

PECANWOOD COLLEGE



PECANWOOD
COLLEGE

Prepared for Life



SURVIVAL GUIDE

2015

FOUNDERS GIRLS

Congratulations! Well done! You have made a good choice with Pecanwood College/ Founders Girls and you have done well to be accepted.

I hope that your stay at Founders Girls is as enjoyable as it is expected to be. You will learn so much at Pecanwood College and it is truly a privilege to be part of Pecanwood – for yourself and Founders Girls.

All Founders Girls are required to uphold the Pecanwood College Code of Conduct and are bound by the school rules at all times.

It is expected of Founders Girls that they involve themselves in a high standard of conduct in their relationships with others and the School.

To be called a Founders Girls will have the same meaning as being called a Young Lady. The Founders Girls will at all times strive to be impeccable in her manners as well as his appearance.

In the following pages you will find the, routines, responsibilities and general house rules.

Carla de Brito



DAILY ROUTINE

5.45 am	Rising bell
6.15 am	Inspection (boarders' outside their rooms, full school uniform)
6.30 am	Breakfast /roll call – new dining hall
7.15 am	Exit House
7.20 am	Boarder mistress / master locks house
10.30 am	Sandwiches in front of Founders Girls
13.45 pm	Prep school returns to house Lunch for prep school
14.00 pm	High school Return to house Lunch / Announcements
14.30 pm	Boarders' change for extra murals
15.00 pm	House locks. All boarders' must participate in co – curricular activities.
16.00 pm	House opens for free time
16.00 pm – 17.45	Shower time
17.30 pm	Supper/roll call / announcements
18.00 pm – 19.00	free time
19.00 pm – 19.44	Study (prep school to study in the dining room, seniors' to Study in bedrooms with doors open)
19.45 pm – 20.00	Break
20.00 pm – 20.45	Study
20.30 pm	Lights out for prep school
21.10 pm	Lights out for grades 8 and 9
21.10 pm	Silence for rest of house
21.30 pm	Lights out for grade 10 and 11
22.00 pm	Lights out for grade 12

DAILY ROUTINE EXPLAINED

1. **Rising bell:** You will rise, visit the bathroom and get dressed.
2. **Inspection:** The boarder mistress and the grade 12 on duty will do the inspections.

The rooms are expected to be neat.

1. All clean clothing to be neatly packed into the cupboard.
2. All dirty clothing to be put into laundry bag, hung onto hook at the back of the door.
3. Shoes to be neatly packed into cupboard.
4. All towels to be hung over hook at the back of the door.
5. All books to be neatly packed.
6. Locker must be open.
7. Bed neatly made up.
8. You have to be neatly dressed outside your room awaiting inspection.

3. Breakfast

Breakfast is a compulsory attendance.

Girls will meet in front of the house.

Bookcases left in entrance of dining hall upon arrival.

Everyone will stand behind their allocated chair.

Grace will be said.

Sit down to eat. Food to be fetched one table at a time. Grade 12 will be first.

After everyone has eaten all plates and cutlery will be passed down to the head of the table and cleared.

The head of house will make announcements.

After you have been dismissed by the boarder master/mistress everyone leaves for school.

4. Exit house / Boarder mistress/ master locks house.

No boarder will be allowed in the boarding house during school time.

Only the House Mistress can give permission for a boarder to enter the house under extreme circumstances.

5. First break

Sandwiches will be available in the dining room during break.

You are to take a sandwich and move back to the school grounds.

No playing around the sandwich table will be allowed.

The boarding house will be out of bounds during first break.

6. End of academic classes / Lunch / Boarders change for sport

The boarding house will be opened at 14:00 for lunch.

Lunch is a compulsory attendance.

Bookcases left in entrance hall.

Same routine will be followed as at breakfast, except that after you have finished your meal, you are to clear your plate and may quietly leave to get changed into sport uniform.

7. House closes for sport.

At 15h00 the duty boarder mistress will lock the house for the afternoon program.

No one is allowed inside the boarding house during this time.

8. House opens for free time./Shower time

At 16:00 the duty boarder mistress will unlock the doors to the boarding house.

During this time you may watch TV or play pool.

Showering will be done according to a shower roster and will alternate every term.

9. Supper time

Supper is a compulsory attendance.

Same routine will be followed as at breakfast.

The head of house will make announcements.

After you have been dismissed by the boarder mistress you may leave the dining room.

10. Free time

During this time you are allowed to watch TV or play pool.

11. 1st Study Session

Prep school boarders are to study in the common room.

High school boarders are to study in their rooms, doors must be open.

Cell phones are to be switched off and placed on the floor at the door of each room.

High school boarders studying in their rooms must be seen as a privilege and not a right, when your academic performance is not up to standard this privilege will be revoked immediately.

12. Break

This is merely time to relax your concentration. No TV may be watched during this time.

13. 2nd Study Session

The same rules apply as for the first session.

Prep school boarder gets ready for bed. Lights out at 20h30.

14. Clean up / silence

You will take this time to clean up your rooms and have your own quiet time.

Corridor prayers may also take place during this time.

The boarding house will be quiet during this time.

15. Lights out

All lights will be out and you are expected to sleep.

No use of electronic equipment is allowed.

Doors may be closed.

You may ask for extra study time.

If extra study time is misused it will not be granted.

General rules

1. Common room

- This is your area and use of it is a privilege not a right. Abusing it will result in it being placed out-of-bounds.
- Look after any equipment in the common room. You will be charged for repairs if you are found to have caused any damage.
- The TV may only be watched or used at the designated times.
- The DVD player may only be used with approved DVD's and with the Boarder mistress on duty's permission.
- You may not lie, sit or place any bookcases or foodstuffs on to the Pool-table.
- Pool cues have to be packed away after use.

2. Sick report

- If you are sick please inform the duty boarder mistress at the morning inspection.
- The duty mistress will then decide if you need to see the nurse.
- You may not stay in bed if you are sick unless you have been specifically instructed to do so.
- If you are ill enough to leave class, you will report to the Housemistress, who will either send you back to class or allow you to lie down at sick bay, or send you back to see the nurse.
- If you do not attend class, you may not attend afternoon activities.
- You may not make private arrangements to be taken home when ill. These arrangements must be made through the nurse and Housemistress.

3. Meal times

- All meals are compulsory; you may not miss a meal without permission to do so from the Housemistress.

- Behave in a civilised manner, showing respect for other students, teachers and staff.
- No crockery or cutlery may leave the dining areas.
- Eat what you take – do not waste food.
- All food must be consumed within the dining area.
- Clear up whatever mess you make.
- Dress must be appropriate. Footwear must be worn. NO vests, pyjamas or slippers may be worn to any meal.

4. Valuables

- Look after your belongings, lock them away or hand them to a boarder mistress for safe keeping
- Try not to bring valuable items into the boarding house.
- You may not borrow anything from anyone without their express permission.
- You may not buy or sell anything from/to anyone without the Housemistress consent.

5. Visitors

- No visitors or day scholars are allowed into the house without consent of the duty boarder mistress.
- No girls are allowed into the boys' houses and no boys are allowed into the girls' houses, not even the common rooms, under any circumstances.

6. Study Session Rules

- The study session is a time to study and do homework.
- Misconduct during this time will not be tolerated.
- There will be silence during study sessions times.
- All doors must remain open.
- Cell phones must be turned off and put outside the door on the floor. They will be confiscated for a week if used during a study session.
- I-pods, MP3 players, sound systems, may not be used during prep – even with head phones!
- Group work is only allowed in the common room during the first study session with the permission of the boarder mistress on duty.
- Late study is only allowed if the boarder mistress on duty gives you permission and is a privilege and not a right.

7. Boarding House – Out-of-Bounds

Week Days (Monday to Friday)

- You are not allowed off the School property unsupervised or without the express permission of your parent or the Housemistress if you are signing out for any reason.
- You may go to the sports field and swimming pool during the afternoons up until supper-time.
- The sports fields, swimming pool, tennis courts and classroom block are out-of-bounds after supper.
- You must be in the houses from 18h45 (18h30 in winter) every evening. If you are out after this time are out-of-bounds unless they have specific permission from the duty boarder mistress.

- The houses are out-of-bounds from 07h15 until lunch-time daily.
- You should not be in secluded areas of the campus on your own or alone with a member of the opposite sex.

Weekends (Saturday & Sunday)

- The same rules apply as for week days, however, boarder mistress on weekend duty may wish to amend some of the times relating to areas that may and may not be visited during the weekend.
- the rooms of those boarders who are not in for the weekend are out of bounds.

8. Use of Laptop and tablet Computers in the Boarding House

- Laptop and tablet computers may be used.
- The primary purpose of using a laptop or tablet computer at school is to enhance the learning process.
- Laptop and tablet computers may therefore only be used during study sessions for word processing, spreadsheet work, preparing power point presentations and doing research from CD's or the internet. All of these activities should be done in silence or with headphones if sound is required for any of the activities mentioned.
- Laptop or tablet computers may not be used to watch DVD's or listen to CD's during study sessions or after lights out.
- All laptop and tablet computers remain the complete responsibility of the owner.
- There will be consequences to the misuse of laptops or tablets which may include having these confiscated for a stated period.

9. Clothes and Clothing

- Full School Uniform **MUST** be worn to School and all School functions
- Casual dress consists of a Founders T-shirt or house-colour T-shirt, green sport shorts and casual footwear.
- After 16h00 you may change into civvies.
- Sport must be played in the correct kit.
- On leaving and returning to the Boarding House, full School uniform must be worn, (or a school track suit, when leaving directly from a practice or fixture).

Jewellery

- No chains only religious emblems are allowed.
- Only single thin regulation sleeper earrings or studs (round) may be worn.
- No nose rings, tongue studs, or other body piercing may be worn not even with civvies. Piercings may not be kept open with bristles.
- No bangles or bracelets, except Medic-Alert.
- Watches must be of respectable size and of a neutral colour. No bracelet or charm watches allowed.

Clothes

- All clothing **MUST BE CLEARLY MARKED**

- All clothing must be taken home at the end of each week, laundered and repaired if necessary, unless other arrangements have been made.

10. Code of conduct, discipline and punishment

In Founders Girls we distinguish between the different offences. If you break the rules, you will be dealt with accordingly. We have a committee dealing with these matters and their decision is final. If your offence is seen as serious you will be summonsed to an internal hearing. If the offence is of a very serious nature, it will be handed over to the Headmaster of the College and **you may be punished by suspension or expulsion from the hostel.**

Parents will be informed of these offences.

You will be treated fairly – you have our word on it.

The following can serve as a **guideline** for offences that are not allowed.

a. Minor Offences

- Non – punctuality
- Leaving before the permitted time from study session, class, Sports practice, Society meetings, or any other without an acceptable reason.
- Breaking prep rules
- Carelessness resulting in loss or damage to School property or the property of others.
- Not greeting Staff or visiting adults.
- Not standing up when speaking to Staff or visiting adults
- Incorrect dress
- Use of the swimming pool outside of swimming times
- Failure to have all the necessary books or stationery needed to complete homework.
- Disorderly behaviour during hostel times.
- Insolence towards any hostel member of staff, shown by demeanour, action or words
- Insolence towards any hostel member of staff, shown by demeanour, action or words
- Being in the “out of bounds” area during hostel hours.
- Not being properly dressed for meals
- Being late for meals
- Using a cell phone during study or after lights out.
- Untidy hostel bedroom, bathroom or cupboard
- Attempt to load or download unauthorised software on to the school computers
- Engaging in dangerous horseplay, pillow fights etc.
- Disorderly behaviour or behaving publicly in an unacceptable manner
- Inviting boys into Houses

- Failure to carry out and/or refusal to obey reasonable and lawful instruction
- Not being signed in or out
- Dirty or untidy lockers
- Not signing out in the daily signing out book.

b. Serious offences

- Conduct which endangers the safety and violates the rights of others.
- Bunking of any nature.
- Possession, threat or use of a weapon and/or firearm.
- Possession, transmission or visible evidence of pornographic material.
- Possession, use, sale, transmission or visible evidence of narcotic or unauthorised drugs, alcohol, cigarettes or intoxicants of any kind.
- Possession, use, sale, transmission or visible evidence of dangerous substances of any kind.
- Fighting, assault or battery.
- Immoral, sexual behaviour or blasphemy.
- Harmful graffiti, hate speech, sexism, racism.
- Theft or possession of stolen property.
- Unlawful action, vandalism, or destroying or defacing of hostel property.
- Disrespect, objectionable behaviour and verbal abuse directed at hostel staff or other school employees and learners.
- Repeated violations of school / hostel rules or the schools Code of Conduct.
- Criminal and oppressive behaviour such as rape and gender-based harassment.
- Victimisation, bullying and / or intimidation of others.

The above are just a few of many things that can go wrong in the hostel. You will be dealt with in a very serious manner.

The Housemistress is allowed at any time to search a room with or without the you present.

11. Privileges

a. General

Privileges are earned by groups of people and taken away by one (the Housemistress). They are not rights and they are awarded to groups

who have met certain expectations. Privileges may be removed if the group or individual to who they have been awarded, fail to behave in an acceptable manner or they abuse the privileges given to them.

b. Common Courtesies

- greet people older than yourself
- to be greeted by the person you greet
- to refrain from using ban language/do not curse family members/relatives
- to respect property belonging to other people
- to assist a person in need or in trouble
- to respect the dignity of other people
- to refrain from using your position or size to your own advantage
- to ask a person in a courteous manner to do something for you
- to be spoken to in a friendly and courteous manner
- to give due recognition to those who are your seniors
- to behave in a manner of which you can be proud
- **TO TREAT OTHER PEOPLE AS YOU WOULD LIKE TO BE TREATED**

c. Grade 12

- being part of the group running the house
- get to dish up first
- access to the house in the afternoon
- first to sit on the coaches
- entering the dining room first
- being the head of the table
- doing duty in the house
- use of matric bath
- use of the balcony
- may choose one TV program a week
- rest of house to stand back for you
- **being regarded as a Senior in the House and School**

d. Grade 11

- get to dish up after matrics at lunch
- doing duties in house in preparation for your matric year
- grades 8,9 and 10 to stand back for you

e. Grade 10

- get to dish up after grade 11 at lunch
- grade 8 and 9 to stand back for you

- organise the House Christmas party

f. Grade 9

- get to dish up after the grade 10 at lunch
- grade 8 to stand back for you

g. Grade 8

- having been accepted at Founders Girls
- have the right to ask a matric for help in any situation for survival

Get involved, try your best and if you have problems, speak to a friend, one of the boarder masters/ mistresses or Housemistress.

We are looking forward to our year together in Founders Girls – the best house in the country!

COLLEGE FEES PER PUPIL 2015 GRADE	TUITION FEE PER YEAR	MONTHLY OVER 11 MONTHS (JANUARY TO NOVEMBER*)	FEE IF PAID BY 16th JANUARY 2015
GRADE 000 TO 0	48 785	4 435	46 345.75
GRADE 1 TO 3	55 550	5 050	52 772.50
GRADE 4 TO 6	61 490	5 590	58 415.50
GRADE 7 TO 9	68 200	6 200	64 790
GRADE 10 TO 12	74 800	6 800	71 060
BOARDING FEE	65 890 (11 months fee)	5 990	62 595.50

Kindly note: Pupils enrolling after January are charged a pro rata fee that may differ from the amount stated above.

REGISTRATION AND ENTRANCE FEES FOR NEW PUPILS

A R750 application fee is payable upon submission of the admission form, called the "Admission Form and Parent Contract". The following documentation must accompany the admission form:

- Two coloured passport-sized photographs of the pupil
- A certified copy of the pupil's ID document or birth certificate
- A certified copy of each parent's ID document
- A copy of the pupil's latest school report, where applicable
- A copy of the pupil's therapist's report(s), where applicable
- For non-South African citizens, a residence or study permit
- A certified copy of the parents' current utility bill
- If divorced, a copy of the court order

No application can be processed until all the relevant documentation has been provided

FOR NEW PUPILS

- A non-refundable enrolment fee is payable as follows:
- Grade 000 – **R0** payable provided that January's fees is payable immediately. Enrolments after January 2015 will be **R7 500** payable when the child is accepted into the College by the College head.
- For the first child (Grade 00 – 9) – **R15 000** payable when the child is accepted into the College by the College head.
- For the second child – **R7 500** payable when the child is accepted into the College by the College head.
- For three or more children. No entrance fee payment for the third and further children.
- Grade 10 -12 – **R7 500** payable when the child is accepted into the College by the College head.
- Boarding/Hostel (For the first child): - **R20 000** payable when the child is accepted into the College by the College head.
- Boarding/Hostel (For the second child): - **R10 000** payable when the child is accepted into the College by the College head.
- Boarding/Hostel for three or more children. No entrance fee payment for the third and further children

Please note: If payment is not made by the due date the learner forfeits his/her place. A child may only qualify for one of the abovementioned discounts.