

WOODRIDGE PREPARATORY

GIRLS' BOARDING HOUSE POLICY

Common Procedures:

Cellular phones and devices

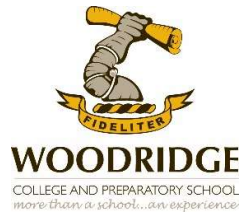
All cellular devices and cellular phones are to be handed in by 20h00, before the boarders go to bed. These devices are to be kept in the house parents' accommodation and must be switched off and alarms deactivated. They can be used at school if required with the authorisation of the house parents. In these circumstances, the device must be handed in at the front office as per the policy for day scholar pupils. All cellular phones and devices may be handed out at 17h00.

Boarders' leave-out

Boarders may not leave the boarding house without the permission of the house parent. If the house parent is not available, the teacher on duty must be aware of the arrangements. Boarders going out for the weekend must inform the house parents by Thursday evening. House parents must confirm this arrangement with the parents and, if necessary, the host family. If boarders are making use of the day scholar buses, the bus co-ordinator needs to confirm whether seats are available. On leaving or returning to school on mid-term or end of term breaks, the attire of the boarders needs to be that of full school uniform i.e. Number Ones.

Medication

All medication must be handed in to the Sanatorium or house parents.



WOODRIDGE PREPARATORY

Oriole Boarding House Policy

This is a working document of the policy and daily routine of the
Woodridge Preparatory Boarding House

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A. Daily Routine

All Staff and pupils to adhere to the following times to ensure the boarding house runs smoothly.

- 06h15: Pupils are woken up by the Assistant on duty
Get dressed
Brush teeth
Make beds and tidy areas
- 06h35: Say Grace
Walk to the Dining Hall
- 06h45: Breakfast
- 07h15: Mrs Geyer meets pupils back at the hostel.
Checks hair and uniform
Checks bed and areas
Pupils get dismissed
- 10h30: Pupils are allowed to collect tuck for break
- 13h30: Change for sport
- 16h30: Member of Staff on duty
Pupils bath/shower
Tidy Areas
Wear Tracksuits
- 17h30: Say Grace
Walk to Dining Hall
- 17h45: Supper
- 18h10: Back at Hostel for Prep Session -:
➤ Grade 7 – Teacher
➤ Grade 4 & 5 – Assistant Teacher
➤ Grades 1, 2 & 3 – Assistant Teacher
- 19h00: Mrs Geyer on duty
Put on pyjamas
Free Time
- 19h30: Bible Study
Talk about their days
- 19h50: Brush Teeth
Put uniform out for next day
- 20h00: Grades 1 → 5: Bed time & lights out
Mrs Geyer collects phones and other electronic devices
- 20h30: Grade 7's to bed
- 21h30: Mrs Geyer goes home

B. Weekend Daily Routine

Friday:

06h30 – 13h30: Same as normal school days
15h00: Teacher on Duty
17h30: Supper
18h30: Bath/Shower
19h00: Assistant – Teacher on Duty
20h30: Bible Study & talk about day
21h30: Assistant – Teacher off Duty

Saturday:

07h30: Assistant – Teacher on Duty
Meal times might vary because of sports fixtures
12h30: Go to lunch
17h30: Go to supper
20h30: Bible Study & talk about day
21h30: Assistant – Teacher off Duty

Sunday:

08h00: Member of Staff on Duty
Wake-up and change linen
08h30: Breakfast
09h00: Leave for Church
09h30: Church and Sunday School
10h30: Outing
12h30: Lunch
17h30: Supper
18h30: Bath/Shower
18h00: Mrs Geyer on Duty
Laundry
19h30: Bible study and talk about their day
19h50: Brush teeth and put out uniform for the next day
20h00: Gr 1 → 5: Bed Time – Collect phone and technological devices
20h30: Gr 7: Bed Time
21h30: Mrs Geyer goes home

C. Prep

- The girls are divided into age groups and they have a teacher on duty with each group:
 - Grade 1 → 4: Assistant Teacher in Common Room
 - Grade 5 & 6: Assistant Teacher in Prep area outside the Common Room
 - Grade 7: Teacher on Duty in Prep Area outside the Common Room
- The girls must bring their homework diaries and all the necessary school books
- Prep times are quiet and structured

- Should they complete their prep before the time, they have to read their library book

D. Sanatorium

- All girls must first get permission from the House Parent before they may go to the San
- Should there be any emergencies, the Duty Staff must inform the House Parent as soon as possible
- The House Parent and/the Sanatorium shall inform the parents of the incident.
- All medication will be administered by the House Parent
- Should a pupil have to spend the night in the San, then the sister on duty must inform the House Parent and the parents
- If a pupil spends the day in the San, they may not be discharged after 16h00

E. Discipline

- In the Hostel we have discipline with dignity. The girls have to understand and learn that there are consequences for their choices. They lose privileges at first. If they do not respond to this, then they will have a detention on a Friday afternoon with the House Parent. The parents will be informed by the House Parent. For more serious offences, the pupils are referred to the Headmaster. The school policies apply for bullying, smoking and drinking.

F. Laundry

- The laundry is sent to an outside company. Laundry is taken in on a Sunday and Wednesday evening. The girls hand in their laundry and it is checked and recorded by the Duty Staff member. All clothing must please be clearly marked as lost property becomes a huge problem. The clean laundry is returned on a Monday and Thursday. It is unpacked and put on their shelf in the Laundry Room.

G. Pocket Money

- At present R500.00 is issued to each girl every term, should all the fees be up to date
- The House Parent draws pocket money for:
 - Sunday Outing
 - Saturday Derby Days
 - Market Days
 - Civvies Days
 - For birthday gifts should the girls get invited to birthday parties
- The House Parent puts the request to the Finance Department

H. Tuck

- The girls may not keep tuck in their dorms
- The tuck is kept in their tuck boxes in the Common Room

I. Telephones

The girls may be phoned at:

→07h15 – 08h00

→16h30 – 17h30

→19h00 – 20h30

- The girls are allowed to have cell phones, but it is their responsibility
- Cell phones are collected every evening at bed time and handed out after breakfast.
- Cell phones and devices will be checked at times by the House Parent.

We strive to make this home-away-from-home. The Staff and House Parent work together to nurture each girl and to develop them into mature and well-adjusted young ladies.