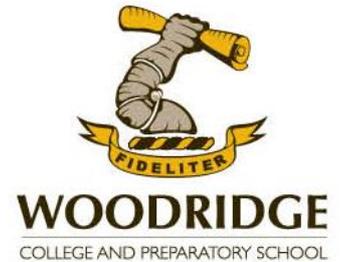


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03 February 2020

Dear Starck Parents and Guardians

A warm welcome to all parents, old and new to Starck House. We are about to embark on a most exciting journey together as we co-parent your sons.

I place emphasis on the word 'together' as we are going to be in a partnership to ensure that through co-operation and clear channels of communication we (hostel staff and parents / guardians) ensure that their boarding experience in Starck will be an unforgettable one.

The purpose of this initial communication is to give you a broad overview of boarding at Starck House and to focus on a few key areas.

Origin of the name of the House:



Keith Starck was the longest serving Headmaster of Woodridge College and was Headmaster from 1966 – 1992. In establishing a boarding school in the College, he believed in creating a 'home away from home', promoting servant leadership and affording the pupils the ways and means to gain pride in their school and the environment. Above this paragraph is the crest of the House. The motto is *Fortiorum Fortio Facta* and, when translated from the Latin, reads: The brave deeds of brave men.

Team Starck

It is a great privilege to serve as Housemaster of Starck House. I am supported by very able staff in the form of my Assistant Housemaster, Mr Tyrone Scholtz and Assistants Messrs Kyle Deasy, Alex Deetlefs and Daniel Ward. Additionally, we also have a few other members of staff who will be performing duties over some weekends. Our pupil Head of House is Malcom Kroon and the Deputy Head of House is Qawe Mzawuziwa. They were selected after an arduous interview process that lasted almost an hour per candidate and we can feel blessed with the calibre of student leaders we have.

Regarding our different roles. I will be responsible for the following areas:

Communication to and liaison with parents, pupils and staff, hostel academics, hostel discipline, hostel finance, maintenance, security, student movement including leave-outs, hostel duties, Grade 8 and 12 reports and probably the most important, pastoral care.

Tyrone Scholtz will be responsible for: Dress and appearance, pocket money, laundry, Grade 11 reports and hostel duties.

Messrs Kyle Deasy, Alex Deetlefs and Daniel Ward will be doing hostel duties and grade 10 reports.

More than a school...an experience

Weekend arrangements

Be prepared to have to stand firm on various occasions on some of these issues as they are contentious amongst pupils and parents alike! As a result, it is particularly important that House parents are uniform in their application of these procedures.

The following procedures should be followed:

Boys must notify me by Wednesday if they will be going out for the weekend.

Parents must communicate with me by email to confirm their son's weekend arrangements. A singular mail at the beginning of each term will suffice if a child goes home every weekend. If your son is not going home to you, you need to notify me by e-mail to give written consent. The inviting parent must do the same. If this is not in order, I will not allow your son to leave. Should he leave without permission, disciplinary steps will be taken.

On occasion a parent might forget to send an email through to confirm weekend arrangements for their son. In such circumstances it is acceptable to have the parent contact me by telephone to confirm the arrangements, but an email must still be sent through as soon as possible.

Care needs to be taken to ensure that it is, indeed, the parent who is giving the permission. In such circumstances it cannot be a message from someone else stating that the parent is confirming the arrangements-it has to be the parent personally. Only messages from the email addresses and phone numbers registered on the Engage School Portal will be considered official for obvious reasons. You will be able to log into this system very soon and manage this information.

A pupil may not take a leave on a Saturday night and return to school after a party or function. If pupils are signed out for Saturday night they must be gone by 18h00 on Saturday evening and may not return before 08h00 on Sunday morning.

Any pupil not adhering to the correct sign-out procedures may be gated by the Houseparent for up to two weekends. Should the situation require, such pupils could also be reported to the Deputy Headmaster.

Please note that your sons are required to be dressed in school uniform when they leave school premises. If they return on a Monday morning they will need to be in Number 1's. Please note that if they arrive after 06h45, they will only have access to the House after lunch.

Leaving school grounds

There are quite often requests from parents to take boarders out of the school on a weekday afternoon/evening for various reasons. This is in order, but not encouraged as it breaks your son's routine. Should boys need to go home for emergencies during the week, please also inform me by e-mail as soon as is possible. Should boarders make use of Day Scholar buses, they should obtain a bus pass from the office with written permission from the Houseparent.

Pocket money

Pocket money of R50.00 per week will be issued and charged to your school account, if permitted by the finance department. This is not compulsory and you may opt to remove your son's name from the pocket money list by sending an email to Mr. Scholtz and accounts@woodridge.co.za.

Prep

Academics is very important and any breach of regulations will be dealt with by applying disciplinary measures.

Prep is generally from 18H45 until 20H30.

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Roll call is taken on a Monday at 18H30, which is followed by our weekly house meeting. The pupils then do 2 sessions of prep in the dormitories until 20H30. On Tuesday to Thursday the boys go straight to prep. The Juniors do prep with a Dormitory Senior in one of the classrooms and the Seniors do theirs in the dormitories. This excludes the matric(s) on duty and the Head of House.

Pupils may not use a cell phone during this time. Pupils may not walk about, make coffee or consult one another during Prep unless they have permission to do group work (which should happen in an alternative venue such as common rooms. Pupils who use computers (Laptops, Tablets, Smart phones) in their studies must be using these for work purposes, and need to have their diaries signed by the teacher that assigned the work.

There are special conditions for pupils who have earned rewards such as A-Group, Academic Honors, etc. Insofar as these take place during the above prep times, these should be controlled and not be noisy or interrupt those working, i.e. no loud TV.

When out of the House for any reason after 18h45 in the evenings, or when cycling or running on campus, pupils are to be signed out in a sign out register/book. This document needs to record the boy's name, date, time, reason for being out and Staff member responsible for the boy's absence from prep/Duty Staff member's signature.

Laundry

Laundry can be handed in twice a week; linen and towels on Sunday evening and other clothing on Wednesdays. Laundry is returned on Mondays and Thursdays. Boys are required mark their laundry items clearly with a permanent marker or on a tag that is stitched on. We are fortunate to have laundry equipment in the hostel which can be used if necessary.

Church on Sundays

There are church services every Sunday at 17h00. Attendance is compulsory. The hostel will be locked between 16h30 and 18h30. Boarders should arrive before 16h30 or after 18h30 if they want access to the residence.

General

Parents must please inform me if their child suffers from nocturnal enuresis or any other medical / psychological condition that I should be made aware of.

This letter is the first of the year and you can expect a few more. If there is any area that I have not covered or where you need more information, please mail me or phone me. I am looking forward to the interaction ahead.

Regards

Wayne Rathbone

0828549797

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