

**EACT HIGH SCHOOL BOARDING HOUSE: DAILY ROUTINE,
RULES, REGULATIONS & CODE OF CONDUCT 2015**

DAILY ROUTINE:

06h20	Rise and Shine. Tidy Rooms
07h00 – 07h45	Breakfast (<u>all boarders are expected to eat breakfast in the Dining Hall</u>) Roll call
07h20	All students must have left their rooms.
07h20 - 07h35	Room inspections done 2 times a week on random days.
07h15 – 07h45	Horse Care & Stable tasks – those students who wish to assist with grooming and turnout of the horses before school.
07h50	All students report for school (No boarders may return to the boarding house before end of school EXCEPT MATRIC PRIVILEGE.)
08h00	First school period begins
10h25 – 10h45	First break – (Boarders’ “Tea-time” in the Dining Hall) all boarders-roll call
12h25 – 12h55	Second break – (Boarders Lunch in the Dining hall)all boarders - roll call
14h30	School finishes
14h45 – 17h30	Riding Lessons/Extramural Activities Boarders are to participate in their respective extramural program, but may remain at the Boarding House on their afternoon off. Casual clothes <u>may not</u> be worn <u>beyond the immediate vicinity of the Boarding House</u> only after 4pm
17h30 - 18h30	Shower time - check shower roster setup by boarding house monitor/boarding house prefect when it is your time to shower.
18h30	Dinner served in the Dining Hall – (<u>All Boarders are expected to report at the dining hall and eat something at all meal times daily</u>) Roll call done.
19h15	Homework – During this time, all Boarders are expected to work quietly <u>in their own rooms with the doors to the rooms open.</u>
20h00 – 20h15	Break from homework - 20h15 back to homework.
21h00	End of Homework. Get ready for lights out. Quiet time. Check shower roster setup by Boarding house prefect. <u>No bathing or showering past 21h30.</u>
21h30	Lights out. With special permission, Gr11 and 12’s who have worked consistently during homework session and not completed their work, may continue to work after lights out at the discretion of duty staff in their rooms, but they must work quietly without disturbing the rest of the house. <u>Under no circumstances may boarders visit the rooms of other boarders after lights out (21h30) or be in the commons areas of the boarding house.</u>
22h00	<u>Strictly All lights out.</u>

***NB. Boarding House Parents’ contact numbers:**

Ms Cindy Dubler 082 494 2758

Mr Julio Cerqueira 076 029 7776; Mrs Melanie Cerqueira 083 338 8803

WEEKENDS

All Boarders are Full-time. Boarders may go out for weekends, but they must sign out for the weekend, and in again when they return at the school office (Please indicate whether you will be returning on Sunday evening or Monday morning- this is for the Sunday dinner served @ 6.15pm) Equestrian competitions, equestrian training, Cultural Club meetings or any other official commitment to a school activity will always take precedence over a weekend away.

- Boarders **may** go out for weekends (**not portions of weekends**), but parent/s or guardian/s must notify the school by email by the **previous Thursday afternoon** for catering and duty purposes.
- With special permission, Boarders may go out for Sundays. The same regulations apply as with weekends. Boarders must leave after breakfast and return no sooner than 4.30pm
- Boarders will **not be allowed to come and go at will during the weekends** and, if they are not signed out for the entire weekend, may leave the school premises **only** for school-sanctioned activities unless permission has been granted and by permission from parents.
- Should boarders have equestrian activities or a **school** function on Saturday morning, they may stay in Boarding **until this is completed**, but must inform us by the **previous Thursday afternoon** if they are going to leave afterwards.
- 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 from their parents**.
- **All boarders going out for the weekend must leave by 16h00 on Friday and return by 18h00 on Sunday. Dinner is served at 18h15 on Sundays. (These times will be strictly enforced.)**

WEEKEND ROUTINE

Friday:

18h30	Dinner and roll call
19h15	Entertainment (TV, videos, games, etc.)
22h00	Lights out

Saturday: (varied for sporting weekends)

08h00	Wake up
08h30	Breakfast
13h00	Lunch and roll call
18h15	Dinner and roll call
19h00	Entertainment (TV, videos, games, etc.)
23H00	Lights out

Sunday:

08h30	Wake up
09h00	Breakfast
13h00	Lunch and roll call
18h15	Dinner
19h30 – 20h30	Homework
21h00	Extra prep / Reading / Quiet time
21h30	Lights out

- Breakfast, lunches and dinners are served at the times specified and the Dining Hall will close/be locked 1 hour after the stated meal serving. No boarders will be allowed to eat after the doors are closed.
- Most weekends include one or another formal school activity such as Equestrian Saturday School, Equestrian Competitions, riding lessons, etc. Students will also join the equestrian team supporters club to competitions. During free time on weekends pupils have the opportunity to horse ride, watch TV, play table tennis/fuzz ball, watch DVDs ... etc
- During **some weekends** boarders will be offered the opportunity to draw cash, purchase necessities and watch movies on a trip to the mall.
- Only 2 trips to the shops during the week: Tuesdays at 4.30pm & Thursdays at 4.30pm. Students must notify Julio via sms to 076 029 7776 by 2pm that afternoon if they wish to go to the shops on these specified days. The cost per trip per student for groups is R30pp. Individual student trip cost is R120pp to the mall for 2015.

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 Directors of the Boarding House must be informed at the earliest possible convenience.
 All boarders may be dressed in casual clothing on departure and arrival at the EACT.
- **Last Day of Term Arrangements:**
 Parents are earnestly requested not to seek permission for boarders to leave school before the official break-up time, as this becomes disruptive to the academic program. However, Boarders living far from this area are subject to the times of available flights. Where the school is required to transport boarders to and from the airport, notice must be given in advance - at least 48hours. 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.
- **Note: Boarding is termly only** - staff are on duty for the term only including cleaning staff, kitchen staff, etc. For any reason that a boarder needs to stay a few days into the holidays, application must be made with EACT boarding house parents well in advance of 6 weeks and days accommodation and meals will be charged accordingly as arrangements for staff must be made as well as kitchen supplies for meals, etc. **A daily boarding fee will apply.**

LAUNDRY SERVICES

EACT High School Boarding House laundry days are **Mondays & Thursdays weekly**. School students must put their laundry in their laundry bags and out in the designated collection point (currently outside their room doors). **All of the student's laundry items must be clearly marked with his/her name.**

******* NB***** Laundry items which are not marked will not be washed!**

The laundry services cost is R162/school week (2015) @ R648per month. Laundry service is washing and ironing x 2 days per week. High School laundry days are: &

TRANSPORTATION

Transportation to and from Cape Town International Airport is available.

Transportation cost: R300 private shuttle, R180 pp shared shuttle regular daily hours or R350 private shuttle after hours (before 8.30am and after 5.30pm), R200 pp shared shuttle after hours (before 8.30am and after 5.30pm) transportation rate; Local trips will depend on the distance and the time taken. Weekly Tuesday and Thursday trips to Zevenwacht Mall cost is R30 per trip.

TERMLY OUT WEEKENDS

Twice a term the Boarding Houses have out/off weekends.

All boarders are required to sleep out on out weekends. This allows for the thorough cleaning of the boarding houses during this time.

School closes early on the Friday at 13h00 on out weekends. All boarders must be collected by no later than 16h00 on the out weekend Friday and must sign out in the register at the school office before leaving. No Boarder may leave without signing the register.

All boarders may only return to the boarding house from 17h00 on the out weekend Sunday, **no earlier**. **No boarding house parents** will be on duty to take responsibility of Boarders who leave later after 4pm on the Friday or come back earlier than 5pm on the Sunday.

General Boarding House RULES:

- Whenever boarders leave their rooms for long periods of time i.e. for more than 30minutes then all panel heaters must be turned off. Especially ensure that panel heaters are switched off when you leave for the school day or if you are out for the weekend.
- Please ensure that you allow fresh air into your room by opening your windows but you must ensure that you close all room windows when you leave on Fridays if you are out for the weekend.
- You must ensure that you switch off your room lights as well as bathroom lights when you have left these locations.
- Please note: that posters, banners, flags, etc. depicting alcohol, drugs, cigarettes, smoking, violence, and anything with sexual connotations are prohibited in the boarding house.
- Boarder's rooms must be kept neat & tidy at all times and beds always made.
- Boarders who are leaving for the weekend must sign out in the register in the school office and we must receive a permission email from your parent/s or guardian/s before you are allowed to leave EACT premises.

- You should report any technical issues/repairs or problems in your rooms via sending an sms to Julio Cerqueira 076 029 7776 (Boarding House Parent).
- No electric blankets are permitted in your beds. Wall mounted heaters are installed in the rooms.
- No additional electrical appliances such as heaters, kettles, toasters, microwaves, any type of kitchen appliance, sandwich maker, etc., or televisions are permitted in the boarding house whatsoever.

Further Highlighted RULES:

These rules are read in conjunction with the EACT Institute of Equine Studies Prospectus, EACT Equestrian Centre High School Prospectus, EACT High School Boarding House Daily Routine and Rules and regulations as well as the EACT code of Conduct.

Rules are in place to ensure an enjoyable environment for all staff and boarders to live in as well as create an atmosphere conducive to hard work and diligence.

- School student's lights out is strictly 9.30pm weekdays. Under no circumstances may boarders leave their rooms after 9.30pm or be in any of the common areas of the boarding house.
- Boarders **may** go out for weekends (**not portions of weekends**), but are required to notify us by the previous Thursday afternoon for catering and duty purposes. If they do wish to go out for lunch, etc. their parents need to notify us and give permission for this as well as they must notify us that they will not be here for the lunch meal for catering purposes.
- ALL BOARDERS MUST RETURN TO THE BOARDING HOUSE STRICTLY BY 6PM ON A SUNDAY.
- Once you have left the boarding house and are signed out on the Friday you are automatically excluded from the meals list until the Sunday supper. If you return earlier than Sunday supper time you have to see to your own meals.
- No communication is permitted between the post-matrics and school students during the Academy work/training day Monday to Saturday. Communication is only allowed during lunch breaks in the dining hall and lunch break quad lawn area.
- No cell phone use is permitted in the dining hall. If a student is caught using a cellphone in the dining hall the cellphone will be confiscated for the rest of the day.
- Students are to observe the dining etiquette in the dining hall in order that all may enjoy their meals in a pleasant environment. No loud noises such as talking loudly, laughing or singing loudly is permitted in the dining hall.
- **No school students are permitted in the stables unless they have permission from a teacher, school management or lecturer or for Equine Studies class or to care for and ride their or Academy horse.**
- Dress in the stable yard is strictly according to the EACT Equestrian centre rules. No EACT student may wear civvies in the stable yard during week days. No EACT student may wear civvies in the stable yard on Saturdays until 13h30.
- No earphones/head phones are allowed to be worn in the stable yard for safety reasons.

- No cellphones/ipods/music devices are permitted to be played aloud anywhere at the Equestrian Centre Premises. This includes the stable yard, paddocks, arenas, outrides, etc.
- No school students are permitted in the lecture room or class rooms other than for scheduled lectures and theory classes.
- No lungeing/riding/exercising of horses will be permitted after dining hall supper time.
- Post-matric students may do their additional riding/lungeing/work with the relevant horses (where permission has been granted) during their lunch breaks and school students have plenty of time in the afternoons after school to lunge/ride/exercise/care for their horses in the afternoons after school.
- No Students are permitted in the stable yard after 19h30 on any day. Only the 2 students who are on night duty at 20h00 are permitted to be there until 20h15.
- No boys are permitted in the girl's residence what-so-ever and no girls are permitted in the boy's residence what-so-ever. **This includes post-matrics.**
- No boys are permitted in the girl's toilets what-so-ever and no girls are permitted in the boy's toilets what-so-ever. **This includes post-matrics.**
- No post-matrics are allowed in or near the school boarding houses and no school students are allowed in or near the post-matric residences.
- Clear boundry/barrier between school and post-matric girl's residence is line from the boarding house mother's flat (Ms Cindy Dubler's flat) sliding door to the sliding door of the post-matric girls' residence. No school students or post-matric students are allowed to cross these lines of be within this barrier what-co-ever.
- On Fridays the post-matrics are permitted to watch DVD's together in the school lounge and on Saturdays the school students are permitted to watch DVD's together in the school lounge. No school students may be in the lounge on Fridays and no post-matrics are allowed to be in the lounge on Saturdays.
- Mondays to Fridays post-matric residence quiet time is from 21h30 and lights out is at 22h45.
- Saturdays there is no lights out for post-matrics but quiet time at from 22h00.
- No high school boarder may **smoke**, drink **alcohol** or take or be under the influence of **drugs**.
- No high school boarder may be in **possession** of cigarettes, alcohol or drugs or be in the presence of any boarder who is using them. If found in your possession this will result in **immediate expulsion.**
- No alcohol or any other illicit substances will be allowed in the residences/boarding houses. Alcohol or any illicit substance abuse/consumption will result in **immediate expulsion.**
- No high school boarder may be in possession of a BB gun, knife, martial arts weapons, etc.
- **Boarding Houses/residences** are to be entered only by the boarders who are allocated rooms there, their parents (at designated times) and the boarding house staff. No boarder may go enter (*those portions of*) the buildings designated for the opposite sex. Failure to adhere to this rule can lead to expulsion.
- **Day scholars** are **not** allowed to visit the Boarding House, except for official, sanctioned events.
- No eating or drinking is permitted in the lecture room/classrooms.
- No messages are permitted on the lecture room/stable yard or class room's white boards other than classwork related notes.

- Post-matric Students and School Students - **Cellphone Policy** - **No cell phones** are allowed during stable yard routine tasks, lectures, seminars, lessons, practicals, training, compulsory study time and at any time while mounted on a horse. If you need to make a call you can do so dismounted if you are not busy with lessons or lectures, etc.
- No cellphones are allowed to be used in school classes. All cellphones must be placed in the cellphone box at the front of the class upon entering a classroom.
- Equestrian Centre High School Rules regarding the cell phone policy applies.
- Strictly no cellphones are permitted to be used during homework/study time in the boarding house.
- Students who do not adhere to EACT cellphone rules and policies will have their cellphones confiscated and may only be collected by the students' parents at the school office upon paying the fine levied on Friday afternoons after school. No cellphones are allowed during school hours what so ever. Boarders must place their cellphones in the safety deposit box when leaving the boarding house in the mornings to breakfast. Cellphones can be obtained after school from Ms Dubler.
- No boarder is allowed to disturb other boarders or make any noise during homework/study time.
- Matric students who wish to study in the designated study class must inform the boarding house mother/parent who will issue you with a key for this classroom. All the same school and boarding house rules apply to this classroom.

WARNINGS, PENALTIES, DETENTION, DISCIPLINE, SUSPENSION & EXPULSION

Misconduct by a student includes but is not limited to general misbehavior, out of bounds, late coming/punctuality, uniform and I.D. transgressions, defiance (failure to carry out an instruction), discrimination (racial/gender/religious), disrespect for authority or peer, crude language or behaviour, transgressions of Academy rules, regulations and code of conduct, disrespect of Academy or Estate property, absent without notifying the Academy &/or failing to produce a valid reason for absenteeism, misrepresentation of the facts, cheating, substance abuse, leaving without notifying the authorities or without having permission to do so, and criminal acts.

School Students:

For transgressions of EACT Equestrian Centre, Boarding House and Dining Hall rules students will be given 2 demerits and for a third demerit will receive a Detention Slip with the date and time displayed for the Detention session. If any further rules are transgressed a 2nd detention slip is issued together with a warning with parental discussion and a third transgression/warning will result in a disciplinary hearing/ suspension, etc. More serious transgressions of the EACT rules, regulations and code of conduct can lead to expulsion from the EACT Boarding House.

Post-matric Students:

The relevant person in authority i.e. the Head Instructor and/or the Director of the Academy will deal with all misconduct immediately and the appropriate discipline will be administered depending on the type and level of misconduct. Discipline could range from a verbal reprimand and/or a warning being

issued, to the allocation of a meaningful task or written work relating to the Academy syllabus or other stable yard task, or despite after repeated warnings (which includes verbal and written warnings) being issued and repeated transgressions are committed and continued misconduct the student will receive written notice of a disciplinary hearing and possible consequent suspension and/or expulsion from the Academy without having claim to any refund of course fees.

Disciplinary Actions:

Transgression of the rules will be punished in an appropriate manner. EACT managing staff reserve the right to cancel a student's accommodation in the case of misbehaviour or inappropriate conduct and will result in the forfeiting of accommodation fees paid by the student.

I,(print student name) have read the above daily routine, rules, regulations and code of conduct as well as have knowledge of the EACT Institute of Equine Studies Prospectus, EACT Equestrian Centre High School Prospectus, EACT High School Boarding House Daily Routine, and Rules and regulations and code of conduct.

Student Name:.....

Student Signature:.....

Date:.....

Parent Name:.....

Parent Signature:.....

Date:.....