



TIGER KLOOF BOARDING HOUSE PROCEDURES AND INFORMATION

HEAD OF BOARDING AND BOARDING MANAGERS

Our head of boarding is Ms Puseletso Leonora Baatlhodi. She is assisted by boarding managers for girls and boys. You can contact her to get information about the boarding managers. Her number is **(073) 024 5457**. Her email address is **hostel@tigerkloof.org**.

ARRIVAL TIMES AT THE START OF TERM

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

All fees must be paid prior to admission into the hostel at the start of each term. Boarders will not be accepted into the hostel unless they have an admission pass from the Finance Office. For this reason, it is essential that boarders return early in the afternoon in order to receive their admission pass from the Finance Office, and to pay outstanding fees if any. The Finance Office opens at 9h00 and closes at 17h00 on the day boarders return.

THE DORMITORIES

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

LAUNDRY

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

MEALS

1. Attendance at all meals is compulsory. Registers are taken at meal times.

2. Punctuality is essential.
3. Boarders are to be dressed in full school uniform for breakfast on week days.
4. Boarders are expected to help in keeping the tables clean and tidy, and to clear and wipe the table at the end of each meal.
5. Food and / or utensils may not be removed from the dining hall.
6. Cell phones are not allowed to be used for any purpose during meals.
7. The boarding parent and/or residential staff member on duty oversee all meals.
8. A short, reverent silence is observed before and after grace is said

SPECIAL DIETARY NEEDS

1. Vegetarians / Vegans must have a letter from their parents / guardians which must be presented to the Catering Manager.
2. Food allergies must be reported to the Catering Manager and supported by a medical certificate.
3. Health conditions requiring a special diet must be supported by a medical certificate.

PREP TIMES AND QUIET TIMES

1. Supervised evening prep takes place daily from Monday – Thursday, from 18h30 – 20h00, in assigned study venues. Boarders are expected to be punctual and to work in silence.
2. Quiet time, during which boarders who are not involved in an afternoon activity are expected to rest or do homework in their dormitories, takes place daily for one hour immediately after lunch.
3. The IT facilities in the media center are available to boarders for research purposes according to scheduled times during the week and for one hour on weekends and boarders sign-up with the Media Centre Manager or Residential Staff member on weekend duty, in advance.

ILLNESS

1. Parents must inform Boarding Managers if their child has a chronic illness or allergy, and if he/she is on special medication or health devices e.g. asthma pump.
2. Boarders who fall ill during school hours must report to the teacher who will send the boarder with a note to the boarding manager on duty.
3. Boarders who fall ill after school hours must report to the boarding manager on duty.
4. **Under no circumstances should boarders who do not feel well contact parents directly. If a boarder is seriously ill, parents will be contacted.**
5. Boarders who present with infectious illnesses or who need several days to recover will be required to go home. Parents will be asked to collect them.
6. Boarding Managers must at all times have updated medical aid information
7. Boarding Managers will contact parents if a boarder needs to consult a doctor.

EXEATS (Leave passes)

1. Two weekend home exeats per term are permitted, provided boarders are not required for weekend activities. The hostel release form is attached to this document. **PARENTS SHOULD COPY THE HOSTEL RELEASE FORM AND KEEP ON FILE FOR FUTURE USE.**
2. **Weekend home exeats require the hostel release form to be completed and faxed or emailed by parents to the contact information provided on the form. Boarders are not allowed to hitch hike home. The form must be received by the Boarding Manager by the Wednesday evening prior to the weekend. INCOMPLETE forms and late requests will NOT be considered.**
3. The boarding manager on duty in each of the hostels is the only staff member who can grant permission for boarders to go home, or to town, after a request from a parent.
4. **The same procedures apply for when boarders should go home for compulsory home weekends and at the end of term. This is to ensure that boarders do not go out to friends without the knowledge/permission of their parents.**

5. Boarders must bring sufficient toiletries for the term. Boarders are not permitted exeats to go to town for shopping purposes. Every time a child needs to go out – a hostel release form must be completed and signed by parents / guardians.

VISITORS

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

TELEPHONES

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

AFTERNOON ACTIVITIES

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

WEEKENDS

1. Rooms must be cleaned and washing done.
2. Boarders are expected to manage their time well. They must have a personal schedule for recreational activities and weekend homework and/or study time.
3. Teachers and/or tutors may schedule extra lessons and/or tutoring over weekends.
4. The Residential Staff Member and the Grade 12 group on duty organize recreational activities for the weekend, which are supervised.

CHURCH SERVICES/PRAYER MEETINGS/BIBLE STUDIES

1. There are two church services each week, one with the whole school on Wednesday mornings, and a Boarders' service on Sundays.
2. Attendance at these services is compulsory unless permission to miss the service has been granted by the Director/Principal.
3. Prayer meetings and Bible Studies are held according to pre-arranged times and are led by boarders and/or Boarding Managers and/or the Director and/or Residential Staff Members. These are not compulsory but highly recommended for spiritual development and growth.

COMPULSORY HOME WEEKENDS AND PUBLIC HOLIDAYS

1. Long weekend during school terms are compulsory home weekends.
2. When public holidays are mid-week, the hostels remain open.

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

Toiletries

Facial soap
Hair spray/gel
Shampoo and conditioner
Face Cloth
Body Lotion/Cream
Tooth paste
Tooth Brush
Body Spray/Roll-on

Other

Comb and hairbrush
Towels
Needle and Thread
Shoe polish (black)
Shoe brush
Clothes Hangers
Bedding for single bed (sheet, duvet and cover/comforter, pillow and pillow case, blanket(s), plastic mattress cover)

For Laundry

Clothes pegs
Washing soap/powder
Stay-soft
Iron
Roll
Plastic wash basin and bucket

For Meals/Use in dormitories

A mug
Cutlery
Container for occasional takeaway meals

In addition to the above list, girls need to pack sufficient sanitary pads and/or tampons. The list is a guide. Each boarder will know what extra personal items he/she needs to bring. Boarders should please **mark all belongings** with their name and surname (uniform, other clothes, stationery, etc.). Please do not mark clothing on collars, sleeves, etc., as it makes the uniform appear untidy. It should be marked on the inside.

Thank you

Chiepe, Mogwe and Harwood Hostels Team
