



# Welcome to Wembley College and Northfields Manor

BE information booklet  
2010

## Welcome

### Recipe for Life

Plant a garden that will ensure success:-

- |                    |   |
|--------------------|---|
| 3 rows of peas:    | Peace of mind heart and soul                              |
| 4 rows of squash:  | Squash gossip, indifference,<br>grumbling, selfishness    |
| 4 rows of lettuce: | Let us be faithful, kind, patient and<br>love one another |
| 2 rows of turnip:  | Turn up for meetings, service and to<br>help one another  |
| 3 rows of thyme:   | Time for each other, family and<br>friends                |

Water freely with patience and cultivate with love. There will be much fruit in your garden because you reap what you sow.

A warm welcome is extended to the parents and children of Northfields Manor. We trust that you will have a very happy year with us.

Sue Bryant  
House Mother

## **Staff**

### **House Mother**

Mrs Sue Bryant  
Phone: 033 417 1460  
078 169 0041

### **Duty Staff**

Boys Hostel: Mr Brad Sessions

Girls Hostel: Miss Claudia Geber

### **Matron**

Mrs Linda Hayter  
Phone: 033 417 2873  
072 887 7464

**Cardphone number** (Please use this number to contact your child)

033 417 2411

The best time to contact your child would be during the afternoons (after school) and between prep breaks. Please note that no phone calls will be answered during meal times and prep. Refer to the daily routine on pg 6 for these times.

Please feel free to contact the House Mother with any queries, problems, concerns or compliments.

## Fee Structure:

Please consult the bursar for the BE fee structure for 2010. It is important to note that all BE fees should be paid in advance.

Weekly boarders who book in for weekend meals will be charged at a rate that has been determined by the College. For further information please contact the bursar.

Boarders are expected to know their weekend arrangements **before dinner on Thursday nights** as the weekend meal list will be completed immediately after the meal in order for Capitol Caterers to make the necessary arrangements for the weekend.

Weekly boarders who book in on a Thursday night for the weekend **will be charged** even if they make alternative arrangements at a later stage. Full time boarders will not receive any compensation for weekends/days that they do not spend in the BE.

### **ALL MEALS ARE COMPULSORY**

## Daily Routine

06:00	Rising Bell
06:20	Inspection
06:25	Line up for breakfast (newspaper to be collected and taken to school by the duty Junior)
06:30	Breakfast
06:50	Devotions / dismissal
07:05	Line up, and walk to school

Boys and girls may not be in the dorms or rec room during the afternoons between 15h00 and shower time unless they are coming in to change, collect or drop off something

16:45	Shower time
17:20	Inspection
17:25	Line up for supper bell
17:30	Supper
17:50	Dismissal
18:10	Warning bell.
18:15 – 19:00	1 <sup>st</sup> prep
19:10	Warning bell.
19:15 – 20:00	2 <sup>nd</sup> prep. After 2 <sup>nd</sup> prep all juniors go to dorms and prepare for bed
20:10	Warning bell
20:15 – 21:00	3 <sup>rd</sup> prep
20:30	<b>Lights out for juniors</b>
21:30	<b>Lights out for seniors</b>

## Prep

- All pupils must be ready for prep 5 minutes before prep begins
- Juniors must bring a reading book or puzzle book or a constructive activity to their second prep session if they have completed their homework.
- During exams prep sessions will be extended at the discretion of the house parents to allow pupils to study for longer periods

## Dorms

- Dorms must be kept in a neat and respectable condition
- No ball games of any sort are permitted in the dorms
- All lockers must be tidy – **no food** to be kept in dorms. Tuck lockers are available in the rec room where a padlock/combination lock is required to keep tuck safe.
- Beds must be neatly made every morning and kept neat for the rest of the day
- Laundry bags and towels must be placed on the hooks provided
- Apart from the designated inspection times, inspection can be randomly carried out by prefects or duty staff
- **No boys are allowed in the girls' dorm and no girls are allowed in the boys' dorm.**

## Dress Code

- Unless otherwise stated only official school clothing may be worn
- Each pupil is to ensure that each item of clothing is clearly marked and in a good state of repair.
- During the school teaching day pupils will wear either number 1's or number 2's.
- After school boarders will change into number 3's (navy/white Wembley College golf shirt, navy shorts (for boys) and navy collets (for girls) and/or the required sport kit.
- In the evenings navy shorts/jeans and Wembley College golf shirt or Number 1's when instructed to do so.
- Wembley College tracksuits can be worn with all sports clothes, or on cold days/nights. Northfields polar fleece jackets may also be worn with number 3's.
- Closed shoes, takkies or sandals must be worn in the dining room during all meals.
- When pupils leave or return to the school premises they must be in full number 1's (ie: school holidays, weekends, town visits etc)

Note the following is **not permitted**:

- Any headgear other than official Wembley College caps/hats or beanies when it is cold
- Wearing of rugby jerseys unless involved in a practice, match or touch rugby game
- Wearing of civvies

## **Laundry**

- All scholars are required to be responsible for marking all their own clothing
- Laundry will be done daily except on weekends. Laundry bags must be brought to the Matrons office at breakfast time
- Each pupil will be designated a laundry 'box' where once the laundry has been washed and ironed it will be placed into the box. Pupils are responsible for checking their laundry box daily to ensure that there is no build up of returned laundry.

## **Cell phones, phone cards and pocket money**

- The times of usage for the card phone was stated on page 4
- Cell phones are to be handed in to the teacher on duty and will be looked after during normal school days. Cell phones may be collected after the evening meal from the teacher on duty and may be used before prep and during the prep breaks, after which they will be returned to the teacher on duty.
- **No** cell phones **OR** sim cards may be kept in the dorms. This is in direct violation of the BE policies and will be dealt with accordingly.

Parents are asked to provide phone cards and pocket money for their children. We ask that you do not give your child a large amount of cash as it is unnecessary and can lead to problems within the BE ie: theft. An amount of R50 per week is more than adequate.

## **Theft and loss of property**

Crime is an unfortunate reality of life in South Africa. Although the College is secure and every attempt is made to control access to the premises, it is impossible to eradicate theft externally and internally. Parents are reminded that the College accepts **NO RESPONSIBILITY** for the loss of personal possessions and are urged to consider including the child's property in an all risks insurance policy. In the same light we also ask that your child does not bring expensive possessions to school.

## **Sound Equipment**

Radios brought to the BE must be played at an acceptable level and may not disturb the other boarders, or duty staff members. Mp3 players and other such devices may not be used outside of Northfields Manor, or after lights out. Violation of this rule will result in confiscation of the device and an appropriate punishment.

## Medication

- No medication may be kept in the dorms
- No pupil is allowed to use any medication unsupervised
- Boarders that need to take antibiotics or any other prescribed medication must hand it in to the house parents who will in turn ensure that the medication is administered according to prescription.
- Parents must inform the house parents of any medication that their child is taking. No medication is allowed to be taken without the knowledge of the house parents
- Please note that it is compulsory for all boarders to be members of the schools accident insurance scheme. Refer to the bursar for further information.

## Habit forming Substances

**The use of any habit forming substances is strictly forbidden on any part of the College campus** and any transgression will be handled according to the relevant Wembley College policy.

## House Discipline

The house parents are ultimately responsible for discipline in the Boarding establishment

A demerit marks system is employed at the BE. Demerits incurred are usually, but not limited to, the following:

*Minor offences:* Level one offences (examples)

- late for inspection/meals/prep
- physical contact

*Minor offences:* Level two offences (examples)

- insolence, rude and unruly behavior
- disruptive behavior during meals/prep
- repeated physical contact

*Major offences:* Level three offences (examples)

- smoking
- possession of contrabands ie: tobacco/alcohol/drugs etc
- physical abuse – bullying

All offences and procedures are run in conjunction with the school code of conduct

## **Discipline procedures**

Level 1 and level 2 offences will be dealt with by the duty staff/house parents and the procedure is as follows, but not limited to:

Level one offences: Verbal warning and/or incident report on file and/or early morning rising and/or midweek gaiting and/or weeding of gardens and/or last to receive meals and/or detention

Level two offences: Written warning on file and/or to parents. Early morning rising and/or standing at break and/or midweek gaiting and/or weeding gardens and/or manual labour and/or limited cellphone use and /or detention

Level 3 offences are the more serious offences. Parents will be informed and this could lead to expulsion. The disciplinary procedures will fall in line with that of the College policy

## **Appearance**

### **Haircuts and shaving**

#### **Boys**

- Hair must be neither too short nor too long
- Hair must be clear of the collar, ears and eyes
- Steps in the hair are not acceptable
- Short hair is permitted subject to the following two restrictions:
  - 1) the scalp must not be directly visible
  - 2) a fringe is required
- The changing of the colour of ones hair, in any way, is not permitted
- Side burns will not extend below the middle of the ear
- All boys will shave when it becomes necessary

#### **Girls**

- Hair to be neat and well groomed
- The changing of the colour of ones hair, in any way, is not permitted
- Hair must be tied up for school and meal times using a blue or white hair band only

If necessary, haircuts will be arranged to ensure conformity of the above.

## Jewellery

Girls may wear one pair of gold or silver studs or sleepers in pierced ears. Sleepers may not be larger than 3mm in diameter. Medic-alert and identity bracelets may be worn. Narrow gold or silver chains may be worn inside shirts for medical or religious reasons only. Such chains must be long enough not to be visible at the neck when sports kit or summer uniform is worn. Apart from the aforementioned items, no jewellery of any description is allowed i.e no bracelets, rings, beads etc.

## Recreation

### Television

- There will be strict control over certain programmes with age restrictions. Duty staff will oversee this
- Pupils may be allowed to watch television over weekends at the discretion of the duty teacher

### Swimming pool

- Times for swimming to be controlled by the duty staff/matron
- Pupils may only wear school approved swimming costumes (no bikinis)

## Leave

- Parents or other authorized adults may sign pupils out provided that the pupil is not involved in any BE / school activity. It is compulsory that all sporting or school commitments are fulfilled before leave will be granted
- Pupils may not, under any circumstances, leave the school/BE grounds with anybody unless permission has been granted from the parents or legal guardian **and** the house parents.
- It is imperative that the pupils departure and arrival is recorded in the attendance register which can be located in the BE dining room.
- All boarders who are returning on the Sunday must arrive by 17h00 by the latest. Meals will not be provided for those who did not book on the preceding Thursday evening, nor will meals be kept for late arrivals unless pre arranged.
- Pupils arriving on the Monday must be back by 07h00 and **dropped at the BE and signed back in.**
- Pupils leaving the campus during the day for sporting fixtures, medical appointments etc must inform the house parents and/or the matron.

### Special leave

Special leave for evening excursions/meals can be arranged with the house parents to allow a student to be taken out to dinner by his/her parents to celebrate a special occasion.

**May your association with Wembley College and Northfields Manor boarding establishment be a very rewarding one for you and your child. Remember that you are welcome to contact me at anytime**

**Sue Bryant  
House Mother**