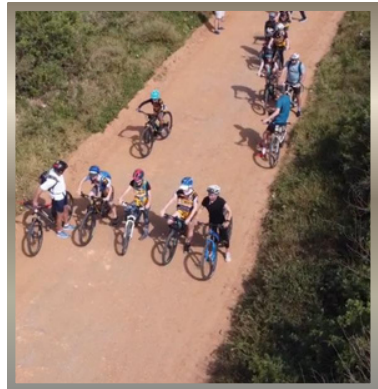


INTRODUCTION TO PREPARATORY SCHOOL BOARDING



More than a school...an EXPERIENCE

A WARM WELCOME

Boarding at Woodridge is truly a home away from home. At the heart of our beautiful campus, our boarding residences provide a safe, nurturing, and joyful environment where children feel a strong sense of belonging. Here, every boarder is cared for by dedicated house parents and staff who are passionate about supporting each child's growth, both in character and in confidence.

Life in boarding is filled with adventure, laughter, and friendship. Our pupils enjoy a wide variety of activities, opportunities to explore the estate, and the simple joy of living and learning alongside their peers. It is a place where lifelong friendships are made and where every child is encouraged to flourish as part of a warm, vibrant community.

We are deeply proud of our boarding programme and the role it plays in shaping resilient, caring, and well-rounded young people. It is more than just accommodation; it is a supportive family environment that fosters independence, responsibility, and character.

Boarding is an integral part of who we are at Woodridge, and we look forward to welcoming you into this special community.

Yours Sincerely
Clifford Reed
Preparatory Headmaster



Woodridge is a co-educational school situated on a spectacular 365-acre estate between Gqeberha and Jeffreys Bay.



BOARDING RESIDENCE MISSION STATEMENT

The vision of Oriole & Kingfisher Residence is to provide a family environment with love, care, and compassion towards others. This is achieved through the establishment of clear and firm boundaries, where boarders feel safe and are free to express their individuality. We place a real emphasis on the fact that all our boarders are on a personal journey and are all growing in maturity and self-awareness.

CORE VALUES

As a Christian School, Woodridge adopts a holistic approach to education and aims to develop the body, mind and spirit to enable each pupil to reach his or her potential by building on the following values:

- Family
- Compassion
- Humility
- Pride in oneself
- Servant heart

All staff involved with boarders aim to uphold the following:

- To provide a safe and comfortable environment in which individuals may flourish.
- Afford individuals' privacy and a space where they can be free from intimidation and discrimination.
- Encourage healthy diversity, leading to a healthy community, based on mutual respect and an inclusive sense of belonging.
- To provide ample opportunities for physical, intellectual, moral, spiritual, and social development and to promote the concept of a balanced lifestyle.
- To encourage initiative and the development of leadership skills, based on an understanding of the responsibilities which accompany privilege and the need to serve.
- To encourage self-discipline, independence, the development of confidence, and a real sense of self-worth.
- To support and encourage open and honest communication between pupils and staff.

Finally, but most importantly, we encourage parents to be close partners in the holistic education of their children.



IMPORTANT CONTACTS



Lerischia Scheepers
Head of Oriole Residence
Grade 4-7 Girls
lerischia.scheepers@woodridge.co.za



Nick Stephenson
Head of Kingfisher Residence
Grade 4-7 Boys
nick.stephenson@woodridge.co.za

Girls and boys reside in separate accommodations, under the care of specialist staff who understand their needs. Each boarding residence has a communal lounge area with wireless internet connectivity throughout the boarding residence.

SANATORIUM SISTERS



Gisela Baard



Melissa Leander

CONTACT DETAILS:

+27 41 492 2407

+ 27 64 619 6110

sanatorium@woodridge.co.za

COMMUNICATION AND DEVICE USE

The use of cell phones has made calling home so much easier in the boarding residences. However, we restrict access to these devices as there is a growing desire to overuse them.

Looking at the routine below, you will get a general idea of when boarders will be allocated time to spend on their devices.

DEVICE USAGE TIMES

Monday – Thursday

19:15 – 20:00 Once the room is tidy, all laundry and clothing are sorted out, and the children are ready for the next school day.

Friday

15:00 – 16:00 or any other suitable hour, but not more than an hour.

19:00 – 20:00 Once the room is tidy, all laundry and clothing are sorted out, and the children are ready for sports fixtures the next day.

Saturday and Sunday

Not more than 1 hour of device time is allowed. Using cell phones to message and call home/family is fine during the day (under the guidance of the duty master). Duty master to use her/his discretion.

No device time after 19:30 on Sunday.

DAILY ROUTINE

06:15

- Wake-up
- Get dressed
- Brush teeth
- Make beds and tidy areas

06:45

- Breakfast

07:45

- Dismissed for school

10:30

- Break time

16:30 - 20:30

- Free time (homework)
- Supper
- Shower
- Device and free time/bible study

20:00 - Grade 4s - 6s

- Bedtime

20:30 - Grade 7s

- Bedtime

WEEKEND ROUTINE

Friday:

06:30 – 15.00- Same as normal school days

15:00	Free time
17:30	Supper
18:30	Bath/shower
20:30	Bedtime

Saturday:

07:30	Mealtimes might vary because of sports fixtures
12:30	Lunch
17:30	Supper
20:30	Bedtime

Sunday:

08:30	Breakfast
09:00	Chapel Service
10:30	Outing
12:30	Lunch
17:30	Supper
18:30	Bath/shower
20:30	Bedtime

CHURCH SERVICES

Boarders attend church service in the Chapel and have Sunday school, led by Lerischia Scheepers. Many current topics are discussed and taught. Real-life examples are used to convey the message across in a child-friendly manner. There are evening Chapel services held on campus, but these are aimed more at the College pupils. Sunday evening prayers are done weekly by the house parent, in addition to these services. However, Chapel service is not compulsory.

WEEKENDS

Unless informed via the correct channels (house parents to be made aware of boarding arrangements), the school will assume that your child will be staying in for the weekend. Please notify the house parent of changes in arrangements, etc.

GOING OUT WITH A FRIEND

Boarders must have parental consent from both sets of parents should they want to go out with a friend. This must be communicated by email/WhatsApp to the house parent. If no confirmation has been made, the child will not be permitted to leave the school. If the boarder needs to make use of the day scholar buses, a bus pass request must be made with Lizaan Stamos via email: Lizaan.stamos@woodridge.co.za

LEAVE REQUESTS

Should a parent arrive unexpectedly during the week/weekend to take their child out, the teacher on duty must be informed, and the house parent must be contacted and informed.

Times:

Friday: Boarders may leave campus after 13:30 (providing they have no pre-arranged school commitment) and no later than 18:00.

Saturday:

Boarders may leave after breakfast or after sport.

Return times:

Boarders may return by 18:30 on a Sunday evening, or 07:30 on a Monday morning. If a child returns on Monday morning, they must have time to prepare for school. Late arrivals cause a chaotic start to the week!

Dress:

Boarders who leave on a Friday after school or Saturday after sport must either leave in their sports clothes or school clothes. When returning, if they return on a Sunday, they may return in civvies, but if they return on a Monday, they must return in full school uniform.

Start of terms:

At the start of each term, ALL boarders are required to return by 17:00 (in full school tracksuits) the evening before school starts. No lunch will be served on these arrival days.

Half terms:

Boarders MUST be collected, or relevant transport must be arranged with the school to go home during half-term.

Signing out:

This is done exclusively by the house parent. NO EXCEPTIONS.

TRAVEL POLICY

HOW TERMS ARE STRUCTURED

The school term dates are structured so that pupils are generally allocated a Monday/Tuesday to travel to school at the start of a term and a Thursday/Friday to travel home at the end of a term. This way, they do not have to travel over weekends and can spend this quality time with their families.

Travel arrangements must be sent to jo.meyer@woodridge.co.za and all the transport and necessary documentation will be processed from her side.

This needs to be sent to her at least two weeks before the end of term or half term.

Note that flights need to be booked so that they depart well after the close of school on the last day or on the travel day, which is the day after school breaks up.

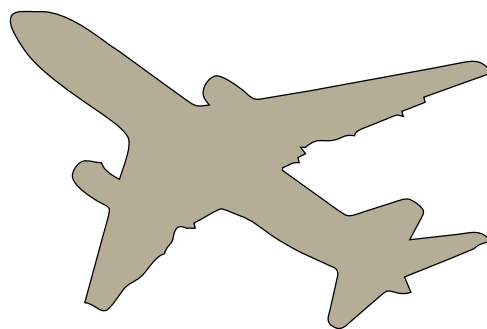
Passports and travel documents need to be sent to school with your child in a sealed plastic envelope for safekeeping.



RETURNING TO SCHOOL

Please ensure that return travel arrangements reach our Travel Coordinator before the end of the preceding term. Please make every effort to avoid booking the last flight from Johannesburg to Port Elizabeth, which arrives at 21:30 as this means pupils will arrive at Woodridge after 23:00.

All return flights are to be booked to arrive between 12:00 and 18:00 to enable children to arrive back at school with enough time to get settled.



MEDICAL / SANATORIUM

The Woodridge Sanatorium is manned by two qualified sisters.

Office: 041 492 2407

Mobile: 064 619 6110

Email: sanatorium@woodridge.co.za

It is expected that all boarders belong to a private medical aid to make sure they get the best available care if needed. If not, in case of an emergency, they may have to be taken to a public hospital. In this instance, please ensure you have signed the necessary affidavit during your application.

Over weekends, the Sanatorium is open as follows:

Friday: 07:00 – 19:00

Saturday: 08:00 – 09:00 and 17:00 – 18:00

Sunday: 10:00 – 11:00 and 15:30 – 16:30

Illnesses or contagious diseases

Children with contagious diseases will be sent home. PLEASE do not send your child to school if they are sick.

Doctor

There are local doctors who make regular calls to the Sanatorium.

Medicine

All medicines/pills of any nature MUST be handed in to the Sanatorium for safekeeping and issuing.

Injuries

Injuries sustained at home need to be dealt with by the parents before returning the child to school.

Appointments

PLEASE make doctor/dental appointments during school holidays or over half-terms. This avoids disruption to the academic programme.

Tetanus

Your child must have an up-to-date tetanus injection before commencing school.

De-worming

You are encouraged to have your child dewormed every six months.

Emotional or behavioural problems

The house parent and the school must be notified if your child has emotional, psychological, or behavioural problems, which may or may not require medication, but which could have an impact on fellow boarders.



CATERING

Special dietary requests (including vegetarians) must be sent to sarah.moodley@woodridge.co.za (if not made during the admissions phase). Should your child need a set diet for medical reasons, please support the request with a letter from a doctor. Please supply a list of foods that she/he may and may not eat. Special spreads or additives, as well as special foods for intolerances (e.g., soya milk) must be supplied from home.

BOARDER BIRTHDAYS

If your son/daughter would like a cake/s for his/her birthday, please contact the house parent. Parties in the boarding residence are also a wonderful way to enjoy the day. Snacks, juice, and pizza can also be arranged.

HOMEWORK / EVENING ACTIVITIES

All boarders are provided with a 45-minute to an hour session where a duty master and an intern are available for assistance and to listen to reading. This session is usually from 18:00 to 19:00. Children are encouraged to read for 30 minutes from Sunday to Thursday in the evenings.

TV AND MOVIES

The television is only available during the week in rainy weather and during the free time slot from 19:00 – 19:45. Over weekends, the viewing of programmes will be at the discretion of the teacher on duty.

TUCK

Tuck is a wonderful way to bless your son/daughter, however, please be reasonable. Perishable items **MUST NOT** be sent. A suitable tuck container needs to be purchased and sent for the storage of tuck.

POCKET MONEY

Pocket money must be deposited into a bank account, which the boarder has access to by bank card. Owning a bank account and managing money using a bank card is considered a life skill that children need to learn.

PASSPORTS / VALUABLES

All passports, documents, and the like must be handed into the house parent for safekeeping. Any other valuable items not handed in cannot be looked after.





LAUNDRY PROCEDURES

Children need 2 laundry bags and 2 sock bags, which shall be handed in every Sunday and Wednesday evening. It is the responsibility of the child to accurately record the items that are to be washed in the bag.

ALL clothing and other items (sports equipment included) **MUST** be clearly labelled. Please ensure these are checked at the start of each year, including new clothing purchased during the term.

Labels should be placed as follows:

Shorts, pants, underwear - inside back of waistband

Shirts, jerseys, tracksuit tops - inside of collar

Socks - inside top fold / inside the elastic

Sheets - on an outside corner

Pillow slips - on the fold

Damaged clothing

Torn or damaged clothing must be repaired at home or can be sent to the school shop for minor repairs.

CAMPING KIT

All camping equipment, as indicated on the 'Outdoor Education Kit List', is kept in the "box" room for issue as required.

LOST PROPERTY

Boarders are responsible for their own belongings. Items found lying about are sent to the lost property box. It is the child's responsibility to check this collection point for missing items. The house parent **MUST** be informed immediately should valuable items be missing. Unlabeled clothing is displayed weekly and if not claimed, then it is put away until the end of each term. Thereafter, it is given to charity.

SCHOOL SHOP

The school shop provides school clothing, sports equipment, and basic toiletries. If a boarder needs any items from the shop, please contact the House Parent, who will obtain a quote for the requested items and forward it to the parent. An EFT payment to the school account is required before the boarder can receive the items.



KINGFISHER BOYS RESIDENCE ONLY

IMPORTANT ITEMS FOR STORAGE AND COMFORT

Plastic storage trunk 690 x 410 x 360. This is used for storing camping equipment and other valuable items. Very important when leaving for holidays.



Small plastic baskets x2: These are used for organising their stationery in their drawer and for their underwear and socks in their cupboards.



PREPARATORY SCHOOL CLOTHING REQUIREMENTS

UNIFORM - GIRLS	BOARDERS	DAY	UNIFORM - BOYS	BOARDERS	DAY
Woodridge Cap/Floppy Hat	1	1	Woodridge Cap/Floppy Hat	1	1
Woodridge Tog bag	1	1	Woodridge Tog bag	1	1
Woodridge Tracksuit	2	2	Woodridge Tracksuit	2	2
Woodridge Winter Jacket	1	1	Woodridge Winter Jacket	1	1
Woodridge White Short Sleeved Golf Shirt	6	3	Woodridge White Short Sleeved Golf Shirt	6	3
Woodridge Brown Sport Shorts/Skorts	4	3	Woodridge Brown Sport Shorts	4	3
Woodridge White Ankle Socks	8	5	Woodridge White Sport Socks	8	5
Inter-house Shirt	1	1	Inter-house Shirt	1	1
Running Shoes	1	1	Running Shoes	1	1
Woodridge Swimming Costume	1	1	Woodridge Jammer	1	1
Woodridge White Long sleeve T	2	1	Woodridge White Long sleeve T	2	1
Woodridge Bathing Cap (yellow)	1	1	Woodridge Bathing Cap (yellow)	1	1
Woodridge Flip Flops (optional)	1	1	Woodridge Flip Flops (optional)	1	1
Woodridge Swimming Bag	1	1	Woodridge Swimming Bag	1	1
Woodridge Rash Vest (optional)	4	3	Woodridge Rash Vest (optional)	1	1
Woodridge Yellow Sleeveless Match Golfer	1	1	Woodridge Yellow Hockey Shirt (1st team)	2	1
White Sports Shoes (Cricket)	1	1	White Sports Shoes (Cricket)	1	1
Woodridge Brown Hockey Socks	4	2	Woodridge Brown Hockey Socks	2	2
Woodridge Adventure Shirt (optional)	1	1	Woodridge Adventure Shirt (optional)	1	1
Woodridge Yellow Rain Jacket (Grade 1s-6s only)	1	1	Woodridge Yellow Rain Jacket (Grade 1s-6s only)	1	1
Woodridge Brown Rain Jacket (Grade 7s only)	1	1	Woodridge Brown Rain Jacket (Grade 7s only)	1	1
White Rugby Shorts (Cricket matches)	3	2	White Rugby Shorts (Rugby/Cricket matches)	3	2
			Cricket Shirt (1st team only)	2	1
Woodridge White Cricket Socks (matches only)	2	1	Woodridge White Cricket Socks (matches only)	2	1
			Woodridge Rugby Jersey	2	1
Woodridge Scarf (Winter) (Optional)	1	1	Woodridge Scarf (Winter) (Optional)	1	1
Woodridge Gloves (Winter) (Optional)	1	1	Woodridge Gloves (Winter) (Optional)	1	1

PREPARATORY SCHOOL CLOTHING REQUIREMENTS

Grade 7s No 1s Fridays Only - Girls	BOARDERS	DAY	Grade 7s No 1s Fridays Only - Boys	BOARDERS	DAY
Grade 7s No 1s Fridays Only - Girls					
Woodridge Elastic Tie	1	1	Woodridge Elastic Tie	1	1
Woodridge Skirt (no more than 8cm above knee)	1	1	Woodridge Chinos	1	1
Woodridge White Button-up Shirt	1	1	Woodridge White Button-up Shirt	1	1
Woodridge White Anklets (Summer)	1	1	Woodridge Camel Socks	1	1
Woodridge Jersey	1	1	Woodridge Jersey	1	1
Brown (polishable) lace-up shoes	1	1	Brown (polishable) lace-up shoes	1	1
Brown Pantihose (Winter)	1	1	Woodridge Belt	1	1
ALL BOARDERS:					
Laundry Bag	2	0			
Laundry Sock Bag	2	0			

CASUAL CLOTHING & OTHER REQUIREMENTS

GIRLS	Q	BOYS	Q
Panties	12	Underpants	8
Bras (flesh-coloured for school wear)	4	Pyjamas	2
Sports Bras	2	Slippers/Slops	1
Pyjamas	3	Vests (optional)	2
Dressing Gown	1	Jeans/Shorts/Tracksuit Pants	2
Slippers	1	Casual Shirts/T-shirts	6
Vests/Spencers (optional)	2	Jerseys/Tracksuit Tops	3
Toiletry bag (nailbrush, toothbrush, hairbrush, toothpaste, shampoo, shower gel, haircare products, soap, soap dish, sanitary products, dental floss, body cream, deodorant, lip ice, sponge, facecloth etc.)	1 of each	Toiletry bag (nailbrush, toothbrush, hairbrush, toothpaste, shampoo, shower gel, haircare products, soap, soap dish, sanitary products, dental floss, body cream, deodorant, lip ice, sponge, facecloth etc.)	1 of each
Jerseys/Tracksuit Tops	4	Blanket	1
Jeans/Shorts/Tights	2 of each	Duvet (3 quarter for comfort)	1
Dresses	2	Duvet covers (3 quarter for comfort)	2
Towels (2 bath, 2 beach)	4	Fitted Sheets (single bed)	2
Blankets	1	Pillowcases	2
Duvet (3 quarter for comfort)	1	Pillow	1
Duvet Covers (3 quarter for comfort)	2	Towels	4
Fitted Sheets (single bed)	2	Laundry Bags & Sock Bags	2 of each
Pillow	1	Coat Hangers	10
Pillowcases	2	Sunscreen	2
Laundry Bag & Laundry Sock Bags	2 of each	Insect Repellent	1
Coat Hangers	10	Permanent Marker Pen	1
Casual shoes	2	Rechargeable Lamp (recommend Magneto LED 1000 lumen)	1
Manicure Set	1	Headlamp	1
Box of Tissues (per term)	2	Box of Tissues (per term)	1
Sewing Kit	1	Sewing Kit	1
Padlock & keys (small)	3	Mattress Protector	1
Permanent marker	2	Padlock + keys (small)	2
Hair dryer & hair accessories	1	Civvie socks	2
Rechargeable Lamp (recommend Magneto LED 1000 lumen)	1	2/3 Prong Plugs & Cell Phone Charger	2
Headlamp	1	Spare Name Tape	
2/3 Prong Plugs & Cell Phone Charger	1		
Sunscreen	2		
Insect Repellent	1		
Mattress Protector	1		
Spare Name Tape			

2026 TERM DATES

TERM 1	Tuesday, 13 January	Boarders return: 14:00-17:00
	Wednesday, 14 January	School commences at 08:00
	Thursday, 19 February	Start of half-term at 13:00
	Monday, 23 February	Boarders return: 14:00-17:00
	Tuesday, 24 February	School commences at 08:00
	Thursday, 26 March	End of term at 13:00
	Friday, 27 March	Travel day for distance boarders
TERM 2	Tuesday, 28 April	Boarders return: 14:00-17:00
	Wednesday, 29 April	School commences at 08:00
	Friday, 26 June	Start of half-term at 13:00
	Saturday, 27 June	Travel day for distance boarders
	Monday, 6 July	Boarders return: 14:00-17:00
	Tuesday, 7 July	School commences at 08:00
	Thursday, 6 August	End of term at 13:00
	Friday, 7 August	Travel day for distance boarders
TERM 3	Monday, 31 August	Boarders return: 14:00-17:00
	Tuesday, 1 September	School commences at 08:00
	Thursday, 8 October	Start of half-term at 13:00
	Monday, 12 October	Boarders return: 14:00-17:00
	Tuesday, 13 October	School commences at 08:00
	Wednesday, 2 December	End of term at 13:00
	Thursday, 3 December	Travel day for distance boarders

PLEASE NOTE: Pupils are expected to attend school on public holidays that fall within term dates.
Boarding facilities are not available over half-term.

At the end of term or at the start of a half-term, day scholar buses depart at 13:30.

All bus and flight bookings of boarders must be done well in advance and in consultation with Jo Meyer (jo.meyer@woodridge.co.za) to ensure that arrival and departure times are coordinated and confirmed.

