



BRIDGE HOUSE

Erica House



Information on Junior Girls' Boarding: Erica House

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P.O. Box 444 Franschoek 7690 | Tel: (021) 874-8100 | E-Mail: info@bridgehouse.org.za
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BRIDGE HOUSE

Welcome and Introduction

Welcome to Erica House, where girls are housed in a modern, family-style boarding house.

Pupils come together for relaxation in a large communal area with a fireplace. The building also houses 4 resident staff members, including the Head of Erica House.

The boarders have the use of the school's outstanding facilities such as the IT Centre, the pool, a world-class astro-turf, tennis courts and the indoor sports facility in the afternoons and evenings.

Bridge House provides the ideal caring environment for boarders, enabling them to fully experience the academic, cultural and sports programme.

An organised programme for homework and recreation is supervised by academic staff. There are a number of resident academic staff members looking after the needs of our boarders. Mrs Lize Kapp is the Head of Erica House. She is assisted by other staff members who live on the premises.

Our Matron, Mrs Lucinda Jacobs, looks after the physical well-being of the boarders and provides another sympathetic ear when necessary. In the event of medical care being required, the Matron will decide whether the attention of the School Nurse is required.

The Matron is also responsible for coordinating transport to and from the airport for boarders who arrive by air.

Boarders' meals are catered for by Origin (Food Service Management).

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Contact details

Our contact details are as follows:

Boarders (incoming calls only)	021 874 8431	
Ms Lucinda Jacobs (Matron)	021 874 8431 lucjac@bridgehouse.org.za	To be contacted in connection with health, catering, medication, transport and laundry.
Ms Lize Kapp (Head of Erica House)	072 342 5468 lizkap@bridgehouse.org.za	For all concerns of a general nature.

General Requirements:

Boarders need the following:

- Bedding for a single bed – a duvet and (at least two of each of the following, clearly labelled, if you are going to be using our laundry services): duvet covers, sheets, pillows and pillowcases.
- School clothes (except black lace-up shoes), as indicated on our website, can be purchased at our school shop. Bridge House sports clothing can also be purchased at the school shop.
- Comfortable clothes to change into after school and to wear over weekends, sleepwear and underwear as well as specialist sportswear and equipment. Please do not bring more clothes and equipment than can fit into a conventional single wardrobe.
- Toiletries (including towels).
- 2 laundry bags (available at Game or Mr Price Home stores) and 'delicates' bags. All clothing must be clearly labelled. Labels may not be iron-on as these tend to come off in the tumble drier. Our laundry is outsourced and will be charged to your account.
- Fans may be used during the summer months.
- Electric blankets may be used during the winter months.
- No heaters, kettles, fridges or any other appliances, with the exception of those listed above, are permitted.
- Rechargeable Light – essential for power outages.
- Multi-plug and a bedside reading lamp.
- Weekend bag.
- Coat hangers.

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- Stationery.
- Snacks – optional (in a sealable plastic container to avoid attracting ants).
- We must have a COPY of a Medical Aid card or Medical Insurance. All boarders must have Medical Aid or Medical Insurance and have completed the School's Medical Consent Letter. **All medication must be handed in for safekeeping.**
- Although each Boarding House is equipped with its own computers, all students will have their own device/s as this is a school requirement. It is important that boarders ensure that their computers are compliant with our systems, and boarders need to consult the Network Manager before connecting to the school network. All computer users at Bridge House must sign a contract obliging them to behave according to our protocols.
- No pets are allowed in boarding.

The Boarding House operates on a system of trust but from time to time, things go missing or are mislaid.

- Boarders are responsible for their own property and are expected to take due care of the Boarding House property.
- Passports and important travel documents should be signed in with the Matron for safekeeping.
- Money and valuables should not be kept in bedrooms they should be handed to the Matron for safekeeping.
- No money is to be kept in Boarders' rooms.
- It is unwise to lend or borrow property, however, when it happens, the borrower has an obligation and responsibility to take due care.
- Students may obtain permission to keep a bicycle. Bicycles are the responsibility of the owner.
- Rooms must be kept neat and clean.
- Personal items need to be covered by the family's insurance policy.

Some boarders bring computers, devices, cell phones and other expensive equipment. It is up to the individual boarders to take responsibility for their belongings.

Leave Procedures

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As long as boarders are on the School premises, they are under the supervision of the boarding staff. Each Boarder must have permission to leave the campus and may only leave the School premises if they have followed the correct signing-out procedures.

Special midweek leave & overnight midweek leave

- Spending the night out from boarding during the week is discouraged, however, parents may request occasional overnight leave during the school week. This is for exceptional circumstances only and will be granted at the discretion of the Head of Erica..
- If the Head of Erica has specifically approved such a request, members of the boarding house staff will not be involved in transporting boarders to and from these destinations.
- If the boarder wants to attend a non-school function, they need to arrange their transport and somewhere to stay and have their parents' full, informed consent expressed in a detailed email to the Head of Erica. We need to know that parents know where their child will be and with whom they will be travelling. Pupils may not sign each other out.

Weekend leave

All Boarders are full time. **Boarders may go out for weekends (leaving Friday afternoon and returning either on Sunday evening or Monday morning), not portions of weekends.**

Apart from the Compulsory out-weekend, there are some weekends when outings are arranged for the boarders. These are usually day trips, and all boarders who stay over these weekends are expected to participate in these outings. Prior notice of these weekends is given timeously so that boarders who do not want to participate in the activity can make arrangements to spend the weekend with friends.

To apply for weekend leave, the following requirements must be met:

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Procedure when going to own homes	Procedure when going to a host family
<p>All weekend plans must be communicated via email to the relevant Head of Boarding/Matron on the Wednesday prior to each weekend.</p> <p>It is presumed that at weekends, as a rule, boarders are going to their own homes and being signed out by a parent.</p>	<p>The School does not permit leave with young hosts. Parental supervision and a family environment are expected for all weekend leave.</p> <p>If the boarder is being hosted-the parent/s and the host must give written permission by the Wednesday evening preceding the weekend in question stating by whom your child will be signed out and where they will be going.</p> <p>It is the responsibility of the parents and/or caregivers to decide the suitability of a host to supervise and care for your child(ren) and to communicate with the host what their responsibilities are while they are in the host's care.</p> <p>It is important that the people who assume the role of host for a boarder are aware of the responsibilities while the boarder is in their care. A signed host agreement needs to be returned to the boarding house to acknowledge these responsibilities. It is expected that there will be parental supervision throughout the time the boarder is in the host's care.</p> <p>Once a person signs a boarder out, they are legally responsible for them for the weekend and may not pass them off to a third party.</p>

- All boarders must be signed in and out by their parents or persons responsible for collecting them and bringing them back.

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(The staff member/matron may ask the person fetching your child to produce his/her ID as a proof of their identity.)

- Should boarders have sport or a school function on Saturday morning, they may stay in Boarding until this is completed.
- Please note: The signing out file is, in effect, a legal document transferring responsibility for the child from the school during the week to a parent or third party over the weekend and is designed to protect your child.
- Returning after the weekend:
- All boarders going out for the weekend must leave by 16h00 on Friday (unless by prior arrangement) and return between 16h30 and 18h00 on Sunday.
- Signing in and signing out must be countersigned by a staff member.
- Boarders who take the option to return on Monday, need to be dropped off at the boarding house on Monday morning with enough time to prepare themselves for their day at school. Hosts/Parents are requested to sign them back into boarding.
- Should weekend plans change during the weekend, it is essential to inform the relevant Head of Boarding.

General

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You may well have filled-in some of this information elsewhere for the school records, but it would help us a great deal if you could fill in the attached form and return it to the relevant Boarding House.

Bridge House Boarding		
Full names		
Date of Birth		
Cellphone numbers	Boarder	
	Parent (1)	
	Parent (2)	
Allergies		
Special dietary needs?		
Doctor (home)		
If necessary, may we use a Franschhoek doctor?		
Regular medication		
All medication must be handed in for safekeeping		
Medical Aid (name and number)		
Other useful medical information:		

Please email this form to: lucjac@bridgehouse.org.za

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