TLHOKOMELO RESIDENCE (Pty) Ltd
Affiliated to CORNERSTONE COLLEGE

HOSTEL PROCEDURES BROCHURE 2027

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.
Phil 4:8”

Mrs S Hurlin
Principal
Director

Mr D Phothwane
Hostel Manager

Cornerstone College and Tlhokomelo Residence celebrate a 100% Matric Pass Rate for 28 years in a row!!

TLHOKOMELO RESIDENCE PROCEDURES BROCHURE 2027 (Founded in 1996)

Affiliated to CORNERSTONE COLLEGE (Grades 6 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 the 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.

By registering your child in the hostel, you undertake to attend meetings in person at the hostel upon request. You also undertake to collect your child from the hostel on the same day it is requested. Please do not register your child in the hostel if you are not able to make arrangements to fulfil these commitments.

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:
Facebook: Cornerstone College, Pretoria SA
Instagram: Cornerstone College, Pretoria
E-mail: admin@corncol.co.za

2. TERM DATES AND HOLIDAYS IN 2027:

1st Term:	Monday 11 January	–	Thursday 18 March (Grades 8 – 12)
	Tuesday 12 January	–	Thursday 18 March (Grades R – 7)
2nd Term:	Tuesday 6 April	–	Friday 25 June
3rd Term:	Monday 19 July	–	Friday 17 September
4th Term:	Monday 4 October	–	Friday 3 December

School Holidays:
Friday 19 February
Monday 26 April

Compulsory Exeat:
Thursday 18 February (after school) – Sunday 21 February

Primary School new parents' orientation and new learners' welcome party (Grades R – 7): Monday 11 January 2027 at 9:00 a.m. in the primary school hall.

High School new parents' orientation (Grades 8 – 12): Friday 8 January 2027 at 12:00 noon in the high school hall.

For the first term, new and existing boarders report to the hostel on Sunday 10 January (12 noon – 5 p.m.). For second, third and fourth term boarders must report to the hostel the day before school starts between 2 p.m. – 5 p.m. Boarders who are late will not be admitted and will have to be brought back the next day. If a boarder is late three or more times, he/she will be called for a disciplinary enquiry.

Boarders must be collected between 2 p.m. – 5 p.m. 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. Breach of contract will be accepted and the boarder will be suspended if parents/guardians attempt to persuade hostel or school staff to release the boarder before 2 p.m.

A supervision fee of R200 per hour, or part thereof, will be charged to the parent's account of boarders who are collected after 5 p.m. No accommodation will be offered during the holidays, unless the boarder is required to attend extra classes/study.

Please note that boarders may not be brought to the hostel or collected after 5 p.m. in the afternoon or before 6 a.m. in the morning, unless an application has been made to the Director and approved in writing.

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. In particular, parents/guardians who have paid the Bi-annual or Annual fee will need to monitor the account for additional monthly expenses and pay them at the end of the month in which they are invoiced.

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.

The hostel fee structure is as follows:

***Application fee**	**R750**
sibling (i.e. brother or sister)	R675
Monthly x 11 (Grades 8-11)	**R6 040**
Sibling Monthly and **Grade 6 & 7**	R5 430
Monthly x 10 (Grade 12)	**R6 690**
Sibling monthly	R6 020
Bi-annual (due by 11 Jan and 1 June)	**R32 140**
Sibling Bi-annual and **Grade 6 & 7**	R28 930
Annual (January)	**R62 950**
Sibling Annual and **Grade 6 & 7**	R56 650

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

*Boarders will be charged R750.00 as a non-refundable booking fee to secure a place in the hostel for the following year. It is payable with the November fees and will be deducted from the first month's fee payment when the boarder returns to the hostel the following year. The booking fee is not refundable if the boarder does not return the following year.

The sibling rate is applied to the fees of the older sibling, upon application to the Director. Children of past Matriculants of Tlhokomelo Residence also qualify for the sibling rate, upon application to the Director. It is the parent's/guardian's responsibility to apply for the sibling rate. The sibling rate is not applied automatically by the hostel. The sibling rate is granted at the sole discretion of the Director and may be withdrawn at any time without notice.

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.

PLEASE NOTE THAT THE APPLICATION FEE IS NOT REFUNDABLE.

STUDY PERMITS FOR CORNERSTONE COLLEGE VALID FOR THE WHOLE YEAR ARE ESSENTIAL FOR FOREIGN BOARDERS, BEFORE ARRIVAL.

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

Admission Procedure:

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. If the application is made by a legal guardian, a certified copy of the court appointment must be included with the contract.

The term "parent" in this document means a biological parent (as recorded on the child's birth certificate), or a person who has legally adopted the child and has a court order to that effect. Step-parents are not legal guardians, unless they have legally adopted the child and have a court order to that effect.

The terms "legal guardian" or "guardian" in this document mean a court-appointed legal guardian who has the authority to enter into a contract on behalf of the child. The hostel can only enter into a contract with a biological parent, court-appointed legal guardian or a parent who has legally adopted the child. A certified copy of the court order must be attached to the contract. Alternatively, a copy of the original can be made by the school.

The hostel only accepts a court-appointed legal guardian as a 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 a legal guardian/s. The word "guardian" in this document means a court-appointed legal guardian only and does not refer to any other relative or associate.

A foster parent is not a legal guardian and is not authorised to sign the contract with the hostel, unless specified by a court order. Foster parents wishing to register a child at the hostel must first ask for an appointment to discuss who is authorised to sign the contract.

If the contract is not signed by a biological parent or court-appointed legal guardian, it is null and void and the child is not registered with the hostel, irrespective of how long he/she has been accommodated in the hostel.

The parent/guardian is required to let the school and hostel know if the learner/boarder was previously at Cornerstone College or Tlhokomelo Residence, or has previously been excluded from Cornerstone/ Tlhokomelo, or another school/hostel.

On application for registration, the following are required:

1. A fully completed original application form with names, phone numbers and e-mail addresses written clearly and legibly in block letters (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. Please note that refunds take five school days to be processed.

   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.
2. The application fee. The application fee covers administrative expenses and is non-refundable.
3. Two original contracts with Tlhokomelo Residence, properly signed and initialled on each page by the parent/legal guardian and a witness in black ink. The parent's/guardian's copy is handed out at the first parent's meeting of the year. Alternatively, the parent/guardian must please contact the school office to arrange to collect it. In brief, this **1 YEAR CONTRACT:**

   a) 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.

   b) 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 three months' notice if the child is withdrawn for any reason or if the contract is terminated according to clauses 9.1 or 9.3 of the contract.

   c) Forbids any negative political activity; cyber-bullying; cyber-crimes, drug, alcohol or sexual abuse; and criminal and violent behaviour, and

   d) 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.

   e) Allows for notice to be given for an earlier termination by either party.
4. The parent's/legal guardian's original identity document (or passport and residence visa/permit, or asylum seeker/refugee visa in the case of foreign nationals). If either or both parents are deceased, the relevant death certificate/s are needed. In the case of a legal guardian, the relevant court order granting guardianship or custody will be required. The hostel will make a copy and return the original on the day of application. The copy remains the hostel's property and is not returned to the parent/guardian.
5. The boarder's original unabridged birth certificate with the names of the biological parents (or foreign issued birth certificate in the case of a foreign national), identity document (or passport or asylum seeker/refugee visa in the case of a foreign national) and immunisation certificate (if available). The hostel will make copies and return the originals on the day of application. The copies remain the hostel's property and are not returned to the parent/guardian.
6. A copy of the boarder's medical aid card/membership. All boarders must have medical aid which is valid in South Africa.
7. Residence permit/study permit if the boarder is not an SA citizen. **South African law demands that foreign learners submit up-to-date study permits BEFORE schooling commences. Study 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 study permit valid for the whole year. 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.

8. School fees and all amounts owing to the previous school/hostel must be settled before application. Any amounts owing to Cornerstone College or Tlhokomelo Residence must also be settled before a new application will be considered.
9. Disclosure of pertinent information on the application form. Any dietary requirements or physical, mental or psychological health conditions, allergies or substance abuse must be recorded on the application form, together with the details of regular or emergency medication that is necessary.

   It is also necessary to inform the registrar if the applicant has any behavioural issues (such as bed wetting or sleepwalking) or has been diagnosed with any educational conditions or special needs. The registrar must also be informed if the applicant was either absent for extended periods, has previously run away from a school or hostel, was previously excluded from a school or hostel (including Cornerstone or Tlhokomelo), or if any fees or expenses are still owed to a previous school or hostel (including Cornerstone or Tlhokomelo).

   Any religious or cultural requirements must be disclosed and application must be made for a concession upon application. For example, a concession for exemption from hostel/school activities on a Saturday or a request to be released early on a Friday must be made upon application. The hostel/school Director will decide if the concession can be accommodated in his/her sole discretion. This decision will be communicated in writing before the application is finalised.

   Failure to disclose any of the above information, or failure to apply for a concession at the time of application, will render the registration null and void.
10. <u>Attendance of the Orientation presentation by the parent/guardian and boarder</u>. Attendance of the Orientation presentation is a requirement for registration. The boarder is not registered until the presentation has been attended.

Please note that submission of the above documentation does not mean that the application has been accepted or finalised. 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 on or by the closing date stipulated by the Director each year, together with the booking fee. 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:

1. The application fee has not been paid.
2. The parent/legal guardian has not attended the orientation presentation.
3. 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.
4. There is an unpaid debt at the previous hostel or school.
5. The applicant was previously excluded from Cornerstone College or Tlhokomelo Residence, or was notified that the school or hostel would not enter into future contracts for the applicant.
6. Any of the documents listed above have not been submitted to the hostel or are not accepted by the Director.
7. The documentation is found to be incomplete, incorrect, inadequate or misleading in any way.
8. The boarder insists that he/she does not want to be at the hostel/school, or refuses to attend classes or enter the hostel/school
9. The parent/guardian or their associate has been abusive towards the hostel/school staff, has refused to cooperate with any hostel/school policy or procedure, or has committed any other breach of contract

before the contract has been signed by the hostel. The hostel reserves the right not to sign the contract under such circumstances, at the sole discretion of the Director

10. A study permit, asylum seeker certificate or refugee visa valid for the whole year, or permanent residence document, has not been submitted to the hostel if the applicant is not a South African citizen
11. 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 parent or a court-appointed legal guardian.

The Principal may allow a boarder to attend classes temporarily 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.

Boarders arriving or registering up to 10 school days after the first day of the school year will be charged the full fee instalment for January.

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, referral to a special needs school, referral for medical or psychological treatment, behavioural issues, running away from a school or hostel, previous enrolment at Cornerstone College or Tlhokomelo Residence or an expulsion/exclusion from Cornerstone/Tlhokomelo or any other school/hostel. Details of any medication or treatment required must also be disclosed on the application form. The parent/guardian is also required to notify the hostel if the boarder is married or is pregnant.

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, alternatively the parent can apply for the learner to carry the medication with himself/herself.

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.

Boarders do not pay extra for laundry services, but are required to bring toilet rolls, laundry stain remover, laundry detergent and softener at the beginning of each term, as specified in the kit list (Chapter 24). Please note that these items remain the property of the hostel and are not returned if the boarder leaves the hostel at any time or for any reason whatsoever.

A non-refundable R750 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.

If the parent/guardian wishes to withdraw the boarder from the hostel, three months' notice must be given in writing and the notice payment is due up front. A verbal notice of withdrawal is valid and binding, unless the Director at his/her sole discretion decides otherwise.

The date that the withdrawal is received by the hostel/school is taken as the effective date of withdrawal, unless a different date is specified by the parent/guardian. Verbal withdrawals and withdrawals without reference to a date of withdrawal will be effective immediately from the date they are received by the hostel/school.

If the boarder is withdrawn with immediate effect, a three months' notice payment together with any outstanding fees and expenses is due immediately under all circumstances and the school's textbooks will be collected from the boarder right away.

If the parent/guardian would like the boarder to remain in the hostel for the three-month notice period (or part thereof), application must be made in writing to the Director. The application may or may not be granted, depending on circumstances such as the parent/guardian's conduct towards the hostel, at the sole discretion of the Director.

If a stay-in notice of three months or more is agreed, then hostel fees can be paid at the usual times during the notice period. If the stay-in notice period is less than three months, a pro-rata notice payment must be paid up-front. If the learner is absent without notice or communication with the school during the stay-in notice, the school will accept that the learner has left prematurely and the three-month notice, together with any other expenses, will be charged to the account immediately without further notice.

Upon withdrawal, any property belonging to the hostel must be returned immediately so that the amount owing (including any damages) can be finalised. The transfer letter and report will only be released by the school once the hostel account (including notice, fees and expenses) is settled, or an acknowledgement of debt with a payment schedule has been signed with the hostel's attorneys.

In the event that the parent/guardian withdraws the boarder without giving notice, or does not make a payment in lieu of notice, the account will be handed over to the hostel's debt collection attorneys immediately without further notice. The hostel shall be entitled to claim damages from the parent/guardian, even if such damages exceed the three months' hostel fee notice. The transfer letter and report will only be released by the school once the hostel account (including notice, fees and expenses) is settled, or an acknowledgement of debt with a payment schedule has been signed with the hostel's attorneys.

Once the boarder has been withdrawn, references, testimonials or any documentation requested by another school or hostel will be completed at the Director's discretion and sent directly to the receiving school or hostel. The hostel is under no obligation to complete any documentation, references or testimonials. The hostel will only consider such requests upon written application, when written notice has been received and the account (including notice) 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 that of a new application, as documented above. The hostel is not obliged under any circumstances to accept the re-application. If the re-application is accepted, an administration fee of R200 will be charged to the account.

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. Approved representatives must attend the orientation presentation.

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. If the parents/guardians use an e-hailing service (like Uber or Bolt) from time to time, this should also be noted 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 by the third day of the month, the boarder will be sent home until the account is settled in full. An admin fee of R300 is charged to the boarder's account every time the account is settled after the third of the month.

If the fees and expenses are not paid within five school days of the due date, the boarder will be de-registered and the three 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.

A R200 maintenance fee is payable at the beginning of the year (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 boarder/learner on the school or hostel premises until he/she is in possession of a study permit valid for the whole year. 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 5 p.m. 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

1. No boy will be allowed on the girls' premises and vice versa.
2. 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.
3. Boarders must stick strictly to the hostel timetable and be on time for all activities.
4. 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.
5. 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.
6. Boarders must report all emergencies or matters of concern to the school office, hostel office or a staff member immediately. They may not contact their parent/guardian without first reporting the matter to the school or hostel office.
7. 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 may not bring devices of any kind to mealtimes, or use a device at mealtimes. For safety reasons, boarders are not allowed to fill containers with hot water from the urns.
8. Boarders must be fully and neatly dressed at all times. Boarders may not be partially dressed in school uniform.
9. 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 exclusion level disciplinary enquiry.
10. Boarders will be expected to do light orderly duties on a rota system.
11. No boarder may enter the hostel office or the kitchen.
12. No boarder may enter other school areas (e.g. classrooms) without permission after official school hours.
13. No entrance into the opposite gender's dormitories/bathrooms is permitted.
14. No loitering outside the hostel/school premises or businesses in the Silverton area is permitted.
15. **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.**
16. **Boarders may not take photographs, videos or audio recordings 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, or of staff or other boarders/learners, 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, videos, or audio recordings at a school or hostel function/event, or of staff or other boarders/learners. Photographs, videos or audio recordings may only be taken if the Principal gives permission in writing, and then only under the conditions specified by the Principal.

17. All hostel and school property must be treated with the utmost care.
18. Lockers must be kept locked at all times with the lock provided by the hostel. Lockers may not be used to store items belonging to other boarders or school learners.
19. No swearing or derogatory, prejudiced or racist language is allowed.
20. No running indoors is allowed.
21. 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.
22. The entire hostel/school property is a no smoking zone. No smoking or e-smoking whatsoever is permitted anywhere on the hostel/school premises or at hostel/school events of any kind at other venues. Boarders are not permitted to smoke on hostel/school premises, or in school uniform, or at hostel/school-related occasions.
23. No littering is allowed.
24. **The hostel/school is a weapon free zone. No dangerous objects, tazers, pepper spray, lasers, toys or weapons may be brought to the hostel/school.** ***There is zero tolerance for any such conduct and anyone found with a weapon of any kind will be suspended immediately and called for an exclusion level disciplinary enquiry****.*
25. Boarders will be permitted to visit the local shops on a Saturday between 2:00 p.m. and 3:30 p.m. in the afternoon. Boarders wishing to visit the shops must apply for the exeat by putting their name on the list at the hostel office. They must state where they want to go and why. This must be done by 4:00 p.m. of the preceding Friday. The hostel staff will decide if the visit is approved, or not.

    Those who have been approved for the exeat will be allocated to a group of 10 boarders with two hostel leaders. They must wear full school uniform for the exeat. They must sign out and stay with the group for the exeat, they may not leave the group for safety reasons. They must sign in again when they return to the hostel.

    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 take their take their cell phone or other devices with themselves on exeats to the local shops. It is not safe for these devices to be visible or used while in the local shopping area.

    Matric boarders who are required to attend extra study on the Friday afternoon or Saturday may apply for an exeat on the Sunday afternoon. These exeats will also take place between 2:00 p.m. and 3:30 p.m. All other procedures for the exeat are the same as those above and application must also be made by 4:00 p.m. of the preceding Friday.
26. Boarders may not go near staff members' cars.
27. No boarder with a negative disciplinary record may go on hostel/school outings or claim any privileges.
28. Boarders may be excluded 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 unauthorised drugs or alcohol, use or possession of unauthorised drugs or alcohol or substances or weapons/tazers/pepper spray, lasers, 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:

1. Be punctual, well prepared and professional in their supervision.
2. Manage boarder performance effectively and motivate boarders to achieve realistic and meaningful personal goals.
3. Administer discipline correctively (where appropriate) and according to the Tlhokomelo Residence disciplinary code.
4. Set a positive example for the boarders to follow.
5. 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 are bound by contract and have the responsibility under all circumstances to:

1. Actively support the efforts of the Hostel and its staff to teach and guide their children.
2. 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 8:15 a.m. on each day of absence, especially if the boarder does not return after a weekend or holiday.
3. Adhere to the terms of the contract and the policies and procedures of the hostel at all times. Any queries should be directed to the Hostel Manager, Director or Client Liaison Officer. A lack of cooperation with the terms of the contract, or a lack of support for the hostel's policies and procedures, may result in the hostel deciding not to enter into further contracts in future years.
4. Provide a home environment which supports and enhances the boarder's education. The boarder's diary must be signed every day to confirm that homework has been done and all communications noted and acted upon. Boarders' diaries are signed by the appropriate Hostel Staff member and must be read by the parent/guardian whenever the boarder is at home

   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 the hostel remain responsible for ensuring that they receive all communications from their child and that they are aware of what is written in the diary.

   Parents' meetings are held at the beginning of each term. This is a wonderful opportunity to meet your child's teachers and to look at your child's schoolwork. Reports are usually handed out at the second, third and fourth term meetings. This provides an ideal opportunity to discuss any concerns with your child's teacher. Parents and guardians should make every effort to attend these meetings as they form a vital part of the effort to educate your child.
5. **Verify information received from the boarder before responding.** Boarders will often give a false or distorted report of an incident at the hostel, especially if they have been given disciplinary consequences. They will blame the staff member, hostel or others, usually to protect themselves. They also contact the parent during school hours with an imagined emergency.

   In all such cases the parent/guardian must contact the hostel and ask what happened. Always report what the boarder said, without assuming it is true. The hostel will investigate and follow up with the parent/guardian. The parent/guardian must not go to the school or hostel without contacting the school first, as described above.

   If the parent/guardian makes unfounded judgements and accusations or attacks the hostel in any way whatsoever, it will cause significant damage to the relationship with the hostel. In such cases the hostel may declare a breach of contract and/or take legal action and/or choose not to enter into further contracts in future years. There will also be disciplinary consequences for the boarder if they are found to have given false or misleading information to a parent/guardian.

   If the parent/guardian wishes to restore the relationship with the hostel, a written apology and retraction will be required, together with a commitment to keep to the contract and the hostel's procedures. This does not guarantee that the relationship will be restored, but it is the minimum requirement for the hostel to determine the conditions for the future of the relationship. The hostel reserves the right to require that the apology and commitment be made as a sworn affidavit with the SAPS.
6. Support the implementation of the disciplinary structures and procedures of the hostel. Queries regarding disciplinary action must be directed to the Principal in writing. Parents/guardians may not instruct boarders to refuse to cooperate with the disciplinary process. Interference with the disciplinary process is a breach of contract and will damage the relationship between the parent/guardian and the hostel.

7. **Treat all staff at all times with dignity, courtesy, respect, and patience**. Parents/guardians or associates who act discourteously, argumentatively, aggressively, threateningly or make prejudicial allegations of any kind are acting abusively and are damaging the relationship with the hostel. Any personal attacks on staff or abuse of staff members in any way whatsoever will result in the immediate declaration of breach of contract. The parent/guardian/associate involved may be excluded from entering the school and hostel's premises or communicating with staff members.

   The hostel may also choose not to enter into further contracts in future years. The hostel reserves all its rights in such cases and may pursue legal options to protect the school and hostel or staff, with an application for an order for costs.

   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.

   If the parent/guardian wishes to restore the relationship with the hostel, a written apology and retraction will be required, together with a commitment to keep to the contract and the hostel's procedures. This does not guarantee that the relationship will be restored, but it is the minimum requirement for the hostel to determine the conditions for the future of the relationship. The hostel reserves the right to require that the apology and commitment be made as a sworn affidavit with the SAPS.

8. Dissatisfaction of any kind must be addressed by following the grievance procedure in this brochure (Chapter 25.2). Deviating from this procedure, complaining on social media, complaining to any third party or spreading discontent will be deemed a breach of contract and the hostel may choose not to enter into further contracts in future years.

   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.

9. 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.

10. 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. All e-mails to the hostel/school must please include the boarder's name, Grade and admin number.

11. 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.

12. 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. Boarders may not have medication of any kind (including eye drops, vitamins or supplements) in their possession while on the hostel or school premises. The boarder is, however, permitted to carry emergency medication, such as an asthma pump or EpiPen

with him/her, provided that the parent/guardian has applied for permission from the Director and it has been granted in writing. The application must include a copy of the relevant prescription, or a doctor's letter.

The hostel must also be notified of behavioural issues, such as bed wetting or sleep walking, so that appropriate arrangements may be made. Parents/guardians must provide any extra bedding, clothing or medication that may be required.

The parent/guardian must collect the boarder immediately upon request if the boarder is unwell, or needs to go to a doctor, clinic or hospital. In emergencies, the parent/guardian agrees to meet the hostel staff at the hospital immediately upon request and to take responsibility for paying all costs and giving permission for all tests or procedures that may be necessary.

13. Immediately notify the hostel of any change to the child's health or any threats/attempts at suicide, self-harm or running away. The hostel cannot and does not take responsibility for any consequences arising from such thoughts or conduct. It remains the parent/guardian's responsibility to inform the hostel and to do everything necessary to arrange the best available treatment for the child under these circumstances.

    The child will be returned to the care of the parent/guardian in all cases of threatened/attempted suicide, self-harm, mental health crisis, psychotic breakdown, running away or 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. Consultation with any other kind of service provider, such as a medical doctor, educational psychologist counselling psychologist, nurse, clinic, pharmacy, social worker or other health professional, will not be accepted by the hostel. The parent/guardian is responsible for communicating the requirements described here and for writing and providing any information required by the psychologist.

    The parent/guardian must give the psychologist written permission to issue a report to the school and hostel and must take responsibility for paying all the costs and making sure that the hostel gets the report promptly. Reports from medical doctors, educational psychologists, counselling psychologists, doctors, nurses, clinics, pharmacies, social workers or other health professionals will not be accepted.

    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 report must specify if the child is emotionally stable enough to take responsibility for their own safety and if further therapy is required. It must also include guidance for dealing with the child upon his/her return to the hostel.

    The parent/guardian is required to take full responsibility for the above process and to make sure that it progresses quickly. Delays in the hostel receiving a report of longer than two weeks from the date that the boarder was sent home will result in de-registration of the boarder, unless the parent/guardian applies to the Director in writing for an extension and it is granted.

    Once a report is received that complies with the above requirements, a meeting will be convened with the parent/guardian to determine the way forwards. If the meeting is successful and the hostel and parents/guardians agree on the way forwards, the boarder will be considered for re-admission to the hostel. The final decision regarding the return of the boarder to the hostel rests solely with the Director.

    The parent/guardian remains responsible for making sure that the boarder catches up on the schoolwork that was missed and receives all the treatment or therapy recommended by the psychologist. The parent/guardian must also continue to inform the hostel on a monthly basis of the treatment/therapy that the boarder receives and for his/her progress towards full recovery.

    In repeated cases of threats/attempts at suicide, self-harm, mental health crisis, psychotic breakdown or running away, the boarder will be returned to the parent/guardians' care permanently and will be de-registered from the hostel.

14. 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.

15. 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 e-mailed to the office during school office hours for bank deposits or

transfers. The e-mail must include the boarder's name, Grade and admin number. A R300 admin fee is charged to the boarder's account if fees and expenses were paid after the 3rd of the month.

The proof of payment must be in the possession of the school or hostel staff and the payment must reflect in the school's bank account for it 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 e-mail has been received and that the boarder's admin number and name were communicated clearly. 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.

Breach of contract will be accepted by the hostel if fees and expenses are paid late, or if promises are not honoured, or if parents/guardians are uncooperative, argumentative, abusive, dishonest, make threats or commit fraud. In such cases the hostel has the right to demand that the balance of fees owing for the remainder of the year are due and payable immediately. The hostel may also require the annual fee to be paid up front in future years.

16. Ensure that boarders are not absent and arrive on time for hostel/school and hostel/school commitments. The parent/guardian is legally responsible for putting the child in a school and making sure that they are at the school during the period of compulsory education. The parent/ guardian takes full responsibility for the educational consequences of school time and tests/exams missed due to absenteeism.

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 a formal detention for late arrival (two if it is after a long weekend/exeat or holiday) that is not approved by the Director. More formal detentions may be given depending on circumstances, at the Principal's sole discretion. If the boarder is late three or more times, he/she will be called for a disciplinary enquiry.

17. Ensure that boarders arrive at Hostel punctually and that absenteeism is avoided. Unavoidable absenteeism must be reported by telephone before 8:15 a.m. on each day of absence under all circumstances, or two formal detentions will be given to the boarder. More formal detentions may be given depending on circumstances, at the Principal's sole discretion.

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. Letters must be written in person by the parent/guardian. Letters enhanced or processed by AI or written by a third party will not be accepted.

A doctor's letter is compulsory if the boarder is absent for two or more days, or one day if before or after a weekend or holiday. A boarder may not return to the hostel/school before the date specified on the doctor's letter.

The only doctor's letter that will be accepted by the hostel is one written by the doctor himself or herself, from an in-person consultation. The doctor must be a medical doctor registered with the HPCSA. The hostel will not accept a doctor's letter if it is from an on-line or virtual doctor, or the product of an on-line or virtual consultation of any kind.

The hostel will also not accept doctor's letters that are dated after the first day of absence, are illegible, or from a doctor that is the boarder's parent/guardian or immediate relative. Letters from nurses, pharmacies, clinics or any other kind of medical service will also not be accepted.

A doctor's letter is required for absenteeism from Friday afternoon or Saturday compulsory study, or on a day when a test, exam or assessment was written.

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. If a girl has any concerns or needs while

menstruating, she must report to the hostel office where she will be assisted by a female staff member. If there is an urgent need during study time, she must ask the staff member for permission to leave the hall to go to the bathroom. Permission to leave the hall in order to go to the bathroom will not be unreasonably withheld.

Absence or late arrival due to a lack of resources such as electricity or water will not be accepted. Unnecessary absence or late arrival will also not be accepted for any delays due to domestic or transport circumstances (including strike action). In all such cases, the boarder will be given a Formal detention for late arrival (two if it is after a long weekend/exeat or holiday), unless the late arrival was approved by the Principal. More formal detentions may be given depending on circumstances, at the Principal's sole discretion.

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

18. **Boarders must be present at all times during school hours during the week as required by law, unless they are absent with the written permission of the Director**. The parent/guardian must make application for absence as described below, it is not acceptable to simply inform the hostel that the boarder will be absent

All appointments or commitments of any kind (e.g. doctor, dentist, orthodontist, medical tests or check-ups, scheduled surgery, drivers' licences, interviews, applications, tests or interviews at other schools, competitions, shows, conferences, seminars, initiation school, circumcision, events, ceremonies, collection of documents, 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, weddings, church or community events, graduations, interviews, appointments, tests, travelling, special days, family ceremonies, family holidays, etc.). Absence will especially not be granted for tests or interviews at other schools during school hours as this means that valuable class time and important assessments are missed.

Boarders will not be released from hostel/school (including sport, extra-murals, detention, extra lessons/study, Friday afternoon or Saturday compulsory study, activities, functions, camps or events) during the week or weekend under any circumstances unless the Hostel has received a written application for absence with documentary proof at least 3 school days before the event. The boarder may not be absent unless the request has been approved by the Director in writing, as described in Chapter 5.10, paragraph 11, under Hostel Rules (Additional comments) in this brochure.

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. An application for absence must be for a very good reason and must be properly motivated with supporting documentation.

The Director is responsible for ensuring a valid reason for absence and will not consider the application if the reason is vague, or details of the event are not given. The Director reserves the right not to grant the absenteeism if the parent/guardian refuses to give details of the event.

Applications for personal matters must be accompanied by a letter from a doctor or psychologist certifying that the absence is necessary. The hostel reserves the right to verify the validity of supporting documentation under all circumstances.

. Absence for funerals will only be considered for immediate family members (parent, sibling or grandparent) 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 application/request does not mean the boarder may be absent. The application **must be approved by the Director in writing** before the boarder is allowed to be absent.

The hostel office is not responsible for reporting absenteeism to the school. 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.

Absenteeism is not allowed unless agreed by the Director in writing. Unauthorised absenteeism is an excludable offence. 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. Parents/guardians are obliged by law to ensure that the learner is at school. Unauthorised absenteeism from school is illegal and the parent/guardian will be reported to the relevant authorities for further action if the learner is absent without the Director's permission in all such cases.

Unauthorised absenteeism will also be regarded as a breach of contract and notice may be given on the contract, or the hostel may choose not to enter into further contracts in future years.

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. An admin fee of R300 will be charged to the boarder's account every time fees and expenses are paid after the third of the month.

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.

Parent/guardian assisted truancy, i.e. intentionally keeping the child out of school without the written permission of the Principal, is illegal and will not be tolerated. The school will call the learner for a disciplinary enquiry and will report the parent/guardian to the relevant authorities in all such cases. The school may also choose not to enter into a contract in future years.

19. 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.
20. Send an e-mail with a copy of their ID and the completed Weekend Exeat Application Form attached. This must be received at the latest by the preceding Thursday at 16:00 to request removal of the boarder for the weekend. The e-mail must include the boarder's name, Grade and admin number. If the parent/guardian would like the boarder to be collected by an e-hailing service (like Uber or Bolt), this must please be noted on the form. 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 e-mail must be received the day before the weekend starts.
21. Ensure that the boarder receives NO VISITORS at the hostel or school. Parents/guardians will not be able to visit their child at the school/hostel or during school/hostel functions or activities. Items for delivery to a boarder must be dropped off at the school office during office hours with the boarder's name, grade and admin number 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.

    Parents/guardians who wish to collect the boarder's luggage, loose articles or documents from the hostel must please send a detailed request in writing addressed to the Director. The request must include the boarder's name, Grade and admin number. If the Director approves the request, the parent/guardian must make an appointment for a date and time when the items will be collected. Please note that items may not be collected after 5 p.m., unless a special arrangement has been made and approved by the Director.
22. Encourage their children to participate fully in Hostel and extra-mural activities. Sport and recreational activities are arranged every weekend for the boarders who stay in.
23. 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 late collection fee of R1 000,00 per day will be charged to the account of boarders who are collected after 9:00 p.m. on the day the request is made. A further R1 000,00 will be charged to the account for every extra day that the boarder is not collected before 9:00 p.m.
24. 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.
25. 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. The hostel is not responsible for any items that are lost by the boarder.

26. 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. The parent/guardian may not insist on speaking to or meeting with the Principal, Director, or a particular staff member. The Director will decide who speaks to or meets with the parent/guardian. This is not determined by the parent/guardian.

    Parents/guardians who arrive at the school/hostel demanding to see the Director, Principal or Hostel Manager immediately without an appointment will not be accommodated. They will be required to put their concern and request for an appointment in writing. An appointment will then be scheduled when the relevant staff members are available. If a parent/guardian is unhappy about something or has a grievance, he/she must follow the Grievance Procedure found in Chapter 25.2 of this document.

    If there is an urgent matter or emergency, the parent/guardian must phone the school immediately so that proper arrangements can be made. Sit-in protests or any other kind of disruption to the school or hostel are a breach of contract and will be treated as such. Any parent/guardian/associate who causes a disruption to the normal functioning of the school or hostel will be handed over to the SAPS.

27. 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.

    If the parent/guardian would like to bring legal representation to a meeting, an application in writing with reasons must be made to the Director at least two school days before the meeting is scheduled to occur. The hostel may or may not agree to the application, at the sole discretion of the Director.

    Applications for legal representation at a meeting will only be considered for legal representatives who are attorneys or advocates registered with the Legal Practice Council of South Africa. If the Director agrees that legal representation for the meeting is appropriate, the hostel reserves the right to its own legal representation.

    If the Director agrees to legal representation, the meeting will have to be re-scheduled to accommodate all the parties involved. The parent/guardian must still attend the meeting if legal representation is agreed upon. If the Director determines that legal representation is not necessary or appropriate, the meeting will still be held and the parent/guardian is required to attend it.

28. 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 boarder 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 will 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.

    By signing the contract, parents/guardians agree to make themselves available in person to attend meetings/enquiries at the hostel upon request. 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, or the hostel may choose not to enter into further contracts in future years.

    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 R300/hr or part thereof. Any kind of appointment held after hours to accommodate parents/guardians will be at their expense and will be charged to their account at R300/hr.

    If a mother needs to breastfeed her baby while at the school, she must first make the necessary arrangements with the Principal.

    The parent/s or guardian/s and boarder (if applicable) attending the meeting are required to cooperate fully with the chairperson of the meeting. The chairperson of the meeting has the right to suspend or postpone the meeting if the parent/guardian or boarder do not cooperate, or if they make the meeting ungovernable.

The meeting will only be re-scheduled when the parent/guardian and the boarder (if applicable) agree to cooperate fully with the chairperson and the hostel's procedures. If requested, the parent/guardian will be required to sign an affidavit with the SAPS in which he/she undertakes to cooperate fully with the Chairperson of the meeting and to comply completely with the hostel's code of conduct, before the meeting can be re-scheduled.

The chairperson may ask the parent/guardian or boarder to leave the meeting if they refuse to cooperate. Alternatively, the boarder may be suspended from the hostel or called for a Disciplinary Enquiry. The hostel will accept breach of contract if a parent/guardian does not cooperate with the chairperson, disrupts proceedings, or makes a meeting ungovernable.

29. 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 grandparent). 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.
30. 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.

31. Request a translator 24 hours before an interview/disciplinary enquiry, if language interpretation is essential.
32. Cooperate fully with the hostel and school's security staff and security and parking arrangements.
33. 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 Services 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.
34. Refrain from smoking or e-smoking anywhere on the hostel/school premises or at hostel/school events of any kind. Smoking and e-smoking are not permitted anywhere on the school/hostel premises or at hostel/school events.
35. 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, offensive, 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. The hostel does not accept WhatsApp or sms messages, or images of these messages, as written communication. The hostel accepts only e-mails or letters written on paper as written communication. Letters must be written in person by the parent/guardian. Letters enhanced or processed by AI or written by a third party will not be accepted.

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:

1. Uphold the good name and reputation of the hostel and associated institutions at all times.
2. Comply with the instructions and the general policies, rules and code of conduct of the Hostel.
3. Behave responsibly and not endanger the safety and welfare of others or themselves.
4. Refrain from contacting their parent/guardian during school hours.
5. Refer all matters of concern immediately to the school office, hostel office or a staff member. The school office or hostel office will attend to the matter and contact the parent/guardian if necessary.
6. Respect and care for the property of the Hostel and others.
7. Maintain sound relationships with Hostel staff, School staff and others, be courteous and respect the dignity and self-worth of others.
8. Be punctual and observe the timekeeping practices of the School and Hostel.
9. Be at school every day and avoid unauthorised absenteeism.
10. Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn, and complete assignments.
11. Behave honestly and conduct themselves with integrity.
12. Accept penalties and discipline taken against them as being necessary and corrective.
13. Refrain from collecting money without authorisation or for personal gain.
14. 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. This guideline and Disciplinary Code of Conduct given in Chapter 5.8 of this brochure 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 of relevance. The maximum penalty may be applied, 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 exclusion 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. Essay tasks may be given in place of the informal or formal detentions, as described below. Queries regarding disciplinary action must please be directed to the Principal in writing.

Disciplinary interventions are managed by the Principal and hostel/school staff. Parents/guardians are not involved in these interactions, unless specifically requested by the Principal.

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:

1. Reprimand.
2. Verbal or written warning.
3. An informal detention, consisting of a one-page essay to be written by the boarder on a corrective topic. Detentions not completed, or an accumulation of detentions, may require the boarder to complete their exercises over the weekend and forfeit their exeat.
4. Extra homework or written classwork
5. Community service.
6. Gating.
7. Counselling.
8. Fines.
9. Communication with parents/guardians

5.5.2 Formal Action

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

<u>Formal action may take the form of</u>:

1. A verbal or written warning.
2. Gating, community service, the writing of an essay, formal detention or time punishment. Formal detentions consist of the writing of a two-page essay on a corrective topic.
3. Parental contact and an interview with parents/guardians.
4. A disciplinary enquiry.
5. Suspension pending a disciplinary enquiry.
6. Suspension from classes or Hostel for a period.
7. Exclusion.

The boarder is responsible for catching up on any schoolwork 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.

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 office. Non-return of the signed detention letter will result in the accumulation of further detentions. Failure by the boarder to complete a formal detention will result in additional formal detentions, or a Saturday morning detention for 1½ hours.

Format of the formal detention

1. The formal detention is an exercise consisting of the writing of a two-page essay on a corrective topic, to be done by the boarder in their own time. If the task is not completed by the due date, or is not completed properly, further detentions will be given. The essay may not be written during hostel study time, unless the boarder has completed all his/her homework and it has been signed off by the staff member on duty.
2. Detentions not completed by the due date, or an accumulation of detentions, may require the boarder to complete the work over the weekend and forfeit the weekend exeat.

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 detentions he or she may be called for an exclusion-level disciplinary enquiry.

5.5.4 Disciplinary Enquiry

When a serious infringement occurs, or in the case of repeated lesser infringements and formal disciplinary interventions not having the 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. The parents/guardians are expected to support the hostel in correcting the boarder's conduct and ensuring that this disciplinary intervention is successful in building the boarder's character.

Please note:

a) 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 parents/guardians will be phoned to notify them of the disciplinary enquiry. A letter will follow in due course either on the same day, or within a few days, depending on circumstances.

b) 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. If the boarder is suspended from the classroom by the school and is given further detentions for misconduct, or is uncooperative or disruptive in the study room, he/she will be suspended from the school.

c) 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, or for any other reason.

   If the holding of an enquiry is obstructed or delayed by more than 10 school days beyond the date it was first called, the Principal will appoint a guardian for the boarder and the enquiry will be held without further delay and without the parent/guardian's involvement. If the boarder is not available or refuses to attend the enquiry, it will be held in absentia without delay.

   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 boarder 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 <u>NO</u> 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 <u>possibility</u> of serious disciplinary action being taken should the boarder be found guilty of the

allegations made against him or her. The boarder is expected to act with honesty and integrity during the enquiry and to take responsibility for his/her actions, so that he/she can grow and learn from his/her mistakes. Dishonesty, avoidance, making shallow excuses and not taking responsibility for misconduct will result in further disciplinary interventions for the boarder.

e) Legal representation at a disciplinary enquiry is NOT generally permitted, especially if the enquiry is for an accumulation of detentions and is not an exclusion level enquiry. 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. Applications will only be considered for legal representatives who are attorneys or advocates registered with the Legal Practice Council of South Africa.

   In such cases the hostel reserves the right to its own professional representation. The parent/guardian must still attend the enquiry if legal representation is agreed. Legal representation cannot be used as a substitute for the parent/guardian's attendance of the enquiry. The disciplinary enquiry will be re-scheduled to accommodate the parties involved if necessary.

   If the parent/guardian attending the enquiry is a legal professional, the school reserves the right to be represented by an attorney or advocate in the enquiry.

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) The disciplinary enquiry will be minuted by the minute secretary. The minute secretary will ensure that the proceedings are recorded by an audio recorder. The minutes are a summary of the proceedings for the convenience of the participants, they are not the record of the enquiry.

   The audio recording is the sole formal record of the proceedings. No other summaries or recordings will be accepted by the school as a record of the enquiry.

p) 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 parent/guardian/boarder is not entitled to request or demand particular staff members to conduct the enquiry. They are appointed at the sole discretion of the Director.

   The disciplinary enquiry chairperson will be responsible for leading and managing the disciplinary enquiry process, and making the critical decisions as to:

   1) the guilt or innocence of the boarder relative to the allegations made, with due consideration of the evidence presented.
   2) the appropriate penalty or action to be taken, after due consideration of mitigating and aggravating factors.
   3) 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.

   The enquiry will only be re-scheduled when the parent/guardian and the boarder agree to cooperate fully with the Chairperson and the hostel's procedures. If requested, the parent/guardian will be required to sign an affidavit with the SAPS in which he/she undertakes to cooperate fully with the Chairperson of the enquiry and to comply completely with the hostel's code of conduct, before the enquiry can be re-scheduled.

   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:

   a) must properly understand the allegations made.

   b) 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.

   c) must be given the opportunity to cross-examine any witnesses called by the Hostel.

   d) 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.

   e) must be treated with dignity and respect throughout the disciplinary enquiry.

   f) are to be assured of the greatest confidentiality possible.

   g) must be given the Findings in respect of the verdict and sanction and the reasons therefor.

h) 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.

i) must sign the minutes after the disciplinary enquiry and collect their copy from the minutes secretary before leaving the premises.

j) 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 to the parent/legal guardian. 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.

k) have the right to submit an Appeal against any suspension or exclusion decision made by the Chairperson. An appeal may not be lodged for a suspended suspension or suspended exclusion 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 exclusion 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 R300 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 boarder stays at home until he/she attends a disciplinary enquiry, or until further notice.

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 late collection fee of R1 000,00 per day will be charged to the account of a boarder who is collected after 9:00 p.m. on the day the request is made. A further R1 000,00 will be charged to the account for every extra day that the boarder is not collected before 9:00 p.m.

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

1. Pending a disciplinary enquiry in which one or more of the allegations carry a maximum penalty of suspension or exclusion.
2. Pending a disciplinary enquiry for which the number of formal detentions exceeds contractual agreement.
3. The boarder is uncooperative or disruptive or is disturbing other boarders.
4. Repeated lack of cooperation with the hostel rules or terms of the contract.
5. The boarder is a potential threat to the staff, other boarders or learners, other persons, himself/herself or property.
6. The physical assault of a boarder, employee, or other person related to the hostel/school, with the intention to cause grievous bodily harm, or the imminent threat to commit such an act, while on hostel/school premises or during any hostel/school activity, or in any circumstance that could reasonably be connected to the hostel/school.

7. Any form of harassment, including sexual harassment of a boarder/learner, employee, or other person related to the hostel/school, including via electronic and social media.
8. Repeated offences related to bullying, or the imminent threat to commit such an act.
9. The illegal possession, sale or supplying of a drug or alcohol.
10. An exam irregularity relating to any assessment, test, exam or exam paper.
11. Fraud or forgery of any kind.
12. Theft, breaking and entering, or any other dishonest act to the prejudice of another person.
13. Possession of a dangerous object while on hostel/school premises, or during any hostel/school activity, or in any circumstance that could reasonably be connected to the hostel/school.
14. The possession or distribution of pornographic or undesirable material of any kind.
15. Engaging in sexual activity on hostel/school premises or committing an act of sexual assault, or the imminent threat to commit such an act.
16. Any serious act contemplated in Schedule 1 of the Criminal Procedure Act that prejudices the constitutional rights of boarders/learners, employees or other persons related to the hostel/school.
17. The safety, health or well-being of the boarder is under possible threat.
18. To protect the integrity of an investigation or to complete incident reports.
19. 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.
20. 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.
21. 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.
22. Fees and expenses are overdue according to contractual agreement.
23. 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 schoolwork 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 exclusion verdict. Appeals for a suspended suspension or suspended exclusion 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:

1. The disciplinary process was not properly followed.
2. The decision on guilt was not considered correct.
3. The decision regarding action to be taken was considered inappropriate.
4. Mitigating factors were not properly considered.
5. The disciplinary enquiry chairperson was considered biased or made a subjective decision and/or failed to consider or overlooked material evidence.
6. The boarder was not in a position to properly present his/her case.
7. 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.

The hostel will not entertain a second appeal or any further appeals once an appeal outcome has been communicated. Any further communication on the matter must be addressed by the parent/guardian's legal representative (an attorney or advocate registered with the Legal Practice Council of South Africa) in writing to the hostel's attorneys.

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 exclusion 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
a) Wilful disregard of instructions/duties/timetable.	Detention
b) Refusal to comply with disciplinary outcomes/ detentions/tasks.	Suspension/ Exclusion
c) Interference with an investigation or lack of cooperation.	Exclusion
d) Disrespect towards staff, elders, educators, parents/guardians and visitors.	Detention
e) Misbehaviour on public/private transport.	Suspension
f) Sleeping in study sessions or being disruptive. Writing, passing or receiving notes.	Detention
g) Hairstyle, dress or apparel which is not in accordance with School/Hostel standards.	Detention and correction
h) Behaviour in public or at events which brings the School/Hostel into disrepute.	Suspension
i) Performing or being involved in occult practices on campus, or at a school/hostel event.	Exclusion
j) 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
k) Improper use of tablet, laptop computer or other electronic device. Using laptop computer or device in dormitory.	Detention and handing it over to the hostel
l) Eating/drinking/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
m) Being in someone else's room. Trespassing or entering School/Hostel grounds/prohibited areas after hours or during holidays.	Exclusion
n) Leaving the room unnecessarily, walking around or visiting the vending machines after lights out.	Suspension
o) Failure to obtain all needed equipment/utensils.	Detention
p) Receiving visitors without permission.	Suspension
q) Not following rules for weekend Silverton exeat.	Suspension
r) Contacting parent/guardian without permission or without first reporting to the hostel/school office.	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**
a) Dangerous horseplay.	Detention
b) Reckless physical endangerment of self or others.	Suspension
c) Interference with safety and security procedures or equipment, such as first aid equipment, fire extinguishers, fire alarms, smoke detectors, smoke alarms, infra-red detectors, sensors, access points, door contacts, walkie talkies or CCTV cameras.	Exclusion
d) Loitering in the streets or businesses near the school, loitering near a transport vehicle or waiting in a transport vehicle near the school.	Suspension
e) Jaywalking or disobeying road safety rules or instructions.	Suspension
f) Use of excessive force when playing games or playing games in areas where bystanders and passers-by may be injured.	Detention
g) Antisocial behaviour such as hitting, pinching, biting or spitting.	Detention
h) Bullying others or participating in initiation practices of any sort.	Exclusion
i) Physical violence, assault, injuring or causing injury to others.	Exclusion
j) Allowing strangers, or other boarders/learners onto the premises or into dormitories.	Exclusion
k) Fighting or the threatened assault of others.	Exclusion
l) Speaking disrespectfully or dishonestly to, offending, threatening, grabbing, hitting, injuring, attacking or throwing things at a teacher or staff member.	Exclusion
m) Being in possession of a weapon, dangerous object, tazer, pepper spray, laser or toy on School/Hostel premises or on the School/Hostel grounds or at a School/Hostel event.	Exclusion
n) Unhygienic personal habits.	Counselling plus detention
o) Improper use of School/Hostel facilities and ablutions.	Detention plus restitution
p) 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**
a) Noisy behaviour or disturbing the activities of others, disruptive behaviour or running inside the building. Murmuring, being disrespectful, noisy, talkative, restless or disruptive during assemblies or gatherings.	Detention
b) Riding of bicycles/skateboards etc. on School/ Hostel property or in areas where this is prohibited.	Detention plus restitution
c) Loitering near the perimeter or giving/receiving messages or articles through/over the perimeter.	Suspension
d) Being in possession of or testing positive for unauthorised drugs or alcoholic or intoxicating/ dangerous substances, or distributing, storing or consuming them, or attempting to or being an accessory to, or knowing about these activities without reporting it.	Exclusion
e) Being under the influence of unauthorised drugs, alcoholic, or unauthorised substances, or substance abuse.	Exclusion
f) Taking medication without staff supervision.	Detention/Suspension
g) Being in possession of medication of any kind (including vitamins/supplements) on the hostel or school premises, or at school events off the premises, without the Principal's permission.	Exclusion
h) Smoking, e-smoking or being in possession of cigarettes, e-cigarettes, tobacco products or accessories, or knowing about these activities without reporting it.	Exclusion
i) Threats/attempts at suicide or self-harm, or a mental health crisis, or a psychotic breakdown or running away.	Release to care of parent/guardian and referral to a Clinical Psychologist
j) Repeated threats/attempts at suicide, or self-harm, or a mental health crisis, or a psychotic breakdown, or running away.	Exclusion

5.8.3 Boarders will respect and care for the property belonging to the Hostel/School, themselves and others.	
ALLEGED MISCONDUCT OR INFRINGEMENT	**Recommended <u>Maximum</u> Disciplinary Action to be Imposed**
a) Littering, poor housekeeping or unhygienic practices. Not picking up litter.	Detention plus restitution
b) Abuse of the hostel/school's bathrooms by damaging the facilities, interfering with soap dispensers, wasting water, wasting or removing toilet paper, not using she bins, blocking toilets or drains or leaving the bathroom untidy.	Detention plus restitution
c) Unauthorised use or possession of keys for school/ hostel venues. Failure to report others doing so.	Exclusion
d) Proximity to staff members' cars.	Detention
e) Wilful damage of School/Hostel or staff property or equipment, vandalising property.	Exclusion Payment for repair/ replacement
f) Losing, not labelling or not caring for own clothing or personal property	Detention
g) Possession or use of matches or lighters or causing a fire.	Exclusion
h) Improper use or abuse of School/Hostel property or the property of others.	Detention plus restitution
i) Not taking good care of textbooks or learner aids or School/Hostel property or losing textbooks/aids/ property.	Detention plus restitution or confiscation
j) Lending school books or schoolwork to others.	Detention
k) Storing articles belonging to other boarders or day school learners in a locker.	Detention Exclusion for disallowed articles
l) Interfering with or taking other boarder's stationery, books, bags, cases or the clips of cases.	Suspension plus R100 fine for taking clips or "Bantex's" from other boarder's cases

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**
a) Creating, writing, being in possession of or accessing pornographic, undesirable, harmful or prejudiced material or digital content, 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.	Exclusion
b) Invasion of privacy. Obtaining and/or sharing of personal information/content without permission.	Exclusion
c) Taking photographs, videos or audio recordings on the school/hostel premises or at a function/event identifiable as a school/hostel function/event, without written permission. Distributing or sharing photographs, videos or recordings taken on the school/hostel campus or at a function/event identifiable as a school/hostel function/event, without written permission.	Exclusion
d) Urinating/defecating anywhere other than in designated toilet facilities, or any other action which may amount to public indecency.	Exclusion
e) Alone without permission with the opposite sex.	Exclusion
f) Graffiti.	Detention & Restitution
g) Trespassing or being in someone else's hostel dormitories/flatlets.	Exclusion
h) Sharing a bed, or being on or in a bed with another boarder or person.	Exclusion
i) Swearing or use of bad language, nastiness, teasing, name-calling, provocation or the verbal abuse of others.	Detention
j) Playing of obscene or demeaning games.	Exclusion

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**
a) Ignoring or being discourteous or dishonest towards or about staff members or leaders/peers or displaying insolence, disrespect, pulling faces, making hand gestures or signs, defiance, rebellion or disobedience towards staff. Lack of cooperation with leaders. Disrespecting or taking advantage of new teachers/staff.	Exclusion
b) Failure to follow the grievance procedure correctly.	Suspension
c) Racist or sexist comments, hate speech, insults or verbal assaults. Harassing or victimising behaviour.	Exclusion
d) 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.	Exclusion
e) Negative political agitation, instigating or participating in unrest or protest action.	Exclusion
f) Indecency, sexual harassment, sexually explicit or sexually intimate behaviour or other inappropriate intimate behaviour.	Exclusion
g) Inappropriate or indecent physical contact, e.g. holding hands, hugging, kissing, etc.	Exclusion
h) Socialising with staff members or coaches in person or interacting on social media. Taking pictures or videos of staff members or fellow learners/boarders. Posting pictures of staff members or fellow learners/boarders on social media. Distributing, keeping or saving any such materials on a device. Cyber-crimes of any kind.	Exclusion
i) Intimidation or misrepresentation of staff members.	Exclusion
j) Intimidating others or other forms of invasive behaviour.	Exclusion
k) Entrance to opposite gender's dormitories/ bathrooms or being a peeping Tom.	Exclusion
l) More than one person in a toilet cubicle.	Exclusion

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**
a) Unauthorised or unacceptable absenteeism from school or hostel.	Exclusion
b) Unexplained or unacceptable absence from study sessions/classes/timetable/outings/camps/events.	Detention/Saturday study (Double at start or end of term/exeat)
c) Unacceptable absenteeism from examination/study session, or if absentee procedures were not followed.	Detention/Saturday study Zero for examination Missed
d) Absent without leave, absconding or running away. 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.	Exclusion
e) Leaving an activity/camp/event without permission or falsified permission or abuse thereof.	Exclusion
f) Late-coming.	Detention
g) Anywhere outside designated Silverton Area on weekend pass without permission or abuse of permission.	Exclusion
h) 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**
a) Homework, assignments or projects not done or refusal to complete them. Books or stationery not at school.	Detention
b) Irregularities or forgeries regarding the homework diary or message folder/book.	Detention/Suspension/ Exclusion Reported to GDE/SAPS
c) Failure to hand in completed detention lines or essays before school on the due date.	Detention/Suspension
d) Non-return of signed detention letters.	Detention
e) Failure/Refusal to hand reports/letters/reply slips etc. to parents/guardians or to return these to the School/Hostel.	Detention
f) Unreasonable refusal to participate in School/ Hostel activities and School attendance events.	Detention
g) General uncooperativeness and poor application to studies, schoolwork 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**
a) Theft, attempted theft or misappropriation of property.	Exclusion
b) Selling or promoting goods or services on the Hostel/School premises. Borrowing or lending money. Collecting money without permission. Borrowing or lending a bank card and/or PIN. Asking others to draw cash or buy goods.	Exclusion
c) Xenophobia.	Exclusion
d) Plagiarism, cheating, copying or tampering with tests, reports or assignments, exam irregularities, using AI or other people for homework/assessments.	Exclusion
e) Dishonesty, lying, rumour-mongering, misrepresentation, publishing without permission, or unfair play.	Exclusion
f) Slander, defamation or libellous writing or speech in any medium whatsoever including the internet, etc.	Exclusion
g) 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.	Exclusion
h) Dishonesty, avoidance, shallow excuses or not taking responsibility during a Disciplinary Enquiry.	Further disciplinary interventions
i) Possession or distribution of material which may give an unfair advantage in a test or examination.	Exclusion
j) Bribery and/or Fraud.	Exclusion
k) Forgery or the falsification of documents and/or the signatures of others.	Exclusion
l) 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.	Exclusion

5.9 Jurisdiction and scope of the code of conduct

This code of conduct is in force:

1. On or near School/Hostel property, prior to, during and following regular School/Hostel hours.
2. 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.
3. At all team/dormitory/school/hostel events which are held off the School/Hostel property and while walking/travelling to and from such events.
4. During exeats in the Silverton area.
5. 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.

6. Anywhere and anytime for any serious act as contemplated in Schedule 1 of the Criminal Procedure Act that prejudices the constitutional rights of learners, boarders, employees or other persons related to the hostel/school.

The hostel reserves the right to search boarders and their effects (including suitcases, bags, school lockers, 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. By signature of the contract, the parent/guardian/boarder agrees to provide the password, pin, code or biometric key necessary for the hostel/school to search electronic devices.

Items deemed to assist the investigation will be handed over for searching and inspection. Undesirable or illegal items will be handed in to the hostel and may be handed over to the appropriate authorities or destroyed, with disciplinary consequences for the boarder. Please note that if a boarder is under investigation for any external criminal activities, an internal exclusion-level disciplinary enquiry will be scheduled.

A staff member is entitled to pick up written work, or any other article, from a boarder's desk or table for inspection. The boarder is obliged to hand the article to the staff member upon demand. This is particularly relevant in the hall and study room to ensure that the boarder is doing active written study as instructed.

The hostel reserves the right to update or change the code of conduct or policies and procedure of the hostel at the Director's sole discretion, without prior notice.

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. Boarders may not offend, threaten, grab, hit, injure, punch, attack or throw things at fellow boarders/learners or staff in any way whatsoever.

   Boarders may not speak dishonestly or disrespectfully to teachers or staff members, or interrupt them or argue with them when being spoken to.

   Boarders may not misrepresent teachers or staff members or be dishonest regarding a teacher or staff member in any way whatsoever.

   Boarders must treat new teachers and staff with extra respect and cooperation and may not take advantage of them while they are learning the school's policies and procedures.

2. Boarders must obey all instructions given by the Director, hostel manager and staff and cooperate fully with the hostel's leaders. An insolent, defiant, rebellious or disobedient attitude, ignoring staff or leaders, pulling faces or making gestures/signs, is not permitted and will result in the immediate suspension of the boarder, pending an exclusion level disciplinary enquiry.
3. 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.

4. Boarders must treat all hostel and school property with utmost care. Rented lockers may not be used to store items belonging to other learners or boarders and must be locked at all times with the lock provided by the school. If the boarder loses the key or lock, he/she will have to pay a fee of R20 at the office to have it replaced. The key to the locker may not be lent or given to another person.
5. Boarders must keep the hostel/school premises neat and tidy and put their refuse in the rubbish bins provided in the rooms and on the premises. Boarders are expected to make sure that the premises remain neat and tidy by picking litter up and throwing it away in the rubbish bins.
6. 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 school office. Boarders must report anyone using a key, or in possession of a key, to the Director or Hostel manager.
7. Boarders may not borrow money or bank cards from each other or lend it them 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
8. No boarder with a negative disciplinary record may go on hostel/school outings nor claim any privilege.
9. 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 a Formal 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.
10. 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, tests or interviews at other schools, competitions, shows, conferences, seminars, initiation school, circumcision events, ceremonies, collection of documents, 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, weddings, church or community events, graduations, interviews, appointments, tests, travelling, special days, family ceremonies, family holidays, etc.). Absence will especially not be granted for tests or interviews at other schools during school hours as this means that valuable class time and important assessments are missed.

    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. The boarder may not be absent unless 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. An application for absence must be for a very good reason and must be properly motivated with supporting documentation.

The Director is responsible for ensuring a valid reason for absence and will not consider the application if the reason is vague, or details of the event are not given. The Director reserves the right not to grant the absenteeism if the parent/guardian refuses to give details of the event.

Applications for personal matters must be accompanied by a letter from a doctor or psychologist certifying that the absence is necessary. The school reserves the right to verify the validity of supporting documentation under all circumstances.

Absence for funerals will only be considered for immediate family members (parent, sibling or grandparent) 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 in writing** before the boarder may be absent.

Unauthorised absence of any kind is an excludable offence. Formal detentions or Saturday study will be given to the boarder for each day of unauthorised absence at the sole discretion of the Director. Parents/guardians are obliged by law to ensure that the boarder is at school. Unauthorised absenteeism is illegal and the parent/guardian will be reported to the relevant authorities for further action if the boarder is absent without the Director's permission in all such cases.

Unauthorised absence will also be regarded as a breach of contract and notice may be given on the contract, or the hostel may choose not to enter into further contracts in future years.

Boarders will receive DOUBLE PENALTIES for absence or late coming immediately before or after holidays/exeats/long weekends. If the boarder is absent for longer than two weeks, the school reserves the right, at the sole discretion of the Directors, to put the learner back to the previous grade and/or not register them for external examinations.

Fees and expenses are payable in full while a boarder is absent, irrespective of how long the absence is. The boarder is responsible for catching up on any schoolwork missed while he/she was absent.

Parent/guardian assisted truancy, i.e. intentionally keeping the learner out of school without the written permission of the Principal, is illegal and will not be tolerated. The hostel will call the boarder for a disciplinary enquiry and will report the parent/guardian to the relevant authorities for further action in all such cases. The hostel may also choose not to enter into a contract in future years.

11. Unavoidable absenteeism must be reported by telephone to the office before 8.15 a.m. on every day of absence under all circumstances, or two formal detentions will be given to the boarder. More formal detentions may be given depending on circumstances, at the Principal's sole discretion.

    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. Letters must be written in person by the parent/guardian. Letters enhanced or processed by AI or written by a third party will not be accepted.

    A doctor's letter is compulsory if the boarder is absent for two or more days, or one day if before or after a weekend or holiday. A boarder may not return to hostel/school before the date specified on the doctor's letter.

    The only doctor's letter that will be accepted by the hostel is one written by the doctor himself or herself, from an in-person consultation. The doctor must be a medical doctor registered with the HPCSA. The hostel will not accept a doctor's letter if it is from an on-line or virtual doctor, or the product of an on-line or virtual consultation of any kind.

    The hostel will also not accept doctor's letters that are dated after the first day of absence, are illegible, or from a doctor that is the boarder's parent/guardian or immediate relative. Letters from nurses, pharmacies, clinics or any other kind of medical service will also not be accepted.

    A doctor's letter is required for absenteeism from Friday afternoon or Saturday compulsory study, or on a day when a test, exam or assessment was written.

    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. If a girl has any concerns or needs while menstruating, she must report to the hostel office where she will be assisted by a female staff member. If there is an urgent need during study time, she must ask the staff member for permission to leave the hall to go to the bathroom. Permission to leave the hall in order to go to the bathroom will not be unreasonably withheld.

    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 excludable offence. Formal detentions

or Saturday study will be given to the boarder for each day of unauthorised absence at the sole discretion of the Principal.

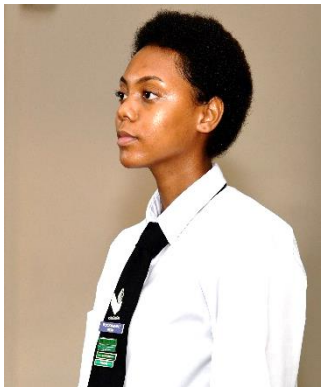
Boarders will receive DOUBLE PENALTIES for absence or late coming immediately before or after holidays/exeats/long weekends. A pattern of repeated absenteeism will result in the parent/guardian being called to the hostel for a meeting. The hostel may accept breach of contract if the parent/guardian is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

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

12. 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.
13. ***Tlhokomelo Residence and Cornerstone College are weapons-free zones. No dangerous objects, tazers, pepper spray, lasers, toys or weapons may be brought to the school/hostel. There is zero tolerance for any such conduct and anyone found with a weapon of any kind will be suspended immediately and called for an exclusion level disciplinary enquiry.***
14. 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.
15. Boarders must walk calmly and quietly between classes and commitments on the campus. Boarders may not loiter, make a noise or run while moving between classes/venues. Noisy or slow transfers between classes/venues will result in time penalties or extra duties during hostel study time, or other hostel events.
16. Boarders must fulfil all school homework commitments and diligently follow all instructions regarding their homework diaries. Boarders may not falsify, leave entries out of or tamper with diary entries. Boarders must make sure that their homework diaries are signed each day by a hostel staff member and may not forge or falsify the signature in any way whatsoever. Diary irregularities or the forgery/falsification of the staff member signature in the diary is an offence that will result in the immediate suspension of the boarder for an exclusion level disciplinary enquiry. Forgery will also be reported to the SAPS and the Education Department.

17. Boarders must be on their best behaviour during church services or assemblies, or any other hostel/ school gatherings. They must show proper respect and pay attention to the speaker or event that is taking place. They may not make a noise, talk, make gestures, murmur or allow any distractions during the assembly or meeting.
18. Boarders must wear full school uniform at school and maintain a neat appearance at all times.
19. Boarders must immediately remove their jerseys/drimacs when requested to do so in very hot weather.
20. 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 R5,00 to unshaven boys for immediate use. Hand dryers in bathrooms may not be used for other purposes, such as drying clothing, etc.
21. 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.
22. 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.
23. Boarders may not leave their rooms, walk around, use the vending machines or loiter after lights out at night. They must stay in their beds and get a good night's sleep. If there is an urgent need, the boarder may visit the bathroom after lights out, but must come straight back to bed and not loiter in the bathroom, or anywhere else.

24. Boarders may not leave the school grounds during school hours. Boarders may also not leave the school grounds after school and then return for afternoon activities. They must stay on the campus at all times. The hostel reserves the right to change hostel times if so needed.
25. No smoking or e-smoking whatsoever is permitted on the hostel/school premises or at hostel/school events of any kind at other venues. Boarders are not permitted to smoke at hostel/school-related events or anywhere while in school uniform.
26. 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.
27. 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 be shared equally by the boarders in the room and will be debited to their accounts. Their parents/guardians will be notified.
28. 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.
29. Boarders may not touch or interfere with safety and security procedures or equipment. These include first aid equipment, fire extinguishers, fire alarms, smoke detectors, smoke alarms, infra-red detectors, sensors, WiFi access points, door contacts, walkie talkies or CCTV cameras
30. 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.
31. Loitering outside hostel/school premises or businesses in the Silverton area is not permitted.
32. Boarders may not ask other boarders or day school learners to draw money for them or buy things for them (either on or off the premises), unless permission has been given by the Director or Hostel Manager in writing. Boarders may also not lend or give their bank card or PIN number to other boarders, learners or staff members.
33. Boarders may not receive a parcel unless they are supervised by a hostel staff member. Boarders may not order or buy food online (or by any other means) to have it delivered to the hostel or school.
34. 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.



35. 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.
36. 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.
37. Boarders must not go near the staff members' cars or hostel/school vehicles.
38. If a boarder insists that he/she does not want to be at the hostel, or refuses to enter the hostel, the boarder will be returned to the care of the parent/guardian immediately. The boarder will then be de-registered from the hostel and three months' notice will be charged, unless the parent/guardian provides sufficient evidence that the boarder is fully committed to his/her accommodation at the hostel and wants to be at the hostel. The Director's discretion in evaluating the evidence and deciding if the boarder is ready to come back to the hostel is final.
39. If a boarder is absent from hostel for more than five school days without the Director's permission or without a valid and acceptable reason, or as a result of an ongoing breach of contract by the parent, or

without communicating with the hostel during this absence, he/she will be deregistered and three months' notice charged under all circumstances without further notice. This decision is at the sole discretion of the Director. The five-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 five school days.

40. 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 administration office, and these will be handed out at break or after school. Boarders may not use the office phones for private phone calls.
41. No cheating, copying, plagiarising or using AI or other people to do homework or assessments will be tolerated. Boarders may not write, pass or receive notes during hostel or school activities.
42. 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.
43. Boarders may not socialise with staff, coaches or instructors either in person, or via social media.
44. Boarders may not bring cell phones to class or any school/hostel event or activity. These will be handed over for safekeeping upon discovery and will be returned according to the hostel's cell phone policy. We do allow for them to be handed in at the hostel office for safekeeping. They may be fetched and used during designated times, and must then be returned to the office.
45. Boarders who provoke or, by teasing, other boarders towards unrestraint, will be punished. Rumour-mongering is also not allowed.
46. 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. Disciplinary outcomes will be given when property is found to be unlabelled or unlabelled lost property is claimed. 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. The hostel is not responsible for any items that are lost by the boarder.
47. 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.
48. Boarders may not perform or be involved in occult practices on the hostel or school campus, or at any hostel/school event
49. 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.
50. 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.
51. 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.
52. Boarders may not have a job or be employed or sell any goods or services without the written permission of the Director. Boarders may not sell, market or promote any goods or services on campus or at a hostel event without the written permission of the Director.
53. Boarders may be excluded for inter alia trespassing, sexual misconduct or harassment, accumulation of eight (8) formal detentions, attempts or threats of suicide or self-harm, psychotic breakdown, cyber-bullying, cyber-crimes, occult practices on campus or at a hostel/school event, 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, running away, physical violence, testing positive for unauthorised drugs or alcohol, use or possession of unauthorised drugs or alcohol or substances or weapons/tazers/toys, and abuse of property.

6. BATHROOM POLICY

Boarders are required to keep the bathrooms neat and tidy. They must be careful not to waste water or soap or toilet paper. Toilet paper may not be removed from the bathrooms for other purposes.

High school boarders are not allowed in the primary school bathrooms. Primary school boarders are not allowed in the high school bathrooms.

Boarders are encouraged and required to go to the bathroom before school starts in the morning and during break times. This is necessary in order to minimise disruption to teaching and learning in the classroom. It is also necessary to minimise visits to the bathroom during class time for safety and disciplinary reasons.

Boarders who have an urgent need during class/study time must put up their hand and ask the teacher/supervisor to be excused to go to the bathroom. They will be given a permission card and may then visit the nearest bathroom. They must go directly to the bathroom and return immediately and directly to the classroom/hall after using the bathroom.

If a boarder makes a habit of going to the bathroom during class/study time, their parent/guardian will be contacted to resolve the matter. If there is a medical reason for frequency, a doctor's letter will be required.

If a girl has any concerns or needs while menstruating, she must report to the hostel/school office where she will be assisted by a female staff member. The hostel/school office has all the resources necessary to assist. If there is an urgent need during class/study time, she must put up her hand and ask the teacher for permission to leave the classroom to go to the bathroom as described above. Permission to leave the classroom in order to go to the bathroom will not be unreasonably withheld.

It is the boarder's responsibility to manage their bathroom visits and follow the above policy properly. If a boarder has an accident in the classroom, he/she must put up his/her hand to advise the teacher. The teacher will manage the situation and call for assistance if needed. The school will provide a change of clothing and launder the boarder's clothes as needed. If the boarder would like to inform the parent/guardian, this must be done by the hostel staff and not the boarder. The hostel will also provide counselling if requested through the school counsellor.

7. SOCIAL MEDIA POLICY

The use of social media, or any form of electronic communication, are great benefits of the Information Age and the Experience Age. Unfortunately, these powerful tools also make it very easy to commit cybercrimes, or to embarrass, shame, stalk, solicit, con, harass, bully, offend, defame, threaten, steal from or attack others. Such conduct is strictly forbidden at Cornerstone College and Tlhokomelo Residence. There is zero tolerance for anyone who is involved in such practices, or encourages others to do so, or does not report it when seeing others do it.

The Digital Law Company gives a very helpful summary of the applicable laws (edited for brevity):

1. Anyone who creates or shares content on a device is legally responsible for it, together with the consequences of an infringement or cybercrime. This extends to anyone who has the content on their device, while being able to edit or delete it.
2. Defamation is the publication of defamatory statements that harm or may harm a person, a group of people, or a company's reputation. Defamation only requires publication to at least one other person. A victim of defamation can be directly or indirectly referenced, as long as there is

sufficient information to know or guess who is being spoken about.

3. Privacy is a fundamental constitutional right. The test for privacy is whether the person has a reasonable, legitimate expectation of privacy in a particular set of circumstances. The closer information is to a person's intimate sphere, the stronger the privacy right.
4. Harassment constitutes directly or indirectly engaging in conduct that the person knows or ought to know causes harm, or inspires the reasonable belief that harm may be caused to someone.
5. Crimen Injuria is a criminal offence that applies when an individual's dignity is severely infringed. Crimen Injuria does not require the statement to be published to a third party (a direct text message can qualify). The crime is a generic one and has been used in cases of cyberbullying, doxing, racism, image-based violence and xenophobia.
6. Threats and Incitement is the sending of an electronic message that incites or threatens violence or damage to property. It is a criminal offence under the Cybercrimes Act.
7. Hate speech is the promotion or propagation of hatred based on one of the protected grounds - race, ethnicity, gender, religion, etc. The Prevention and Combatting of Hate Crimes Act and Hate Speech Act have been passed into law.
8. Emoji Law: Emojis are another form of communication. They can create as much liability as the written or spoken word. Emojis can be used to defame, harass, threaten and even conclude contracts. Emojis can also convey tone – for example an angry emoji may suggest the writer is upset or emotional.
9. Child Sexual Abuse Material: Solicitation (i.e. offering online to participate in sexual activity or encouraging others online to participate in sexual activity), creation, distribution, or possession of child nudity or pornography is explicitly criminalised in section 24B(1) of the Films and Publications Act. Schools have a duty to report child pornography or information regarding sexual offences to the SAPS.
10. Non-Consensual Distribution of Intimate Images or Private Sexual Images: The creation, distribution or possession of any such images is criminalised in section 24(E) of the Films and Publications Amendment Act and section 16 of the Cybercrimes Act of 2020. It does not have to be a real image of yourself or someone else. South African law includes AI generated images or simply identifying a nude as depicting a person (even if it is not of that person).

Any boarder who is found to have been involved in creating, propagating, distributing or keeping any such content on a device will be summarily suspended from the hostel and school and called for an exclusion level Disciplinary Enquiry for the hostel and school. This will also apply to any boarder who knows about such activities, but does not immediately report it to a Hostel Staff Member, Register Class Teacher, Deputy Principal or Principal. If the boarder is found guilty, he/she will be excluded from the hostel and school. They will also be reported to the SAPS in cases involving criminal content.

8. DRUG AND ALCOHOL POLICY

The possession, use and distribution of unauthorised drugs and intoxicating substances is forbidden. Unauthorised drugs may not be taken and the illegal/unauthorised use of any substance may not be performed by any boarder anywhere, or at any time.

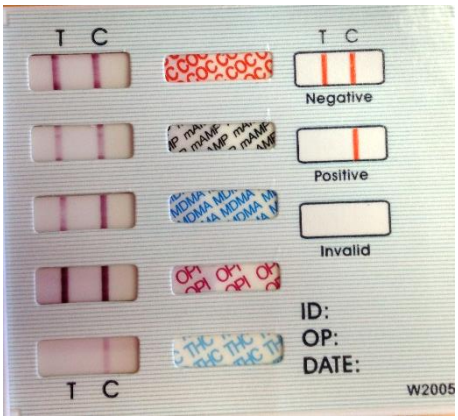
"Unauthorised drug" or "Drug" means any:

1. Intoxicating or stupefying substance that has a psychological or physiological effect, or such a substance that is possessed contrary to the contractually agreed Procedures (Code of Conduct) of Cornerstone College or contrary to the laws of the Republic of South Africa.
2. Substance, the possession or use of which, or the dealing in which, is prohibited without a medical prescription or legal authorisation.
3. Performance-enhancing drug, prohibited performance-enhancing substance, dependence-producing substance, dangerous dependence-producing substance, undesirable dependence-producing substance, unlawful substance, prohibited substance, illicit substance, illicit drug, or scheduled substance, contemplated in any South African legislation that deals with the control of medicines and related substances, with drug trafficking, substance abuse in general, and with substance abuse in sport and in any programmes or policies aimed at curtailing social and sport-related substance abuse, and in any international instruments that deal with such matters and to which South Africa subscribes or is a party.

Unauthorised drugs and intoxicating substances may not be brought onto the hostel/school premises or to any hostel/school activity. This includes any medication, vitamins, supplements, steroids or performance enhancing medication used without a prescription from a registered medical professional.

Cornerstone College and Tlhokomelo Residence are drug-free 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 boarders/learners and not reporting it. Searches of boarders and their effects (including suitcases, bags, lockers and electronic devices) will be conducted from time to time, especially when boarders arrive at the hostel, or return after an exeat.

The hostel also reserves the right to perform drug and alcohol testing from time to time, especially when boarders arrive at the hostel, or return after an exeat. On these occasions the Hostel Manager may request a urine and/or blood test, and/or a Breathalyser test. The following will apply:



1. Parents/guardians will be informed confidentially and immediately of any discrepancies and should ensure that substance counselling occurs at once.
2. If a boarder tests positive for unauthorised 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 excluded.
3. 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.
4. Parents/guardians will be liable for the cost of testing in all cases where the results are positive.

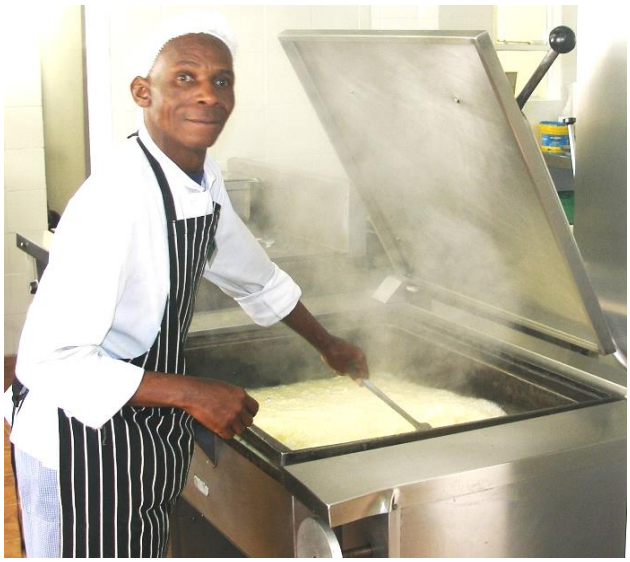
Referral for police action
Where a boarder is distributing and/or selling alcohol or drugs at the school or hostel, that boarder will be liable for immediate suspension and dismissal. In such cases the hostel will contact the parents/guardians and refer the matter to the police for further investigation.

9. 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.). Boarders must be present in the dining room for all meals.

Hostel meals are balanced and sufficient for everyone. Boarders are expected to eat healthily, especially their vegetables!! Boarders may not dish up more food than they will eat, we will not allow good food to be thrown away. For safety reasons, boarders are not allowed to fill containers with hot water from the urns.

Extra bread is available at all mealtimes for those who want more. Boarders may make their own sandwiches at breakfast time for later in the school day. Apples are provided at the school break time for all boarders. There is always enough food for boarders!



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.

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.

Boarders are responsible for clearing the tables, wiping up spills, stacking plates and may be on a kitchen orderly roster.

10. TUCKSHOP AND POCKET MONEY

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

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.

11. 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 safekeeping 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.

12. CELL PHONE AND SMART WATCH POLICY

Parents/guardians are strongly advised that cell phones should not be brought to the hostel as they can get lost and may interfere with education.

We do not allow smart watches to be brought to the hostel or school at all, either while they are worn by the boarder or in their possession in any way.

We do, however, understand that there are reasons why you would like your child to bring a cell phone to the hostel, including transport arrangements and safety.

The following policy will apply to cell phones that are brought to hostel:

1. If a boarder brings a phone to school, he/she does so at his/her own risk.
2. Boarders may bring cell phones to the hostel, but they must be handed in immediately at the office for safekeeping.
3. Cell phones may be fetched and used during designated times and must then be returned to the office. They are not permitted in class or at any hostel/school event or activity.
4. Boarders may not have the cell phone of another boarder/learner in their possession, or use it.
3. Boarders may not allow their cell phones, or any other electronic devices, to be visible, heard or used while on the school premises. This is particularly important for children's safety outside the school, as sadly they become a target for criminals if their cell phones or earphones are visible.

4. In accordance with the POPI Act and for other reasons, boarders may not take photographs, videos or audio recordings of any kind with a camera, cell phone, tablet or computer or any other device while on the school premises, nor post them afterwards.

If a boarder does not comply with any aspect of the above policy, the following penalties will be imposed:
1. The boarder will receive a formal detention (or more, based on the Code of Conduct) and will hand the device over to the hostel/school for the duration of a week.
2. If the device is needed by either the parent/guardian and/or the boarder before a week has elapsed, a fine of R200.00 may be payable. This amount will be given to the Outreach Club where it will be used for our charity initiatives and community upliftment.
3. The penalties will increase for repeat offenders.

By allowing the cell phone to be brought to the hostel, the parent/guardian and boarder take full responsibility for the cell phone and to make sure that it is insured. The hostel does not take responsibility for any damage, loss or theft of the cell phone under any circumstances.

13. LAPTOP COMPUTER AND TABLET POLICY

1. Laptop computers and tablets may be used according to the relevant school policy. The school and hostel only offer compatibility with PC and Android devices. Apple devices are used at the boarder's own risk. The school does not offer support for Apple devices.
2. There is no pressure on parents/guardians to buy these expensive commodities.
3. CAT students must have access to a tablet or computer at home in order to do their homework and assignments. IT students need access to a computer in order to do their homework and assignments. If the boarder has a laptop, the school is licensed to provide and install the software necessary for these subjects.
4. The hostel will not be held responsible for the loss of or damage to laptop computers or tablets. Please insure the laptop computer or tablet!
5. Printing costs are for the client's account.
6. Laptop computers and tablets may only be used for schoolwork on the hostel/school campus and at hostel/school events. The privilege will be revoked if they are used for other purposes.
7. Boarders will be required to sit with their screens visible to staff.
8. No sharing or lending will be allowed.
9. Any illegal or non-regulation activities will be penalised to the fullest extent, e.g. pornography, cheating etc.
10. Laptop computers and tablets are not allowed during tests and exams or during test/exam study sessions.
11. Laptop computers and tablets must be fully charged before school each day. It will not be possible for them to be charged at school.
12. All laptop computers (and home computers) and tablets must be equipped with anti-virus software. The IT teacher can provide free software if needed.
13. Laptop computers and tablets may not be used in Hostel rooms.
14. The hostel will only offer compatibility with Android devices and PC computers (Microsoft Windows 10 or higher, 64 bit). The hostel does not offer support for or compatibility with Apple devices. These are used at the boarder's own risk. Devices with other operating systems are also used at the boarder's own risk.

14. 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.

15. 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 or day school learner'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, electronic devices, 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 of R20,00 at the hostel 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.

16. EXEATS (PERMISSION TO LEAVE HOSTEL)

16.1 WHOLE WEEKEND EXEAT

Please note that boarders will not be released from the hostel on the first weekend after school starts at the beginning of the year.

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 weekend, unless a boarder's unacceptable behaviour results in a loss of weekend privileges. **ALL REQUESTS FOR WEEKEND ABSENCES FROM HOSTEL MUST BE LODGED WITH THE HOSTEL MANAGER ON OR BEFORE THE PRECEDING THURSDAY BY 4 p.m., BY LETTER OR E-MAIL, AND MUST BE ACCOMPANIED BY THE COMPLETED WEEKEND EXEAT APPLICATION FORM AND 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, OR IF AN E-HAILING SERVICE (SUCH AS UBER OR BOLT) WILL BE USED. THE CHILD WILL ONLY BE RELEASED TO AN APPROVED PERSON. OVER LONG WEEKENDS WHEN THERE IS A PUBLIC HOLIDAY, THE LETTER OR E-MAIL MUST BE RECEIVED THE DAY BEFORE THE WEEKEND STARTS.

If parents/guardians are satisfied with allowing boarders to spend weekends 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 1:30 p.m. AND 6:00 p.m. 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 6:00 p.m.

The parent/guardian must ensure that the boarder is **RETURNED TO THE HOSTEL BEFORE 4:45 p.m. ON THE SUNDAY EVENING, OR THE LAST DAY OF THE EXEAT**. Parents/guardians are required to phone the hostel before 4:45 p.m. 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 letter or e-mail must include the boarder's name, Grade and admin number. 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.

16.2 SATURDAY AND SUNDAY EXEATS

Boarders who remain in the hostel over weekends will be allowed one shopping and entertainment exeat on Saturday from 2:00 p.m. to 3:30 p.m. in the Silverton area only, upon application. On Sundays, Matrics who attended extra study on the Saturday afternoon will be allowed an exeat from 2:00 p.m. to 3:30 p.m. in the Silverton area only, upon application. The exeats are arranged according to the procedure given in Chapter 5 paragraph 25 above.

Boarders will be required to wear full school uniform for every exeat. A boarder may not meet with other parties during these exeats unless the parent/guardian has applied for permission in writing (by 4 p.m. 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 an e-mail or letter from his/her parent/s requesting permission, stating the destination and taking full responsibility for the boarder's safety. The e-mail must include the boarder's name, Grade and admin number. Any boarder found 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.

16.3 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.

17. SICK REPORTING

Anyone who is genuinely sick must report this to the Hostel Manager, who is on duty from 5:00 am. Boarders who are not feeling well may not contact the parent/guardian or any other party and ask to be assisted or collected. All such arrangements will be made by the hostel staff.

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 (including vitamins and supplements) 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 (including vitamins and supplements) is allowed in the boarders' possession or in their lockers.

In the case of minor ailments, the parent/guardian will be phoned for permission to administer simple medication. If necessary, the staff member phoning the parent/guardian will ask permission for the boarder to be taken to the local clinic or general practitioner.

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 8:15 a.m. 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.

In more serious cases, the parent/guardian will be asked to collect the boarder immediately and take him/her to the hospital, or to a doctor. If it is an emergency, the staff member will notify the parent/guardian that the boarder must be taken to a hospital. The parent/guardian must then immediately proceed to the hospital and take responsibility for the admission of the boarder, as well as the authorisation and payment of any procedures that may be necessary.

By signing the contract with the hostel, the parent/guardian undertakes under all circumstances to be accessible by phone at all times and to collect the boarder, or meet the hostel staff at the hospital, immediately upon request. If the parent/guardian is not able to get to the hostel or hospital within a few hours after a request is made, they must have representatives in place who can assist and are authorised and able to pay expenses if needed.

If there is no medical aid, or the medical aid covers only part of the costs, the parent/guardian must arrange to pay the expenses immediately upon demand at the hospital or clinic. If it is necessary for the hostel or hostel staff to pay any costs at a clinic or hospital, the parent/guardian agrees that the costs will be added to the hostel account and are payable in full by the end of the month in which they occurred.

If any staff members are required to assist after hours due to the absence of a parent/guardian, the parent/guardian agrees that the overtime costs so incurred will be added to the boarder's account and are payable at the end of that month.

If the parent/guardian cannot be contacted, or fails to make themselves or an appropriate representative available to assist at the hospital, the hostel will accept breach of contract. A meeting with the parent/guardian will then be necessary to resolve the breach of contract and to make sure that all necessary arrangements and commitments are in place to avoid such events in the future. The boarder may only return to the hostel once the breach of contract is fully resolved to the satisfaction of the Director. If the breach of contract is not resolved to the satisfaction of the Director, notice of cancellation of contract will be given to the parent/guardian.

18. 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: 2:15 p.m. to 3:45 p.m.

WEEKDAY EVENINGS: 6:00 p.m. to 6:45 p.m.
SATURDAYS AND SUNDAYS: 9:00 a.m. to 12:00 Noon
2:00 p.m. to 5:00 p.m.

There are telephones on the premises for the boarders to receive calls:
GIRLS' PHONE No: 012 804 4672, 012 804 4673 (incoming only)

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

19. LAUNDRY

Limited laundry services are available to the boarder at no extra charge. Each boarder is to bring a spare, labelled pillowcase to hostel for their laundry. Once a week one full pillowcase of dirty laundry can be handed in per boarder. A particular day of the week is allocated to each hostel room for laundry. Boarders may not submit their laundry on a different day to the one allocated. Laundry is not done on the last day of the term or the day before an exeat weekend.

Any extra laundry is the responsibility of the boarder. Boarders must do their own ironing using the ironing board allocated to each room.

20. 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. Provision is made in the Hostel Timetable for attendance of a church service on Sunday mornings, but only if this has been previously agreed between the church and the hostel and the church provides the transport.

21. 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.

22. 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 R5,00 to redeem a letter which is posted to the school's main office.

23. 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. Boarders must 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 4 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 and may not be removed from the bathroom.

24. 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:

1. One grey school jersey or one green drimac*.
2. One sports Golf-shirt*, one pair sports shorts, one pair sports shoes and sports socks.
3. Two pairs pyjamas (or nightgowns for girls). One dressing-gown and pair of slippers. **NO SEE-THROUGH SLEEPWEAR ALLOWED.**
4. One raincoat and/or umbrella.
5. Two bath towels.
6. Ten coat hangers.
7. One 2 kg box of SKIP# and a bottle of Preen# (beginning of each term).
8. One fabric softener refill# (beginning of each term).
9. 18 good quality 2-ply white toilet rolls# and a box of tissues# (beginning of each term).
10. NIV or Good News English Bible.
11. Two sets of informal, decent casual clothing and shoes.
12. Clothes pegs for boarder's own use.

*These items are available from the school uniform shop. They may not be adjusted to be tight, skinny or slim-fitting. To maintain the quality of garments purchased from the uniform shop it is necessary to follow the washing and care instructions on the label. If the washing and laundry instructions are not followed, the garment might fade or wear out prematurely. Children must be instructed to look after their uniform while at school and especially while on the playground.

All other articles of clothing must be purchased separately from suitable retail outlets.

Please note that these items remain the property of the hostel and are not returned if the boarder leaves the hostel at any time or for any reason whatsoever.

Boarders must bring clean clothes and school uniform to the hostel at the beginning of the year, or when returning after an exeat or school holiday. Any dirty clothing that is discovered when the boarder returns to the hostel will be sent home immediately.

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:

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

Girls' uniform:

1. Two grey school skirts (no shorter than 4 fingers above the knee at the front and the back), with black lycra shorts worn underneath

2. Or two grey school slacks or Bermuda shorts* (length: 4 fingers above the knee at the front and at the back)
3. Three white, short or long-sleeved shirts* with school emblem
4. One green school tie*
5. Grey sleeveless pullover* with school logo or grey long-sleeved jersey
6. Three pairs white ankle socks
7. One pair black school shoes
8. Seven sets of underwear (the wearing of plain full bras is compulsory)
9. Sanitary protection.

* These Items are 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. Please note that refunds take five school days to be processed.

Items purchased from the uniform shop may not be adjusted to be skinny or slim-fitting.

PLEASE NOTE THE FOLLOWING:

1. 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.
2. 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.
3. 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.
4. If the boarder needs to wear articles of clothing or ornaments for cultural or religious reasons which are not permitted by the school's uniform code, application for permission must be made to the Director in writing by the parent/guardian. The Director may request a letter from the religious/cultural leader and may also request a meeting with the parent/guardian. The boarder may wear the article once permission is given in writing by the Director. The Director's decision in these matters is final.

25. GRIEVANCE PROCEDURES

Boarders and parents/guardians must follow the procedures set out below if they have any complaints or grievances.

Please note that any attack in any way whatsoever on the hostel, or the person or character of a staff member, does not constitute the submission of a grievance and will damage the relationship with the hostel. An attack on the hostel or hostel/school staff or a failure to follow these procedures will be accepted as a breach of the contract and the hostel may choose not to enter into further contracts in future years.

25.1 Boarder Grievance Procedure:

1. Make an appointment with the hostel manager and discuss the matter. The nature of the grievance must be given when the appointment is requested.

2. If the matter is not resolved, write a letter to the Director asking for a meeting to discuss the issue. Give the background. The Director will allocate a team to deal with the grievance and finalise the matter

25.2 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. Letters must be written in person by the parent/guardian. Letters enhanced or processed by AI or written by a third party will not be accepted.

1. Phone the office or send an e-mail with the name, Grade and admin number of the boarder together with a detailed description of the grievance. The Client Liaison team will reply either by telephone or e-mail with a response. If sufficient information is not provided, the parent/guardian will be asked to provide more information so that the grievance can be addressed. The grievance will not be addressed if insufficient information is given.
2. If the matter is not resolved, the parent/guardian may write a letter to the Director asking for a meeting to discuss the issue. The Director will allocate a team to meet with the parent/guardian to resolve the issue. If the parent/guardian attacks or threatens the hostel or makes the process ungovernable, the hostel will hand the matter over to its attorneys to take formal legal action.
3. If the matter is not resolved, the parent/guardian is welcome to obtain legal representation, provided that the legal representative is an attorney or advocate registered with the Legal Practice Council of South Africa. The parent/guardian's legal representative must contact the hostel's legal representative (details below) and may not contact the hostel directly.

   Approaches to any other entity are a breach of contract and will cause damage to the relationship with the hostel.

Contact Details for the Hostel's Legal Representative:
Mr David Short
Fairbridges Attorneys
P O Box 55277
Northlands
2116
E-mail: david.s@fairbridges.co.za

26. PAYMENT POLICY

The fees payable for each boarder are published in the Prospectus. Payments may be made annually (the standard fee, due on the day the hostel opens), bi-annually (due on the day the hostel opens in January and 1 June), or monthly.

Statements are e-mailed every month to clients who have provided the school with a valid and legible e-mail address. It remains the parent's/guardian's responsibility to make sure that they are receiving the statement each month and to contact the school office if they are not receiving it.

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 bi-annually) and that all correspondence is communicated immediately by the boarder.

Parents/guardians should note the following:

1. 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.
2. 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. Furthermore, the credit on the account cannot be refunded and will be applied first to expenses, and then to the monthly fee, until it is depleted. Written application must be made to convert an account from annual or bi-annual to monthly.

3. Expenses (medical, outings, pocket money, etc.) are payable in the month in which they are incurred. It is especially important for parents/guardians who have paid the annual or bi-annual fee to monitor the account and settle the monthly expenses at the end of each month. The funds on the account have been invoiced to the annual or bi-annual fee and cannot be used for expenses.

4. 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. The hostel may also require the annual fee to be paid up front in future years.
5. Parents/guardians are urged to consider very carefully the financial implications before enrolment of their child, as non-payment after the third day of the month 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. An admin fee of R300 will be charged to the account every time the fees and expenses are settled after the third day of the month.

   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 under all circumstances. No further notice period will apply. The three months' notice, together with any other expenses or damages owing to the school, will be charged to the account immediately without further notice and the outstanding balance will be handed over for collection.
6. If fees are overdue, the boarder will be suspended and must be collected immediately. A late collection fee of R1 000,00 per day will be charged to the account of a boarder who is collected after 9:00 p.m. on the day the request is made. A further R1 000,00 will be charged to the account for every extra day that the boarder is not collected before 9:00 p.m. The boarder must be returned to hostel as soon as the account is settled.

   If the account is not settled and the boarder is not returned to the hostel within five school days of the suspension, the boarder will be de-registered from the hostel and three months' notice will be charged without further notice. This will apply irrespective of what internally or externally set school exams are in progress.
7. The "monthly" payments are actually the annual payment (the standard fee) divided into ten or eleven equal amounts, plus administration expenses. These amounts are therefore payable regardless of whether there has been a school holiday or not.
8. Refunds of any kind or for any reason will take five school days to process.
9. Habitual late payers will be required to sign a stop-order or debit order.
10. 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. Please note that refunds take five school days to be processed.

    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.

11. Annual and bi-annual fees are payable strictly in advance. Fees paid in advance will be deposited by the hostel and held in accordance with the Consumer Protection Act. Interest or other income from advance fees will accrue to the hostel as income earned.

    The annual fee must be paid on or before the day the hostel opens in January. Bi-annual fee payments must be paid on or before the day the hostel opens in January and on or before 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 the lost.

12. There is provision for parents/guardians to make direct deposits or bank transfers into our account. Please send, or e-mail the deposit/transfer slip, with the **boarder's admin number, name and Grade clearly communicated**, to the office.

    The proof of payment must be in the possession of the school or hostel staff and the payment must reflect in the school's bank account for it 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 e-mail has been received.

    Our bank details are as follows:

    Nedbank Silverton, Branch code 198765, Account number 102 041 6238.

    We strongly urge you to use this facility, in the interests of security.

13. A credit card facility is available in the school office.

14. 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.

15. An administration fee of R200 will be charged to a parent/guardian who asks for a refund of excess fees paid into the boarder's account.

16. 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).

17. All commissions and/or bank transfer costs charged to the school/hostel for foreign transfers are payable by the parent/guardian and will be debited to the boarder's hostel account. They must be paid by the parent/guardian by the end of the month in which they were debited to the boarder's account.

18. If a parent/guardian chooses to remove a boarder from the hostel immediately, application must be made in writing and **three months'** paid notice, together with any outstanding fees and expenses, must be paid immediately (see Chapter 3 above for more information).

19. 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 three months' notice from the date of removal. No further notice period will apply.

20. 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 three months' notice from the date of removal. No further notice period will apply.

21. 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.

22. 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.

23. In the event of the parent/guardian failing to pay the prescribed hostel fees and expenses on the date thereof:

    a) A R300 admin fee and 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;

b) The full outstanding hostel fees and expenses for the year shall immediately become due and payable with interest as set out above and;

c) 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.

d) 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%.

24. No transfer letter or portfolios will be released by the school until all textbooks are returned, all hostel detentions are completed and all outstanding hostel fees and expenses (including notice) are settled, or an acknowledgement of debt with a payment schedule has been signed with the hostel's attorneys. Portfolios must be requested in writing by the contracting parent/guardian.
25. Parents/guardians will be liable to pay interim amounts if external bursaries, funding agencies or trusts do not settle on time.

27. REQUEST FOR CONCESSIONS

The hostel reserves the right to amend or deviate from its policies and procedures if necessary, at the sole discretion of the Directors

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. (e.g. the wearing of a ceremonial mourning bracelet for a specific period).

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 written request.

28. GENERAL COMMENTS

If a parent/guardian chooses to remove a boarder from hostel immediately, THREE months' paid and written notice is required. .

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.

   Parents/guardians who arrive at the school demanding to see the Principal or Hostel Manager immediately without an appointment will not be accommodated. They will be required to put their concern and request for an appointment in writing. An appointment will then be scheduled when the relevant staff members are available.

   If there is an urgent matter or emergency, the parent/guardian must phone the school immediately so that proper arrangements can be made. Sit-in protests or any other kind of disruption to the school or hostel are a breach of contract and will be treated as such. Any parent/guardian/associate who causes a disruption to the normal functioning of the school or hostel will be handed over to the SAPS.
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. Applications for new boys aged 16 or older will be considered on an individual basis entirely at the Director's discretion. The Director's decision in such cases is final.**
5. Disallowed property will be confiscated for a term and held in safekeeping.
6. Boarders can ask for documents to be copied or scanned 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.
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. A new contract for siblings of the boarder will also be declined in cases of negative conduct by the parent/guardian.

    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.

    The hostel's reply to the application concludes the internal processes in the matter. The hostel will not entertain a second application or any further applications once a reply has been communicated. Any further communication in the matter must be addressed by the parent/guardian's legal representative (an attorney or advocate registered with the Legal Practice Council of South Africa) in writing to the hostel's attorneys.
11. 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.
12. Forgery of exeat letters may result in deregistration from hostel.
13. The hostel reserves the right to enter into evidence electronic records, audio tapes, video or photographic proof of misdemeanours.
14. 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.
15. 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.
16. The hostel Matric farewell function is compulsory for all Matric boarders. Matric 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.

17. 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. Fun days and activities will be cancelled if the hostel is noisy, unruly or uncooperative.
18. Any boarder who is caught secretly peeping into other rooms or at other people will be asked to leave hostel.
19. Please note that all criminal activities will be reported to the Police.
20. If you send an e-mail to the school office, please phone to confirm that we have received it. All e-mails sent to the hostel/school must include the name, Grade and admin number of the boarder.
21. **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.
22. 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.
23. We will endeavour to send all letters to parents/guardians via e-mail if we are provided with the correct e-mail address and it is legible. Please inform the hostel of any change in e-mail address.

24. 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.
25. Parents/guardians are advised to consider insuring the boarder's belongings.
26. We regret that we cannot lend money to boarders.
27. Property left at the hostel will be sold after 6 weeks to defray costs
28. If a boarder is collected late from hostel, the parent/guardian will be charged R200,00 per hour or part thereof. A late collection fee of R1 000,00 per day will be charged to the account of a boarder who is collected after 9:00 p.m. on the day that he/she was supposed to be collected. A further R1 000,00 will be charged to the account for every extra day that the boarder is not collected before 9:00 p.m.
29. 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 11:00 a.m. the following day.
30. 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.
31. 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.
32. 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

    The parent/guardian likewise gives permission for the school to use articles, or images of articles, created by the learner for display, marketing or promotional purposes. These articles may include photographs, artwork, sculptures, assignments or anything created by the learner at the school, or for school purposes. The Director must be notified in writing if the parent/guardian does not wish articles, or images of articles, created by their child to be used for these purposes.

33. **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.

29. TIMETABLE FOR HOSTEL (SUBJECT TO REVIEW)

WEEKDAYS

5:00 a.m. Wake up and shower
6:00 a.m. Tidy
6:30 a.m. Breakfast
7:30 a.m. School
1:45 p.m. Lunch
4:00 p.m. Study
5:25 p.m. Supper
7:00 p.m. Study
8:30 p.m. Shower
8:50 p.m. Devotion
9:00 p.m. Lights out

FRIDAYS

1:30 p.m. to 6:00 p.m. Sign out for exeat weekend

WEEKENDS

Saturday

6:00 a.m. Wake up
7:00 a.m. Breakfast
1:00 p.m. Lunch
2:00 p.m. Sign out for Silverton shopping area
3:30 p.m. Sign in from Silverton shopping area
3:30 p.m. Hostel sport and games
5:30 p.m. Supper
6:00 p.m. Entertainment
10:00 p.m. Lights out

Sunday

7:00 a.m. Wake up
8:00 a.m. Breakfast
8:30 a.m. Tidy the hall and premises
9:30 a.m. Sign out for church exeat
11:00 a.m. Hostel sport and games
12:30 p.m. Sign in from church exeat
12:30 p.m. Lunch
2:00 p.m. Sign out for Silverton shopping area (excepting last weekend of month)
3:30 p.m. Sign in from Silverton shopping area
4:45 p.m. Sign in from exeat weekend
5:15 p.m. Supper
6:00 p.m. Church
8:00 p.m. Lights out

30. 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
Mr	M Koalane	Dip. HR, PGCE (Senior Phase & FET Phase)	UFS, UNISA	Hostel
Miss	R Moraka Housekeeping Manager	Hospitality Industry Studies	IQ	Hostel
Mr	D Phothwane Hostel Manager	Level 2 Mech Eng Cert	Ek Tech College	Hostel
Miss	T Somo	B.A. Media Studies, Higher Cert. in Education Studying B.A. Info Sc.	U. Limpopo, UNISA UNISA	Hostel

31. 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)

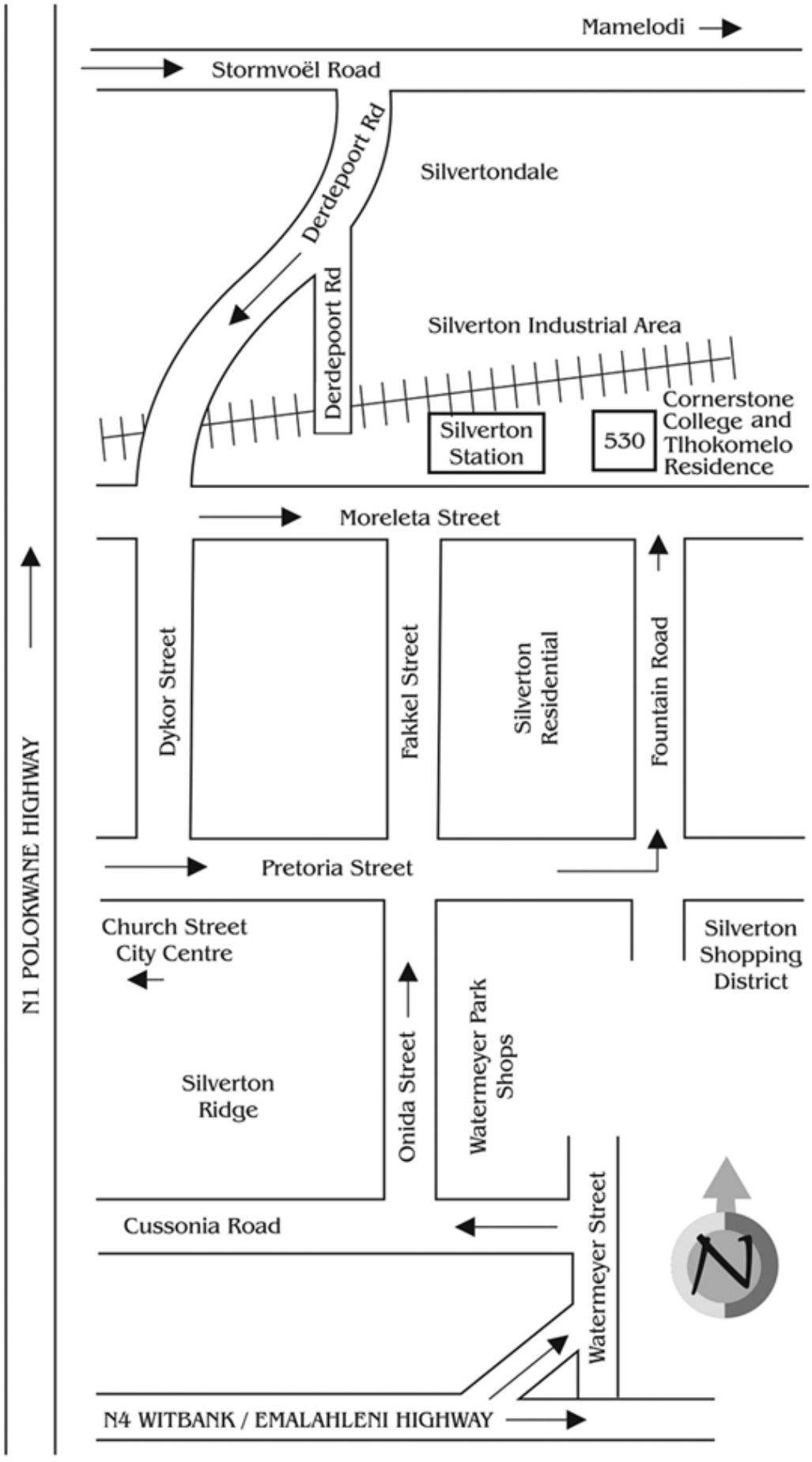
Verse
Brick by brick on God's foundation
We'll build sure on this Cornerstone
Hand in hand throughout our nation
Lives changed for His praise alone

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)

32. <u>Map</u>


Mamelodi
Stormvoël Road
Derdepoort Rd
Silvertondale
Derdepoort Rd
Silverton Industrial Area
Silverton Station
530
Cornerstone College and Tlhokomelo Residence
Moreleta Street
Dykor Street
Fakkel Street
Silverton Residential
Fountain Road
N1 POLOKWANE HIGHWAY
Pretoria Street
Church Street City Centre
Silverton Shopping District
Silverton Ridge
Onida Street
Watermeyer Park Shops
Cussonia Road
Watermeyer Street
N
N4 WITBANK / EMALAHLENI HIGHWAY

33. ENQUIRIES:

Telephone:	012 804 8350
Hostel Office:	012 804 4602
E-mail address:	admin@corncol.co.za
Or make an appointment to visit us at:	Cornerstone College 530 Moreleta Street Silverton Pretoria
Or write to:	Private Bag X1840 Silverton 0127
Website:	www.cornerstonecollege.org.za
Facebook:	Cornerstone College, Pretoria SA
Instagram:	Cornerstone College, Pretoria
Bank Details:	Nedbank, Silverton
Branch Code:	198765
Account number:	102 041 6238

School Website

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