



# BRIDGE HOUSE

## Waterfall and Bellegam Rules 2022

Bridge House Boarding operates on the basis of trust and responsibility. At Bridge House every boarder has the right to live and learn in a friendly and respectful environment. It is critical that all boarders are respectful, considerate of others and cooperate fully with the staff. Boarders are expected to model and place value on mutual trust and behave, speak and listen in a respectful way to boarding staff and other students.

Students who are unable to adhere to boarding rules and expectations can expect the boarding staff or the Head of House to talk to them about areas of concern. If no improvement occurs then the student's parents will be contacted and the Deputy Head (Boarding) will be informed.

Consequences for infringements of these rules and expectations range from loss of privileges to disciplinary hearings and ultimately expulsion. Any boarder who is present when unacceptable behaviour takes place and does not prevent or report it to the appropriate authority will be liable for sanction or punishment.

If a student feels unhappy or uncomfortable about how they have been treated by a friend, another student or a member of staff they need to tell someone about this. Students can talk to a member of the Boarding House Staff, the student Heads of Boarding, the School Psychologist or another member of staff.

Here are some of the basic guidelines that make for harmonious living. These should be read in conjunction with all Bridge House Policies, which are applicable throughout.

These policies are also available on our website.

## GENERAL

- Anti-social or risky behaviour or any behaviour that is deemed by the management of the boarding houses to be negatively influential or contrary to the ethos of Bridge House, will be dealt with according to the procedures outlined in the school's code of conduct.
- Day scholars are not allowed to visit the Boarding House. All other visitors (other than parents) must be with the prior permission of the Heads of Boarding, or the duty staff member. All visitors must be introduced to the staff member/Matron on duty.
- All forms of bullying or intimidation are not tolerated under any circumstances.
- The administration of "fagging" or "junior assistance" is strictly forbidden at Bridge House. Any attempt by a senior pupil to administer a system of this nature must be reported to the Heads of Boarding immediately.
- Physical contact between boarders must be appropriate to that of a family-style boarding establishment.
- Boarders are expected to treat one another, and one another's belongings, with care and respect at all times.
- Boarders may not keep pets in the Boarding House.
- No boarder may be in possession of a BB gun, knife, martial arts weapons etc.
- The Boarding House property must be treated with respect at all times. Report any damages immediately to the Matron. Any damage will be charged to your account.
- Cell phones may not be used during meals or after lights out.
- The Boarding House phone is for incoming calls only. Should you need to make a call urgently, this must be with the permission of the Matron/duty staff and with the aim of asking the person you are calling to return your call. These calls must be short in duration and must not disturb boarding routine, other boarders or staff.
- On no occasion may staff residences be entered.
- The Theatre, prep quads and all other areas of the school beyond the immediate environs of the Boarding Houses are out of bounds unless boarders have permission to be there as are all parts of the school not usually used by their phase. Joggers, walkers and cyclists etc must ask permission from duty staff if they intend using the road around the school. Their names must be written on the board before leaving.
- Pupils with valid driving licences (a certified copy of which must be handed in to Deputy Head: Boarding) may have their own vehicle on school property but must remember that they are still bound by all the restrictions about leaving the property. Except under exceptional circumstances, vehicles may not be used during the week. Drivers may only give lifts to other pupils who have handed their parents' written permission to the Heads of Boarding. They still have the authority to deny this at their discretion. When boarders turn 18, they are still bound by all the rules and regulations of the boarding house. This regulation stays in place for the duration of their stay in boarding.
- Boarders are allowed to have a bicycle at school for use on the property or on supervised cycles. A chain and lock must be used to secure the bicycle. Please inform the relevant Head of Boarding (Mrs Jones or Mr Sutcliffe) if you have brought a bicycle onto campus and check with them where it is to be stored when not in use.
- All cyclists, skateboarders and long boarders must wear helmets when engaged with these activities. Other protective equipment is also advised.
- During the week, Boarders may not leave the school property without permission from the Heads of Boarding. This is for exceptional circumstances only and will be granted at the discretion of the Head of Boarding. Once they have got permission, anyone leaving the school must sign out in the book provided for this purpose.

## YOUR ROOMS

- Sleeping areas are to be entered only by the boarders who are allocated rooms there, their parents (at designated times) and the boarding house staff. Waterfall and Bellegam pupils may not enter each other's boarding houses. Failure to adhere to this rule can lead to serious consequences.
- Entry to a fellow boarder's room without permission, or in their absence, is forbidden. If the person who invited 'guests' into their room leaves that room, the guests are expected to leave at the same time.
- Bridge House takes no responsibility for the loss or theft of any personal belongings. Boarders must use a padlock to secure their cupboards.
- Cupboards must be kept tidy. Unannounced checks will be made by staff.
- Non-perishable food or drinks must be stored in sealed containers.
- Crockery and cutlery must be returned downstairs each morning and please wash it.
- No kettles, fridges or any other appliances are permitted in rooms. Electric blankets may be used if they are switched off as soon as you get into bed. Failure to do so will result in a loss of this privilege. Fans may be used if they are done so responsibly (not left on when boarders leave the room). Boarders who are in rooms that have not been provided with panel heaters, may request permission to bring a heater.
- Music may be played in bedrooms but the volume should not be heard outside the room in which it is played. (This includes all noise. Boarders often study outside the official prep times and respect for low noise level must be observed at all times.)

## MEALS AND FOOD

- Attendance at all meal times is compulsory unless the duty staff member has granted prior permission.
- Dress must be appropriate. No caps, beanies or hoodies may be worn. Shoes must be worn, no earphones, no cellphones, no speakers etc.
- Unless there are very special circumstances, all boarders are expected to eat something at each meal time.
- Supper is served at 6.00pm. Please do not wait to be called. Should you miss supper or need to be late, inform the staff member on duty. When the reason for your absence is not due to a sanctioned school sporting event or outing, you need to get permission from the staff member on duty.
- Any complaints or requests may only be done through the Matron or the Food Committee student representative. Do not approach the catering staff.
- Please inform the Matron about allergies, but be aware that personal dislikes may not always be catered for.
- At meal times, food may only be eaten in the designated areas. No food, cutlery or crockery may be removed from the dining room without the permission of the duty staff member. (This will only be given for boarders who are unwell or boarders who have missed meals because of school functions or sport.)

## HEALTH

- The School Nurse, Matrons and the relevant Head of Boarding must be kept informed about any medication taken by boarders. All medication must be given to the Matron for safe keeping, this includes multi vitamins and homeopathic medicines.
- Boarders feeling ill must tell the staff member on duty who will report to the Matron. If they are running a temperature, they may be allowed to remain in bed. No boarder may remain in bed without staff permission.
- Boarders feeling ill during school must follow the regular school procedure. (Report to Reception, then the School Nurse and she decides on whether or not to return to boarding.) On returning to the Boarding House, the Matron or her assistant must be informed.
- Boarders injured at school must report to the school reception, whilst at the Boarding House to the Matron or the staff member on duty.
- Over weekends, boarders feeling ill must report to the Duty staff.

## COMPUTERS

- All personal computers must be configured and certified by IT Tech.
- Computers may be used in bedrooms at the discretion of the staff. Should staff be of the opinion that the use is inappropriate or excessive, a timetable may be drawn up and other precautions taken. (Computers could be confiscated or the boarder may be instructed to take their computer home.)
- Computer networking in the boarding house may only be wireless in nature.
- No boarder may use the communal computers after lights out. Permission may be given in the case of senior boarders who need to use their computers for work purposes to work after lights out.
- Computer games may not be played during prep times.
- Bridge House School and its Staff (pastoral, administrative or other) are not responsible in any way for any damage that may occur to boarders' computers. We do not provide insurance against any damage, be it malicious, accidental, or by force of nature.
- The Acceptable Use Policy (AUP) for computer use at school applies to the Boarding Houses. In addition, all Boarders with computers at the Boarding House must be aware that they are responsible for the actions of other boarders using their computers.

## TRANSPORT

- As far as possible, the Boarding Houses use the school's own transportation. If the school's transport is not utilised or is unavailable, the Matrons will make arrangements to use the school's recognised and authorised outsourced service providers.
- For private transport needs the Matrons will also make arrangements to use the school's recognised and authorised outsourced service providers.
- No other transport providers including the use of any ride hailing services such as Uber will be allowed.

## SUBSTANCE ABUSE

The use of mood-altering or habit-forming substances by pupils (without a doctor's guidance) will not be tolerated.

Pupils may not :

- use or possess prohibited substances E.g. dagga/marijuana/cannabis (and related by-products), ecstasy, cocaine etc.
- use or possess prescribed/non-prescribed medicines inappropriately (e.g. Ritalin, Panado)
- use or possess solvents, inhalants or other chemical agents inappropriately (e.g. thinners)
- use or possess tobacco, alcohol or other drugs;
- use or possess e-cigarettes (Vaping devices inter alia, PVs, e-Go, Twisp, Juuls etc.)
- use or possess drug-related equipment (e.g. cigarette rollers, lighters and paper and Hookah pipes of various descriptions);
- use or possess performance enhancing substances particularly, but not exclusively those that are outlawed by the various sporting controlling bodies;
- be under the influence of alcohol or other drugs;
- consume alcoholic beverages, except in specific situations sanctioned by the Head and with the knowledge of the parents (e.g. Matric dance welcome function); Age restrictions still apply.
- be involved in procuring, or in transacting in, such substances.

## ROUTINE

- 06h45 Rise & Shine (Monday-Friday)
- 07h15 All boarders must be present, next to their beds, fully dressed with rooms tidy for roll call and uniform check (Monday – Friday).
- 07h15 – 07h30 Dispensing of medicine.
- 07h30 – 07h45 Breakfast (all boarders are expected to eat breakfast in the dining hall.)
- 07h45 - All boarders to school (Monday – Friday)
- Laundry needs to be downstairs at 07h45 on Mondays, Wednesdays or Fridays. Bags must be clearly labelled and contents itemised.

No boarders may return to the Boarding house before the end of school. (Please note that no Boarders may go upstairs for any reason at these times without permission from the Matron.) Tea and lunch at the Dining Room during 1st and 2nd breaks. All boarders are expected to participate fully in the school extramural program, but may remain at the Boarding House on their afternoon off.

- Afternoon Tea – a snack will be available in the Boarding House.
- 18h00 Supper starts
- 18h40 Back in boarding (doors get locked)
- 18h45–19h30 -homework time
- 19h30-19h45 – Break and snack time.
- 19h45-20h30 – homework time
- 21h00 – Quiet time.
- No showering after 21h15.
- 21h00-21h25 Everyone in their own rooms (tidying of rooms and sorting of laundry for collection.)
- 21h30 Lights out.

- With special permission, senior boarders who have worked consistently during the homework session and not completed their work, may continue to work after lights out at the discretion of the duty staff, but they must work quietly without disturbing the rest of the house. Under no circumstances may boarders visit the rooms of other boarders after lights out.

## WEEKEND ROUTINE

Friday:

- 18h00 Supper starts
- 19h00 Back in boarding in the Winter months/ 20h00 in Summer months (doors get locked)
- 22h00 Lights out.

Saturday: (varied for sporting weekends)

- 08h00/08h30 Wake up
- 08h30 Breakfast (optional)
- 13h00 Lunch starts
- 18h00 Dinner starts
- 19h00 Own time
- 22h00 Lights out

Sunday:

- 08h30/09h00 Wake up
- 09h00/09h30 Breakfast (optional)
- 13h00 Lunch starts
- 18h00 Dinner starts
- 19h00 – 20h00 Homework
- 21h00 Extra prep / Reading / Quiet time
- 21h30 Lights out

All outings will be compulsory – except for matrices during prelims and finals.

Whilst it is recognised that some boarders may need to go shopping, it must not be assumed that every weekend will be a trip to the mall. Suggestions regarding outings from boarders are welcomed.

All boarders are encouraged to participate in the President's Award, and should take advantage of service opportunities offered to them.

## WEEKENDS/WEEKEND LEAVE

All boarders are full time. Boarders may go out for weekends, not portions of weekends, but they must sign out for the weekend, and in again when they return. (Please indicate whether you will be returning on Sunday evening or Monday morning.) Sports fixtures or any other official commitment to a school activity will always take precedence over a weekend away. Boarders are required to notify duty staff by the previous Wednesday evening before 20h30 for catering, travel and duty purposes.

- The termly Out Weekends are compulsory. Please make your arrangements in good time. Out of province/country boarders may request permission to stay in.
- **Boarders will not be allowed to come and go at will during the weekends. If they are not signed out for the entire weekend, they may only leave the school premises for school- sanctioned activities or with special permission from the relevant Head of Boarding in exceptional circumstances.** Prior notification is essential, and must be received by Wednesday evening.
- Should boarders have sport or a school function (including Service opportunities) on Saturday morning, they may stay in boarding until this is completed, but must inform The Head of Boarding by the previous Wednesday afternoon.
- Boarders going out for the weekends with anyone other than people previously approved by their parents and noted by the Boarding House must obtain written permission. The School does not permit going out for the weekends with young hosts. Parental supervision and a family environment is expected for all weekend leave.
- Boarders who are staying in for the weekend may elect not to attend breakfast but must inform duty staff in advance.
- Boarders must be signed out by their parents or host. (adult) Where boarders leave by bus, this must be confirmed in advance by parents. If boarders are going home on the bus then parental permission is required.
- All boarders going out for the weekend must leave by 18h00 on Friday and return between 16h30 and 18h00 on Sunday as dinner is served at 18h00.

## TERM BEGINNING AND END ARRANGEMENTS

### First day of Term Arrangements:

All boarders are to be back in time for roll call at 18h00 on the date given, which will be the day before school starts. If for some reason a boarder cannot be back in time, the Heads of the Boarding Houses must be informed at the earliest possible convenience.

All boarders may be dressed in casual clothing on departure and arrival at Bridge House. Under no circumstances may casual clothing be mixed with items of prescribed uniform.

### Last Day of Term Arrangements:

Boarders living far from this area are subject to the times of available flights. When the school is required to transport boarders to and from the airport, notice must be given to the matrons at least one week in advance. Where boarders are to be collected at the end of a holiday, notice should be given well before the end of the previous term.

Parents are also requested to observe the dates given for vacations as staff (catering and support) are not available to run the Boarding Houses outside of the school terms.