



WOODRIDGE

COLLEGE AND PREPARATORY SCHOOL
more than a school...an experience

Kingfisher Boys' Boarding House Policy and Daily Routine

This is a working document of the policy and daily routine
of the Woodridge Preparatory "Kingfisher House".

CM Reed
1/31/2019

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Should you have any suggestions or queries regarding boarding, please contact the Head of Prep Boys Boarding at cliff.reed@woodridge.co.za

Introduction

Welcome to Woodridge Preparatory and to the Kingfisher House boarding establishment. We trust that your time with us will be happy and memorable. This handbook contains much information about boarding and is provided to make your son's stay here easier. The experience of boarding will help your child to become independent and more confident as they will be responsible for their clothing, possessions and dormitory. Boarders develop long and happy relationships with their peers as they spend many busy hours playing and exploring the wonderful Woodridge environment.

Kingfisher House Mission and Vision

The vision of Kingfisher House is to provide an environment of love, care and compassion towards others. This is achieved through the establishing of clear and firm boundaries where boarders feel safe and are free to operate while expressing 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, this then forms the essence behind all that is valued at Kingfisher House.

Values

"Wisdom and Peace come when you start living the life the Creator intended for you" -

Geronimo

Values that are strongly upheld are:

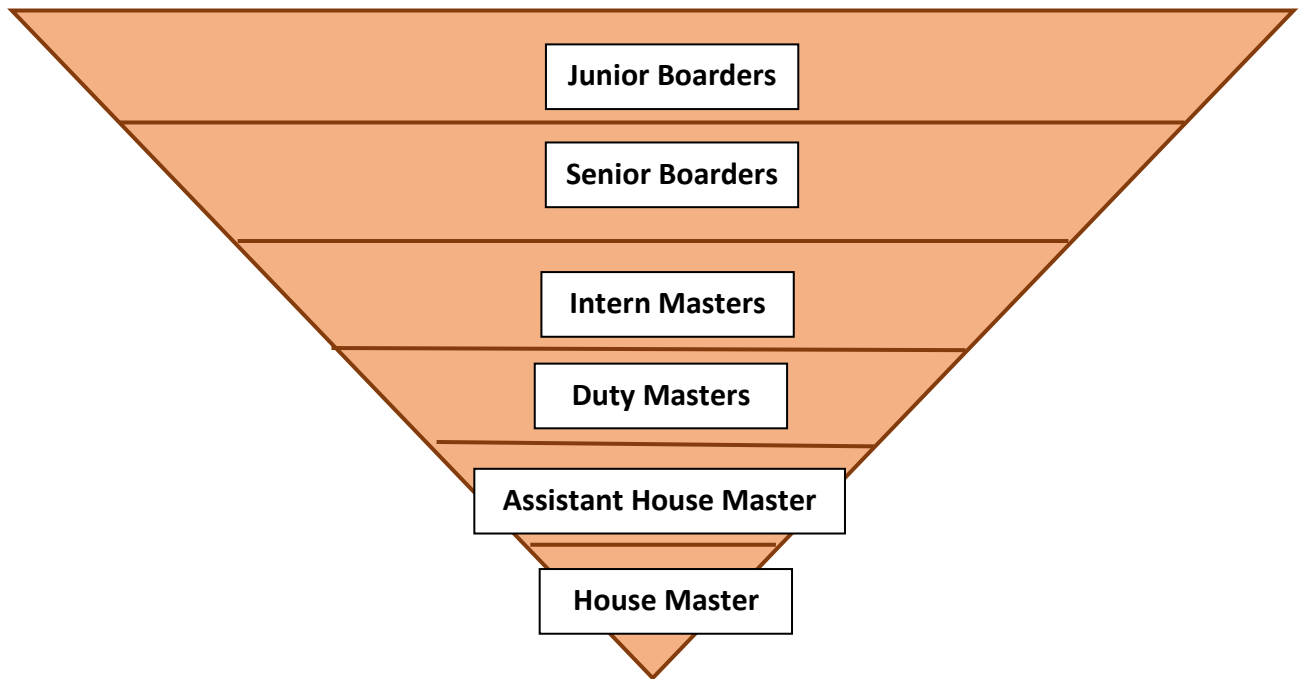
- Compassion
- Humility
- Pride in self
- Servant heart

Boarding at Kingfisher House

Kingfisher House is a relatively small boarding establishment with a maximum capacity of 20 boys. The House is separated into 2 dormitories, Makapansgat with 10 beds, Mietjiesfontien with 10 beds. Palmietsvallyie which is exclusively used as a lounge and TV room.

The Boarding House Father and Assistant House Master form the core of the paternal as well as the maternal care for the boys. We are very fortunate to have Aunty Marie who is around during the morning to assist the boys in the cleaning of their rooms and other facilities.

Boarding staff and Pastoral Care model:



Servant leadership forms the backbone of the model in Kingfisher House.

As the model illustrates the Junior boys are placed on top of the “ladder” as they require the most guidance, grace and assistance. The Master is seen at the bottom so that he can “fly” (develop) the rest of the House and boost the levels above to motivate them to best care for the level above them. It is, however, a model that is still growing and needs constant repetition and encouragement.

All the male residential staff are involved in the general care of the children and play an active role in the lives of the boarders. An intern is on duty each day of the week and one Duty staff member joins the intern each evening. On a Friday an intern Braai’s with the boys and spends the rest of the night with them. A duty Member of staff takes care of the boys on a Saturday and an Intern takes care of the boys again on a Sunday.

The staff on duty deal with queries and visitors and supervise the general activities of the boarders on the Estate. House staff on duty are available after lights out for any emergencies.

Personal Growth Plan and guideline:

<h1>The Pathway of a Noble Man</h1> <p><i>When the angel of the LORD appeared to Gideon, he said, "The LORD is with you, mighty warrior." – Judges 6:12</i></p>	
Progression and Growth	
<h2>Sage</h2> <p><i>"The only limits that you have in life are the ones you create in your mind"-</i></p>	Serves others completely and displays a true sense of servant leadership. A true example of humility, empathy and generosity.
<h2>King</h2> <p><i>"If I cannot do great things I can do small things in a great way"- Martin Luther King</i></p>	Displays great responsibility, respect and punctuality. Willing to help others around him without seeking reward.
<h2>Chief</h2> <p><i>"Wisdom and Peace come when you start living the life the Creator intended for you" - Geronimo</i></p>	Shows responsibility for all his own belongings and follows instructions diligently. Displays punctuality and a top level of respect to all.
<h2>Warrior</h2> <p><i>"Courage, above all things, is the first quality of a warrior"</i></p>	Starting to take responsibility for your actions and shows a very keen interest in growing and improving his character.

Communication and device use:

The use of devices and cell phones has made calling home so much easier in a boarding establishment. The most common way is to use a cell phone. However, we have had to restrict these devices as there is a growing desire to over use these devices which is having a negative impact on our young learner's minds and bodies. Below you will see a general idea of when your boys will be allocated time to spend on their devices.

Kingfisher House Device usage times

Monday – Thursday

07:15 – If needed for School work

19:00 – 19:45 Once room is tidy and all laundry and clothing is sorted out. Completely ready for the next school day.

Friday (Braai Friday)

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

19:00 – 20:00 Once room is tidy and all laundry and clothing is sorted out. Completely ready for the sports fixture the next day.

Saturday and Sunday

Not more than 1 hour of device time is recommended. Using cell phones to message and call home and family is completely fine during the day. (Under the Guidance of the duty master)

Duty master to use his discretion.

No device time after 19:00 on Sunday. Devotion time and Recap and plan for the week ahead by the Head of the Boarding house.

House master, Mr Cliff Reed is always available in emergencies outside these hours. You are also welcome to contact him to speak to your son in the evenings after 19:00 should your son not have a device or cell phone.

Important contact details:

House master Mr C Reed:

Cell number: 078 136 8481

Email: cliff.reed@woodridge.co.za

Sanatorium Sister Baard/Sister Straus:

Land Line: 041 492 2407

Cell: 079 849 0029

Email: Sanatorium@Woodridge.co.za

Daily Routine**Monday – Thursday**

06:00 - Wake up

06:30 – Breakfast

07:15 – Dorm Check and Tuck

08:00 – 16:30 School and Sport

16:30 – 17:00 Free play time on Bobart Field

17:00 – 17:20 Grade 6 and 7 Boys to shower

17:20 – 17:30 Wash hands and faces/get dressed

17:30 – 18:10 Dinner

18:10 – 19:00 Grade 4 - 7 Review/Preparation/Reading session.

19:00 – 19:45 Device time (If all is ready for the next day and the boarding house is in order/

Laundry to be done before devices on Wednesday night)

19:45 -20:00 Bedtime routine of toilet, teeth and devices away

2:00 – 20:30 Quiet time reading in own bed

20:30 Lights out

Friday (Braai Friday)

06:00 - Wake up
 06:30 – Breakfast
 07:15 – Dorm Check and Tuck
 08:00 – 13:30 School
 13:30 – 15:00 Down time in Kingfisher House or around school with day scholars.
 15:00 - Report to duty staff member in Kingfisher House
 15:00 – 18:30 Braai and activities
 18:30 – 19:00 Tidy up and shower
 19:00 – 20:00 Device time (Only if all is complete)
 20:00 – 20:30 TV and Relax
 20:30 – 21:00 Quiet time
 21:00 Lights out

Saturday

07:00 - Wake up
 07:30 – Breakfast
 08:00 – Dorm Check
 08:00 – 12:30 Sport or activity
 12:30 – 13:00 Lunch
 13:00 – 17:30 Sport or activity
 17:30 – 18:00 Dinner
 18:00 – 20:30 activity/movie/night hike/shower
 20:30 – 21:00 Quiet time
 21:00 Lights out

Sunday

08:00 - Wake up
 08:30 – Breakfast
 09:00 – Dorm Check
 09:00 – 12:30 Church/town trip/activity
 12:30 – 13:00 Lunch
 13:00 – 17:00 activity/mtb/hike/outdoor playground/play/Shower (Chapel at 17:00 if missed church)
 17:00 – 17:30 Shower
 17:30 – 18:00 Dinner
 18:00 – 19:00 Laundry and Preparation, polish shoes, pack bags....
 19:00 – 19:45 Evening prayers and devotion with House master
 19:45 -20:00 Bedtime routine of toilet, teeth and devices away
 2:00 – 20:30 Quiet time reading in own bed
 20:30 Lights out

Chapel/Church services

Kingfisher House boys attend Thornhill Methodist church most Sundays. These Children's church sessions are run by Mrs Almaire Geyer. Many current topics are discussed and taught. Real life examples are used to get the message across in a child friendly manner. There are evening chapel services that are held on campus, but these services are more aimed at the College learners. Sunday evening prayers are held every Sunday night by the House Master in addition to these services.

Weekends / Weekends out

The School will assume that your child will be staying in for the weekend. Please notify the House Master and the School Secretary via **e-mail/WhatsApp** by 14h00 on the Thursday preceding the weekend should your child be going out with you or with relatives or friends over the weekend.

Going out with a friend:

Boarders must have parental consent to go out with a friend, which must be confirmed by **e-mail/whatsApp** to the House Master. *If no confirmation has been made, the child **will not** be permitted to leave the School.*

Unexpected Leave requests:

Should a parent arrive unexpectedly during the week / weekend to take their child out, the Teacher on Duty must be informed and either the House Master or Assistant House master must be contacted and Informed.

Times:

Friday: Boarders may leave after 13:30 (providing they have no pre-arranged school commitment) but no later than 18h00.

Saturday: Boarders may leave from after breakfast or after sport.

Return times:

Boarders may return by 18h30 on a Sunday evening, or 07h30 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 that 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 17h00 the evening before School starts. No Lunch will be served on these arrival days.

Half Terms:

Boarders MUST be collected or the relevant transport arranged with the School to go home during Half Term.

Signing Out:

All signing out is done exclusively by Assistant House master (Mr Nick Stephenson) or House Master (Mr Cliff Reed). **NO EXCEPTION**

Transport:

Travel arrangements must all 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 in advance. Note that these flights need to be booked so that they depart well after the close of school on the last day or alternatively on the travel day, which is the day after schools break up. Passports and Travel documents need to be sent with you son in a sealed plastic envelope for safe keeping.

Medical / Sanatorium

Woodridge has a well-equipped sanatorium which is staffed by two Nursing Sisters. The children receive attention for immediate injuries and all their medication is kept and issued at the sanatorium. Should children need medical care, they will be monitored by the Nursing Sister or Housemaster. If possible, the children will continue with school work. The Sanatorium is out of bounds unless a child has been admitted by the Nursing Sister on duty or if they are visiting a friend.

Sanatorium Times

The Sanatorium will be open during the school day for the issuing of medicines, otherwise the Nursing Sister must be called for any other emergency.

Contagious diseases

Children with contagious diseases will be sent home.

Doctor

There are local doctors who make regular calls at the sanatorium.

Medicine

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

Sick children

PLEASE do not send your child to School if they are sick.

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 de-wormed every six months.

Medical Queries

Any medical queries regarding boarders must be made directly to the Nursing Sisters.

Emotional or behavioral problems

The Housemaster and the School must be notified if your child has emotional, psychological or behavioral 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 made to the Admissions Secretary when your child arrives. Should your child need a set diet for medical reasons, please support the request with a doctor's letter. Please supply a list of foods which he/she 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 would a cake/s for his birthday contact the House Master. Parties in the Boarding House are also a great way to enjoy the day. Snacks, juice and pizza can also be arranged.

Homework /Prep/Evening activities

All boarders are provided with a 45min to an hour session were 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. 30 minutes of reading is encouraged Sunday to Thursday evenings.

TV and Movies

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

Tuck

Tuck is a wonderful way to bless your son but please be reasonable. Perishable items MUST NOT be sent. Items need to be sealed in packets. A suitable tuck container needs to be purchased and this will be where the tuck will be stored. Notes Below.

Pocket Money

Pocket money is drawn for all boarders by the House Master weekly. This amount is usually restricted to R50 per weekend, however, there are occasions where more is needed. Examples are; cake sales on Fridays, sports trips on weekends, dances, outdoor trips, professional sports matches.

Passports / Valuables

All passports, documents and alike must be handed into the Housemaster for safe keeping. Any other valuable item that is not handed in cannot be looked after.

Laundry procedures

Children will each have to have 2 laundry bags which shall be handed in every Sunday and Wednesday evening. It is the responsibility of the child to accurately record the items which are to be washed in the bag. ***ALL clothing and other items (sport equipment incl) MUST be clearly labelled. Please ensure that these are checked at the start of each year, including new items of clothing purchased during the term time.***

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 sent to the school shop for minor repairs.

Camping kit

All camping equipment, as indicated on the clothing list, is kept in the "Box" room for issue as required.

Hairstyles/Toiletries

Boys Hair must be neat and short. No steps are permitted. No hair dye / bleaching may be used. Boys hair must be cut before start of term and at half-terms, or when necessary.

TOILETRIES

The boarders must each have:

Soap and shampoo

Sponge / Face cloth

Toothbrush and toothpaste

Hair brush

Sun block

Aqueous cream / lip ice

Deodorant (Boys: Gr 7s only may use spray; others roll-on)

All toiletries must be in a toiletry bag. If Grades 1—6 have spray deodorant it will be confiscated.

Lost Property

Boarders are essentially 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 Master 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 shop supplies school clothing, sports equipment and basic toiletries. All items purchased are charged to your school account. Any items with a value over R100.00, requested by a child, will require a message to the House Master from parents.

Important items for storage and comfort

Metal trunk 690 x 410 x 360 – +/- R700. There is also a plastic version that is just as good and much cheaper too. This is used for storing camping equipment and other valuable items. Very important when leaving for holidays

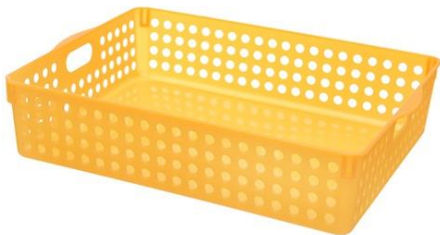


Steel Trunk



Tool box for tuck (With lock) -

Plastic baskets x2: These are used for organizing their stationary in their drawer and for their underwear and socks in their cupboards



organizing clothing.

School Clothing:

School clothing list have been sent to you already and it is very important for all these items to be well marked. We do laundry twice a week and the longest period that the boys have before receiving their clean laundry is Monday to Thursday.

Civvies:

- The boys really do not need too many civvies clothing. They only need about 3 sets and a few warm long pants and some warm tops.
- Slip slops
- Cycle kit (Optional)
- Pyjamas at least 2 sets
- Sports clothing and shoes
- Underwear at least 8 pairs

Camping:

- Camping equipment list has been sent but it is very important for the boys to have their trunk for the safe storage of these valuable items of equipment.

Bedding:

- Fitted sheets x2
- Mattress protector x 1
- Pillows x 2
- Pillow cases x 4
- Duvet covers x 2
- Blanket for winter

Hygiene:

- Face cloth x 2
- Sponge x 1
- Liquid soap x 2 per term
- Tooth brush x 2 per term
- Tooth paste
- Roll on deodorant (The boys waste the spray and don't know how to use them)
- Body cream
- Toiletry bag **NB**
- Dental floss

Cleaning:

- Shoe polish can NOT liquid
- Shoe polish brush
- Extra blazer buttons
- Laundry bag