



Brebner High School

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BREBNER HIGH SCHOOL HOSTEL

HOSTEL POLICY AND GUIDELINES CONSOLIDATED 2017

INTRODUCTION

Brebner High School hostel has its origins in the old St Peters and St Aidens hostels that were run by the Anglican Church. When the Brebner School moved to its existing premises in the 1970's the St Aidens and St Peters hostels were amalgamated into the Brebner High School Hostel for boys and girls, under management of the Brebner High School.

The hostel consists of six (6) different blocks with a common dining hall and study area. The hostel has very limited grounds so boarders have to use the school's sports fields for recreation. To do this they have to cross a public road, ie. Gascony Street. This is not desirable but an unfortunate reality. There is also limited communal study facilities at the hostel, so school facilities are used for "prep" sessions at the hostel

The hostel has space for a maximum of 230 boarders. The hostel's tradition prides itself in that this has never been a place for boarders who need "corrective" behaviour but rather a place where young people can learn how to cope with living away from their family and friends. They also learn how to make decisions whilst being taught how to live within a community composed of a variety of different people and their actions will thus not only reflect on themselves but also have an impact on others who live with them. They will be required to give away some of their individual freedom for the good of the whole as they learn to recognise the right of others and will thus require tolerance and understanding of all boarders and staff.

Brebner High Hostel boarders are required to exhibit self responsibility, accountability, self discipline, independence, teamwork, personal care and hygiene. If a boarder cannot do this they do not and will not be able to be a part of the hostel.

It is also expected of all boarders to display good manners and be polite to all people.

1. Aims of Brebner High Hostel

The hostel seeks to assist boarders in their academic, physical and social development by:

- a) Creating a happy, harmonious and safe environment where individual differences are recognised, respected and welcomed and where a sense of community is encouraged through creating a family environment in the hostel.
- b) Providing an environment in which all boarders are encouraged and assisted to reach their full potential. This is cultivated through exposure to an educational experience, which promotes genuine self-respect and a sense of triumph in the achievement of highest possible goals.

- c) Promoting and nurturing emerging leadership talents.
- d) Providing facilities and resources to promote a healthy physical and mental well-being.
- e) Promoting good manners and etiquette.
- f) Creating a hostel spirit with the emphasis on teamwork and working together.

2. Hostel Management.

The hostel is under general management of the SGB of the school. The Brebner High School Principal is the superintendent of the hostel. The daily running of the hostel is the responsibility of the Hostel Warden, three (3) Assistant Wardens and several supervisors. The catering/household is run by the Senior Household Supervisor, Assistant Household Supervisors, Chef, Cooks and Household Aids as well as two (2) Maintenance staff.

3. Supervisor Staff Duties

3.1 Duties in Blocks

- 3.1.1 Wake boarders at 06h00 and supervise them to do their duties.
- 3.1.2 Responsible for general order and wellbeing of boarders in the block
- 3.1.3 Inspections to be done Monday to Friday at 18h45
- 3.1.4 Ensure that boarders go to breakfast at 07h10
- 3.1.5 Ensure that boarders do not shout or scream in blocks.
- 3.1.6 Checking cupboards regularly for neatness and hygiene. No medication is allowed in rooms.
- 3.1.7 Checking blocks for breakages and vandalism (including writing on walls). If any is found it must be recorded immediately in the register in the kitchen.
- 3.1.8 Ensure that boarders are quiet after the lights out bell at 22h15.
- 3.1.9 Supervisors must sleep on the hostel premises unless prior arrangements were made.
- 3.1.10 If a boarder becomes ill during the night, a supervisor must accompany the boarder the hospital.
- 3.1.11 Supervisors must check the blocks for safety hazards.
- 3.1.12 Supervisors must listen to boarders' complaints and concerns.
- 3.1.13 Supervisors must hold regular block meetings with boarders.
- 3.1.14 The Block Supervisor is always responsible for the boarders in their respective blocks.

3.2 Duties when on Official Duty Roster

| MONDAY TO THURSDAY | |
|--|--|
| Time | Duties |
| 17h00 | Attending supper. Assist with general order and cleaning of dining room |
| 17h45 | Reporting to Prep room, assist with roll call and keep order during prep. Wardens must visit Prep room at least once every ½ hour. |
| 21h30 | Ensure that Prep room is tidy when boarders leave and that all the lights are switched off. |
| Doing roll call and taking lists to the warden on duty. If a boarder cannot be found, it must be reported to the warden on duty immediately | |

PLEASE NOTE:

During Exams: Lunch is at 13h00
 Quiet Time: 13h30 to 16h00

| WEEKENDS | |
|---|---|
| FRIDAY | |
| Time | Duties |
| 14h30 | If on third person duty, report for office duty until 16h50 |
| 16h50 | Roll call must be done |
| 17h00 | Attend supper. Assist with general order and cleaning of dining room |
| 17h45 | Report to Prep room, assist with roll call and keep order during prep. |
| 19h30 | Prep ends |
| 19h45 | Show the video and assist with general order at the hostel. At least one person on duty must be at the TV room or just outside the TV room. |
| 20h30 | Lock blocks- Boarders must now be watching the video or be in the blocks. |
| NO BOARDER MUST BE SEEN WALKING AROUND. After the movie, roll call must be done in the blocks. If a boarder cannot be found, it must be reported to the warden on duty immediately who must contact parents/guardians. | |

| SATURDAY | |
|---|---|
| Time | Duties |
| 08H00 | Attend breakfast (Staff on full duty) |
| 09h00 – 10h15 | Prep and inspections in blocks. Lock the blocks and do inspections in all the blocks. (Staff on full duty) |
| 10h15 – 12h50 | One staff member must be on Office Duty |
| 12h50 | Do roll call before lunch (Staff on full duty) |
| 13h00 | Attend lunch (staff on full duty) |
| 16h50 | Roll call must be done |
| 17h00 | Attend supper. Assist with general order and cleaning of dining room |
| 17h45 | Report to Prep room, assist with roll call and keep order during prep. |
| 19h30 | Prep ends |
| 19h45 | Show the video and assist with general order at the hostel. At least one person on duty must be at the TV room or just outside the TV room. |
| 20h30 | Lock blocks- Boarders must now be watching the video or be in the blocks. |
| NO BOARDER MUST BE SEEN WALKING AROUND. After the movie, roll call must be done in the blocks. If a boarder cannot be found, it must be reported to the warden on duty immediately who must contact parents/guardians. | |

| SUNDAY | |
|---------------|---|
| Time | Duties |
| 08H00 | Attend breakfast (Staff on full duty) |
| 08h30 | Do inspection and roll call in all the blocks (staff on full duty) |
| 10h15 – 12h50 | One staff member must be on Office Duty (staff on full duty) |
| 12h50 | Do roll call before lunch (Staff on full duty) |
| 13h00 | Attend lunch (staff on full duty) |
| 13h45 – 15h00 | Quiet time. Lock blocks and do roll call. Also check for noise in blocks. |
| 16h30 | Supper |
| 17h00 | Boarders with permission tickets may leave to go to CRC |
| 18H00 | Start prep. Do roll call and attend to general order. |
| 20h00 | Break |
| 21h00 | Lock blocks and do roll call in the block |

3.3 Further general rules and responsibilities of staff.

- 3.3.1 Boarders may not visit staff at all in any flats or rooms.
- 3.3.2 Staff may not discuss another boarder or other staff with boarders
- 3.3.3 Staff must take boarders for special medical attention when necessary.
- 3.3.4 Staff may not discuss any boarders in the dining room or prep room.
- 3.3.5 Staff must assist in keeping the hostel clean.
- 3.3.6 Staff must assist with punishment of boarders.
- 3.3.7 Staff must report to the warden when duties are exchanged (put on hostel chat group)
- 3.3.8 Staff must always be on look out for criminal behaviour, bullying or sexually offensive behaviour as well as breaching the Code of Conduct.
- 3.3.9 Staff must monitor boarders' appearance, e.g. incorrect school uniform, inappropriate clothes, etc.
- 3.3.10 Staff must monitor bad or incorrect behaviour of any visitor at the hostel.
- 3.3.11 Staff must ensure that no boarders or visitor plays loud music in the hostel or on hostel/school premises.
- 3.3.12 Staff may never receive any payments (school fees or any other money), from any boarders or parent. After hour payments must only be done to the Principal if he is available. Parents must however, be encouraged to do electronic payments.
- 3.3.13 Family members of staff living on the hostel premises are subject to the same rules as hostel boarders

4. Hostel Routine for Boarders

| MONDAY | |
|----------------|---|
| TIME | ROUTINE |
| 06h00 | First Rising Bell |
| 06h30 | Second Rising Bell |
| 06h45 | Inspection |
| 07h10 | Breakfast |
| 07h45 | Boarders leave for School |
| 08h05 | Last bell for boarders to leave school |
| 14h00 | Lunch |
| 17h00 | Supper |
| 17h45 | Inspection in Rooms |
| 18h30 | First Prep Session |
| 20h00 to 20h30 | Break |
| 20h30 to 21h30 | Second Prep Session – Roll Call in Block by Supervisors on Duty |
| 22h00 | Warning Bell for Lights Out |
| 22h15 | Lights Out |

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| TUESDAY TO THURSDAY | |
|---------------------|---|
| TIME | ROUTINE |
| 06h00 | First Rising Bell |
| 06h30 | Second Rising Bell |
| 06h45 | Inspection |
| 07h10 | Breakfast |
| 07h45 | Boarders leave for School |
| 08h05 | Last bell for boarders to leave school |
| 14h00 | Lunch |
| 17h00 | Supper |
| 17h45 | First Prep Session |
| 19h30 to 20h00 | Break |
| 20h00 to 21h30 | Second Prep Session – Roll Call in Block by Supervisors on Duty |
| 22h00 | Warning Bell for Lights Out |
| 22h15 | Lights Out |

| WEEKENDS | | | | | |
|-----------------------|--|-----------------------|--|-----------------------|--|
| FRIDAY | | SATURDAY | | SUNDAY | |
| TIME | ROUTINE | | | | |
| 06h00 | First Rising Bell | 07h00 | First Rising Bell | 07h00 | First Rising Bell |
| 06h30 | Second Rising Bell | 07h30 | Second Rising Bell | 07h30 | Second Rising Bell |
| 06h45 | Inspection | 08h00 | Breakfast | 08h00 | Breakfast |
| 07h10 | Breakfast | 09h00 to 10h15 | Inspection, Roll Call and Prep on Rooms – Blocks locked and no Laundry | 09h00 to 10h15 | Inspection, Roll Call and Prep on Rooms – Blocks locked and no Laundry |
| 07h45 | Boarders leave for School | 10h00 to 12h50 | Office Duty | 10h00 to 12h50 | Office Duty |
| 08h05 | Last bell for boarders to leave school | 12h50 | Roll Call | 12h50 | Roll Call |
| 14h00 | Lunch | 13h00 | Lunch | 13h00 | Lunch |
| 14h00 to 16h50 | Office Duty Person on 3 rd Duty | 14h00 to 16h50 | Office Duty | 13h45 to 15h00 | Quiet Time and Roll Call in blocks – Blocks locked – No Laundry |
| 16h50 | Roll Call | 17h00 | Roll Call | 14h00 to 16h30 | Office Duty |
| 17h00 | Supper | 17h00 | Supper | 16h30 | Supper |
| 17h45 | Prep | 17h45 | Prep | 17h00 | Church Bus leaves |
| 19h30 | Video | 19h30 | Video | 18h00 to 20h00 | Prep for Boarders not at Church |
| 20h30 | Boarders in Blocks or at Movie- Blocks locked till end of movie- Roll call after movie | 20h30 | Boarders in Blocks or at Movie- Blocks locked till end of movie- Roll call after movie | 20h00 to 21h00 | Break |
| 20h30 to 21h30 | Second Prep Session – Roll Call in Block by Supervisors on Duty | | | 21h00 | Roll Call in Blocks |
| 22h00 | Warning Bell for Lights Out | 22h00 | Warning Bell for Lights Out | 22h00 | Warning Bell for Lights Out |
| 22h15 | Lights Out | 22h15 | Lights Out | 22h15 | Lights Out |

5. Rules for Boarders leaving the Hostel

- 5.1 Boarders must leave hostel on out-weekends and all holidays. They must leave by 17h00 on the start of the weekend (usually Friday) and not return before 15h00 at the end of the weekend (usually Sunday). Gates are locked at 21h00.
- 5.2 Boarders usually have general leave for Northridge Mall. Parent must however indicate on a form (at the beginning of each year) if they want to allow their children to leave the hostel for any of the specified destinations. Boarders must sign out and back every time they leave and return to the hostel. NB: Since the hostel functions mainly on Trust and Responsibility of the boarders, disciplinary action will be taken against boarders who flaunt and disregard parents' decision on signing out.
- 5.3 Other Places or Home:
 - 5.3.1 Parents/Guardians must send an e-mail or fax to grant permission that their child/ren may leave the hostel if it is not an out-weekend.
 - 5.3.2 Parents must sign in Tenant Book at office if they personally take their children out of the hostel if it is not an out-weekend.
 - 5.3.3 Weekend leave – as arranged by warden after receiving permission:
 - a. Boarders must sign out for the whole weekend, i.e. from Friday 15h00 to Sunday 16h00. Any student must be punished if they signed out and are caught in the hostel.
 - b. Once a boarder is back on Sunday, they must follow the Hostel Routine (including studying).
 - c. Boarders must sign back in at the Office.
- 5.4 Since the hostel premises are too small for recreational purposes, boarders can go the school sport fields or take a walk around the school premises. They may not loiter in the streets or sit in vehicles around the school. Misuse of the privilege may lead to serious disciplinary action. The school cannot accept responsibility for boarders who willingly and of own free will play truant and leave the hostel without permission. The hostel will do all it reasonably can to protect boarders who obey the rules, from any criminal activity by other persons. The legal concept of "reasonability" will always apply.
- 5.5 Boarders, if they have permission, must not go to Northridge Mall alone but always walk in pairs of two or more. When they go for a stroll around the school premises they must also always walk in pairs of two or more.
- 5.6 As a special concession, boarders may go to the satellite church of CRC on Sunday mornings. Again they must walk in pairs of two or more and sign out and in. There is limited transport (at a cost) to the main CRC church on Sunday evenings. NB: In both instances their, parents must have signed the permission form at the beginning of the year.
- 5.7 Boarders must preferably, at all times, have cell phones with them so that the Warden on duty can contact them.
- 5.8 Boarders must at all times sign out and in for leaving the hostel for any reason. The only exception is going to the school sport fields or taking a stroll around the school or if their name is on the list for Sunday evening church or school organised activities.
- 5.9 Missing Boarders:

- 5.9.1 The Warden on Duty should regularly check the sign out/sign in register to establish return times for boarders. Also check roll call lists.
- 5.9.2 The Warden on Duty should attempt to contact the boarder on his/her Cell Phone if he/she possesses one. Cell phone number and Parent Lists can be obtained from the files kept in the superintendent's office or from the list provide with details of each boarder.
- 5.9.3 If the Warden on duty is unable to contact the parent or Boarder, they should again attempt to establish whether the boarder has returned to the hostel without reporting to the office.
- 5.9.4 Should this not establish the whereabouts of the boarders, the staff member should inform the Warden.
- 5.9.5 The Warden should confirm steps taken in Point 5.9.2 and 5.9.3, and then also endeavour to contact the Parent of the boarder to inform them of the situation.
- 5.9.6 The Warden must then consult with the Principal (Superintendent) or acting person about next course of action. The SAPS will be contacted if all else fails to find the boarder
- 5.9.7 Constant communication with parents should be maintained.
- 5.9.8 A report shall be written outlining the situation and the outcome. This will be kept on that boarders file.

6. Hostel boarders should have the following:

- 6.1 Clothes for after school and weekends. **(NB: CLOTHES MUST BE IN GOOD TASTE AND NOT ALLOW TOO MUCH BODY TO BE EXPOSED).**
- 6.2 Boarders must bring their own bedding.
- 6.3 Toiletries for personal use – towels, facecloth, etc.
- 6.4 Soap and fabric softener for laundry.
- 6.5 2 Padlocks
- 6.6 Toilet paper
- 6.7 Copy of Medical Aid Card
- 6.8 Radios must be battery operated.
- 6.9 The following electrical equipment is allowed:
Kettle, cell phone charger, iron and hairdryer (any other appliances will be confiscated if found using hostel power).

7. Basic Discipline Philosophy

The hostel is not a prison and does not have the staff to personally supervise each boarder for 24 hours a day. The hostel relies on the co-operation and honesty of the boarders to follow the hostel rules and routine. If parents cannot “control” their child/ren at home, the hostel cannot be expected to do so and these children are not welcome as boarders in the hostel.

If a boarder is continually breaking the hostel rules and not adjusting to hostel life, they will be removed from the hostel

8. Hostel Rules: NB: The school's Code of Conduct is also applicable to the Hostel.

- 8.1 Any breakages must be reported to the Warden and the repair or replacement costs may be charged to the boarders' accounts. Vandalism could lead to expulsion from the hostel.
- 8.2 Any promiscuity could lead to expulsion.

- 8.3 Boarders should at all times be polite, friendly and well mannered and greet all visitors to the hostel and treat them with respect and kindness.
- 8.4 No smoking will be allowed. The use of alcohol or drugs is also prohibited and could lead to expulsion. (See rule 8.25)
- 8.5 No boarder may leave the hostel or school grounds without permission and without signing out. (See rules for signing out)
- 8.6 Pocket money – sufficient pocket money must be given to boarders. Parents must not leave a boarder at the hostel with no money at all. The hostel policy does not encourage lending of money to boarders and lack of money may lead to temptation for theft. No money should be kept in the cupboards. Boarder or parents must open a bank account and draw money when needed.
- 8.7 All clothing items must be clearly marked. Boarders must bring sufficient school and casual clothes to the hostel, but leave the really expensive items at home (see rules applying to clothes to bring)
- 8.8 Rooms, passages and stairs must be swept and mopped each morning.
Bathrooms must be cleaned each morning.
Lockers must be kept in a tidy state.
The hostel buildings and surroundings must be kept clean. No littering.
Boarders' clothes and linen must be washed regularly.
Sanitation conditions and toilet – usage must be of the highest standard.
Any boarders who is deemed to create unhealthy conditions in the hostel will be expelled
- 8.9 During recreation times, hostel boarders may only use the soccer field, netball courts, basketball courts and hockey fields. All other school buildings are out of bounds. If hostel boarders become a hindrance to the local community while in the hostel or while using the school's facilities, the privilege will be stopped.
- 8.10 No food may be prepared in the blocks. Each floor will be allowed a kettle that may be used to obtain water for tea, coffee, cup a soup, etc.
- 8.11 If any boarder's radio can be heard outside his/her room, it will be confiscated. No TV, heaters, electric blankets are allowed in the hostel. Boarders may use irons and hair dryers in the passages, not in the bathrooms. No electrical extension cords are allowed.
- 8.12 All boarders must be in their own rooms after lights out at night.
- 8.13 Meals are compulsory and boarders must be prompt at all meals. Good table manners must be observed at all times. Boarders will be expected to assist with the cleaning of tables at supper and during weekends. No boarders may leave the dining hall until grace has been said.
- 8.14 Prep sessions are compulsory for all boarders. Boarders will sit in the desks allocated to them in the prep hall. Writing on desks constitutes vandalism and will be punished. There will be no walking around during prep. Afternoons must be used for discussion and project purposes. No telephone calls may be made or received during prep.
- 8.15 Boarders may be requested to remove all clothes and personal belongings from their rooms during the holidays and out weekends.

8.16 Fees are payable within 14 days of start of term. Fees can be paid into the hostel account and the deposit slip faxed to the school. Parents must be sure to indicate the boarder's name clearly on the deposit slip. Failure to pay could result in the boarder being sent home.

8.17 There are two compulsory out weekends per term. Boarders must leave the hostel by 17:00 at the start of the weekend, and not return before 15:00 on the last day of the weekend.

Parents must inform the Warden in writing if their child/ward may not go anywhere but home during an out weekend. In all cases where such written instructions are not given, the Warden on duty will grant boarders permission at their discretion. The school/hostel will accept no responsibility at all regarding any incident whatsoever during such leave of absence from the hostel.

If a parent wants a boarder to leave the hostel during normal weekends, they must fax a letter of permission to the hostel (fax – 051 – 4367906; email – brebnerhostel@gmail.com) not later than the Wednesday prior to that Friday or personally sign the boarder out at the hostel.

8.18 Male boarders may not enter the female blocks and the female boarders may not enter the male blocks.

8.19 Parents/guardians will be responsible for any medical expenses incurred in the interest of the child/ward. In the event of a boarder being ill, the sickbay (open after every meal) provides the first line of medication. If the illness persists, the parents are contacted to discuss further treatment.

The boarder's Medical Aid card or a copy thereof, plus a copy of the ID of the main member must be handed to the Warden.

Alternatively a letter from the parents, stating that they are prepared to cover medical expenses of up to R500 (or the current Doctors' consulting fee) must be handed to the Warden. Failure to do so will result in the boarder being treated at the local state hospital. In this case Pelonomi Hospital.

No medicine may be kept in the boarders' rooms or lockers. All medication must be handed in at the sickbay.

8.20 The hostel does not cater for any specialised diets at all. This includes religious or medical reasons.

8.21 Hostel boarders may only receive bona fide family members as visitors while they are in the hostel. These visitors are expected to adhere to all hostel rules. Only parents may go into the hostel, but the hostel maintains a "Right of Admission Reserved" policy at all times.

8.22 All boarders may attend the CRC church on Sundays. (See rules on signing out)

8.23 Boarders may attend school extra-mural activities according to the Extra-Mural programme.

8.24 Boarders must adhere to all arrangements regarding good order in the hostel. These will be explained by the Warden on duty and include arrangements regarding study times, meal times, cleaning of the hostel etc. No bullying, fighting, intimidation, stealing, dishonesty, disrespect or insubordination will be tolerated.

- 8.25 Alcohol rules – The hostel has a disturbing increase in the use of alcohol in the hostel even though all attempts are made trying to prevent it. We are thus going to send boarders home for weekends if found using alcohol.

WHEN BOARDERS USE ALCOHOL (TEST POSITIVE) IN THE HOSTEL, PUNISHMENT WILL BE AS FOLLOWS:

| | |
|-----------------|--|
| First Offence: | 2 Full weekends suspension (must go home and not stay in the hostel) |
| Second Offence: | Automatic suspension for 4 weekends (excluding out weekends) |
| Third Offence: | Formal Disciplinary Committee Hearing and possible permanent suspension from the hostel. |

NB: Excessive use of alcohol can lead to suspension on first offence.

- 8.26 If the need arises boarders will be tested for drugs. If they are tested positive for drug use, **they will face a Disciplinary Committee Hearing. Possession of unauthorized drugs (substance) in the hostel could lead to immediate suspension.**
- 8.27 We have big problems in the past with some Grade 12 boarders during the final term. **All Grade 12 parents will be required to sign an undertaking that their children will be removed from the hostel if they do not follow the rules up to the end of the year.**
- 8.28 Hostel boarders may not directly phone the police about any hostel incident. They must first report to the wardens, staff or their parents.
- 8.29 Parents and boarders are reminded that we will not accept any responsibility for cell phone or other theft. The hostel will try to investigate theft, but again inform parents that these investigations are very difficult. Boarders must look after their own property.
- 8.30 Theft is a problem that periodically raises its head and one which, perhaps more than any other, poisons the community atmosphere of the Hostel.

Boarders are advised to:

- Keep all valuables under lock and key. All borders have a locked cupboard in their room,
- Boarders should report the suspected theft of any item to the Warden immediately its loss is discovered.
- Boarders are responsible for their own belongings. If a boarder wishes to bring expensive person items into the Hostel, they do so at own risk. Neither the Hostel nor the School will not replace missing personal items

9. Punishment and Sanctions.

- 9.1 Boarders must carry out punishment, sanctions given to them by Monitors or Supervisory staff.
Punishment could be the following:
- Extra Prep
 - Extra Cleaning duties
 - Wearing school uniform during weekends
 - Picking up papers
 - Suspension

- 9.2 If a boarder feels they have been treated unfairly, they must submit a Grievance (in writing) to the Warden or Superintendent. Refusal to do punishment/sanctions, could be regarded as extreme insubordination.
- 9.3 It is the responsibility of each boarder to report any incident they see, are involved in or are a victim of, to the Warden on duty.
- 9.4 If no action is taken they must report the incident to the principal in writing.

10. Care of Sick Boarders

All medical records are held in the Warden's office which is available to all staff members.

- 10.1 After School Hours:
 - 10.1.1 Should a boarder fall ill, during the week (Monday to Thursday) he/she should first consult the Household Supervisor. On a weekend (Friday to Sunday) they should consult the Warden on duty who can administer basic care. Should the boarder continue to feel ill, or is seriously ill, the Warden will send the boarder for medical treatment.
 - 10.1.2 For serious sickness, the Warden may send the boarder home or to his guardian's residence until they have recovered. For minor sicknesses, boarders are cared for in their room. Medications are located in the First Aid cupboard. All boarders' personal medications must be handed in to the Sickbay and issued by Sickbay staff.
 - 10.1.3 Boarders have 24 hours access to the Block Supervisor. Boarders with an infectious disease are then sent home to their parents/guardians residence to be looked after.
 - 10.1.4 If a boarder contracts a contagious illness, they can be isolated from the other boarders in the sickbay.
 - 10.1.5 No drugs or medication of any kind, (except Asthma puffers which is pre-approved by the Warden) may be kept in the rooms unless permission has been given by the Warden who has been informed via the boarder's parents/guardians. Any medication discovered by staff that has not been authorised to be in a boarder's room, may be confiscated and the matter referred to the Warden.

Signature

Date