/activities, physical violence, testing positive for illegal drugs or alcohol, use or possession of illegal drugs or alcohol or substances or weapons/toys, and abuse of property.

5.1 Reward System

The hostel encourages positive and helpful behaviour in boarders by awarding merit marks for deserving actions. Hostel merit marks are added to the boarder's school merit record. Merit badges are awarded by the school for an accumulation of merit marks as follows;

- 3 x merit marks = a green merit badge
- 3 green badges = a gold merit badge
- 3 gold badges = a platinum merit badge
- 3 platinum badges = a diamond merit badge

Learners earning a diamond merit badge are given special recognition by having their names added to the honours board on display in Lekgotleng (the school hall).

A similar system is in place to earn Library merit badges for the donation of books to the school library.

5.2 Disciplinary Procedure

The Hostel fully supports the principles of ***Fair Discipline***, and the consistent application of appropriate disciplinary measures where necessary.

This procedure for boarders indicates the broad ***standards of behaviour*** that are expected of all boarders at the Hostel, and encourages a responsible and self-disciplined approach. Should expected norms of conduct not be met by any boarder, corrective action (where appropriate) will be initiated by the Hostel's management and staff. Corrective action may or may not include the application of formal disciplinary measures.

Furthermore, the Procedure and Code are documented to ensure that corrective action (where appropriate) and discipline is administered consistently and fairly. This procedure and code are considered an important element of the Hostel's Code of Conduct and are applicable to all boarders. This document may also have a bearing on the behaviour of the boarder outside normal Hostel hours, should the boarder's conduct impact negatively on the staff-boarder relationship, boarder-boarder relationship, or the reputation of the Hostel or Cornerstone College.

The maintenance of discipline and ensuring orderly behaviour is an integral part of every hostel staff member's job. The ***onus therefore lies with the Hostel staff and leadership*** to apply this procedure in an effective and equitable manner, in the interests of the well-being of the Hostel and all its stakeholders.

Finally, this document will be made readily available to every staff member at the Hostel and School, and every boarder and parent/guardian. This document is updated annually and contributions from boarders, parents, Hostel staff, governors and management are welcomed.

5.3 Code of Conduct

In the Hostel context, staff members, parents/guardians and boarders have responsibilities. To sustain a healthy learning environment, it is important that these parties acknowledge their responsibilities.

Hostel Staff at Tlhokomelo Residence undertake to:

- Be punctual, well prepared and professional in their supervision
- Manage boarder performance effectively and motivate boarders to achieve realistic and meaningful personal goals
- Administer discipline correctively (where appropriate) and according to Tlhokomelo Residence disciplinary code
- Set a positive example for the boarders to follow.
- Supervise the safety of boarders as far as is reasonable.

The development of the full potential of the boarder is the joint responsibility of the staff, boarders and the parents. Parents/guardians must also accept responsibility to help the Hostel achieve this goal.

Parents/Legal Guardians and Associates have the responsibility to:

- Actively support the efforts of the Hostel and its staff to teach and guide their children.
- Comply fully and completely with all the requirements and regulations of the hostel's COVID-19 Health and Safety Protocol document.
- Accept that the hostel does not communicate with the school on the parent's/guardian's behalf. Parents and guardians must please communicate directly with the school for all school matters. The hostel will not act as a messenger on behalf of the parent/guardian. All absenteeism must be communicated by the parent/guardian directly with the school before 9:00am on each day of absence, especially if the boarder does not return after a weekend or holiday.
- Adhere to the terms of the contract and the policies and procedures of the school at all times. Any queries should be directed to the Hostel Manager, Director or Client Liaison Officer.
- Provide a home environment which supports and enhances the boarder's education. Letters from the school must please be read and acted upon, and the reply slips signed by a parent/guardian or hostel staff member and returned to the school. Reply slips of boarders may be signed by a hostel staff member only if authorised by the parent/guardian. Parents/guardians of children living in hostels remain responsible for ensuring they receive all communications from their child and that they are aware of what is written in the diary.
- **Verify information received from the boarder before responding.** It will damage the contractual agreement with the hostel if a parent/guardian makes unfounded accusations based on the child's version of an incident, before finding out from the hostel what actually happened.
- Support the implementation of the disciplinary structures and procedures of the hostel.
- Treat all staff at all times with dignity, courtesy, respect, and patience. Parents/guardians or associates who act discourteously, aggressively, threateningly or make prejudicial allegations of any kind are acting abusively and are damaging the relationship with the hostel. Any such abuse of staff members will result in the immediate declaration of breach of contract. The hostel reserves all its rights in such cases and may pursue legal options. Staff members have been instructed to terminate conversations, phone calls, meetings or disciplinary enquiries when the other party is abusive, venting emotions, obstructive, argumentative or makes prejudicial statements.
- Dissatisfaction of any kind must be addressed by following the grievance procedure in this brochure (Section 22.2). Deviating from this procedure, complaining to any third party or spreading discontent will be deemed a breach of contract. Written confirmation of the withdrawal of a complaint from the third party will be necessary in order for the hostel to consider restoring the relationship. The hostel may also require written confirmation from the third party that they are no longer involved in the matter.

If the parent/guardian contacts the hostel through a legal representative, the hostel has the right to respond only through the hostel's legal representative.

Defamation or attacks of any kind on the hostel or staff, including through any type of media, will be defended to the fullest extent of the law. Offenders will be prosecuted and damages will be claimed in all such matters.

- Ensure integrity in all matters. Ensure honest and accurate communication at all times. False claims of identity are fraudulent and will be referred to the relevant authority. Withholding important information or misrepresenting Tlhokomelo Residence or Cornerstone College will be regarded as dishonest and obstructive. A lack of integrity will be dealt with in the same way as discourtesy or abuse, as indicated above.
- Ensure that the hostel is able to contact the parent/guardian at all times. If staff are unable to contact the parent/guardian, we will disclose all necessary information to the people designated as alternative contacts. It is the parent/guardian's responsibility to ensure that they can be reached and to keep the hostel informed immediately of any changes of telephone number, e-mail address or home address, especially when away from home for more than a day
- Communicate with the hostel themselves and not through another party. The hostel will not communicate with, or accept messages from, parties other than the parent/legal guardian, or a representative that has been approved in writing by the Director. If the parent/guardian is unable to contact the hostel directly, then messages sent through other parties must be confirmed by the parent/guardian within twelve (12) hours, otherwise they will not be accepted.
- Notify the hostel of any previous or existing health issues on the application form together with details of medication or treatment required. Medication to be taken by the boarder while at the hostel must be sent to the office with instructions and a copy of the prescription signed by the parent/guardian.

The hostel must also be notified if a boarder has been diagnosed with a condition that requires emergency treatment, such as asthma, epilepsy, diabetes, etc. In such cases the hostel must be provided with emergency medication and instructions for its application. Permission must be given for staff to administer medication in an emergency. Contact details for the relevant medical professional must also be provided. The hostel must also be notified of behavioural issues, such as bed wetting, so that appropriate arrangements may be made. Parents/guardians must provide any extra bedding, clothing or medication that may be required.

- Immediately notify the hostel of any change to the child's health or any threats/attempts at suicide or self-harm. The child will be returned to the care of the parent/guardian in all cases of threatened/attempted self-harm and for any health conditions which have a negative impact on the educational/hostel environment. The parent/guardian is responsible for referring the child to a clinical psychologist who is registered with the HPCSA, and for ensuring that the hostel receives a written report from him/her. The child will be considered for re-admission to the hostel only when the Director receives a written report from the psychologist certifying that it is appropriate and safe for the child to return. The final decision rests solely with the Director.
- Uphold the professionalism of the Hostel staff and management with their children, with reservations and questions being directed privately and respectfully through the Director. Hostel staff may not be contacted directly, other than through the hostel or school offices. Breach of contract will be accepted if parents/guardians/associates disrupt school/hostel events by taking up staff member's time with matters not directly relevant to the event.
- Ensure that fees and expenses are paid on time to avoid disruption to the boarder's stay at the hostel. Boarders will be sent home and must be collected on the 3rd of the month if fees are not yet paid. Proof of payment must be faxed/e-mailed to the office during school office hours for bank deposits or transfers. The proof of payment must be in the possession of the school or hostel staff to be acceptable. Verbal assurances or displays of receipts on a device will not be acceptable.

Please note that it is the parent's/guardian's responsibility to confirm with the office that the fax/e-mail has been received and that the boarder's admin number and name are clearly legible. Breach of contract will be accepted by the hostel if fees and expenses are paid late or promises are not honoured. If a boarder has been sent home because of the late payment of fees, he/she must be returned immediately when the account is settled.

Reminders and notices regarding overdue school accounts are given to the boarder. Notifications of school expenses (such as workbooks) are written in the diary. It remains the parent's/guardian's responsibility to ensure that all correspondence is communicated immediately by the boarder

- Ensure that boarders arrive on time for hostel/school and hostel/school commitments. If the boarder is going to be late, the parent/guardian must immediately phone the office to notify the hostel and give the reason/s for late arrival. Any delay in contacting the hostel may result in the late arrival not being approved. Approval for the late arrival will only be granted if the Manager/Director is satisfied with the reason for the late arrival. Boarders will be given an informal detention for late arrival (two if it is after a long weekend/exeat or holiday) that is not approved by the Director. Further action will be taken if there is a pattern of late arrivals.
- Ensure that boarders arrive at Hostel punctually and that absenteeism is avoided. Unavoidable absenteeism must be reported by telephone before 9:00am on each day of absence under all circumstances, and in writing on the day of the boarder's return with contact details. If the letter is not submitted on the day of return, the absenteeism will not be approved.

A doctor's letter is required for absenteeism on a day when a test, exam or assessment was written. A doctor's letter is also required for absenteeism of two days or longer, or one day if before or after a weekend, exeat or holiday. A boarder may not return to the hostel before the date specified on the doctor's letter. The hostel will not accept a doctor's letter if it is illegible, or if the doctor is the boarder's parent/guardian or immediate relative. Dysmenorrhea (period pain) will not be accepted as a valid reason for absence unless the hostel is provided with

a letter from a registered medical specialist. Fees and expenses are payable in full while a boarder is absent, irrespective of how long the absence is.

- Boarders must be present at all times during the week, unless they are absent with the written permission of the Director.

All appointments or commitments of any kind (e.g. doctor, dentist, orthodontist, medical tests or check-ups, scheduled surgery, drivers' licences, interviews, applications, competitions, shows, conferences, seminars, initiation school, events, ceremonies, etc.) must be made for times outside school hours and school terms.

Absence will not be granted during the school week, including overnight, for any reason whatsoever. Absence will not be granted for external events of any kind (e.g. fashion shows, competitions, league matches, performances, conferences, seminars, cultural events, church or community events, graduations, interviews, appointments, tests, travelling, special days, family ceremonies/rituals, etc.).

Boarders will not be released from hostel/school (including sport, extra-murals, detention, extra lessons/study, activities, functions, camps or events) during the week or weekend under any circumstances unless the Hostel has received a written request with documentary proof at least 3 school days before the event and the request has been approved by the Director in writing as described in Section 5.10 paragraph 7 under Hostel Rules (Additional comments).

Absence will not be granted if the application is late, i.e. less than three school days before the event or does not include proper documentary proof. The Director reserves the right not to grant the absenteeism if the parent/guardian refuses to give details of the event.

Absence for funerals will only be considered for immediate family members (parent, sibling or grand-parent) and only if the death certificate is submitted with the letter of request. If absence for a funeral is permitted, only one school day will be granted.

The hostel office is not responsible for reporting absenteeism to the school, and this must be done by the parent/guardian. The Manager/Director is not obliged to approve the absenteeism if the cause was insufficient. The Director's decision in this regard is final.

Unauthorised absenteeism is an expellable offence. Informal or formal detentions or a Saturday study will be given to the boarder for each day of unauthorised absence, at the sole discretion of the Director. Boarders will receive DOUBLE PENALTIES for absence or late coming immediately before or after holidays/exeats/long weekends. Fees and expenses are payable in full while a boarder is absent, irrespective of how long the absence is.

A pattern of repeated absenteeism will result in the parent/guardian being called to the hostel for a meeting. The hostel may accept breach of contract if the parent/guardian is found to be negligent.

- Not allow anyone who does not have a valid driver's license (and PDP if applicable) to drive near or on the School/Hostel premises, or transport children to/from School/Hostel or any School/Hostel activity. Such actions will be reported to the SAPS.
- Send a fax or e-mail (with ID attached) at the latest by Thursday at 16:00 to request removal of the boarder for the weekend. Requests received after this time will not be considered and the boarder will not be released for the weekend. Over long weekends when there is a public holiday, the fax or e-mail must be received the day before the weekend starts.
- Ensure that the boarder receives NO VISITORS at the hostel or school. Items for delivery to a boarder must be dropped off at the school admin office during office hours with the boarder's name written clearly on them. Items for delivery may not be left with security staff or the receptionist. Forgotten articles will not be accepted in the last hour before departure for a camp or outing.
- Encourage their children to participate fully in Hostel and extra-mural activities.
- Accept that they will not be able to see their child at the hostel or school or hostel/school activities. Any items that need to be given to the child must be dropped off at reception during office hours. Forgotten articles will not be accepted in the last hours before departure for a camp or outing.
- Make sure that plans are in place for the boarder to be collected immediately from the hostel upon request. The boarder must be collected the same day as requested. The hostel must be notified if someone other than the parent/guardian or contracting party will collect the child. The child will only be released to an approved person. A supervision fee of R200 per hour, or part thereof, will be charged to the account of boarders who are collected after 7:00pm on the day the request is made.
- Not expect the Hostel to meet their child's every need and to work with the staff to overcome any behaviour which negatively impacts on the Hostel environment.
- Mark all clothing and possessions with the boarder's name. Parents/guardians must please accept that it is not the staff's responsibility to find lost articles. They must please ensure that boarders do not borrow or lend items of clothing or other possessions and that other boarders' articles are returned to the hostel if found.
- Contact the Director, educators or hostel staff ONLY through the school office by making an appointment. The reason for the appointment must be given, otherwise the request will not be considered. Only the parent or legal guardian registered as such on the application form will be accepted for meetings or disciplinary enquiries. A representative may only attend a disciplinary enquiry or meeting if the parent/legal guardian has made application in writing at least one school day before the time and it has been approved by the Director.

- Arrive on time for an interview or meeting or disciplinary enquiry. The meeting/interview/disciplinary enquiry will not take place if the parent/guardian is 15 minutes or more late; it will have to be rescheduled. If the parent/guardian is more than 15 minutes late for an enquiry, the learner will be suspended and the enquiry will be re-scheduled. Alternatively the Director may decide that the enquiry will continue without the parent/guardian and appoint an appropriate staff member as a guardian.

Any outstanding debts on the parent/guardian's account for the boarder must be settled before an interview/meeting/disciplinary enquiry can take place. Any costs which the Hostel may incur as a result of a postponed interview/meeting/disciplinary enquiry are the parent's/guardian's responsibility and will be debited to their account.

Meetings are limited to one hour and disciplinary enquiries to 1½ hours. If a parent/guardian causes a meeting or disciplinary enquiry to extend beyond the stipulated time, the extra time will be charged to their account at R200/hr or part thereof. Failure to agree to, or to schedule or attend an interview/meeting/disciplinary enquiry will be regarded as a breach of contract and notice may be served on the contract. Any kind of appointment held after hours to accommodate parents/guardians will be at their expense and will be charged to their account at R200/hr.

- Submit a death certificate upon application for absence for bereavement purposes. Please note that the boarder may not be absent unless the application is approved by the Director. Absence for bereavement will only be considered for immediate family members (parent, sibling or grand-parent). If permitted, absence will only be granted for one school day. Please note that the hostel cannot act as a messenger in cases of bereavement, as the family must tell the boarder what has happened.
- Collect their children on time for exeat weekends or at the end of term or after outings/camps/events/activities, or make suitable and/or acceptable arrangements for children to be transported home after outings/camps/events/activities. If the child is collected more than ½ an hour late, a fee of R200 per hour or part thereof will be charged to the parent/guardian via the parent/guardian's account for the boarder. The hostel must be notified and permission given if someone other than the parent/guardian or contracting party is to collect the child. The child will only be released to an approved person.
- Request a translator 24 hours before an interview/disciplinary enquiry, if language interpretation is essential.
- Cooperate fully with the hostel and school's security staff and security and parking arrangements.
- Refrain from any sort of corporal punishment or physical attack on their child while on the school/hostel premises, or at any school/hostel event off campus. Parents or guardians acting in this manner will be reported to Social Welfare and the child protection unit of the SAPS and charges will be laid. The hostel will also accept breach of contract immediately and without further notice.
- Refrain from smoking or e-smoking anywhere on the hostel/school premises. Smoking and e-smoking are not permitted anywhere on the school/hostel premises.
- Refrain from any sort of harassment or intimidation of staff and accept that such actions constitute a breach of contract and will be reported to the appropriate authorities. Attempts to persuade staff to deviate from policy or instructions will be regarded as harassment.

The hostel reserves the right to request that ANY person leave the premises should he/she be suspected of being under the influence of alcohol or a controlled substance or behaving in an inappropriate, disrespectful, threatening or dangerous manner. The hostel reserves the right to declare a breach of contract in such instances, or to lay charges with the SAPS.

Any instances or suspicion of child neglect/abuse by a parent/guardian/associate will be reported to Social Services and the SAPS.

ONLY parents/legal guardians reflected as such on the boarder's application form may enter the premises. Other adults are permitted entry only after written permission is sought and granted. The hostel will not accept communications from parties other than the parent/legal guardian documented on the application form.

The hostel will not give written statements or make written requests for matters already documented in the contract, prospectus or procedure brochures. Agendas for meetings will be communicated verbally. The hostel reserves the right to reply to letters and e-mails telephonically or verbally and will not provide a written reply if a verbal reply has been given. Letters or e-mails to the hostel must include the boarder's name, grade and admin number.

Boarders must also recognise that they have responsibilities to their parents, the School, Educators, Hostel staff, their fellow boarders and themselves.

In general terms, Boarders must therefore:

- Uphold the good name and reputation of the hostel and associated institutions at all times.
- Comply with the instructions and the general policies, rules and code of conduct of the Hostel.
- Behave responsibly and not endanger the safety and welfare of others or themselves.
- Respect and care for the property of the Hostel and others.

- Maintain sound relationships with Hostel staff, School staff and others, be courteous and respect the dignity and self-worth of others.
- Be punctual and observe the timekeeping practices of the School and Hostel.
- Be at school every day and avoid unauthorised absenteeism.
- Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn, and complete assignments.
- Behave honestly and conduct themselves with integrity.
- Accept penalties and discipline taken against them as being necessary and corrective.
- Refrain from collecting money without authorisation or for personal gain.
- Refrain from making harmful statements or interacting with school or hostel staff on social media sites.

The Hostel has a number of rules which define the kinds of behaviour expected of its boarders. Boarders will be advised of these rules and will be expected to conduct themselves within the rules provided.

It is impossible for this procedure to list every possible rule infringement and this guideline and the attached Code of Conduct given in Chapter 5.8 set out the broad principles of fair discipline at the Hostel. The Hostel staff and Hostel Head and Management are entitled to apply action that they believe is appropriate in the circumstances, within the guidelines provided in this procedure.

5.4 Disciplinary Measures

The aim of our disciplinary structure is to develop self-discipline in boarders, to help them to realise their potential and to become mature and independent-thinking adults.

Various forms of informal and formal disciplinary measures will be initiated by the Hostel at the discretion of its Directors, Staff or Manager. The severity of the action taken by the Hostel will depend on the circumstances, the seriousness of the infringement and any mitigating or aggravating factors being of relevance. The maximum penalty therefore may be, but need not necessarily be applied.

The disciplinary measure or penalty applied in response to the boarder's misconduct will therefore generally require the Hostel staff or Hostel Manager to exercise judgement in deciding on the appropriate and fair action to be taken. The relevant staff will be authorised to conduct an investigation at the sole discretion of the Director or Hostel Manager. Boarders are required to give their full cooperation and to answer questions accurately and truthfully. Witnesses may be interviewed and material or electronic evidence may be gathered. The boarders involved may be asked to write incident reports. Interference in the investigation, or a lack of cooperation, will result in further penalties.

Discipline must, wherever feasible and effective, be applied progressively except in instances of misconduct which are serious enough to justify suspension or expulsion after a single event. Repeated committing of a similar or related offence may result in progressively more severe action being taken; particularly where a clear pattern or trend is indicated by the boarder's continued misconduct.

5.5 Disciplinary Process

This procedure summarises the disciplinary process that will be followed by the Hostel when disciplinary action is considered appropriate.

5.5.1 Informal Action

Infringements that are not considered too serious, or do not require formal disciplinary action in the opinion of the Hostel Staff can be dealt with directly by the Hostel Staff as informal action. Hostel staff will keep a record of informal action taken. If a pattern of misbehaviour is established, formal action will be taken.

Informal action may take the form of:

- Reprimand.
- Verbal or written warning.
- Informal Detention (Supervised 30 minute session of dictionary work or corrective exercises) on the day after the misconduct, on a Monday to Thursday afternoon. Absence without leave from an Informal Detention will result in a 1½ hour Formal Detention. Detentions not attended during the week, or an accumulation of detentions, may require the boarder to attend Saturday morning detentions and forfeit their exeat.
- Extra homework or written classwork
- Community service.
- Gating.
- Counselling.
- Fines.

- Communication with parents/guardians

If the boarder has a compulsory academic commitment, league match, or compulsory extra mural, on the day of the Informal Detention, the boarder must excuse him/herself and organise for the detention to be served on another afternoon. If another afternoon is not available, the detention must be served that Friday afternoon or Saturday morning.

5.5.2 Formal Action

More serious or repeated misconduct will result in formal action being taken.

Formal action may take the form of:

- A verbal or written warning.
- Gating, community service or formal detention or time punishment.
- Parental contact and an interview with parents/guardians.
- A disciplinary enquiry.
- Suspension pending a disciplinary enquiry.
- Suspension from classes or Hostel for a period.
- Expulsion.

The boarder is responsible for catching up on any school work missed during the suspension period.

Depending on the circumstances (including any mitigating factors which may be advanced), the chairperson of a disciplinary enquiry may, in his/her discretion, decide to impose a less severe sanction than that prescribed in the Disciplinary Code.

The boarder will attend formal detentions if the misdemeanor merits such measures according to the disciplinary code. Formal detentions become part of the boarder's record. The boarder will receive written notice of the Formal Detention, which must be signed by the parent/guardian (or Hostel Manager on behalf of the parent/guardian) and returned to the Hostel Manager by the following Monday. Non-return of the signed detention letter will result in the accumulation of further Detentions. Failure by the boarder to attend a Formal detention will result in an additional Formal Detention of 1½ hours.

Format of the Formal Detention

- This will take place usually on a Friday afternoon for 1½ hours and will start 15 minutes after the school day ends.
- High standards of behaviour will be expected.
- Dictionary work or corrective exercises will be issued to last for the full 1½ hours. If the task is not completed, the boarder will return, usually on the next Friday, to complete the rest of the work. Boarders are required to bring English dictionaries to a formal detention.
- Detentions not attended during the week, or an accumulation of detentions, may require the boarder to attend Saturday morning detentions.
- Names of boarders misbehaving during the session will be sent to management for further disciplinary action.

5.5.3 Accumulation of Misdemeanours

An unacceptable pattern of informal detentions, or an accumulation of four formal detentions, may result in a phone call to the parent/guardian. After further informal detentions, or six formal detentions, the parent/guardian may be called for an interview. If the boarder accumulates eight or more formal detention he or she may be called for an expulsion-level disciplinary enquiry.

5.5.4 Disciplinary Enquiry

When a serious infringement occurs, or in the case of repeated lesser infringements and formal disciplinary action not having its expected effect, a **notification of a DISCIPLINARY ENQUIRY** is given to the parents/guardians of the boarder concerned. This notification provides information to ensure that the boarder/parents/guardians are informed of the Hostel's intention to convene a formal disciplinary enquiry to investigate the infringement and be given particulars of the allegations.

Please note:

- The boarder's parents/guardians are wherever possible notified of the disciplinary enquiry at least 48 hours before the scheduled disciplinary enquiry, but they may ask for an earlier or later appointment.*
- The boarder may be suspended pending the disciplinary enquiry, if this is considered appropriate. The suspension of the boarder is indicated in the notification to the parents.*
- The boarder and parents/guardians are advised that they are expected to attend the disciplinary enquiry as their non-attendance may prejudice their case and result in the disciplinary enquiry being held in their absence, and a*

decision being made without their involvement. Parents/guardians may not delay the enquiry or refuse to attend it on the basis of an unresolved dispute or alleged grievance with the hostel.

If the parent/guardian is not able to or refuses to attend the disciplinary enquiry, does not arrive on time or does not arrive at all, the learner will be suspended from the hostel and the enquiry will be re-scheduled. Alternatively, the Director may determine at his/her sole discretion that the enquiry will continue without the parent/guardian. The Director may then appoint an appropriate staff member to act as a guardian.

Please note that NO other parties will be admitted to the disciplinary enquiry, except the parent/s or court-appointed legal guardian (written proof required), provided their details are recorded as such on the application form.

- d) *The boarder and parents/guardians are advised of the serious nature of the allegations, and the possibility of serious disciplinary action being taken should the boarder be found guilty of the allegations made against him or her.*
- e) *Legal representation at a disciplinary enquiry is NOT generally permitted. Disciplinary enquiries form part of the INTERNAL hostel procedures. If the parent/guardian would like to be professionally represented, application must be made to the Director in writing at least two school days before the disciplinary enquiry commences. The disciplinary enquiry will be re-scheduled to accommodate the parties involved if necessary.*
- f) *A collective disciplinary enquiry may be held in the case of collective misconduct for placement on individual boarder records.*
- g) *The boarder must bring his/her homework diary to the disciplinary enquiry, unless previously submitted to a staff member.*
- h) *If a boarder is found guilty of an offence that might affect the school, the Chairperson may give a ruling for the school as well.*
- i) *A joint disciplinary enquiry will be called for offences that affect both hostel and school. The chairperson will rule on the outcome for hostel and school.*
- j) *The hostel reserves the right to include misconduct or offences from previous years in the proceedings.*
- k) *Outstanding fees and expenses owed to the hostel and school must be settled in order for the disciplinary enquiry to take place.*
- l) *No babies or children may be brought into the disciplinary enquiry.*
- m) *If an Interpreter is required, the onus is on the parent/s or legal guardian to request this from the Hostel no later than forty eight (48) hours before the Disciplinary Enquiry.*
- n) *English is the only language of communication during disciplinary enquiries.*
- o) *All cell phones must be turned off and put away during disciplinary enquiries.*

Format of the Disciplinary Enquiry

1. The conducting of the **formal disciplinary enquiry** is of great importance and must be chaired by either an objective Hostel or School official or any other objective party nominated and appointed by the Directors at their discretion. The disciplinary enquiry chairperson will be responsible for leading and managing the disciplinary enquiry process, and making the critical decisions as to:
 - a) the guilt or innocence of the boarder relative to the allegations made, with due consideration of the evidence presented.
 - b) the appropriate penalty or action to be taken, after due consideration of mitigating and aggravating factors.
 - c) any other matter which may require a Ruling or other intervention by the Chairperson.
2. The parent/s or guardian/s and boarder attending the disciplinary enquiry are required to cooperate fully with the chairperson and follow his/her instructions at all times. The boarder must be in full school uniform and comply fully with all requirements for uniform and appearance in the Cornerstone College Procedure Brochure. If the boarder's uniform and appearance do not comply with the required standard, the disciplinary enquiry will be re-scheduled.

The parent/s or guardian/s and boarder are required to respect the procedures of the disciplinary enquiry and participate appropriately according to the rules for each part of the disciplinary enquiry, without disruption.

The enquiry will be conducted by the chairperson strictly according to the following 7 steps:

- Step 1: Allegations/Charges: The boarder will be asked if he/she pleads "guilty" or "not guilty" to each allegation.
- Step 2: Complainant's Case (Evidence only): The hostel's complainant presents the evidence in support of the hostel's case.
- Step 3: Boarder's Case (Evidence only): The boarder and his/her parent/guardian present the evidence in support of his/her case.
- Step 4: Finding of the Enquiry: The chairperson gives his/her finding on whether the boarder is guilty/not guilty of each allegation.
- Step 5: Mitigating Circumstances: The boarder and his/her parent/ guardian give the chairperson factors to consider when deciding on the outcome of the enquiry.

Step 6: Aggravating Circumstances: The complainant gives the chairperson suggested outcomes for the enquiry, with reasons.

Step 7: Sanction (Outcome): The chairperson gives his/her ruling on the outcome of the enquiry.

The chairperson has the right to suspend or postpone proceedings if the parent/s or guardian/s or boarder do not cooperate, if they make the disciplinary enquiry ungovernable, or if the boarder does not comply with the school's code of conduct for uniform and appearance. In such cases the boarder will be fully suspended from the hostel until the enquiry resumes. It will only be re-scheduled when the parent/guardian and the boarder agree to cooperate fully with the Chairperson and the hostel's procedures

The Chairperson may ask the parent/guardian or boarder to leave the disciplinary enquiry if they refuse to cooperate. The disciplinary enquiry will then continue in absentia. The chairperson also has the right to suspend proceedings and ask a senior member of staff to address the parties concerning proper procedure. The chairperson's rulings in these matters is final. The hostel will accept breach of contract if a parent/guardian disrupts proceedings or makes a disciplinary enquiry ungovernable.

To ensure that this crucial procedure is properly and fairly conducted, all disciplinary enquiries will be conducted in such a way as to ensure that the rules of natural justice are complied with. In the disciplinary enquiry the boarder and parent:

- *must properly understand the allegations made.*
- *should be presented with all facts and information relating to the allegations . The boarder and parent/guardian are not entitled to have access to the hostel's evidence before the disciplinary enquiry.*
- *must be given the opportunity to cross-examine any witnesses called by the Hostel.*
- *are entitled to present their own perspective and explain or defend their actions and call witnesses and present any evidence they may deem necessary. If the boarder wishes to call witnesses, the Director must be given the names in writing at least one school day before the disciplinary enquiry in order to make the necessary arrangements.*
- *must be treated with dignity and respect throughout the disciplinary enquiry.*
- *are to be assured of the greatest confidentiality possible.*
- *must be given the Findings in respect of the verdict and sanction and the reasons therefore.*
- *must be given an opportunity of making representations regarding a suitable penalty (sanction) (if any) which will include being given the opportunity of presenting mitigating factors.*
- *must sign the minutes after the disciplinary enquiry and collect their copy from the minutes secretary before leaving the premises.*
- *may request a copy of the audio recording of the Disciplinary Enquiry once they have signed the minutes. The request must be addressed to the Director in writing. The Hostel will only be obliged to make the recording available and the parent/legal guardian will be responsible for the preparation of a written transcript thereof at their own cost, if required. The recording made by the Hostel is the only official recording of the disciplinary enquiry. All other recordings will not be accepted or endorsed by the hostel.*
- *have the right to submit an Appeal against any suspension or expulsion decision made by the Chairperson. An appeal may not be lodged for a suspended suspension or suspended expulsion decision.*

NB: Any minor witnesses who may participate in the disciplinary enquiry will be accompanied by a responsible adult who will ensure their rights are protected,

3. After the completion of the disciplinary enquiry, any decision made [whether to impose disciplinary action or not] will be formally communicated by the disciplinary enquiry chairperson. This **notification** must include a reminder that the parent/guardian has the *right* to lodge an appeal against either an expulsion or suspension within 3 days of the disciplinary enquiry.

NB.

a) Copies of all documentation will be retained by the Hostel for record and safekeeping purposes for one year. All disciplinary enquiries are recorded to ensure accuracy.

b) Disciplinary enquiries held outside office hours by parental request will be charged to the parent/guardian at a cost of R200 per hour to cover staff overtime costs.

5.6 Suspension Process

Suspension: The boarder is sent home for supervision by the parent/s or guardian. The parent/s or guardian will be notified of the suspension and requested to collect the boarder from the hostel. The collection must occur on the same day that the suspension happens, at the cost and arrangement of the parent/guardian. The hostel must be notified if someone other than the parent/guardian or contracting party will collect the child. The child will only be released to an

approved person. A supervision fee of R200 per hour, or part thereof, will be charged to the account of boarders who are collected after 7:00pm on the day the request was made.

A boarder may be suspended from the hostel at the Hostel Manager or Director's discretion for any of the following reasons:

- Pending a disciplinary enquiry in which one or more of the allegations carry a maximum penalty of suspension or expulsion.
- Pending a disciplinary enquiry for which the number of formal detentions exceeds contractual agreement.
- The boarder is uncooperative or disruptive or is disturbing other boarders.
- Repeated lack of cooperation with the hostel rules or terms of the contract.
- The boarder is a potential threat to the staff, other boarders or learners, other persons, himself/herself or property.
- The safety, health or well-being of the boarder is under possible threat.
- To protect the integrity of an investigation or to complete incident reports.
- For a cooling-off period to allow: reflection, organisation of thoughts and feelings, re-evaluation of personal standards, re-evaluation of commitments, restitution, writing of apology letters, etc.
- If the parent/guardian delays setting a time and date for a meeting/ disciplinary enquiry after a meeting/disciplinary enquiry was requested by the hostel.
- If the parent/guardian does not arrive, or arrives late for a disciplinary enquiry or appointment. Suspension will also apply if the parent/guardian is uncooperative in the disciplinary enquiry/meeting, or postpones the disciplinary enquiry/meeting.
- Fees and expenses are overdue according to contractual agreement.
- Breach of contract has been accepted or declared or repudiation of contract has occurred.

The parents or guardians will be contacted to inform them of the suspension. A message will be left when possible if the parent/guardian cannot be contacted directly.

If the outcome of a disciplinary enquiry is suspension, then the number of days on suspension before the disciplinary enquiry will count towards the total.

Hostel fees and expenses are due and payable for the period of the suspension notwithstanding the fact that the boarder did not reside in the hostel during his/her suspension. The boarder is responsible for catching up on any school work missed during the suspension period.

5.7 Appeal Process

Please note that an appeal can only be lodged if the outcome of the disciplinary enquiry is a suspension or expulsion verdict. Appeals for a suspended suspension or suspended expulsion will not be accepted.

The boarder and parents/guardians have the right to lodge an appeal against the finding of the disciplinary enquiry. The Directors of the Hostel also have the right to lodge an appeal. Typical grounds for such an appeal may include:

- The disciplinary process was not properly followed.
- The decision on guilt was not considered correct.
- The decision regarding action to be taken was considered inappropriate.
- Mitigating factors were not properly considered.
- The disciplinary enquiry chairperson was considered biased or made a subjective decision and/or failed to consider or overlooked material evidence.
- The boarder was not in a position to properly present his/her case.
- New evidence can be presented which was not available at the disciplinary enquiry which may affect the decisions made.

The boarder and parents/guardians wishing to lodge an appeal must do so in writing, detailing in full their grounds for the appeal. The request for an appeal must be received by the Director within 3 days of the disciplinary enquiry chairperson's decision having been communicated to the boarder/parents, so as not to delay proceedings.

1. The boarder's basic right to lodge an appeal against disciplinary action does not ordinarily mean that all the allegations raised at the disciplinary enquiry will be re-examined. The Appeal procedure is generally limited to reviewing the decisions made, based on the grounds for appeal lodged. A full appeal re-enquiry is ONLY necessary when the disciplinary enquiry process was materially defective and the decisions reached at the disciplinary enquiry are, in the view of the appeal panel, questionable and can only be properly adjudicated by way of a full re-enquiry of the matter.

Should it become obvious that a full re-enquiry is required for a fair appeal, usually due to, *inter alia*, a defective disciplinary enquiry process or substantial new evidence having come to light after the disciplinary enquiry, an Appeal Enquiry should be conducted in accordance with the principles highlighted above, and chaired by a chairperson other than that which chaired the initial disciplinary enquiry.

2. The Directors in their discretion will elect an appropriate person or panel to conduct the appeal, or re-enquiry if considered necessary. When a decision has been made by the appeal Chairperson or panel, a written finding will be provided to the boarder and parents/guardians within a further 5 school days and a copy of the finding placed on the boarder's file for safekeeping.

The conclusion of the Hostel's appeal process is the final procedure in the disciplinary process and marks the exhaustion of internal disciplinary measures.

5.8 Disciplinary Code

The Hostel disciplinary code for boarders given below is intended as a **guideline** for Hostel staff, management and disciplinary enquiry or appeal chairpersons.

It indicates the maximum disciplinary action considered appropriate for various types of infringements and misconduct by boarders. As indicated previously, the circumstances of a particular case under consideration may justify less or more severe action than that indicated in the Code depending on the circumstances. The infringements listed in the Code are not intended to be an exhaustive listing but rather an indication of the type and severity of an infringement, and the deviation from accepted boarder conduct.

Please note that the Code does, in appropriate circumstances, make provision for "progressive" or cumulative penalty i.e. the imposition of a stronger sanction for repeated misconduct. However, progressive discipline is not necessary where the misconduct is of such a nature that either suspension or expulsion is recommended even after the first occasion.

5.8.1 Boarders will comply with instructions and the general rules of the School/Hostel

ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
Wilful disregard of instructions/duties/timetable	Detention
Interference with an investigation or lack of cooperation	Expulsion
Disrespect towards staff, elders, educators, parents/guardians and visitors	Detention
Misbehaviour on public/private transport	Suspension
Sleeping/ disruption in study session. Writing, passing or receiving notes	Detention
Hairstyle, dress or apparel which is not in accordance with School/Hostel standards	Detention + correction
Behaviour in public or at events which brings the School/Hostel into disrepute	Detention
Misuse, abuse or possession of a cell phone, smart watch, or other electronic device. Camera lens of device not taped closed	Detention and handing it over to the hostel
Improper use of tablet, notebook computer or other electronic device. Using notebook computer in dormitory	Detention and handing it over to the hostel
Eating or drinking or storing food or dirty utensils in dormitories or anywhere it is prohibited. Chewing gum anywhere at any time on the hostel/ school premises or in school uniform	Detention and fine
Being in someone else's room. Trespassing or entering School/Hostel grounds/prohibited areas after hours or during holidays	Expulsion
Failure to obtain all needed equipment/utensils	Detention
Receiving visitors without permission	Suspension
Not following rules for weekend Silverton exeat	Suspension

5.8.2 Boarders will behave responsibly and not endanger the safety and welfare of others	
ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
Dangerous horseplay	Detention
Reckless physical endangerment of self or others	Suspension
Interference with safety and security procedures or equipment	Expulsion
Use of excessive force when playing games or playing games in areas where bystanders and passers-by may be injured.	Detention
Antisocial behaviour such as hitting, pinching, biting or spitting	Detention
Bullying others or participating in initiation practices of any sort	Expulsion
Physical violence, assault, injuring or causing injury to others	Expulsion
Allowing strangers, or other boarders/learners onto the premises or into dormitories	Suspension
Fighting or the threatened assault of others	Expulsion
Being in possession of a weapon or dangerous instrument or toy on School/Hostel premises or on the School/Hostel grounds or at a School/Hostel event	Expulsion
Unhygienic personal habits	Counselling plus detention
Improper use of School/Hostel facilities and ablutions	Detention plus restitution
Tampering with equipment or the property of others	Detention plus restitution

5.8.2 Boarders will behave responsibly and not endanger the safety and welfare of others, cont.

ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
Noisy behaviour or disturbing the activities of others, disruptive behaviour/running inside the building	Detention
Riding of bicycles/skateboards etc. on School/Hostel property or in areas where this is prohibited	Detention plus restitution
Loitering outside school or hostel or Silverton businesses	Detention
Loitering near the perimeter or giving/receiving messages or articles through/over the perimeter	Suspension
Being in possession of or testing positive for illegal drugs or alcoholic or intoxicating/dangerous substances, or distributing, storing or consuming them, or being an accessory to, or knowing about these activities without reporting it	Expulsion
Being under the influence of illegal drugs, alcoholic, or unauthorised substances, or substance abuse	Expulsion
Taking medication without staff supervision	Suspension
Attempts or threats of suicide or self-injury	Release to care of parent/guardian and referral to a Clinical Psychologist
Smoking, e-smoking or being in possession of cigarettes, e-cigarettes, tobacco products or accessories, or knowing about these activities without reporting it	Expulsion

5.8.3 Boarders will respect and care for the property of the Hostel/ School and others	
ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
Littering and poor housekeeping	Detention plus restitution
Unauthorised use or possession of keys for school/hostel venues. Failure to report others doing so	Expulsion
Proximity to staff members' cars	Detention
Wilful damage of School/Hostel or staff property or equipment, vandalising property	Suspension plus restitution
Possession or use of matches or lighters or causing a fire	Expulsion
Improper use or abuse of School/Hostel property or the property of others	Detention plus restitution
Not taking good care of textbooks or learner aids or School/Hostel property or losing textbooks/ aids/property	Detention plus restitution or confiscation
Lending school books or school work to others	Detention

5.8.4 Boarders will maintain sound relations with others, be courteous and respect the dignity of other persons	
ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
Creating, writing, being in possession of or accessing pornographic, undesirable, harmful or prejudiced material, or distributing/broadcasting same to others, or assisting others in accessing/distributing/broadcasting same by any means, or knowing of other's involvement in these activities without reporting it	Expulsion
Invasion of privacy	Expulsion
Taking photographs or videos on the school/hostel premises or at a function/event identifiable as a school/hostel function/event, without written permission. Distributing or sharing photographs or videos taken on the school/hostel campus or at a function/event identifiable as a school/hostel function/event, without written permission	Expulsion
Urinating/defecating anywhere other than in designated toilet facilities, or any other action which may amount to public indecency	Expulsion
Alone without permission with the opposite sex	Expulsion
Graffiti	Detention & Restitution
Trespassing or being in someone else's hostel dormitories/flatlets	Expulsion
Sharing a bed, or being on or in a bed with another boarder or person	Expulsion
Swearing or use of bad language, nastiness, teasing, name-calling, provocation or the verbal abuse of others	Detention
Playing of obscene or demeaning games	Expulsion

5.8.4 Boarders will maintain sound relations with others, be courteous and respect the dignity of other persons, cont.

ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
Being discourteous towards staff members or peers or displaying insolence or disrespect	Suspension
Failure to follow the grievance procedure correctly	Suspension
Racist or sexist comments, hate speech, insults or verbal assaults. Harassing or victimising behaviour	Expulsion
Defaming, slandering, bullying or causing offence to others or the name of the School/Hostel by any means or through any medium including cyber-bullying	Expulsion
Negative political agitation, instigating or participating in unrest or protest action	Expulsion
Indecency, sexual harassment, sexually explicit or sexually intimate behaviour or other inappropriate intimate behaviour	Expulsion
Inappropriate or indecent physical contact, e.g. holding hands, hugging, kissing, etc	Expulsion
Socialising with staff members or coaches in person or interacting on social media	Expulsion
Intimidation of staff members	Expulsion
Intimidating others or other forms of invasive behaviour	Expulsion
Entrance to opposite genders dormitories/ bathrooms or being a peeping Tom.	Expulsion
More than one person in a toilet cubicle	Expulsion

5.8.5 Boarders will be punctual and observe the timekeeping practices of the School/Hostel	
ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
Unauthorised or unacceptable absenteeism from school or hostel	Expulsion
Unexplained or unacceptable absence from study sessions/detentions/classes/timetable/outings/camps/events	Detention/Saturday study (Double at start or end of term/exeat)
Unacceptable absenteeism from examination/ study session	Detention/Saturday study Zero for examination missed
Absent without leave. Leaving the School/Hostel premises without permission or with falsified permission or abuse of permission, including being at a place other than specified in exeat request/ permission	Expulsion
Leaving an activity/camp/event without permission or falsified permission or abuse thereof	Expulsion
Late-coming	Detention
Anywhere outside designated Silverton Area on weekend pass without permission or abuse of permission	Expulsion
Not signing in or out	Suspension

5.8.6 Boarders will demonstrate a positive attitude towards learning and be diligent in their learning efforts

ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
Homework, assignments or projects not done or refusal to complete them. Books or stationery not at school	Detention
Irregularities regarding homework diary or message folder/book	Suspension
Non-return of signed detention letters	Detention
Failure/Refusal to hand reports/letters/reply slips etc. to parents/guardians or to return these to the School/Hostel	Detention
Unreasonable refusal to participate in School/Hostel activities and School attendance events	Detention
General uncooperativeness and poor application to studies, school work or assignments	Detention

5.8.7 Boarders will behave honestly and conduct themselves with integrity	
ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended Maximum Disciplinary Action to be Imposed
Theft, attempted theft or misappropriation of property	Expulsion
Selling goods or services on the Hostel/School premises, borrowing, lending or collecting money without permission	Expulsion
Xenophobia	Expulsion
Plagiarism, cheating, copying or tampering with tests, reports or assignments, exam irregularities	Expulsion
Dishonesty, lying, rumour-mongering, misrepresentation, publishing without permission, or unfair play	Expulsion
Slander, defamation or libellous writing or speech in any medium whatsoever including the internet, etc.	Expulsion
Being an accessory to, or knowing about, a disciplinary breach without reporting it, alternatively aiding and abetting such act or concealing same from Hostel/School staff	Expulsion
Possession or distribution of material which may give an unfair advantage in a test or examination	Expulsion
Bribery and/or Fraud	Expulsion
Forgery or the falsification of documents and/or the signatures of others	Expulsion
Being found guilty of conduct concerning illegal or criminal activities of any nature, e.g. driving without driver's license, gambling, substance abuse, drug dealing, theft, etc, on or off campus	Expulsion

5.9 Jurisdiction and scope of the code of conduct

This code of conduct is in force:

- On or near School/Hostel property, prior to, during and following regular School/Hostel hours.
- At all team/dormitory/school/hostel events, both within and outside the regular School/Hostel hours where such School/Hostel events are held under the auspices of the School/Hostel management structures.
- At all team/dormitory/school/hostel events which are held off the School/Hostel property and while walking/travelling to and from such events.
- During exeats in the Silverton area.
- At all times when the boarder is dressed in the school uniform and is recognisable as such both on or off the School/Hostel property or in the public domain.
- Anywhere anytime for criminal/illegal activities of any kind.

The hostel reserves the right to search boarders and their effects (including suitcases, bags, hostel lockers, cell phones, smart watches, tablets, computers and other electronic devices or media) without notice at any time for the purposes of an investigation, or to maintain standards. Items deemed to assist the investigation will be handed over for searching and inspection. Undesirable or illegal items will be confiscated and may be handed over to the appropriate authorities or destroyed. Please note that if a boarder is under investigation for any external criminal activities, an internal expulsion-level disciplinary enquiry will be scheduled.

5.10 Hostel Rules (Additional Comments)

1. Boarders must behave respectfully towards all employees of the hostel and school with consideration for their fellow boarders. No intimidation or bullying or initiation/hazing practices will be tolerated. Teasing, pushing, hitting or playing roughly with someone on their birthday, or for any other reason, is unacceptable and may not be practised.
2. Boarders must treat all hostel and school property with utmost care.
3. Boarders may not be in possession of a hostel room, classroom or office key, or any key for a school or hostel venue or room. Boarders are required to return any school or hostel keys that they may have or find to the admin office. Boarders must report anyone using a key, or in possession of a key, to the Director or Hostel manager.
4. Boarders may not borrow money from each other or lend it to each other. Boarders may also not charge a fee or interest, either in cash or kind, for any favour or service to another boarder or learner
5. No boarder with a negative disciplinary record may go on hostel/school outings nor claim any privilege.
6. Boarders may not be late for hostel/school or any hostel/school commitments. If a boarder is going to be late, the parent/guardian must immediately phone the office to notify the hostel. The boarder's name and grade must be given, together with the reasons the boarder is going to be late. Any delays in notifying the hostel may result in the late arrival not being approved. Approval for a late arrival will only be granted if the Manager/Director is satisfied with the reason for the late arrival.

Excuses such as bad traffic, difficulties with transport, problems at home or anything which could have been avoided, will not be accepted. The hostel reserves the right to request documentary or other proof to substantiate the reason for a late arrival. Boarders will be given an informal detention for late arrival (two if it is after a long weekend/exeat or holiday) that is not approved by the Manager/Director. If a pattern of late arrivals is observed the parent/guardian will be called for an interview, or the boarder will be called for a disciplinary enquiry. Breach of contract may be accepted if the parent/guardian is negligent in this regard.

7. Boarders must be present at all times during the week, unless they are absent with the written permission of the Director.

All appointments or commitments of any kind (e.g. doctor, dentist, orthodontist, medical tests or check-ups, scheduled surgery, drivers' licences, interviews, applications, competitions, shows, conferences, seminars, initiation school, events, ceremonies, etc.) must be made for times outside school hours and school terms.

Absence will not be granted during the school week, including overnight, for any reason whatsoever. Absence will not be granted for external events of any kind (e.g. fashion shows, competitions, league matches, performances, conferences, seminars, cultural events, church or community events, graduations, interviews, appointments, tests, travelling, special days, family ceremonies/rituals, etc.).

Boarders will not be released from hostel/school (including sport, extra-murals, detention, extra lessons/study, activities, functions, camps or events) during the week or weekend under any circumstances unless the Hostel has received a written request with documentary proof at least 3 school days before the event and the request has been approved by the Director in writing.

Absence will not be granted if the application is late, i.e. less than three school days before the event or does not include proper documentary proof. The Director reserves the right not to grant the absenteeism if the parent/guardian refuses to give details of the event.

Absence for funerals will only be considered for immediate family members (parent, sibling or grand-parent) and only if the death certificate is submitted with the letter of request. If absence for a funeral is permitted, only one school day will be granted.

Please note that sending a letter of request does not mean the boarder may be absent. The application **must be approved by the Director** before the boarder may be absent. Unauthorised absence of any kind an expellable offence. It will also be regarded as a breach of contract and notice may be given on the contract.

8. Unavoidable absenteeism must be reported by telephone to the office before 9.00am on every day of absence, or an informal detention will be given to the boarder. On the first day of return to hostel, the boarder must provide a parental excuse letter/doctor's letter. The letter/s should be dated and contain a contact telephone number and parent's ID number. If the letter is not submitted on the day of return, the absenteeism will not be approved.

A doctor's letter is required for absenteeism on a day when a test, exam or assessment was written. A doctor's letter is compulsory if the boarder is absent for 2 or more days, or one day if before or after a weekend or holiday. A boarder may not return to hostel before the date specified on the doctor's letter. The hostel will not accept a doctor's letter if it is illegible, or if the doctor is the boarder's parent/guardian or immediate relative. Dysmenorrhea (period pain) will not be accepted as a valid reason for absence, unless the hostel is provided with a letter from a registered medical specialist. Fees and expenses are payable in full while a boarder is absent, irrespective of how long the absence is.

The Director is not obliged to approve the absenteeism if the cause was insufficient. The Director's decision in this regard is final. Unauthorised absenteeism is an expellable offence. Informal or formal detentions or Saturday study will be given to the boarder for each day of unauthorised absence at the sole discretion of the Director.

Boarders will receive DOUBLE PENALTIES for absence or late coming immediately before or after holidays/exeats/long weekends. A pattern of repeated absenteeism will result in the parent/guardian being called to the hostel for a meeting. The hostel may accept breach of contract if the parent/guardian is found to be negligent.

9. If any problem arises at home (e.g. death of a family member) please inform the hostel so that we can give your child extra support and help at that time. Hostel staff cannot be asked to tell a child of a death in the family, because this must be done by a family member.
10. Tlhokomelo Residence and Cornerstone College are a weapon-free zone. Anyone found with a weapon of any kind will be suspended immediately and called for an expulsion level disciplinary enquiry.
11. Boarders must arrive punctually at school in the mornings and for each period. Much important work is lost through late-coming, and the boarder will be penalized for being late without just cause. Boarders who wish to travel to the hostel with their own transport, such as a car, motorcycle or bicycle, must apply in writing for a parking place to be designated. The hostel does not guarantee that a parking place on the hostel property can be made available. The hostel and school accept no liability whatsoever for boarder's vehicles parked near or on the school premises.
12. Boarders must fulfil all school homework commitments.
13. Boarders must wear full school uniform at school and maintain a neat appearance at all times.
14. Boarders must immediately remove their jerseys/drimacs when requested to do so in very hot weather.
15. Boarders must follow good hygiene procedures - wash regularly, brush teeth well and wear clean clothes. Girls in particular should pay attention to personal hygiene and appearance. Specific instructions will be given regarding toilet procedure. Boys must be clean-shaven. Razors will be sold for R 5,00 to unshaven boys for immediate use. Hand dryers in bath rooms may not be used for other purposes, such as drying clothing, etc.
16. Boarders may not take any form of medication/tablet/liquid while unsupervised at the hostel, or at a hostel activity. All medication must be brought to the hostel office to be taken under the supervision of a staff member. The medication must be accompanied by instructions from the parent/guardian together with a copy of the prescription for prescription medication.
17. Boarders may not eat, drink or chew gum in the hostel and school buildings. Chewing gum (or sweets that include chewing gum) may not be brought onto the hostel or school premises or used anywhere on the hostel or school premises. A R10 fine will be imposed on any boarder found chewing gum.
18. No smoking or e-smoking whatsoever is permitted on the hostel/school premises. Boarders are not permitted to smoke at hostel/school-related events or anywhere while in school uniform.
19. Boarders may not stand, jump or dance on benches, chairs, toilets or any other article. They may not lean back hard/ride on chairs. They may not drop tables or any hard/sharp objects on tiled floors or other surfaces. They may not scratch/cut desks or any other articles. These actions cause damage and are regarded as vandalism. Offenders will be fined R50,00. The cost of repairing/replacing the damaged article will be debited to the parent/guardian's account for the boarder and the parent/guardian will be notified.
20. Boarders may not slam, push, hit, kick or abuse doors/windows or door/window handles in any way. Behaviour of this kind is regarded a vandalism will not be tolerated. Boarders are responsible for the doors, windows and furniture in their room. The cost of repairing/replacing the damaged article will be debited to the parent/guardian's account for the boarder and the parent/guardian will be notified. If the offender does not come forward or is not found, the cost of repairing/replacing the damaged article will shared equally by the boarders in the room and will be debited to their accounts. Their parents/guardians will be notified.
21. Boarders may not turn the fans in the halls or classrooms on or off or adjust them in any way. Fans may only be operated by staff.
22. Boarders must be very careful to avoid causing a fire in any way. Special care must be taken with electrical appliances such as irons and heaters. Boarders may not use or be in possession of matches or lighters of any kind. Boarders may not light candles or any other item (including hair braids) while on the premises or at a hostel function or outing.

If a fire is discovered, boarders must immediately leave the area along the approved exit routes and call the hostel or school staff as quickly as possible. Boarders should not try to extinguish the fire themselves.

23. No loitering outside hostel/school premises or businesses in the Silverton area is permitted.
24. Boarders must not send other boarders or learners to buy things for them either on or off the premises, unless permission has been given by the Director or Hostel Manager in writing.
25. Boarders may not receive a parcel unless they are supervised by a hostel staff member.
26. Boarders must behave at all times in a dignified and self-controlled manner, in keeping with the high standards of Tlhokomelo Residence and Cornerstone College.
27. Boarders must obey all instructions given by Director and staff.
28. No boarder may leave the school grounds during school times. The school reserves the right to change school times if so needed.
29. No dangerous toys or weapons may be brought to hostel/school.
30. The hostel does not take responsibility for the theft of valuables. All money and valuables should be handed in to the hostel office (to be receipted) for safekeeping.
31. Pocket money will only be issued from the parent/guardian's account for the boarder if requested by the parent/guardian and if the account is in credit for at least the amount requested. The request must be given in writing (with a copy of identification). No pocket money will be issued if money is owed on the account.
32. Boarders must not go near the staff members' cars or hostel/school vehicles.
33. If a boarder is absent from hostel for more than 5 school days without the Director's permission or without a valid and acceptable reason, or without communicating with the hostel during this absence, he/she will be deregistered and 3 months' notice charged. This decision is at the sole discretion of the Director. The 5 day absence may be either continuous or sporadic for the deregistration action to apply. No further notice period will apply.
This also applies if the boarder is suspended from hostel pending a disciplinary enquiry or continuation thereof, and the parent/guardian does not provide or agree to a date for the disciplinary enquiry for more than 5 school days.
34. Boarders may not receive visitors during the school day or communicate with anyone at the School/Hostel perimeter. Urgent messages may be left with the school secretary, and these will be handed out at break or after school. Boarders may not use the office phones for private phone calls.
35. No cheating (or copying) will be tolerated. Boarders may not write, pass or receive notes during hostel or school activities.
36. Boarders may not contact other boarder's parents/guardians without permission. Parents/guardians may not contact other boarder's parents/ guardians or other boarders without permission.
37. Boarders may not socialise with staff, coaches or instructors either in person, or via social media.
38. Boarders may not bring cell phones or smart watches to class or any school/ hostel event or activity. These will be handed over for safe-keeping upon discovery and will be returned at the end of the term. We do allow for them to be handed in at the hostel office for safe-keeping. They may be fetched and used during designated times, and must then be returned to the office.
39. Boarders who provoke or, by teasing, other boarders towards unrestraint, will be punished. Rumour-mongering is also not allowed.
40. All clothing items and personal possessions must be CLEARLY marked. Any lost property which cannot be returned to the owner will be donated to charity if not collected within 14 days. Staff are not responsible for finding lost articles of clothing or other possessions. Boarders may not borrow or lend articles of clothing or other possessions.
41. In the interest of safety, any criminal activity or physical violence on the premises will result in all parties involved being instantly suspended and called for a disciplinary enquiry.
42. Girls who are pregnant will be referred to the Hospital school, or a similar institution, if this is deemed to be to their educational and health benefit. They will not be registered for external exams if their due date is close to the external exams. Girls and parents/guardians must notify the school immediately when it is discovered that the girl is pregnant. Pregnant girls may continue to stay in the hostel as long as permitted by their medical practitioner, at the sole discretion of the Director. Medical certificates must be provided to the hostel upon request.
43. Boarders may be removed from permanent homework, computer tuition, etc, ONLY upon prior written request from the parent/guardian and if approved by the Director.
44. The hostel must be notified if a boarder is involved in extra classes, training, leagues, or any other external commitments. No external commitments may be contemplated if they are likely to interfere with boarding or hostel commitments. We do not support or endorse boarders' involvement in external clubs, teams or leagues. Boarders will not be released from hostel for any external club or sport commitments.
45. Boarders may not have a job or be employed or sell any goods without the written permission of the Director.
46. Boarders may be expelled for inter alia trespassing, sexual misconduct or harassment, accumulation of eight (8) formal detentions, attempts or threats of suicide or self-injury, any criminal behaviour, theft or shoplifting, negative political agitation, negative political agitation, instigating or participating in unrest or protest action, unexplained absence from the school or school sessions/activities, physical violence, testing positive for illegal drugs or alcohol, use or possession of illegal drugs or alcohol or substances or weapons/toys, and abuse of property.

6. DRUG AND ALCOHOL POLICY

The possession, use and distribution of illegal drugs and intoxicating substances is forbidden. Illegal drugs may not be taken and the illegal use of any substance may not be performed by any learner anywhere, or at any time. Illegal drugs and intoxicating substances may not be brought onto the hostel/school premises or to any hostel/school activity. This includes any medication, steroids or performance enhancing medication used without a prescription from a registered medical professional. **Cornerstone College and Tlhokomelo Residence are drug- and alcohol-free zones and there is zero tolerance for those who do not support this stance.** This includes knowing about such activities by other learners and not reporting it. Searches of boarders and their effects (including suitcases, bags, lockers and electronic devices) may be conducted. The hostel reserves the right to perform drug and alcohol testing if deemed necessary. If there is suspicion of substance abuse, the Hostel Manager may request a urine and/or blood test, and/or a breathalyser test. The following will apply:

- Parents/guardians will be informed confidentially and immediately of any discrepancies, and should ensure that substance counselling occurs at once.
- If a boarder tests positive for illegal drugs or alcohol, he/she will immediately be suspended and called for a disciplinary enquiry. If found guilty at the disciplinary enquiry, the boarder will be expelled.
- If a boarder tests positive for performance enhancing substances banned by the SAIDS (South African Institute for Drug-Free Sport), he/she will not be permitted to participate in sporting events for at least 6 months and will face disciplinary consequences.
- Parents/guardians will be liable for the cost of testing in all cases where the results are positive.

Referral for police action

Where a boarder is distributing and/or selling alcohol or drugs at the school or hostel, that boarder will be liable for immediate suspension and dismissal. In such cases the hostel will contact the parents/guardians and refer the matter to the police for further investigation.

7. MEALS

These will be served three times a day, according to the timetable. The kitchen is fully equipped with an Industrial Canteen. Boarders will arrive punctually for meals, wait silently for the grace to be said, and follow an orderly serving procedure. Please remember to use good table manners (use eating utensils, don't talk with mouth full etc.). We will not allow good food to be thrown away. Boarders must be present in the dining room for all meals.

Boarders are responsible for clearing the tables, wiping up spills, stacking plates and may be on a kitchen orderly roster. The meals are supplied by a renowned catering company. However, if there are problems regarding the food, these must be reported to hostel management. A doctor's letter will be required regarding any food allergies so that appropriate meals can be made. Boarders are expected to eat healthily, especially their vegetables!!

Meals for special dietary requirements (vegetarian, etc.) must be arranged in advance. Application for special meals must be made in writing by the parent, with a proper motivation and supporting documentation. If approved by the Director in writing, the boarder's name will be added to the list for special meals. Special meals will only be served to boarders on the approved list.

8. TUCKSHOP AND POCKET MONEY

The tuck-shop will be open during break and after school on week-days and vending machines are available at stipulated times. Limited change is available from the hostel office at certain times. As boarders will not be allowed to go shopping on week-days, this will be the only way to buy sweets and cool drink.

ALL POCKET MONEY MUST BE HANDED TO THE HOSTEL MANAGER ON ARRIVAL, AND PART WILL BE RELEASED TO BOARDERS ON A WEEKLY BASIS. An amount of R 200.00 per term for pocket money is suggested. We suggest that the parent/guardian specifies the spending of money (e.g. R20 tuck money per week). No money is to be kept in the dormitories, and food must also not be stored there. All tuck must be eaten outside in the outdoor quad.

Pocket money will only be issued from the parent/guardian's account for the boarder if permission is given by the parent or guardian responsible for paying the account or if requested by the parent/guardian and if the account is in credit for at least the amount requested. The request must be given in writing (with a copy of identification). No pocket money will be issued if money is owed on the account.

9. ELECTRICAL APPLIANCES

Boarders are allowed one mp3 player per dormitory, but this is a special privilege and will be withdrawn if abused. **MUSIC MUST BE PLAYED QUIETLY AT STIPULATED TIMES.** If the music is played loudly, the boarder will hand the mp3 player over for safe-keeping for a term. Boarders must have respect for other people around them. Boarders are permitted to have mp3 players with earphones but may not take them to school.

Boarders may not bring electrical appliances (i.e. NO hair dryers, curling tongs, heaters, fans, kettles, electric blankets, etc.) of any kind to the hostel, excepting for an iron. No extension cords are permitted.

All ironing must take place where stipulated, not in dormitories. For safety purposes the boarders must make sure that the electrical cords of their irons are in good condition and that they are fitted with SABS approved 3-pin 15A plugs. A fan and heater is provided in each dormitory, and is controlled by the dormitory leader. No-one may turn on the air-conditioners.

10. NOTEBOOK AND TABLET COMPUTERS

- Notebooks and tablets may be used according to the relevant school policy
- There is no pressure on parents/guardians to buy these expensive commodities.
- The hostel will not be held responsible for loss of or damage to notebook computers or tablets. Please insure the notebook or tablet!
- Printing costs are for the client's account.
- Notebook computers and tablets may only be used for school work on the hostel/school campus and at hostel/school events. The privilege will be revoked if they are used for other purposes.
- Boarders will be required to sit with their screens visible to staff.
- No sharing or lending will be allowed.
- Any illegal or non-regulation activities will be penalised to the fullest extent, e.g. pornography, cheating etc.
- Notebook computers and tablets are not allowed during tests and exams or during test/exam study sessions.
- Notebook computers and tablets must be fully charged before school each day. It will not be possible for them to be charged at school
- All notebook computers (and home computers) and tablets must be equipped with anti-virus software. The IT teacher can provide free software if needed.
- Notebook computers and tablets may not be used in Hostel rooms.
- The hostel will only offer compatibility with Android devices. Devices with other operating systems are used at the boarder's own risk.

11. TELEVISION VIEWING

No food or drink may be brought into the television room and considerate behaviour is necessary in order for people to enjoy the television programmes. Television may only be watched when stipulated in the hostel timetable. The television controls will be touched **ONLY** by hostel staff. Management reserves the right to turn off any programme which is deemed to be offensive.

12. DORMITORIES

Each boarder is allocated a bed, a locker and a padlock by the hostel. Boarders must ensure that their **lockers are locked at all times**. The spare key must be labelled and handed to the Hostel Manager for safekeeping so that the lock will not have to be cut off if keys are lost. Lockers are strictly for the boarder's own use. Boarders may not share lockers or store other boarder's possessions in their lockers, or put their possessions in other boarder's lockers. Boarders may not lend or give the key to their locker to another person. Under no circumstances may the locker be forced open. Hostel staff reserve the right to conduct thorough inspections of dormitories at any time and to open and search lockers, suitcases and bags or any other containers.

The lockers, locks and keys remain the property of Tlhokomelo Residence at all times. If the boarder loses the key or lock, he/she will have to pay a fee at the office to have it replaced. Boarders may not put their own locks on the locker. The lock and key must be returned to the office when the boarder leaves the hostel at the end of the year (or earlier if applicable).

No valuable items or large amounts of money may be brought to hostel. If money has to be brought, it must be paid into the pocket money account immediately. Valuable items may be given to the Hostel Manager for safekeeping. **NO RESPONSIBILITY IS TAKEN FOR LOSSES OF MONEY OR VALUABLES.**

It is the boarder's responsibility to empty dustbins and keep the dormitory clean and neat. Towels or clothing may not be hung over the windowsills to dry. Food is not allowed in dormitories.

No pictures may be stuck or hung up on the walls of dormitories without permission from the Hostel Manager. Pictures are allowed on the inside of locker doors but they must be respectable. Any items left lying around will be confiscated. Curtains must be fully closed when a boarder is changing or when the dormitory lights are on. Boarders are allowed into the dormitories only at certain times of the day (according to the hostel timetable). At all other times, the dormitories are strictly out of bounds.

13. EXEATS (PERMISSION TO LEAVE HOSTEL)

A. WHOLE WEEKEND EXEAT

The dates of the compulsory exeats (home-going) weekends are given in Chapter 2 of this brochure:

However, parents/guardians are allowed to remove their child from the hostel on any week-end, unless a boarder's unacceptable behaviour results in a loss of week-end privileges. **ALL REQUESTS FOR WEEKEND ABSENCES FROM HOSTEL MUST BE LODGED WITH THE HOSTEL MANAGER ON OR BEFORE THE PRECEDING THURSDAY BY 4pm, BY LETTER, FAX OR E-MAIL, AND MUST BE ACCOMPANIED BY A COPY OF THE PARENT'S ID DOCUMENT. FIXED DATE ARRANGEMENTS CAN ALSO BE MADE IN WRITING AND ALL RELEVANT DATES MUST BE GIVEN CLEARLY. THE HOSTEL MUST BE NOTIFIED IF SOMEONE OTHER THAN THE PARENT/GUARDIAN OR CONTRACTING PARTY WILL COLLECT THE CHILD. THE CHILD WILL ONLY BE RELEASED TO AN APPROVED PERSON. OVER LONG WEEKENDS WHEN THERE IS A PUBLIC HOLIDAY, THE FAX OR E-MAIL MUST BE RECEIVED THE DAY BEFORE THE WEEKEND STARTS.**

If parents/guardians are satisfied with allowing boarders to spend week-ends with other family members or friends, this permission must be given **IN WRITING WITH ALL THE DETAILS REGARDING THE HOST FAMILY, ACCOMPANIED BY A COPY OF THE PARENT'S ID DOCUMENT.** Boarders who leave without approved arrangements (including leaving alone without permission), or who go to a non-approved place, will be regarded as being absent without leave.

Boarders may leave on weekend exeats after all their Friday afternoon and Saturday school commitments have been fulfilled. **THEY MUST BE COLLECTED FROM THE HOSTEL BETWEEN 1:30pm AND 6:00pm ON THE FRIDAY AFTERNOON.** They must inform the Hostel staff of their departure and sign out when they leave. Boarders who do not sign out will be absent without leave and will be suspended and called for a disciplinary enquiry. A supervision fee of R200 per hour, or part thereof, will be charged to the account of boarders who are collected after 6:00pm

The parent/guardian must ensure that the boarder is **RETURNED TO THE HOSTEL BEFORE 4:45 PM ON THE SUNDAY EVENING, OR THE LAST DAY OF THE EXEAT.** Parents/guardians are required to phone the hostel before 4:45 PM if the boarder will be late and to write a letter explaining why he/she is late, with supporting documentation. The letter must be given to the hostel staff on arrival, or e-mailed the same day. The Director will decide if the reason for the late arrival is valid. The Director's decision is final.

Boarders arriving late without a valid reason in writing will be guilty of unacceptable absenteeism and will be disciplined accordingly. An administration and over-time fee of R200 per hour, or part thereof, will be charged to the account of boarders who are returned to hostel late without a valid reason. Breach of contract will also be accepted in these cases.

B. SATURDAY AND SUNDAY EXEATS

Boarders who remain in the hostel over week-ends will be allowed one shopping and entertainment exeat on Saturday from 9:30am to 11:00am or from 2:00pm to 3:30pm in the Silverton area only. On Sundays they will be allowed an exeat from 2:00pm to 3:30pm in the Silverton area only.

Boarders will be required to wear the school golf shirt and join small groups with designated leaders for every exeat. They must indicate their destination/s on the group list and sign out before leaving. They may only visit the Spar shopping centre or Silver Mall shopping centre and must stay on Fountain Road or Pretoria Street between these venues and the hostel. They must stay with the leader in the group for the duration of the exeat and sign back in again when they return to the hostel. A boarder may not meet with other parties during these exeats unless the parent/guardian has applied for permission in writing (by 4pm on the preceding Thursday) and it has been approved in writing by the Director.

The hostel disciplinary code applies at all times during these exeats. Boarders who move outside the above designated shopping centres and streets, do not sign out or do not arrive back on time from these exeats will be regarded as being absent without leave and will be suspended pending a disciplinary enquiry. The Management cannot take responsibility for the safety of the boarders during these exeats, but we insist that boarders shop in groups for security reasons. Weekend exeats may also not be permitted at certain times depending on circumstances.

Parents/guardians must inform the Hostel Manager in writing if they do not wish for their child to participate in Saturday and Sunday exeats. No boarder is allowed to leave the Silverton area without approval based on a fax or letter from his/her parent/s requesting permission, stating the destination and taking full responsibility for the boarder's safety. Any boarder outside the Silverton area without permission will be dealt with in the same way as if they were absent without leave.

IN THE INTERESTS OF SAFETY, WE REGRET THAT BOARDERS WILL NOT BE ALLOWED TO RECEIVE VISITORS AT THE HOSTEL AT ANY TIME.

C. OUTINGS FOR SPORT

At the Hostel Manager's discretion boarders may be permitted to attend Cornerstone matches at the local sports facilities. These are in Silverton, approximately 2km from Cornerstone College. If boarders are permitted to attend, they must sign out and will either walk to the sport facilities, or be transported by bus. They will be accompanied by a hostel staff member who will supervise them until they return to the hostel. The hostel and school codes of conduct will apply in full during these outings. If the boarder does not sign out, or leaves the group or sport facility at any time, he/she will be regarded as being absent without leave and will be suspended from hostel.

The general indemnity signed with the contract will apply for these outings. If the parent/guardian does not wish the boarder to participate in these outings, he/she must please notify the Hostel Manager in writing, otherwise it will be assumed that consent is given. Please give the child's name and hostel admin number clearly.

14. SICK REPORTING

Anyone who is genuinely sick must report this to the Hostel Manager, who is on duty from 5:00 am. The sickroom is the only venue for such candidates to be in during school hours. In the case of minor ailments the parent/guardian will be phoned for permission to administer simple medication. In serious cases, the management will contact the parents/guardians and determine a course of action. If the parents/guardians are unavailable, the management will make such decisions. A doctor can be called in to assess the situation, or the boarder will be taken to a doctor, at the parent's cost. The sickroom is not a hospital and is available for minor ailments only.

Sick boarders will be sent home at the discretion of the Director and must be collected upon request. Sick boarders may only be taken home by the parent/guardian if the Doctor certifies that they are not well enough to attend school. Parents/guardians may not remove boarders from a clinic, hospital or doctor's rooms without permission from the Director. If a boarder is sick at home, the parent/guardian must please phone the school office every morning before 9:00am to confirm that the boarder is absent from school that day. The boarder may not be returned to the hostel before the date specified on the doctor's letter.

Parents/guardians are obliged to provide the hostel with all the necessary medical aid information, medical aid cards and a copy of the principal member's ID document. **No doctor's appointments (or other appointments) may be made during school hours.** All medication must be given to the Hostel Manager for safe keeping and dispensing. A copy of the prescription must be provided for prescription medication. Written permission must be given for hostel staff to dispense medication. No medication of any nature is allowed in the boarders' possession or in their lockers. A compulsory amount of R100 will be levied at the beginning of the year to cover medical costs. Any unspent money will be refunded at the end of the year, or on the boarder's departure.

15. TELEPHONES

The following is a list of times during which your child is able to receive telephone calls, and we urge you to stick to these times strictly:

WEEKDAY AFTERNOONS:	2:00 pm to 3:45 pm
WEEKDAY EVENINGS:	6:00 pm to 6:45 pm
SATURDAYS AND SUNDAYS:	9:00 am to 12:00 Noon 1:00 pm to 7:00 pm

There are telephones on the premises for the boarders to receive calls:

GIRLS' PHONE No: 012 804 4672 (incoming only)

BOYS' PHONE No : 012 804 4674 (incoming only)

16. LAUNDRY

Each boarder is to bring a spare, labelled pillowcase to hostel. Once a week one full pillowcase of dirty laundry can be handed in per boarder. Any extra laundry is the responsibility of the boarder.

17. CHURCH ATTENDANCE

There will be a compulsory, non-denominational church service on Sunday evenings at hostel. Any legitimate religious objections to this arrangement must be lodged with management, in writing.

Boarders will not be released to attend church services or functions unless it is a special event and application has been made in writing according to the absentee procedure.

18. VEHICLES

The Hostel Manager has access to a car and school bus in order to transport boarders if necessary. Hostel registration implies an acceptance of our transport facilities and decisions. If deemed convenient by the Hostel Manager, transport can be provided to boarders for urgent personal use, at the current Automobile Association rates.

19. CORRESPONDENCE

Boarders are encouraged to write letters to their family. Please ensure that writing paper, envelopes and stamps are supplied for this activity. Letters for posting can be handed in at the office. The hostel postal address is:

**P O Box 1627
SILVERTON
0127**

Please write to your children regularly at hostel - this makes absence from home much more bearable. Boarders will be charged R 5,00 to redeem a letter which is posted to the school's main office.

20. PERSONAL HYGIENE

Boarders are expected to follow good hygiene procedures - wash thoroughly each day, brush teeth well and wear clean clothes. Clothes may not be shared between boarders. Girls in particular should pay attention to personal hygiene and appearance. Specific instructions will be given regarding toilet procedure. Only one person may occupy a toilet cubicle at a time. Boys must be clean shaven.

Boarders may shower once a day at the specified time. They should make the showers brief (maximum 3 minutes), so that everyone can have hot water. Some boarders will shower in the mornings and others in the evenings for the same reason. Bathrooms are to be left clean and tidy. No foreign matter may be flushed down the toilets, because bins and sanitary bags are provided. Toilet paper must be used sparingly.

21. KIT LIST

ALL ITEMS MUST BE CAREFULLY AND PERMANENTLY MARKED.

The Cornerstone College School Procedure Brochure must be referred to for all details regarding the school uniform and dress code.

Compulsory items for Boarders:

- One grey school jersey or one green drimac.*
- One sports Golf-shirt*, one pair sports shorts, one pair sports shoes and sports socks.
- Two pairs pyjamas (or nightgowns for girls). One dressing-gown and pair of slippers. **NO SEE-THROUGH SLEEPWEAR ALLOWED.**
- One raincoat and/or umbrella.
- Two bath towels.
- Ten coat hangers.
- One 2 kg box of SKIP* and a bottle of Preen* (beginning of each term).
- One fabric softener refill* (beginning of each term).
- 20 quality white toilet rolls* and a box of tissues* (beginning of each term).
- NIV or Good News English Bible.
- Two sets of informal, decent casual clothing and shoes.
- Clothes pegs for boarder's own use.

** Please note that these items are not refundable if the boarder leaves the hostel for any reason whatsoever.*

Bed linen :

- Two fitted sheets (single bed), pillow and two pillowcases, sleeping bag/duvet and cover/blankets and sheet.

Toilet kit :

- Soap, toothbrush, toothpaste, comb, tissues or handkerchiefs, shoe polishing kit, face cloth, shampoo and necessary creams. These must be kept in a marked toilet bag at all times.

Boys' uniform:

- Two pairs grey school trousers or shorts* and a black belt.
- Three white, short or long-sleeved shirts with school emblem*
- One green school tie*
- Grey sleeveless pullover* with school logo or grey long-sleeved jersey
- Three pairs grey socks
- One pair black school shoes
- Seven pairs of underpants

Girls' uniform:

- Two grey school skirts (no shorter than just above the knee), with black lycra shorts worn underneath.
- Or two grey school slacks or shorts*
- Three white, short or long-sleeved shirts* with school emblem
- One green school tie*
- Grey sleeveless pullover* with school logo or grey long-sleeved jersey
- Three pairs white ankle socks
- One pair black school shoes
- Seven sets of underwear (the wearing of plain full bras is compulsory)
- Sanitary protection.

* Items available from the school uniform shop. They may not be adjusted to be skinny or slim-fitting.

DRIMACS MUST NOT BE IRONED AND SHIRTS MUST NOT BE BLEACHED!

The school uniform shop is open for half an hour before school, during break time and for half an hour after school. Parents or guardians wishing to visit the uniform shop at other times will be accommodated if possible, but there are no guarantees that it will be open outside these hours. Refunds will only be considered for unused items still in their original packaging, if they are returned within one week of purchase with the receipt. Items purchased from the uniform shop may not be adjusted to be skinny or slim-fitting.

PLEASE NOTE THE FOLLOWING:

- a) All clothing must be in good condition. Boarders must have the minimum requirements as shown under COMPULSORY. Parents/guardians are earnestly requested not to exceed the total quantities given in the list, as boarders have limited storage space for clothing and the Hostel Manager cannot maintain control of excessive clothing. A limited quantity of clothing checked term by term and replenished when necessary is preferable to a large initial supply.
- b) Marking and Mending: As large quantities of clothing are sent to the centralised laundry from the Hostel, it is ESSENTIAL that a boarder's clothing be CLEARLY MARKED with the boarder's NAME and room number, with good marking ink or with name tabs sewn firmly on in a conspicuous place. The Hostel cannot undertake any marking. Shoes must also be marked. Any item of clothing not marked will **not** be laundered and will not be allowed to be hung up in the laundry.
- c) When boarders return after the school holidays, **ALL CLOTHING THAT THEY BRING BACK MUST BE CLEAN AND IN GOOD REPAIR**. All mending and reinforcement of worn patches, etc. must be done at home. Kindly look through your child's clothing every holiday and decide what should be mended and what replaced. Please remember that your children are constantly growing and will need bigger sizes, or longer skirts.

22. GRIEVANCE PROCEDURES

Boarders and parents/guardians must follow the procedures set out below if they have any complaints or grievances. Failure to follow these procedures will be accepted as a breach of the contract or breach of the code of conduct.

22.1 Boarder Grievance Procedure:

- a. Make an appointment with your hostel master/mistress and discuss the matter. The nature of the grievance must be given when the appointment is requested.
- b. If the matter is not resolved, make an appointment to see the Hostel Manager.
- c. If the matter is not resolved, make an appointment to see the Director.

22.2 Parent/Legal Guardian Grievance Procedure:

Note: Only submissions from the contracting parent/s or court appointed legal guardian will be considered. A copy of the parent's I.D. must be supplied with written communications. A copy of the court appointment of the legal guardian must be supplied upon request and with written communications.

- a. Phone the office to make an appointment to see the Hostel Manager to discuss the matter. A verbal description of the problem needs to be given.
- b. If the matter is not resolved, make an appointment to see the Director.
- c. If the matter is not resolved, the parent/guardian is welcome to obtain legal representation. The parent/guardian's legal representative must contact the hostel's legal representative (details below) and may not contact the hostel directly.

Contact Details for the Hostel's Legal Representative:

Mr David Short

Fairbridges Wertheim Becker Attorneys

P O Box 55277

Northlands

2116

Fax: 011 268 0254

E-mail: dshort@fwbattorneys.co.za

23. PAYMENT POLICY

The fees payable for each boarder are published in the Prospectus. Payments may be made annually (the standard fee), biannually, or monthly. Statements are e-mailed every month to clients whose accounts are in arrears, and who have provided the school with an e-mail address that works. Statements are also available from the office upon request. Reminders and notices regarding overdue accounts are given to the boarder. Notifications of school expenses (such as workbooks) are written in the diary. It remains the parent's/guardian's responsibility to ensure that the account is settled

by the end of each month (especially if fees were paid annually or biannually) and that all correspondence is communicated immediately by the boarder.

Parents/guardians should note the following:

1. If fees are to be paid by a fund, trust or agency other than the person signing the contract, this must be stated on the application form under "Payment Scheme." The person signing the contract remains responsible for the payment of fees and expenses. The payment of fees and expenses remains the responsibility of the person signing the contract even if another party has agreed to pay fees. If there is a delay in the payment of fees and expenses by the other party, the person signing the contract must pay the fees and expenses on time until the funding from the other party is paid to the hostel. Once the fees and expenses are paid in full by the third party, the person who paid them in the interim will be refunded, upon written application.
- The hostel retains the right not to accept an application if a third party is paying fees. Failure to disclose the involvement or details of a third party in the payment of fees will render the application or registration null and void. An administration fee of R500,00 will be charged if an agency or trust is paying the fees, and requires the hostel to provide additional documentation. This must be paid to the hostel before the documentation is processed.
2. All fees for hostel are payable strictly in advance, i.e. on the first day of the month. Fees paid in advance will be deposited by the school and held in accordance with the Consumer Protection Act. Interest or other income therefrom will accrue to the hostel as income earned. The annual fee or first bi-annual fee must be paid on or before the day hostel opens in January. The second bi-annual fee must be paid by 1 June. If these payments are not made on time, the account will be converted to a monthly account and the benefit of the difference in payment schemes will be lost
 3. If an annual or bi-annual payment has been made, expenses and other costs must still be paid each month to ensure that the account does not go into arrears. If the account is converted to a monthly account, it cannot be converted back to an annual or bi-annual account and the benefit of the difference in payment schemes will be lost. Written application must be made to convert an account from annual or bi-annual to monthly.
 4. Expenses (medical, outings, pocket money, etc.) are payable in the month in which they are incurred.
 5. Non-payment or late payment of hostel fees and expenses is regarded in a very serious light. With due understanding of economic and financial hardships, the very existence of the hostel and the accommodation of all boarders depends on the payment of fees and expenses for all boarders. Breach of contract will be accepted by the hostel if fees and expenses are paid late or extensions/concessions are not honoured.
 6. Parents/guardians are urged to consider very carefully the financial implications before enrolment of their child, as non-payment will result in the immediate suspension of the boarder from the hostel. De-registration will also be considered if fees are late on a regular basis, or if extensions/concessions are not honoured. If the account is more than five school days overdue the boarder will be de-registered and the contract terminated. Damages amounting to three months' notice will be added to the account from the date of deregistration. No further notice period will apply. The outstanding balance will be handed over for collection.
 7. If fees are overdue, the boarder will be suspended and must be collected immediately. A supervision fee of R200 per hour, or part thereof, will be charged to the account of boarders who are collected after 7:00pm on the day the request is made. The boarder must be returned to hostel as soon as the account is settled. If the account is not settled and the boarder returned to the hostel within five school days of the suspension, the boarder will be de-registered from the hostel and 3 months' notice will be charged without further notice. This will apply irrespective of what internally or externally set school exams are in progress.
 8. The "monthly" payments are actually the annual payment (the standard fee) divided into ten or eleven equal amounts, plus administration expenses. These amounts are payable regardless of whether there has been a school holiday or not.
 9. Habitual late payers will be required to sign a stop-order or debit order.
 10. There is provision for parents/guardians to make direct deposits or bank transfers into our account. Please send, fax or e-mail the deposit/transfer slip, with the **boarder's admin number, name and grade clearly written** on it, to the office. The proof of payment must be in the possession of the school or hostel staff to be acceptable. Verbal assurances or displays of receipts on a device will not be acceptable. Please note that it is the parent's/guardian's responsibility to confirm with the office that the fax/e-mail has been received. Our bank details are as follows: **Nedbank Silverton, Branch code 149745, Account number 102 041 6238.** We strongly urge you to use this facility, in the interests of security.
 11. A credit card facility is available in the school office.
 12. The school does not offer a debit order facility. If the parent/guardian would like the monthly fee to be paid directly from their account to the school's account, they will need to arrange a stop-order through their own bank. Please make sure that the stop-order is for a fixed number of instalments according to the relevant payment scheme published in the Prospectus. Please ensure that the boarder's admin number and name are given as the payment reference. Please provide the school with a copy of the stop-order for administration purposes.
 13. The signatory to the application form appoints his/her physical address as his/her chosen domicilium citandi et executandi (i.e. address for legal purposes).
 14. Please note that if a client's cheque is returned to the drawer, we will not accept payments by cheque thereafter.
 15. The commission charged by banks for foreign transfers will be payable by the client.

16. If a parent/guardian chooses to remove a boarder from the hostel, application must be made in writing and **three months'** paid notice is required.
17. Removal of the boarder from hostel without permission or agreement will constitute a breach of contract. The hostel reserves the right to cancel the contract and charge damages to the amount of 3 months' notice from the date of removal. No further notice period will apply.
18. A suspension of the boarder due to an overdue account, or for any other reason, does not constitute a termination of the contract by the hostel. If the parent/guardian removes the boarder from the hostel because he/she was suspended, or for any other reason, the hostel reserves the right to cancel the contract and charge damages to the amount of 3 months' notice from the date of removal. No further notice period will apply.
19. Cornerstone College is the fee collection agency for Tlhokomelo Residence. Unpaid amounts on the hostel account will be ceded immediately to Cornerstone College for collection. They will be debited to the parent/guardian via the boarder's school account and will be collected in the same way as school fees and expenses. Unpaid amounts on the Cornerstone College account may also be ceded to the Tlhokomelo Residence account.
20. Unpaid debts on a parent/guardian's account for the boarder can be ceded to another boarder's account, if the same person or party is paying both accounts. The debt transferred to the second account will then be recovered in the usual way. This will be done to recover unpaid debts, even if the first boarder has left the hostel for any reason whatsoever.
21. In the event of the parent/guardian failing to pay the prescribed hostel fees and expenses on the date thereof:
 - 21.1 Interest at the maximum rate in terms of the National Credit Act (NCA) shall be payable on arrear hostel fees from the due date of payment notwithstanding any other clause in this contract or the information brochure, and;
 - 21.2 The full outstanding hostel fees and expenses for the year shall immediately become due and payable with interest as set out above and;
 - 21.3 The hostel is not obliged to give the defaulting party a written notice notwithstanding any clause in the information brochure and/or the application form, but may institute legal action for the recovery of the debt immediately.
 - 21.4 The signatory to the information brochure is liable to pay legal fees on an attorney and own client scale including collection fees at the rate of 10%.
22. No transfer letter or portfolios will be released by the school until all textbooks are returned, all detentions are served and all outstanding fees and expenses (including notice) are settled. Portfolios must be requested in writing by the contracting parent/guardian.
23. Parents/guardians will be liable to pay interim amounts if external bursaries, funding agencies or trusts do not settle on time.

24. REQUEST FOR CONCESSIONS

Any request for a concession regarding hostel procedures, rules and policies must be submitted in writing to the Director at least one week before it applies. The Director may request a meeting or further supporting documentation before arriving at a final decision. The name, grade and admin number of the boarder must be included in the request.

25. GENERAL COMMENTS

If a parent/guardian chooses to remove a boarder from hostel, THREE months' paid and written notice is required. The boarder may continue in the hostel during the notice period at the discretion of the Director.

1. Interviews/Disciplinary enquiries with parents/guardians are BY APPOINTMENT ONLY. These will be held only with the parents or legal guardian. The reason for the appointment must be given when the appointment is requested.
2. Please do not accept "messages" from other boarders if you phone or visit, because of the risk of misinformation. Rather speak to a responsible staff member.
3. The onus of proof of legal guardianship (usually by court order) rests with the claimant.
4. **New boy boarders will be accepted into hostel only if they are younger than 16 years.**
5. Disallowed property will be confiscated for a term and held in safekeeping.
6. Boarders can ask for documents to be copied, scanned or faxed if this is convenient for the administrative staff. A fee of 50c/page will be charged for copies and R1,00/page will be charged for scanning and faxing.
7. The hostel reserves the right to request proof of income.
8. Parents/Guardians are obliged to reveal, on the application form, any negative disciplinary record or matters of concern (e.g. expulsion/exclusion, substance abuse, psychological issues, behavioural issues, previous or existing health issues, etc.) from a previous hostel. Failure to do so will render the application or registration null and void, alternatively could result in cancellation of any agreement concluded.
9. Past boarders who wish to re-register with the hostel may be considered after an interview. New boarders who register during the year will be subject to an initial three-month probationary period.
10. A new contract for the following year may be declined by the hostel. Factors which may lead to a new contract being declined, include but are not limited to, the late submission of the original application form and properly signed contracts, the poor behavioural and disciplinary record of the boarder, negative conduct of the parent/guardian and the late payment of fees and expenses according to the standards defined in the contract documentation. A new contract

may be declined under various circumstances, for example, when the boarder has been called for a disciplinary enquiry or accumulated more than 10 Formal detentions. If there has been a repudiation or breach of contract during the year, a new contract may be declined.

11. If the parent/guardian would like the boarder to return to Tlhokomelo, written application with supporting motivations and commitments must be made to the Director before 30 September of the current year. The boarder may only return if the parent/guardian is notified in writing by the Director that their application was successful. This document will also stipulate the conditions under which the boarder may return. The Hostel is not obliged under any circumstances to accept a new contract for the following year. The Director's decision in these matters is final.
12. The counselling facilities of the school are available to boarders. Please send a written request to the Director if you would like to make use of this service.
13. Forgery of exeat letters may result in deregistration from hostel.
14. The hostel reserves the right to enter into evidence electronic records, audio tapes, video or photographic proof of misdemeanours.
15. Matric boarders will study quietly and according to the day-school times, whilst studying for examinations. The Seniors' behaviour must remain exemplary right until the end of their stay at hostel.
16. Grade 12 Boarders may be released to go to their own homes on the afternoon of the Matric Dance at the Director's discretion. They may not go anywhere else, unless application has been made in writing at least 48 hours before the dance and the Director has granted permission in writing. Transport will be provided to the Matric Dance and boarders must return to the hostel after the Matric Dance, unless an exeat has been granted by previous arrangement.
17. The hostel Matric farewell function is compulsory for all boarders. Boarders will not be granted exeats for the day of the function, unless a proper application has been made according to the absentee procedures in this Brochure. The boarder may only be absent if permission has been granted by the Director.
18. Attendance of all functions, outings, events, camps, fun days and special events of any kind is a privilege and is by invitation only. Boarders may be excluded from these events for disciplinary reasons, if fees and expenses are outstanding or for any other reason, at the sole discretion of the Director.
19. Any boarder who is caught secretly peeping into other rooms or at other people will be asked to leave hostel.
20. Please note that all criminal activities will be reported to the Police.
21. If you send a fax to the school office, please phone to confirm that we have received it.
22. **Please note that all phone calls are recorded.** The hostel reserves the right to use these recordings to validate the contents of a phone call and to distribute copies of the recording to third parties if required, at the sole discretion of the Director.
23. Please note that the hostel will not deal with any anonymous communication, including on social media. Discovery of the use of false names or pseudonyms will lead to cancellation of contract.
24. We will endeavour to send all letters to parents/guardians via e-mail if we are provided with the correct e-mail address. Please inform the hostel of any change in e-mail address.
25. From time to time the hostel might need to disseminate the names and contact details of the parent/guardian to other parents, staff or responsible persons engaged or authorised by the hostel for hostel related purposes. It will be accepted that the parent/guardian consents to this, unless he/she notifies the school in writing to the contrary.
26. Parents/guardians are advised to consider insuring the boarder's belongings.
27. We regret that we cannot lend money to boarders.
28. Property left at the hostel will be sold after 6 weeks to defray costs
29. If a boarder is collected late from hostel, the parent/guardian will be charged R200,00 per hour or part thereof.
30. Requests for the boarder to stay overnight after the last day of term must be made in writing (with identification) at least 3 days in advance. If approved, the charge will be R200,00. The boarder must be collected from hostel before 11:00am the following day.
31. Please support us in our efforts to provide excellent security – your child's safety is an important priority. Please give us your full cooperation with the procedures at our entrances. We also reserve the right to conduct body searches, breathalyser tests and scan persons entering and exiting with a metal detector or other device.
32. The hostel and school's premises are monitored by CCTV cameras with a recording system. Meetings, incidents and disciplinary enquiries are recorded if possible. Video or audio recordings may also be made using cell phones or other devices. The hostel and school use the CCTV system and/or other devices to maintain a safe learning environment, discourage criminal acts and to ensure the welfare of boarders/learners, staff and visitors. They are also used to assist in identifying persons involved in an incident.

CCTV footage and/or other recordings may be used in the application of the hostel and school's disciplinary and grievance procedures, or for other purposes. The hostel and school reserve the right to use these recordings as proof of events that took place and to distribute copies of the recordings to third parties if required. Parents/guardians are entitled to copies of recordings of formal meetings or Disciplinary Enquiries when they have signed the minutes of the meeting. They are not entitled to other recordings, which remain the property of the school. The hostel and school reserve the right to refuse access to CCTV and/or other recordings.

33. By signing the contract the parent/guardian gives permission for the hostel to use photographs/videos that include images of their child, themselves or their associates for marketing and promotional purposes in public media of all kinds, including web-based social media. The Director must be notified in writing if the parent/guardian does not wish images of their child, themselves or their associates to be used for these purposes.
34. **Please allow for at least two hours for the registration process. Boarders must be accompanied by the contracting adult.**

Our aim is to provide a superb hostel for your child, where he/she can develop into a happy, confident, positive and successful young person. Thank you for affording us this opportunity.

26. TIMETABLE FOR HOSTEL (SUBJECT TO REVIEW)

WEEKDAYS

5:00am	Wake up and shower
6:00am	Tidy
6:30am	Breakfast
7:30am	School
1:30pm	Lunch
4:00pm	Study
5:25pm	Supper
7:00pm	Study
8:30pm	Shower
9:00pm	Lights out

FRIDAYS

1:30pm to	Sign out for exeat weekend
6:00pm	

WEEKENDS

Saturday

5:30am	Wake up
7:00am	Breakfast
9:30am	Sign out for Silverton shopping area
11:00pm	Sign in from Silverton shopping area
1:00pm	Lunch
2:00pm	Sign out for Silverton shopping area
3:30pm	Sign in from Silverton shopping area
	Hostel sport
5:30pm	Supper
6:00pm	Entertainment
10:00pm	Lights out

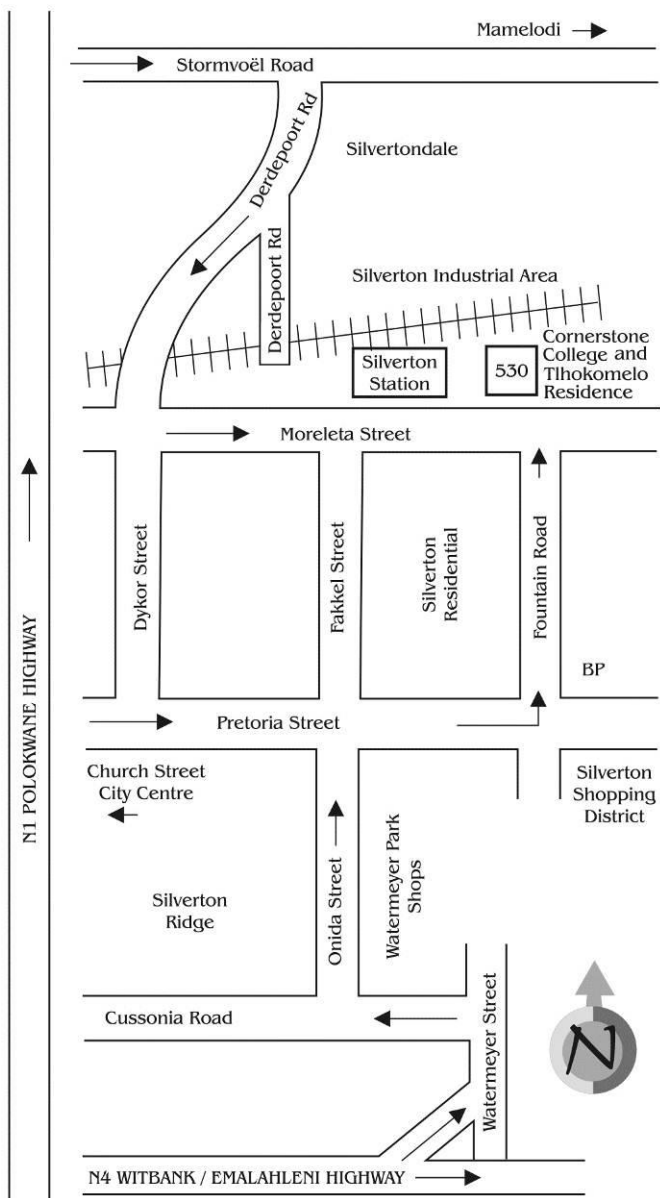
Sunday

7:00am	Wake up
8:00am	Breakfast
8:30am	Tidy the hall and premises
10:45am	Hostel sport
12:30pm	Lunch
2:00pm	Sign out for Silverton shopping area (excepting last weekend of month)
3:30pm	Sign in from Silverton shopping area
4:45pm	Sign in from exeat weekend
5:15pm	Supper
6:00pm	Church
8:00pm	Lights out

27. STAFF AT TLHOKOMELO RESIDENCE

Dr	R Hurlin, Director	PhD. (Eng) Aero, FRAeS	Wits	Management
Mrs	S Hurlin, Principal	B.A., B.Ed. (Cum Laude), H.D.E. (Cum Laude)	Wits	Management
Mrs	O Maloka Housekeeping Manager	Hospitality Industry Studies	IQ	Hostel
Miss	D Moatshe, Hostel Manager	U.D.E. Primary	Hebron College	Faculty, Hostel
Mrs	B Mokobyane	Cert. in Operations Management	TUT	Hostel
Mr	P Tshegang	Hospitality Industry Studies		Hostel
Mr	K Tshenkeng	Business Management Studies	UNISA	Hostel
Miss	B Thagane	Studying B.Com. Accounting	UNISA	Admin, Hostel

28. MAP



29. SCHOOL SONG: "THE CORNERSTONE"

(Hurlin/Alberts)

Chorus

Together we'll build in love
 Together we'll do our best
 Together we'll change the world
 Together we'll praise our Lord.

(x 2)

Verse

Brick by brick on God's foundation
 We'll build sure on this Cornerstone
 Hand in hand throughout our nation
 Lives changed for His praise alone

Brick by brick on God's foundation
 Hand in hand throughout our nation
 Lives are changed for His praise alone
 We'll build sure on this Cornerstone

Bridge

Lead us, Lord
 Oh Lord, We seek You
 Bless us, Lord
 Oh Lord, We need You
 Lead us, Lord
 Oh Lord, We seek You
 Bless us Oh Lord, Oh Lord, Oh Lord

Chorus

(x 2)

30. ENQUIRIES:

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Twitter: CornerCollegeSA

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0127

Bank Details: Nedbank, Silverton

Branch Code: 149745

Account number: 102 041 6238

