



## Boarding Information Booklet

We believe that the boarding experience at Penryn College is quite unlike any other in the country. The basic concept is similar to that of other boarding houses. Boarders stay in a series of houses on the campus, are supervised by school staff members, eat at a central dining hall and have an option of termly and weekly boarding, depending on their particular circumstances. Furthermore, boarders are expected to do supervised prep sessions in the evenings, have set waking and lights out times, and are limited in terms of what they are allowed to watch on TV in the evenings. Meals in the dining hall are outsourced to a professional catering firm.

Please note that boarders return to the boarding establishment after 14h00 on the day before academic lessons begin. At the end of term, boarders must vacate the boarding establishment by 14h00. This is also applies for compulsory out-weekends.

It is what happens outside of these activities that make the boarding houses special.

There are four co-educational weekly boarding houses (Waterberry, Mahogany, Marula and Acacia) each accommodating twelve boys and twelve girls in a family-like setting. In addition, there is a termly boarding house (Kiaat) which accommodates 16 boys and 16 girls. This ethos is heightened by the attachment of boarding parent accommodation directly to the common room of each house. Boarding parents are expected to be a full part of the daily existence of boarders, and they eat together with the scholars as well as establishing close relationships with them.

Further details are as follows:

### Laundry

Sanbonani Laundry does laundry on a weekly basis for boarders at a nominal fee of approximately R20.00 per kg. An average load, which is usually sent off in a pillowcase / laundry bag is about 2kgs.

### Medical

Dr Mark Barry is available for consultation at the hostel sick bay every morning (Monday – Friday) from 07h15. There is no charge for your child seeing Dr Barry, but **prescription medication and referred specialist consultation is for your account**. Should a scholar be too ill to attend school, they will be booked off for the day and remain in bed. Prescribed medicine will be delivered to the school from the Riverside and Mopani Pharmacies. There is no cost involved in having an account at either of the Pharmacies and this is essential should your child need urgent medication.

In addition, should you be on a medical aid, **it is important that copies of both sides of your membership card** be handed in to the schools office in January as well as the boarding parent.

### Cellular Phones

Scholars are allowed cellphones in the hostels. However, it must be stressed that the security of your child's phone is their own responsibility and not that of the schools. Any scholar who disobeys the rules set out regarding cellphone use at school, will have it confiscated and locked away in a safe place for one week.

### Items you will need in the hostel, are:

- A study lamp and spare globe
- Coffee cup
- 2 x locks for your cupboard doors – with spare key to Hostel parent
- A carpet for next to your child's bed (optional)
- Bed linen and pillow
- Towels
- Own toiletries

## Telephone Contact Numbers

<b>College</b>	
Reception	(013) 758-9000
Mr Greg Theron:	(013) 758-9000
Mrs Jill Tate:	(013) 758-9000
Bursar's Office:	(013) 758-9000
Facsimile:	(013) 758-9010
e-mail:	<a href="mailto:head@penryn.co.za">head@penryn.co.za</a>

## Daily Routine

6:00	Wake Up	19:00 – 19:15	News
6:35	Quiet Time (No talking or music)	19:15	1 <sup>st</sup> Prep Session
6:50	Leave for Breakfast (Hostels will be locked)	20:15	Break
7:00	Breakfast	20:30	2 <sup>nd</sup> Prep Session
17:45	Duty Group to report to Dining Hall	21:15	Break
18:00	Supper	21:45	Lights Out
19:00	Hostels are locked		

## Hostel Rules

### **“Golden Rules”**

- The Penryn College school rules apply at all times.
- No girls may visit boys in the boys' dormitory.
- No boys to visit girls in the girls' dormitory.
- Boarders may not leave the school grounds without permission from their boarding parent.
- Boarders may not have visitors in their room other than their parents. Visitors are to be entertained in the common room.
- Visitors need to be introduced to your boarding parents.

### **General**

- Swearing and using God's name in vain are unacceptable.
- No smoking, alcohol or drugs are allowed in the hostels. Your boarding parent must be informed if your child has any medication which is prescribed by a doctor.
- School uniform, if worn around the campus must be worn correctly and in its entirety.
- Rooms must be neat and clean at all times. Clothes must be put away.
- Boarders may not return to the hostels during school hours.
- Your own cup is to be used at evening coffee and tea-time. Cups that are stored without being cleaned will be confiscated.
- Pocket money can be left with the boarding parents.
- Passports may be left with boarding parents.
- Music must not be able to be heard in the boarding parents house. Furthermore music of an offensive nature will be confiscated. Boarding parents are the sole and final judge in this regard.
- Boarders must be in their rooms, on their beds and silent during quiet times.
- There is no inter-hostel visiting allowed after 19h00. Boarders from one hostel who need to work with boarders from another hostel on projects or assignments, may only do so during the First Prep Session and with the written permission of both boarding parents.
- Windows should be closed before leaving for the weekend. Lights and fans need to be switched off.
- All boarders must return to the hostels by 17:30 on the evening before school starts at the beginning of each term.
- Boarders who return on a Monday morning after a weekend at home, must be in their hostel by 06:45. Boarders who are late must leave their luggage in the dining hall until the end of school hours.
- Boarders must request the boarding parent's permission before switching on the TV.
- No swimming unless supervised by an adult/qualified life saver.
- No pets are allowed.
- Please report any problems or breakages in your hostel to your boarding parent.

## **Meals**

- Attendance at all meals is compulsory.
- Cellphones need to be switched off in the dining hall.
- Boarders may enter the dining hall when the bell is rung.
- Everyone is to remain standing behind their chairs until grace has been said.
- All food and drink that you dish up, is to be consumed.
- No hats may be worn to or during meals.
- Shirts and shoes or sandals must be worn to meals.
- Conversation at meals must be appropriate in both content and volume.
- The kitchen area is out of bounds, except for those on duty.
- Under no circumstances may crockery and cutlery leave the dining hall.
- Please report any problems or breakages to the staff member on duty.
- Boarders must be dressed in full school uniform during breakfast.
- "Late" suppers must be arranged with the caterer at least a day in advance, but should be kept to a minimum.

## **Dining Hall duty group responsibilities:**

- Remove food waste before washing.
- Waste is to be sorted into the correct bins in the kitchen.
- Use hot water and sufficient soap.
- Rinse everything.
- Unplug the urn after use.
- Tables need to be cleaned and chairs returned neatly behind the table.
- Mop the floor in the kitchen serving-up area.
- The staff member or hostel-senior on duty will dismiss the duty group.
- No socialising may take place in the kitchen.
- Ensure that there is a substitute for you if you are unable to carry out your duty for any reason.

## **Study**

- Homework diaries are compulsory and may be checked by the boarding parents.
- All homework and assignments must be clearly recorded in your homework diary.
- No borrowing or lending of stationery or books is allowed during study.
- Scholars must be seated at their desks.
- No music is allowed.
- Desk lamps must be used, preferably with a blue study globe.

## **Bathrooms**

- Clothes may be washed in the bathrooms.
- No toiletries, towels or clothing may be left in the bathrooms.
- Drying racks may be used for underwear and face-cloths only, other laundry may be hung on the washing line outside.

## **Posters**

- Posters may be stuck up with prestik in the rooms.
- These must be of a suitable nature. Boarding parents are the sole and final judge in this regard.

## **Telephone**

- Under no circumstances may a boarder be late for school, study, or bed due to a phone call.

## **Out of Bounds Area**

- The admin centre is the boundary to the boarders. Sports fields are out of bounds unless accompanied by a member of staff.
- Boarders must obtain permission from their boarding parents to be outside this area.
- Boarders are not allowed north of the top paved road or south of the boarding house buildings.

## **Weekends**

- All boarders staying in for part of or the entire weekend, need to meet the staff member on duty for the weekend at 14:30 on Friday afternoon in the common room of their duty hostel. This includes matrices who have permission to stay in their own hostels.
- The boarding house senior staying in for the weekend will draw up a duty roster for the weekend.
- Going to town is a privilege to be earned, not a right to be expected.

- Boarders wishing to visit a friend over the weekend, need to inform the boarding parent on duty for the weekend at least 48 hours in advance. The boarder's parents need to confirm this with the boarding parent on duty, either in writing or through a telephone call.
- Boarders returning to the hostel on Sunday evenings must do so before 17.30. Should you return after 17.30 on the Sunday you need to report to your boarding parent.

### **Signing-out**

- Signing-out forms must be completed on Wednesday evenings and handed in at breakfast on Thursdays.
- Parents must give permission for their child to spend the weekend with a friend. A list of such friends must be given to the boarding parents at the beginning of the year.
- Boarders must return to the hostel between 14h00 and 17h30 on the Sunday evening, or no later than 06h45 on the Monday morning. Boarders who arrive later, may leave their bags in the dining hall.
- Signing-out forms must be completed whenever you leave the schools grounds, other than for a school function.
- Boarders may not sign themselves out.

### **Use of Laundry service by boarders**

- Parental consent form must be signed and kept on file.
- All clothes must be clearly labelled.
- No underwear or socks may be handed in.
- Boarders must accurately complete the itemised washing list.
- Washing must be put into a standard pillowcase / laundry bag.

### **Sick Bay**

- The sick bay is there for the sick and not a place to socialise.
- Should you wish to see a doctor, you need to report to the sick bay by 07:15 from Monday to Friday when the schools doctor is available for consultation.
- Ensure that the sick bay is left in a neat state when you leave.

### **Other**

- Boarding parents are responsible for you, and have authority to act in *loco parentis*.
- In serious matters the headmaster and parents may be called in to discuss the problem.
- Parents who wish to discuss any disciplinary matter may contact the boarding parent.

### **Hostel Committee Members**

- Are responsible for ensuring that a hostel duty list is in place for their hostel.
- Ensure the smooth running of meals in the dining hall.
- Ensure that the code of conduct in the hostels is maintained.

### **What do I do if:**

1. **Feel sick during school?**
  - Should you not be well enough to continue with classes for the day, you need to report to your boarding parent.
  - After obtaining written permission from your teacher, report to Reception.
  - Report to Mrs van Rensburg who will make arrangements for the rest of the day.
  - Report to your Boarding parent after supper, so that they can see how you are doing.
2. **Feel sick in the morning before school?**
  - Report to your boarding parent before breakfast.
  - Should you need to see a doctor, report to the sick bay by no later than 07:15.
3. **I need supper kept for me as I am playing sport or involved with a cultural activity, and only back after 17:30?**
  - Arrange 'late' supper with the caterer a day in advance.
  - Arrange for someone from your hostel to take your supper down to the hostel for you.
4. **I need food to take on a school outing?**
  - Arrange with the caterer a day in advance.

5. **I will not be back at school on the Monday morning by 06:45**
  - Your parents need to contact your boarding parents as soon as they are aware that you are going to be late.
  - On your return to school you need to find your boarding parent to inform them that you are back at school, regardless of the time of your return.
6. **I return to school on a Monday morning?**
  - Find your boarding parent and tell them that you are safely back at school.
7. **I want to visit a friend?**
  - Obtain permission from your parents, in writing, if the friend to be visited is not on the "Friends List", and then get permission from your boarding parents.
  - You must get permission from your boarding parents 24 hours in advance.
  - When your friend's parents collect you, notify your boarding parents or the boarding parent on duty (weekends) that you are leaving.
  - The adult collecting you must sign you out.
  - If you travel home by bus, your parents need to inform your boarding parent of the arrangement in writing. Your boarding parent will then sign you out.
  - On your return, let your boarding parents know that you are back safely.
  - No boarders may not catch a lift with a scholar unless your parents give written permission.
  - Parties: Boarders are to sleep over at a friend's house, with parents written permission should they be invited to attend an out of school social function.

Updated: 11 November 2009