



## BASIC RULES

# 01

## Dormitories

- 1.1. No pictures are to be stuck to or hung on dormitory walls, windows or on lockers, and only approved pictures may be hung from the picture rails.
- 1.2. Lockers are not to be defaced in any way.
- 1.3. No boy may hang any article of clothing out of dormitory windows or on outside of lockers.
- 1.4. Boys will be held responsible for the condition of their dormitories, and will be required to bear the full cost of any repairs where they are responsible for damage.
- 1.5. All dormitory lights are to be switched off on leaving the room.
- 1.6. Beds are to be made and dormitories left completely tidy at all times.
- 1.7. Doors are to be left open at all times.
- 1.8. No food or drink of any nature whatsoever is allowed to be taken into the dormitories.
- 1.9. Large electrical appliances are not permitted.

# 02

## Leave-out

- 2.1. No boy may leave the Hostel for any reason whatsoever without the specific permission of the Duty Master whose signature must appear on the exeat card. The leave-out list must also be completed before leaving the premises.
- 2.2. In town boys must wear full school uniform on any form of leave-out.
- 2.3. Boys must leave from and return to the Hostel in full school uniform at all times except weekend days out.
- 2.4. Permission is required from a boy's parents before any form of leave-out. The host must supply a note inviting him out on any form of leave-out, unless the host actually collects the guest from the hostel and signs him out personally. Parental consent letters must reach the hostel by the Wednesday morning preceding a leave-out. Requests for lunch-outs & weekend-outs must be entered on the signing out lists on the previous Thursday evening. Leave-out is limited for Boarders safety and to make sure we can safely manage learners whereabouts.
- 2.5. Types of Leave-Out
  - 2.5.1. Weekdays:

Individual town leave-out granted by Duty Master for urgent business, only on a Wednesday. Exit Forms must be signed and name written on the leave-out board.

2.5.2. Saturday morning:

General town leave-out granted by Duty Master and all sign-out procedures must be followed. Only if learner was unable to go on Wednesday.

2.5.3. Weekend out:

One or two compulsory weekends per term, plus further optional weekends. Boys are signed out by their host on the Friday afternoon after all school commitments have been met and must report back by 19:00 on Sunday or by 07:00 on the Monday.

2.5.4. Special permission sign-out:

Special permission can be granted for boarders for leave-out but all sign-out procedures must be followed in advance.

## 03

### Roll call

Weekdays ..... 6.25 pm  
Saturdays ..... 8.00 am & before meals  
Sundays ..... before lunch and at 7.00 pm  
After evening outings ..... at a time to be decided by the Duty Master

At any other time at the discretion of the Master on duty.

## 04

### Visiting at the hostel (Visitors and Parents)

Parents are welcome to call at the Hostel to see their sons. Visits by any person should not interfere with the Hostel and School routine. Parents will need to make contact with the Superintendent in advance

## 05

### Cupboards

- 5.1. All clothes are to be kept in cupboards and lockers must be kept tidy at all times.
- 5.2. Strict cupboard inspections will be held Daily.
- 5.3. Lockers may not be left unlocked.
- 5.4. Spare keys must be handed in to the Matron (Housekeeping) for safekeeping.
- 5.5. Dirty washing must be kept in a linen bag at all times.

## 06

### Common room

- 6.1. It is available for the general convenience of all boys and should be kept neat and tidy.
- 6.2. No horseplay or ball games will be permitted in the Common Room or on the tarmac areas outside the Hostel.
- 6.3. Suitcases and bags are to be stored in the baggage room.

# 07

## Bathroom

- 7.1. Boys are to use only the bathrooms in their own wing.
- 7.2. No misuse of bathroom will be tolerated.
- 7.3. Boys must ensure that they are completely dry before stepping down from the showering area.
- 7.4. When going to and from the bathrooms, boys are expected to wear a dressing gown, a pair of shorts or a track-suit bottom.

# 08

## Dispensary/Sick bay

- 8.1. Illness must be reported to the matron and the Master on Duty.
- 8.2. Any boy who is sick must report to matron at the Dispensary from 6.25 - 6.45 am.
- 8.3. If any boy is very ill during the night he should report to the duty master immediately and NOT leave it till morning.
- 8.4. Doctor and Dentist appointments MUST be made through the matron.
- 8.5. Sick Bay is out of bounds to all boys.
- 8.6. All pills and medicines must be handed to the matron for safe keeping.
- 8.7. Boys who are booked off school for more than 1 day are expected to go home to convalesce.

# 09

## Laundry

- 9.1. Dirty laundry is handed in on a Sunday evening. Clean laundry may be collected during lunch break on a Wednesday.
- 9.2. Bed linen must be handed in and collected together with laundry.
- 9.3. Only reasonable quantities of laundry may be submitted. Laundry and sock bags must be used.
- 9.4. All articles of clothing must be clearly marked with proper name tapes. Marking pens have not proved satisfactory. Please sew the name tape in a conspicuous place i.e. not on the tails of shirts or inside of seams. Please sew the name tapes onto the calf section of socks and not onto the toe section.

# 10

## Hostel Contact

Boys will not be allowed to use phones after hours, Calls may be made after hours in case of emergencies but will need to get permission from the Duty Master. Boarders may not use cell phones during prep but may use them during study breaks. Phones may not be answered or used during meals or study time.

In the case of an emergency phone ..... School : 043 722 1822 (office hours)

Superintendent: After hours

Cell phones may only be used at the times indicated above. Failure to adhere to this rule will lead to the removal of the privilege to have a personal cell phone at hostel. Be warned that cell phones and other electronic devices are easily lost or stolen. The hostel accepts NO responsibility whatsoever for this.

# 11

## Insurance

It is the responsibility of parents to see that the personal effects of boarders are covered by insurance.

# 12

## Prep Rules

- 12.1. Breaks in prep. are to be used for toilet purposes and not for visiting dormitories.
- 12.2. Boys may read in the last session of prep. only.
- 12.3. The bell at the end of the break indicates that prep. has begun and boys must settle down immediately.
- 12.4. Care must be taken that no disturbances are caused. No talking, no borrowing of books, pens, pencils, etc - this can be done during the breaks.
- 12.5. Avoid shuffling.
- 12.6. At the end of the last session the boys at each table are responsible for tidying up the table and surrounding areas.
- 12.7. Prep. will be dismissed when the Duty Master is satisfied that the dining room is tidy.
- 12.8. Grade 8 and 9 learners may use the computer Lab during the first prep session, Grade 10, 11 and 12 may use the Computer lab in the second and third sessions.

# 13

## General

- 13.1. The boys may only use the East entrance to the Hostel. The West entrances are only for staff and parents.
- 13.2. The West balcony is only for staff use.
- 13.3. The East staircase is the only one which may be used by the boys.
- 13.4. The staff wing (i.e. the West Wing) is out of bounds.
- 13.5. No food or large amounts of money may be kept in the dormitories. We are only insured if money is handed in for safe keeping.
- 13.6. No food or crockery to be taken out of the dining room after meals.
- 13.7. The Master on Duty must be informed of the whereabouts of all boys at ALL TIMES. Going out without doing so is defined as bunking and hence, as serious misconduct.
- 13.8. The College Swimming Pool is out of bounds unless boys are accompanied by a master or qualified life-guard.
- 13.9. Boarders may not use or have any form of transport at the Hostel, nor are they allowed to leave bicycles or mopeds or cars at houses of relations or friends for use during the school term, without permission.

- 13.10. Boarders may not travel in vehicles driven by young or inexperienced drivers, while they are under the jurisdiction of the Hostel.
- 13.11. Boarders will be invoiced for costs of repairs to items damaged by them, or damaged while in their possession.
- 13.12. Boarders may not participate in adult sport where this interferes in any way with Hostel routine.
- 13.13. The hostel gymnasium is available to boys provided they work in pairs and adhere to dress and conduct rules.
- 13.14. All school rules are applicable to hostel boys at all times.

# 14

## Serious Misconduct

Absence without leave, taking lifts with non-approved drivers, smoking, breaking of bounds, bullying, drinking of alcoholic beverages, substance abuse, thieving and the use of taxis and taxi services (bolt, uber) are treated as serious offences.

# 15

## Hostel Routine

### 15.1. Daily Routine

6.15 am	Rising Bell (rung by Duty Prefect)
6.20 am	All boys out of bed
6.40 am	Inspection Bell - Boys to stand at foot of bed until inspected by Duty Master. After inspection boys move to Common Room and line up for breakfast.
6.45 am	Breakfast
7.05 am	After breakfast medicine is distributed (after boys have eaten), boys may leave for school.
7.10 am	All boys should have left for school.

### 15.2. Normal two-session days

12.15 pm	Lunch. Dormitories out of bounds.
2.30 - 3.00 pm	Boys allowed in dormitories to change.
3.00 pm	Dormitories to be cleared. Bell (rung by Duty Prefect).

### 15.3. One-session days

1.30 pm	Lunch.
1.35 - 2.15 pm	Boys allowed in dormitories to change.
2.15 pm	Dormitories to be cleared. Bell (rung by Duty Prefect).

### 15.4. Evening Routine

4.45 pm	Bell (rung by Duty Prefect). Boys allowed into dormitories. Must be showered, ready for supper and in Common Room by 5.45 pm.
5.45 pm	Supper
6.25 pm	Warning Bell for prep.
6.30 pm	Prep. Begins

Note : Only under special circumstances may boys ask permission from the Duty Master to shower after prep.

### 15.5 Prep Times

Monday to Thursday	6.30 - 9.00 pm (3 sessions with 5 to 10 minute breaks).
Fridays	Prep. from 8.00 - 9.00 pm
Saturdays	No evening prep. except during exam periods.
Sundays	Prep. commences after the handing in of laundry and finishes at 9.00 pm.

Before and during exams there will be extra prep. sessions. Boys who do not perform at the required level may have to do additional prep.

15.6	After Prep 9.00 - 9.20 pm 9.20 pm 9.30 pm  10.00 pm	Boys prepare for bed. Silence Bell. Boys must be in bed and can read and say prayers. Lights out. Duty Master and Duty Prefect will turn off the lights in each room. After 9.30 pm no boy may be out of bed. Grade 12 lights out. Special permission may be obtained from Duty Master for Grade 12's to turn off lights at 10.30 pm if they need more time to study.
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#### 15.7. Weekends

Routine varies according to circumstances and is announced timeously by the Duty Master and as referred to above.

## 16 Disciplinary Measures

#### 16.1. Demerits

Boys earn demerits for transgressing these hostel rules. These are accumulated on their school records and count toward detentions and other sanctions as set out in the school code of conduct.

#### 16.2. Gating

Gating for a set period is imposed for more serious offences or for transgressing rules relating to leave from the campus.

#### 16.3. Detention

The various detentions taking place at school are used for hostel offenders as well.

#### 16.4. Gate Duty

Being on duty to open and close the Lukin Road gate for a period of time on weekends may be used as a disciplinary measure for common offences.

#### 16.5. Exclusion from Hostel

This option can be used for serious or repeated misconduct. Serious misconduct includes all misconduct so defined in the school rules or listed in the hostel rules [see paragraph 14].

Where consideration is given to permanent exclusion from the hostel, a Disciplinary Hearing following the procedures set out in the school code of conduct will be convened.

## NORTON HOUSE: RESPONSE TO RULES

Parent: I \_\_\_\_\_ [full name of parent/guardian] hereby confirm that I

1. Have read the hostel rules
2. Have explained them to my son, \_\_\_\_\_ [full name of boarder]
3. Accept that serious or repeated misconduct by him can lead to exclusion from Norton House
4. Will not hold Norton House or its staff responsible for any damage, loss, injury or other misfortune which results from the non-compliance with these rules by my son.

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN**

\_\_\_\_\_  
**DATE**

Boarder: I \_\_\_\_\_ [full name of boarder] hereby confirm that I

1. Have read the hostel rules
2. Understand them
3. Accept that should I be guilty of serious or repeated misconduct I may be excluded from Norton House.
4. Will not hold Norton House or its staff responsible for any damage, loss, injury or other misfortune which results from my non-compliance with these rules.

\_\_\_\_\_  
**SIGNATURE OF BOARDER**

\_\_\_\_\_  
**DATE**