



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: HOSTEL POLICY

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CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: HOSTEL POLICY

1. PURPOSE OF THE POLICY

The purpose of this policy is to create a supportive and well-structured living environment that promotes academic achievement, personal growth, and a balanced lifestyle for all hostel residents. Hostel placement and operations are aligned with the vision and mission of Cradock High School. Our aim is to guide learners in a safe, disciplined, and nurturing environment toward responsible adulthood.

2. INTRODUCTION

As a progressive, future-focused institution, Cradock High School values the important role the hostel plays in a learner's educational journey. Hostel accommodation is limited and must be managed with fairness and integrity. It is a privilege, not a right, and placements are made according to the school's values, prioritising responsibility, maturity, and commitment.

3. GENERAL RULES

- All hostel residents must read, understand, and comply with this policy and its accompanying rules.
- A copy of the hostel policy will be displayed on the hostel notice board at all times.
- Both the learner and their parent/guardian must sign the hostel agreement and keep a copy.
- This policy operates in conjunction with Cradock High School's Learner Code of Conduct, which also applies to all hostel residents.
- Respect for staff, fellow learners, and property is mandatory.
- Participation in hostel activities, study sessions, meals, and assigned duties is compulsory.
- Failure to comply with the hostel rules may lead to disciplinary action, including temporary or permanent suspension.

4. HOSTEL FEES

- Hostel fees must be paid in full, even if a learner withdraws during the academic year, as such withdrawals affect operational costs and planning.
- No learner will be allowed to enter the hostel until proof of payment is provided to the hostel head.

ANNUAL HOSTEL FEE (2025): R39,900

BREAKAGE DEPOSIT: R500 per learner (non-refundable if damages occur)



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PAYMENT OPTIONS:

- Monthly: 10 instalments via debit order (January–October)
- Quarterly: Payable on the first day of Terms 1, 2, and 4

BANK DETAILS:

Bank: First National Bank

Account Name: PSB Public School Account

Account Number: 62018670332

Branch Code: 210218

Branch Name: Cradock, C.P. 198

Reference: Learner's full name + KH

Note: Hostel fees for the following year are reviewed and finalised annually in November.

5. OVERVIEW OF DAILY SCHEDULE

WEEKDAYS (MONDAY TO THURSDAY)

TIME	ACTIVITY
06:00	Wake-up bell (kitchen rings)
06:30	Doors open (teacher on duty), Inspection Warning bell for Grade 8s
06:40	Quiet time
06:45	Breakfast (kitchen rings) School uniform required
07:00	Morning announcements
14:00	Lunch School uniform required
14:15	Important announcements
17:25	Dinner (kitchen rings)
17:30	Announcements (then dismissal)
18:30	Study session begins
19:30–19:45	Short break (Grade 8 only)
19:45–20:45	Study session continues
20:00	Doors locked (teacher on duty)
21:45	Warning bell for Grade 8 Inspection
21:50	Quiet time begins
22:00	Lights out (staff on duty)



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6. TOWN VISITS

WEDNESDAYS: 14:00–17:00

- Full school uniform is mandatory.
- Learners must sign in and out personally with the housemaster or the staff member on duty.
- Learners must behave respectfully and politely – they still represent the school.
- No visits to liquor stores, smoking areas, nightclubs, or any other inappropriate places.
- No socialising or gatherings with learners from other schools without permission.
- No purchase or possession of prohibited items (e.g., cigarettes, vapes, energy drinks if banned).
- Cell phone use in public must be discreet.
- Learners must return promptly by the indicated time.
- Latecomers or offenders will receive a warning; repeated offences will result in suspension of town visits for a period.
- Serious offences may result in disciplinary action.
- Any special request for an extended town visit must be submitted at least one day in advance to the housemaster or staff member on duty.
- Parents/guardians must be informed of any deviations from normal arrangements.

7. WEEKEND ARRANGEMENTS

The hostel closes on Fridays at 16:00 and reopens on Mondays at 06:00.

Learners who participate in sports may stay over on Friday nights. Breakfast will be served on Saturday morning.

FRIDAYS

Time	Activity
13:15	Lunch
13:30–17:00	Town visit
18:00	Dinner
20:00	Hostel doors close
22:00	Lights out



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SATURDAYS

Time	Activity
07:00	Wake-up bell (kitchen rings) / Doors open
07:50	Quiet time
08:00	Breakfast (subject to sports schedule)
10:00	Hostel closes

MONDAYS

Time	Activity
06:00	Hostel opens

8. STUDY TIMES AND ACADEMIC RESPONSIBILITIES

- Quiet and study times are compulsory and must be adhered to.
- All learners are expected to take their academic work seriously.
- No distractions or disturbances will be tolerated during study time.
- Cell phones, music, and talking are not allowed during these times.
- Failure to meet academic expectations may result in disciplinary action.

COMPULSORY STUDY TIMES (MONDAY–THURSDAY)

18:30–20:45 (Break: 19:30–19:45)

- Grade 8–9: Study in the study hall
- Grade 10–12: Study in rooms (If a learner's academic performance declines or they fail to follow rules, they will be required to study in the study hall)

RULES DURING STUDY SESSIONS

- Absolute silence is required.
- No eating, talking, or use of electronic devices without permission.
- Furniture may not be moved.
- Learners may not visit others' rooms during study time.
- Room doors must remain open.



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LIGHTS OUT & QUIET TIME

- Lights out at 22:00.
- No electronics or movement after lights out.
- Learners must respect others' rest.
- No learner may disturb another during quiet time.

9. EXAM ARRANGEMENTS

No learner may leave the school grounds during exams without the permission of the hostel head or staff on duty.

MORNING ROUTINE

- 06:30 – First bell (wake-up)
- 07:00 – Inspection
- 07:10 – Quiet time
- 07:15 – Breakfast (in school uniform)
- 07:55 – All learners writing exams must be at school

Learners must be neatly dressed before leaving the hostel.

STUDY TIMES

Morning

08:00–13:00 – Study in rooms (all learners)

10:00–12:00 – Study in study hall (Grades 8 & 9)

13:00 – Lunch

Afternoon (for learners not attending sports practice)

All study in the study hall

14:00–15:00 and 15:30–16:30

Evening routines remain unchanged.

LATE-NIGHT STUDY

Grade 8–9: Study hall

Grade 10–12: Own rooms



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10. DRESS CODE & PERSONAL APPEARANCE

- Full school uniform must be worn neatly during school hours and at official events.
- Breakfast and lunch require full uniform; evenings and weekends require neat casual wear.
- Sleepwear, see-through clothing, short tops, skirts, or “hotpants” are not allowed outside rooms.
- Learners must maintain a clean and neat appearance.
- All clothing must be clearly marked with the learner’s name.
- Sharing clothes is discouraged.
- Unclaimed or dirty clothing may be confiscated.

11. MEAL ARRANGEMENTS

- Attendance at all meals is compulsory; punctuality is expected.
- Learners must be on time for all meals.
- Proper behaviour and good manners are required in the dining hall.
- Learners must stand quietly in line and act respectfully in the dining area.
- Cell phones are not allowed in the dining hall.
- Cutlery may not be removed from the dining hall.
- No food may be taken from the dining hall without permission.
- Missed meals due to school activities must be reported in advance to the matron.
- Each learner is responsible for cleaning their table after meals.
- Special dietary requirements must be discussed with the hostel head or matron.

12. BEHAVIOUR AND CONDUCT

12.1. GENERAL EXPECTATIONS

- Learners represent Cradock High School both in and out of the hostel.
- All learners, staff, and visitors must always be treated with dignity and respect.
- No bullying, intimidation, racism, or discrimination is allowed.
- Courtesy, good manners, and self-discipline are expected.
- Learners must communicate and behave in ways that promote mutual understanding and respect.
- Learners should promote unity, inclusion, and mutual respect across cultures and backgrounds.



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12.2. GUIDELINES FOR CONDUCT

- Greet all adults politely; stand when an adult or visitor enters a room.
- Offer assistance to visitors where appropriate.
- Chewing gum is not allowed.
- Promote a spirit of helpfulness, friendliness, and cooperation.

12.3. UNACCEPTABLE BEHAVIOUR

- Any form of physical intimacy, sexual behaviour, or inappropriate contact is strictly prohibited.
- Use of vulgar, crude, or offensive language is not tolerated.
- Racism and discrimination will result in disciplinary action.
- Possession or distribution of explicit material or suggestive behaviour is forbidden.

12.4. CONDUCT TOWARD THE OPPOSITE SEX

- Physical intimacy (holding hands, hugging, kissing, etc.) is strictly prohibited on school or hostel premises, or in any context where learners represent the hostel.
- Entering the room of the opposite sex is strictly forbidden.
- Any form of sexual harassment is a serious offence and will be dealt with strictly.

13. USE OF TECHNOLOGY

- Wi-Fi is available at designated times.
- Social media use must reflect school values.
- Inappropriate content or misuse may lead to disciplinary action.
- No photos/videos of others may be taken without permission.
- Violations may result in confiscation of the device for a set period.

Cell Phone Use:

- Cell phones may not be used during school hours, study sessions, meals, or after lights out.
- Phones must be handed in to the staff member on duty during study sessions.
- Learners must hand in phones at 21:45 each evening.
- Phones will be returned during breakfast the following morning.
- In an emergency, parents may contact the principal or staff member on duty.



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14. SAFETY AND SECURITY (see *evacuation plan*)

- Hostel doors are locked at scheduled times; learners may not exit or re-enter without permission.
- Fire drills and emergency procedures must be followed.
- Dangerous items (weapons, fireworks, etc.) are strictly prohibited.

15. PROHIBITED ACTIVITIES

15.1. SMOKING AND VAPING

- Smoking, vaping, or possession of any related items is not permitted on school or hostel premises.
- Learners may not smell of smoke or possess smoking-related items.
- Hostel rooms must remain smoke-free.

15.2. ALCOHOL AND DRUGS (see *school policy*)

- The possession, use, or distribution of alcohol, drugs, or any banned substances is strictly prohibited.
- Empty alcohol containers may not be collected or kept.
- Learners suspected of use may be searched, suspended, or reported to SAPS.
- If found guilty of possession or distribution, the learner will be permanently removed from the hostel.

15.3. GAMBLING

Any form of gambling is not allowed on school or hostel grounds, or while wearing school/hostel attire outside the premises.

15.4. SATANISM

No form of satanic or traditional occult activities is permitted in the hostel.

15.5. INITIATION (see *anti-bullying policy*)

- Any form of initiation, bullying, intimidation, or hazing is strictly prohibited.
- Seniority does not grant the right to mistreat other learners.



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15.6. RACISM AND DISCRIMINATION

- Cradock High School Hostel is committed to a safe, respectful, and inclusive environment for all learners.
- Any form of racism – including racist language, jokes, insults, nicknames, or gestures – is prohibited.
- No discrimination (verbal, physical, emotional, or online) based on race, religion, gender, sexual orientation, nationality, or disability will be tolerated.
- Offenders risk suspension.
- Learners may not exclude others from groups or activities based on personal differences.
- Any incidents of discrimination must be reported immediately to staff or the hostel head.
- Reports will be handled confidentially and with seriousness.

CONSEQUENCES OF MISCONDUCT

May include:

- Verbal or written warning
- Counselling or education
- Parental involvement
- Suspension or expulsion from the hostel (depending on severity and repetition)

15.7. THEFT, VANDALISM AND PROPERTY RESPECT

- Learners may not steal, damage, or misuse others' property.
- Rooms must be locked, and damage must be reported immediately.
- Vandalism will lead to fines and disciplinary action.
- Parents will be held liable for compensation.

16. HOSTEL RULES

- The hostel rules/policy must be signed by the resident, parent/guardian, and hostel head. (A copy will be available in the entrance hall.)
- If a learner does not comply with the hostel rules, disciplinary action will be taken, which may result in temporary or permanent suspension.
- The inventory list must be displayed on the door at all times.
- The emergency plan must be visible at all times.



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16.1. SLEEPING ARRANGEMENTS AND ROOM RULES

- Learners may only sleep in their allocated rooms and beds.
- No learner may enter another learner's room without that learner being present.
- No overnight guests or sleeping in other learners' rooms/beds is allowed.
- Day scholars are not permitted to enter the hostel.

16.2. NOISE AND DISTURBANCES

Quiet hours must be respected — no loud music, shouting, or indoor games are allowed.

16.3. ROOMS

- Rooms must be kept neat and clean; inspections will take place twice daily.
- Cupboards and doors must remain open during inspections.
- Walls and furniture must be kept tidy — no graffiti or nails allowed.
- Only minimal, pre-approved decorations are permitted.

16.4. ROOM ALLOCATION AND MANAGEMENT

Room Allocation

- Rooms are assigned annually by the hostel head or their delegate and may be reallocated at any time.
- Learners may not change rooms without prior permission.

Grade 8 Learners

- Grade 8 learners are initially placed in shared rooms (two per room) to encourage social integration.
- After one month, learners may request a roommate change.
- Initially, learners should not bring excessive personal items or decorations — wait until final room assignments are confirmed.
- Other new learners will be placed with current Grade 9 or 10 learners where possible.
- Room placements for Grade 8 learners may be reviewed at the start of a new term.

Roommate Changes

Requests to change roommates, whether from learners or parents, will be considered discreetly and empathetically, based on practical feasibility.



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16.5. ROOM DOORS

Only the section name, residents' names, activity schedules, and inventory list may be displayed on room doors.

16.6. WALL AND WINDOW DECORATIONS

- Learners may not paint rooms themselves.
- Inappropriate or offensive posters, photos, or decorations will be removed immediately.
- No decorations may be affixed to walls.
- No objects may be attached to or displayed on windows.

16.7. NOTICE BOARDS

Learners may use personal notice boards in their rooms, provided any holes are drilled by hostel staff.

These boards become hostel property and may not be removed.

16.8. LAUNDRY AND WINDOWS

No clothes, towels, or laundry may be hung out of windows.

Outdoor washing lines are available.

16.9. FURNITURE AND EQUIPMENT

- Each resident is responsible for the condition of the furniture and equipment in their room, as listed in the inventory.
- Parents will be held accountable for any damage or loss caused by their child.

Costs:

R300/year for heaters (fan heaters only) and R600/year for fridges.

16.10. DEPARTING FROM ROOMS

Before leaving for weekends or holidays, learners must:

- Leave their rooms neat.
- Properly close all windows.
- Switch off and unplug all lights and electrical devices.



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16.11. BEDDING AND PERSONAL ITEMS

Required Items:

- Bedding (sheet, pillow, duvet or blanket)
- Towels
- Padlocks (preferably two combination locks)

Labelling:

All clothing and personal items must be clearly marked with the learner's name.

17. PERSONAL PROPERTY

- Learners are responsible for their personal belongings.
- This includes money, clothing, jewellery, cell phones, laptops, and other valuables.
- Valuables should preferably be kept in safekeeping at the office.
- Unmarked personal items cannot be identified or returned if lost.
- The school or hostel accepts no responsibility for lost or stolen items.

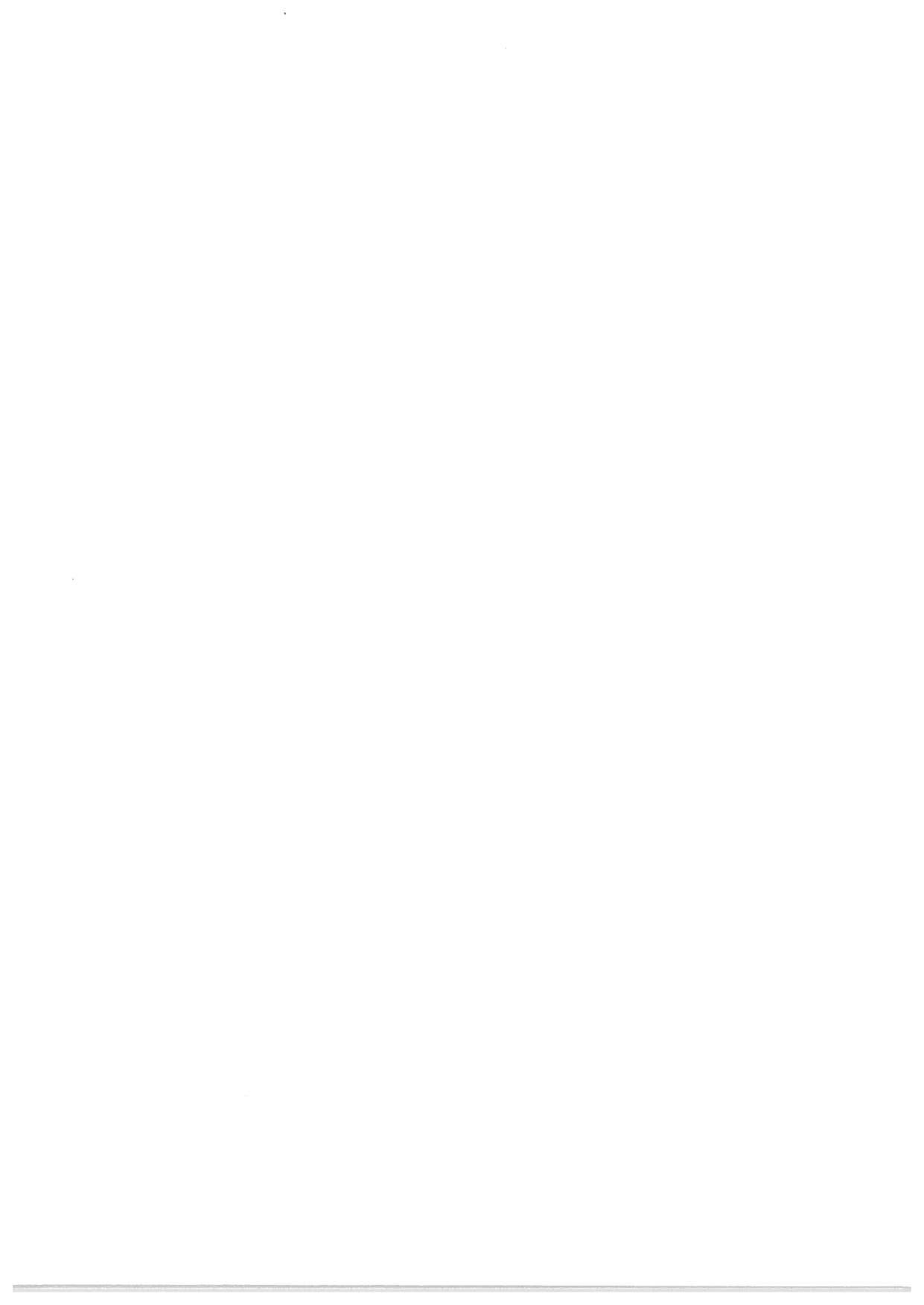
18. VEHICLES

- No learner may drive a car or motorcycle without written permission from their parents and approval from the hostel or school principal.
- A signed consent letter and a copy of the driver's license must be submitted.
- Learners may only use their vehicles to travel to and from the hostel.
- No learner may transport other Cradock High School learners.
- Vehicles may not be used for personal errands during the week.
- Car keys must be handed to the superintendent upon arrival and can only be collected again upon departure.

19. RESTRICTED AREAS

Learners may not enter the following areas without permission:

- Kitchen
- Hostel during school hours (unless permitted)
- Staff residences
- Hostels or corridors of the opposite gender





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20. ABSENCES

20.1. DURING SCHOOL HOURS

- Parents must request permission in writing from both the school and hostel in advance.
- Learners must be signed in/out in person by a parent or authorized adult.
- Medical appointments must, where possible, be scheduled outside school hours.

20.2. AFTER SCHOOL HOURS

- Learners may leave between 14:20 and 17:20 for formal school activities.
- After dinner, permission from the superintendent or duty staff is required for any absence.

20.3. PERMISSION BOOK

Learners must write their name, date, and reason, obtain approval, and ensure that parental consent has been given.

20.4. SIGN-IN/OUT REGISTER

- Must be completed upon every departure and return, unless otherwise stated.
- No learner may sign on behalf of another.
- Group permission may only be granted by the superintendent.

20.5. PARENT PICK-UP

Duty staff must confirm that prior permission has been granted.

20.6. NON-PARENT PICK-UP

Written permission from both the parent and superintendent is required.

20.7. OVERNIGHT STAYS AND PARTIES

No overnight stays or party attendance during the week is allowed, unless:

- A written request with motivation is received from the parent,
- Permission is granted,
- The learner stays only with their own parents or closest family.

20.8. LATE WEEKEND DEPARTURE

Must be arranged in advance with the supervisor.

20.9. PARENTAL RESPONSIBILITY

Parents are responsible for ensuring all hostel regulations are followed.



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21. HEALTH AND ILLNESS

- Any illness or injury must be reported immediately to the supervising staff or superintendent.
- All medication must be handed in to staff for safe storage.
- Learners may not self-medicate without permission.
- In serious cases, parents will be contacted and the learner will be taken to a doctor.
- Learners deemed unfit to attend class must remain in bed and refrain from participating in any activities.
- Meals must be eaten in the dining hall unless special permission has been granted.
- No learner may be removed from the hostel for medical reasons without staff knowledge.

21.1. SICK AT HOME

Learners must remain home until fully recovered.

Parents must inform the school and hostel on Monday morning.

21.2. ILLNESS RESTRICTIONS

Learners too ill to attend school may not take part in any activities.

21.3. PARENT INFORMATION

- Parents will be notified in the event of illness.
- No learner may be taken home by parents without staff permission.

21.4. SPORTS INJURIES

The coach will ensure medical attention and inform the superintendent, who will then notify the parents.

22. SCHOOL FUNCTIONS AND EXTRACURRICULAR ACTIVITIES

- Neat appearance and appropriate behaviour are expected at all school and social events.
- Learners who damage the reputation of the school or hostel in any way will be held accountable.
- Conduct during outings, sports events, and other functions is also governed by these hostel rules.
- Learners may attend functions or social events only with prior approval from the superintendent.



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Gym and External Exercise

Learners may not go to the gym or exercise off-site alone. Exceptions apply only if:

- A written request is submitted and approved.
- Sessions take place between 14:30 and 17:00.
- Parents arrange safe transport to and from the venue.

23. DISCIPLINARY PROCESS AND CONSEQUENCES

- All violations of these rules will be addressed according to the school and hostel's disciplinary procedures.
- Consequences include: warnings, detention, suspension, or expulsion.
- Serious offences may result in immediate or permanent removal from the hostel.
- Learners have the right to appeal disciplinary actions to the superintendent.
- All discipline is applied in line with the school's Code of Conduct.
- Repeated minor offences may also result in warnings, temporary or permanent suspension, or parental involvement.
- Hostel residency is a privilege, not a right — unacceptable behaviour may lead to the loss of this privilege.

24. FINAL REMARK

The hostel is a shared living space where respect, discipline, and responsibility are essential. By following these rules, every learner contributes to a safe and supportive community where all can thrive.



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MISCONDUCT, DISCIPLINARY PROCEDURES AND DISCIPLINE

1. GENERAL PRINCIPLES

Maintaining sound discipline in the hostel is essential to ensure an orderly and respectful environment where all learners can thrive, feel safe, and have their rights protected.

Disciplinary action will be based on the following guidelines:

- Discipline is a shared responsibility between the superintendent, duty educators, and members of the hostel committee.
- The primary aim of discipline is corrective rather than punitive.
- A combination of positive discipline (praise, incentives, recognition, privileges) and corrective discipline (warnings, loss of privileges, tasks, etc.) will be applied.
- All disciplinary actions must be procedurally and substantively fair.
- Discipline must be applied consistently, objectively, and without bias.
- Disciplinary hearings will be informal but fair; legal representation is not permitted, except that the presiding officer may be legally qualified.

2. MISCONDUCT

A hostel learner is guilty of misconduct if he/she:

- Violates or fails to comply with this code of conduct.
- Ignores or disobeys a disciplinary measure imposed.
- Acts in a manner that harms the hostel's reputation, discipline, or functioning.
- Ignores or refuses to follow a legitimate instruction from a staff member or hostel authority.
- Is verbally or physically disobedient.
- Behaves inappropriately, dishonestly, or indecently.
- Undermines relationships within the hostel or with staff.
- Knowingly makes false statements or provides misleading information.
- Commits or participates in a crime while under the hostel's supervision.



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3. DISCIPLINARY PROCEDURES

3.1. Minor Offences (Category C)

- Handled informally by staff or the hostel committee.
- Educators address the behaviour directly, document if necessary, and apply suitable light measures.

3.2. Moderate Offences (Category B)

- Reported to the duty educator.
- Investigated by the educator, who hears all involved parties.
- If guilt is established, appropriate sanctions (see Section 6) are imposed and recorded in the disciplinary register.
- The learner signs the record as acknowledgment.
- The superintendent reviews the matter if necessary.

3.3. Serious Offences (Category A) or Repeated Moderate Offences

- Reported to the educator and then to the superintendent.
- Superintendent investigates and schedules a disciplinary meeting. A written notice is sent to the learner and parents.
- A disciplinary hearing may be requested by the school or parents.
- The Chairperson of Discipline conducts the hearing, with optional assessors.
- Learners may be accompanied by a parent or support person.
- Both the school and the learner may present evidence and cross-examine witnesses.
- If the learner is found guilty on a balance of probabilities, the superintendent imposes an appropriate sanction.
- The incident and outcome are documented and signed.

3.4. Very Serious Offences or Repeated Serious Offences (Category A+)

- The learner appears before the School Board's Disciplinary Committee.
- Standard school disciplinary policy applies, including:
 - Possible temporary suspension or expulsion from the hostel.
 - Right to appeal the finding or sanction.

3.5. Temporary Suspension Pending Hearing

- The superintendent may request that a learner be temporarily removed if their presence jeopardises investigations or safety.
- If a suspended learner's place is filled, they may lose the right to return.
- Suspension from school automatically includes suspension from the hostel.



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4. CLASSIFICATION AND CONTEXT OF OFFENCES

4.1. Offences are not strictly classified; severity depends on:

- Repetition and frequency
- Learner's attitude and level of remorse
- Intentionality or negligence
- Impact on others or the hostel environment
- Provocation or mitigating circumstances
- Security or reputational risks
- Consistency with prior disciplinary practice

The superintendent makes the final classification based on the full context.

5. DISCIPLINARY SANCTIONS

Sanctions may include (but are not limited to):

- Verbal warning
- Written warning
- Loss of privileges
- Additional tasks or community service
- Compliance time during free hostel hours
- Temporary suspension
- Recommendation for expulsion (serious offences only)

6. CREDIT SYSTEM

6.1. Purpose and Overview

The credit system is designed to promote positive behaviour and responsibility.

- Each learner begins the term with a full credit score.
- Deductions are made for offences as outlined in this policy.
- Accumulated credit loss may lead to intervention, discipline, or changes in hostel residency.

6.2. Credit Loss and Consequences

- **Loss of 10–19 credits:**
Parents are notified. The learner is summoned for a conversation and counselling.
- **Loss of 20 or more credits:**
The learner may be required to:
 - Temporarily or permanently vacate their room.



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- Reapply for hostel accommodation.
- If re-admitted and a similar offence occurs, immediate expulsion may follow.

6.3. Monitoring and Reporting

- All credit-related offences are recorded in a central disciplinary file.
- Credit status lists are published quarterly to allow learners to track their behaviour.

6.4. Serious Offences (20-Credit Offences)

Serious offences result in an automatic 20-credit deduction and are handled by the superintendent and/or principal. A disciplinary hearing may follow.

A Disciplinary Subcommittee—comprising the principal, superintendent, deputy superintendent, and any co-opted member—may consider mitigating factors.

SERIOUS OFFENCES (Each deducts 20 credits unless otherwise stated):

Code	Offence	Credit Deduction
A1	Use or possession of drugs	20
A2	Leaving hostel at night or weekend without permission	20
A3	Theft	20
A4	Possession of pornographic material	20
A5	Alcohol (use, possession, smell, bottles)	20
A6	Smoking (including smell, possession, hubbly)	20
A7	Occult or satanic practices	20
A8	Verbal or physical bullying/discrimination	20
A9	Vandalism (plus compensation)	10
A10	Leaving without proper sign-out	7
A11	Day leave without permission or under false pretences	7
A12	Failing to sign in after 19:00	5



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: HOSTEL POLICY

6.5. OTHER OFFENCES (Minor Misconduct)

Code Offence	Credits
B1 Skipping study time (without permission)	5
B2 Misconduct during illness	5
B3 Illegal use of electrical appliances	5
B4 Late return after permitted time	5
B5 Littering in common areas	4
B6 Failing to complete weekly register by Wednesday	2
B7 Use of foul language	4
B8 Skipping meals	4
B9 Communication through windows	2
B10 Talking back to staff/hostel committee	4
B11 Neglecting door/phone duties	4
B12 Abuse of intercom	3
B13 Slamming doors	3
B14 Guests in rooms without permission	3
B15 Loafing or sleeping during study time	3
B16 Disruption in study area	3
B17 Not signing in/out in grade register	3
B18 Audible devices during study (device confiscated for 3 days)	3
B19 Kitchenware in rooms	2
B20 Device use during quiet time (3-day confiscation)	2
B21 Noise or loafing after quiet hours	3
B22 Failure to report change in weekend plan	3
B24 Failure to attend Sunday 21:00 inspection	2
B25 Not returning keys/lock pin to matron	2
B26 Not ready for morning/evening quiet time	2
B27 Loud music after being asked to lower volume	2
B28 Not closing curtains while dressing	2
B29 Device use after lights out (3-day confiscation)	2



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: HOSTEL POLICY

Code Offence	Credits
B30 Late for meals or study	2
B31 Failure to submit or display activity list	2
B32 Hostel visit during the day without permission	3
B33 Social media/movies/emails during study	3
B34 Incorrect clothing for town/gym	3

Note: Offences not listed here will be evaluated and penalised by the superintendent in consultation with the principal, based on seriousness and context.



CRADOCK HIGH SCHOOL HOSTEL AGREEMENT

THIS AGREEMENT IS ENTERED INTO BETWEEN:

- The **Hostel of Cradock High School**, represented by the Head of the Hostel,
- The **Parent/Guardian** of the learner, and
- The **Learner**.

1. PURPOSE OF THE AGREEMENT

The purpose of this agreement is to ensure a healthy, safe, and disciplined living environment by establishing clear rules, expectations, and responsibilities.

2. RESPONSIBILITIES OF THE LEARNER

The learner undertakes to:

- Comply with all boarding house rules and guidelines.
- Show respect to staff, fellow learners, and boarding house property.
- Participate in all compulsory boarding house activities.
- Maintain cleanliness, good behaviour, and personal hygiene.
- Refrain from any illegal or unacceptable behaviour such as smoking, alcohol or drug use, violence, or bullying.

3. RESPONSIBILITIES OF THE PARENT/GUARDIAN

The parent/guardian undertakes to:

- Respect the boarding house rules and ensure the learner complies with them.
- Inform the school/boarding house promptly of any changes or problems that may affect the learner.
- Fulfil all financial obligations to the boarding house on time.
- Be involved in communication and disciplinary processes when required.

4. RESPONSIBILITIES OF TEACHERS IN THE HOSTEL:

The Teachers in the hostel undertakes to:

- Maintain a safe and orderly environment for all learners.
- Apply discipline fairly and consistently.
- Maintain regular communication with parents/guardians.
- Consider the well-being of all learners.



CRADOCK HIGH SCHOOL HOSTEL AGREEMENT

5. TERM AND TERMINATION

This agreement remains valid for the duration of the learner's stay in the hostel.

The hostel reserves the right to terminate a learner's residency if rules are seriously violated or if behaviour is deemed unacceptable.

6. SIGNATURES

Name of Learner: _____

Signature of Learner: _____

Date: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Name of Head of Boarding: _____

Signature of Head of Boarding: _____

Date: _____



**CRADOCK HIGH SCHOOL
HOSTEL:
INVENTORY LIST**

ROOM INFORMATION:

Room Number: _____

Learner's Name: _____

Date of Check-in: _____

Date of Check-out: _____

FURNITURE

ITEM	QUANTITY	CONDITION AT CHECK-IN	CONDITION AT CHECK-OUT	COMMENTS
Bed				
Mattress				
Wardrobe				
Bedside Table				
Desk/Table				
Chair				
Blinds				
Extras:				

GENERAL OBSERVATIONS

- Room at check-in: Clean Dirty
- Room at check-out: Clean Dirty
- Any damage or loss: _____
- Repairs needed: _____

SIGNATURES

I hereby confirm that the above inventory has been reviewed and that I accept responsibility for any damage or loss not reported.

Learner: _____

Signature: _____

Date: _____

Head of Hostel: _____

Signature: _____

Date: _____



CRADOCK HIGH SCHOOL HOSTEL POINT SYSTEM – RECORD FORM

A. SERIOUS VIOLATIONS (Each deducts 20 credits unless stated otherwise)

Code Offence	Credit Deduction	Code Offence	Credits
A1 Use or possession of drugs	20	B1 Skipping study time (unless allowed to study elsewhere)	5
A2 Leaving hostel at night or weekend without permission	20	B2 Misconduct while marked as sick (e.g. socialising, noise)	5
A3 Theft	20	B3 Misuse or illegal use of electrical appliances	5
A4 Possession of pornographic material	20	B4 Late return after granted time	5
A5 Alcohol (use, possession, smell, empty/full bottles)	20	B5 Littering in shared spaces	4
A6 Smoking (including cigarette smell, possession, hubbly)	20	B6 Failure to complete weekend register by Wednesday	2
A7 Occult or satanic practices	20	B7 Profanity or vulgar language	4
A8 Verbal bullying, bullying, or victimisation (Racism /Discrimination)	20	B8 Skipping meals	4
A9 Vandalism (must also pay for damages)	10	B9 Communicating through windows	2
A10 Leaving without signing out with staff approval	7	B10 Talking back to staff, HC, or subcommittee members	4
A11 Leaving during the day without permission or under false pretences	7	B11 Failure to perform door/phone duty (penalty duty added)	4
A12 Failure to sign in after 19:00 in the evening	5	B12 Misuse of intercom	3
		B13 Slamming doors	3
		B14 Allowing town visitors in rooms without permission	3
		B15 Loitering or sleeping during study	3
		B16 Disruptions in study hall	3
		B17 Not signing in/out of grade register	3
		B18 Audible devices during study (confiscated for 3 days)	3
		B19 Kitchenware in rooms	2
		B20 Device use during study/quiet time (confiscated for 3 days)	2
		B21 Making noise or loitering after quiet time	3
		B22 Failing to notify hostel of weekend plan changes	3
		B24 Missing Sunday 21:00 inspection	2
		B25 Not returning keys/lock pick to matron	2
		B26 Not ready for morning/evening quiet time	2
		B27 Loud music despite request to turn it down	2
		B28 Not closing curtains when dressing at night	2

Note: Offences not listed above will be evaluated and penalized by the *superintendent*, in consultation with the *principal*, based on severity and context.